

Lakeview College of Nursing

Bachelor of Science Nursing



College Catalog/Student Handbook

2018-2019

A History of
adaptability • caring • excellence • integrity • service

DISCLAIMER

The College Catalog/Student Handbook applies to all students (including non-degree seeking) of Lakeview College of Nursing. All students have access to the College Catalog/Student Handbook through the website, www.lakeviewcol.edu.

Consumer information is available at <http://www.lakeviewcol.edu/consumer-information>.

LCN reserves the right to change the terms and conditions outlined in this publication at any time with or without notice. This published College Catalog/Student Handbook supersedes all previously published editions and is in effect until a subsequent College Catalog/Student Handbook is published either in print or online at <http://www.lakeviewcol.edu/cataloghandbook>. Students, faculty and staff will be notified of substantial changes. The College Catalog/Student Handbook does not represent a contract between the student and the College.

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Welcome

A message from the President



I would like to welcome you to Lakeview College of Nursing and thank you for choosing us for your educational journey in nursing. The College has a proud tradition of preparing nurses for professional practice for over 120 years. Our faculty are highly educated and skilled in helping you to reach your goal in becoming a baccalaureate prepared nurse. The curriculum is designed to prepare you for beginning professional nursing practice. I realize this time is as important in the lives of students as it is for those who support and encourage your academic growth, and I am confident that your journey at Lakeview College of Nursing will reveal unimagined strengths and opportunities. I wish you well on your educational journey. I am truly looking forward to meeting each of you and celebrating in your academic success as you walk across the stage at our graduation ceremony.

Welcome to Lakeview College of Nursing,

Sheila Mingee, MBA, MSED
College President

Welcome from the Dean of Nursing



Congratulations on your decision to come to Lakeview College of Nursing. As Dean, I want to extend a warm welcome to you from Lakeview as you start or continue your journey. If you are looking for a college where you will be known by name; where the Dean, faculty, and staff are accessible and approachable; where additional support is readily available to students; Lakeview is the ideal place. As nursing is steeped in tradition and history, it is very progressive in content and practice. As a career, you will find it offers flexibility and stability. Graduates from Lakeview are practicing in all areas of nursing all over the country, serving on the front lines in healthcare, implementing change, and promoting progress in the delivery of healthcare. Our campuses offer you a wide array of experiences and an extremely competent faculty to assist you as you work toward becoming a baccalaureate prepared Registered Professional Nurse. Please use the resources available, take the time to familiarize yourself with our policies and procedures, and get to know the faculty and staff.

We all believe in you!

Lanette Stuckey, MSN, RN, CNE, CMSRN
Dean of Nursing

Board of Directors, Administration, Faculty, and Staff

Please visit <http://www.lakeviewcol.edu/employee-directory>
for Board, Administration, Faculty and Staff bios.

Board of Directors

Officers

Diane Buss, RN, MS	<i>Chair</i>
Connie Schroeder, MS, RN	<i>Vice Chair</i>
Susan Stratman, JD	<i>Treasurer/Secretary</i>

Members

Ron Crick, MBA	Judd Peck, JD
Lon Henderson, MS	Nan Perry, MAS
William Garrison, JD	Richard VanBurk, DDS

Administration

Sheila Mingee, MBA, MSED	<i>College President</i>
Lanette Stuckey, MSN, RN, CNE, CMSRN	<i>Dean of Nursing/Associate Professor</i>
Connie Young, MS	<i>Director of Enrollment/Registrar</i>
Amy McFadden, BS	<i>Coordinator of Recruitment/Marketing</i>
Janet Ingargiola, MSED	<i>Director of Financial Aid</i>
Vicky Welge, MSED, LCPC	<i>Director of Assessment, Title IX Coordinator and Disability Services</i>

Teaching Faculty

Full-time

Mary Margaret Barkley, MSN, RN	<i>Instructor</i>
Deborah Bartnick, MSN, RN	<i>Assistant Professor</i>
Bonnie Coburn, MSN, RN, FNP	<i>Instructor</i>
Mina Cho, MSN, RN	<i>Instructor</i>
Kiersten Emberton, BSN, RN	<i>Teaching Assistant</i>
Robin Grubbs, DNP, RN, MSN	<i>Instructor</i>
Eleni Key, MSN, RN	<i>Instructor</i>
Cynthia Lammert, MSN, RN	<i>Instructor</i>
Stacy Ordner, MSN, RN, FNP	<i>Instructor</i>
Carolyn Rauch, MSN, RN, CNE	<i>Assistant Professor</i>
Christina Smalley, BSN, RN	<i>Lab Assistant</i>
Kristina Smith, MSN, RN	<i>Instructor</i>
Pam Sprouls, MSN, RN	<i>Instructor/</i>
Shawna Storm, MSN, RN	<i>Instructor/Faculty Organizational Chair</i>
Rita Wallace, MSN, RN	<i>Assistant Professor/Professional Development Chair</i>
J. Travis Whisman, MSN, RN	<i>Instructor</i>
Ariel Wright, MSN, RN	<i>Assistant Professor/Curriculum Chair</i>

Staff

Becky Castillo, MBA

Tammy Garza, BA

Nija Givens, MS

Kim Hunt, AAS

Shelley Rodgers, AAS

Miranda Shake, MS, LIS

Karlee Thomen, BA

Jeff Williams, AS

Charleston Secretary

Assistant Director of Financial Aid

Admissions Recruiter

Student Account Specialist

Administrative Assistant to the Dean

Librarian/IT Coordinator

Administrative Assistant to the President

IT Consultant

Academic Calendars

Please check <http://www.lakeviewcol.edu/academic-calendar> for our current academic calendar.

Who to Contact @ LCN

Academic Records	Connie Young	records@lakeviewcol.edu	217-709-0931
Academic Schedules	Connie Young	registrar@lakeviewcol.edu	217-709-0931
At-Risk Students	Faculty Advisor	See Sonis for your advisor	
Building Maintenance	Karlee Thomen	kthomen@lakeviewcol.edu	217-709-0924
Clinical Contracts	Shelley Rodgers	srodgers@lakeviewcol.edu	217-709-0921
Computer Issues	Miranda Shake	webmaster@lakeviewcol.edu	217-709-0927
Disability Services	Vicky Welge	studentsfirst@lakeviewcol.edu	217-709-0939
Edvance360 Questions	Instructor <i>Further assistance contact Miranda Shake</i>	See Syllabus webmaster@lakeviewcol.edu	217-709-0927
E-mail	Miranda Shake	webmaster@lakeviewcol.edu	217-709-0927
Financial Aid	Tammy Garza	finaid@lakeviewcol.edu	217-709-0928
Facilities	President's Office	kthomen@lakeviewcol.edu	217-709-0924
Graduation	Connie Young	records@lakeviewcol.edu	217-709-0931
Health Records		records@lakeviewcol.edu	217-709-0931
ATI	Course Coordinator	See Syllabus	
Library Resources	Miranda Shake	library@lakeviewcol.edu	217-709-0927
Use of Logo	Amy McFadden	marketing@lakeviewcol.edu	217-709-0929
Appt. with the Dean	Shelley Rodgers	srodgers@lakeviewcol.edu	217-709-0921
Clinical Issues	Clinical Faculty Course Coordinator	See Syllabus	
Course Issues	Course Coordinator	See Syllabus	
Public Relations	Amy McFadden	amcfadden@lakeviewcol.edu	217-709-0929
Room Scheduling:			
Danville Campus	Kim Hunt	khunt1@lakeviewcol.edu	217-709-0922
Charleston Campus	Becky Castillo	rcastillo@lakeviewcol.edu	217-709-0781
Safety & Security	President's Office	president@lakeviewcol.edu	217-709-0923
Skills/Simulation Lab			
Danville Campus	Christina Smalley	csmalley@lakeviewcol.edu	217-709-0937
Charleston Campus	Rita Wallace	rwallace@lakeviewcol.edu	217-709-0789
Sonis	Miranda Shake Connie Young	webmaster@lakeviewcol.edu registrar@lakeviewcol.edu	217-709-0927 217-709-0931
Student Accounts	Kim Hunt	studentaccounts@lakeviewcol.edu	217-709-0922
SGA Advisor			
Danville Campus	Travis Whisman	twhisman@lakeviewcol.edu	217-709-0943
Charleston Campus	Shawna Storm	sstorm@lakeviewcol.edu	217-345-1575
Title IX Coordinator	Vicky Welge	studentsfirst@lakeviewcol.edu	217-709-0939
Transcripts	Records Office	transcripts@lakeviewcol.edu	217-709-0941
Website	Miranda Shake	webmaster@lakeviewcol.edu	217-709-0927

Charleston Location FAX 217-345-1580
 President/Dean of Nursing FAX 217-709-0954
 Records Office FAX 217-709-0953
 Financial Aid FAX 217-709-0956
 Library FAX 217-709-0955

SECTION I: About the College

Our Mission

Lakeview College of Nursing has a central focus to be a dynamic center of educational excellence where the entire College community works together with integrity and cares for others. The College will be forefront to the trends in health care and committed to improving nursing as a profession by preparing competent, safe, caring professional nurses for leadership roles in the health care community.

Our Vision

Lakeview College of Nursing aspires to be the College of choice for professional nursing in Illinois and recognized nationally for nursing excellence.

Our Values

Adaptability is the process of modifying behavior as indicated to changing circumstances as evidenced by flexibility and accommodation of changing, evolving and unpredictable situations involving self, individuals, families, groups, and communities. Adaptability is the ability of the nurse to respond quickly to unexpected events, utilize problem-solving, contribute to innovative solutions, and to think creatively. Adaptability is building a sense of community within and outside the College through understanding and appreciating a diverse, multicultural society.

Caring as a central paradigm of nursing enables one to transcend self and serve all people. Caring considers the holistic nature of people and the complexity of the human condition. In caring, the nurse demonstrates a commitment to the welfare of self, individuals, families, groups and communities. Caring is viewed as attitudes, behaviors and values that take on a spiritual dimension. Attitudes and values that send a message of support, empathy, genuineness, and commitment to another are integral to this concept.

Excellence is the quality of being superior or very good at what one does and applying that quality in all actions to generate optimal and recognizable outcomes. Excellence is represented through implementation of quality improvement initiatives, purposeful management of resources, promotion of lifelong learning, and fostering care delivery models that raise the level of nursing practice.

Integrity is the commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. Integrity demonstrates trustworthiness by being honest, dependable, and reliable along with the ability to apply ethical standards of the profession.

Service is the process of selfless giving to others that provides benefit to individuals, families, groups, community, and society. Central to this concept is reflection on the experience which offers the opportunity to discover which practices can influence particular outcomes.

History

1894

Danville Training School (DTS) for nurses was founded in November of 1894 as a hospital-based school and graduated the first class of four students in 1896.

1911 - 1937 Initial Charter

The State of Illinois initially approved the diploma program in 1911, the first year the State began recording approval actions. The program was formally certified by the State in 1937, when certificates were first awarded.

1940s

Lakeview Hospital School of Nursing established an affiliation in the 1940s with Illinois Teacher's College in Charleston, Illinois, now known as Eastern Illinois University. Instructors from Eastern came to Danville and presented courses on-site for the convenience of the students.

1950s

An affiliation between Lakeview Hospital School of Nursing and Danville Junior College, now Danville Area Community College, was initiated in the 1950s for the community college to provide the lower division general education courses.

1960s

In the 1960s, Lakeview Memorial Hospital School of Nursing admitted the first female student who had been married, but was widowed with two small children. It was approximately at the same time that the first male student was admitted. During the late 1960s black female students were first admitted.

1970s

In 1971, the diploma program offered by Lakeview was fully accredited by the National League for Nursing.

1980s

The College was granted approval to establish a baccalaureate nursing program by the State of Illinois, Department of Registration and Education in September 1987.

1990s

A brick addition to Webster home was completed and is now the home of Lakeview College of Nursing.

2000s

At the start of the new millennium, Lakeview College of Nursing developed a contractual agreement with Eastern Illinois University to bring the Lakeview College of Nursing Baccalaureate of Science in nursing program to Charleston. Students began to attend classes on the EIU campus in fall 2001.

2010s

The Charleston facility completed an expansion in 2014 creating more space for classrooms, a computer lab, and faculty offices. Lakeview acquired a health services building from a local dentist to expand room for future growth of community immunizations clinics, health clinic, and extra lab space adjacent to the Danville campus. During the summer of 2015, the Danville location renovated the nursing skills lab in order to connect the basic lab equipment with the simulated lab equipment and provide for additional lab storage space.

Approvals and Accreditations

Accreditations

Lakeview College of Nursing is accredited by The Higher Learning Commission (www.hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission (HLC) accredits U.S. colleges and universities at the institutional level. Accreditation provides assurance to the public and to prospective students that standards of quality have been met.

The baccalaureate degree in nursing at Lakeview College of Nursing is accredited by the [Commission on Collegiate Nursing Education](#). (CCNE, 655 K Street, NW, Suite 750, Washington, DC 20036, 202.887.6791).

Approvals

Lakeview College of Nursing is authorized to operate and grant degrees by the [Illinois Board of Higher Education](#), 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377, 217-782-2551. To report unresolved complaints to the Illinois Board of Higher Education, visit their webpage at <http://complaints.ibhe.org/>.

Lakeview is currently on [probation](#) for a [first-time NCLEX-RN pass rate](#) below 75%, but has received continued program approval in May 2018 from the [Illinois Department of Financial and Professional Regulation's Board of Nursing](#), James R. Thompson Center, 100 West Randolph Street, Suite 9-300, Chicago, IL 60601, 312-814-2715.

Logo



LAKEVIEW
COLLEGE OF NURSING

Lakeview College of Nursing's logo is an evolution of three symbolic components. The cross, flame, and dove. Together they help translate our values: Adaptability, Caring, Excellence, Integrity, and Service.

Our **Cross** aligns with that of the Red Cross* which represents neutrality in caring for the sick and wounded and adaptability in rendering humanitarian services.

The **Flame** honors Florence Nightingale's passion for excellence in the healthcare field and that we may model ourselves after her efforts.

The **Dove** reminds us of the integrity in having hope and bringing peace to those that are in need of caring, comforting and healing.

** In August 1864, the Treaty of Geneva was created to ensure the neutrality of all soldiers wounded in battle and guarantee them medical treatment. The red cross on a white background became the emblem of neutrality in war. Jean Henri Dumanat, Swiss founder of the Red Cross, credited Nightingale's work in the Crimean War as his inspiration.*

Please email marketing@lakeviewcol.edu for approval and assistance if you wish to use the Lakeview logo in any fashion.

SECTION II: Admission to the College

Non-Discrimination Policy

Lakeview College of Nursing does not discriminate in the admission of students on the basis of race, color, religion, sex, national origin, age, sexual orientation, marital status, gender identity, veteran status, ancestry, or disability. Additionally, the College prohibits students discriminating against others based upon race, color, religion, sex, national origin, age, sexual orientation, marital status, gender identity, veteran status, ancestry, or disability.

Admission Academic Requirements

Applicant should have a minimum of 45 credit hours completed at the time of application to be considered for admissions. The following are the requirements for consideration for admissions into Lakeview College of Nursing:

1. Minimum cumulative **GPA of a 2.5** on a 4.0 scale.
2. **Admission Test Scores**
3. **60 Credit Hours in General Education and Prerequisite Courses with a grade of “C” or better.** (Must be completed before starting any LCN nursing courses. Please see appropriate prerequisite plan for a listing of required coursework within academic requirements section of catalog).
 - All general education and prerequisites must be completed from a regionally accredited college or university
 - Lakeview College of Nursing accepts CLEP Examination Credit for equivalent general education and prerequisite coursework. Credit may be awarded for CLEP Examinations depending upon the score earned on the examination and other factors as indicated below. Please visit The College Board website, <http://www.collegeboard.com/student/testing/clep/about.html>
 - Limitations of credits earned through the CLEP Examinations are as follows: (1) duplicate credit in the same subject is not awarded in any case; (2) the total number of credits that may be awarded is limited to 30 credits.

Admission Test Information

If an applicant has a disability and needs to request accommodations for the Admissions Test, the applicant needs to contact Vicky Welge at studentsfirst@lakeviewcol.edu or 217-709-0939.

It is highly recommended preparing for this test by purchasing a study guide and/or reviewing in some manner. An internet search for “nursing school entrance exam” will provide the resources needed to prepare.

Lakeview College of Nursing reserves the right to change admission requirements or to make appropriate revisions, amendments or corrections at any time, with or without notice.

Transfer Credit Policies

Academic Forgiveness Policy

Last 48 hours of completed coursework

Lakeview College of Nursing understands a student may have had difficult times in their life resulting in a sub-standard academic performance at a previous institution. Applicants in this situation can write a statement asking the Admission Committee to exclude this previous coursework from the cumulative GPA calculation. The cumulative GPA will then be calculated using the last 48 credit hours of coursework, which must be a 2.5/4.0. Students requesting academic forgiveness will not qualify for an early admission decision.

Time Limitations

Science Course Time Limit

There is a time limitation on the prerequisite science courses needed for the nursing program. Anatomy and Physiology I & II, Chemistry I & II, and Microbiology MUST be taken no more than five years before the start of the nursing program unless the student is currently a licensed RN.

Note: If one of the two-part courses (Anatomy & Physiology Part I and Anatomy & Physiology Part II, Chemistry I & Chemistry II), is completed within the last 5 years, then credits for the other part of the course will be recognized as long as it meets other transfer guidelines.

Student with prerequisite science courses that are not recognized due to time limitation will need to either repeat the course or pass a college proficiency test. For more information regarding the proficiency options, please contact the admissions office. Note: There is a cost associated with proficiency exams.

International Students

Documentation

All applicants must have established legal residency within the United States. Lakeview College of Nursing does not issue I-20s for student visas and therefore requires each student to be either a U.S. Citizen or Permanent U.S. Resident. Documentation will be required at the time of application. A naturalization certificate or a green card may be used as documentation for those born outside the United States.

Application Procedure

Degree-Seeking Students

Fall Deadlines (processing begins January 15th)

- * Early Decision – March 1st
- Regular Decision – April 1st

Spring Deadlines (processing begins June 15th)

- * Early Decision – August 1st
- Regular Decision – September 1st

*Applicants with a cumulative GPA of 3.0 or better on a 4.0 scale may apply for an early decision.

Admission decisions are mailed approximately 30 days after the admission deadline. See dates listed above.

To complete a full admission application, the applicant must submit all of the following:

- A completed on-line application.
- Respond to a list of essay questions.
- Two (2) reference forms from a recent employer or an educator. References from relatives or personal friends will not be accepted.
- A current course schedule along with a plan for completing any remaining prerequisite coursework, if currently enrolled. The official transcript evaluation will reflect plans of completing required prerequisites.
- Official transcripts from each college institution attended. Paper and electronic transcripts are accepted. International transcripts and credentials must be translated into English with letter grades through a foreign evaluation service. All transcripts must come directly from the college attended or the foreign evaluation service.
- A current copy of the Illinois nursing license, if licensed as an LPN or RN.
- A naturalization certificate or a green card may be used as documentation for those born outside the United States.
- A \$30 non-refundable fee payable to Lakeview College of Nursing.

After the application has been processed, applicants will receive e-mail confirmation that contains additional information about the program and an evaluation of official transcripts, if applicable. This will be sent to the e-mail address provided on the application for admission.

All application documents submitted to Lakeview College of Nursing for admission or transfer purposes become the property of the College and will not be released to the student or third parties. Transcripts from other institutions will not be forwarded to other educational institutions or agencies unless specified by state or federal regulation. A student who needs copies of documents from other institutions must contact those institutions directly.

Transferring from another Nursing Program

Applicants that have attended another nursing program need to provide the additional information at the time of application:

1. One (1) of the two (2) required references must be from the Dean/Director/Chair or faculty member of the program from which was attended.
2. Course syllabi for any nursing course in which the student is seeking to transfer. Only nursing courses with a grade of “B” or better will be considered for transfer.
3. Copies of results from Assessment Technologies Institute (ATI), Health Education Systems, Inc. (HESI) testing or Kaplan (KAP), if applicable.

Additional Requirements for Admission

Applicants admitted under a provisional admit status must submit additional documents for consideration to full admit status;

- Official transcripts showing completion with prerequisite requirements with a grade of “C” or better. Transcripts must be provided before the semester drop date.
- Completed health record requirements
- Completed background check

Orientation

Student Orientation is mandatory for all new incoming students. Orientation will occur the week before the start of a semester. Failure to attend may prevent a student from starting any clinical course.

Classification of Students

Classification of students is based upon the number of credit hours earned in required general education courses and required nursing courses that are applied to the Lakeview College of Nursing curriculum. Students are considered to be enrolled after they have attended the first day of the first class for which they are registered.

Non-Degree Seeking Students

A non-degree seeking student is defined as a student not admitted to the nursing program and enrolled in Chemistry, Statistics, or Medical Terminology.

Application Process

Students applying to take Chemistry, Statistics or Medical Terminology can fill out the non-degree application indicating exactly which class(es) they want to take as listed on the application. Student must submit transcripts verifying prerequisites have been met for the non-degree courses in which they are enrolling. Once the non-degree application has been processed and the student has been registered, an email will be sent to the e-mail address provided on the application. Students enrolled as non-degree seeking will not be eligible for financial aid (including Lakeview scholarships). Enrollment as a non-degree student does not constitute admission into the nursing program. Non-degree students must apply for admission to be considered for degree status.

Health Record Requirements

Health records are mandatory for all degree-seeking students. A copy of the following physical/immunization records are required to be file by 12 noon the Friday of the second week of class. Students will be dropped from all clinical courses if not submitted by the deadline. Students should make a copy of all health records, LCN will charge a \$5 fee for copies.

Requirements:

- Current Physical Examination** – *must be within the last year*
- Tetanus Booster (Tdap)** – *Booster must be within the last 10 years (Tetanus Toxoid (TT) not acceptable).*
- Hepatitis B Titer**
If non-immune to Hep B, series of immunizations must be started or a declination waiver must be signed. You can obtain a waiver from Lakeview College of Nursing. You must submit documentation of each shot as you receive.
- Seasonal Flu Vaccination** (*required annually*)
- 1 Varicella Zoster (Chicken Pox)** - Required even if you have been vaccinated or had the disease in the past.
If titer indicates low or no immunity, two boosters of Varicella vaccine 4 weeks apart followed by a titer 4-6 weeks after second booster shot is required. You must submit documentation of each booster and titer.
- A MMR Titer** – A titer for Measles, Mumps, and Rubella is required even if you have been vaccinated in the past.
If titer indicates low or no immunity, two boosters of MMR vaccine 4 weeks apart followed by a titer 4-6 weeks after second booster shot is required. You must submit documentation of each booster and titer.
- Tuberculin Skin Test (TST)** (*required annually*) A 2step TB test must be done first, prior to annual testing with a single step technique. TST reading must be done 48 hours after first injection. Second test is to be done 7 days from first test per CDC recommendations. A student may elect to have a TB Quantiferon drawn in lieu of the skin test.
- 10 Panel Urine Drug Screen** (*must be dated within 3 months from date of admission*)
- CPR Certification** –Only two courses accepted are: The American Heart Association-BLS Healthcare Provider –OR– The American Red Cross-CPR/AED for Professional Rescuers and Health Care Providers.
- Proof of **Meningococcal Vaccine**
- Hepatitis A** is highly recommended, but is not required.

Additional information regarding health requirements is provided within admission packet.

Background Checks

All nursing students who are offered admission are required to have a criminal background check. Students will receive the appropriate information to complete this requirement once admitted. Clinical agencies may deny a student's participation in the clinical rotation because of a felony or misdemeanor conviction. As participation in clinical experiences is a required part of the curriculum and a requirement for graduation, denial of participation by a clinical agency may result in a delay of graduation or the inability to graduate from the nursing program.

Students who question their qualification for licensure in the State of Illinois should go to www.idfpr.com and complete and submit the Non-Binding Advisory Opinion form (currently no fee required). This is a pre-application process to verify licensure qualifications. If you plan to seek licensure in another state please refer to that state's Board of Nursing to verify qualification for licensure.

READMISSION POLICY

A student who has academically been dismissed or who has withdrawn from the nursing program may apply for readmission. The readmission policies are:

1. A student who has been academically dismissed must sit out one semester (summer included).
2. A student is only eligible for readmission if the date the student desires to resume the program is less than two years from the date the student withdrew or was academically dismissed. If a student desires to return more than two years from the date the student withdrew or was academically dismissed, the student must apply to the College through the standard admissions process.
3. A student's application for readmission may be reviewed by the Admission Committee no more than two (2) times. If readmission is not granted after the second application, the student becomes ineligible for readmission.
4. If health concerns were a factor for the student leaving the College, then documentation for the ability to meet the technical standards with or without accommodations to continue in the program, must be provided with readmission paperwork.
5. A student may only be readmitted once (1) into Lakeview College of Nursing.
6. A student repeating a clinical nursing course must repeat both the theory and clinical components of the course.
7. A student readmitted into Lakeview College of Nursing is required to meet the readmission course progression requirements. Any LCN courses that are being repeated due to a previous failure or withdrawal must be passed with a "C" or higher, with the exception of N210: Foundations of Professional Practice that must be passed with an "A" or "B". To remain in the program, a student cannot withdraw or fail any course in which he/she has been previously enrolled.
8. A readmitted student is allowed to withdraw from one class that has not previously been taken. The remainder of the coursework must be passed with a "C" or higher with the exception of N210 Foundations of Nursing Practice, which must be passed with an "A" or "B", and must follow the guidelines included within the Student Academic Progression (SAP) policy.
9. Must meet graduation requirements at the time of graduation.

Readmission Criteria

In order to be considered for readmission a student must meet the following readmission criteria:

1. Must have successfully passed all 200 level courses.
2. Minimum cumulative LCN GPA of a 2.00 on a 4.0 scale.
3. Must be able to meet the standards as outlined in the Student Academic Progression Policy in order to maintain enrollment and graduate and meet all graduation eligibility.
4. Documentation of remediation strategies to ensure success upon return.
5. Must apply for readmission within 2 calendar years of leaving the college.

Steps for Readmission

A student seeking readmission who has been academically dismissed or who has withdrawn from the Nursing Program must submit the required documents to the Director of Enrollment by:

February 1 st	June 1 st	September 1 st
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The committee will meet the 3rd or 4th week of the month deadline.

The following items will be required when applying for readmission:

1. A completed readmission application form.
2. A letter addressed to the Admissions Committee requesting readmission **with the following points**: Description of the reason(s) for being dismissed or withdrawn from the program;
 - a. Identify the behaviors for the dismissal or withdrawal;
 - b. Steps the student took during the period of absence to prepare themselves to return to the program;
 - c. Plan for implementation of changes that will promote success.
3. Release of “I understand that this form and the information contained within it, once submitted to Lakeview College of Nursing, is considered confidential and I waive my right to review it” form.
4. Payment of readmission fee

The student will be notified by e-mail of the date they will need to meet with the Admission Committee. It is the responsibility of the student to ensure LCN has the correct contact information.

Readmission into Lakeview College of Nursing will be dependent upon the availability of clinical space. If the number of applicants exceeds available space, applicants may be deferred to a subsequent semester. Readmission to the College is not guaranteed. The decision of the Readmission Committee cannot be appealed.

Approval of a readmitted student is considered an appeal approval for Federal/State student aid in regards to the students Satisfactory Academic Progress (SAP) status.

Re-admitted students will be required to update their criminal background check and drug screen by the due date for health records. If readmitted, requirements will be provided at the time of the committee’s decision.

SECTION III: Student Finance

Lakeview College of Nursing reserves the right to make appropriate revisions, amendments or corrections to policies and procedures at any time, with or without notice.

Tuition and Fees

Nursing education is an investment in your future, resulting in higher earning potential and greater career choices. Lakeview College of Nursing actively works to keep costs down while maintaining high standards.

Tuition	\$450 Per Credit Hour Regardless of Residence [Cost range for 1-17 hrs. = \$450 - \$7,650 per Semester]
Course Fees ^{1,2}	\$65 Per Credit Hour [Cost Range for 1-17 hrs. = \$65 - \$1,105]
Testing Fee ³	\$115 per course
Lab Equipment Fee for N201, N210, N301	\$50 per lab course
Clinical Placement Fee ⁴	\$10 per clinical course
Graduation Fee	\$185
Proficiency Examination Fee	\$100 per test
Portfolio Fee	\$100 per Credit Hour
Audit Fee	\$50 per Credit hour
Late Registration Fee	\$50
Late Payment Fee	\$50
Returned Check Fee	\$30
Lost or Misplaced Clinical ID Badge	\$25
Lost or Misplaced Key Fob	\$25

¹**Course Fees:** Orientation, Technology, Simulation, Library, Student Activity Fee, Assessment, Health Record Maintenance, Student Malpractice Insurance, Facilities

²**Please Note: (Charleston Students)** LCN Charleston students are charged additional fees by Eastern Illinois University. Charleston students have access to several services offered by EIU (recreation center, computer labs, library, health services, union center, etc.) Charleston students must check their billing for fees through EIU's PAWS system. Students have access to PAWS from: EIU's home page: <http://www.eiu.edu> or the PAWS website: <http://www.eiu.edu/paws>. New students will need their EIU Net ID and Net Password to access PAWS. Following the Lakeview deadline to drop courses, Lakeview reimburses EIU \$65 per credit hour (up to 12 credit hours per semester) for student fees reflected on EIU billing statement. This reimbursement does not include any fees assessed by EIU for campus improvement, student insurance fee, parking fees, library fines, etc. A student *will not be able to start* the next semester if they have an outstanding account with EIU. **Student Insurance Fee (Charleston Students):** All inquiries related to EIU Student Insurance should be directed to the Student Insurance Office at EIU by calling 217-581-5290. The rate is established by EIU and is subject to change.

³**Testing Fee:** ATI Nursing Education [Standardized Testing, Comprehensive Predictor, NCLEX-RN Live Review, Skills Modules, Video Case Studies, Drug Guide]

⁴**Clinical Placement Fee:** Clinical Agency Fee

Student Insurance Fee (Charleston Students):

All inquiries related to EIU Student Insurance should be directed to the Student Insurance Office at EIU by calling 217-581-5290. The rate is established by EIU and is subject to change.

Other Expenses	(approximate costs)
Semester I (Courses 201, 202, 206, 210)	\$1800
Includes:	
Books (\$450)	
Scrub Uniforms, White Coat, Shoes, Penlight, Watch with a second hand, Bandage scissors, Stethoscope, Blood Pressure Cuff with Sphygmomanometer (\$350) Electronic Device (\$1,000) [Laptop - see required specs at http://www.lakeviewcol.edu/technology].	
Semester II (Courses 301, 307, 309, 310)	\$450
Includes: Books	
Semester III (Courses 302, 303, 305, 308)	\$275
Includes: Books	
Semester IV (Courses 403, 404, 405, 408)	\$750
Includes:	
Books (\$400)	
Nursing License Costs: Fingerprinting, NCLEX Exam, Illinois Nursing License (\$350)	
Optional Expenses	(approximate costs)
Oto-Ophthalmoscope	\$275.00
ACLS Certification (Cost set by private vendor, offered during Semester 4)	\$150.00
PALS Certification (Cost set by private vendor, offered during Semester 4)	\$150.00

Please Note:

Books, equipment, etc. may be purchased through the Follett Bookstore at Danville Area Community College - 217-443-8759, the Eastern Illinois University Union Bookstore - 217-581-5821, or another vendor. Uniforms are purchased through a vendor, currently Star Uniform.

Payment of Tuition and Fees

Accounts are due and payable in full on or before the date specified on the semester invoice, in accordance with the academic calendar. Students Account Statements are mailed once prior to the semester. Thereafter, students may log into their online student account (SONIS) to view their account statements. Students who do not pay in full, enroll in the tuition payment plan, and/or demonstrate approved financial aid coverage before the date specified will be dropped from all courses. Any funding source received on the student's behalf, and processed by Lakeview College of Nursing, shall first be applied to any outstanding current balance for tuition, fees and books.

Payment Methods:

- Cash, check, debit/credit card
- Established third-party payment agreement (such as College Illinois, Veteran Benefits, WIA, Voc. Rehab, etc.).
- Utilization of the Nelnet Business Solutions (NBS), formerly FACTS, tuition payment plan (enrollment fee applies). To enroll in the NBS Payment Plan please complete the form located on their website: <http://mycollegepaymentplan.com/lakeview>. You will need the balance due and student ID number to complete the form. Please contact the cashier at 217-709-0922 or studentaccounts@lakeviewcol.edu if you have any questions. *Students must maintain prompt monthly payments to be eligible for continued payments through NBS.*
- Confirmation of approved private educational loan from the Financial Aid Office.
- Authorized financial aid (completed and verified file) and/or scholarship award at a level to fully cover tuition and fee costs. Please refer to the Financial Aid section for more information. *Students must use financial aid for the intended semester. Students cannot use current semester loan monies for a previous semester.*

All fiscal obligations must be cleared prior to registration for a subsequent term and prior to graduation on both campuses. Failure to clear financial obligations will result in your ability to progress, or holding of diploma, transcripts, and Certification of Education form sent to the State by the College which allows you to sit for the NCLEX examination.

Refunds

All refunds will be requested through the Cashier and approved through the Business Office periodically throughout the semester. All refunds will be issued in the form of a check. ***Students should come prepared to meet their school/living expenses prior to issuance of refund checks.*** Emergency loans will not be issued at any time.

All student accounts will be refunded in accordance with established College procedures (for Military Tuition Assistance see TA Refund Policy Schedule):

- 100% Refund - If the initiation and completion of the withdrawal is made through the Director of Enrollment/Registrar by Noon as follows:
 - 16-week semester: By the end of the 2nd class week.
 - 10-week Format Classes or Summer Sessions: By the end of the 1st week of class.
 - Weekend Format Classes: By the Monday following the 1st class meeting.

No refund will be given for withdrawals made after the deadlines stated above.

Military Benefits - Special Circumstances: A soldier ordered into active duty service by the Government will need to speak with the Business Office. (TA Refund Policy Schedule)

- Federal Aid in excess of your statement of accounts will be refunded to you once the funds are received from the federal government. Refund checks are generally available 30 days after the start of classes each semester.
- Private Education funds are received electronically by the College and posted directly to the student's LCN statement of account. In case of a credit balance, a refund check will be generated at that time.
- Each semester, all credit balances will be refunded. No balances will be carried forward to another semester.

Note: The exception to this policy is when the Department of Education Federal Refund Policy must be applied to those students whose costs are paid by student financial aid funding.

State and/or Accrediting Agency Refund Rule

The State of Illinois has not established a mandated refunding rule for private colleges. The Higher Learning Commission as an accrediting agency has not established a refund rule.

Federal Refund Rule (Return of Title IV Funds)

The Department of Education mandates that unearned federal financial aid funds are returned to the specific program if a student withdraws from all coursework in a semester (Requirements of 34 CFR 668.22). The amount of the refund is determined by the days of the semester that the student was in attendance versus the remaining days (after withdrawal) until the semester ends. Students are notified by mail of their debt to the Department of Education. This debt must be paid in a timely manner in order for the student to receive future financial aid. Contact the Financial Aid Office for more details regarding this policy.

Military Tuition Assistance (TA) Refund Policy Schedule

- 16-week Course Withdraw submitted Before or during weeks 1-2 100% return
During weeks 3-4 75% return
During weeks 5-8 50% return
During weeks 9-10 40% return (60% of course is completed)
During weeks 11-16 0% return
- 10- Week Course Withdraw submitted Before or during week 1 100 % return
During week 2-3 75% return
During weeks 4-5 50% return
During week 6 40% return (60% of course is completed)
During weeks 7-10 0% return

Financial Aid

Financial Aid

Financial assistance at Lakeview College of Nursing is available in the form of scholarships, grants, and loans. Additional information and counseling may be obtained from the Financial Aid Office located on the second floor, room 202, of the Danville Campus Building. Office hours are 8 am to 4 pm Monday through Friday.

Using Financial Aid to Pay for Classes

Students whose financial aid paperwork has been received and processed by the Financial Aid Department will be notified of awarded gift aid and Federal Direct loan processing instructions via their LCN student email. Students with a credit balance due to their processed financial aid will receive a book voucher via their LCN student email to be used at the Follett Bookstore at Danville Area Community College (Danville students) or the Eastern Illinois University Union Bookstore (Charleston students). Voucher usage has a limited time frame noted on the form.

Financial aid is always subject to change without prior notice if changes occur in your enrollment status, class attendance, personal circumstances, or in Federal or State deadlines. You are responsible for all college bills not covered by your financial aid. If you have questions related to paying college costs with your financial aid, please contact the Financial Aid Office.

Important Notice/Deadlines

Federal Deadlines: We encourage you to complete the Free Application for Federal Student Aid (FAFSA) as early as possible each award year. The new award year application is available October 1 and will require income information from two years prior to the academic year for which aid is intended.

State Deadlines: The State of Illinois sets a deadline for the Monetary Award Program each award year. We encourage all students to complete the FAFSA as early as possible each award year.

Institutional Deadlines:

- Scholarships – The deadlines for LCN scholarships are June 1 for the fall semester, November 1 for the spring semester and March 1 for the summer semester.
- Federal Direct Loan Processing – The last date to request a Federal Direct loan for a semester is no later than the mid-term date of each semester.

- Verification Deadlines – The Student Aid file must be completed, verified as accurate (and corrected if applicable) no later than the last date of the semester for which student aid is to be applied.

How to Apply for Financial Aid

To be *awarded* Federal and/or Illinois State student financial aid to attend Lakeview, you will need to be accepted and enrolled as a degree-seeking student at LCN, have a completed and verified Student Aid Report and meet any other criteria designated by the student aid program(s).

Complete the Federal student aid application called the Free Application for Federal Student Aid (FAFSA) via the Internet at www.fafsa.ed.gov. Lakeview's school code is **010501**.

Students admitted for the Spring semester must add Lakeview's school code to the Student Aid Report via the Internet. You should contact the LCN Financial Aid Office to discuss what awards may be available and the amounts since eligibility for some programs can change from one college to another. It is very important to cancel any pending aid at the school you are transferring from so LCN can proceed with your aid.

The result of the FAFSA is the *Student Aid Report (SAR)*. You will have the opportunity to print and/or review your SAR via the Internet site. We receive an electronic version of this report. The SAR will be used to determine which programs you qualify for and how much aid you will receive. The LCN Financial Aid Office will let you know what additional documents you may need to submit to the office to complete the verification process.

If you are male and required to be registered for Selective Service, you must be registered with Selective Service to receive student financial aid. If you wish to register electronically visit the Selective Service website at www.sss.gov.

A student must be enrolled in the minimum number of hours required by the financial aid program.

Financial Need

Student aid will only be awarded based on LCN credit hours. When packaging awards no “concurrent” enrollment with another school will be considered. Most federal and state financial aid is awarded on the basis of demonstrated financial need. The formula used to determine who has a need and who does not is:

- Student Budget - Expected Family Contribution = Financial Need
- Student Budget is the cost of attending college (tuition, fees, transportation, books, supplies, etc.). Expected Family Contribution is taken from the student's Student Aid Report (SAR).
- Financial Need is the maximum dollar amount of aid from the various sources for which the student is eligible.

You may not receive financial assistance up to the maximum dollar amount for which you may be eligible and your total financial aid package may not meet your Cost of Attendance.

The various sources of aid have maximum award amounts and may be further affected by limitations in the availability of funds. Loans may be available if grant aid is insufficient. Please inquire at the Financial Aid Office if you need additional funding.

Verification

Lakeview College of Nursing's Financial Aid Office performs verification on all students applying for financial aid and verifies **all** elements of the FAFSA data. You and your family will be requested to provide the documentation concerning the information required on the FAFSA. Your financial aid file will not be completed and student financial aid (that you may qualify for) will **not be awarded until all verification is complete**. Any instances of conflicting, erroneous or omitted information may require a correction to your FAFSA data. Once corrections are processed and returned you will be updated to any changes in eligibility. It is important to reply to all requests for verification documentation. Verification must be completed and corrections made (if applicable) before the end of the semester for which you are applying for student aid funds or all "potential" funds will be canceled.

Note: The verification process is **not related** in any way to the due date of the student's semester billing. In order to apply student aid funding towards direct educational costs the verification process must be completed and determined accurate and student eligibility determined **prior to** the billing due date. It is the student's responsibility to pay their bill by the billing due date to avoid being dropped from classes due to nonpayment.

Independent/Dependent Status

Applicants answers to certain questions will determine whether they are considered on the Free Application for Federal Student Aid (FAFSA) to be "dependent" (still part of a parent's family unit) or whether they are "independent" (have formed their own family unit). Students are classified according to the family unit because Federal student aid programs are based on the idea that students, and their parents or spouses (if applicable), have the primary responsibility for paying for their post-secondary education. To be considered "independent," at least one of the following must apply to the student:

- turns 24 before January 1 of the academic year for which aid is sought
- is a veteran of the U.S. Armed Forces
- is an orphan or ward of the court until age 18
- is married/has children (for whom they provide over 50% of support)
- meets and documents any other status questions on FAFSA as a "Yes"

Documentation may be requested from students who meet Independent Status due to answering "Yes" to one or more of the FAFSA questions. If you have questions related to your eligibility for financial aid please telephone or e-mail the Financial Aid Office.

Grants

Federal Pell Grant

The Pell Grant is available to eligible students at LCN. To apply you must complete the FAFSA application for financial aid. The resulting expected family contribution (EFC) will be used to determine your eligibility for all financial aid programs, including the Pell grant. This award can be used to pay tuition, fees, books and supplies, up to the amount available each semester. If the student has funds after costs are met, then refunds are generally available 30 days after the start of classes each semester.

Illinois Student Assistance Commission (ISAC)

A resident of Illinois (who is a US citizen or permanent resident of the United States), enrolled in an eligible program at LCN, who demonstrates financial need as determined by the Illinois Student Assistance Commission, may receive a grant, called the Monetary Award Program (MAP). There is not a separate State application. To be considered for the State award, a student need only indicate Illinois residency when the FAFSA is completed. A dependent student's parent(s), whose information was required on the Federal Student Aid Application (FAFSA), must be an Illinois resident. The State sets deadlines each award year that a student must meet to be considered for the MAP award. It is recommended that you apply early each award year. The announced awards (estimated or actual) can be reduced or canceled at any time during the award year.

Loans

Federal Loan Programs

To be eligible to apply for any of the Title IV student loans you must:

- Apply for financial aid using the FAFSA.
- Have a completed, verified as accurate, student aid file on record.
- Complete loan counseling and other special requirements.
- Be enrolled in at **least half-time enrollment** status.
- Be enrolled in only **coursework relevant to your program** of study.
- Meet Direct Loan Program Regulations per 34 CFR part 668.
- Meet school processing deadlines

Federal Direct Stafford Loan Program (subsidized and unsubsidized)

- Repayment begins six months after the student graduates, leaves school or drops below half-time enrollment.
- Loan disbursements are deposited in the form of electronic funds to the student's LCN account and are released no earlier than thirty days after the beginning of the semester.
- Students may request up to \$7,500.00 at the Junior or Senior Level each award year (max subsidized amount in figure is \$5500.00).
- Independent students may be eligible for additional unsubsidized loans for a maximum eligibility of \$12,500
- **Please note:** Some students may qualify for the following loan processing standards based on their program completion plan and will be contacted by the Financial Aid Office with their Federal loan eligibility.
 1. Students that graduate mid-year (December) and are enrolled in 6 or more credit hours for the remaining summer and fall semesters can qualify to process aid based on the borrower based award year (BBAY). This allows the student to maximize Federal loan/grant eligibility.
 2. Students that graduate mid-year (December) and are not enrolled in any preceding summer semester courses will require Federal loan proration for Federal loans processed in Fall since the final period of enrollment is shorter than the academic year in length.

Federal Parent Loan for Undergraduate Students (PLUS)

Parents may borrow for their undergraduate dependent students. Parents would be eligible to borrow up to the cost of education minus any financial aid.

Loan Interest Rates

To view current interest rates and other loan information go to StudentAid.gov

34 CFR Section 668.202(e)(1) of the Federal Direct Loan (DL) Program provides that a **school may refuse to certify** a Stafford or PLUS loan application or may reduce the borrower's determination of need for the loan **if** the reason for that action is documented and provided to the student in writing provided the **determination is made on a case-by-case basis**. All previous borrowing of student loans and total debt will be reviewed prior to certification of future loans.

Applying for Federal Direct Loans

Once your student file has been verified, loan processing instructions will be forwarded to your LCN email account. The application process is conducted via the Internet. You will be required to login at specific sites (noted below) and use your Federal Student ID which is the same ID you must use when completing the application for Federal Student Aid (the FAFSA) each award year.

To apply complete these steps:

1. Complete entrance counseling at StudentLoans.gov. All first time borrowers are required to complete this step.
2. Complete the Electronic Master Promissory Note (EMPN) at StudentLoans.gov.
3. Return your loan request responses from previous email to the FA Office.
4. Meet school deadlines for the semester in regards to loan processing.

If parent is applying for the Parent Loan for Undergraduate Students (PLUS), you must:

1. Complete PLUS Application request process at StudentLoans.gov.
2. Complete the PLUS Electronic Master Promissory Note at StudentLoans.gov.
3. Contact the Financial Aid Office with requested loan amount.

Repayment of Federal loans

LCN students who process Federal Loans and drop below half-time enrollment, withdraw from the program, or graduate, will receive personalized exit information from the Financial Aid Office regarding their Federal loans. More information on repaying Federal student loans can be found at <https://studentaid.ed.gov/sa/repay-loans>.

Federal Student Loan Ombudsman

The Ombudsman Group is dedicated to helping resolve disputes related to Direct Loans, Federal Family Education Loan (FFEL) Program loans, Guaranteed Student Loans, and Perkins Loans. If a borrower has completed the steps to resolve a loan dispute and are not satisfied, the borrower may need to contact the Federal Student Aid (FSA) Ombudsman Group of the U.S. Department of Education (ED). The Ombudsman Group is neutral, informal, and confidential resources to help resolve disputes about your federal student loans. Contact the Ombudsmen Group as a last resort. Make every effort to resolve your student loan problem before contacting the Ombudsman Group.

FSA Ombudsman Group
PO Box 1843
Monticello, KY 42633
Phone: 877-557-2575
Fax: 606-396-4821
http://studentaid.ed.gov/sa/repay_loans/dispute/prepare

Alternative Loans

Alternative loans, commonly referred to as "private loans" are offered by various banks and private lenders to cover the costs of college not covered by other financial aid resources. A Credit Check is completed on the potential borrower. Also it is common to be required to have a co-signer for the loan. Interest rates are variable by the borrower and based on many factors that the lender deems relevant.

Alternative loans are intended for:

- students whose financial aid doesn't cover the full cost of higher education (Cost of Attendance is considered in need) *or*,
- students who may not be enrolled in a financial aid eligible program *or*,
- students who may not be eligible for financial aid for other reasons.

Depending on individual circumstances, a parent may also be able to borrow alternative loans to help pay for a child's college expenses.

There are many companies that offer alternative loans. As a wise consumer you should shop around and investigate what lender offers the best loan to meet your needs. **You may choose any lender you wish.** In considering a lender you should look at the interest rates, repayment period, "reward" options, the quality of their customer service and amount eligible to borrow within specific time frames. All of these considerations will help you find the best loan to meet your educational needs.

Lakeview College of Nursing does not sponsor or endorse any lender. We do have a "historical" listing of lenders that current and/or previous students have used. You may visit [FASTChoice](http://choice.fastproducts.org/FastChoice/home/1050100) at <http://choice.fastproducts.org/FastChoice/home/1050100> to complete private loan entrance and exit counseling and compare products offered by lenders on the historical list. As a consumer you should research your options and use your best judgment to choose a lender. **We strongly suggest** that students contact us to discuss the Federal Stafford loan program and what advantages concerning interest rates, repayment options and other consumer information that may make it a better choice for borrowing funds for educational expenses. A parent of an undergraduate student also has the option of borrowing on the student's behalf for education expenses called the Federal PLUS program, this program may also have advantages for the consumer when comparing to an alternative loan. Each of these Federal loan programs requires that the Free Application for Federal Student Aid (FAFSA) be completed and verified to be accurate before the loan can be certified and processed. Students can also research this information on their own at the Department of Education's Web page at studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp

For all loan questions, please call the Financial Aid Office at 217.709.0928.

Financial Aid and Withdrawals

If you withdraw or cease attendance, you may have charges and financial aid adjusted according to the time and circumstances that you cease enrollment. You should refer to the refund schedules, which are published in the current academic calendar. If you fail to attend class without officially withdrawing, it may void your financial aid, leaving you responsible for all charges. You must advise the Director of Enrollment/Registrar in writing in order to officially withdraw. It is in your best interest to speak to the Financial Aid Office prior

to withdrawal. NOTE: No loan refund check can be released if it is determined that a student has ceased attendance.

Federal Refund Rule (Return of Title IV Funds)

Withdrawal refund policy for student financial aid funds will be in compliance with regulations for Return of Funds of Title IV awards (Requirements of 34 CFR 668.22). The Department of Education mandates that unearned federal financial aid funds are returned to the specific program if a student withdraws from all coursework in a semester. The amount of the refund is determined by the days of the semester that the student was in **attendance** versus the remaining days (after withdrawal) until the semester ends.

Any unearned Title IV aid must be returned to the Federal government within 45 days of the date of determination of your withdrawal. Students are notified by mail of their debt to the Department of Education. This debt must be paid in a timely manner for the student to receive future financial aid.

Funds that are returned to the Federal government are used to reduce the outstanding balances in individual Federal programs. Financial aid returned by you and/or your parent or the college must be allocated in the following order*:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Pell Grant

**Federal programs that the college does not participate in are not included in the distribution.*
Contact the Financial Aid Office for more details regarding this policy.

State and/or Accrediting Agency Refund Rule

The State of Illinois has not established a mandated refunding rule for private colleges.
The Higher Learning Commission as an accrediting agency has not established a refund rule.

Satisfactory Academic Progression (SAP) and Financial Aid

For information regarding how your academic progression can affect financial aid benefits, please see the Satisfactory Academic Progression Policy. Lakeview College of Nursing has *one* SAP policy that applies to all students.

SECTION IV: Academic Policies and Procedures

Lakeview College of Nursing reserves the right to make appropriate revisions, amendments or corrections to policies and procedures at any time, with or without notice.

Philosophy, Organizing Concepts, and Graduate Outcomes

Philosophy

The philosophy of Lakeview College of Nursing, affirmed by faculty, is consistent with the mission of the college. The college will be forefront to the trends in health care and committed to improving nursing as a profession by preparing competent, safe, caring **professional nurses for leadership** roles in the healthcare community.

We believe:

- Professional nursing is the art and science of providing **patient-centered** care through **collaboration** with patients, their families, and interdisciplinary health care team in a therapeutic environment.
- Nurses ensure **safety and quality care** delivery in responding to the dynamic educational and healthcare needs of the community by fostering sociocultural values and respect.
- Nurses communicate and collaborate with the healthcare team by utilizing information management and technology to achieve positive health outcomes.
- Adult learning styles, rates of learning, learner readiness, **cultural and ethnic** background, and life experiences variances are inherent in the student population and are taken into consideration when planning and delivering effective teaching.
- Respect and dignity must be maintained to foster the learning environment, collegial relationship and professional **scholarship** between the student and the educator.
- Student nurses are accountable for their desire to learn using commitment, initiative and self-direction in achieving evidence-based nursing practice.

The nursing program prepares the graduate to provide, competent and safe nursing care across the lifespan to patients and their families in a variety of settings. The goal is to provide an excellent nursing education experience. Nursing care incorporates evidence-based practice, **clinical judgment** and critical thinking for safe nursing practice. The nurse graduate is equipped with nurse generalist skills, knowledge and a foundation for continued learning and career advancement.

Organizing Concepts

- Collaboration
- Information Management & Technology
- Safety and Quality Improvement
- Health Promotion
- Professionalism/Leadership
- Patient-centered Care
- Clinical Judgment/Evidence-Based Practice

Graduate Outcomes:

The graduate is able to:

1. Demonstrate collaboration among health care professionals through the use of effective communication to improve patient outcomes.
2. Incorporate informatics and technology into professional nursing practice.
3. Implement safe, quality care for individuals, families, and systems to improve outcomes.
4. Teach patients about health promotion and screening programs based on family, population and/or community needs.
5. Integrate professional values and leadership principles as a nurse generalist.
6. Demonstrate patient-centered care by respecting the patient's preferences, being culturally sensitive, and incorporating professional values into nursing practice.
7. Demonstrate appropriate clinical judgment based on current evidence for patients across the lifespan in a variety of settings.

Basic Knowledge, Attitudes, and Technical Standards

Professionalism - is expected from all nursing students at all times while in the nursing program. Professionalism is reflected by life-long learning, appearance and demeanor, respectful communication, punctuality in attendance and assignments, providing service to the community, and engaging in activities that promote nursing.

Punctuality- is consistently demonstrating promptness when meeting scheduled class, clinical, lab, and simulated learning experiences. It reflects initiative, enthusiasm, and active engagement in learning assignments and clinical experiences. Students are expected to attend class regularly. Specific requirements for class attendance and consequences for tardiness/absences can be found in the Student Handbook. The clinical, lab, and simulated learning experiences, attendance as scheduled is required and tardiness is unacceptable. A reasonable expectation is to arrive at the clinical site a minimum of 15 minutes prior to the start of the assigned clinical time. Tardiness necessitates a plan of action initiated by the clinical instructor or preceptor that requires the student's commitment to being punctual for subsequent scheduled activities. A pattern of tardiness may result in a failing grade for the class, lab, clinical, or simulated learning experience since a lack of personal accountability is inconsistent with professional nursing and safe patient care.

Conflict Management – Demonstrates collaborative problem-solving skills in the event or conflict relevant to the course, clinical, lab or simulation experience occurs. Conflict management skills include: engaging in timely and constructive dialogue with the immediate participants to clarify the issue; consulting in a timely fashion with advisor, clinical scholar/instructor, or preceptor; accurately identifying the negotiable and non-negotiable issues; and determining an effective strategy to achieve mutual goals, and follow through respectfully with the decision.

Constructively uses opportunities throughout the course to communicate questions and concerns relevant to course/assignment outcome competencies. Comments on course, faculty, and preceptor evaluations are specific, and include constructive feedback on effective teaching and learning strategies, as well as recommendations for improvement.

Disrespectful behaviors, including making demands, blaming others for one's own mistakes, or demeaning others, are considered unprofessional and are unacceptable in the context of a collaborative and positive learning environment. Unprofessional conduct will be referred to the Dean, who will consult with faculty, Lakeview College of Nursing administration, and representatives from the affiliating clinical agency, as appropriate, to determine subsequent action, which may include referral to the Student Affairs Committee.

Students of Lakeview College of Nursing are guests in affiliating clinical agencies or practice sites. A positive working relationship between the College and affiliating clinical agencies is imperative to assure quality placements in sufficient numbers for all students across clinical courses. Unprofessional communication or behavior reflects poorly on the Lakeview College of Nursing student body and jeopardizes future clinical placements. Deceleration, suspension, withdrawal are options for students who determine that clinical placements/schedules are unacceptable to them. Students are accountable for all information sent by the Lakeview College of Nursing email, and must commit to checking for updated information as frequently as needed to identify new and changing information.

Respect - Courtesy, consideration, respect and positive regard are conditions for learning. It demonstrates attentiveness, politeness, consideration for others in all learning environments and with patients, peers, health care providers, faculty, and staff. Respect is displayed by:

- Refraining from intruding, interrupting, distracting, or otherwise limiting the opportunities for learning.
- Interacting with all others with demonstrations of respect, tolerance, and caring. Body language, nonverbal behaviors, including voice tone, and personal opinion must at all times demonstrate professionalism and collegiality.
- Demonstrating respect for diversity of race, ethnicity, religion, political opinion, sexual orientation, gender, age, socio-economic status of patients, peers, and other care providers.

A student may be removed from the class, clinical, lab, or simulated learning experiences for disrespecting the learning or working environment and interfering with the learning or work of others. The ability to return to the class, clinical, lab, or simulated learning experience is dependent on commitment to demonstrate civility.

Confidentiality – Demonstrates respect for patient confidentiality within and outside the agency. Students must maintain patient confidentiality in all communication, including the use of electronic media. Extreme caution must be exhibited in relaying information about clinical experiences in any social networking media (e.g. blogs, Facebook) by never referencing clinical information that identifies people, place, or specific events. Well-intentioned reflection can jeopardize patient rights and your professional standing if perceived as violating ethical and legal parameters of confidentiality, patient privacy rights, and health privacy laws.

Technical Standards

Lakeview College of Nursing is committed to diversity and to attracting and educating students who will make the population of health care professionals representative of the national population. Our core values Adaptability, Caring, Excellence, Integrity, and Service translate into our work with all students, including those with disabilities. Lakeview College of Nursing actively collaborates with students to develop innovative ways to ensure accessibility and creates a respectful, accountable culture through our confidential disability support. Lakeview is committed to excellence in accessibility; we encourage students with disabilities to disclose and seek accommodations.

Lakeview College of Nursing provides the following sample description/examples of technical standards to inform incoming and enrolled students of the performance abilities and characteristics that are necessary to complete the requirements of the nursing curriculum and provide effective and safe health care. To matriculate (enroll) the student must meet technical standards outlined below with or without reasonable accommodations and maintain related satisfactory demonstration of these standards for progression through the program.

If you had sufficient education would you be able to perform the following technical standards:

Acquire information:

- Acquire information from demonstrations and experiences in nursing courses such as lecture, group, and physical demonstrations.
- Review and collect information from written documents and computer systems (e.g., literature searches & data retrieval).
- Identify information presented in images from paper, slides, videos, and transparencies.
- Recognize and assess patient changes in mood, activity, cognition, verbal, and non-verbal communication.

Use and Interpret:

- Collect and analyze from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Gather and explore information related to physiologic phenomena generated from diagnostic tools (i.e., sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive examination of a client or patient.

Motor:

- Possess psychomotor skills necessary to provide holistic nursing care and perform or assist with procedures, treatments, and medication administration.
- Practice in a safe manner to provide care in emergency and non-emergency situation, implement life support procedures and perform universal precautions against contamination.

Communication:

- Communicate effectively, respectfully, and sensitively with patients and families.
- Communicate effectively and respectfully with faculty, preceptors, and all members of the healthcare team during practicum and other learning experiences.
- Accurately elicit information including a medical history and other information from a patient and family or other support to adequately and effectively evaluate a client or patient's condition.

Intellectual ability:

- Measure, calculate, reason, analyze, and synthesize data related to patient condition.
- Exercise proper judgment and complete responsibilities in a timely and accurate manner according to the advanced generalist nursing role.
- Synthesize information, problem solve and think critically to evaluate the most appropriate theory or assessment strategy.
- Ask for help when needed and make proper judgments of when a nursing task can or cannot be carried out alone.

Behavioral:

- Maintain mature, sensitive, effective relationships with clients/patients, families, students, faculty, staff, preceptors and other professionals under all circumstances.
- Exercise skills of diplomacy to advocate for patients in need.
- Possess emotional stability to function under stress and adapt to changing environments inherent to the classroom and practice settings with or without accommodations.

Character:

- Concern for others, integrity, accountability, interest, and motivation, are necessary personal qualities.
- Demonstrate intent and desire to follow the ANA Standards of Care and Nursing Code of Ethics.

Lakeview College of Nursing endeavors to ensure that access to its facilities, programs, and services are available to students with disabilities. The College provides reasonable accommodations to students on a nondiscriminatory basis consistent with legal requirements as outlined in the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Act Amendments ACT (ADAAA) of 2008, and the Rehabilitation Act of 1973.

A reasonable accommodation is a modification or adjustment to an instructional activity, facility, program or service that enables a qualified student with a disability to have an equal opportunity to participate in all student activities. To be eligible for accommodations, a student must have a documented disability as defined by the ADA and Section 504 of the Rehabilitation Act of 1973. The ADA, the ADAAA and Section 504 all define disability as (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or (c) being regarded as having such a condition.

The College uses a case by case, interactive decision-making process to determine reasonable accommodations taking into consideration each student's disability-related needs, disability documentation and program requirements. While Lakeview College of Nursing will make every effort to work with students with disabilities to accommodate their disability-related needs, Lakeview College is not required to provide accommodations that fundamentally alter or waive essential program requirements.

After reviewing the technical standards, students who determine that they require accommodation to engage in the program should contact the Disability Services to discuss their accommodation needs, confidentially. Given the clinical nature of our programs, additional time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

Academic Professional Portfolio

Students will begin to develop a portfolio which will reflect their academic and professional accomplishments. The portfolio will begin in N206: Introduction to Professional Practice and will be completed in N405: Leadership and Management. The purpose of the portfolio is to “showcase” credentials that are not included in a resume. It is a biographical account of the student's career at Lakeview College of Nursing – the goals, the objectives met, improvements in writing and nursing skills, and so on. Collections of papers and Power Point handouts should be included to demonstrate the student's best ideas, work and accomplishments during the program. The student's progress through the program will be reflected, which may be helpful during employment interviews. The portfolio will become an excellent place to keep all certificates of completion, (e.g CPR, conferences, in-services) and health records. Students will want to ask faculty for references to include in their portfolio. A letter of reference-recommendation form has been developed for students to complete and give to faculty. **Students need to give faculty at least two weeks' notice when requesting a letter of reference-recommendation.**

The Faculty Letter of Reference – Recommendation Form for Current LCN Students is available at <http://www.lakeviewcol.edu/sites/default/files/CurrentStudentLetterofRecommendationForm.pdf>

Course Descriptions

Course Offerings *T = THEORY* *C = CLINICAL* *L = LABORATORY*
 F = FALL *SP = SPRING* *SU = SUMMER*

NON-DEGREE SEEKING COURSES

CHEM 114	3T, 1L	4 Credits	F, SP, SU
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Chemistry 114

Introduction to the general principles of inorganic chemistry. Emphasis is placed on matter and energy, atomic and molecular structure, bonding, reactions and stoichiometry, gas laws, solutions and colloids, acids/bases, salts, and nuclear chemistry.

Prerequisite: One year of secondary school algebra or college level equivalent

CHEM 115	3T, 1L	4 Credits	F, SP, SU
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Chemistry 115

Introduction to the general principles of organic and biochemistry. This course is based on carbon compounds, structure, identification, and reactions. Emphasis is placed on natural products, structure, properties, synthesis, function, and metabolism in the body.

Prerequisite: One year of secondary school algebra or college level equivalent

STATS 320	3T	3 Credits	SP, SU
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Statistics 320

An introductory course in statistics designed for the nursing student and medical field practitioner. The course uses examples and application relevant to the health sciences. Topics include descriptive statistics, frequency distributions, measures of central tendency, variability, correlation and regression, hypothesis testing, and analysis of variance. Computer applications of statistical analysis are also presented.

Prerequisite: One year of secondary school algebra or college level equivalent

N203	Online	1 Credit	F, SP, SU
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The Language of Health Care

The Language of Health Care is an online course that prepares students to understand the language used in health care. Medical terminology, abbreviations, and basic health care terms are covered by systems to help the student. Methods of learning will include online learning, creative learning strategies, end of chapter tests, and homework. Emphasis is placed on students developing the ability to communicate with other members of the health care team.

Prerequisite: English Comp. I & II, Anatomy & Physiology

Nursing Requirements

* All general education and prerequisites must be completed before starting any Nursing course.

Course Offerings T = THEORY C = CLINICAL L = LABORATORY
 F = FALL SP = SPRING SU = SUMMER

N201	2T, 1L	3 Credits	F, SP
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Basic Health Assessment

This course builds on knowledge about anatomy and physiology. The student will develop skills in the systematic assessment of adults. Both theory and lab settings offer the student a comprehensive learning environment.

Prerequisite: Satisfactory completion of required general education courses.

N202	3T	3 Credits	F, SP
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Basic Concepts of Pathophysiology

The focus of this course is on the application of knowledge from anatomy and physiology, chemistry, and microbiology which assist the student to understand abnormal physiologic cellular adaptations to common diseases and health conditions.

Prerequisite: Satisfactory completion of required general education courses.

N206	2T	2 Credits	F, SP
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Introduction to Professional Practice

This course is an introduction to the evolution of professional nursing practice. Topics will include a focus on the nursing role, concepts of professionalism, and the scope of ethical and legal practice.

Prerequisite: Satisfactory completion of required general education courses.

N210	4T, 2C	6 Credits	F, SP
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Foundations of Professional Practice

This course introduces the student to basic nursing concepts, health promotion, and the nursing process. Basic human needs and safety in patient care are introduced. The course has a lab/clinical component for students to build a foundation of nursing psychomotor skills. (A grade of "A" or "B" is required to pass this course)

Prerequisite: Satisfactory completion of required general education courses.

N299	1-4T/L/C	1-4 Credits	F, SP, SU
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Independent Study

The focus of study may be a research project, clinical experience, non-clinical professional experience, or service project to be determined by the Dean of Nursing.

(enrollment must be approved by the Dean of Nursing)

Prerequisite: Satisfactory completion of required general education courses.

Nursing Requirements

***All N200 courses must be completed before enrolling in any N300 course.**

T = THEORY C = CLINICAL L = LABORATORY
Course Offerings F = FALL SP = SPRING SU = SUMMER

N301	5T, 3C	8 Credits	F, SP, SU
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Adult Health I

This course builds on Nursing Foundations. Patient care is introduced for common acute and chronic health problems. Students will begin to develop prioritization skills, and continue to develop nursing psychomotor skills through classroom, lab, and clinical components. The theory portion of this course will include 3 hours of in class and 2 hours of online instruction.

Prerequisite: Satisfactory completion of all N200 courses; N307 must be taken concurrently.

N302 (on-line)	3T	3 Credits	F, SP, SU
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Evidence-Based Practice

This course is an introduction to the evidence-based practice process and research methods and their application in nursing. Students will develop abilities to interpret research and other sources of evidence to assist in the advancement of the nursing profession.

Prerequisite: Satisfactory completion of all N200 courses. *RN-BSN students may take N302 during semester V or VI.

N303	5T, 2C	7 Credits	F, SP, SU
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Adult Health II

This course builds on Adult Health I and focuses on concepts used to provide patient care for complex acute and chronic health problems. Students will begin to learn delegation, and supervision principles, and develop advanced nursing psychomotor skills through the classroom and clinical components.

Prerequisite: Satisfactory completion of all N200 courses, N301 and N307.

N305	2T, 1C	3 Credits	F, SP, SU
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Maternal –Newborn Health

This course examines the concepts of maternal-newborn biological stages through classroom and clinical experiences. The focus is on the normal process of childbearing and family adaptation through healthy dynamics. Common perinatal and newborn complications are also addressed.

Prerequisite: Satisfactory completion of all N200 courses; N301 and N307 taken prior or concurrently.

N307	4T	4 Credits	F, SP, SU
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Basic Concepts of Pharmacology

The focus is on understanding nursing assessment and interventions associated with administering drug therapy. The fundamental concepts of pharmacodynamics and pharmacokinetics are explored.

Prerequisite: Satisfactory completion of all N200 courses; N301 must be taken concurrently. *RN-BSN students may take N307 in semester V or VI.

T = THEORY C = CLINICAL L = LABORATORY
F = FALL SP = SPRING SU = SUMMER

N308	2T, 1C	3 Credits	F, SP, SU
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Infant, Child, and Adolescent Health

This course examines concepts relevant to the child rearing years through classroom and clinical learning experiences. This includes concepts of normal growth and development, and nursing care as it relates to the health-wellness continuum of infants, children, and adolescents.

Prerequisite: Satisfactory completion of all N200 courses, N301 and N307.

N309 (on-line)	2T	2 Credits	F, SP, SU
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Older Adult Health

This course focuses on care of the healthy older adult with an emphasis on family dynamics involving the care of the aging adult, developmental tasks of the healthy aging adult, and theories on aging. The nursing process will be used to increase awareness of the unique responses of the older adult.

Prerequisite: Satisfactory completion of all N200 courses.

N310	2T, 1C	3 Credits	F, SP, SU
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Mental and Behavioral Health

This course focuses on the psychological well-being of patients across the lifespan through classroom and clinical experiences. It includes the promotion and support of the patient's adaptive responses utilizing a therapeutic relationship. Emphasis is placed on the nursing process through the use of therapeutic communication.

Prerequisite: Satisfactory completion of all N200 courses; N301, N307 completed or taken concurrently

N399	1-4T/L/C	1-4 Credits	F, SP, SU
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Independent Study

The focus of study may be a research project, clinical experience, non-clinical professional experience, or service project to be determined by the Dean of Nursing.

(enrollment must be approved by the Dean of Nursing)

Prerequisite: Satisfactory completion of required general education courses.

Nursing Requirements

***All N300 courses must be completed before enrolling in any N400 course.**

Course Offerings T = THEORY C = CLINICAL L = LABORATORY
 F = FALL SP = SPRING SU = SUMMER

N403	3T, 1C	4 Credits	F, SP
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Adult Health III

This course builds on Adult Health II and focuses on the care of critically ill, emergent patient with multisystem needs through classroom and clinical learning experiences. Emphasis is placed on timely collaboration and clinical judgment to provide safe, quality care in an acute care setting.

Prerequisite: Satisfactory completion of all N300 courses. Must be taken final semester of coursework.

Course Offerings T = THEORY C = CLINICAL L = LABORATORY
 F = FALL SP = SPRING SU = SUMMER

N404	2T, 1C	3 Credits	F, SP
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Population and Global Health

This course is focused on population, global and community health through classroom and clinical learning experiences. The concepts include community and environmental health, global and population health, public health and health policy, disaster management, and nursing with vulnerable populations.

Prerequisite: Satisfactory completion of all N300 courses.

N405	2T, 1C	3 Credits	F, SP
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Leadership and Management

This course builds on professional nurse leadership with a focus on management functions. It is designed to promote student comprehension of legal and ethical responsibilities, continuous quality improvement, and change theories. A clinical component is provided in a management setting with an emphasis on the development of a change or quality improvement project.

Prerequisite: Satisfactory completion of all N300 courses.

N408 (on-line)	2T, 1C	3 Credits	F, SP
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Concept Synthesis

This course is a synthesis of theoretical nursing concepts to advance professional socialization. A clinical preceptorship is provided in the health care setting.

Prerequisite: Must be taken final semester of coursework.

N499	1-4T/L/C	1-4 Credits	F, SP, SU
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Independent Study

The focus of study may be a research project, clinical experience, non-clinical professional experience, or service project to be determined by the Dean of Nursing.

(enrollment must be approved by the Dean of Nursing)

Prerequisite: Satisfactory completion of required general education courses.

Air Force ROTC Courses

Lakeview College of Nursing has a cross-town agreement with the AFROTC Detachment 190 at the University of Illinois in Urbana, IL. Please contact our Director of Enrollment/Registrar at [217-709-0931](tel:217-709-0931) for further information regarding the transfer of credit hours.

AFAS 102 – “Leadership Laboratory” Credit: 0 Hours

Leadership Laboratory (LLAB) is a dynamic and integrated grouping of leadership developmental activities designed to meet the needs, and expectations, of prospective Air Force second lieutenants and complement the AFROTC academic program (AFAS 111 - AFAS 342). It is a student planned, organized, and executed practicum conducted under the supervision of the Detachment Commander and Operations Flight Commander. Approved for S/U grading only. May be repeated. Prerequisite: Consent of instructor.

AFAS 111 – “Heritage and Values of the United States Air Force I” Credit: 1 Hour

"Heritage and Values of the United States Air Force," is a survey course designed to introduce students to the United States Air Force and provides an overview of the basic characteristics, missions, and organization of the Air Force. Taken with AFAS 102. Prerequisite: Consent of instructor.

AFAS 112 – “Heritage and Values of the United States Air Force II” Credit: 1 Hour

"Heritage and Values of the United States Air Force," is a survey course designed to introduce students to the United States Air Force and provides an overview of the basic characteristics, missions, and organization of the Air Force. Taken with AFAS 102. Prerequisite: AFAS 111 or consent of instructor.

AFAS 221 – “Team and Leadership Fundamentals I” Credit: 1 Hour

"Team and Leadership Fundamentals," focuses on laying the foundation for teams and leadership. The topics include skills that will allow cadets to improve their leadership on a personal level and within a team. The courses will prepare cadets for their field training experience where they will be able to put the concepts learned into practice. The purpose is to instill a leadership mindset and to motivate sophomore students to transition from AFROTC cadet to AFROTC officer candidate. Taken with AFAS 102. Prerequisite: AFAS 112 or consent of instructor.

AFAS 222 – “Team and Leadership Fundamentals II” Credit: 1 Hour

"Team and Leadership Fundamentals," focuses on laying the foundation for teams and leadership. The topics include skills that will allow cadets to improve their leadership on a personal level and within a team. The courses will prepare cadets for their field training experience where they will be able to put the concepts learned into practice. The purpose is to instill a leadership mindset and to motivate sophomore students to transition from AFROTC cadet to AFROTC officer candidate. Taken with AFAS 102. Prerequisite: AFAS 221 or consent of instructor.

AFAS 331 – “Leading People and Effective Communication I” Credit: 3 Hours

"Leading People and Effective Communication," teaches cadets advanced skills and knowledge in management and leadership. Special emphasis is placed on enhancing leadership skills and communication. Cadets have an opportunity to try out these leadership and management techniques in a supervised environment as juniors and seniors. Taken with AFAS 102. Prerequisite: AFAS 222 or consent of instructor.

AFAS 332 – “Leading People and Effective Communication II” Credit: 3 Hours

"Leading People and Effective Communication," teaches cadets advanced skills and knowledge in management and leadership. Special emphasis is placed on enhancing leadership skills and communication. Cadets have an opportunity to try out these leadership and management techniques in a supervised environment as juniors and seniors. Taken with AFAS 102. Prerequisite: AFAS 331 or consent of instructor.

AFAS 341 – “National Security Affairs/Preparation for Active Duty I” Credit: 3 Hours

"National Security Affairs/Preparation for Active Duty," is designed for college seniors and gives them the foundation to understand their role as military officers in American society. It is an overview of the complex social and political issues facing the military profession and requires a measure of sophistication commensurate with the senior college level. The final semester provides information that will prepare the cadets for Active Duty. Taken with AFAS 102. Prerequisite: AFAS 332 or consent of instructor.

AFAS 342 – “National Security Affairs/Preparation for Active Duty II” Credit: 3 Hours

"National Security Affairs/Preparation for Active Duty," is designed for college seniors and gives them the foundation to understand their role as military officers in American society. It is an overview of the complex social and political issues facing the military profession and requires a measure of sophistication commensurate with the senior college level. The final semester provides information that will prepare the cadets for Active Duty. Taken with AFAS 102. Prerequisite: AFAS 341 or consent of instructor.

Credit Hours for Coursework

Credit Hours

Lakeview College of Nursing is on a semester system. While the length of a semester may vary, the definition is based on sixteen [16] weeks, which includes an examination period provided at the end of the semester.

A “credit hour” is the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is established and that reasonably approximates not less than:

- (1) one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 16 weeks, or the equivalent amount of work over a different amount of time; or
- (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities, including laboratory, simulation, clinical, and other academic work leading to the award of credit hours.

Student contact time and out of class expectations are prorated for summer semesters *or* short courses that meet for less than the standard 16 weeks so they contain the same number of hours as if the course were scheduled for a full semester.

		Theory Hours		Clinical/Lab Hours		Student Out-of-Class Work Time	
		1:1 16 weeks = 15 weeks + 1 week of final exams		1:3 15 weeks No clinicals during final exam week		1:2 (<i>minimum</i>) 16 weeks	
Course	Cr Hrs	Week	Sem	Week	Sem	Week	Sem
N201	3	2	32	3	45	6	96
N202	3	3	48	-	-	6	96
N206	2	2	32	-	-	4	64
N210	6	4	64	6	90	12	192
Sem Total	14	11	184	9	135	28	448
N301	8	5	80	9	135	16	256
N307	4	4	64	-	-	8	128
N305	3	2	32	3	45	6	96
N309	2	2	32	-	-	4	64
Sem Total	17	13	208	12	180	34	544
N303	7	5	80	6	90	14	224
N308	3	2	32	3	45	6	96
N302	3	3	48	-	-	6	96
N310	3	2	32	3	45	6	96
Sem Total	16	12	192	12	180	32	512
N403	4	3	48	3	45	8	128
N404	3	2	32	3	45	6	96
N405	3	2	32	3	45	6	96
N408	3	2	32	3	45	6	96
Sem Total	13	9	144	12	180	26	416
TOTAL	60	45	728	45	675	120	1920

Curriculum Tracks

Lakeview College of Nursing offers the BSN program at two locations with flexibility in enrollment through five progression tracks. Pre-licensure students, who meet the criteria, can progress at a faster rate by taking the Accelerated track. The Traditional track and Paced track allows students to reduce the number of credit hours taken each semester. Two other tracks are designed to support the progression of licensed LPNs and RNs by recognizing prior learning.

Traditional Track

Lakeview's Traditional Track allows students to complete the program in 4 semesters (2 years):

Year 1: Fall/Spring

Year 2: Fall/ Spring

Accelerated Track

Lakeview's Accelerated Track allows students to complete the program by taking classes in 4 semesters as follows - Fall admits: Fall, Spring, Summer, Fall or Spring admit: Spring, Summer, Fall, Spring. Students must maintain a cumulative GPA of at least a 3.0/4.0 LCN GPA to enroll in more than six credit hours during the summer and more than 18 credit hours during the fall or spring semesters.

Paced Track

Lakeview's Paced Track allows students to complete the program on a part-time basis. A customized degree plan can be formulated. The degree must be completed within the 6-year time limit requirement.

BSN Completion Track for LPNs

This track is designed for Licensed Practical Nurses with an active license who wants to complete their bachelor's degree. LPNs may proficiency out of two nursing courses.

BSN Completion Track for Licensed RNs

This track is designed for Registered Nurses with an active licensure who wants to complete their bachelor's degree. RNs are exempt from 27 credit hours of baccalaureate nursing credits.

Curriculum Program Plans

GENERAL EDUCATION & PREREQUISITE PLAN *PRIOR TO LCN* MUST BE COMPLETED BEFORE STARTING NURSING PROGRAM

TRANSFER CREDITS

SEMESTER I		SEMESTER II	
* English Composition I	3	* English Composition II	3
* Behavioral Science Elective	3	* General Elective	3
* Humanities Elective	3	* Fine Arts Elective	3
Nutrition	3	x Anatomy & Physiology I	4
* Speech	3	Life Span Development	3
TOTAL SEMESTER HOURS	15	TOTAL SEMESTER HOURS	16

SEMESTER III		SEMESTER IV	
x Anatomy & Physiology II	4	x Microbiology	4
+x Chemistry I	4	+ Statistics	3
* Social Science Elective	3	+x Chemistry II	4
* General Elective	3	* Humanities/Fine Arts Elective	3
		+ Medical Terminology	1
TOTAL SEMESTER HOURS	14	TOTAL SEMESTER HOURS	15

*Prior Bachelor Degree Exempted + Available at Lakeview College of Nursing x Refer to Time Limitation Policy

Required 60 hours of prerequisites must be completed before starting any nursing course. Please see the following suggested (Accelerated, Traditional, Pace) curriculum plans for nursing course requirements.

Additional preliminary coursework may be required as some institutions may require prerequisites prior to enrolling in courses listed. Furthermore, due to varying credit hours for transfer courses, students may be required to complete additional coursework to fulfill the 60-credit hour general education requirements.

SUGGESTED TRADITIONAL & ACCELERATED NURSING CURRICULUM PLANS

LAKEVIEW COLLEGE OF NURSING NURSING COURSES

SEMESTER V			SEMESTER VI		
N201	Basic Health Assessment	3	N301	Adult Health I	8
+ N202	Basic Concepts of Pathophysiology	3	N307	Basic Concepts of Pharmacology	4
N206	Introduction to Professional Nursing	2	N310	Mental & Behavioral Health	3
+ N210	Foundations of Professional Practice	6	N309	Older Adult Health	2
TOTAL SEMESTER HOURS		14	TOTAL SEMESTER HOURS		17

SEMESTER VII			SEMESTER VIII		
N303	Adult Health II	7	N403	Adult Health III	4
N305	Maternal-Newborn Care	3	N404	Population & Global Health	3
N302	Evidence-Based Practice	3	N405	Leadership & Management	3
N308	Infant, Child & Adolescent Health	3	N408	Concept Synthesis	3
TOTAL SEMESTER HOURS		16	TOTAL SEMESTER HOURS		13

+ LPN's have opportunity to proficiency

FALL ADMISSIONS PROGRAM SCHEDULE

	FALL	SPRING	SUMMER	FALL	SPRING
TRADITIONAL	Semester V	Semester VI		Semester VII	Semester VIII
ACCELERATED	Semester V	Semester VI	**Semester VII	Semester VIII	

****A student must have a 3.0 LCN GPA at the end of Semester VI to accelerate the program by taking more than 8 credit hours during summer semester.**

SPRING ADMISSIONS PROGRAM SCHEDULE

	SPRING	SUMMER	FALL	SPRING	SUMMER	FALL
TRADITIONAL	Semester V		Semester VI	Semester VII		Semester VIII
ACCELERATED	Semester V	**Semester VI	Semester VII	Semester VIII		

****A student must have a 3.0 LCN GPA at the end of Semester VI to accelerate the program by taking more than 8 credit hours during summer semester.**

SUGGESTED FALL OR SPRING START RN/BSN CURRICULUM PLAN

LAKEVIEW COLLEGE OF NURSING NURSING COURSES

SEMESTER V FALL OR SPRING 1		SEMESTER VI FALL OR SPRING 2	
N201 Basic Health Assessment*	3	N302 Evidence Based Practice Nursing	3
N202 Basic Concepts of Pathophysiology*	3	N307 Basic Concepts of Pharmacology*	4
N206 Introduction to Professional Practice	2	N309 Older Adult Health	2
		N310 Mental & Behavioral Health*	3
Total Semester Hours	8	Total Semester Hours	12

SEMESTER VII FALL OR SPRING 3		SEMESTER VIII FALL OR SPRING 4	
N403 Adult Health III	4	N405 Leadership & Management	3
N404 Population & Global Health	3	N408 Concept Synthesis**	3
Total Semester Hours	7	Total Semester Hours	6

* RN-BSN Students have the option to proficiency two (2) of the following courses:

- N201 Basic Health Assessment
- N202 Basic Concepts of Pathophysiology
- N307 Basic Concepts of Pharmacology
- N310 Mental & Behavioral Health

** RN-BSN Students will complete course requirements as assigned by instructor.

Note: RN-BSN Student's professional nursing experience may be substituted for clinical hours per the Dean of Nursing's approval.

This plan does not include any general education requirements that may be left to complete. This can be discussed with the admission personnel. Please see graduation requirements.

Non-Degree Seeking Students

Policies in this section apply only to the students enrolled in the non-degree courses.

Application Process

Students applying to take Chemistry, Statistics or Medical Terminology can fill out the non-degree application indicating exactly which class(es) they want to take as listed on the application. Student must submit transcripts verifying prerequisites have been met for the non-degree courses in which they are enrolling. Once the non-degree application has been processed and the student has been registered, an email will be sent to the e-mail address provided on the application. Students enrolled as non-degree seeking will not be eligible for financial aid (including Lakeview scholarships). Enrollment as a non-degree student does not constitute admission into the nursing program. Non-degree students must apply for admission to be considered for degree status.

Grading

The work of each course is determined by the content and subject matter and will be described in the course syllabus. Grades are calculated using the scores earned on the work of the class, i.e. exams, labs, papers, and assignments etc. All assignments, papers, lab, and exam points are equally weighted. The college grade scale will be used in non-degree courses.

93-100 =A
86-92.99=B
77-84.99=C
70-76.99=D
<70=F

Student Progress

Students need to be aware of their academic in all courses that they are enrolled. Feedback is provided regularly and given in the form of exam and assignment scores. At midterm, all students who are earning a “C” or less will be required to meet with the instructor to discuss course progress. Academic improvement plans are not required to be completed for students in non-degree courses.

Attendance

Attendance is required and expected at all class or lab sessions. Excessive absences can impact the student’s ability to be successful in the course. If a student is not able to be in attendance on any occasion and for any reason, the instructor must be notified before class starts. Failure to do so will result in the absence being recorded as unexcused, 2 unexcused absences may result in failure of the course.

Testing and Test Taking Policy

Exams are administered at regular intervals in all courses and are expected to be taken as scheduled. If an exam is missed it must be made up as soon as possible and no later than the next class session. No smartwatch, fitness trackers, hand-held technology, ball caps, sunglasses, food, drinks, candy, cough drops, earplugs, earbuds, or calculators brought in by students are allowed while testing. Examination/Test Review will be managed by the instructor and addressed in course syllabus.

Non-degree seeking students should also review Section V: Policies and Standards of Behavior.

Registration

General Information

Registration for the next semester should be done on designated dates indicated on the academic calendar to avoid late fees.

Degree-seeking students must meet with their academic advisor prior to registration for classes. All admission records must be completed prior to registration. Failure to have student health records on file in the Records Office will prevent a student from participating in any clinical course.

Non-degree seeking students must contact the Director of Enrollment/Registrar in order to register. Class size is limited and enrollment for late registration is on a first come, first serve basis.

Each registered student must show verification of financial aid coverage and/or pay tuition and fees by the date specified on their semester invoice. Failure to pay or to make financial arrangements by the date specified will result in an automatic drop of all courses. The student must then register during the late registration period if they still wish to attend and pay tuition and fees, as well as the late payment fee of \$50 at the time of registration.

A student cannot register for a course that has already started (this includes clinical and/or lab).

Registrations are subject to administrative change to ensure that all students are placed in courses they need and courses and clinical groups are balanced according to faculty availability and clinical agency requirements.

Current Student Registration

Students enrolled are encouraged to register for the upcoming semester in October and March according to the dates established for registration (see academic calendar). A late registration fee of \$50 will be applied to a student account if registrations are received after the two-week registration period.

The following procedure should be followed:

- Students can view their advisor's name from their SONIS account.
- Students will contact their advisor for an appointment to register in October and March.
- The advisor will review the program plan and complete and sign the registration form.
- Any changes in a student's program plan due to course failure or withdrawal may cause the student's name to be placed on a waiting list for courses that need to be repeated.
- The student will sign the registration form.
- The Records copy will be given to the Director of Enrollment/Registrar by the advisor.
- A billing statement will be generated and mailed to the student by the College secretary/cashier. Students have the capability from their SONIS account to view the balance of their account.

Attendance Policies

General Attendance/Absence Policy

Lakeview College of Nursing students are expected to attend all meetings of classes, scheduled laboratory, and clinical sessions in which they have enrolled. Attendance at clinical and lab session are required. Attendance will be recorded for each scheduled class, laboratory, and clinical experience. It is the student's responsibility to attend all classes, arrive on time, and stay for the entire designated time. Students who violate the clinical/lab dress code and/or student conduct code will not be permitted to attend or remain in the class, laboratory or clinical experience and an absence will be recorded. Students must wear a Lakeview College of Nursing-issued student ID badge at all times while in class, lab, and at clinical sites.

Theory Attendance Policy

Attendance at all classroom sessions are expected and missing any classroom sessions can have an impact on the student's course grade. Students are expected to prepare for each classroom session by completing the required readings and other assignments. If the student does not attend two (2) scheduled class(es) during the semester, their ability to complete the course will be evaluated by the course coordinator.

On-Line Course Attendance Policy – See Course Syllabus

Clinical Attendance Policy – See Section VI

Military Attendance and Withdrawal Policy

This policy is for students who are currently in the National Guard, Reserves, or active duty United States military and have been called to active duty service or deployment. An official copy of the military orders must be submitted to the Registrar's Office. Any student called to active military service, specialized training, or disaster relief efforts may receive an excused absence for class time missed (less than 7 consecutive days or one weekend for a weekend course). If the required military leave results in the student missing 7 or more consecutive days of class/clinical/lab time or more than one weekend for a weekend course, the student may withdraw from all courses. The student has the right to receive a refund of tuition and fees for missed classes of 7 or more consecutive days or more than one weekend for a weekend course associated with active duty military service. Students should speak with the Financial Aid Office and Business Office. Alternatively, with the permission of the Dean of Nursing, a student may receive an incomplete on all courses registered. Students should refer to the Incomplete Policy for additional information.

Request to make up missed class time due to Military obligations

For those students wishing to receive an excused absence for Military obligations, an official copy of the military orders must be submitted to the Registrar's Office. Any request to make-up missed class time must be made within a week of receiving official notification by the military service. Students seeking an excused absence for class time missed due to military obligations will be considered absent for the day(s) until missed course content is completed. If the student is unable to complete missed course content, the absence will remain in effect and will be subject to the consequences outlined in the Attendance Policy.

TEST-TAKING

Test and Test-Taking Policy

The purpose of the Test and Test-Taking Policy is to promote consistency with grading practices and testing procedures to improve assessment of student learning.

Tests or examinations that fall under this policy are proctored. Some courses are exempt from this policy – refer to course syllabus to determine if the course is exempt.

- I. Grading
 - A. Weight of test categories within course grade
 1. Tests/examinations comprise 80% of course grades
 2. Clinical and course assignments comprise 10% of course grades
 3. The score achieved on the standardized content exam will comprise 10% of the course grade.
 4. Minimum passing score is 77%, with the exception of the N210 course. Minimum pass score for N210 is 85%. A passing score is determined by an average of all exams.
 5. No partial credit is awarded for a partial answer on proctored examinations.
 - B. Clinical Course Medication calculation test
 1. All courses with a clinical component must administer a medication calculation exam.
 2. The exam should be a minimum of 10 questions per test.
 3. These medication calculation tests are weighted as pass/fail only.
 4. Level II and Level III Clinical courses (200 and 300 numbered clinical courses)
 - a. Minimum passing score is 90%
 - b. Calculators are provided
 - c. The student will receive 3 attempts to achieve passing score
 - d. Clinical course failure if 90% is not achieved on 3rd attempt
 5. Level IV Clinical courses (400 numbered clinical courses)
 - A. Minimum passing score is 100% to pass medications at clinical setting
 - B. Calculators are provided
 - C. The student will receive 3 attempts to achieve passing score
 - D. Clinical course failure if 100% is not achieved on 3rd attempt
 - C. Edvance360 learning management system is used for calculating all course grades including tests
 1. Faculty assign /enter a weight of 80% for all graded exams and tests
 2. Faculty will assign/enter weights to individual tests (see syllabus)
 3. No test grades will be rounded
- II. Test-taking procedures
 - A. Testing is done in the classroom and computer lab setting
 - B. Personal computer/device and charger may be brought to the testing site, ready for testing.
 - C. Report 10 minutes prior to the test.
 - D. LCN photo ID badges are required to sit for a test.
 - E. The proctor will provide a sheet of paper to use during the testing period. The student must sign and date the sheet of paper and return it to the proctor at the end of the testing period.
 - F. The proctor will provide pencil, calculator, and earplugs.
 - G. All other items are to be placed at the front/back of the classroom.

- H. No smartwatch, fitness trackers, hand-held technology, ball caps, sunglasses, food, drinks, candy, cough drops, earplugs, earbuds, or calculators brought in by students are allowed while testing.
- I. If needed, the proctor will provide password/code to begin the test.
- J. Late arrival to testing site (see individual course syllabus)
- K. Once students begin the test, they are not permitted to leave the testing site
- L. Once the student has completed the test, it is the discretion of the proctor if a student may leave the testing site.
- M. See course syllabus for instructor’s test/examination make-up policy.
- N. Examination/Test Review will be managed by the instructor and addressed in course policies.

Grade and Grading System

Grades are issued at the end of each semester. The requirements for obtaining the course grade will be stated in each course syllabus. If there is a question, the student is responsible for clarifying the instructor’s expectations.

Grading Scale

The grades given in LCN courses are as follows:

Grade	Description	Scale	Grade Point Value
A	Excellent	93-100	4
B	Good	85-92	3
C	Average	77-84	2
D	Poor/Failure	70-76	1
F	Failure	0-69	0
W	Withdrew - No Grade		-
AU	Audit		-
CR	Credit		-
I	Incomplete		-
PR	Proficiency		-
R	Repeat		-
S	Satisfactory (Clinical)		-
U	Unsatisfactory (Clinical)		-

No grade will be rounded.

All students must earn at least a “77%=C” average on all exams to pass the course, except N210 Foundations of Professional Practice an “85%=B” must be earned. Test averages are calculated prior to adding in papers, projects or other non-exam scores. If the average is less than a “77%=C” or “85%=B” for N210, the student earns the test average for the course. If the student’s test average is “77%=C” or “85% =B” or greater, all of the remaining course assignments are calculated into the final grade. Students who do not earn a “C” in all courses except a “B” in N210 **when exams are averaged fail the course**, regardless of the grades on the other non-exam course activities.

In a nursing course that contains laboratory and/or clinical components, a student must earn a grade of at least “77%=C” in theory, except for N210 Foundations of Professional Practice an “85%=B” must be earned and “77%=C or S” (satisfactory) in the laboratory/clinical components to receive degree credit for the course. If the student’s clinical grade is satisfactory, the grade for the course is the theory grade. An unsatisfactory clinical performance results in failure or an “F” grade for the course.

No extra credit will be provided for students to raise their grade.

Students cannot earn more than a 100% on any assignment or exam in any course.

Student letter grades will be determined by the whole number, **no rounding is used**. Therefore if a student earns a 76.9 the grade earned is a 76. If a student receives an 84.5 the student receives an 84.

All LCN grades and all semester hours count on the student’s grade point average in determining scholastic eligibility to remain in the College.

Grade Reports

Grades are issued at the end of each semester. Students may review their grades through the SONIS system. No grades will be given out by the Registrar’s Office over the phone or by e-mail, in accordance with the Family and Educational Right to Privacy Act of 1974. Official grades are in SONIS.

Incomplete Grades

An incomplete grade may be requested by a student with the approval of the Dean of Nursing when a student is unable to complete the coursework because of illness, serious injury or other circumstances beyond the student's control. An "I" may be assigned if at least three-quarters of the course has been completed within the term grading period and the student has maintained a consistent rate of progress in the course. Failure to appear for a final exam or to complete coursework in the time allowed is not justification for an incomplete. The Course Coordinator will complete Section 1 of the Incomplete Grade Record which identifies the reason for the incomplete.

The Course Coordinator will complete the incomplete form after the last day of class; set a date for completion within a 30-day time limit; and, will distribute the form to the Registrar and Financial Aid Office. The student and Course Coordinator will also retain copies.

An incomplete grade must be removed no later than 30 days after the course has ended. Students who do not complete the course in the designated time will receive a grade of "F" which will be recorded on the student's transcript. Any course with an incomplete grade that is a prerequisite for another nursing course must be completed before starting the course. The due date for removal of the incomplete grade "I" must be met whether or not the student is currently enrolled in College courses. In the event the Course Coordinator from whom a student receives an incomplete grade "I" is not on campus, the disposition of the grade will be made by the Dean.

Grade Appeal

The basis for filing a grade appeal in a course is limited to: 1) fundamental fairness in treatment of the student by the instructor, as specified by the syllabus and 2) inconsistency in grading by the instructor relative to other students in the same course and section. Issues that do not meet these criteria are not appropriate for a grade appeal. Final course grades may not be appealed.

A student may appeal a grade by using the following procedures. Written verification of each step below is critical to promote a thorough review.

Step 1: Within three (3) calendar days after the grade was submitted in Edvance 360, or sooner if possible, the student shall meet with the instructor to discuss the concerns and provide the instructor a completed appeal form in writing, and with a copy to the Dean. (Grade Appeal Form is located on the website under Student Tab then under Forms.)

Step 2: Within five (5) calendar days from the date of receipt of the student's written statement, the instructor shall respond to the student in writing with a copy to the Dean. The instructor should explain the grading procedures and how the grade in question was determined and address other issues raised in the student's statement.

Step 3: If the grade appeal is not resolved within three (3) calendar days from the date of the receipt of the instructor's written statement, the student may submit an appeal to faculty.

Step 4: The Faculty Organization/Student Affairs Committee will review and decide on the Grade Appeal. The Committee's decision is final.

Step 5: The Faculty Organization/Student Affairs Committee Chair will notify the student in writing of the Committee's decision within five (5) calendar days of the submitted appeal.

Course Withdrawal

To withdraw from a course, a student must meet with their Advisor or Course Coordinator to complete an ADD/DROP/WITHDRAW form prior to the deadline for course withdrawal. Students are advised to consult with the Financial Aid Office regarding the effect on financial aid status **before** withdrawing from a course. Students who withdraw from a course need to be aware that they may be placed on a waitlist for repeating the needed course. The withdrawal procedures are as follows:

Five Week Classes:

First class day through the end of the 3rd-week course a grade of "W" (withdrawal) will be recorded on the transcript.

Eight Week Classes:

First class day through the end of the 6th-week course a grade of "W" (withdrawal) will be recorded on the transcript.

Ten Week Classes:

First class day through the end of the 8th-week course a grade of "W" (withdrawal) will be recorded on the transcript.

Fifteen Week Classes:

First class day through the end of the 13th-week course a grade of "W" (withdrawal) will be recorded on the transcript.

Short Session/ Weekend Courses:

Deadline to withdraw from any short session weekend class is prior to the 3rd class meeting.

Students may only repeat a course one time in which they received a grade of "W" or failing grade. Any student who has withdrawn from one course will be placed on academic probation. Students withdrawing from two different courses will be dismissed from the College.

The student may not withdraw from a course if there is a Student Code of Conduct issue or a Grievance is pending or being investigated.

Auditing Courses

Students planning to audit a class may register on a space-available basis before the scheduled start date of the class. Auditing is for theory coursework only and students will still be expected to take the exams. Once the class has met, students may not change from audit to credit status or vice versa without the written permission of the instructor. The fee for auditing is \$50 per credit hour. If a student changes to credit status before the first class meeting the tuition rate in effect at the time will be assessed with no late registration fee applied.

Dean's List

Students who are enrolled in at least 6 semester hours in nursing courses at the College of Nursing and who achieve a GPA of 3.6 or higher in those courses will be named to the Dean's List for the semester.

The Dean's List may be forwarded to media and/or posted to the Lakeview website following the final grade notification each semester. If a student does NOT wish for this information to be published they must opt out of Merit within the first week of class for the semester that will be publicized. The information is released to newspapers based upon the zip code of the student.

Progression

Satisfactory Academic Progress Policy (SAP)

Lakeview College of Nursing (LCN) awards the Bachelor of Science in Nursing Degree upon recommendation by the faculty and presentation to the Board of Directors after the student has completed the degree requirements. All students must be making satisfactory progress to remain in attendance at the College. All courses attempted in a specific semester or comparable time frame will be used to measure academic progress. Course withdrawals may affect academic progress if the hours earned do not meet the criteria for quantitative and/or qualitative measures for satisfactory progress. Not meeting satisfactory academic progress will have an adverse effect on student aid eligibility.

Note: All students are required to meet the same minimum Standards regardless of eligibility for Title IV funding.

Standards of Satisfactory Academic Progress (SAP) for all LCN Students (includes Financial Aid Recipients)

Lakeview College of Nursing (LCN) Office of Financial Aid is required by Federal regulation (HEA Subpart B, 34 CFR 668.16(e), Subpart C, CFR 668.32, 668.34, 668.42, 668.43) to monitor academic progress toward a degree for all degree-seeking aid applicants. As a result, the Office of Financial Aid receives from the Records office the academic history of *all* attempted credit hours of *all* applicants prior to the awarding of Title IV Federal Student Aid and/or Illinois State Student Aid. These standards must have components of a **Quantitative Measure** (the *Pace* at which the student must be completing their Program of Study) and a **Qualitative Measure** (the grades a student must be obtained in their coursework) and be reviewed at stated intervals. At LCN **SAP is reviewed at the end of each enrollment period for all students.**

The Standards of Satisfactory Academic Progress (SAP) applies to the following financial aid programs:

- **Federal Title IV Programs:** Pell Grant and the Direct Loan Program (Stafford Loan Program), and the Direct Parent Loan for Undergraduate Students
- **Illinois Student Assistance Commission Programs:** Monetary Award Program
- **Veteran's Educational Benefits:** All Chapters and Post 9/11 Benefits

Completion Rate and Grade Point Average Requirement

Completion of a minimum of 120 semester hours credit with at least 60 semester hours in general education courses and 60 semester hours in nursing courses in accordance with the curriculum plan is required. All grades earned in courses taken while a student is enrolled at the College will be used as the criteria for determining academic standards.

The student is required to meet the standards listed below or otherwise eligibility to receive student financial aid will be placed in an Academic Probation/Financial Aid Warning status (the first time the minimum SAP is not met) or an Academic Dismissal/Financial Aid (SAP) **SUSPENSION** status or a Financial Aid (SAP) **PROBATION** status (if a formal Appeal is approved and the student is readmitted). To be in SAP "GOOD ACADEMIC STANDING" a student must meet the *minimum standards* each enrollment period by having and maintaining a **cumulative GPA of 2.5** and not exceed the permitted number of withdrawals and/or failures to avoid academic dismissal/financial aid suspension *and* complete their program of study within the published time frames formatted in credit hours.

PACE- Minimum Credit Hour Completion

(Quantitative Measure)

Cumulatively, a student must successfully complete a minimum percentage of all credit hours attempted to *stay on pace* for completing their program *before* reaching the **maximum time frame** allowed. Attempted credit hours include any credit hours in which the student was enrolled after the refund period is over.

If the student accepted Federal Title IV aid for days attended during the refund period (tuition and fee charges are cancelled) but then totally withdrew from *all* credit hours, the student will be placed on SAP Suspension. Although this action will not result in Academic Dismissal, the student would need to reapply for admission to the college and submit in writing a SAP Appeal that requires Committee approval to be reinstated for student aid eligibility.

Maximum Timeframe for Completion of Degree

Once a student enrolls in a course at Lakeview College of Nursing, the degree requirements must be completed within three consecutive academic years for a fulltime student and six consecutive academic years for a part-time student. Completion time may vary for students changing from full-time status to any other status, and/or withdrawing from courses. A student will never have more than six years to complete the BSN degree requirements.

Satisfactory Academic Progress Policy

Minimum Standards

- **Successful completion of a class** is a letter grade of “A”, “B”, “C”.
- **Unsuccessful completion of a class** is defined as “D” (Poor/Failure), “F” (Failure), “W” (Withdrawal), or “I” (Incomplete) on the semester grade report. Please note: Successful completion of N210 Foundations of Professional Practice is a letter grade “A” or “B”. Any student receiving a “C”, “D”, “F” or “W” must retake the course.
- A student who receives a “D,” or “F” or “W” for a course must retake that course the next semester it is offered. In the retake/repeat course, students must receive at least an overall grade “C” to pass the course and not be dismissed. Exception – N210 must be passed with an “A” or “B”.
- A student may only repeat a course one time in which they received a grade of “W” or failing grade. Any student who has withdrawn from one course will be placed on academic probation/financial aid warning.
- A student may not withdraw from more than 1 course while pursuing the BSN degree. The student may not withdraw from a course if there is a Student Code of Conduct issue or a Grievance is pending or being investigated.

Minimum Percentage - A student is expected to complete all credit hours attempted to be on pace for completion of the program. The first time a student fails to complete progression standards they must be placed on Academic Probation/ Financial Aid **WARNING** for the next term of enrollment.

Minimum Grade Point Average (GPA) Requirement (Quantitative Measure) - The student is required to earn and maintain a 2.5 cumulative grade point average on a 4.0 scale.

All LCN grades and all semester hours count on the student’s grade point average in determining scholastic eligibility to remain in the College. A student must earn a minimum of “C” in each LCN course with the exception of N210 Foundations of Professional Practice in which the student must make an A or B.

Academic Probation/ Financial Aid (SAP) Warning

Academic Probation/Financial Aid (SAP) Warning status occurs the first time a student fails to meet the minimum standard in any one of the components. If a student is placed on Academic Probation/Financial Aid Warning they will still be eligible to receive Student Financial Aid for **one more term** without appealing the circumstances. All grades earned within the nursing curriculum while a student is enrolled at the College will be used as the criteria for determining academic probation.

Any student placed on Academic Probation/Financial Aid Warning for unsuccessfully completing a course **MUST** take the failed course in the next semester it is offered (summers excluded). Although an effort will be made to meet the needs of students who retake courses, enrollment is dependent on the number of students who can be reasonably accommodated by the available facilities. A student required to repeat a course must do so at LCN. Courses taken at another college or university may not be used to repeat LCN

courses unless specific approval from the Dean of Nursing and Course Coordinator is obtained and placed in writing in the student's file.

Repeating a course in which a "D" or "F" was received does not remove the grade from the transcript. The second grade earned is calculated into the GPA.

Academic Dismissal/ Financial Aid (SAP) Suspension

Failure to complete the minimum cumulative standards of either component while on Academic Probation/SAP Warning or SAP Probation will result in the Academic Dismissal/SAP SUSPENSION of a student's future aid eligibility. The following will be criteria for academic dismissal from the College:

1. A student on academic probation/financial aid warning (below a 2.5 cumulative GPA) who does not show progression by raising the student's LCN semester GPA the next semester enrolled.
2. A student who has failed (D, F or W) a nursing course and fails it again (D, F or W).
3. A student who failed (C, D, W, or F) N210 Foundations of Professional Practice and fails it again (C, D, F or W).
4. A student who fails two different nursing courses.
5. A student who has withdrawn from two different courses.

If upon the end of the student's next period of enrollment they have *not* met the minimum standards they will be in an Academic Dismissal/Financial Aid Suspension status. A student placed on Academic Dismissal/SAP Suspension is **NOT** eligible for Federal and/or State student aid at Lakeview College of Nursing. Financial aid can be reinstated if a student is successfully readmitted through the appeal process (see readmission).

Also, total withdrawal from all courses (a "grade" of "W" posted to transcript) or **total failure from all courses** (a grade of "D" or "F" posted to transcript or if grade of "C" is earned in N210 Foundations of Professional Practice) will result in Academic Dismissal/Financial Aid SUSPENSION. This includes the refund period *if* Title IV was accepted for the days you were in attendance (regardless if tuition/fees were cancelled).

Procedure for Academic Probation and Academic Dismissal

1. At the end of each course, the Registrar's Office will notify the Dean of Nursing and the Financial Aid Office of any student who has been placed on academic probation/*financial aid warning* or dismissed from the college/*financial aid suspension*.
2. The Registrar's Office will note the academic probation or academic dismissal on the student's transcript.
3. The student will receive an academic improvement plan, will be placed in the remediation program and AIP program, and referred to their advisor and tutoring to develop strategies for improved academic success. (Please see Remediation and AIP Procedure).
4. A student who does not attempt to register for the required course during the next semester that course is offered will be sent an email and letter from the Registrar's Office to determine the student's intentions. A student who fails to respond within the semester will be considered to have

withdrawn from the College. To re-enter, the student must reapply for readmission under the policies and procedures in effect at the time of the desired readmission.

5. Student requests for readmission following dismissal will be reviewed by the admissions committee on an individual basis.
6. Students must complete all required assessments as of the semester of dismissal and provide demonstrated proof of remediation for the end of the semester following dismissal.

An instructor may independently decide to remove a student from a clinical experience when necessary to protect patients. This suspension will be effective until the Dean of Nursing acts upon a recommendation for dismissal.

Glossary of Terms:

Academic Dismissal/Financial Aid Suspension – student failed to meet minimum standard by total withdraw in a semester and/or being on a warning status previously and/or reaching maximum time frame for Program of Study.

Academic Improvement Plan (AIP) - prepared by the student's instructor or academic advisor/counselor (or other pertinent LCN staff).

Academic Probation/Financial Aid Probation (Re-admitted Status) - the student has an approved Appeal for readmission to the College and reinstatement of Title IV and/or State student aid for *one* additional term unless an Academic Improvement Plan (AIP) is being met.

Academic Probation/Financial Aid Warning - the first time a student fails to meet the minimum standard in any one of the components.

Good Standing – a student is meeting the minimum standards each enrollment period.

Minimum Standards - student has a *Cumulative* Grade Point Average (GPA) of 2.5 and is staying on pace with a success rate of completing all credit hours attempted and is completing (on pace) their program within the published time frames formatted in credit hours.

Program of Study - the educational program the student has indicated they are pursuing at the College. LCN has one program, the BSN Degree.

Quantitative Measure - the Pace at which the student must be completing their Program of Study which must be monitored for completion before the maximum time allotted for the program is reached. The Pace varies by level of enrollment each term but has set maximums.

Standards of Academic Progress (SAP) - a Federal requirement applied to all students who have Federal Student Aid funding (pending, actual or estimated awards). LCN has one policy that applies to all students.

Time of Completion - the Maximum timeframe is 150% completion of the *published* program timeframe. This calculation considers *all* cumulative credit hours attempted (not earned).

Withdrawal from the College

A student may withdraw for academic reasons or serious personal problems. To withdraw from the College the student must complete a Withdrawal from the College Form obtained from the Registrar's Office. If a student withdraws from the College by the official withdrawal date a "W" will be posted on the student transcript (see SAP). A student may not withdraw from the College or any courses after the official withdrawal date. Students who have been awarded financial aid must contact the Financial Aid Office prior to officially withdrawing from the College. A return of Title IV funds calculation may be required – refer to Financial Aid Implications (Return of Title IV Funds). All obligations to the College must be cleared at the time of withdrawal.

A student who withdraws from the College and wishes to return at a later time must go through the readmission process. If readmitted, the student will be admitted and accountable to the policies and procedures of the current handbook.

Late Withdrawal

In the case of extreme circumstances where the deadline to withdraw without academic penalty has passed, a student may petition the Dean of Nursing for a late withdrawal from all courses. If granted, the student would receive a grade of "W" for any course not completed in the semester.

Request to Withdraw from Program Due to Military Obligations

A student who withdraws from the program due to military obligations, must complete a Withdrawal Form and attach an official copy of the military orders. The form and orders must be submitted to the Dean of Nursing.

Leave of Absence

Lakeview College of Nursing does not have a Leave of Absence Policy. Please refer to the Withdrawal policies and procedures and Tuition Refund Policies.

Dismissal from the College

The Dean of Nursing has the authority to dismiss and/or to refuse readmission to any student at any time if circumstances of a legal, moral, health, social or academic nature are considered to justify such action. The dismissal may be a result of a probationary period (see SAP) or may be independent of probation.

A faculty member may recommend to the Dean of Nursing the dismissal of a student if it is inadvisable for the student to continue in the College. A recommendation for dismissal may be based upon observed problems in mental or physical health, conduct, attendance, quality of clinical performance and/or failure to meet academic requirements. The Dean of Nursing may make an immediate decision or take the recommendation to the Faculty Organization for further discussion. The student will be afforded due process.

Remediation and Academic Improvement Plan

Purpose of the Remediation and Academic Improvement Plan Procedure:

Lakeview College of Nursing actively promotes and supports student's academic achievement through remediation. Students are required to demonstrate ongoing remediation efforts to improve academic success. Remediation of content will be suggested by the course coordinator in the Academic Improvement Plan (AIP) for students failing to meet academic standards.

The student is responsible for the implementation of the AIP and the course expectations as directed in the course syllabus.

For Insufficient Academic Progress:

1. The student will be notified by the course instructor when the student fails to meet the academic standard in the course by the online AIP via email.
2. A copy of the AIP will be emailed to: the academic advisor, and the record's office. A copy will be sent to the Skills Lab Coordinator and to the tutor as needed.
3. The suggested remediation plan will be written out by the instructor for the student within the AIP. This may include **all or any** of the following recommendations or assignments:
 - a. Review corresponding content in any of the course's resources and develop a study plan.
 - b. Take/repeat ATI focused review tests, online learning assignments, and/or other learning activities that correlate with the syllabus content.
 - c. If AIP is related to skill performance, the student will make an appointment with the Skills Lab Coordinator to practice and demonstrate mastery.
 - d. Make an appointment with the course instructor/coordinator, advisor, or tutor.

For Insufficient/ /Unsatisfactory Clinical Performance Remediation Plan:

1. The student will be notified by the course coordinator or clinical instructor when the student fails to meet the clinical performance standards in the course by the online AIP via email.
2. In addition a copy of the AIP will be emailed to: the academic advisor, and the record's office. A copy will be sent to the Skills Lab Coordinator and to the tutor as needed.
3. The student will meet with the course coordinator and/or clinical instructor to identify areas of weakness and expected level of performance.
4. The suggested remediation plan will be written out and discussed by the coordinator and/or clinical instructor for the student. This may include **all or any** of the following recommendations or assignments:
 - a. Review corresponding content in any of the course's resources and develop a study plan.
 - b. Take/repeat additional ATI focused review tests, online learning assignments, and/or other learning activities that correlate with the syllabus content.
 - c. If AIP is related to skill performance, the student will make an appointment with the Skills Lab Coordinator to practice and demonstrate mastery.
 - d. Make an appointment with the course instructor/coordinator and advisor.

Unsafe Practice/Unprofessional Behavior Remediation Plan:

Unsafe practice and unprofessional clinical behavior may include abandonment, neglect, or actions that are outside of the student nurses' scope of practice. Unprofessional clinical behavior may include violating any clinical policies, LCN policies, and/or professional codes of conduct.

1. The student will be notified by the course coordinator or clinical instructor of the failure to meet the safe practice and/or professional behavior standards by the online AIP via email.
2. A copy of the AIP will be emailed to: the academic advisor, and the Record's office. A copy will be sent to the Skills Lab Coordinator as needed.
3. The student will meet with the course coordinator and/or clinical instructor to identify the unacceptable behavior(s) and to develop an individual plan for remediation.
4. The suggested remediation plan will be written out and discussed by the coordinator and/or clinical instructor for the student. This may include all or any of the following recommendations or assignments:
 - a. Review corresponding content in any of the course's resources and develop a study plan.
 - b. Take/repeat additional ATI focused review tests, online learning assignments, and/or other learning activities that correlate with the syllabus content.
 - c. If AIP is related to skill performance, the student will make an appointment with the Skills Lab Coordinator to practice and demonstrate mastery.
 - d. Make an appointment with the course instructor/coordinator, advisor, or tutor as needed.

Assessment Information

Assessment and program improvement efforts are expectations for accreditation of colleges and nursing programs. LCN uses a systematic process to obtain relevant data for program effectiveness. The process is inclusive of the campus community and is used to drive decision making. The process is written, ongoing, comprehensive, and exists to evaluate achievement of program outcomes.

Student participation in assessment program is critical for program improvement. Students participate in assessment upon admission to the college, during the program, and during post-college experiences. The following activities are designed to obtain student input into the academic experience at LCN.

Admissions Testing

All students every semester:

Course and clinical evaluations

Student Forums

Student suggestion boxes

All students biennially

Noel Levitz

Students in 400 level courses

EBI

Graduates

Graduate survey [prior to graduation]

Postgraduate employment survey [6 months following graduation]

NCLEX-RN Preparation

Fingerprinting & Background Check Requirement for NCLEX

All individuals applying for initial licensure as a registered nurse in Illinois must submit to a criminal background check and provide evidence of fingerprint processing from the Illinois State Police, or its designated agent. Lakeview College of Nursing senior students may contact a livescan-fingerprinting vendor, approved by the Illinois State Police, to schedule an appointment for fingerprinting. Fingerprinting may also be arranged by Lakeview College of Nursing. Each NCLEX-RN applicant will be provided a written receipt once they have been fingerprinted. This receipt must be submitted to the Department's testing vendor along with the examination application and fee in order for the applicant to be scheduled for the examination. Fingerprints must be taken within 60 days prior to submission of the application for licensure. Any cost that is incurred is the responsibility of the student.

NCLEX-RN Procedures & Registered Nurse Licensure

The following describes the procedures for applying to sit for the NCLEX-RN Examination.

1. The Dean of Nursing requests a list of seniors from the Director of Enrollment/Registrar.
2. The Dean or designee will meet with seniors during the final semester to discuss the application procedures for registering to take the NCLEX-RN examination and applying for a RN licensure.
3. Students will register online for the NCLEX-RN examination through Pearson Vue (<http://www.personvue.com/>). The application can be submitted online with a credit card payment of \$200 or downloaded and mailed in with a cashier's check or money order. Students should maintain a copy of all applications sent online or via certified mail.
4. State licensure forms must be completed by the student. This can be done by identifying the state board of nursing in the desired state for licensure, accessing the website, and applying online or downloading the application for licensure by examination. All states require a fee for submitting an application that can be paid for by credit card, cashier's check, or money order. Some states require a background check as a part of the licensure process. Students must identify time limit set by the state for an acceptable background check. (The State of Illinois will only accept background checks done within 60 days from submission of the application for licensure).
5. Students are responsible for sending to the state agency processing their application for licensure their receipt of fingerprinting and background check by certified mail.
6. Transcripts and/or verification of graduation forms will not be sent until the student meets all of the graduation requirements. All transcripts and/or verification forms will be sent by certified mail to the desired state of licensure, or when needed to the graduate.
7. Any information that is sent by mail for licensure or registration SHOULD be copied and sent by registered/certified mail.
8. The Dean of Nursing will be available for questions.

Illinois Nurse Practice Act

The Illinois Nurse Practice Act includes criteria for eligibility to apply for licensure to practice nursing, the definition of professional nursing and items related to grounds for licensure refusal, suspension or revocation. Specifics can be found in the publication, Illinois Nursing and Advanced Nursing Practice Act.

Graduation Requirements

Upon successful completion of the baccalaureate program of study, a Bachelor of Science Degree in Nursing (BSN) is conferred. The responsibility for knowing and achieving these requirements rests with the student.

1. Successfully complete the prescribed curriculum of 120 semester hours:
 - a) Complete all the related general education College course requirements. (60 semester credit hours) with a minimum GPA of a 2.5 on a 4.0 scale.
 - b) Complete all required nursing courses (60 semester credit hours) with a minimum GPA of a 2.5 on a 4.0 scale.
2. Earn a minimum of 30 semester credit hours of nursing coursework from Lakeview College of Nursing.
3. Complete 20 hours of Service throughout the curriculum that includes a final project during the last semester. This service requirement will be implemented with students who start in the fall of 2018.
4. Attend in person, a three-day NCLEX-RN review class, offered by LCN, in the last semester of coursework.

Standardized Nursing Assessment Testing for Graduation

A passing score on the standardized nursing assessment test, ATI Comprehensive Predictor. The minimum required score on the ATI Comprehensive Predictor will indicate that the graduate is 95% likely to pass the NCLEX-RN and is based on national norms. The assessment test is given before commencement. If a student does not meet the minimum standard on the ATI Comprehensive Predictor on the **first** attempt, the student will be required to complete the Virtual ATI (VATI) program. When the VATI nurse educator determines that the student has achieved the benchmark score or a “green light” from VATI indicating a high likelihood of success on the NCLEX, the student’s name will be released to the state and the student will be allowed to take the NCLEX-RN.

Attaining a passing score on the standardized nursing assessment test. If the passing score is not attained, then the student must complete a virtual remediation program before the student’s name will be released to allow the student to register for the NCLEX-RN.

Graduation Academic Honors

Graduation honors are based upon the student's cumulative Lakeview GPA one semester prior to meeting graduation requirements at LCN. Students with GPA's of 3.6 and above earned at the College will be recognized and published according to the following:

Summa Cum Laude - 3.95 or Higher
Magna Cum Laude - 3.80 - 3.94
Cum Laude - 3.6 - 3.79

SECTION V: Policies and Standards of Behavior

Lakeview College of Nursing recognizes the rights of its students guaranteed by the Constitution of the United States and the State of Illinois, which include a student's rights within the institution to freedom of speech, due process, academic inquiry, peaceful assembly, peaceful pursuit of an education, and reasonable use of services and facilities of the College.

All students at Lakeview College of Nursing are expected to demonstrate qualities of integrity, fair-mindedness, honesty, civility, tolerance, and respect. These values are important to the learning environment and are expected to be exhibited in the conduct of the entire College community, both in and out of the classroom/clinical/lab setting.

Bill of Rights & Responsibilities for Students of Nursing

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates (1991); and item #4 was revised by the NSNA House of Delegates (2006). Further amendments were adopted by the House of Delegates on April 7, 2017.

The Student Bill of Rights and Responsibilities shall be recognized by administration, faculty and students, and any violations may be reported according to the Grievance or Complaint Policy.

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, personal attributes, or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained and independent search for truth.
5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
6. Students should have protection, through orderly approved standard procedures, against prejudiced or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.
9. Institutions should have a carefully considered policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.
11. Students should be allowed to invite and to hear any individual of their own choosing within the institution's acceptable guidelines, thereby advocating for and encouraging the advancement of their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, through a faculty-student council, student membership or representation on relevant faculty committees.
13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, its community life, or its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standard of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
15. The nursing program should have readily available a set of clear, defined grievance procedures.
16. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.
17. Students have the right to belong or refuse membership in any organization.
18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.
19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other safety measures deemed necessary to ensure a safe and protected environment.
20. Dress code, if present in the school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.
22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.
23. The nursing program should track their graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.
24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.

CODE OF CONDUCT

I. Policies Subject to Change. Lakeview College of Nursing reserves the right to make revisions, amendments or corrections to policies and procedures at any time, with or without notice.

II. Harassment and Discrimination Prohibited.

- A. Lakeview College of Nursing is committed to providing its students with an educational environment that is free from harassment and discrimination. The College will not tolerate harassment of Lakeview College of Nursing students by anyone, including administration, faculty, staff, other students, or any third party.
- B. Harassment Defined. Harassment consists of unwelcome contact and/or conduct, whether verbal, physical, or visual.
- C. Discrimination Defined. Discrimination is an unequal, unfair, or unwelcome treatment that is based upon a person's protected status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical disability, mental disability, marital status, or any other legally protected status.

- D. Harassment and Discrimination in Education. Lakeview College of Nursing prohibits harassment or discrimination of any kind, including but not limited to any conduct that negatively impacts the tangible benefits of education, that interferes unreasonably with an individual's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Such prohibited conduct includes, but is by no means limited to, making jokes about a fellow student's disability, or excluding a student from a study group based on race.
- E. Sexual Harassment. Sexual harassment is unwelcome conduct based on sex, whether directed towards a person of the same sex or the opposite sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually charged jokes, obscene printed or visual material (including electronically displayed material), and physical contact such as patting, pinching, or intentionally brushing against another person's body. Sexual violence is a form of sexual harassment and: includes but is not limited to physical sexual acts; unwelcome sexual touching, or battery; rape; domestic violence; dating violence; and stalking. All sexual harassment is expressly prohibited. Any sexual misconduct, consensual or otherwise, shall be considered sexual harassment when:
1. A student's submission to such conduct is either explicitly or implicitly made a term or condition of receiving an education;
 2. A student's submission to or rejection of such conduct is used to influence the student's educational development or participation in any College activity or program, including but not limited to:
 - a. Admission to the College.
 - b. Educational performance required or expected of the student.
 - c. Attendance or assignment requirements applicable to the students.
 - d. Courses, fields of study or programs (including honors and graduate programs) to which the students will be admitted.
 - e. Placement or course proficiency requirements are applicable to the student.
 - f. Quality of instruction the student will receive.
 - g. Tuition or fees required of the student.
 - h. Scholarship opportunities are available to the student.
 - i. Any grade the student will receive in any examination, course or program of instruction.
 - j. Progress of the student toward successful completion of the nursing program.
 - k. The degree, if any, the student will receive.
 3. The conduct has the purpose or effect of unreasonable interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.
- F. Reporting Harassment and Discrimination. All Lakeview College of Nursing students, educators, and administrators are responsible to help ensure that all students are free from harassment and discrimination, regardless of the perceived level of severity. If any Lakeview College of Nursing Student feels that they have experienced or witnessed harassment, the student shall immediately file a report pursuant to the Lakeview College of Nursing Grievance Policy found in the Student Handbook. Victims of any form of sexual harassment can report directly to the Title IX Coordinator, Vicky Welge at studentsfirst@lakeviewcol.edu or any college employee or may complete an online form on the LCN website.
- G. Retaliation Prohibited. The College forbids retaliation against anyone for reporting any harassment or discrimination, assisting other students in reporting, and/or participation in a harassment or discrimination investigation. If any student feels that they have been retaliated against, the student shall immediately file a Grievance report.

- H. The College's policy is to investigate any and all complaints made under this policy impartially, thoroughly within 48 hours of receipt of the complaint. To the fullest extent possible, the College will keep grievances, investigations, and the results thereof, strictly confidential. If an investigation confirms that a violation of the policy has occurred, Lakeview College of Nursing will take appropriate corrective action to stop the prohibited conduct and to ensure that the prohibited conduct does not reoccur.
- I. The Student Affairs Committee is tasked with resolving violations of the Lakeview College of Nursing's **Harassment and Discrimination** policy. The Student Affairs Committee provides both parties with the opportunity to provide or present evidence and witnesses on their behalf during the complaint resolution procedures. The Student Affairs Committee will use a preponderance of the evidence standard. The Chair of the Student Affairs Committee will provide written notification of the results of the complaint resolution procedure, including information related to appeal rights, within seven (7) days of a decision or sooner if required by State or federal law.

III. Standards of Behavior.

- A. Higher education is a privilege, not a right. Attendance at Lakeview College of Nursing is voluntary and completely conditional on the student's full compliance with the Lakeview College of Nursing Student Code of Conduct. Lakeview College of Nursing is an academic community engaged in learning and practice. While the members of this community contribute a diverse mix of ideas and backgrounds, we hold in common those standards of conduct which exemplify personal integrity and ethical behavior and which advance the mission of the College, its traditions and values. By enrolling in Lakeview College of Nursing, you are agreeing to strictly comply with the Code of Conduct, and thereby take on obligations for performance and behavior reasonably imposed by the College which are relevant to its lawful missions, processes, and functions. These obligations and expectations may be much higher than those imposed on other citizens by the civil and criminal law. Lakeview College of Nursing shall discipline students as needed to ensure compliance with these obligations.
- B. Definitions. In addition to their usual and customary meanings, the following terms, including any derivations thereof, shall be defined as follows as they apply to the Lakeview College of Nursing Code of Conduct:
 - 1. Complicity is being present during the planning or commission of any violation of the Student Code of Conduct in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of the Student Conduct Code are expected to remove themselves from association or participation and report the violation immediately.
 - 2. Consent is defined as a freely given, clear, unambiguous agreement between the participants to engage in sexual activity. Lack of verbal or physical resistance or submission by a person resulting from the use of force or threat of force by another person shall not constitute consent. Consent is deemed incapable of being given if the person's physical and/or mental control is markedly diminished as the result of alcohol, other drugs, illness, injury, or any other reason. Consent must be given each time the participants engage in sexual activity. Consent given on a prior occasion does not indicate future consent, and consent may be revoked at any time.
 - 3. Domestic violence and dating violence are harmful and/or abusive behaviors that occur between individuals who are or have been in a social relationship of a romantic or intimate nature. Domestic violence occurs when those individuals are in a shared living arrangement or who have a child in

common, and dating violence occurs when those individuals are not in a shared living arrangement and do not have a child in common.

4. Hazing is any act or situation on or off campus, initiated, planned, sanctioned, or joined in by one or more persons associated with an athletic team or student organization, causing embarrassment, harassment, or ridicule to, or which involves participation in a Code violation or an illegal act by, or which causes, or places in danger of causing, physical or mental harm to, any member or any student affiliated with the organization. Incapacitation is the impairment of one's faculties where physical or mental control is markedly diminished.
 5. Intimidation is an action that serves to attempt to limit another person from participating in an activity and/or process.
 6. Plagiarism is the use, without adequate attribution, of another person's words or thoughts as if they were one's own, failing to cite outside sources used in completion of the work, or improperly citing sources.
 7. Prohibited substances includes cannabis, cocaine, ecstasy, heroin, LSD, methamphetamines, prescription medications taken without, or in violation of, a prescription, other natural or synthetic intoxicants, and any substances the possession of which is prohibited by Illinois Law, Federal Law, or any administrative regulation
 8. Sexual misconduct is any physical act of a sexual nature without the consent of the individuals involved. Sexual misconduct includes, but is not limited to:
 - a. Any form of sexual penetration without consent.
 - b. Intentional or knowingly touching of another person, either directly or through the clothing, of sex organs, buttocks, or breasts for the purpose of sexual gratification or arousal without consent of the other person.
 - c. Intentional exposure of any part of a person's body for a sexual purpose.
 - d. Use of email, text, phone, or any other form of communication to send sexually explicit materials that are unwelcomed by the recipient.
 9. Stalking is a repeated and unwanted behavior that threatens or endangers another person's ability to safely be part of our community, or causes another person to fear for their safety, health or well-being. This behavior may be in person, in writing, phone, or through electronic media.
 10. Student means any person registered for and/or taking courses at or through the College, both full-time and part-time, or one accepted for enrollment. Persons who are not enrolled for a particular academic term but who have a continuing relationship with the College are also considered students. The College reserves jurisdiction to adjudicate an allegation of a Student Conduct Code violation, including significant academic fraud, occurring during a student's enrollment which may arise subsequent to a student's leaving or graduation from the College.
- C. Standards of Student Conduct
1. Lakeview College of Nursing students shall observe the highest principles of academic integrity and support a campus environment conducive to scholarship. Violations of this standard include, but are not limited to:
 - a. Cheating on examinations.
 - b. Plagiarism.

- c. Working with other students on tests, quizzes, or assignments required or expected to be completed individually.
- d. Misrepresentation or falsification of data.
- e. Theft or the unauthorized possession of examinations.
- f. Alteration, theft, or destruction of the academic work of others.
- g. Unauthorized possession, alteration, theft, or destruction of academic records, library materials, laboratory materials, or other College equipment or property.
- h. Submitting work previously presented in another course, unless specifically permitted by the instructor.
- i. Conduct which disrupts the academic environment including disruption in classes, faculty offices, academic buildings, clinical sites, or computer facilities.
- j. Complicity with others in violations of this standard.

2. Lakeview College of Nursing students shall respect the health, safety, welfare and rights of all persons. Violations of this standard include, but are not limited to:

- a. Threatened, attempted, or actual physical harm, or other conduct that threatens the health or safety of the student himself/herself or any other person.
- b. Intimidation, stalking, coercion, verbal abuse, domestic violence, dating violence or any other conduct which has a direct and substantial disruptive influence on the life or educational endeavors of any person.
- c. Sexual misconduct.
- d. Conduct which is lewd, indecent, obscene, or disorderly.
- e. Incapacitation due to the abuse of alcohol or a controlled or other intoxicating substance, or appearing in a public place manifestly under the influence of such, particularly when there is danger to self, others, or property or there is unreasonable annoyance to others.
- f. Making, possessing, or using any illegally obtaining, or misusing prohibited substances or paraphernalia, or providing them to persons otherwise intended.
- g. Possessing or using alcohol on College property, clinical sites, or providing alcohol to those who are underage.
- h. The unauthorized possession or use of firearms, ammunition, explosives, fireworks, or devices classified as weapons by state statute; the use of instruments which simulate such items in acts which threaten or alarm others.
- i. Hazing.
- j. A knowingly false report of a bomb, fire, or other emergency, or the unauthorized alteration or misuse of any fire alarm, firefighting equipment, safety or other emergency device.
- k. Harassment or Discrimination in violation of Section II of the Student Code of Conduct herein.
- l. Complicity with others in violations of this standard.

3. Lakeview College of Nursing students shall respect the property of others, and the property, facilities, and resources of the College. Violations of this standard include, but are not limited to:

- a. The unauthorized possession, taking, use, destruction, or defacing of College property, other students' property, public property, or private property.
- b. Forcible or unauthorized entry onto any property or into any building structure, facility, room, or motor vehicle of the College or of any members of the College community or its guests.
- c. Violation of the Library Policy.
- d. Misuse or abuse of College computers, network access, related equipment, telephones, telecommunications, or laboratory equipment.
- e. Violations of the College's Technology Policy.
- f. Repeated or willful failure to meet financial obligations to the College.

- g. Complicity with others in violations of this standard.
4. Lakeview College of Nursing Students shall obey faculty and staff, classroom and facility rules and procedures, and academic guidelines of the College. Violations of this standard include, but are not limited to:
- a. Conduct which by itself, or in conjunction with the conduct of others, disrupts, or impairs the carrying on of normal College functions.
 - b. Refusal to cooperate with, or failure to carry out the reasonable directive, written or verbal, of faculty, staff members, or officials acting in the performance of their duties in support of the institution.
 - c. Misrepresenting or falsifying any College record, forms or procedure; making knowingly false oral or written statements to any College official.
 - d. Failure to satisfy the terms of a disciplinary sanction.
 - e. Violation of building hours or usage policies; smoking in locations other than where permitted.
 - f. Failure to show Lakeview College of Nursing ID card or other requested identification when requested to do so by faculty or staff or members acting in the performance of their duties.
 - g. Unauthorized possession, use, transfer, or alteration of a College identification card or password.
 - h. Failure to have a current local and permanent address on file with the College.
 - i. Unauthorized solicitation or canvassing.
 - j. Gambling on college premises or college events.
 - k. Posting on College property without permission of the Dean or in unauthorized locations.
 - l. Violating study abroad or domestic study travel program standards or policies.
 - m. Complicity with others in violations of this standard.
 - n. Providing false testimony at a disciplinary hearing or disregarding disciplinary procedures.
5. Lakeview College of Nursing students shall uphold the mission of the College by being responsible citizens. Violations of this standard include, but are not limited to:
- a. Conduct which poses a hazard to the community or to the campus, such as assault, being on campus or at clinical sites under the influence of drugs or alcohol, or riotous conduct.
 - b. Egregious or flagrant instances of conduct in the community or on campus which violates the Student Code of Conduct and/or is prohibited by law or local ordinance.
 - c. Felonious conduct, regardless of where it occurs.
 - d. Complicity with others in violations of this standard.

D. Jurisdiction. The Lakeview College of Nursing Code of Conduct applies to all conduct by all students, on and off campus.

E. The College reserves the right to deny admission or readmission to any person because of previous misconduct which may substantially affect the interest of the College, or to admit or readmit such persons subject to an appropriate disciplinary status such as probation, or subject to compliance with appropriate sanctions.

IV. Enforcement of the Code of Conduct.

A. The Dean of Lakeview College of Nursing is responsible for enforcement of the Code of Conduct. The Dean will investigate violations of this Code, seek informal resolutions, interview witnesses and review evidence, determine violations, and apply sanctions that lead up to but do not include expulsion and suspension. The method of the Dean's investigation is to be determined by the Dean based upon the

circumstances of the case. Any question of interpretation regarding the Student Conduct Code shall be referred to the Dean for final determination.

B. College conduct standards and violations of law. Student Conduct Code disciplinary proceedings may be instituted without regard to pending civil litigation or criminal arrest and prosecution arising from the same factual situation. Disciplinary action may, but need not, be deferred, at the discretion of the Dean, until after civil or criminal proceedings have concluded.

C. Allegations of Code violations. The Dean will determine if there is reasonable cause to believe that a violation of the Student Conduct Code occurred and, if so, how such allegations are to be resolved in accordance with the provisions of this Code. Students charged with Conduct Code violations are required to meet with the Dean as needed to participate in investigation and resolution of the allegation. Failure to participate in any investigation as requested may be considered a separate and additional violation of this code.

D. Interim Suspension during Investigation.

1. An interim suspension from the College, and other conditions or restrictions, may be imposed prior to the final resolution of a disciplinary case if, in the judgment of the Dean or the College President, such measures are necessary:
 - a. To ensure the safety and well-being of members of the College community.
 - b. To safeguard College property.
 - c. To ensure the student's own physical or emotional safety and/or well-being.
 - d. To avoid a disruption of the normal operations of the College.
2. During the interim suspension, the student shall be denied access to the campus, classes, and clinical sites, and all other College activities or privileges for which the student might otherwise be eligible.
3. Prior to, or within a reasonable time following notice to the student of an interim suspension, upon the student's request a meeting with the Dean will be provided to review the reason for the imposition of the interim suspension.
4. Registration for subsequent terms or the conferral of academic degrees may be withheld pending the resolution of allegations of student misconduct.

E. Formal Hearings. If, after conducting a preliminary investigation, the Dean in their sole discretion believes a Code of Conduct violation may have occurred which is sufficiently severe in nature to result in sanctions including suspension or expulsion, shall refer the matter to the Student Affairs Committee for a formal hearing.

F. Student Affairs Committee. The composition of the Student Affairs Committee shall be determined by the President of Lakeview College of Nursing. The President retains authority to appoint or dismiss the Chair of the Student Affairs Committee, or its members, at any time, as may be needed.

G. Notice. The Chair of the Student Affairs Committee shall notify all parties and witnesses of the date, time, and location of the Hearing, not less than seventy-two (72) hours before the time the Hearing is to commence. Notification shall be deemed properly given when sent by properly addressed mail or email to the student's last known address or campus email address.

1. A student's failure keep Lakeview College of Nursing notified of the student's current local address shall in no way serve to invalidate notice sent to the student's last known address.
2. The written notice shall include:
 - a. The time and place of the hearing.
 - b. The College conduct standard(s) alleged to have been violated.
 - c. Sufficient details of the complaint for the basis of the allegation to be understood.
 - d. A statement of the respondent student's rights as stated in this section of the Code.
 - e. The name of the person(s), group, or College office filing the charges.

H. Continuation of the Hearing. Any student involved in the hearing may request a continuance of the Hearing by submitting a written request for continuance to the Student Affairs Committee not less than twenty four (24) hours prior to the hearing. A continuance may be granted if, in the sole discretion of the Student Affairs Committee, just cause exists for the delay.

I. Failure to Appear. Should the accused student choose not to appear, the hearing will be held in the student's absence.

J. Representation by an Advisor or Support Person. The accused student and the alleged victim of misconduct may each be accompanied by one advisor or support person of their choice. An individual expected to testify at the hearing may not serve as Advisor or Support Person for any party. The Advisor or Support Person may attend the hearing with the student, and may counsel and advise the student, but shall not address the Committee except at the Committee's request.

K. Closed Hearings. The hearing will be closed to all persons except the parties to the proceedings. An accused student may request that the hearing be open generally, or to specified other parties, which request may be granted in the sole discretion of the Dean and the Student Affairs Committee. The accused student and advisor may be present during the entirety of the hearing, but shall not be present during the deliberations of the Student Affairs Committee.

L. Attendance of Witnesses. Any party to the hearing may call witnesses to be questioned by the Committee at the hearing. If a party is unable to locate or secure compliance from any member of the College community asked to testify, the student may seek the assistance of the Dean. Lakeview College of Nursing will not compel any person to testify against their will.

M. Disruptive Behavior. If, in the sole discretion of the Student Affairs Committee, at any time, any person is disruptive to the Student Affairs Committee proceedings, the Dean or the Chair of the Student Affairs Committee may ask for that individual leave the hearing. Any failure to immediately comply with the Committee's request to leave the hearing will be considered a violation of this Code of Conduct, and will also be considered trespassing which shall be resolved with the help of the appropriate law enforcement agency.

N. Presentation of Evidence. The Chair of the Student Affairs Committee shall determine the format of the hearing, which may vary from time to time. At any such hearing, the Committee may consider any and all evidence it deems relevant to the subject of the hearing. The admissibility of evidence, including but not limited to physical evidence, verbal testimony, and written or recorded statements, shall be determined by the Committee in its sole and final discretion and shall not be subject to any state or federal rules of evidence and/or procedure. Any party to the hearing may present witnesses to be questioned by the Committee, and may propose questions to be asked of those witnesses. The Student Affairs Committee retains full and final authority to question all witnesses and parties to the alleged violations, and will

determine the appropriateness of questions proposed by the parties. The accused student shall not be required to answer questions of a self-incriminating nature.

O. **Deliberation and Decision.** At the conclusion of the hearing, the Student Affairs Committee shall meet to deliberate, consider the evidence, and reach a decision by a majority vote. In reaching its decision, the Committee shall presume each student innocent of any violations unless the student has been proven guilty of such violations by a preponderance of the evidence standard. After reaching its decision, the Committee Chair shall notify the parties of the Committee's decision within three (3) business days after the decision has been rendered. In cases where multiple students are accused of violations, the Committee may withhold its decisions to be communicated after the last hearing has concluded. The Committee's decision shall be communicated in writing and shall include the resolution of the allegations and, if applicable, the sanctions that are to be imposed.

P. **Recording.** A recording of the Hearing shall be made. The recording shall be the sole property of the Lakeview College of Nursing, shall be kept strictly confidential, and shall not be subject to review or transcription by any party.

Q. **Appeal.** Any party to the action may appeal the decision of the Dean, or the decision of the Student Affairs Committee, by completing and submitting an Appeal Form to the Office of the College President within seven (7) calendar days of receipt of the decision. The appeal form may be requested at the Office of the College President. Upon receipt of a properly completed Appeal Form, the College President may accept or overturn the decision of the Dean or Committee, may accept, reject, add, or modify any sanction or remedy imposed, or may remand the grievance for further investigation, review, or re-hearing. In any such event, the decision of the College President is final. The College President shall notify all parties to the Grievance of the result of the Appeal within seven (7) calendar days after receiving the Appeal Form.

V. Sanctions.

A. A student found to have violated the Lakeview College of Nursing Code of Conduct shall be subject to appropriate sanctions based upon the nature of the violation, the circumstances of the violation, the degree of harm caused or threatened by the violation, and the student's academic and disciplinary history. Previous disciplinary and relevant academic records of a student found in violation of the Code will be considered in determining the sanctions to be imposed. Multiple sanctions may be imposed for a single violation, or a single violation may be imposed to address multiple violations.

B. **Aggravating factors.** In determining the appropriate sanctions to be imposed, The College will consider as an aggravating factor, resulting in more severe sanctions, any violation of law or of this code in which the accused student knowingly or intentionally selected the person or target of the violation based on gender, race, religion, color, disability, sexual orientation, national origin, ancestry, age, marital status, veteran's status (as protected by law), or any other basis of discrimination prohibited by federal or state law.

C. **Possible Sanctions.** The following sanctions may be imposed upon any student found to have violated the Lakeview College of Nursing Code of Conduct. This list is not an exhaustive or exclusive list of possible sanctions or penalties for a violation of the Code of Conduct, and the College reserves the right to craft additional sanctions as needed to best address any particular violation or situation based upon the circumstances.

1. **Academic Penalties.** Upon a finding that academic misconduct occurred, the instructor may impose a reduced or failing grade for the assignment or course in addition to such additional sanctions as may be imposed by the Student Affairs Committee, up to and including dismissal from the College.

2. **Revocation of Conferred Degree.** Revocation of conferred degrees may be recommended to the President of Lakeview College of Nursing in instances where conferral of the degree preceded the determination of significant misconduct or academic fraud.
3. **College Reprimand.** A reprimand is a verbal or written warning to a student that they have violated the Lakeview College of Nursing Code of Conduct. All reprimands shall be noted in the student's disciplinary file.
4. **College Censure.** A censure is a written notification to the student that the student has violated the Lakeview College of Nursing Code of Conduct. Censures shall be noted in the student's disciplinary file. Future violations after receiving a censure will likely result in more serious sanctioning.
5. **Restitution.** Restitution is intended to provide compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. **Discretionary Sanctions.** Discretionary sanctions are tailored to educate and/or address specific behaviors and violations. Discretionary sanctions include but are not limited to: educational papers or projects, mandated attendance at seminars or classes, service to the College or community, or other related discretionary sanctions may be assigned.
7. **Drug Assessment/Drug Treatment/Drug Testing.** Pursuant to the Lakeview College of Nursing Drug Policy found in the Student Handbook, where the abuse of alcohol, drugs, or prohibited substances is a factor in the violation, the College may, in addition to other sanctions imposed, require drug testing and/or satisfactory evidence of assessment and/or treatment at the student's expense as a sanction and/or condition of continued enrollment in Lakeview College of Nursing.
8. **Conduct Supervision.** Conduct supervision is a requirement that the student meet with the Dean of Nursing or another designated faculty member for one or more meetings following resolution of the case, for the purpose of assuring a continued understanding of and compliance with the Lakeview College of Nursing Code of Conduct.
9. **College Disciplinary Probation.** Disciplinary Probation is a status imposed for a violation of sufficient severity to place the student near removal from the College community. A student on College Disciplinary Probation is considered "not in good standing" with the College. Accordingly, a student on Disciplinary Probation may not serve on any student-faculty governance committee, as an officer of the student body, or as a member of the Student Government Association. Any significant violation of the Student Conduct Code while on College Disciplinary Probation will likely result in suspension or expulsion. Scholarships, grant awards or other discretionary financial aid awarded by the College may be canceled or suspended as a condition of probationary status. Strict compliance with the Lakeview College of Nursing Code of Conduct is a condition of Disciplinary Probation. Other conditions may be imposed, including but not limited to:
 - a. Meetings with the Dean or designated faculty members.
 - b. Satisfactory completion of educational assignments or programs.
 - c. Mandated standards of class attendance and/or academic achievement.
 - d. Restriction from buildings, classes, clinical sites, or facilities.
 - e. Restriction from participation in activities, off campus programs, or other appropriate stipulations.

10. Suspension. Suspension is a temporary disciplinary separation of the student from the College for a minimum specified period of time less than one year. During a period of suspension, the suspended student is prohibited from attending Lakeview College of Nursing campus, classes, events, and activities and shall have no contact with other Lakeview College of Nursing students, directly or indirectly. The College may specify that certain conditions must be satisfied prior to readmission following a suspension.

11. Expulsion. Expulsion is a permanent disciplinary separation of the student from the College. A student who has been expelled is prohibited from attending Lakeview College of Nursing campus, classes, events, and activities and shall have no contact with other Lakeview College of Nursing students, directly or indirectly.

D. Implementation of Sanctions. All Sanctions shall be effective upon written notice to the student by traditional mail or by email to the student's LCN email account.

E. Stay of Sanctions pending appeal. Sanctions may be held in abeyance pending the outcome of an appeal at the sole discretion of the College President.

F. Registration following imposition of sanctions. Registration for subsequent terms or the conferral of the degree may be withheld until sanctions have been concluded and any conditions imposed by the College have been fulfilled.

G. Deferred Sanctions. The Student Affairs Committee may defer imposing suspension or expulsion pending satisfactory completion of the academic term, or of a satisfactory period of disciplinary probation.

VI. Disciplinary records.

A. Student disciplinary records will be destroyed after seven years from the time of the last entry, except in cases involving separation from the College or restrictions on reenrollment.

B. Student Disciplinary Records shall not be made part of the student's permanent academic transcripts, except in the case of separation from the institution, where a suspension will be noted on the transcript with "Administrative Suspension" and an expulsion will be noted on the transcript with "Administrative Expulsion".

C. A suspended or expelled student may, following the specified minimum period of separation, request the removal of the sanction from the permanent academic transcripts, which may be granted at the discretion of the Student Affairs Committee.

VII. Safe Practices and Professional Standards.

A. Lakeview College of Nursing's nursing program was developed under the guidance of the Illinois Nurse Practice Act (2008), the American Nursing Association's (ANA) Standards of Clinical Practices (2003) and the ANA's Nursing Scope & Standards of Practice and Code of Ethics for Nurses with Interpretive Statements (2001) with the goal of providing a safe and professional learning environment for all students.

B. In addition to those standards of behavior set forth in the Lakeview College of Nursing Code of Conduct, standards of practice and behavior may be outlined in the course syllabus or clinical syllabus, or

otherwise communicated to students by an instructor. Students are expected to abide by all such standards. Any violation thereof shall be considered a violation of the Code of Conduct.

C. Students will abide by all State and Federal laws. Any student who is arrested or convicted for a violation of any federal, state, or local criminal code while enrolled in Lakeview College of Nursing shall notify the Dean within one week after such arrest or conviction. Failure to notify the Dean of an arrest/conviction will be considered a violation of the Code of Conduct.

D. Drug & Alcohol Abuse Prevention. All Lakeview College of Nursing administration, faculty, staff and students shall value and maintain sound personal health, respect laws and rules prohibiting drug use, and recognize the importance of chemical abuse prevention.

1. All students shall read and strictly comply with the Lakeview College of Nursing Drug Policy in the Student Handbook.
2. All students shall read and become familiar with the information contained in the Lakeview College of Nursing Substance Abuse Information Guide found in the Student Handbook.
3. Violation of the Drug Policy is considered a violation of the Code of Conduct and shall result in sanctions, and may also result in the loss of financial aid.
4. Federal legislation requires that all Pell Grant recipients remain drug-free (on and off campus) throughout the award period or lose funds.
5. Any person concerned about their own alcohol and/or drug use, or concerned about the alcohol and/or drug use of others, is encouraged to contact the Dean or Registrar or any other faculty member.

E. Students shall notify their instructor when taking any medication which could adversely affect the student's performance. If a student is taking a prescribed drug, which might hinder the safe and efficient performance of the student's classroom or clinical duties, the student must obtain a release to return to school and the clinical setting from the prescribing health care professional. Specifically, the prescribing provider must indicate in writing that the student is able to perform in a clinical setting while under the effects of the prescribed medication. If a release cannot be obtained, the student may be removed from clinical. Students are advised to check with a health care provider when taking any over-the-counter medication to determine if the medication may cause, or give the appearance of causing, any effects which might hinder the safe and efficient performance of their duties. It is the student's responsibility to exercise conscientious judgment when considering whether they can properly function in their role as a nursing student in a clinical situation.

SUBSTANCE ABUSE INFORMATION GUIDE

I. Overview.

Lakeview College of Nursing is committed to fostering an education community which emphasizes maintenance of sound personal health, respect for laws and rules prohibiting drug use, and recognition of the importance of chemical abuse prevention. The College's chemical and alcohol abuse prevention program consists of a comprehensive Drug Policy, as found in the Student Handbook, and also of dissemination of information regarding the dangers of drug and alcohol abuse, and referral of faculty, staff and/or students for evaluation by a professional counselor as needed. Each student is responsible for reading the material herein, and for understanding and complying with the Lakeview College of Nursing Drug Policy.

II. Ask for help.

If you have any questions regarding the Lakeview College of Nursing Drug Policy or this Substance Abuse Information Guide, if you are concerned about your own substance abuse issues, or if you have any concerns about another student's substance abuse, you are encouraged to contact the Dean or any other faculty member right away for confidential help and guidance.

III. Compliance with Federal Law.

President Bush's National Drug Control Strategy, issued in September 1989, proposed that the Congress pass legislation to require schools, colleges, and universities to implement and enforce firm drug prevention programs and policies as a condition of eligibility to receive Federal financial assistance. On December 12, 1989, the President signed the Drug-Free Schools and Communities Act Amendments of 1989 (Amendments), Public Law 101 -226. Section 22 of the Amendments amends provisions of the Drug-Free Schools and Communities Act of 1986 and Higher Education Act of 1965 to require that, as a condition of receiving funds or any other form of financial assistance under any Federal program after October 1, 1990, a university or college must submit a certification that it has adopted and implemented a drug prevention program. Federal legislation requires that all Pell Grant recipients remain drug-free (on and off campus) throughout the award period or lose funds. In compliance with Federal Law, Lakeview College of Nursing has adopted and implemented a comprehensive drug prevention program, including its Drug Policy and this Substance Abuse Information Guide, as well as the ongoing development and implementation of formal and informal opportunities for students to develop healthy and drug-free lifestyles. This Substance Abuse Information Guide provides information and resources in order to educate students about, and to discourage the abuse of, alcohol and controlled substances. Additionally, as part of the comprehensive drug prevention program, the Dean of Nursing shall be available to answer any additional questions regarding alcohol and drug abuse and the College's policies in connection therewith.

IV. Health Risks of Alcohol

- A. Alcohol is a powerful substance because it affects almost every area of the body and its functions. Alcohol is the most frequently used and abused drug among college students.
- B. Alcohol contains Ethanol, which acts as a central nervous system depressant and can also cause changes in the body's chemistry and impair many body functions. Ethanol is a toxic or poisonous substance the body must struggle to eliminate. As the body breaks down the alcohol to be

eliminated, the imbalance of other body chemicals occurs and can result in changes in mood and behavior, and cause numerous physical symptoms such as hangovers.

C. **Impaired Driving.** Drinking and driving is the leading cause of death among college age people. Even a small amount of alcohol before driving can impair your decision-making ability, motor coordination, and reflexes rendering you unsafe to drive. You don't have to be obviously drunk to be unsafe to drive after drinking. A Blood Alcohol Concentration ("BAC") of 0.08 is considered legally drunk in Illinois, but dangerous impairment can occur even at lower BAC levels. Persons who are intoxicated rarely think they are impaired to drive, so make the decision not to drive before you start drinking. If you choose to consume alcohol, make arrangements ahead of time for a safe ride home – use a designated driver, taxi, friends, or parents.

D. **Impaired Decision Making.** Intoxication occurs when a person is mentally affected by alcohol, and can occur even at very low BAC levels. Intoxication distorts judgment, decreases your ability to recognize danger, and reduces your ability to make good choices. Intoxication lowers your ability to make safe decisions about sex. Alcohol may influence you to have sexual intercourse with a person with whom otherwise you would never even have lunch. One's sexual choices are very important, and these decisions need to be made with an alcohol-free mind. Sober students are more likely to avoid sexual problems such as STDs (Sexually Transmitted Diseases), date/acquaintance rape, unintended pregnancies and incidents involving pressured sex.

E. **Alcohol-related Health Risks.** Even though you may have never passed out from drinking, alcohol can still be damaging your body and hindering your academic success in the following ways:

1. **The Brain.** Alcohol abuse can lead to hangovers and memory lapses. Alcohol affects memory and concentration which makes studying and understanding lectures more difficult.
2. **The Digestive and Immune Systems.** Alcohol abuse can lead to nausea, vomiting, ulcers, liver disease, suppressed immune systems, and other organ damage. Students who consume alcohol frequently may skip classes or studying, not just when drunk, but also when suffering from alcohol-related digestive problems and illnesses including hangovers. Students may miss academic work because of injuries sustained while drinking or because of increased illnesses that result from the negative effects of alcohol consumption on the immune system, leading to more frequent colds and sore throats.
3. **The Cardiovascular system.** Alcohol abuse can lead to high blood pressure, heart failure, and respiratory distress or failure.
4. **The Nerves and Muscles.** Alcohol abuse can lead to a loss of muscle coordination, resulting in severe injuries or inability to perform even simple tasks.
5. **The Reproductive System.** Alcohol abuse can lead to sexual impotence or irregular periods.
6. **Alcohol Poisoning.** Alcohol abuse can cause alcohol poisoning which can lead to permanent organ damage and even death. Friends may think that a person who has been drinking a lot is just "sleeping it off." In actuality, the person may be suffering from alcohol poisoning, may be unconscious or comatose, and may need to be taken to an emergency room. Medical intervention may save your friend's life.
7. **Effects on the body as a whole.** Alcohol abuse can lead to malnutrition, increased cancer risk, and a weakened immune system.
8. **Psychological and Psychosocial Effects.** Alcohol abuse can have severe, adverse effects on mood and behavior. Depression and irritability of mood are often a consequence of frequent or excessive alcohol use. These impacts on mood and

behavior can lead to a student having difficulty interacting with peers and instructors. Further, alcohol users are more likely to engage in social behavior that is destructive to relationships and then use alcohol to try to avoid coming to terms with the negative consequences of such behavior. Not only are there legal risks and school sanctions involved in underage drinking (legal age in Illinois is 21) but young adults are more likely to have damage to the body and its functions which may not be evident immediately.

V. Know Your Risk Level for Alcohol Abuse. If the following risk factors are a part of your life or situation, you may have an increased risk of developing alcoholism should you choose to drink alcohol.

- A. Family history of alcoholism, alcohol problems or other drug abuse.
- B. Drinking to the point of intoxication or regular use of other drugs before the age fifteen.
- C. Heavy alcohol use for more than one year (6 drinks or more per occasion more than once a week).
- D. Consumption of controlled substances or tobacco in any form.
- E. Seeking out events where alcohol will be served.
- F. Experiencing more than two alcohol related incidents per year in which serious, negative consequences such as partial or total memory loss, nausea, headache, arrest, fight or automobile accident was the result.
- G. Most of your friends are heavy drinkers and/or other drug abusers.

VI. Drug Information. Each drug has specific effects and associated risks. Drugs are often classified according to major physical effects: such as stimulant, depressant, narcotic and hallucinogen. Fewer college students take drugs than drink alcohol; however, because of the diversity and unpredictability of drugs, their use holds a significantly greater risk. Some risks are the same as for alcohol use; some are specific to the chemicals involved and some stem from issues related to drugs, such as their unregulated and illegal status. This section addresses concerns related to use of substance abuse on campus, as well as details about the effects and risks of various substances.

A. Nicotine. Nicotine is the poisonous chemical ingredient in tobacco which can act both a stimulant and a depressant. Tobacco use has emerged as one of the deadliest drug habits in America. According to the U.S. Public Health Service, smoking is responsible for hundreds of thousands of deaths each year in the United States. The U.S. Center for Disease Control reports that smoking is harmful to nearly every organ of the human body. Even before smokers contract lung cancer or emphysema (or the heart problems or other cancers to which cigarette smoking contributes), they encounter shortness of breath during exercise, yellowed teeth, wrinkled skin, and ashtray-scented hair, breath and clothes.

1. Nicotine Addiction. Nicotine is a particularly easy drug on which to develop a physical and psychological dependence. Some research shows that a young adult can become dependent on nicotine after smoking just five cigarettes. The psychological dependence on nicotine is often particularly strong because users associate smoking with

specific activities during the day--after meals, while studying, and while engaged in conversation.

2. Make the effort to quit. Giving up smoking or use of "smokeless" or chewing tobacco is difficult, but worth the time and effort. Your chances of succeeding will improve with each attempt to quit. In spite of myths to the contrary, only one-third of quitters gain weight (primarily through changes in eating behavior), another third maintain their weight and the others actually lose weight.

3. Smokeless tobacco. Smokeless tobacco is by no means "safer" to use, even though the growing number of high school and college age tobacco chewers demonstrate ignorance to this fact. Though smokeless tobacco minimizes lung-cancer risks, it is associated with quick growing jaw and mouth cancers, as well as significant gum and tooth problems, in addition to all of the negative effects of the poison Nicotine.

B. Caffeine. Caffeine is a stimulant and a common ingredient in many beverages. It is possible to develop a true physical addiction to caffeine. If you drink more than two servings of caffeine daily, your use may be causing you harm. Like all stimulants, caffeine raises blood pressure. Significant long-term effects, such as chronic high blood pressure, fibrocystic breast disease, and perhaps certain kinds of cancer may be triggered by excessive use of caffeine during college years. To minimize caffeine withdrawal symptoms, cut back use gradually. Caffeine is present not only in coffee, but also tea, soft drinks, chocolate, and many over-the-counter medications designed for weight control, alertness and fighting cold symptoms.

C. Anabolic Steroids. Anabolic Steroids are performance-enhancing substances which can have severe and permanent negative side effects on the human body. The manufacture, delivery, possession, or use of an anabolic steroid without a valid and legal prescription is a criminal offense under Illinois Law. Physicians or other licensed practitioners are prohibited by law from prescribing anabolic steroids for the purpose of increasing strength, weight or muscle mass without a medical need. The issuance of a prescription for anabolic steroids for the enhancement of performance in a sport, game, or exercise is illegal.

D. Depressants. Alcohol, barbiturates, tranquilizers and methaqualone are all central nervous system depressants, which means they retard nerve and muscle response. They can create physical dependence, and rapid withdrawal without medical supervision can be fatal. Depressants can make you feel sleepy or "drunk", depending on the dosage. They are sometimes prescribed as sedatives or sleep aids. Even prescription depressants are only effective and safe for inducing sleep for a few days at a time; they should not be used as long-term solutions for sleep problems. Abuse of depressants often starts unintentionally. A doctor may prescribe them for anxiety, back pain, muscle pain, muscle spasms, or some other condition, but a patient may become uncomfortable getting through the day without them and continue the medication indefinitely. In the long term, anxiety should be dealt with directly without resorting to drugs. Healthy methods of dealing with anxiety include relaxation tapes, stress management techniques, exercise, and a nutritious diet.

E. PCP. Phencyclidine, usually called PCP or angel dust, was developed as an animal anesthetic tranquilizer but is now used by some as a powerful depressant drug. While PCP is sometimes compared to cannabis, PCP has much less predictable, often more dramatic, and sometimes even more violent psychotic results than cannabis. Psychologist Stephen J. Levy, who has served as director of the Division of Drug Abuse at the New Jersey Medical School, warned that "[e]ven experienced users cannot be certain how it will affect them each time". Abusers of PCP

frequently require intense psychiatric care. Long-term users of PCP often suffer from permanent psychosis.

F. Narcotics. Heroin, morphine, opium, codeine, and other narcotics have depressant effects and a strong painkilling effect. Narcotics rapidly create significant dependency, even if snorted or swallowed instead of injected. Abuse of narcotics can cause extensive damage to the brain, nervous system, and other organs. Other serious physical complications of narcotics abuse include overdose, allergic reaction to a contaminant, and contraction of HIV, AIDS, or hepatitis from a shared needle. Frequent injections over a long period of time can lead to abscesses, blood poisoning, vein and lung infections.

G. Cannabis. Also known as marijuana, pot, weed, and a host of other names, Cannabis abuse negatively affects the reproductive system, memory and other brain function, and motor coordination. While scientists have discovered over 360 chemicals in the cannabis plant, Tetrahydrocannabinol (THC) is its most significant hallucinogenic component. Hashish, which is the pure resin of the plant, is approximately ten times more potent than regular marijuana. Pure THC is the most concentrated potent form, however, PCP and other potentially hazardous drugs and poisonous chemicals are often sold as THC. Cannabis is most commonly ingested through smoking. Unlike most other drugs, which the body flushes out with water within a day or so of use, THC is fat soluble so it may remain in your body for several weeks. Recent reports conclude that lung damage from smoking one marijuana cigarette equals that of smoking five tobacco cigarettes. Lung tissue of long-term marijuana smokers shows elevated levels of precancerous cellular changes.

H. Hallucinogens. Hallucinogens are perception-altering chemicals. LSD, Psilocybin, Mescaline, and Peyote are among the thousands of plants and synthetic chemicals containing hallucinogens. Hallucinogens are often extremely potent and can create states more mind-altering than virtually any other drug. Effects of hallucinogen abuse include increased blood pressure, heart rate, and body temperature, dizziness and sleeplessness, loss of appetite, dry mouth, sweating, numbness, weakness, loss of coordination, ataxia, tremors, impulsiveness and rapid emotional shifts ranging from fear to euphoria. Potency and duration varies significantly among hallucinogens. LSD (lysergic acid diethylamide) is significantly stronger than mushroom-derived Mescaline. LSD comes in many forms, and may be distributed on blotter paper or sugar cubes. The LSD experience usually begins slowly within an hour of ingestion, and lasts from 2 to 12 hours. Psilocybin has a much shorter cycle, and a Mescaline experience may last from 10 to 18 hours. Many drugs sold as these hallucinogens are wholly or partially PCP or other poisonous substances.

I. Stimulants. All stimulants, including Caffeine, Cocaine, and Amphetamines, speed up body functions, including the central nervous system, heart rate, and respiration. Abuse of stimulants causes an increase in blood pressure which increases risk of cardiovascular damage. All major categories of stimulants, including amphetamines, cocaine, nicotine, and caffeine, are used in significant quantity on college campuses. Stimulants are frequently used by students who want to stay up late studying. However, stimulant-fueled all-night study sessions lead to reduced retention and ability to recall important information. Some individuals who want to lose weight also try stimulants, however, use of stimulants for weight-loss purposes quickly becomes ineffective as the body adapts. Further, weight lost through stimulant abuse is often gained back after the drug use stops, making the benefits of weight loss insignificant compared to the risk of the drug use. Many amphetamines sold on the street look exactly like prescription pills but are actually illegally manufactured "look-alikes" with unpredictable strength and purity.

J. Cocaine. Cocaine is distributed in various forms, including powder Cocaine and solid "crack" Cocaine. Cocaine in any form is dangerous, can lead to tremors, high blood pressure, nerve

disturbances, disrupted sleep and work patterns, and distorted perceptions of one's effectiveness, all of which can adversely impact academic performance. Cocaine use can also cause long term heart damage which can lead to heart attacks. Cocaine abuse is a growing problem among college students because Cocaine in any form is extremely addictive. Cocaine abuse follows a predictable pattern of a euphoric feeling or “rush”, followed by a “crash” marked by feelings of illness, dysphoria, and despair. Cocaine abusers frequently attempt to eliminate the crash and/or re-capture the initial euphoric feeling by using more Cocaine, but subsequent highs will never be as intense as the high resulting from the first use. Meanwhile, the user’s body is becoming physically dependent on the drug, which can lead to severe withdrawal symptoms if use is discontinued.

VII. Health Risks Associated with Drug Use.

A. Abuse of drugs is likely to result in negative physical effects. These effects may be significant, permanent, and even fatal. The following are examples of known physical side effects associated with certain drugs. This is by no means an exhaustive or all-inclusive list of potential side effects:

1. Hangovers (depressants)
2. Nausea and vomiting (narcotics, hallucinogens)
3. Tremors (cocaine, other stimulants, and tranquilizers)
4. Sexual dysfunction (depressants, narcotics; also amphetamines and inhalants, some of which exist in drug folklore as sexual enhancers, but which can actually cause impotence and erectile dysfunction)
5. Cardiovascular damage, including high blood pressure, deterioration of heart muscle, heart failure can be fatal (depressants, narcotics, cocaine, amphetamines).
6. Respiratory failure, ranging from mild to fatal (depressants, narcotic)
7. Injury through loss of motor coordination resulting in automobile accidents, tripping, falling, drowning, etc. (depressants, cannabis, hallucinogens, and narcotics)
8. Depressed immune system (marijuana, narcotic)
9. Memory impairment (cannabis)

B. Drugs and Sexual Activity. As with alcohol, the behavioral and psychological effects of many drugs can impair your judgment and place you at greater risk for sexually transmitted diseases, unintended pregnancies, and acquaintance rape.

C. Intravenous needles. Shared intravenous (IV) needles are one very effective means of transmitting HIV, AIDS, and hepatitis. Use of intravenous needles should be avoided, and those who do use needles should never, under any circumstances, share needles. It is vitally important that all used needles be disposed of properly and safely.

D. Drugs and Academic Performance. If you are under the influence of drugs, your academic performance will be impaired. Drug abuse negatively impacts memory and concentration. Further, intoxication may reduce intellectual motivation. Students who abuse drugs are likely to miss study and class time while using drugs, trying to obtain drugs, or recovering from the effects of drugs. Drug-depressed or overstimulated nerves may decrease your ability to effectively handle acute or on-going academic stress.

E. Social and Psychological Effects. Some students may choose drugs as a way to enhance social bonds. Ultimately, this benefit is illusory. Bonds based exclusively on shared drug use become destructive as the user develops psychological, financial, and sometimes physical needs to trust someone with whom the user may have little in common other than drugs.

VIII. Compliance with Drug Laws

- A. In addition to being prohibited by the Lakeview College of Nursing Drug Policy and a violation of the Student Code of Conduct, the unlawful use, possession, or distribution of controlled substances is a violation of various Illinois and Federal laws.
- B. Any illegal substance confiscated from a student will be turned over to the appropriate law enforcement agency for additional investigation and appropriate action. Lakeview College of Nursing will cooperate fully with any authorized law enforcement agency in any drug-related investigation.
- C. Federal Financial Aid. Conviction of drug distribution or possession may make a student ineligible for Federal financial aid.

IX. Drug and Alcohol Programs Available to Students.

- A. The College offers informal counseling and guidance described in this Handbook. Further, the College encourages all students to seek and take advantage of available treatment resources when needed. Referral information is available from the Dean upon request.
- B. The College is aware that students may not recognize and/or admit that they are having a problem. The Lakeview College of Nursing Faculty may initiate or recommend a meeting for purposes of discussing and evaluating the student's situation. The college has identified an individual who is considered the Student Assistance Program contact, and may be called upon to discuss any drug and/or related problems. These individuals will make an initial assessment based upon their meeting with the student, and will determine if referral to a community health agency is necessary. The College of Nursing contact is:
1. Vicky Welge – 217-709-0939 Danville or 217-709-0793 Charleston, or email studentsfirst@lakeviewcol.edu
- C. Should a student be referred to an agency for evaluation, any cost of treatment will be the student's responsibility. Some treatment programs may qualify for payment under the student's health care plan.
- D. All records generated as the result of contact with a student under this section will be strictly confidential.
- E. Community resources. The following is a partial listing of community agencies that offer drug and/or alcohol abuse programs:
1. Prairie Center Health Systems
 2. Crosspoint Human Services
 3. Pathways at Seifert Counseling
 4. New Directions Treatment
 5. Alcoholics Anonymous
- Charleston Students
1. Prairie Center Health Systems

2. **EIU Counseling Center**

Office Hours: Monday – Friday - 8 a.m. - 4:30 p.m.

Phone: [217-581-3413](tel:217-581-3413)

Location: [Human Services Building](#)

After hours (nights & weekends) emergencies:

Phone: [217-581-3413](tel:217-581-3413) and follow the prompts

F. Lakeview College of Nursing courses include Alcohol & Drug Education:

1. N307: Basic Concepts of Pharmacology
2. N301: Adult Health I
3. N305: Maternal-Newborn Care
4. N308: Infant, Child & Adolescent Health
5. N310: Mental & Behavioral Health
6. N404: Population & Global Health

DRUG POLICY

I. Overview.

The Lakeview College of Nursing is committed to the health, safety, and well-being of all students who participate in the program and represent the college in clinical agencies. Substance abuse poses severe health risks to students and those in the students' care. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, misuse of alcohol, and inappropriate use of tobacco products, is inconsistent with the standards and expectations of Lakeview College of Nursing. Accordingly, Lakeview College of Nursing has enacted a comprehensive Drug Policy consisting of education, testing, and service referrals intended to protect the College community and to meet the clinical compliance requirements established by Lakeview College of Nursing's clinical partners.

II. Drug Free Policy - Substance Abuse Prohibited.

A. Lakeview College of Nursing strictly prohibits the use, possession, solicitation, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription, on and off of Lakeview College of Nursing property and clinical sites.

B. Lakeview College of Nursing strictly prohibits students from being impaired by or under the influence of controlled substances, legal drugs, illegal drugs, or alcohol, on or off Lakeview College of Nursing premises and clinical sites.

C. Lakeview College of Nursing strictly prohibits the presence of any detectable amount of prohibited substances in a student's body while on Lakeview College of Nursing premises or clinical sites. "Prohibited substances" shall include controlled substances, illegal drugs, alcohol, or prescription drugs not taken in accordance with valid prescription.

D. Ignorance of the legality of a substance, the chemical composition or contents of a substance, the manner of ingestion, or a prescription requirement shall not operate to excuse a violation of this policy.

III. Drug Policy Subject to Change.

The Lakeview College of Nursing Drug Policy, including its standards and procedures, may be amended at any time, with or without notice, in the sole discretion of Lakeview College of Nursing.

IV. No Contract Created.

Nothing in the Lakeview College of Nursing Drug Policy shall be construed as creating a contract or obligation requiring Lakeview College of Nursing to provide drug screening or drug treatment to students.

V. Consent and Compliance Mandatory.

A. Strict compliance with the Lakeview College of Nursing Drug Policy is mandatory for all students.

B. As a condition of enrollment in Lakeview College of Nursing, each student will be required to read and sign a Lakeview College of Nursing Consent Form, thereby agreeing to undergo drug testing and authorizing the release of test results in accordance with this policy. A student will not be permitted to participate in any Lakeview College of Nursing classes or clinical activities until the consent form is signed and returned, and

all required testing is completed. Failure or refusal to sign this consent or comply with the requirements of the policy may result in ineligibility to enroll in classes, ineligibility to participate in clinicals, and other sanctions, up to and including dismissal from the program.

VI. Application.

The Lakeview College of Nursing Drug Policy applies to all students. Additional testing may be required of all students enrolled in a course with a clinical component.

VII. Drug Testing.

A. By signing the consent form as discussed in paragraph V, above, all Lakeview College of Nursing students agree to regular and/or random drug testing pursuant to this Policy. Drug testing shall be conducted at the discretion of Lakeview College of Nursing, and the term “drug testing” shall include any screening of the student’s blood, breath, or urine for any illegal drug, controlled substance, prohibited substance, and/or alcohol. All drug testing, aside from reasonable suspicion tests as discussed in subparagraph VII(A)(3) below, shall be conducted at the student’s expense. Drug testing shall be conducted for the following reasons:

1. Entrance into the program. Each student must schedule and complete a drug test prior to being admitted to the nursing program. A student with a positive drug screen shall be denied admission to the program, and given referral information for drug services. A student denied admission due to a positive drug screen shall not be permitted to re-apply until said student submits satisfactory proof of drug treatment by an accredited treatment facility at the student’s sole expense, and provides a clean drug test on re-testing.
2. Clinical placements. Drug testing may be required of any nursing student as part of the clinical placement requirements stipulated by the College’s clinical partners. A student with a positive drug test shall, in addition to other sanctions for violation of the Drug Policy, be denied participation in the clinical placement.
3. Reasonable suspicion of violation. Any Lakeview College of Nursing student may be subjected to random drug testing if, in the sole discretion of Lakeview College of Nursing personnel, there is reasonable cause to believe that the student may be violating the Lakeview College of Nursing Drug Policy. Circumstances which may give rise to reasonable cause include but are not limited to:
 - a. Current or past involvement with the criminal justice system for drug related activities.
 - b. Observation of drugs and/or drug paraphernalia.
 - c. Admission of a current drug problem.
 - d. Prior positive drug tests.
 - e. Observation of physiological signs of possible impairment from drugs.
 - f. A pattern of behavior suggesting impairment by or use of drugs.
 - g. Reports from faculty, peers, and employees of clinical partners.
 - h. Reports of an accident, medication error, or adverse patient outcome.
4. Drug screening as a sanction or condition of sanctions. In addition to any other sanctions imposed, any student testing positive for an illegal substance in violation of this Drug Policy may be subject to repeated follow-up testing. Follow-up testing may also be imposed as a condition of release from sanctions or re-admission to Lakeview College of Nursing.

B. Repeated violations. An increase in drug metabolite from the most recent test indicates continued usage and shall be considered a separate, subsequent violation.

C. Diluted Samples. A test result of a negative dilute shall necessitate retesting. All re-testing necessitated by a diluted sample shall be at the student's expense. Repeated diluted samples may, in the sole discretion of Lakeview College of Nursing, be deemed a positive drug test.

D. Violation by possession. The possession and/or use of controlled substances or prohibited substances in violation of this Drug Policy may be determined by means other than drug testing. A student found to be in possession of, and/or found using any controlled or prohibited substances under this Drug Policy will be subject to the same procedures and sanctions which would result from a positive drug test.

VIII. Violations and Sanctions.

A. Violation of the Lakeview College of Nursing Drug Policy will result in disciplinary action including the imposition of sanctions as provided in the Student Handbook.

B. Additional sanctions specifically for violations of the Drug Policy may include, but are not limited to:

1. Requiring the student to undergo and successfully complete substance abuse treatment at an accredited substance abuse treatment center at the student's expense. If this sanction is imposed, appropriate referral information shall be made available to the student.
2. Removal from classes and/or clinical participation pending completion of treatment and/or clean drug test(s).
3. Dismissal from Lakeview College of Nursing pending completion of treatment and/or clean drug test(s).

IX. Student Confidentiality.

Documentation of the drug tests are educational records and are protected by FERPA. Maintaining confidentiality and protecting the rights of each student is a critical factor in the Lakeview College of Nursing Drug Policy. Every effort will be made to protect the confidentiality of students under this policy, including those who drug test positive, undergo reasonable suspicion testing, or enter treatment programs. Only those individuals who require access to drug testing information for necessary and proper enforcement of this Drug Policy will be informed of the drug testing results. Under no circumstances will any Lakeview College personnel be permitted to discuss publicly any information acquired pursuant to this Drug Policy. It shall not be considered a breach of confidentiality, and Lakeview College of Nursing shall not be held responsible, if a student is witnessed at a drug testing location, or is witnessed being escorted out of campus or a clinical site by a College representative due to a violation of this policy.

X. Policy Oversight by Dean.

The Dean, or a person duly designated by the Dean, shall serve as the College representative for purposes of enforcement of the Lakeview College of Nursing Drug Policy. The Dean or appointed designee shall notify the student of a required drug test, and meet the student at the testing site to oversee testing.

XI. Medical exceptions process.

Lakeview College of Nursing recognizes that students may be ingesting medications for a legitimate medical purpose. Any student required to undergo drug testing while taking medications shall prepare a list of all medications (prescription and over-the-counter) currently being taken, including dosage information, and valid prescription documentation for all prescription meds. Note that providing the above medication and prescription information pursuant to a drug test does not exempt a student from the course clinical policy that requires students attending a clinical to inform the clinical instructor whenever the student is taking medications or other substances that may impair performance.

XII. Drug Testing Procedures.

A. Notification of testing. Under the Lakeview College of Nursing Drug Policy, students are subject to drug testing with or without any prior notice. A student selected for drug testing may be notified by the Dean or their designee in person, or by direct telephone communication specifying the date and time of the test. A student so notified shall read and sign a Notification Form acknowledging that the student has been notified of the drug test.

B. Testing locations. The location of any given drug test shall be determined in the sole discretion of Lakeview College of Nursing. Testing locations shall include, but shall not be limited to: at a local hospital or the emergency department or clinic at a clinical site.

C. Identification Required. At the time of arrival, the student appearing for drug testing shall provide appropriate photo identification, in the form of either a Lakeview College of Nursing Photo I.D., or a valid Driver's License, to the College representative overseeing the screening.

D. Collection of specimen. The drug testing collection process will be administered by the contracted drug screen vendor and/or its lab partners.

E. Failure to appear for any test as scheduled, refusal to appear for any test as scheduled, or any tampering with any test, in any manner whatsoever, will be treated as a positive test.

F. Result notification. The Dean will receive the results of the drug test directly from the drug screen vendor, and will notify the student of the results within a reasonable time thereafter. All drug test results shall be handled with strict confidentiality.

STUDENT COMPLAINT POLICY

I. Overview.

Lakeview College of Nursing emphasizes the importance of direct, courteous, and respectful communication to informally resolve student concerns and complaints arising from situations where a student feels they have been treated unfairly.

II. Application.

A. This policy applies to complaints and concerns in the following areas:

1. Admission and transfer credit.
2. Academic Progress and Program Requirements.
3. Privacy Information.
4. Tuition and Fees.
5. Financial Aid.
6. Library and/or Technology.
7. Other Academic Policies.
8. Courses and Course Syllabi.

B. This Complaint policy does **not** apply to complaints and concerns the following areas, which are covered by the Grievance Policy found in the Student Handbook:

1. Complaints and/or appeals based upon disciplinary proceedings.
2. Discrimination complaints.
3. Harassment complaints.
4. Complaints regarding academic dismissal.

C. This complaint policy does **not** apply to grade changes. See Grade Appeal Policy.

III. Procedures.

Students who have concerns or complaints regarding college practices or policies shall take the following steps for resolution, in the following order:

A. Step 1 - Informal Resolution for Complaints. Within **three (3) calendar days** after the concern arises, the complaining student must first attempt to resolve their concerns informally with the LCN student, staff, and/ or faculty member who is the subject of the complaint. The purpose of addressing concerns, directly and informally, with the individual(s) involved is to achieve resolution by clarifying the perceived problem and to request specific action. If the complaining student has already talked to the appropriate faculty or staff member without resolution, or is apprehensive about talking to the person involved, the student may contact the Vicky Welge at studentsfirst@lakeviewcol.edu and/or an academic advisor for assistance and support with this step. Before proceeding to a formal complaint, the complaining student must demonstrate that they have made a reasonable effort to resolve with the appropriate individual:

1. In the case of non-academic complaints, which include all complaints which do not involve grades, coursework, and course content, the complaining student shall contact the individual listed in the applicable department's section of the Student Handbook.

2. In the case of academic complaints, which include all complaints involving grades, coursework, and course content, the complaining student shall contact the instructor or course coordinator at issue.

3. In the case of any complaint involving another student **which does not fall under the Grievance Policy**, the complaining student must discuss and attempt to resolve the matter with the other student.

B. Step 2 - Formal Complaints. Following a failed attempt to informally resolve a complaint, the complaining student may file a formal complaint by completing an online Complaint Form, with the following guidelines:

1. The formal complaint form must be filed within ten (10) calendar days of the incident.

2. The following information must be included on the Complaint Form to be considered and investigated as a formal complaint:

a. The name and email of the individual making the complaint. Please note that anonymous complaints will not be accepted, considered, or investigated.

b. The names of all individuals involved in the complaint, including but not limited to students, instructors, and staff.

c. A complete description of the incident/situation including dates, times, locations, other individuals present.

d. A complete description of the actions the complaining student has taken to informally resolve the complaint pursuant to Section III(A), above.

e. All applicable supporting documentation must be attached.

f. The complaining student's proposed or desired resolution.

3. The Complaint Form can be submitted online. The form itself can be found on the LCN website under Students and then under forms.

4. The complaining student may withdraw a complaint at any time. Please note that once a complaint is submitted, the college is not required to discontinue an investigation based upon a student's decision to withdraw their complaint, and may continue to investigate as needed based on the nature of the complaint/incident.

5. Once a formal complaint is received, the College President, Dean, or designee will investigate the formal complaint by:

a. Reviewing the student's written complaint.

b. Gathering information.

c. Interviewing the involved parties and/or possible witnesses.

d. Reviewing relevant documentation and policies and procedures.

e. Assessing all information gathered.

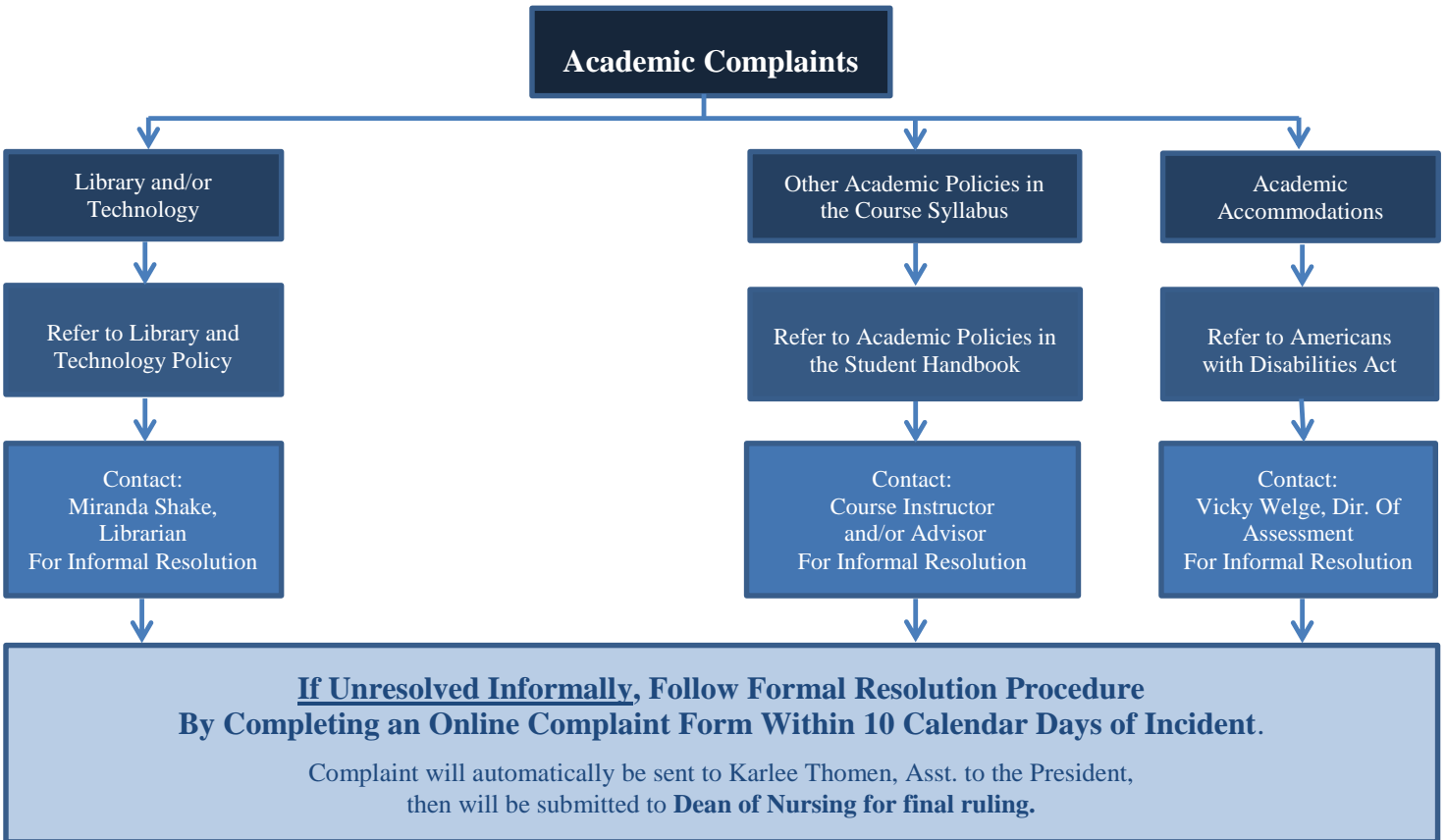
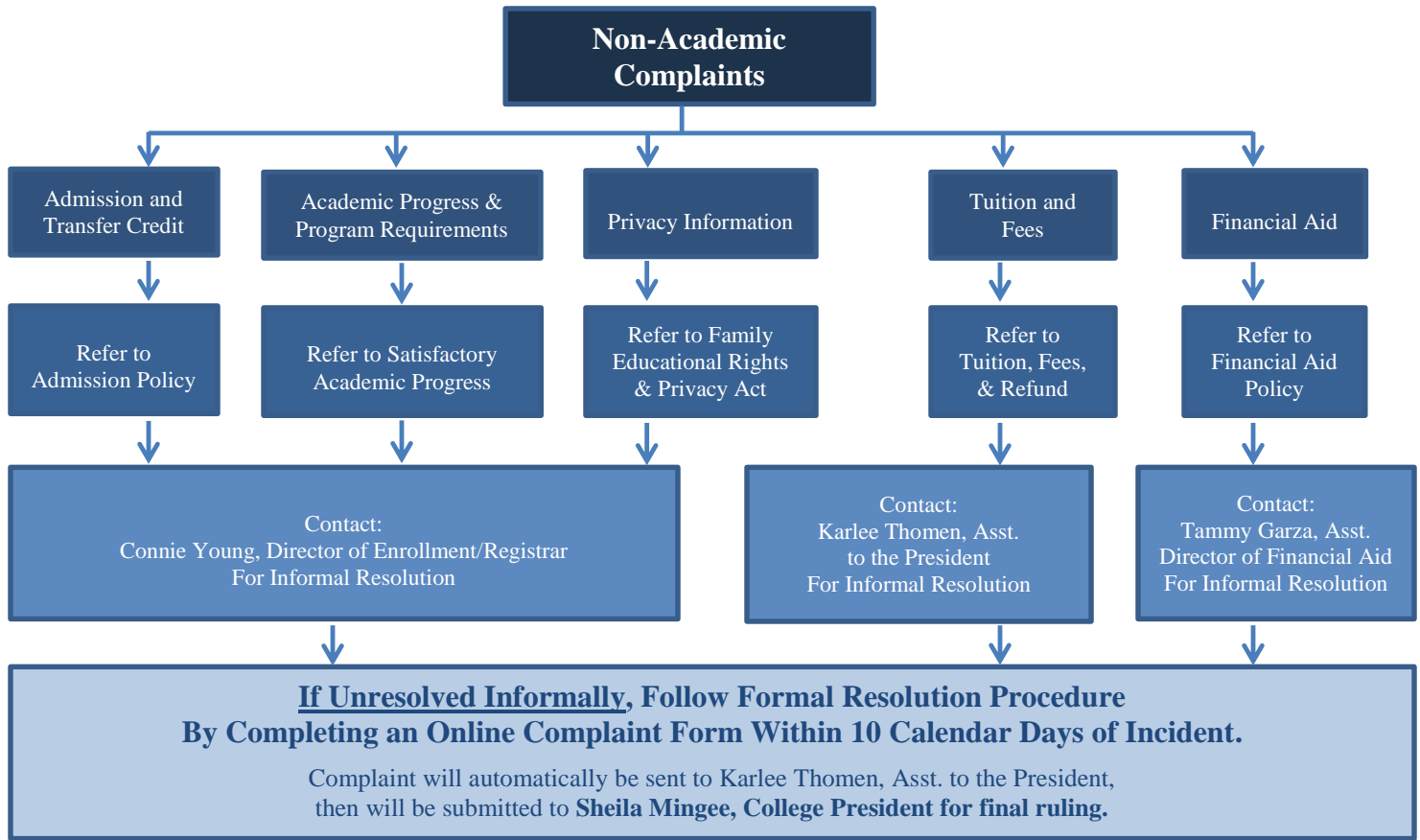
f. Determining findings and resolution.

6. All persons involved, including but not limited to the accused or complained of party, will be informed of the complaint/allegation, and will have the opportunity to respond or explain.

7. Decisions regarding nonacademic complaints will be made by the President of LCN within **fourteen (14) calendar days** of receiving the Complaint Form unless a particular incident causes the investigation to be shorter or longer.

8. Decisions regarding academic complaints will be made by the Dean of the LCN nursing program within **fourteen (14) calendar days** of receiving the Complaint Form unless a particular incident causes the investigation to be shorter or longer.
9. Decisions made by the President and Dean are final. The individuals making the complaint, and the other individuals involved, will be notified by email of the decisions made by the President and/or Dean.
10. Students will not be subject to adverse action as a result of filing a complaint.
Retaliation against any student due to formal or informal attempts to resolve any complaint or concern is expressly prohibited.

Students not satisfied with the final disposition of the complaint process may contact the state's licensing authority or the College's accrediting agencies. A listing of contact information is located on the College website under About Us/Accreditation. A student who has attempted to file a complaint at the institutional level and was not successful may contact IBHE. IBHE online complaint system at <http://complaints.ibhe.org/>, accessible through the agency's homepage (www.ibhe.org).



GRIEVANCE POLICY

I. Overview.

It is the policy of Lakeview College of Nursing that all students shall be treated fairly and be free from discrimination and harassment. Lakeview College of Nursing will strictly enforce this policy and diligently investigate any violation of a student's rights. This Grievance Policy is the formal method for students and staff to bring rights violations to the College's attention so that they may be investigated and resolved.

II. Application.

A. Grievances may arise from any violation of a student's rights. This policy applies to complaints and concerns arising from any such violation, including but not limited to:

1. Unfair academic treatment, including:
 - a. Capricious grading.
 - b. Unfair or improperly conducted disciplinary proceedings.
 - c. Unfair academic dismissal.
2. Discrimination and/or harassment based upon:
 - a. Disabilities.
 - b. Ethnicity.
 - c. Age.
 - d. Gender.
 - e. Sexual orientation.
 - f. Religion.
3. Improper conduct, including:
 - a. Sexual harassment.
 - b. Sexual misconduct.
 - c. Sexual assault.
 - d. Bullying.
 - e. Retaliation

B. The Grievance Policy does not apply to the following academic and non-academic areas of concern. These areas are covered by the Lakeview College of Nursing Student Complaint Policy, which can be found in the Student Handbook:

1. Admission and transfer credit.
2. Academic Progress and Program Requirements.
3. Privacy Information.
4. Tuition and Fees.
5. Financial Aid.
6. Library and/or Technology.
7. Other Academic Policies.
8. Courses and Course Syllabi.

C. The Grievance Policy does not apply to grade changes. See Grade Appeal Policy.

III. Filing a Grievance.

A. Informal Resolution. Students who believe they have been a recipient of discrimination, harassment, or unfair treatment are encouraged to talk with the offending faculty or staff member to discuss and attempt to resolve their concerns informally. Please note, however, that students are **not required** to attempt informal resolution before filing a grievance.

B. A student who believes their rights have been violated shall complete and submit an Online Grievance form, available at the Lakeview College of Nursing website, **within five (5) calendar days of the violation**. In order to initiate an effective investigation the following information will be needed:

1. Exact nature of grievance
2. Supporting information that a problem exists
3. Suggested remediation or resolution to the issue

C. A Lakeview College of Nursing faculty member or employee who is made aware of any incident of discrimination, harassment, or improper conduct, shall complete and submit an Online Incident Form, available at the Lakeview College of Nursing website, **within 48 hours** of learning of the incident.

IV. Investigating the Grievance.

A. Upon receipt of a properly completed Grievance or Incident Form, Lakeview College of Nursing shall assign the Grievance to a designated investigator who shall diligently investigate the complaint or report. The investigator shall commence their investigation within five (5) calendar days of receipt of the Grievance Form or Incident Report. Any incident involving sexual violence will be investigated within 12 hours of submission of online incident form.

B. The precise investigation procedure may vary based upon the nature of the complaint or incident, but each investigation will include the following actions by the investigator:

1. Reviewing the written complaint or incident report.
2. Gathering of information.
3. Interviewing the parties involved and/or potential witnesses.
4. Reviewing relevant documentation and other evidence.
5. Reviewing applicable Lakeview College of Nursing policies and procedures.
6. Ending or remediating any harassment, eliminate a hostile environment if one has been created, and preventing harassment from occurring again.

C. The investigation shall be concluded within twenty (20) calendar days from its commencement. If extraordinary circumstances require more time to complete the investigation, the investigator shall notify the Assistant to the President, in writing, before the original twenty (20) day period has expired. Upon written approval from the Assistant to the President, the investigator may be granted an additional fourteen (14) days to complete the investigation. The complaining/reporting party shall be notified in writing of any extension granted.

D. If, based upon the review of the investigator's findings and documentation, the Director of Assessment and Title IX/ADA determine no violation of College policies occurred then the investigation will be concluded. In that event, the Investigator shall provide written notice of closure to all parties within three (3) days of closing the investigation.

E. If, based upon the review of the investigator's findings and documentation, the Director of Assessment and Title IX/ADA determines violations of College policies, then the Grievance and investigation documentation will be referred to the Student Affairs Committee.

V. Concluding the Grievance Investigation.

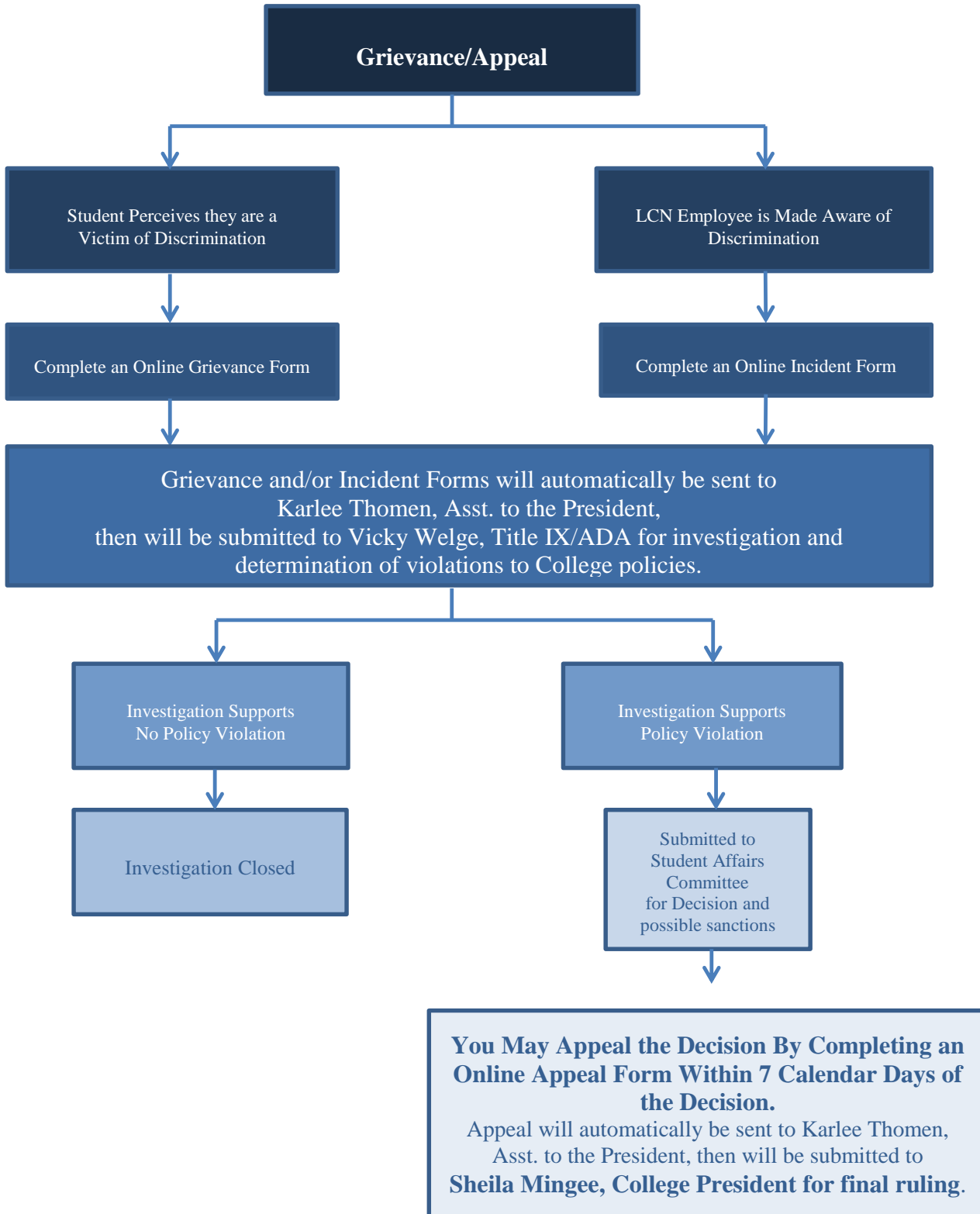
- A. After receiving notice of violations of College Policies, the Student Affairs Committee shall schedule a hearing, where it shall consider all relevant evidence including the testimony of all parties and witnesses to the Grievance.
1. The Chair of the Student Affairs Committee shall notify all parties and witnesses of the date, time, and location of the Hearing, not less than seventy-two (72) hours before the time the Hearing is to commence. Notification shall be deemed properly given when sent by properly addressed mail or email. At the hearing, any persons accused in the Grievance shall be given the opportunity to give testimony, and may invite witnesses to testify on their behalf.
 2. The rules of evidence which would ordinarily apply in a court of law shall not apply to this Hearing. The Student Affairs Committee may consider any evidence which it believes to be relevant and reliable.
 3. A recording of the Hearing shall be made. The recording shall be the sole property of the Lakeview College of Nursing, shall be kept strictly confidential, and shall not be subject to review or transcription by any party.
- B. Following the hearing, the Student Affairs Committee shall meet, and shall make a determination as to whether discrimination occurred, and if so, the Student Affairs Committee shall apply any and all appropriate sanctions and/or craft an appropriate remedy.
- C. If the Student Affairs Committee determines that discrimination, harassment, or misconduct has occurred the Title IX Coordinator will ensure that:
1. The discrimination, harassment, or misconduct is stopped.
 2. The sanctions and other remedies, as determined by the Student Affairs Committee, are implemented.
 3. Prevention efforts are implemented.
 4. Whether or not a hearing is conducted, the Student Affairs Committee shall notify all parties to the Grievance of its decision, including any and all sanctions and remedies to be implemented, within three (3) calendar days of reaching its decision.
- D. Appeal. Any party involved in the Grievance may appeal the decision of the Student Affairs Committee, by completing and submitting an Appeal Form to the Office of the College President within seven (7) calendar days of receipt of the decision. The appeal form may be requested at the Office of the College President. Upon receipt of a properly completed Appeal Form, the College President may accept or overturn the decision of the Committee, may accept, reject, add, or modify any sanction or remedy imposed, or may remand the grievance for further investigation, review, or re-hearing.

The following information will be needed to complete an appeal:

1. Exact nature of appeal
2. Supporting information that a wrong decision has been made by the Student Affairs Committee.
3. Suggested remediation or resolution to the issue

In any such event, the decision of the College President is final. The College President shall notify all parties to the Grievance of the result of the Appeal within seven (7) calendar days after receiving the Appeal Form. This grievance process is concluded.

Students will not be subject to adverse action as a result of filing a Grievance, or participation in the investigation or hearing of a Grievance. **Retaliation against any student due to any involvement in the filing or investigation of a Grievance is expressly prohibited.**



E. Any student not satisfied with the disposition of the Grievance process may contact:

1. Illinois Board of Higher Education
IBHE online complaint system at <http://complaints.ibhe.org/>,
accessible through the agency's homepage (www.ibhe.org).
The IBHE online complaint site includes step-by-step instructions and key
information about the complaint process.

2. Office for Civil Rights
U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, IL 60601
Voice Phone (800) 368-1019
FAX (312) 886-1807
TDD (800) 537-7697

SECTION VI: Clinical Policies and Procedures

Lakeview College of Nursing reserves the right to make appropriate revisions, amendments or corrections to policies and procedures at any time.

Clinical Placement

During enrollment at Lakeview College of Nursing, a variety of clinical opportunities are provided to help students successfully complete course requirements. Lakeview has extensive clinical affiliation agreements which include acute and extended care facilities and community service agencies. Enrolled students must be able to have independent means to travel to and from clinical assignments. Students traveling in private vehicles to and from clinical assignments assume all related risk and liability. Lakeview College of Nursing is not responsible for injuries or damages that may result. Clinical opportunities are limited and students are assigned to a clinical time and site. Students who cannot attend the assigned clinical time and location can withdraw and re-enroll in the course the next time it is offered. Clinical reassignments are not considered.

Clinical Confidentiality - HIPPA

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), all information regarding patients or former patients is considered confidential and protected health information and is to be used solely for clinical purposes as part of the educational curriculum. Students may be required by their assigned clinical placement to complete HIPAA training.

Clinical Participation Requirements

Student must:

1. Provide evidence of good physical health (through evidence of a physical from a licensed healthcare provider during enrollment.);
2. Provide evidence of meeting Lakeview's immunization requirements and keeping them updated as required;
3. Provide proof of certification in The American Heart Association-Basic Life Support (CPR & AED Program) or the American Red Cross – Basic Life Support for Health Care Provider and keeping it updated as required;
4. Satisfactorily pass a background check prior to the start of classes;
5. Provide evidence of a negative drug screen (admissions, suspicion, and random testing); and
6. Provide proof of health insurance, as applicable.

Clinical Attendance/Lab Policy

Attendance at clinical and lab is required. If a student anticipates having to miss clinical or lab, the student must personally notify the clinical/lab instructor and course coordinator of absence *prior* to the start of a clinical experience. Depending on the course, students may be required to notify the agency as well.

The Clinical/lab Instructor and Course Coordinator will follow policy to determine if the absence is excused or unexcused.

Failure to notify the clinical/lab instructor of absence in advance of the clinical/lab experience is an unexcused absence.

To maintain patient safety, the clinical instructor may dismiss the student from the clinical area if the student is not prepared for the clinical experience or if the clinical instructor determines that the student is not safe to provide care. Such dismissal is an unexcused absence.

Absences, whether excused or unexcused, will have an impact on student's success in the course, up to and including failure of the course. Opportunities for making up missed clinical days or laboratory sessions may not be available.

If a student has two [2] unexcused clinical absences they will fail clinical for that course.

Students must attend all clinical orientations for their assigned agency. Students, who are not present for clinical orientation or the first clinical, whether their absence is excused or unexcused, might not be allowed to continue in the course. See General Attendance Policy.

Clinical instructors will follow up with course coordinators to discuss the student's performance in the clinical setting. Specifically, if the student needs to attend an alternative experience to make up for the experience missed and whether or not the clinical outcomes are still possible to achieve. Clinical absences will be documented and the student may, at the discretion of the course coordinator, be required to make up the clinical hours missed.

If available and determined necessary by the course coordinator, clinical hours will be made up by simulation or demonstrating skills in the lab. The course coordinator will notify the lab coordinator when a student is required to make up the clinical experience.

First Day of Clinical/Lab/Clinical Orientation

Students who miss the first day of clinical, lab, or clinical orientation may be immediately dropped from the course(s). Students who are unable to attend the first day must have prior approval from the Dean of Nursing *and* Course Coordinator.

Refer to withdrawal policy.

Check with your clinical instructor if these symptoms apply: (a doctor's note may be required)

- Fever > 100.4
- Conjunctivitis (Pink Eye)
- Diarrhea or Vomiting-lasting more than 12 hours
- Group A Strep-culture confirmed or physician diagnosed
- Jaundice-yellowing of the skin which might suggest viral hepatitis
- Cold sores (herpes)
- Active measles, mumps, pertussis, rubella or chicken pox
- Upper respiratory infection (cold) if accompanied by fever and productive cough
- Tuberculosis and/or positive TB skin test
- Head lice, scabies (mites that burrow under the skin causing a rash)
- Any draining wound such as Impetigo, Abscess or Boil must be covered
- Mononucleosis

Clinical Dress Code

Lakeview College of Nursing expects professional dress and appearance. Students are to purchase a student uniform from the approved student uniform vendor designated by the College. The vendor will be on the College campuses before the beginning of students attending clinical/laboratory settings to ensure proper fit.

Dress Regulations/Uniform requirements:

1. Identification

Lakeview College of Nursing issued identification badge should be attached to the upper right collar area and worn at all times.

2. Uniform

Pants: Navy uniform pants. Style and number specified by the College. The waist of the uniform pants should not be rolled down. The cuff of the pant should not be slit up the side for a flared look.

Skirt: Navy uniform skirt. Style and number specified by the College. This is an option for the students who prefer not to wear pants.

Shirt: (*Students beginning N210 spring 2018*) Burgundy, short sleeved, scrub top specified by the College with the LCN patch sewn on the left side of the scrub top in order for the patch to sit just above the heart. Students may wear the pre-approved navy shirt, either long sleeve or short sleeve, purchased from the Student Government Association. This is a lightweight shirt with crew neck. The long sleeve shirt has the College name embroidered on the right sleeve. This undershirt is the only accepted top to be worn under the scrub top. A maternity style, specified by the College, is available for students who need this option.

(*Students beginning N210 fall 2017*) Navy, short sleeved, scrub top specified by the College with the LCN patch sewn on the left side of the scrub top in order for the patch to sit just above the heart. Students may wear the pre-approved navy shirt, either long sleeve or short sleeve, purchased from the Student Government Association. This is a lightweight shirt with crew neck. The long sleeve shirt has the College name embroidered on the right sleeve. These undershirts are the only accepted top to be worn under the scrub top. A maternity style specified by the College is available for students who need this option.

(*Students who entered program before fall 2017*) White, short sleeved, V-neck scrub top specified by the College with the LCN patch sewn on the left side of the scrub top for the patch to sit just above the heart. Students who prefer a long sleeve may wear the pre-approved navy shirt purchased from the Student Government Association. This is a lightweight long sleeved shirt with crew neck and the College name embroidered on the right sleeve. This is the only accepted top to be worn under the scrub top.

Lab Coat: White lab coat, specified by the College, with LCN patch sewn on the left sleeve.

Socks: White/neutral stockings or white socks (mid-calf or knee length). Socks must fully cover the ankle. If the skirt option is chosen, then hose must be worn.

Shoes: White nurse's shoes or white leather tennis shoes must be worn (closed heel and toe, solid construction, no mesh). Shoes worn in clinical areas must cover the entire foot and be clean/polished.

3. **Watch** with a second hand.
4. **Stethoscope** with bell and diaphragm.

Additional required supplies:

- Penlight
- Bandage scissors
- Small Notepad
- Black ball-point pen

Students are expected to dress and present themselves professionally whenever they are in the clinical area. Whenever students are representing the College, the student should be in uniform. Professional attire and appearance are an expectation, not an option. Clinical Instructors have the authority to ask you to leave the clinical setting if you are not properly attired. This will be counted as a clinical absence.

Additional Requirements:

Nails: Natural nails may not extend beyond fingertips/nail polish, and artificial nails are not permitted.

Hair: Hair must be kept off the face and above the collar or pulled back neatly (tight ponytail, braid, or bun). Decorative clips, bows, bun pins, hair extensions and other ornate hair accessories are not permitted in clinical settings. Tousled/disheveled hairstyles and hair color that cannot be grown naturally is not permitted. Mustaches and beards are permitted but must be clean, trimmed, and well-groomed.

Headgear: Religious dress/headwear (free of decorative items – solid white or black) is permitted but must allow the student to use a stethoscope and other medical instruments and must not interfere with patient exams, etc. Other caps, hats, bandanas, and headwear are not permitted in clinical settings.

Cosmetics: Make-up may be worn in moderation, applied lightly and in a non-threatening manner. Scented products and products containing glitters should be avoided.

Jewelry/Accessories: These are the only acceptable accessories;

- One pair of stud earrings, in each earlobe.
- One plain ring/ring set on one finger. In some clinical areas, all jewelry must be removed.
- Watch with 2nd hand.

Undergarments: No garments or markings on garments should be visible underneath any part of the uniform. This includes short sleeved and long sleeved T-shirts or camisoles worn under the shirt.

Perfume or Cologne: No perfume or cologne or smell of smoking is permitted during clinical time.

Certain clinical agencies may have additional dress regulations and uniform requirements. The policies of an affiliated clinical agency hosting students for rotation may be different and always supersede Lakeview College of Nursing's dress code. However, if the agency allows staff to wear jeans, shorts, mini-skirts, t-shirts, or sweatshirts, it is never acceptable for BSN students to wear these items during a clinical experience.

Clinical Injuries/Illness

Students injured during clinical and need immediate attention should be taken to the Emergency Services for care. Any expense that is incurred is the student's responsibility. If the injury does not need immediate attention, the student should see their physician. Students are responsible for carrying their own health insurance. Faculty are required to complete an Incident Report, https://www.lakeviewcol.edu/incident_report/form, for Lakeview as well as the clinical agency where the accident occurred.

Needlestick Injury

Needlestick or any other injuries are required to be reported and investigated by the agency (where the incident occurred). When a needlestick occurs, the student should be taken to the nearest emergency room. The emergency room's policy/procedure on needlestick injuries should be followed. Any expense that is incurred is the student's responsibility.

In addition to the clinical site's procedure, Lakeview College of Nursing's form, http://www.lakeviewcol.edu/incident_report/form is required to be completed. In case of an emergency, members of the College community will be transported by car or ambulance to the nearest appropriate facility.

Nursing Clinical Lab Expectations and Evaluation

1. Expectations - It is understood that throughout the courses in the program nursing care will be given:
 - a. Safely - so that the patient is not endangered by: environment; treatments and medications; by lack of knowledge of the student; or by disregard of agency policies.
 - b. Honestly - so that in every interaction between student and patient, health care team member, and instructor, the student communicates ethically and truthfully.
 - c. Professionally so that in all actions a student follows policies and procedures. Maintains appropriate boundaries and communicates clearly and effectively.
2. Evaluations
 - a. Each student will receive a weekly written evaluation of clinical performance.
 - b. Each student will receive a mid-term and final evaluation of clinical performance.
 - c. Each student will have the opportunity to discuss the evaluation with the clinical instructor.
 - d. Each student who receives an unsatisfactory final clinical/lab evaluation will fail the clinical portion of the course.
3. Remediation
 - a. An AIP will be completed for any student who has unsatisfactory weekly or mid-term evaluations for future clinical settings.
 - b. It is the student's responsibility to follow through with remediation recommendations on the AIP.

SECTION VII: Student Services

Lakeview College of Nursing reserves the right to make appropriate revisions, amendments or corrections to policies and procedures at any time.

Americans with Disabilities (ADA) Policy

Lakeview College of Nursing is committed to the goal of achieving equal employment, educational opportunities and full participation for persons with disabilities. Therefore, no qualified individual shall be excluded from participation in, denied benefits of, or otherwise be discriminated against in employment, admission, or any activity, or program on this campus.

Definition

The definition of a "person with a disability" under the ADA guidelines is "An individual with a disability who, with or without reasonable modification to rules, policies or practices meets the essential eligibility requirements for receipt of services or the participating in programs or activities provided by a public entity who:

1. has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. has a record of such impairment; or
3. is regarded as having such an impairment.

Once a student is attending college, they are expected to self-advocate, therefore it is up to the individual to disclose a disability and request academic accommodations. This process is done on a case to case basis and is collaborative. A student may start the process by contacting Vicky Welge at 217-709-0939.

Disability Services Process for New Students

1. Complete an interview with Vicky Welge to determine if your medical or psychiatric condition rises to the legal level of a disability. You can make an appointment by contacting Vicky Welge at 217-709-0939.
2. Documentation may be required, following the interview, to determine if a requested accommodation is needed and is reasonable.
3. A letter of approval or denial of academic accommodations will be sent to you no less than 10 days from the interview.
4. Submit a request in writing to Vicky Welge at 217-709-0939 for approved academic accommodations. The request must contain the specific accommodations that are to be received in the specific courses. Requests may be emailed to studentsfirst@lakeviewcol.edu.
5. It is recommended that students meet with instructors during scheduled office hours or before/after class time; to introduce yourself as a student who will be receiving academic accommodations.
6. Contact Vicky Welge at 217-709-0939, during the first week of class if for any reason your academic accommodation has not been implemented.

Short term/temporary accommodations

There may be the occasion when a student sustains a serious, but time-limited, injury or illness (e.g., a broken bone, mononucleosis, etc.) that requires the student to miss several days of class, clinical practica or limits the student's ability to perform in the clinical area. For the safety of the student, patients, classmates, and staff, the student will engage the office of student disability services to develop a short-term accommodation plan for all educational settings, including the classroom, lab, and clinical environment, where academic performance may be affected. These time-limited accommodations are created through an interactive process that includes the student, office of student disability services, the appropriate faculty and the student's health care provider in order to facilitate the student meeting course objectives.

Students seeking short-term/temporary accommodations will:

- Meet with Vicky Welge to complete the Request for Accommodation Form
- Provide documentation from their treating clinician stating the diagnosis (please adhere to information stated above for documentation requirements) to Vicky Welge.
- Specify any restrictions (such as lifting)
- Expected date of when student would be eligible to return to duty without any restrictions.

Accommodations Process for Continuing Students

Every semester student will need to:

1. Once you received your semester schedule send an email request to Vicky Welge at 217-709-0939, containing the specific academic accommodations and the course or courses that you want them implemented. Include the title, author/editor, and ISBN number for requests for textbooks in alternative format.
2. Continue to engage in self-advocacy by meeting with instructors during their scheduled office hours or after class time.
3. Contact the Vicky Welge at 217-709-0939 in the first week of class if for any reason your academic accommodation has not been implemented.

Animal Policy

I. Overview.

Lakeview College of Nursing is sensitive to the impact of animals on the lives of students with disabilities. This policy governs the presence of animals on Lakeview College of Nursing campuses and clinical sites.

II. Pets.

A. Definition. A “pet” is any animal kept for ordinary use and companionship. Assistance animals, including both service animals and support animals, as defined below, are not considered pets.

B. Use of Pets. The presence of pet animals is prohibited on all Lakeview College Nursing campuses and clinical sites, at all times.

III. Assistance Animals.

A. Definition. The term “assistance animal” is the overarching term that refers to both service animals and support animals as defined below. Accordingly, an assistance animal is an animal that either (1) works, provides assistance, or performs tasks for the benefit of a person with a disability; or (2) provides emotional or other type of support that alleviates one or more identified symptoms or effects of a person’s disability.

B. Use of Assistance Animals. Assistance animals may be used by individuals with disabilities at Lakeview College of Nursing, pursuant to the following guidelines:

1. Guidelines for Service Animals.

a. Definition of Service Animal.

- i. “Service animal” means any dog that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

- ii. To qualify as a “service animal” under this policy, the work or tasks performed by the animal must be directly related to the person's disability.
- iii. An animal kept for the provision of emotional support, well-being, comfort, or companionship does not qualify as a “service animal” under this policy.
- iv. Species other than dogs or, in some cases, miniature horses, are not considered “service animals” under this policy.

b. Use of Service Animals.

- i. Service animals will be permitted to accompany persons with disabilities in all areas of the Lakeview College of Nursing facilities, including clinical site agencies, which are normally accessible to those persons.
- ii. Students with disabilities shall not be required to submit any proof or documentation to Lakeview College of Nursing prior to use of service animals, such as proof that the animal has been certified, trained, or licensed as a service animal.
- iii. Individuals accompanied by a service animal on campus, but who do not require any additional disability-related accommodations, are not required to register their disability with Lakeview College of Nursing, nor is such individual required to submit a request for a reasonable accommodation to receive access to their service animal.
- iv. Lakeview College of Nursing personnel shall not inquire about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal.
- v. When it is not readily apparent that a dog is a service animal, Lakeview College of Nursing personnel may make two inquiries to determine whether the dog qualifies as a service animal, which are:
 - A. Is the dog required because of a disability?
 - B. What work or task has the dog been trained to perform?
- vi. Each service animal must be trained so that it controls its waste elimination, absent illness or accident. Each service animal must be kept under control by a harness, leash, or other tether, unless the disabled person is unable to hold those, or use of a harness, leash, or tether would interfere with the service animal's performance of its work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means. All service animals must be accompanied and closely monitored by their owners at all times.
- vii. Any person with a service animal on any Lakeview College of Nursing property or clinical site shall be responsible and liable for any injury or damage caused by said animal, and shall hold harmless and indemnify Lakeview College of Nursing against any claim or injury involving said animal.
- viii. Any person with a service animal on any Lakeview College of Nursing property or clinical site shall be strictly responsible for cleaning up after said animal.

ix. Lakeview College of Nursing will assess requests for the use of miniature horses as service animals by persons with disabilities on a case-by-case basis. Requests should be submitted to Vicky Welge at 217-709-0939 and, consistent with applicable laws and regulations, Lakeview College of Nursing may permit their use if they meet certain criteria and have been individually trained to do work or perform tasks for the benefit of people with disabilities.

2. Guidelines for Support Animals.

a. Definition of Support Animal. A "support animal" is an animal that provides emotional or other support that ameliorates one or more identified symptoms or effects of a person's disability. Unlike service animals, support animals need not be trained to perform work or tasks, and may include species other than dogs and miniature horses.

b. Use of Support Animals. Support animals shall not be allowed to accompany students on Lakeview College of Nursing campus or clinical sites. Any student required to stay overnight out-of-town to attend a clinical may bring a support animal to accompany them, but will be required to make arrangements for separate, off-campus hotel accommodations, and to provide appropriate lodging for the animal during clinical hours, all at the student's sole expense.

Grievance Policy

Internal Process/External Process see the Student Handbook for the Grievance Procedures.

Academic Advising

Faculty are assigned students for academic advisement. Upon admission to the College all students receive a program plan which identifies courses that will be needed to be taken each semester to complete the program. Faculty use the program plan to help them in registering students during Summer/Fall and Spring registration periods. Faculty also can make changes in the program plan based on the student's academic success and needs (i.e.: meeting the criteria for accelerating the program or when a course needs to be repeated).

Student Records

The following student educational records are kept in the Registrar's Office at Lakeview College of Nursing: original application, college transcript(s), admission scores, Academic Improvement Plans (AIPs), and health records. The College retains student educational records according to the Records Retention Schedule that is available within the office of the Director of Enrollment.

Name, Address, or SS# Change

It shall be student's responsibility to update their address information through SONIS. In the event of a name change, the student should contact the Director of Enrollment/ Registrar. A name change must be substantiated by two forms of legal documentation such as a marriage certificate and driver's license. A copy of these documents will be placed in the student's file.

The student whose social security number changed must provide verification the Director of Enrollment/Registrar. This verification would be a copy of the new social security card along with photo identification.

Family Educational Rights & Privacy Act (FERPA)

In accordance with Public Law 93-380, Family Educational Rights and Privacy Act, strict confidentiality will be observed regarding student information. The nature of an educational institution requires that records must be kept and may be shared by school administration, faculty and advisors within the College when applicable.

The Act provides that the College may retain the right to release Directory Information which is defined as student's name, telephone number, all addresses, e-mail addresses, date and place of birth, major, honors, awards, photo, classification, dates of enrollment, enrollment status, degrees conferred, graduation distinctions and the institution attended immediately prior to admission. In the absence of written notice by a student to withhold any or all information included in the definition of "Directory Information", the College reserves the right to release any of the aforementioned information. Students may refuse to disclose any or all information to anyone except College administration and faculty. Information such as social security numbers, race and grades will not be released to a third party without the written permission of the student. Information about students may be given without written consent in an emergency or to protect the health and safety of the student or others.

Specifically, the FERPA Act states the following:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The College official 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

The student will be notified in writing, if the College decides not to amend the record as requested. The student will be informed of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student.

(3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. 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 contracted as its agent to provide a service instead of using College employees or officials (such as an

attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Access to Academic Records

Students may request copies of health records contained in the file for a fee.

Transcripts

Lakeview utilizes SCRIP-SAFE for processing transcript requests. By going to our website (www.lakeviewcol.edu) you can access the vendors website for you to order your transcript(s). This partnership allows LCN to provide official transcripts anywhere in the world at any time.

- Network Delivery - Many colleges, universities and other agencies are members of this secure network and actively receive electronic transcripts. Please check “network recipients” to see if your intended destination is a network member.
- OneTime Delivery - If your intended recipient is not a network member (including a transcript sent to you); your transcript can still be delivered electronically. Receivers are designated and identified by you, the requestor, through the recipient’s email address.
 - Your transcript is never delivered by email, instead your recipient is notified by email that your transcript is available for pickup at the specific “one-time” URL identified in the email.
 - To insure prompt delivery and receipt, make sure the recipient knows that you are sending them an electronic transcript and will accept the electronic version.

Library

Danville Campus

Go to www.lakeviewcol.edu/library

Charleston Campus

LCN students have remote access to LCN’s Danville Campus library. Additionally, these students have full access to the [Booth Library, http://www.library.eiu.edu/welcome.asp](http://www.library.eiu.edu/welcome.asp), on the campus of Eastern Illinois University.

Students From Either Campus:

Students may also use other local libraries including hospitals or public libraries.

Use of Technology

The purpose of this policy is to establish the appropriate use of Lakeview College of Nursing's computing networks, computing equipment and computing resources. Technological resources are owned by the College and are provided primarily to support the academic and administrative functions of the College. Federal and state law as well as College policies and procedures govern the use of this equipment and technologies. Any adopted policy must be in compliance with applicable federal and state laws and the policies of the College.

Lakeview College of Nursing's technology policy is located at www.lakeviewcol.edu/technology. It is the responsibility of the entire college community to be aware of this policy and follow it as written.

Student Assistance Program

Recognizing that students may have personal problems such as marital or financial difficulties or role conflicts that may affect their performance in the nursing program, the College offers a referral service for students. Please see your academic advisor.

Student Government Association (SGA)

Students participate in shared governance through the Student Government Association (SGA). SGA officers are elected on both the Danville and Charleston Campuses. All students are members of the SGA. SGA provides several College-wide mechanisms for students to give input or to raise issues. Students review and coordinate student government business, serve as ex-officio members on organizational committees.

SGA also provides a mechanism for students to raise issues that may need to be aired in the form of the "Open Forum". SGA officers facilitate Open Forums to hear the students concerns. The Director of Assessment attends the forum to gather data for program improvement. Information from the forum is compiled and communicated to the faculty, staff, and other administrators. Feedback or action is reported to students at SGA meetings.

Students are further involved in improving the quality of the program through completion of course and faculty evaluations, surveys (*Noel-Levitz* SSI and EBI Exit Survey), and through suggestion boxes on each campus. Faculty and administration use student input toward curriculum development and course refinement, and institutional improvement.

All enrolled students are members of the Lakeview College of Nursing SGA and can participate as a member or an elected officer in the Student Government Association. Please refer to Student Government By-Laws.

SGA officers must be full-time students in good standing.

Student Nurses Association of Illinois/National Student Nurses Association

Students are encouraged to be active participants in SNAI/NSNA, nursing student associations on a local, state and national level. The College supports membership in the National Student Nurse Association, which is the professional organization for student nurses. LCN will pay the membership fee (one year) for SGA officers. In addition to meetings and local activities on each campus, students are encouraged to attend the State and National conventions and to serve as officers at all levels. Please visit www.nsna.org to learn more about membership benefits (leadership opportunities, awards and recognition, and scholarships).

Merit

Lakeview uses Merit to celebrate student accomplishments and turn those achievements into a verified online profile – a Merit page – for every one of our students. These Merit pages are automatically updated by Lakeview when students make the dean’s list, earn academic awards, and more. Hundreds of colleges in the US use Merit to recognize and promote success via personalized Merit pages for their students.

Updates to Merit pages are also shared with a network of stakeholders that care deeply about each student’s success: their high school, their hometown media outlets, their parents and friends via social networks.

Updating these important audiences with personalized stories helps Lakeview College of Nursing demonstrate the opportunities that are available.

Why is Merit important for students?

- Merit helps people who make decisions about internships, grad school, and jobs find the “good stuff” about students, and recognizes their accomplishments with badges that show that they’re authentic.
- A Merit profile creates a positive online identity for post-graduation success.

What should students know?

Your Merit page is created and updated automatically – you don’t have to maintain it; the college does it for you! You can, however, enhance and add to your page, if desired. Merit allows students to customize their Merit page URL, add a profile photo, bio, and other activities and work experience. You can even include photos and videos to the activities you add to further demonstrate your involvement.

When you connect your Merit page to your social networks like Twitter, Facebook, or LinkedIn, you’ll ensure that your friends and family can also see and learn about the great opportunities you’re taking advantage of and being recognized for at Lakeview. It’s an important way for you to be a part of our story and help us tell it.

What types of accomplishments will be included?

- Enrollment
- Graduation
- Dean's List
- Lakeview Scholarships
- Lakeview Honor Society
- Pinnacle Honor Society

Can other types of accomplishments be included?

- Yes! Please use the [Contribution Form](#), <https://lakeviewcol.meritpages.com/contributions/new>, to submit your ideas for Merit recognition verified through Lakeview College of Nursing.
- While we can only include certain official accomplishments through this process, students will have the ability to add other accomplishments to their profile. They will appear in a different part of the profile, under the heading "Added by student" to differentiate them from the LCN-approved achievements.
- Involvement in on- or off-campus employment and other achievements can be added by students.

What Else Can I Do With Merit?

In addition to enhancing their Merit pages and connecting them to social networks, students can and should include their Merit page URL on their resumes and share it with potential employers or graduate admissions counselors. Merit is a verified showcase of your accomplishments and a powerful way to show employers the success, skills, and expertise you have gained at Lakeview College of Nursing.

Can I opt out of Merit?

Yes, you may opt out one of two ways.

1. Click the link at the bottom of the email notification you will receive once an achievement is granted.
2. E-mail the [Coordinator of Recruitment/Marketing](mailto:amcfadden@lakeviewcol.edu), amcfadden@lakeviewcol.edu, with your request.

Books and Supplies

Go to www.lakeviewcol.edu/books-and-supplies

Mailboxes on the Danville and Charleston Campuses

Students are assigned mailboxes by the Registrar's Office and are responsible for checking them for individual information and notices. The mailboxes are located in the student lounge of the Danville and Charleston Campuses. Additional pamphlets and information may be found in a display rack. Any notices/information posted on bulletin boards must be approved by the Secretary.

Lost & Found

The College assumes no responsibility for personal property of students. For information concerning misplaced property students may contact the Receptionist on the Danville Campus and/or Charleston Campus.

Smoking/Tobacco Policy

Smoking/Tobacco is prohibited in Lakeview College of Nursing buildings or on premises.

Parking on the Danville, Charleston and EIU Campuses

Danville and Charleston students enjoy free parking within the designated student parking lots.

Danville students are required to park in the parking lot northeast of the College. Additional free parking is available along Logan Avenue or Lincoln Park Avenue. Students are not permitted to park in the lots directly adjacent to the east or south of the College. Cars parked in these areas may be ticketed and towed away at the student's expense.

Charleston students are required to park in the parking lot directly east of the College. Students are not permitted to park in the mall parking lot directly north of the College. Cars parked in this area may be ticketed and towed at the student's expense.

Eastern Illinois University (EIU) - Parking on the EIU campus requires an EIU parking sticker, except for metered spots. Students who have completed 60 hours of course work or who are 21 years of age are eligible for a reduced rate in their parking tag. Proof of completed credit hours can be obtained through SONIS by submitting a driver's license indicating your birthdate to the Director of Enrollment/Registrar.

Clinical Resources and Transportation

It is the goal of the College to offer students the opportunity to work in a variety of hospitals, clinics, health care agencies and communities as a part of their educational process. Some clinical placements may be arranged outside of the student's local community.

Adequate coverage for car accident insurance must be maintained and it is the personal responsibility of the student. Students are not permitted to transport patients, as faculty/staff are not permitted to transport students unless all passengers sign a waiver of College liability.

Shuttle Service for LCN Charleston Students

Lakeview students can use their panther cards to board the EIU Shuttle that makes stops throughout campus as well as a few Charleston locations that are nearby the Lakeview Lab located at 580 W. Lincoln. The shuttle stops at the County Market (directly across Rt. 16 from the LCN Lab). Please see <http://www.eiu.edu/stuaff/shuttleschedule.php> for a complete schedule. Shuttle schedules are also available

in the Student Activities Center Office in the MLK Union (which is directly across from Copy Express on the 2nd floor). If you have any questions, please call the EIU Student Government Office.

Cultural and Recreational Opportunities

Opportunities are available for students to attend activities related to the performing and fine arts in Danville, EIU, and the surrounding areas. Students are encouraged to participate in recreational activities of their choosing. Nearby community colleges and universities also offer various cultural and recreational activities. Student discounts may be available at various area facilities.

Food Service

Vending machines are easily accessible to students at both campuses. Students on the Danville Campus may use the hospital cafeteria located across the street. Students on the Charleston Campus have access to a food court located within the MLK Student Union of the Eastern Illinois University Campus.

Faculty Office Hours and Advisors

Each faculty member post office hours near their door. Students are encouraged to make appointments. Students on both campuses are assigned faculty advisors upon admission to the College. These advisors help mentor and advise the students through their program of studies.

Research

Every research project involving human subjects requires review by the Human Subjects Committee. This review begins by securing a Research Approval Request Form (form is available from the Office of the Registrar or from the College website). This form is to be submitted to the Human Subjects Committee at least one month prior to the anticipated beginning date of the research. A copy of the signed form will be returned to the researcher following a meeting of the Human Subjects Committee. In some cases, the researcher may also need to seek approval from other participants and their institutional review boards. No data can be collected until approval is obtained from the Human Subjects Committee. Research studies conducted on the College community are voluntary.

Student Acceptance of Gifts

College policy prohibits the acceptance of gifts by faculty members and employees from enrolled students. College administration, faculty, and staff appreciate the thoughtfulness of students and the feelings of gratitude, which inspire the desire to give gifts to College personnel. Verbal or written expression of gratitude from students is appropriate instead of giving gifts. Additionally, acceptance of gifts by students from patients and/or their families is prohibited.

Housing

On-Campus

On-campus housing is only available through the Charleston (Eastern Illinois University) location. For more information, please visit Eastern Illinois University Housing & Dining Services, <http://www.eiu.edu/~housing/>.

Off-Campus

For a reference of off-campus housing options available to Lakeview College of Nursing students, please visit the links below.

LAKEVIEW COLLEGE OF NURSING HOUSING INFORMATION

Danville & EIU Area Listings

<http://www.lakeviewcol.edu/housing-information>

APARTMENT FINDER

Nationwide Search Engine

www.apartmentfinder.com

NEWS-GAZETTE

Champaign-Urbana (Danville Area) Newspaper

<http://www.news-gazette.com/classified/rentals>

TIMES COURIER JOURNAL-GAZETTE

Charleston Illinois Area Newspaper

<http://jg-tc.com/ads/housing/rent/>

Identification

All students admitted to Lakeview College of Nursing will be issued, at no charge, a photo identification badge. This identification badge must be worn at all times (class and clinical/lab). Students are required to protect their ID badge from any unauthorized use. Students must notify the Administrative Assistant to the Registrar immediately if their ID Badge is lost or stolen. Students will be charged for a replacement. For further identification in clinical sites, students will also be required to sign SN-LCN after their name on patient's charts.

Charleston students using Eastern Illinois University services must acquire a Panther Card for identification and use of their services. Students will be required to go the Telecom Office at EIU in order to have their photo taken for use with this ID card.

Lakeview College of Nursing Honor Society

Membership in the LCN Honor Society is by invitation to baccalaureate students who demonstrate excellence in scholarship. Students who are in the last semester of the program, upper third of their class and have a GPA of at least 3.25 may be inducted in the Honor Society. Lakeview's honor society is patterned from Sigma Theta Tau International.

Pinnacle

Lakeview College of Nursing has established a chapter of Pinnacle, the National Honor Society for adult and nontraditional College students. Students are selected for membership in Pinnacle based on grade point average, involvement in at least three (3) campus and/or community activities, leadership, persistence, future promise and adherence to high ethical standards. After you have been selected for membership by Lakeview College of Nursing, an application for Pinnacle membership is made by completing a Personal Data Sheet and submitting appropriate membership fee.

Student Employment

Students may seek off campus employment opportunities. Many hospitals in the East Central Illinois Region employ Lakeview College of Nursing students in a variety of positions such as: student interns, CNAs, or nurse techs. It is the responsibility of the hiring agency to provide a written job description and training for the position for which they have been hired. Students employed in an agency have the responsibility to engage in only those activities which fall within their job descriptions as nonprofessional workers (e.g. interns, aides, or techs). They have a responsibility to refuse to participate in activities they have not been legally licensed to perform (e.g. giving medications, assuming total responsibility for a group or patients).

Employed students should be aware that:

- a. the College of Nursing assumes no responsibility for their activities as employees of an agency;
- b. they are personally responsible and liable for any activity they participate in while employed;
- c. professional liability insurance purchased will be valid only in their student role, not in their employment role;
- d. individuals not licensed in the State of Illinois to practice professional nursing who engage in such practices are doing so illegally and may be prosecuted accordingly. Supervision by a licensed professional nurse does not provide protection or make such actions legal;
- e. individuals who practice illegally may jeopardize their future careers since persons who are convicted of violations of the Nurse Practice Act may not be eligible to write State Board examinations and subsequently to receive licensure.

Students may need to limit employment hours depending upon course load and level of achievement of educational objectives.

Career Planning & Placement

Students have multiple resources for career planning. Career information is incorporated into the curriculum and students can get additional information from Vicky Welge, 217-709-0939.

The Career Centers at our partner institutions are also available. Danville Campus students may access the Career Center at Danville Area Community College while Charleston Campus students can access the Eastern Illinois University Career Services and Career Library.

Additionally, students may search for open positions through our website at <https://www.lakeviewcol.edu/jobs>.

Commencement

Commencement ceremonies for both locations are held bi-annually at the end of the spring and fall semester in Danville, Illinois. A student registered to complete graduation requirements in the summer may participate in the commencement ceremony. Students are welcome to invite as many guests as they like and tickets are not required.

Announcements and other items for purchase

Students can order through Herff Jones <http://www.herffjones.com/college/graduation>.

Publishing

A listing of graduation candidates and/or individual photos may be posted on the website and/or forwarded to the media each semester. If a student does NOT wish for this graduation information to be published they must opt out of Merit.

Commencement Attire

The cost of the commencement attire is included in the graduation fee. This includes a custom LCN graduation gown, cap and tassel.

- Honor Society Cord – Students who have been inducted into the academic honor society may wear honor society cords over graduation regalia.
- Honor Stoles – Provided by Lakeview to select students who have met the graduation honor criteria.

Official graduation honors are calculated after grades are finalized and are included on students' diplomas. Since commencement programs are printed prior to the end of the current term, honors listed in the program and recognized during the ceremony are based on the grade point average of one semester prior to graduation. Students who meet the criteria following graduation will receive an honor stole when diplomas are released. The diploma will also indicate the honors earned.

Please note: Any other apparel has to be approved by administration prior to graduation.

College Pins

Students from both campuses will receive a Lakeview College of Nursing Pin. The cost of the pin is included in the graduation fee.

Diplomas

Diploma covers will be distributed at commencement. Diplomas will be mailed approximately one month after commencement when an audit of the student's record is complete (all transfer credits are received, Lakeview grades are posted, and graduation requirements are met). Students who received financial aid will be required to complete exit counseling before anything can be released.

Graduation Survey

A survey will be distributed to all potential graduates and must be completed and returned to the Director of Enrollment/Registrar at least 3 weeks prior to Commencement. This survey information is used for publication as well as to provide information on each graduate to be read as they walk across the stage at the commencement ceremony.

Pictures

All graduates are encouraged to participate in a pre-graduation individual photo. This is included in the standard graduation fee. Additional photos will be available for purchase. A professional photographer will be on-site at each campus. Unfortunately, if you are not able to attend there will be no reschedule time. Arrangements have been made for all graduates.

Additional Photos will be taken the day of graduation. A professional photographer will be on site to take group photos. Payment will be due at graduation along with order. Participation in this group photo serves as permission from the individual for LCN to post the photo to its website and/or forward it to the media. The College will provide a pinning photo from graduation that will be mailed out with your diploma. Please be sure that you bring the order form along with payment to graduation to hand to the photographer.

Alumni

The Alumni Association offers membership to all graduates of Lakeview College of Nursing. The Association aims to foster unity and fellowship among students and graduates of the College and to facilitate its development. Members of the Association also provide assistance with various College activities. All students are encouraged to become active members of the Alumni Association upon graduating.

SECTION VIII: Campus Safety Policy and Procedures

Lakeview College of Nursing reserves the right to make appropriate revisions, amendments or corrections to policies and procedures at any time, with or without notice.

Campus Safety

Lakeview College of Nursing strives to maintain a safe environment that is conducive to the learning process. Campus safety assessment is on-going and on-campus crime is very low to almost nonexistent. A campus safety report is published annually and is available upon request to the President's Office or within the consumer information section of the college website.

Lakeview College of Nursing has several security cameras placed in locations throughout the Danville and Charleston campuses and parking lots are monitored by several employees.

Building Access – Key Fob System

Electronic key fobs are issued to students who are enrolled. Key fobs are programmed with various access times to building and areas.

Responsibility and Control

The possession of a key fob to a college facility carries with it specific responsibilities.

- Do not leave them unattended in any location where they may be exposed to unauthorized use or theft.
- Do not loan key fob to anyone.
- Do not identify key fob with Lakeview names or numbers.
- Do not use key fob to allow others in building.

Unauthorized sharing of key fobs for college buildings may result in disciplinary action.

Loss/Theft

1. In the event of the loss or theft of any key fob, the Cashier must be notified within 24 hours by calling 217-709-0920.
2. Once a key fob is reported lost or stolen:
 - a. The key fob will be deactivated immediately. A fee of \$25.00 will be assessed for a replacement.
 - b. If a key fob is found it should be turned into the Cashier immediately.

Key Fob Return

- Any unused, obsolete or no longer needed key fob must be returned to the Cashier.
- Whenever a key fob holder leaves the college, an issued key fob must be returned immediately to the Cashier by the individual.
- Failure to return key fobs will result in a \$25.00 charge to the individual. A hold will be put on the student's account until the charge is cleared.

A key fob will be deactivated immediately.

SAFETY AND SECURITY

General Safety Precautions / Classroom

- A. Instructor leaving classroom is responsible for closing windows of the classroom, as well as the safe condition of the classroom.
- B. Do not leave money in your purses in any room. The College of Nursing is not responsible for loss or theft of personal property left in any room.
- C. LCN may ask law enforcement or other agencies to conduct interviews as deemed appropriate.
- D. Do not go out or enter fire exit doors.
- E. Wipe up any spills immediately so no one will slip or fall.
- F. LCN periodically sprays pesticides. If you are allergic, please contact 217-709-0920.

Communication

Please be aware of these methods of communication for timely warnings:

- **An e-mail** message to all students, faculty and staff via their LCN -assigned e-mail address will provide more detailed information about an emergency or College closing.
- Information will be available via **College web-site** and/or **Facebook Page**.
- Information may be announced as deemed appropriate via **WCIA-TV** <http://illinoishomepage.net/>, **WICD-TV** <http://www.wicd15.com/>, **WIXY/WLRW/Oldies 95/Xtra 99** and, **WAND-TV-** <http://www.wandtv.com>.

In addition, the SONIS text-messaging system that alerts subscribers, via their cell phones, to emergency situation or important communication. The messages are short. To know how to subscribe, or for additional information, please see the following Web page: <https://www.lakeviewcol.edu/sonis>.

Inclement Weather & College Closures

The President will determine the dates and times of Lakeview College of Nursing closures. The College will be closed for the following:

- Labor Day
- Fall Break Day
- Thanksgiving - 2 days,
- Christmas to New Year's
- Martin Luther King's Birthday
- Lincoln's Birthday
- Friday of Spring Break
- Memorial Day
- Independence Day
- Inclement Weather (as determined by the President).

HAZARDOUS MATERIALS INCIDENT

Chemical agents are poisonous gases, liquids or solids that have toxic effects on people, animals or plants. Biological agents are organisms or toxins that have illness-producing effects on people, livestock and crops. Both can be extremely dangerous if not handled properly.

The procedures below discuss general safety measures to be taken in case hazardous materials are released into a classroom/office environment.

DO NOT try to clean up a spill unless you are trained to do so.

If you believe your area is unsafe, evacuate immediately.

- Isolate the area. Secure area, if possible.
- Ask exposed individuals to remain nearby until emergency responders arrive. Decontamination may be necessary.

Account for everyone in the room at an appropriate reassembly point outside the building.

Multiple victims? Their collective presence may indicate continuing danger.

- Approach with caution, and evaluate your surroundings.
- Is the scene/environment safe? If there is any doubt, do not approach. You may become the next victim.

Once safely removed from area of spill, you should report the spill or incident involving hazardous materials by calling **911 (8-911 from a College telephone)**.

- Provide location of spill.
- Be prepared to offer details, if known: identification of the spilled/released product, approximate amount of material involved, injuries, any identifiable reaction, identification of those who came in contact with spilled substance, etc. Also, is the material actively being released, or has it slowed/stopped?

FIRE/EXPLOSION PLAN

Familiarize yourself with Locations of Fire Alarms, Fire Extinguishers, & Fire Exits.

The buildings on each campus are fire resistant and equipped with a fire alarm system and outside fire exits. Pull boxes, fire extinguishers and alarm horns are located throughout the building. Fire alarms are tested and fire drills may be planned each semester.

In case of fire:

- Pull the alarm to summon help and alert others in building.
- Notify authorities by calling call 911 (8-911 from a College telephone), call from a safe location.
- Evacuate the building using the nearest exit. Close doors behind you. (Fire requires oxygen to burn, and closing doors will help control the fire.)
- Do not use elevator.
- If need be, crawl under the smoke. Smoke rises; the cleanest air will be near the ground.
- After leaving the building, reassemble at the appropriate assembly point (parking lot northeast of the College). Accountability for students, staff, faculty, and guests is critical; report missing person immediately to authorities.

If something (i.e. smoke, heat, flames, debris) blocks your exit routes:

- Stay in the room with the door closed.
- If possible, signal for help using a bright-colored cloth at a window.
- If you have access to a telephone, call 911 (8-911 from a College telephone) to alert authorities of your situation.

Stop, Drop and Roll: If your clothes catch on fire, stop where you are, drop to the floor, and roll over and over to smother the fire. Cover your face with hands to prevent inhaling fumes.

If the fire is small and you are trained to do so, extinguish fire using proper extinguisher. Do not re-enter the building until authorized by police or other emergency response personnel.

Familiarize yourself with Locations of Fire Alarms, Fire Extinguishers, & Fire Exits.

GAS LEAKS/FUMES/VAPORS

If you detect natural gas or toxic/noxious material (fumes or vapors):

- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Contact emergency services/ Police by calling 911 (8-911 from a College telephone).
- Clear the area immediately if instructed to do so by emergency dispatcher.
- Alert others to stay clear of the area.
- Remain upwind of source.
- Provide your location and the location of the odor to dispatcher.
- Provide as many details as possible to dispatcher.
- If evacuation occurs, do not re-enter the building until authorized to do so by emergency personnel

TORNADO PLAN

Familiarize yourself with the designated Tornado Safe Areas.

A tornado watch announcement indicates that weather conditions are favorable for tornado development. A tornado warning indicates that a tornado has been sighted or indicated by radar. The local (Danville and Charleston) emergency agencies will sound a steady tone when you should “take cover”.

If indoors:

- If a **tornado watch** exists, be prepared to go to the basement or to an inside hallway at the lowest level. If a **tornado warning** exists, go to the basement, a designated shelter, or to an inside hallway at the lowest level. Do not leave the building. Use your arms to protect head and neck.
- Avoid pole buildings or similarly structured buildings.
- Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways.
- Stay away from main corridors/windows. Get under a piece of sturdy furniture, such as a workbench, heavy table or desk, and hold on.

If outdoors:

- If possible, get inside a building. If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding.
- Use arms to protect head and neck.

If in a vehicle:

- Never try to out-drive a tornado in a car or truck. Tornadoes can change direction quickly, and can lift up a car or truck and toss it through the air.
- Get out of the car immediately and take shelter in a nearby building.
- If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

Familiarize yourself with the designated Tornado Safe Areas.

UTILITY FAILURES

For all building services, call at 217-709-0924.

If the outage is after normal business hours, the After Hour contact at 217-497-1271.

Please report:

- Your building location
- The type of emergency
- What assistance is needed
- Your name, location and phone number

“After Hours” will take this information and call the appropriate personnel to correct the problem. Not all problems warrant a call-out, so don’t be concerned if you do not receive an immediate response. The problem may be addressed during normal business hours.

EARTHQUAKE

An earthquake is a sudden, rapid shaking of the earth caused by the breaking and shifting of rock beneath the earth’s surface. Earthquakes can strike suddenly, without warning, and they can occur at any time of the year, day or night. Most tremors are west of the Rocky Mountains. However, forty-five states and territories in the United States are at moderate to very high risk of earthquakes, and they are located in every region of the country. There are two primary "hot spots" for earthquakes in the central United States that will impact Illinois, specifically in the south and southeastern parts of the state.

- **New Madrid Seismic Zone** lies within the central Mississippi Valley, from Cairo, Illinois, through southeastern Missouri, western Kentucky, western Tennessee and northeast Arkansas. The epicenter of the zone is located just west and northwest of Memphis, Tennessee.
- **Wabash Valley Seismic Zone**, in southeastern Illinois and southwestern Indiana, is capable of producing ‘New Madrid’ size earthquake events. The epicenter of the zone is located between Mt. Vernon, Illinois, and West Franklin, Indiana (in Posey County).

If indoors:

- Stay inside.
- Take cover under a piece of heavy furniture or against an inside wall and hold on.
- The most dangerous thing to do during an earthquake is to try to leave the building. Objects can fall on you.

If outdoors:

- Move into the open, away from buildings, streetlights and utility wires.
- Once in the open, stay there until the shaking stops.

If in a moving vehicle:

- Move to a clear area away from buildings, trees, overpasses or utility wires.
- Stop quickly and stay in the vehicle.
- Once the shaking has stopped, proceed with caution.
- Avoid bridges or ramps that might have been damaged by the quake.

After an earthquake, remain cautious. Aftershocks are not uncommon.

ACTIVE SHOOTER

In a hostile situation, or one that is perceived as threatening violence, it is recommended that you follow the below guidelines. This information is to help in a critical situation and does not cover every possible situation. Please note that these types of incidents are highly unpredictable. An individual's response should depend on the particular circumstances at hand.

Contact Authorities:

- Call **911 (8-911 from a College telephone)** as soon as possible. Do not put yourself or anyone else in danger.

Secure Immediate Area:

- Clear hallways immediately.
- Do not attempt to confront or apprehend shooter (unless as a last resort).
- Lock and barricade doors if unable to exit the building safely.
- Turn off lights.
- Close blinds and block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet and out of sight. Take adequate cover/protection from bullets (*i.e., concrete walls, thick desks, file cabinets*).
- Silence cell phones.
- Do not leave the room or unlock the door to see "what is happening."
- Place signs in exterior windows to identify the location of injured persons.

What to Report:

- Your specific location, including building name and official room number.
- Number of people at your specific location, and numbers/types of injuries.
- Number and location of assailant(s), plus descriptors: race and gender; clothing description; physical features; weapon types (long gun or handgun); backpack; shooter's identity, if known; separate gunfire; explosions; etc.

Un-Securing an Area:

- Remember: A shooter may not stop until he is engaged by an outside force.
- Consider risks before un-securing rooms. If doubt exists for the safety of the individuals inside a room, that area should remain secured.
- Consider the safety of the masses vs. the safety of the few.
- Attempts to rescue people should only be made if they can be accomplished without further endangering yourself or anyone else.

HOSTAGE

If you are taken hostage:

- Stay calm. Be cooperative. Avoid eye contact. Don't threaten or intimidate; appear submissive.
- Remember that lives are your top concern. Before you say or do anything, think of the consequences to yourself and others. Your safety – and theirs – comes first.
- Notify **911 (8-911 from a College telephone)** only if it will not put you or anyone else in danger.
- Make careful mental notes about hostage-taker(s): age, skin color, hair and eye color, height and weight, color and type of clothing, distinguishing characteristics (voice, accents, language, etc.)

- Follow all directives from law enforcement officials.

MEDICAL EMERGENCY/INJURY/ILLNESS

In case of an emergency/injury/illness:

- **Summon help by calling 911 (8-911 from a College telephone).** Be prepared to provide an address, location and incident description, including:
 - What is the chief complaint?
 - What is the sex and approximate age of the victim?
 - How many victims are involved?
 - Is the victim conscious?
 - Is the victim breathing?
 - Does the victim have a pulse?
 - Is there severe bleeding?
- Do not move an injured person unless absolutely necessary to prevent additional injury. If the victim must be moved, pull the body lengthwise. When lifting a victim, support each section of the body so “jackknifing” does not occur.
- Make the victim as comfortable as possible until professional help arrives. Reassure him help is on the way.
- Cover the victim with a blanket or coat to keep them warm.
- If there is no breathing or pulse; begin mouth-to-mouth resuscitation or CPR, if trained to do so.
- If vomiting occurs in an unconscious person; turn the victim to one side to prevent choking.
- To stop bleeding, apply pressure and elevate (if bleeding from an extremity). **NOTE:** Attempt to use or wear some type of personal protective equipment (*i.e., rubber gloves, protective barriers, etc.*).
- If shortness of breath occurs, elevate the head.
- Clear the room of all non-essential people; send someone to meet the ambulance and direct rescue personnel to your location.

Multiple victims? Their collective presence may indicate continuing danger.

- Approach with caution, and evaluate your surroundings.
- Is the scene/environment safe? If there is any doubt, don’t approach. You may become the next victim.

NOTE: Body fluids (*i.e., blood, vomit, etc.*) spills should be cleaned up by LCN’s building service workers, who are trained to handle the cleanup safely. Please keep yourself and others away from the spilled fluid.

After an emergency has been resolved, an accident form must be completed. The Incident Form is available on the website.

TRAPPED IN ELEVATOR

If you become trapped in the elevator (Danville) – or know of others who may be trapped – use the elevator phone to call out.

When reporting the incident:

- Give the location of the elevator.
- Estimate the number of people trapped.
- Report any injuries.
- Report any noises or occurrences that either preceded the event or that occurred after persons became trapped.
- Continue to talk to people trapped until help arrives.

PSYCHOLOGICAL CRISIS/SUICIDE THREAT

In the event of threatening behavior which appears to represent an immediate threat to self or others, contact Vicky Welge at 217-709-0920 during office hours or the Police at 911.

When reporting an incident to authorities:

- Provide address and location description.
- Provide the phone number at your location.
- Explain the situation to the dispatcher in detail.
- Describe actions taken (*i.e., medication, type and amount given*), if any.

Remember:

- Take all statements and behaviors seriously.
- It is better to overreact than to not do enough; a person's life may be at risk.
- Immediately report your concern that a person may be suicidal. Timeliness in reporting the concern is vital.
- Always keep your own safety in mind.
- People who contemplate or attempt suicide are people whose pain has become greater than their resources for coping with the pain.
- Engaging the person in professional help to develop their resources for coping is most appropriate.

Contact the LCN Behavior Intervention Team to consult about your concerns:

Vicky Welge at 217-709-0939 or 217-709-0920 (after-hours call 911)

SEXUAL MISCONDUCT

Lakeview College of Nursing is committed to maintaining a safe and secure academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. Interim protection measures and accommodations will be provided to ensure the safety of victims of sexual assault, sexual violence, or rape. Amnesty will be provided to anyone reporting any violations of this policy. A violation of the Violence Against Women's Act shall constitute grounds for disciplinary action, up to and including, dismissal from the College. In the state of Illinois sexual assault or rape, is a felony and could result in an individual being sentenced to time in prison.

DEFINITIONS

Consent: is defined as a freely given, clear, unambiguous agreement between the participants to engage in sexual activity. Lack of verbal or physical resistance or submission by a person resulting from the use of force or threat of force by another person shall not constitute consent. Consent is deemed incapable of being given if the person's physical and/or mental control is markedly diminished as the result of alcohol, other drugs, illness, injury, or any other reason. Consent must be given each time the participants engage in sexual activity. Consent given on a prior occasion does not indicate future consent, and consent may be revoked at any time.

Dating violence is defined as violence committed by a person who: is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; (3) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence Includes asserted violent misdemeanor and felony offenses. The crimes of violence are committed by a current or former spouse or intimate partner of the victim, by a person whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction of grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic of family violence laws of jurisdiction.

Forcible sexual offenses are defined as, "Any act directed against another person, forcible and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include, forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-forcible sex offenses are defined as "Unlawful, non-forcible sexual intercourse," and include incest and statutory rape.

Rape is defined by penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual assault is defined as an offense classified as a forcible or non-forcible sexual offense that is a physical contact of a sexual nature, which is against one's with or without one's consent.

Sexual harassment is unwelcome conduct based on sex, whether directed towards a person of the same sex or the opposite sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually charged jokes, obscene printed or visual material (including electronically displayed material), and

physical contact such as patting, pinching, or intentionally brushing against another person's body. Sexual violence is a form of sexual harassment and: includes but is not limited to physical sexual acts; unwelcome sexual touching, or battery; rape; domestic violence; dating violence; and stalking. All sexual harassment is expressly prohibited.

Sexual Misconduct is defined as any physical act of a sexual nature, committed under duress or by force, or without consent (a freely given, knowing agreement) of the individuals involved.

Sexual misconduct includes, but is not limited to:

- a. Any form of sexual penetration without consent.
- b. Intentional or knowingly touching of another person, either directly or through the clothing, of sex organs, buttocks, or breasts for the purpose of sexual gratification or arousal without the consent of the other person.
- c. Intentional exposure of any part of a person's body for a sexual purpose.
- d. Use of email, text, phone, or any other form of communication to send sexually explicit materials that are unwelcomed by the recipient.

Sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly or indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property

Title IX Statement

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The College has designated Vicky Welge, Title IX Coordinator to coordinate its compliance with Title IX and to respond to regarding Title IX.

Sexual Misconduct is a form of discrimination and all complaints/reports will be responded to within 12 hours. If necessary, the College will take action to prevent the recurrence of discrimination and remedy its effects.

PROCEDURES TO FOLLOW AFTER AN ASSAULT

Victims of sexual assault or rape are strongly encouraged to report the incident in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

1. Go to a safe place; go somewhere to receive emotional support.
2. Report a sexual assault on campus to the Title IX Coordinator and/or Dean of Nursing.
3. Report the assault to the police. If requested, the Title IX Coordinator at the College may assist with notification.
4. Preserve all physical evidence.

In order to best preserve possible evidence, *don't*:

- Wash
- Change clothes or clean the bed/linen where assaulted
- Urinate or defecate or douche

- Smoke
- Drink or eat
- Brush hair or teeth, or rinse mouth

In addition to physical evidence, pictures, notes, electronic messages and phone records are examples of evidence that should be preserved.

A medical exam is not a requirement for criminal proceedings but it may be more difficult to investigate and prosecute if evidence isn't collected.

- Bring a change of clothes in case clothing is collected as evidence

5. Go to the hospital for medical care, police station or call 911. Injuries should be treated and an examination completed to document and collect physical evidence of the assault.
6. Seek professional counseling. This can help in the recovery from the psychological effects of the assault.

Please refer to the Resources for Victims of Sexual Assault section of this document for a list of local resources that will provide immediate advice and assistance to victims of sexual assault or rape.

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victims' choice whether or not to make such a report and victims have the right to decline involvement with the police.

REPORTING

Any Lakeview College of Nursing student or employee may report that they may have experienced or witnessed an act of sexual misconduct or sexual harassment. Reports may be made directly to Vicky Welge, Title IX Coordinator at studentsfirst@lakeviewcol.edu or 217-709-0939 or 217-709-0920 or by completing the online Incident Report form on the LCN website http://www.lakeviewcol.edu/incident_report/form.

BYSTANDER INTERVENTION

Bystanders may file an Incident report anonymously by completing the on-line form http://www.lakeviewcol.edu/incident_report/form.

- **Offer Support** if you suspect that the person is being abused or has been sexually assaulted or stalked.
- **Speak out** against all forms of sexual violence.
- **Be an advocate** for preventing sexual violence.
- **Model** the behavior that values respect for others and promotes positive pro-social behavior.

RIGHTS & OPTIONS

Retaliation Prohibited

The College forbids retaliation against anyone for reporting any harassment, discrimination, sexual misconduct including domestic violence, dating violence, sexual assault, stalking, sexual harassment, or assisting other students in reporting, and/or participating in an investigation. If any student feels that they have been retaliated against, the student shall immediately file a Grievance report that can be found on the LCN website http://www.lakeviewcol.edu/grievance_appeal/form.

Crime Victim's Rights

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence and stalking. Crime victim's rights in Illinois can be found at http://www.illinoisattorneygeneral.gov/victims/cv_rights_ilbro.pdf.

Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

RESOLVING COMPLAINT

Resolution to complaints/reports of sexual assault, domestic violence, dating violence, and stalking will follow the Grievance Policy procedures. . <https://www.lakeviewcol.edu/grievance/form>

The Grievance Policy procedures will be implemented by individuals who receive annual training on the issues related to sexual misconduct, domestic violence, dating violence, and stalking, implementation of these procedures, and how to conduct an investigation that protects the safety of victims and promotes accountability.

RESOURCES: ON CAMPUS

Confidential Advisor for survivors

Lakeview College of Nursing will provide a confidential advisor to survivors to help them understand their options to report and seek medical, legal and other services. Communication between a confidential advisor and survivor regarding incident of sexual violence are subject to a privilege outlined in the Illinois Civil of Procedure.

Accommodations

The Victim may request a change in their academic arrangements by contacting the Dean of Nursing. Changes will be made if feasible and reasonable to do so. All reports filed with College will remain confidential. Staff and faculty should report any on-campus sexual offenses to the Title IX Coordinator and/or Dean of Nursing and proper authorities.

RESOURCES: OFF CAMPUS

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking

Other:

Rape Crisis Services
310 W. Church Street, Suite 103
Champaign, IL 61820
Hotline: [\(217\) 355-5203](tel:(217)355-5203)

Outreach: A Woman's Fund, Inc.
Rape Crisis Services
237 N. Garrard Street
Rantoul, Illinois 61866
Hotline: [\(217\) 355-5203](tel:(217)355-5203)

A Woman's Fund, Inc.
1304 E. Main Street
Urbana, Illinois 61802
Phone: [\(217\) 384-4462](tel:(217)384-4462)

Outreach: A Woman's Fund, Inc.
Rape Crisis Services
204 W. Washington, 2nd Floor
Monticello, Illinois 61856
Hotline: [\(217\) 355-5203](tel:(217)355-5203)

Crosspoint
201 North Hazel St.
Danville, IL 61832
Hotline: [\(888\) 549-1800](tel:(888)549-1800)
TTY: [\(217\) 443-5566](tel:(217)443-5566)

Satellite: Paris Regional Office
122 W. Court Street
Paris, IL 61944
Hotline: [\(888\) 549-1800](tel:(888)549-1800)

Sexual Assault Counseling & Information Service
P.O. Box 858
Charleston, IL 61920
Hotline: [\(888\) 345-2846](tel:(888)345-2846)
TTY: [\(217\) 348-5033](tel:(217)348-5033)

Satellite:
Counseling & Information for Sexual Assault/Abuse
10499 North State Highway,
R.R. #1, Suite 1
Robinson, IL 62454
Hotline: [\(866\) 288-4888](tel:(866)288-4888)
TTY: [\(618\) 544-9379](tel:(618)544-9379)

LifeLinks
Mental Health
750 Broadway Ave E
Mattoon, IL 61938
Phone: (217) 238-5700
Crisis Number (during and after hours): 1-866-567-2400

LifeLinks (Coles County Mental Health Center)
Partner Abuse Intervention Services
750 Broadway Avenue East
Mattoon, IL 61938
Phone: (217) 238-5734

Mental Health Center of Champaign County Mental Health
202 W Park Ave
Champaign, IL 61820
Phone: (217) 373-2430

Center for Women in Transition
Domestic Violence Victim Services
508 E Church St
Champaign, IL 61820
Phone: (217) 352-7151

Mental Health
210 Avenue C
Danville, IL 61832
Phone: (217) 442-3200

Crosspoint Human Services
Domestic Violence Victim Services
201 N Hazel St
Danville, IL 61832
(217) 446-1217

REGISTERED SEXUAL OFFENDERS

The Illinois State Police is responsible for maintaining this registry. Follow the link below to access the Illinois State Police website. <http://www.isp.state.il.us/sor/>

WEAPONS POSSESSION

Possession of weapons on the College campus, on property controlled by the College, at events sponsored by the College, or at events attended while on College business is prohibited unless the individual is a duly authorized law enforcement official/officer in the performance of their duty. The College will request current/valid identification authorizing someone to possess a weapon and reserves the right to confirm the authorization with proper authorities. A weapon is defined as any instrument or device designed or likely to produce bodily harm or property damage including but not limited to a firearm, dangerous chemical, an explosive device of any description, compressed air guns, pellet guns, BB guns, knives, stun guns, or electric shock devices used in a threatening manner toward another individual or College property. The College reserves the right to further determine the definition of a “weapon” and may prohibit other devices on an individual basis. Legal defensive devices, such as pepper sprays, etc. will be permitted, unless used in an offensive manner. Any exceptions to this policy must be preapproved through the College President.

Individuals who are found to be in violation of this policy are subject to disciplinary actions up to and including termination of employment, expulsion from the College, and/or being barred from College property.

CRISIS RESPONSE PROCEDURE

This response procedure is developed for implementation in the event of the death of or severe injury to a student, faculty or staff member, or another disaster, natural or otherwise. This procedure is intended to: assist those involved in dealing with the crisis to respond appropriately provide coordination of external individuals and agencies provide communication within the College community assist in post-crisis support and resolution

The Dean of Nursing will serve as the coordinator of the response team and should be notified immediately of any situation that represents a crisis to the College. In the Dean's absence the College President should be notified. Other members will be utilized on an as-needed basis and will participate when the situation warrants, as decided by the coordinator.

Implementation Steps

1. In an emergency situation the first responder may need to call 911 (8-911 from a College telephone), hospital security, or other appropriate personnel.
2. As soon as possible the Dean of Nursing must be notified of the situation.
3. Other members of the College or community may be contacted if appropriate.
4. The College President/Dean will coordinate all information associated with the incident which is released externally by the College and respond to all requests for information from media personnel. College personnel must observe this requirement, directing all inquiries to the College President/Dean of Nursing to ensure accurate and consistent information.
5. As soon as possible, the College President/ Dean of Nursing will coordinate the notification of all affected College employees of the situation.
6. If students are involved the Dean will serve as the primary contact person for the family.
7. In the event of the death of an enrolled student the following personnel will assume the outlined responsibilities:
 - Registrar - close the official academic records
 - Library - renew all materials checked out to avoid inadvertent overdue/fine notices
 - Business Office - Process any allowable refund of tuition and fees. Finalize any remaining wage payment. Notify Dean of Nursing of any funds owed to or by the student.
 - Director of Assessment/Counseling will be sought for post-crisis support and resolution.
 - The Dean of will call meetings of all individuals who responded to the crisis in order to assess the College's Crisis Response Procedure and for a debriefing of the response members.

MISSING STUDENT NOTIFICATION

All students who are enrolled at Lakeview College of Nursing have the option to register a person (i.e., parent, guardian, spouse, relative, or friend) to contact in case of an emergency with the Office of the Registrar/Records. When a student has been determined to be missing by classmates, faculty, or friends from class or clinical for over 24 hours an official missing student report will be referred immediately to the Dean of Nursing or College President. The emergency contact person will be contacted. This requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation.

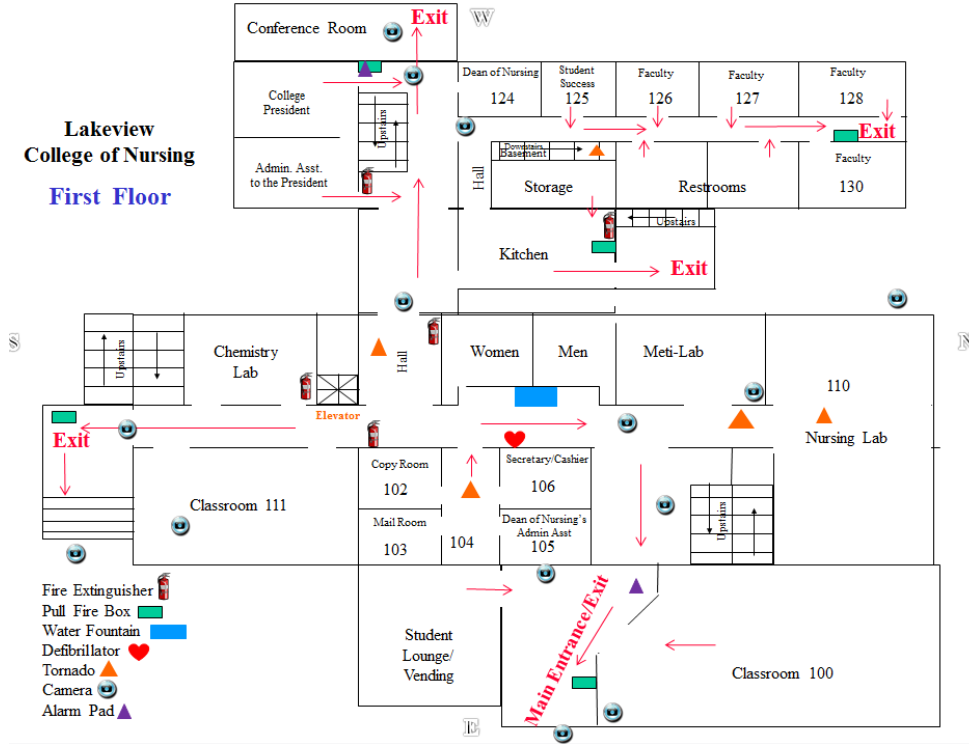
Only authorized campus officials and law enforcement officials in furtherance of a missing person investigation may have access to this information. The student is responsible for keeping the contact information current. Even if a student does not register a contact person, the Danville or Charleston Police Department will be notified that a student is missing.

Procedure for Reporting and Investigating a Missing Student:

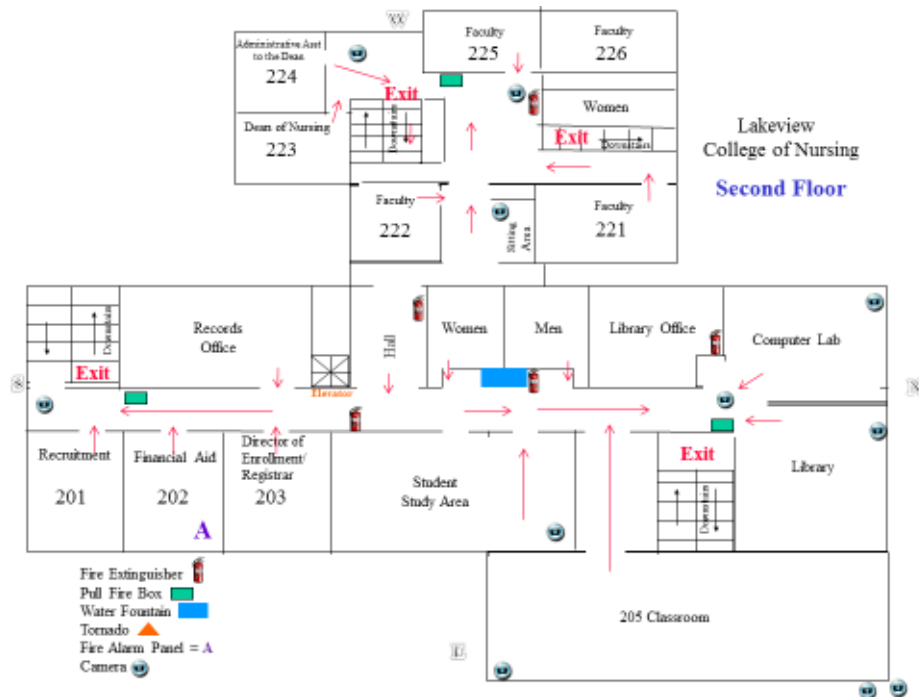
1. Any individual on or off campus (i.e. faculty, staff, students, friends, family) who believes a student may be a missing must notify the Dean of Nursing or College President immediately.
2. College officials will attempt to contact the student via phone and by sending an e-mail.
3. If the student is unable to be reached via phone, the Dean of Nursing, College President or designee plus one other person will attempt to visit the student's place of residence.
4. The Dean of Nursing, College President or designee will speak to students who attend class or clinical with the missing student to ascertain if anyone can confirm the missing student's whereabouts or confirm the last time the student was seen.
5. The Dean of Nursing, College President or designee will contact any friends or family members that are made known through the above-stated inquiries.
6. The Dean of Nursing, College President or designee will then contact the emergency contact person to determine if they have information in regards to the missing student.
7. If these procedures provide an opportunity for College officials to make contact with the missing student, verification of the student's state of health and intention of returning to the campus will be made.
8. If these procedures do not provide an opportunity for College officials to make contact with the missing student, the Dean of Nursing, President, or designee will notify the local law enforcement agency and provide any information they have obtained in regards to the missing student. The local law enforcement agency may be contacted sooner if circumstances warrant a faster implemented.

Danville – First Floor

**Lakeview
College of Nursing
First Floor**



Danville – Second Floor



Charleston Floor Plan

