

## GOLDFARB SCHOOL OF NURSING AT BARNES-JEWISH COLLEGE



**BARNES JEWISH**  
*College*  
**Goldfarb School of Nursing**  
BJC HealthCare

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## Welcome to Goldfarb School of Nursing at Barnes-Jewish College!

As a member of the *Goldfarb School of Nursing at Barnes-Jewish College* community, Goldfarb affords a wealth of resources to support your success. You are a member of an academic community and a part of a professional school of nursing that builds on your existing knowledge of liberal arts and humanities. You know of the dedication to the discipline and the intense curricula that require sacrifices of time away from other pursuits.

Becoming educated in a professional school requires the attainment of important competencies. Some of these are technical in nature, others in leadership, advocacy and formation. Further, the focus in professional nursing shifts from individuals and encompasses families and communities, regardless of the program of study.

Ours is a diverse and inclusive community for those who possess high intellectual abilities, but that is not enough. Nursing requires the ability to work resiliently and resourcefully with a tolerance for ambiguity. The nature of nursing work further requires exactness, empathy and advocacy. Last, we look for you to show the confidence to command and initiate action, all in name of patient, family and community well-being.

As with any community, there are rules and guidelines that have been developed to ensure a supportive and appropriate environment for learning. While these rules pertain to students, they are consistent with the expectations for all members of the Goldfarb community. This handbook contains important policies and procedures that reflect tenets for citizenship in this learning community. There are times when this reference guide will be used at critical junctures to aid you and others in decision-making. There are practices outlined that will enable not only individual success, but the success of the learning community. Use this reference wisely and often. It is a guide for your development and success.

For the vast majority of our students, nursing school will be a challenging and worthwhile experience. By taking the time to become familiar with the expectations and policies outlined in this document, we hope this will allow you to focus on the best parts of college life and to truly discover your own future at Goldfarb. I am so pleased that you have chosen Goldfarb for your nursing undergraduate or graduate education. All of us are here to support you.

Again, welcome to Goldfarb School of Nursing at Barnes-Jewish College.

Warm regards,

A handwritten signature in black ink that reads "Michael D. Ward".

Michael D. Ward, Ph.D, RTR, FASRT, FMSRT  
Vice Dean for Student Affairs and Diversity & Professor



## **MISSION STATEMENT**

We prepare exceptional nurse leaders in an academic learner-centered environment.

## **VISION**

To be a national academic leader in nursing education, research and scholarship.

## **OUR VALUES**

The values of Goldfarb School of Nursing at Barnes-Jewish College represent our highest aspirations for institutional identity, impact, and routine interactional conduct.

### **COMPASSION**

We promise to care about you.

### **RESPECT**

We promise to treat you with dignity.

### **EXCELLENCE**

We promise to be our best.

### **SAFETY**

We promise to keep you safe.

### **TEAMWORK**

We promise to partner with you.

## **LOCATIONS**

Duncan Campus Site: 4483 Duncan Avenue, Saint Louis, MO 63110

West Campus Site: 3005 N. Ballas Road, Saint Louis, MO 63131



## NOTICE TO STUDENTS

The policies and procedures in this Student Handbook are subject to review and revision annually. Amendments can be also made during the academic year, at the discretion of Goldfarb School of Nursing at Barnes-Jewish College, and if changes, additions, or deletions are made during the academic year, they will be announced to the college community. All changes are effective immediately after being announced. It is the student's responsibility to note changes to the Student Handbook. Additional policies and procedures specific to an Academic Program or Concentration may also be applicable.

The Student Handbook is not a contract and should not be construed as such. Rather, it is intended as a reference point for students regarding the various issues related to their attendance at the College.

### I. ACCREDITATION

The College is accredited by the Higher Learning Commission (HLC) and has approval from the Missouri Coordinating Board for Higher Education (MCBHE). The pre-licensure programs are fully approved by the Missouri State Board of Nursing. The baccalaureate degree program in nursing/master's degree program in nursing and/or post-graduate APRN certificate program at Goldfarb School of Nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington DC 20001, (202) 887-6791. The Nurse Anesthesia Program is fully accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). The U.S. Department of Education certifies all programs as eligible for federal and state grants and loans. All clinical affiliates are Joint Commission for Accreditation of Healthcare Organizations (JCAHO) accredited.

- Higher Learning Commission (HLC): <http://www.hlcommission.org/>
- Missouri Coordinating Board for Higher Education (MCBHE): <http://dhe.mo.gov/cbhe>
- Commission on Collegiate Nursing Education (CCNE): <http://www.ccneaccreditation.org>
- Council on Accreditation of Nurse Anesthesia Educational Programs: <http://www.coacrna.org/accredited-programs>
- Missouri State Board of Nursing: [www.pr.mo.gov/nursing.asp](http://www.pr.mo.gov/nursing.asp)

### II. NONDISCRIMINATION STATEMENT

Goldfarb School of Nursing at Barnes-Jewish College does not discriminate on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information. The College's nondiscrimination policy applies to all phases of its admission and financial aid programs, and to all other aspects of its educational programs and activities. Retaliation directed to any person who pursues a discrimination complaint or grievance, participates in a discrimination investigation, or otherwise opposes unlawful discrimination is prohibited.

The following person has been designated to handle inquiries regarding the College's non-discrimination policies: Dr. Michael Ward, Vice Dean for Student Affairs and Diversity at [Michael.Ward@BarnesJewishCollege.edu](mailto:Michael.Ward@BarnesJewishCollege.edu). Inquiries may also be directed to the United States Department of Education Office of Civil Rights.

Questions concerning the College's policies on sexual harassment and sexual violence can also be directed to Dr. Michael Ward, Vice Dean for Student Affairs and Diversity at [Michael.Ward@BarnesJewishCollege.edu](mailto:Michael.Ward@BarnesJewishCollege.edu), who also functions as the Title IX Coordinator for Goldfarb School of Nursing.

### III. NEW STUDENT ORIENTATION

#### BACHELOR OF SCIENCE IN NURSING

Accelerated and Upper Division Options:

Orientations are held for incoming students and their families. The purpose of orientation is to help students become fully informed and confident about what to expect as they start the nursing program. The orientation provides information on campus resources and academic expectations that may help them become more successful students. In addition, they will have the opportunity to meet school administrators, faculty and staff who will be their support to achieve academic success. Orientation will also provide an opportunity to meet other students. BSN students are required to attend these sessions.

#### MASTER OF SCIENCE IN NURSING

Online orientation will be provided to MSN students prior to the beginning of class. Students will be notified via e-mail detailing orientation plans.

#### DNP AND PHD NURSING PROGRAMS

Online orientation will be provided to DNP and PHD students prior to the beginning of class.

Students will be notified via e-mail detailing orientation plans.

### IV. REGISTRATION AND WITHDRAWALS

The Registration Office is located on the 4<sup>th</sup> floor of the Duncan Campus site. Registration team make visits to the West Campus site by appointment at other scheduled times as necessary. The following items and information may be obtained from the Registration Office:

- Instructions for online registration process
- How to Order a Transcript
- Completion of Loan Deferment Forms Graduation information
- FERPA/Letter of Recommendation Release Form
- Directory information change forms

Additional information is now accessible online as indicated below, including:

- Course schedule listings ([GusConnect](#)/Self-Service)
- Grade reports ([GusConnect](#)/Self-Service)
- Access to unofficial transcript (up to one year after graduation via [GusConnect](#))
- Class schedules for personal use ([GusConnect](#)/Self-Service)
- Academic Calendar & Student Use Forms ([www.barnesjewishcollege.edu/registration](http://www.barnesjewishcollege.edu/registration))

It is the students' responsibility to notify and submit the proper paperwork to their Academic and Student Support Advisor to make changes to their class schedules within the official add/drop periods. The Academic and Student Support Advisors are available to assist students with any questions related to registering for classes or making changes to their schedules.

## A. REGISTRATION

Registration dates and times are published on the Academic Calendar. Students register for their courses, including electives, via [GusConnect](#). Elective offerings are available on either campus site.

## B. COURSE SCHEDULE, CANCELLATION AND CHANGES

The Course Schedule is published every term. The College reserves the right to cancel any course in which registration falls below the minimum number of students required, revise class times, change instructors or classrooms, or modify course listings. The College reserves the right to cancel the registration of any student who is under suspension, who has failed to meet her/his financial obligations to the College, or who has failed to submit all required documentation.

## C. ADD/DROP

Schedule changes may be made online during the online registration dates listed on the academic calendar. Schedule changes may be made during the official add/drop period of each term, which can be found on the academic calendar. All changes to your registration made after online registration has closed must be initiated through your Academic and Student Support Services Advisor.

## D. COURSE WITHDRAWALS

Students must contact their Academic and Student Support Advisor in order to formally withdraw from a course. For that action to be properly reflected on an academic transcript, a Drop/Add/Withdrawal Form must be completed, signed, and submitted to the Registration Office by the Academic and Student Support Advisor. Notifying the instructor or not attending class does not constitute withdrawal. (NOTE: Withdrawals may affect student financial aid, loans, scholarships, and VISA status for international students.) The following guidelines must be observed:

1. Students who withdraw from a course by the published deadline of the course's part of the term do not incur a grade of "W". These dates are published on the Academic Calendar.
2. The last day to withdraw from a course with a grade of "W" is published on the Academic Calendar found in [GusConnect](#). A course withdrawal during these timeframes does not impact the GPA.
3. Students may withdraw from a course only once, so a withdrawal is recorded as a course attempt. When a student retakes the required course, it must be completed for grade.
4. **Important:** Pre-licensure students may withdraw from the same course no more than once and may not withdraw from more than two courses during their entire program of study. After two course withdrawals, students must receive the grade(s) for all remaining courses. .
5. In rare circumstances of a non-academic nature, a student may withdraw after the course withdrawal date. Such a circumstance requires the approval of the program or Assistant Dean.
6. When a student cannot be physically present to withdraw, a withdrawal form can be completed by a member of the College staff or administration. The circumstances for completing the form on behalf of the student should be clearly stated on the form that is submitted to the Registration Office.

## E. AUDITING COURSES

A course may be audited if a student does not wish to receive credit or a letter grade for the course. The student will attend the course, but will not take exams evaluated by the instructor. A grade of AU will be recorded on the student's transcript.

A student must declare the intent to audit the course at the time of course registration. Credit-seeking students will be given priority in seating if the class is full. The tuition for an audited course is one-third of the regular course tuition. No clinical

practicum course may be audited.

## F. CHANGE OF PROGRAM OPTIONS OR CONCENTRATIONS

Change of program options will be considered on an individual basis. A student seeking a change must meet with his/her respective Program Director. If approved, the Program Director will inform the Admissions Department so that application forms can be completed.

## G. LEAVE OF ABSENCE

This policy ([https://www.barnesjewishcollege.edu/Portals/0/Policies%202020/Leave%20of%20Absence%20Policy\\_2020.pdf](https://www.barnesjewishcollege.edu/Portals/0/Policies%202020/Leave%20of%20Absence%20Policy_2020.pdf)) outlines the requirements of academic leaves of absence for Goldfarb School of Nursing at Barnes-Jewish College. Students, other than international students, in good standing may request a leave of absence for emergencies and medical reasons for up to two consecutive terms by notifying their Academic and Student Support Advisor in writing. The Advisor will work closely with the Registrar to process the necessary paperwork for the leave of absence request. Students whose enrollment has been interrupted for more than two consecutive terms will be withdrawn from the College and are required to reapply for admission if they wish to continue their studies. Admission standards and policies in effect at the time of reenrollment will apply. This Leave of Absence Policy does not apply to international students who must contact the Student Event and International Student Processing Specialist for details related to any leave of absence.

### ***1. Leaves of Absence and Financial Aid***

A leave of absence may affect student financial aid. For financial aid purposes, many students will be considered to have withdrawn as of the date the leave of absence begins (certain exceptions, among others, are listed in 34 C.F.R. § 668.22(d)). Depending on the circumstances, a leave of absence may trigger, for example, requirements for returning disbursed aid and/or repayment obligations. Students who receive financial aid should meet with a financial aid counselor before taking a leave of absence for more information on how their aid may be affected by the leave.

### ***2. Anticipated Leave of Absence***

Students who wish to take a leave of absence must apply in writing no less than 30 days prior to the start of the term during which they plan to take the leave of absence and should contact their Academic and Student Support Advisor. Anticipated Leaves of Absence are limited to two consecutive terms.

- a. Students who do not return to the College at the end of the leave of absence will be withdrawn from the College effective the date they ceased attending classes or clinicals. The student's Advisor will notify Registration of the student's failure to return. If a student wishes to reapply for admission after being withdrawn, admission standards and policies in effect at the time of reenrollment will apply.
- b. A student who has been notified that s/he is being dismissed from the College may not request a leave of absence.

### ***3. Leave of Absence Due to Service in the Uniformed Services***

This section applies to students who are members of, or apply to be members of, perform, have performed, applies to perform, or have an obligation to perform service in the uniformed services. Service in the uniformed services means voluntary or involuntary service in the Armed Forces, including the Reserves or the National Guard, on active duty, active duty for training or full-time National Guard duty under Federal authority for more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days. Such students, or appropriate officer of the Armed Forces or official of the

Department of Defense, should notify, either orally or in writing, their Academic and Student Support Advisor as far in advance as is reasonable under the circumstances. When a student is activated during the term, the College will:

- a. Excuse tuition for that term. Any payment made will be credited to the student's account.
- b. Expunge the student's record of registration so that the student is not penalized for being called to active duty. If a student is called to active duty near the end of the term, the student and faculty members may determine that incomplete (I) grades are more appropriate. In this case, tuition will not be waived.
- c. When a student returns to the College after completion of service in the uniformed services, he or she will notify their Academic and Student Support Advisor. The student's Advisor will assist the student with registration for readmission.

#### ***4. Emergency Leave of Absence***

Emergency leaves of absence may be granted when a student cannot continue attending class after the start of the term but is confident that he or she will reenroll at the College in a future term. Emergency Leaves of Absence are limited to two consecutive terms. An emergency leave of absence, if approved, will take into account the following conditions:

- a. The student's Academic and Student Support Advisor is to be informed in writing of the need for an emergency leave of absence as soon as is reasonably possible.
- b. All courses will be dropped for the term regardless of whether the emergency occurs after the last day to drop.
- c. Students who do not return at the end of an emergency leave of absence will be withdrawn from the college effective the date they ceased attending classes or clinicals. The student's Advisor will notify Registration of student's failure to return. Admission standards and policies in effect at the time of reenrollment will apply.

#### ***5. Medical Leave of Absence***

A medical leave of absence is offered by the College for students who develop a major medical condition (physical [including pregnancy and childbirth] or psychiatric) that precludes class attendance and/or completion of class requirements. A doctor's note or letter is required and must indicate the length of the student's medical leave of absence. Medical Leaves of Absence are limited to two consecutive terms, unless otherwise approved by the Dean.

- a. The medical leave of absence may be for one or two consecutive terms and may not extend longer than two consecutive terms, unless otherwise approved by the Dean.
- b. Students who do not return at the end of a medical leave of absence will be withdrawn from the college effective the date they ceased attending classes or clinicals. The student's Advisor will notify Registration of students' failure to return. Admission standards and policies in effect at the time of reenrollment will apply.

#### ***6. Reentry from Medical Leave Of Absence***

The student should contact his/her Academic and Student Support Advisor no later than 4 weeks prior to the start of the term that he or she is planning to return. Upon return to the College after completion of a medical leave of absence, the student must notify his/her Advisor and present a medical release that clears the student to return to all classroom, simulation, and clinical education activities. The student's Advisor will assist the student with registration.

- a. Approval in time for registration necessitates that all required documentation is received within 14 calendar days prior to the term for which the student is seeking reentry.
- b. Inadequate medical documentation or any other information submitted may preclude removal of the medical leave of absence.

## H. COLLEGE WITHDRAWALS

All requests to withdraw from the College must be made through the student's Academic and Student Support Advisor. A Withdrawal form is completed and processed by the Registration Office, which officially withdraws the student from the College. The date on which the request is received determines both withdrawal status on the academic record and adjustments to the student's bill. Refer to the Refund Policies.

## I. CREDIT TRANSFER POLICIES

### ***1. BSN Programs***

Students wishing to transfer credits into the BSN Program must receive approval from the Program Chair, as credits are evaluated on an individual basis. A maximum of nine (9) credit hours of undergraduate nursing course work may be applied as transfer credit and must be evaluated prior to starting the program. For more information on this procedure, please contact the Academic and Student Support Advisors. Transfer courses are not computed in the GPA.

### ***2. MSN Programs***

Students wishing to transfer credits into the MSN Program must receive approval from the Program Chair, as credits are evaluated on an individual basis. A maximum of nine (9) credit hours of graduate course work may be applied as transfer credit for a graduate degree program. For the post Master's certificate program, a maximum of six (6) credit hours of graduate course work will be considered for transfer credit. A grade of "B" or higher must have been earned at a regionally accredited institution within five years to be considered for transfer credit. Transfer courses are not computed in the GPA.

### ***3. DNP Programs***

A maximum of nine (9) credit hours of graduate course work may be applied as transfer credit for students pursuing the DNP degree. A grade of "B" or higher must have been earned at a regionally accredited institution within five years to be considered for transfer credit. Transfer courses are not computed in the GPA.

### ***4. Credit By Competency Examination***

Students with appropriate experience may be permitted to take competency exams for which comparable college credit has not been earned previously. Examination credit cannot be used for residency purposes. Satisfactory scores on competency examinations must be on file with the Enrollment Center prior to the beginning of the student's final term. Information on CLEP (College Level Examination Program) is available at [www.collegeboard.org](http://www.collegeboard.org); information on the Excelsior College Examination Program is available at [www.excelsior.edu](http://www.excelsior.edu).

### ***5. Transfer Credit From Foreign/International Institutions***

Students wishing to receive transfer credit from a foreign/international college or university must submit an official evaluation from a U.S. evaluation company. The evaluation must include the grade and U.S. course equivalency to be considered for transfer credit.

## J. CREDIT HOUR POLICY

### Definition of Credit Hour

Goldfarb School of Nursing at Barnes Jewish College's definition of "credit hour" is based on the Carnegie unit of academic credit and is defined in 34 CFR 600.2 (and further modified in 34 CFR 668.8 (k) as "an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. one hour of classroom or direct faculty involvement and a minimum of two hours out of class course work each week for approximately 15 weeks for one academic term 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 established in the institution, including laboratory work, clinical and other academic work leading toward the award of credit hour(s)." In accordance with common practice in higher education, instruction representing a credit hour is typically delivered in a 50 minute class period.
3. The number of credit hours awarded for courses is based on the expected time required to successfully meet the course objectives. This time is a combination of activities including in-class lecture, laboratory work, outside reading, and other academic work.
4. Courses taught with an online/blended format may not have specific seat time expectations, they maintain comparable quality and student learning outcomes.
5. Some courses include clinical contact hours that represent the number of hours per week the course will meet in clinical experience outside the classroom or other specified work associated with the course/program.
6. The definition of credit hour is listed in the college catalog, website, financial aid materials, faculty manuals and student handbook and supplements.

### AWARDING CREDIT HOUR FOR CLINICAL EXPERIENCES

#### UNDERGRADUATE PROGRAMS

**One credit hour for clinical practicum is 48 hours of direct care hours.**

1. **Direct Care** refers to the nursing care provided to individuals or families that is intended to achieve specific health goals or achieve selected health outcomes. Direct care may be provided in a wide range of settings, including acute and critical care, long-term care, home health, community-based settings, and educational settings (AACN Essentials, 2011). This can include student teaching to a community group, diabetes screenings, or a flu vaccine clinic. A poster presentation based on assessment of community health needs and designed to improve health outcomes does count toward direct care hours. Note: Direct care is not observation. To earn three-hours of clinical credit over one 15-week term the student is required to be at the clinical site: Formula 3 credits x 48 hours = 144 hours for one 15-week term. Preconference, debriefing and post conference are included in this 144-hour calculation.
2. The Missouri State Board of Nursing and therefore GSON does not allow 'orientation to clinical' to be counted toward the earned clinical hours.
3. Examples that are NOT direct care include:
  - a. Poster presentation in a library not based on current assessment or any follow-up evaluation.
  - b. Skills lab practicing clinical skills
  - c. Assessment of virtual, simulated, and/or standardized patients
  - d. Windshield survey without follow-up assessment and use of data to improve population health
4. Use of simulation lab, with high-fidelity mannequins, and or standardized patients can be counted toward but not replace the entire clinical direct care experience. Skills lab does not count toward the direct care experience.



Following Missouri State Board of Nursing's directive, no more than 25% of total earned clinical hour credits can be completed using high-fidelity mannequins, case-study, role-play, or standardized patient type simulation.

5. Skills lab is psychomotor focused and is used to teach, demonstrate, give return demonstration and hours of practice to learn the skills of the nursing profession. Hours in the skills lab are calculated 1:1. One credit in the skills lab requires 48 hours in the lab to see, learn, and practice to build skills and confidence to apply the same skills in a direct care clinical setting. Learners can be videotaped practicing the skill to use for review, practice, and improvement. Students are encouraged to attend open lab hours for additional faculty supported practice time.
6. Use of simulation for clinical hours is based on review of other accredited and leading university BSN nursing education programs. GSON does allow the 2:1 ratio in the actual simulation environment. One hour in the simulation labs can be calculated as two hours of direct care clinical. Simulation activities must follow INACSL Standards of Best Practice:  
Simulation. <https://www.inacsl.org/inacsl-standards-of-best-practice-simulation/>  
Simulation designs must be detailed, documented and include learning outcomes and objectives as well as evaluation strategies of each planned scenario/case study. This information must be presented to simulation faculty prior to facilitating the simulation scenario. Pre-briefing and debriefing must be part of the simulation experience.

Course faculty will file with their Program Director: copy of the simulation design completed prior to the class time, analysis of the student evaluations, and comments of strengths and opportunities for improvement.

7. Missouri State Board of Nursing requires that no more than 20-25% of clinical credit hours may be completed in a simulation lab. We are reminded, nursing is a practice profession and students must have appropriate practice in direct care with patients and families across settings to be safe in practice.

## GRADUATE PROGRAMS

The graduate programs of GSON follow the same definition for credit hour for theory/didactic credit as our undergraduate programs. The award of graduate clinical credit hours varies by program and is defined as follows. Refer to program course syllabi and student supplements for additional information on graduate program clinical credit hours.

1. Adult-Gerontology Acute Care Nurse Practitioner: One (1) clinical credit hour is equivalent to 56 hours.
2. Adult-Gerontology Primary Care Nurse Practitioner: One (1) clinical credit hour is equivalent to 56 hours.
3. Nurse Anesthesia: One (1) clinical credit hour is equivalent to 1 day.
4. Nurse Educator: One (1) clinical credit hour is equivalent to 112 hours.
5. Health Systems and Population Health Leadership: One (1) clinical credit hour is equivalent to 56 hours.
6. Doctor of Nursing Practice: One (1) clinical credit hour is equivalent to 100 hrs.

## Procedures Relevant to Awarding Credit Hours

1. All course syllabi at Goldfarb School of Nursing at Barnes Jewish College must identify the total number of credit hours for the course, the number of theory credits (1 credit = 15 hours/term) and the number of clinical credits (1 credit= 48 hours/term for undergraduate). Goldfarb offers three terms annually. Each term is 15 weeks in length.
2. The definition of credit hour is listed in the college catalog, website, financial aid materials, and student and faculty manuals and supplements.

Course faculty will document the amount of work necessary to earn course credit as part of the orientation to the course in syllabi. For each 1 credit = 1 hour/week x 15 weeks PLUS 2 hours of out-of-class work for each credit hour earned to be used for assignments, readings, study, and class preparation

## **V. TUITION, FEES AND PAYMENT**

### **A. FINANCIAL OBLIGATIONS**

Tuition and fees, minus monies known to be released from financial aid sources, are due the first week of the term, unless other arrangements have been made with the Business Office. Payment/installment plans may be granted with the last payment due approximately three weeks prior to the end of the term. Payment plans will not be set up automatically; they require the approval of the Business Office. Students who have an outstanding balance from a previous term will have a “hold” placed on his/her ability to obtain transcripts or enroll for courses. Students with a balance of \$100 or less, originating from the current term, may enroll for the upcoming term. Records of final course grades, official transcripts, and degrees or certificates will not be released until all financial obligations are paid in full. No College office or advisor can relieve students of financial responsibility.

If after registration a course is added or dropped, the financial obligations are re-calculated. Students must complete a “drop/add” form, and the Academic and Student Support Advisor will process the form through the Registration Department. Students should consult with the Financial Aid Office prior to submitting a “drop/add” to ensure tuition coverage remains. Depending upon when the “drop/add” form was submitted, a refund may be possible in accordance with the posted Academic Calendar.

Student account activity can be viewed online in Self Service Banner, which is accessible through [GusConnect](#). The account will show all charges and credits as well as the current balance. A “Monthly Reminder” e-mail is sent by the Business Office mid-month to students with a balance due or a credit balance. Questions regarding charges or financial credits should be directed to the Business Office.

### **B. TUITION AND FEES**

Tuition charges and other fees are generated based on completed course registration. Tuition charges are based upon credit hours. Rates are subject to change.

### **C. TRANSCRIPTS**

There is an \$8.25 charge for an official transcript. Transcripts will not be released until the student’s account balance is paid in full.

### **D. OTHER EXPENSES**

Students may incur other expenses while in school, including transportation to off-campus clinical facilities, parking, and health and liability insurance. Pre-licensure students are expected to provide their own watch with a second hand. Graduate nursing students are expected to provide their own oto/ophthalmoscope and a professional quality stethoscope.

### **E. STUDENT PAYMENTS**

Payments are accepted in the form of check, or debit/credit card. Checks should be made payable to **GSON (or Goldfarb School of Nursing or Barnes-Jewish College)**. Visa, MasterCard, Discover, and American Express are accepted. Payments are to be made during Business Office hours between 8:00 a.m. and 5:00 p.m., Monday-Friday. Payments are accepted via

phone or mail to 4483 Duncan Avenue, Attn: Business Office, St. Louis, MO 63110. Checks returned (e.g., insufficient funds) will be assessed a \$30 service charge. If additional checks are returned, all future payments must be made by a Cashier's check, money order, or debit/credit card.

## F. REFUND POLICIES

The \$150 tuition deposit, which serves as the official enrollment agreement, is non-refundable. Other tuition and fee payments are fully refundable if enrollment is cancelled **by the end of the 10<sup>th</sup> school day** of the applicable academic term.

After the **10<sup>th</sup> school day** of an academic term, only tuition is refundable; fees and other charges are non-refundable.

Tuition refunds/credits are prorated from the first day of the academic term:

1. 100% of tuition and fees are refunded from the 1st through the 10th school day
2. 70% of tuition is refunded from the **11<sup>th</sup> through the 14<sup>th</sup> school day**
3. 50% of tuition is refunded from the **15<sup>th</sup> through the 18<sup>th</sup> school day**

The first day of the academic term may be prior to the start of the course. Refund calculations are based on term start dates, not individual course start dates. For courses not on a regular term schedule or for refund information specific to your enrollment, contact the Business Office or reference the applicable Academic Calendar on the GSON website: <http://gson-ne.ws/AcademicCalendar>. Course Audits will not be refunded after 10 school days from the first day of the academic term.

Refund of credit balances are processed in accordance with all regulations. As funds arrive and are posted to the student account, refunds of credit balances are processed. Refunds generally take two weeks from the date funds are posted to the student account to the date the direct deposit/check is mailed. Direct deposit processing and mailing is handled by BJC's Accounts Payable department.

Full payment of the student's balance is due at the time of withdrawal.

## G. CHARGES AND CREDITS

1. Tuition charges and other fees are generated based on completed course registration. Tuition charges are based upon credit hours.
2. An official Drop/Add Form must be completed for credits to be calculated. Please see the Academic Calendar on the GSON website for refund dates and percent of refund. It is recommended that students check with the Financial Aid office prior to dropping courses to determine any impact on their financial aid.
3. Questions regarding charges or credits should be addressed to the Business Office. Students are encouraged to monitor their accounts online via GUS Connect, and email or call the Business Office with questions regarding their financial responsibility for the term or academic year.
4. Refunds of credit balances are processed in accordance with all regulations. As funds arrive and are posted to the student account, refunds of credit balances are processed. Refunds generally take two weeks from the date funds are posted to the student account to the date the direct deposit/check is mailed. Direct deposit processing and mailing is handled by BJC's Accounts Payable department.
5. Student account activity can be viewed online in Self Service Banner, which is accessible through [GusConnect](#). The account will show all charges and credits as well as the current balance. A "Monthly Reminder" e-mail is sent by the Business Office mid-month to students with a balance due or a credit balance.

## VI. FINANCIAL AID

The Office of Financial Aid is dedicated to helping students and their families make attendance at Goldfarb School of nursing an academic and financial reality through financial aid planning. There are many different sources of financial aid available to qualified students. It is best to submit all required forms as soon as possible, since most aid is awarded on a first-come, first-served basis for qualified applicants. The Office of Financial Aid awards aid to qualified applicants regardless of race, religious creed, place of national origin, ethnic group or physical disability. Federal, state and institutional financial aid is available for both undergraduate and graduate students who apply and meet the eligibility criteria.

Financial Aid programs include the following:

- Supplemental Education Opportunity Grant (SEOG)
- Federal College Work-Study
- Graduate and Parent PLUS Loans
- Alternative Student Loans
- Federal Pell Grant
- Access Missouri Grant
- Income Sharing Agreements
- External Scholarships
- Federal Subsidized & Unsubsidized Direct Stafford Loan
- Institutional Scholarships

Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) each year. This form will determine how much the family or student is expected to contribute to the educational costs for the academic year. It is a fair and equitable system of establishing how much aid each student needs. By completing the FAFSA, a student applies for federal, state, and institutional aid. The FAFSA is required to be filed each year to apply or reapply for assistance for the upcoming academic year. The FAFSA is available October 1st at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).

The priority deadline for completion of the FAFSA is February 3, but students are encouraged to apply for financial aid as early as possible. Applications received after this date will be considered for aid as long as funds are available.

All students are strongly urged to check with the Office of Financial Aid concerning questions related to the financial aid process. In addition, students are advised to check with local service clubs, churches and employers about scholarships that might be offered. Additional resources may be available through other local, state, and federal agencies. Please contact your financial aid counselor for additional information. The Office of Financial Aid is on the fourth floor.

To apply or reapply for Financial Aid please visit the link below:

<https://www.barnesjewishcollege.edu/Departments/Financial-Aid/Steps-to-Apply-for-Financial-Aid>

### Satisfactory Academic Progress

Pursuant to Federal Regulations, the Goldfarb School of Nursing Financial Aid Office is required to monitor the academic progress of all students who apply for federal financial aid. Financial aid funds can only be awarded to students who are completing a minimum percentage of hours attempted, maintain a specific GPA, and who meet the college's standards for continued enrollment. If a student fails to meet any particular standard or combination of standards, the student will become

ineligible for federal financial aid. Students making Satisfactory Academic Progress and eligible for financial aid are required to:

- A. Be admitted and enrolled as a degree-seeking student.
- B. Undergraduate students must maintain a 2.5 Cumulative GPA for all coursework.
- C. Graduate students must maintain a 3.0 Cumulative GPA for all coursework.
- D. Passes 67 percent of all attempted hours (includes all transferred credits).

Students must not attempt more than 150 Percent of the hours required for their degree program including transfer credit. For example, a student in a program that requires 120 credit hours will have the eligibility suspended after attempting more than 180 credit hours. ***Academic completion and completion rates are evaluated at the end of each term.***

***Repeated coursework*** - In order to receive federal financial aid funds for a repeat course, a previously passed course may be repeated only ONE time and the student may receive Title IV federal funds for a repeated course only one time. Subsequent repeats will not be counted in the student's enrollment level for Title IV funds.

If the student does not receive a passing grade, there is no limit on the number of attempts. A student may repeat a failed or withdrawn course until it is passed. However, a student who earns a passing grade in a course and chooses to retake the course a second time, earning a grade of "F", may not take the course a third time. On the contrary, a student who earns a passing grade in a course and chooses to retake the course a second time earning a grade of "W" may retake the course a third time.

All repeat courses affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt will be counted as attempted credits.

**Grade Changes** - If a student's grade has been overturned due to an approved appeal after the progress evaluation is run, it is the student's responsibility to notify the College new information can be taken into consideration.

**Financial Aid Warning** - A student who fails to meet Satisfactory Academic Progress will be placed on Financial Aid Warning but will remain eligible to receive Title IV funding for one term. If at the end of the warning period (a term) and Satisfactory Academic Progress is not met, the student will be placed on Financial Aid Suspension. A student may submit an appeal which identifies their plan to meet Satisfactory Academic Progress at the end of the next term.

The student must also meet with their Financial Aid Counselor in the term that they are now placed on Warning. The Counselor will have an initial meeting with the student early in the term to review the situation with them and will refer the student to their Academic Advisor and SAAC Coordinator. A second meeting with the student will occur about one month after the initial meeting with the student to follow-up and ensure the student is satisfactorily progressing in their program.

**Satisfactory Academic Progress Appeal** - If a student is unable to meet the above referenced requirements (GPA, completion rate, and maximum time frame) they may submit an appeal to the Financial Aid Office. The appeal must explain why the student failed to make Satisfactory Academic Progress and what changes have occurred which will ensure

Satisfactory Academic Progress will be met at the next evaluation (the end of the next term). While there is no limit on the number of appeals a student may submit when they fail to meet Satisfactory Academic Progress, the cause cannot be duplicated. The student must have a unique situation preventing them from meeting Satisfactory Academic Progress requirements (car accident, death in immediate family, pregnancy, serious illness, etc.). The Satisfactory Academic Progress Appeal will be reviewed by an Appeals Committee.

**Academic Plan** - An Academic Plan will detail the specific expectations and requirements that must be met for each term the student receives aid until Satisfactory Academic Progress requirements are met. A specific GPA and percentage of hours completed will be assigned for each term to ensure that Satisfactory Academic Progress requirements are met within the required time frame. Failure to comply with any part of the Academic Plan requirements or to achieve the expected GPA and percentage will terminate the Academic Plan provision and the student will become ineligible for federal aid.

## **VII. VETERAN'S ADMINISTRATION POLICY**

For Veterans using Chapter 33 (Post 911) Benefits, the VA pays tuition and fees directly to the College on the Veteran's behalf. It is required that any funding that reduces tuition and fees, such as employee discounts, be subtracted from tuition and fees before costs are reported to the VA during certification of benefits. Other non-Title IV funding, such as scholarships and Title IV funding received by the school, will be added to the budget, but not for Chapter 33 Benefits paid to the school.

For Veterans using all Chapter Benefits with monthly allowances, including post 911 Benefits, the VA will pay monthly allowances directly to the student based on the amount of credit hours in which the student is enrolled.

## **VIII. CERTIFICATIONS, BACKGROUND CHECKS, AND HEALTH SCREENS**

### **INCOMING STUDENT REQUIREMENTS**

Incoming students are required to submit certain certifications, background checks, and health screens as part of the admissions process. Goldfarb utilizes Castlebranch as the online clinical and healthcare requirement tracking system. Students have one month from the start of the term to complete and upload all remaining certifications and immunization records into their Castlebranch account. Nursing students are required to set up an account in Castlebranch, upload the appropriate documentation and required forms in order to gain admission and be eligible to participate in clinical experiences. Students will also receive an email regarding their Care Learning Modules. These modules must be completed within 2 weeks after the start of the term in order to begin clinical experiences.

Students are also responsible for updating the required documents prior to online registration each term. Proof of required immunizations, 2-step TB screening, and Basic Life Support for HealthCare Providers CPR certification from the American Heart Association must be on file with Castle Branch prior to participating in any clinical activity. Failure to submit the required documentation will result in a delay in registering for some courses. .

Required information includes:

**Background Checks and Drug Screening:** Students at Barnes-Jewish College are required to undergo a criminal background check and urine drug screening prior to enrolling in classes. This requirement has been mandated by the Joint Commission as a safety measure that affects students participating in clinical experiences. The information packet is provided to incoming students approximately three (3) months prior

to the start date. The packet includes instructions to complete the background check and drug screening along with the cost.. Students are responsible for the cost of the background check and screening. Program completion does not guarantee eligibility to take the NCLEX-RN. For more information and details on eligibility requirements, refer to the Missouri Nurse Practice Act, Section 335.066, available online at <http://www.moga.mo.gov/statutes/c335.HTM>.

CPR REQUIRED: American Heart Association (AHA): BLS-Health Care Provider. Certification is valid for two (2) years and must not expire during your first term. Note: Graduate students may be required to submit additional CPR certifications.

Immunization records required:

- MMR
- Hepatitis B (2 shot series)
- Diphtheria-Tetanus
- Varicella\*/Chicken Pox
- Flu vaccine

PPD/TB\*

2-step TB skin test (blood test of T-spot test)

\* If a student's requiring to get a chest x-rays submit the X-ray report along with positive test results.

## CONTINUING STUDENT REQUIREMENTS

Continuing students are required to update their online Castle Branch account with all updated immunizations and CPR certifications. Also, Care Learning Competencies are required annually based on entry term into the college. Notifications are sent 60 and 30 days prior to the expiration date to allow for ample completion of requirements. Students are initially sent an email with a link and directions to set up their Castle branch and Care Learning accounts. All of these items must be uploaded prior to the expiration date and before students are able to register for classes each term. Students who have not updated any expired record will not be allowed to register for classes for the next term.

GSON staff will review account requirements prior to each online registration period and students will be ineligible for registration and clinical experiences if their accounts are not in compliance. Students must upload the proper documentation bringing their account into compliance prior to online registration or the start of any clinical course.

Immunization and CPR records: Students must provide proof of immunizations/CPR for:

- Hepatitis B (3 shot series)
- Diphtheria-Tetanus
- 1-step PPD/TB (blood test or T-spot test)
  - (If tested by x-ray, an annual report is required from Occupational Health to "certify that you are not experiencing signs/symptoms of TB." The positive TB Forms can be obtained by contacting the 2<sup>nd</sup> floor Administrative Coordinator or by contacting Occupational Health at (314) 454-8789.)
- Flu vaccine
- CPR must be current prior to the 1<sup>st</sup> day of class every term and not expire during that term. Students will not be allowed to register for the next term if CPR is not current. Note: Graduate students may be required to submit additional CPR certifications.



## IX. ATTENDANCE

Faculty of the Goldfarb School of Nursing are responsible for establishing the attendance expectations for their courses. Faculty are not required to provide students with alternative/makeup experiences, except where required by the College's ADA/504 Policy. If students' religious convictions dictate that they observe holidays or religious events other than those listed in the College calendar, special arrangements may be made with the course faculty member.

Undergraduate practica experiences are established by the College with no provision for makeup or rescheduling. Absence from clinical activities (patient care, clinical conferences and simulation) may place the student in serious jeopardy of receiving an unsatisfactory clinical grade and subsequent course failure. Scheduling graduate practica experiences is the responsibility of the student. All practica hours identified for a course must be completed before the student can progress to the next practicum course.

### A. Intermittent Military Duty Policy

Goldfarb School of Nursing at Barnes-Jewish College supports our students who serve in the National Guard, Reserves, or inactive reserve components of the military. The College seeks to reasonably accommodate absences due to a required military reserve obligation when a student misses a class, examination, lab simulation or clinical assignment due to a required intermittent military duty.

Students requesting an excused absence due to a required intermittent duty must meet with their course leader and submit written notification during the first week of the term. Request forms may be obtained from the Student Support Services Department, the student's Academic and Student Support Advisors or are available on the college website.

[https://www.barnesjewishcollege.edu/Portals/0/Documents/InfoFor/Current%20Students/Policies/Intermittent%20Military%20Duty%20Policy.GSON%20Students.2020%20\(1\).pdf](https://www.barnesjewishcollege.edu/Portals/0/Documents/InfoFor/Current%20Students/Policies/Intermittent%20Military%20Duty%20Policy.GSON%20Students.2020%20(1).pdf)

### B. Jury Duty Policy

Goldfarb School of Nursing at Barnes-Jewish College (GSON) supports students' civic and legal responsibilities if called to serve on a jury while enrolled at GSON. Within this context, students who are called to serve on a jury should consult with their faculty and academic advisors about the impact of their jury service on their academic progress. In appropriate cases, students may ask the court to defer their service to a later term. In the event a student serves on a jury, the student is responsible for reporting his/her service and expected absences to instructors as soon as possible.

Students requesting an excused absence due to a summons for jury duty must submit written notice at least two-weeks in advance of the date requested or as soon as reasonably possible. Request forms may be obtained from the Student Support Services Department, the student's Academic and Student Support Advisors or are available on the college website.

<https://www.barnesjewishcollege.edu/Portals/0/Documents/InfoFor/Current%20Students/Policies/Jury%20Duty%20Policy.GSON%20Students.2020.pdf> )

### C. Religious Observance Policy

The College seeks to reasonably accommodate absences due to required religious observation while maintaining focus on the academic schedule and student's academic success. As a result, a student should not be penalized for missing a class, examination, lab simulation or clinical requirement due to a required religious observance.

<https://www.barnesjewishcollege.edu/Information-For/Current-Students/Student-Policies/Religious-Observance-Policy>

## X. GRADING, ACADEMIC PROGRESSION, AND GRADUATION

### A. GRADING SYSTEM

The grading system of the College is based on a 4.0 scale. Course grades are determined by performance in the classroom and clinical/laboratory settings. Grade reports are available to students through [GusConnect](#) after the completion of each term.

The following scale represents levels of academic performance.

**Undergraduate student GPA's are calculated using this schema:**

The grade point average (GPA) is computed by multiplying the number of earned grade points for each course by the number of credits for that course, then dividing the total number of grade points by the total number of credits completed.

A	4.0	Superior
A-	3.75	
B+	3.5	
B	3.0	Good
B-	2.75	
C+	2.5	
C	2.0	Satisfactory
D	1.0	Unsatisfactory
F	0.0	No credit

Transfer credits are posted on the student's transcript and are included in the cumulative credit hours, but are not calculated in the student's cumulative grade point average.

**Graduate student GPA's are calculated using this schema:**

The grade point average (GPA) is computed by multiplying the number of earned grade points for each course by the number of credits for that course, then dividing the total number of grade points by the total number of credits completed.

A	4.0	Superior
A-	3.75	
B+	3.5	
B	3.0	Good
B-	2.75	
C+	2.5	
C	2.0	Satisfactory
F	0.0	No Credit*

\*Grades of less than "C" will be recorded on the transcript as "F".

Transfer credits are posted on the student's transcript and are included in the cumulative credit hours, but are not calculated in the student's cumulative grade point average.

The following designations are not computed in Grade Point Average:

P	Passing
CR	Credit by exam
CV	Credit by evaluation
I	Incomplete
TR	Transfer
S	Satisfactory
UN	Unsatisfactory
W	Withdrawn
AU	Audited course
Z	Continuing (post graduate projects and dissertations only)

At the end of each term, baccalaureate students who have completed a minimum of 12 credits of course work with a minimum of a 3.75 GPA will be named to the Dean's List.

B. UNDERGRADUATE GRADING SCALE

A	100 - 94%
A-	93 - 91%
B+	90 - 88%
B	87 - 85%
B-	84 - 83%
C+	82 - 81%
C	80 - 78%
D	77 - 70%
F	69% or below

C. GRADUATE GRADING SCALE

A	100 – 93%
A-	92 – 90%
B+	89 – 87%
B	86 – 83%
B-	82 – 80%
C+	79 – 77%
C	76 – 73%
F	72% or below

D. ACADEMIC HONORS FOR UNDERGRADUATES

Undergraduate students who have earned an Honors designation will be notified and invited to attend Honors Convocation at the end of each term. This ceremony is separate from, and usually occurs before, Commencement. Cumulative GPAs are calculated during the 11<sup>th</sup> week of the term to determine Honors designations for the Honors Convocation and for the commencement rosters and programs. Cumulative GPAs are calculated again once all grades have been received to determine Honors designations for diplomas and transcripts. Latin Honor designations are:

Summa Cum Laude	3.90 - 4.00
Magna Cum Laude	3.75 - 3.89
Cum Laude	3.60 - 3.74

*Please Note: A grade point average may increase or decrease between the 11<sup>th</sup> week calculation and the final calculation performed once all grades have been received. The final grade point average and honors designations between the 11<sup>th</sup> week calculation and the final calculation will not be retroactively reflected in the Honors Convocation or Commencement rosters and programs.*

## E. INCOMPLETE GRADES

Every effort needs to be made for all course work to be completed within the term that it is attempted. If circumstances make it impossible for a student to complete the course, the student may request an Incomplete ("I"), or the instructor may offer such an option (Incomplete form found on "S" drive, Academic Forms). The following conditions need to be met before the faculty member may consider issuing an Incomplete:

1. The student must be in good standing and making satisfactory progress towards meeting course objectives.
2. The faculty member is willing to incur the obligation of seeing the process through to completion according to the timetable established (may include evaluation or supervision of the student during off-contract or holiday periods).
3. The student must establish a timeline for completion with the faculty member prior to the last class/clinical meeting.
4. A detailed written contract for completion of course requirements is entered into by both faculty member and student. This document should be maintained by the registration office.
5. The student must be able to meet the remaining course requirements within a reasonable time. Incomplete grades must be resolved by the deadline agreed upon by the faculty member and the student, but no longer than the maximum allowable times listed below. The time period may not exceed these limits without approval of the respective Program Chair or Director. The grade automatically converts to a failing grade if deadlines are not met, or if the student's work does not meet minimum criteria for a passing grade.

### Deadlines by Program

1. Undergraduate: An incomplete grade will be converted to an "F" unless it is resolved by the date agreed upon with the faculty of record or the end of the following term.
2. Graduate: An incomplete grade will be converted to an "F" unless it is resolved by the end of the next term.

## F. REPEATED COURSES

Students must repeat all courses for which a "D" or "F" is earned. Only the grade earned after a course is repeated will be used to compute the grade point average. A notation of "I" is made adjacent to the second course attempt on the academic transcript indicating that the grade is "Included" in the GPA calculation. A notation of "E" is made adjacent to the first attempt on the academic transcript indicating that the grade has been "Excluded" from the GPA calculation. Even though a student may repeat a failed course and earn a higher grade, the original failure is not negated and is a failure when considering academic dismissals and remains on the student's academic transcript. For those courses with a clinical component, if a student fails the clinical portion of the course, the student will receive a failing grade for both the didactic and clinical components of the course.

## G. ENROLLMENT STATUS

A financial aid award is based on the number of credit hours for which the student is enrolled at the College at the time of the award.

<u>Status</u>	<u>Undergraduate</u>	<u>Graduate</u>
Full-time	12 or more credits/term	6 or more credits/term
3/4 time	9-11 credits/term	NA
1/2 time	6-8 credits/term	3-5 credits/term

The student's financial aid eligibility and/or amount of financial aid is affected by changes in enrollment status. Students are expected to check with the Financial Aid Office before adding or dropping courses.

## H. STUDENT CLASSIFICATION

Student classification is determined by the number of credit hours earned. An upper division student is classified as junior or senior.

Junior	54-90 credit hours
Senior	91-120 credit hours
5 <sup>th</sup> Year Undergraduate	121 or more credit hours

## I. TIME LIMITS FOR COMPLETING COURSE WORK

The maximum amount of time allowed for the completion of each program after the student first enrolls is as follows:

<u>Program</u>	<u>Time Limit</u>
Undergraduate Accelerated Option	4 Academic Terms
Undergraduate Upper Division Option	7 Academic Terms
Master's Degree Concentrations	5 Calendar Years
Graduate Certificate Programs	3 Calendar Years
Post Master's Option	5 Calendar Years (after initiating the program)

Failure to meet the timelines specified for undergraduate and graduate (including the DNP) programs results in dismissal from the College and the loss of Title IV eligibility. Failure to meet the minimum grade point averages as required by Goldfarb School of Nursing will result in financial aid warning. During the warning period, the student may receive financial aid funds. Failure to meet the minimum grade point average requirement by the end of the second term will result in ineligibility for financial aid. Students may appeal the decision to terminate financial assistance. Appeals must be submitted in writing to the Director of Enrollment Management.

## J. COURSE GRADING POLICIES

A score of 78% or better must be earned on exams, tests, and/or quizzes before the grades on other course work will be averaged in to the final grade. (Grades are not rounded. For example, 77.89 does not equal 78). The 78% is a cumulative score of all exams, quizzes, and/or tests. It should be noted that coursework may lower the final course grade.

## K. TEST POLICIES AND GUIDELINES

**1. Remote Testing:** *During the time frame that GSON maintains a virtual classroom, testing will be remote. Students are expected to adhere to the College Code of Conduct and Student Integrity.*

### **2. General Guidelines:**

- a. Personal computers, tablets, PDAs, cell phones, smart watches, pagers, or any other form of electronic devices will not be allowed in the room during exams.
- b. Students must show GSON name badge to enter exam room.
- c. There will be assigned seating for examinations.
- d. Books, notebooks, book bags, etc., are to be stored in lockers or placed at the front of the room.
- e. Students are not allowed to move about in the room and may not leave the room during testing. Leaving the room prior to completing an exam will end the exam at that time.
- f. Exams are timed. As a general rule, one (1) minute will be allowed per multiple choice question; one and one-half (1.5) minutes for a drug calculation question, fill in the blank, or short answer question. Essay questions are at the discretion of the professor. Example: A 50-question exam that includes 2 drug calculations and 2 short answer questions -- Time Allowed: 52 minutes.

### **3. Cheating:**

A student suspected of cheating will not be allowed to take the exam and/or finish the exam. . If a student is suspected of cheating, the faculty will notify the Program Director, who will then notify the Assistant Dean, who will then notify the Dean for investigation. Further action will be taken which may include receiving a zero on that exam; failure of the course; and/or dismissal from the College.

### **4. Missing Exams:**

- a. Students must notify faculty *at least 30 minutes* before the start of a test if they will miss the exam.
- b. Faculty may deduct points for late exams (see course syllabi).
- c. Make-up exams may not be the same exam and/or may be given in a different format of the original exam (i.e., Multiple choice exams – may be given as a short answer/essay).
- d. Students must take the make-up exam within one week of the original test date unless unique circumstances dictate otherwise.

### 5. Drug Calculation Exams:

- a. The Adult Health courses in both the Accelerated and Upper Division options (NURS 4945, 4910, 4150, 4250, 4300) include high stakes drug calculation exams.
- b. Students must achieve 100% on the drug calculation exam (by the third attempt).
- c. The first attempt will be recorded in the grade book and count as 5% of the course grade.
- d. Students may not give medications on clinical divisions until 100% has been achieved on the test. Not passing medications may place a student in jeopardy of not meeting the clinical outcomes.
- e. Students who do not achieve *100% on the Drug Calculation Exam by the third attempt* will be immediately withdrawn from the course. Students unable to pass this exam after three attempts do not demonstrate that they can safely determine medication dosages and/or IV rates/dosages.
- f. Use of simple calculators is permitted. Calculators that are programmable are not allowed. Personal electronic devices, PDAs, smart watches, or cell phones may not be used.

### L. RN COMPREHENSIVE PREDICTOR ASSESSMENT

There is a strong correlation between one's score on standardized Comprehensive Nursing Examinations and first-time success on the nursing licensure examination (the NCLEX-RN). All students will be required to complete the standardized computer-based exit examination.

The assessment will be given in NURS 4300 (Upper Division) and NURS 4910 (Accelerated). The exam schedule will be established by the Course Leader and administered no later than three weeks prior to the end of the term. The assessment will be administered in a designated computer area on the school sites.

***Implications of Testing Outcomes for Student:*** If the student receives a score of 70% or better on the ATI comprehensive exam, she/he will be encouraged, but not required, to take a NCLEX review course. If the student receives a score less than 70% on the ATI comprehensive exam, she/he is highly encouraged to take an NCLEX-RN Live Review course. The review course will be offered after the term has been completed.

### M. GRADUATION

Students apply for graduation online and will electronically submit an Application for Graduation via the College website at <http://www.barnesjewishcollege.edu/registration-office/graduation> within the first 5 weeks of the graduating term. Upon receipt of the Application for Graduation, a degree audit is performed to ensure all graduation requirements have been fulfilled. If a student has not met the graduation requirements for his/her degree, the Academic and Support Advisor will contact the student regarding the deficiencies. *All responsibilities and financial obligations to the College must be met no later than one month prior to graduation.*

### N. ELIGIBILITY TO PARTICIPATE IN COMMENCEMENT EXERCISES

Commencement exercises are held at the end of the Fall, Spring, and Summer terms. Students who have completed all graduation requirements or are in their last courses before fulfilling the program requirements are eligible to participate in commencement exercises. The College has three commencement dates (dates that degrees are conferred) per year in the months of May, August and December. Conferral of degrees occurs within 1 to 2 weeks after confirmation that all degree requirements are met.



## O. DEGREE CONFERRAL

Goldfarb School of Nursing has three conferral dates per year. These dates fall within the months of May, August and December. Degrees are conferred approximately one week after the commencement ceremonies. In the event that a candidate to graduate fails a course for the first time in their last term, that student will need to repeat the failed course in the following term and, upon successful completion of that course and all other requirements, be conferred in the term that the course was completed. Specific degree conferral dates can be found on the Academic Calendar.

## P. SPECIFIC PROVISIONS GOVERNING GRADUATE STUDENTS

In general, College policies govern all students. However, the following policies have been adopted specifically for students in the Master of Science in Nursing programs and DNP program.

### ***1. Selection of Graduate Area of Concentration***

Students must identify an area of concentration at the time of application. Students who want to change concentrations will submit an "Update Application" to Admissions Department. The ability to change concentrations will depend upon space available and is not guaranteed.

### ***2. Grading System***

All courses taken for graduate credit at Barnes-Jewish College will be computed into the GPA. Grades for graduate students do not include the grade of "D." Grades of less than "C" will be recorded on the transcript as "F." During continuous enrollment for work on a scholarly project or clinical practica, a "Z" will be posted until a final grade is awarded. Students must maintain continuous enrollment during clinical practica or scholarly projects. Tuition is charged at the rate of 1 credit hour for each term the student carries a "Z" (MSN). At their completion, the credit hours assigned to the course will be posted, regardless of the number of terms the student maintains continuous enrollment in the course. DNP students will register for 3 to 6 credits each term while undertaking comprehensive project and will receive a "Z" until all activities have been successfully completed.

### ***3. Waiver of Course***

Students must submit a written request for a waiver of a specific course to the Program Director or the Dean in the case of the Nurse Educator and Nurse Executive concentrations. If a course waiver is approved, a graduate level elective course will be substituted to provide a sufficient number of credits to meet graduation requirements.

### ***4. Nurse Anesthesia Concentration***

In addition to meeting the degree requirements outlined above, discipline-specific Nurse Anesthesia courses may not be repeated unless approved by the Director of the Nurse Anesthesia Concentration. Nurse Anesthesia students must complete an exit evaluation with the Director or Assistant Director of the Nurse Anesthesia Concentration.

## Q. CHALLENGING GRADING DECISIONS

A student desiring to challenge a grading decision must first discuss the issue with the instructor issuing the grade. If the student and the instructor cannot resolve the issue, the student will contact the appropriate Program Director. Program Directors will review grading challenges for clear error. The Program Directors will support the grading decision of the instructor unless clear error is found. If a Program Director determines that clear error occurred, the Program Director will coordinate with the instructor to correct the error. The decisions of the Program Directors will be final, and additional appeals concerning grading decisions are not permitted. This provision is not applicable to appeals concerning grading decisions that

involve discrimination or harassment. The College has published specific policies and procedures to address grievances and complaints involving harassment and discrimination.

## **XI. ACADEMIC PROBATION AND ACADEMIC DISMISSAL**

### **A. ACADEMIC PROBATION**

A student will be placed on academic probation if:

The Student's cumulative GPA

Undergraduate Falls below 2.5 at the end of any term

Graduate Falls below 3.0 at the end of any term

**AND/OR**

Clinical performance is unsatisfactory;

**AND/OR**

The student has been censured for academic misconduct.

A student is removed from academic probation when:

The Student's cumulative GPA

Undergraduate Reaches 2.5 or higher at the end of the specified term

Graduate Reaches 3.0 or higher at the end of the specified term

**AND/OR**

The unsatisfactory clinical performance is remedied;

**AND/OR**

Terms of the sanctions have been satisfied.

### **B. ACADEMIC DISMISSAL**

Goldfarb School of Nursing maintains high academic standards. Failure to satisfy the College's academic standards may result in academic dismissal from the College. A student may be dismissed from the College based on academic performance for:

1. Cumulative grade point average below a 2.5 (Undergraduate) and 3.0 (Graduate) after two consecutive terms;
2. Inability to successfully complete any course in two attempts (D, F, and W grades are unsuccessful attempts);  
Note that receiving a "W" grade in the same course twice, or receiving more than 2 "W" grades in any courses result in an academic dismissal.
3. Failure in two different courses; or Failure in the same course twice.
4. Receiving a grade below a B- in any clinical or practicum course or a "Fail" in any Pass/Fail course (Graduate);  
or
5. Receiving a grade below a B- in more than one didactic course (Graduate);

### **C. APPEAL OF ACADEMIC DISMISSAL**

A student dismissed for academic performance may appeal the dismissal. Appeals must be in writing (handwritten or e-mail) and must contain a brief description of the dismissal and the grounds for the appeal. The appeal should focus on how the student intends to improve academic performance.

Written appeals must be received by the Student Affairs Committee Chair within three (3) business days of the student's email notification of dismissal. The Student Affairs Committee will evaluate the appeal and inform the student of the decision in

writing within 4 weeks. If the decision of the committee is to approve the appeal and allow continuance in the program, the student will be added back to their program in the second term after their dismissal. The decision of the Student Affairs Committee will be final. **Once a dismissed student has exhausted appeal rights, that student is not eligible for readmission to the College.**

## **XII. STUDENT AFFAIRS COMMITTEE**

The Student Affairs Committee is appointed by and under the direction of the Faculty Organization. The Student Affairs Committee is responsible for hearing appeals related to academic dismissal and violations of the Student Integrity standards that do not involve harassment or discrimination. The Student Affairs Committee Members are chosen pursuant to the Faculty Organization Bylaws.

Appeals of academic dismissal not involving issues of student integrity are handled by The Student Affairs Committee in accordance with the process set forth in Section XI, Academic Probation and Academic Dismissal, subsection (C), Appeal of Academic Dismissal.

In appeals for violations of Student Integrity Standards, the charged student and the charging person if he or she was a victim of or otherwise harmed by the alleged policy violation, will have an equal opportunity to give statements, present evidence, and provide witnesses at the hearing. Lawyers may attend the hearing but are not permitted to participate in the hearing. The Student Affairs Committee may also allow other persons (including the charging party if he or she is not otherwise involved in the hearing) to give written or oral statements regarding the incident for consideration. The charged student, or charging person if applicable, may request a special hearing by the Chair of the Faculty Organization, select members of the Student Affairs Committee (appointed by the Chair) and the Vice Dean for Student Affairs and Diversity on grounds of the extreme sensitivity of the charge or related issues.

The Student Affairs Committee's objective is to determine the facts of the incident surrounding the complaint, and to make a determination regarding responsibility for violating College standards. If the charged student is found responsible for the alleged violations for which he/she is accused, then the Student Affairs Committee will determine appropriate sanctions, up to and including dismissal, and present their sanctions in writing to the student(s) as soon as reasonably possible. Others involved in the incident or resolution of the charge may be informed on a need-to-know basis.

## **XIII. ACADEMIC STUDENT SUPPORT SERVICES**

### **A. ACADEMIC AND STUDENT SUPPORT ADVISOR**

Academic and Student Support Advisors manage a caseload of students in both the undergraduate and graduate programs throughout the student's tenure at the College. From advising students regarding program and course scheduling to personal advising and career counseling, the Advisor works to ensure that each student has a point of contact outside of faculty and helps each student maintain work-life balance throughout his/her studies. The Academic and Student Support Advisor:

1. Creates an academic roadmap by advising students on a specific program of courses or creates an alternative roadmap in consultation with faculty/academic administrators for those students who have life/academic events that create out-of-sequence scenarios;
2. Recruits students into and administers the Peer Mentor program, the Peer Leader (Study Group) Program, and 1:1 Peer Tutor program;
3. Provides 1:1 or small group academic skills coaching, such as note-taking, test preparation, and study skills

development, with special attention given to students identified as “at risk” for academic stress through the Student Support Referral program;

4. Provides 1:1 or small group career coaching using Optimal Resume, career placement, portfolio development, job interviewing and similar job preparation skill development;
5. As assigned, advises student life groups, such as the Student Nurse Association, Student Council, etc.;
6. Provides staff support for select student-involved community engagement opportunities;
7. Supports Commencement and other Student Life events promoted by the College as necessary.

## B. ACADEMIC COACHING

Students may participate in support services designed to give them the tools to ensure academic success and help build a sense of community. Services are appropriate for students who are in transition from another college or university, re-entering academic life after long absences, experiencing learning difficulties, exploring and developing educational goals, or preparing for a second career. Students are encouraged to work closely with their Academic and Student Support Advisors.

Supplemental instruction offers regularly scheduled, out-of-class group study sessions to all students enrolled in a targeted course. Students learn how to integrate course content through critical thinking and study skills. The sessions are facilitated by “Peer Leaders.”

Peer Leaders – academic resource

Peer Mentors – information resource

Tutors – specific course support

Academic Coaching helps students acquire more effective and efficient study skills and strategies for: reading, note-taking, test-taking strategies, time management, critical thinking skills, exam preparation, and post-exam analysis.

## C. SUPPORT REFERRAL PROCESS

The Student Support Referral Process is designed for faculty to initiate additional support to students experiencing academic and personal challenges in the classroom/clinical setting. The faculty will identify, report, and provide feedback to the student, partnering with the Academic and Student Support Advisor and the Student Academic Achievement Coordinator (SAAC). An action plan is put in place to help the student achieve academic success. Faculty are strongly encouraged to begin the Student Support Referral Process when students display challenges inhibiting their ability to succeed in the classroom/clinical setting. Faculty should refer to the Student Support Referral Form to identify at-risk behavioral patterns that academically impact the student; reasons for referral are absence, low participation in a course, language or psychosocial or social-economic barriers, and a need for extended testing time. The purpose of the Student Support Referral Process is to identify a comprehensive approach and meet student needs for success and not intended for crises and disciplinary issues.

Student Academic Achievement Coordinator (SAAC): The SAAC is an experienced faculty who can help students review useful academic tools in answering NCLEX style questions and other educational support. Students can be referred by the Academic and Student Support Advisor, course/clinical faculty, or may self-referral. Faculty should partner with the Academic and Student Support Advisor on direct SAAC referrals in providing holistic support to the student (in cases where other support services need to be used and evaluated in supporting the students' individual needs).

Academic Advisor Referral to SAAC: Students may meet with their assigned Academic and Student Support Advisor for additional support. Should the students meet with their advisor before the instructor submits a Student Support Referral Form, they will assess the students' individual needs to determine a SAAC referral (case may be personal/crises instance). The advisor will refer the student to all support services available, including SAAC support through written and verbal communication.

SAAC Student Self-Referral: Students can self-refer to SAAC support through Canvas and seek help for nursing question strategies, direction with standardized testing, and time management resources. A personalized learning approach is also utilized in this pathway as directed by student requests and needs. Students are encouraged to meet with their course/clinical instructor to clarify lectures, assignments, and classroom/clinical expectations. Students should also meet with their Academic and Student Support Advisor to seek clarification on support services, policies within the Student Handbook and Catalog, and other personal matters.

Students can locate the SAAC on the Goldfarb School of Nursing website under Student Support Services. SAAC is a position created under the Academic Affairs Department.

#### D. WRITING SERVICES

Writing Services are made available for all current students to support their writing needs in all academic programs. Goldfarb School of Nursing has contracted with professional writing consultants to provide writing services to our students at the Duncan and West Campus sites, as well as students taking classes via an online format. The writing consultation service is conducted via Goldfarb email.

A student can receive authorization for these services by sending an email to their Academic and Student Support Advisor with a description and due date of their writing assignment. The Academic and Student Support Advisors by program and campus site are:

- Jessica Allen at [jessica.allen@barnesjewishcollege.edu](mailto:jessica.allen@barnesjewishcollege.edu) (Accelerated, MSN all programs, DNP and DNP programs)
- Janine Russell at [janine.russell@barnesjewishcollege.edu](mailto:janine.russell@barnesjewishcollege.edu) (BSN Upper Division – Duncan Campus Site)
- Jane Cornbleet at [jane.cornbleet@barnesjewishcollege.edu](mailto:jane.cornbleet@barnesjewishcollege.edu) (BSN Upper Division – West Campus Site)

The authorization will need to be renewed for each term.

#### E. MENTOR COLLECTIVE

Mentor Collective, an education technology company of Shearwater International, Inc., is partnering with Goldfarb School of Nursing at Barnes-Jewish College to create and sustain a customized large-scale mentorship program that fosters student resilience, self-efficacy, help-seeking behaviors and a greater sense of belonging.

Program Goals:

1. Support students in their transition to the College.
2. Increase student success through connecting students with a mentor who can support their career exploration and connect them with College resources.
3. Provide a scalable and impactful model for mentorship at the College.
4. Engage recent alumni and provide them with another way to give back and stay connected with the institution.

The comprehensive services provided by Mentor Collective includes assistance to recruit and train College alumni to the mentor role, personalized intentional matching the right mentor and the student, using a cloud-based platform that provides insights and data tracking to validate program success. This program is under the direction of the Director of Alumni Affairs, Dr. June Cowell-Oates who works closely with the Academic and Student Support Advisors to actively engage in this support

and retention program opportunity.

#### F. INTERNATIONAL STUDENT SERVICES

International students and student immigrants have access to all services provided by Student Services. Goldfarb School of Nursing is approved by the Department of Homeland Security under the United States Citizenship and Immigration Services to host F1 status. Eligibility documents for international students are maintained by the Student Event and International Student Processing Specialist.

The Student Event and International Student Processing Specialist maintains immigration documents and acts as an advisor and referral source for international students. International students are required to contact the Specialist at least once each term and before any program or record changes are made. The Specialist and the student will then work with the Academic and Student Support Advisor to process "adds/drops." See IV.C. Add/Drop.

#### G. THE GOLDFARB SCHOOL OF NURSING EMERGENCY COMPASSION FUND

The Emergency Compassion Fund was established to provide financial assistance to nursing students who encounter unexpected emergency or crisis situations that would impact their ability to meet and successfully complete their academic requirements.

To be eligible for a financial assistance award, a student must be currently enrolled and be able to provide a description of their emergency situation, which may include supporting documentation.

Please download and review the Emergency Compassion Fund Policy and the application form by logging on to the website (<https://www.barnesjewishcollege.edu/Information-For/Current-Students/Student-Policies/Emergency-Compassion-Fund>)

#### H. COUNSELING

Goldfarb School of Nursing provides personal counseling to students and their family members through the services of the Student Assistance Program (SAP). The SAP is a free, confidential service with a team of credentialed professionals ready to help no matter what the issue or personal challenge. SAP counselors are available 24 hours a day, seven days a week. In-person appointments can be coordinated with a professional located near you. Contact your SAP by phone at (314) 747-7490 or (888) 505-6444, or by logging on to the website ([www.bjceap.org](http://www.bjceap.org)).

#### I. RESEARCH EXPERIENCE PROGRAM

The Office of Nursing Research provides opportunities for students to be involved in faculty's research programs as research assistants and research scholars. This may include data collection within a research study or project, data entry, and/or data management.

#### J. STUDENT EMPLOYMENT

Member organizations in BJC Health Care offer part-time job opportunities to students. Students who work within the system may be eligible for tuition reimbursement. Postings can be found on the BJC website ([www.bjc.org](http://www.bjc.org)) for available job opportunities.

## **K. ALUMNI AFFAIRS AND ADVISORY COUNCIL**

The Department of Alumni Affairs offers opportunities that foster meaningful lifelong relationships with the school and the growing community of nursing professionals. Regardless of which school you attended, our alumni are part of an incredible network across the country.

Barnes-Jewish College Alumni Association includes all past graduates of Goldfarb School of Nursing at Barnes-Jewish College and graduates from our legacy schools – Barnes-Jewish College of Nursing, Barnes Hospital School of Nursing, and Jewish Hospital School of Nursing. The mission of the association is to unite the graduates of the educational institutions, support the interests of Goldfarb School of Nursing at Barnes-Jewish College, and promote the professional and education advancements of nursing.

The purpose of the association is focused on connecting current students and alumni, supporting fundraising activities that support the goals of the college, sponsoring events that benefit future and current students and advocating for the College within the global community.

Alumni Advisory Council is comprised of a diverse group of representatives – alumni, students and faculty graduates – that meet quarterly to promote the mission and purposes of the Association as determined by the office of the President. Members of the Council actively participate in alumni reunions, annual college homecoming, educational programming, social activities that transition graduating students to alumni status, a variety of publications and constituent communications, bestowing awards, and maintaining the college archives.

Throughout the country and around the world, our alumni are practicing as part of a vibrant health care workforce employed as nurses, researchers, educators and leaders in the field. Our alumni are forever connected by their shared experience of a nursing education at Goldfarb School of Nursing at Barnes-Jewish College.

## **XIV. AMERICANS WITH DISABILITY ACT / SECTION 504 OF THE REHABILITATION ACT**

It is the policy of Goldfarb School of Nursing at Barnes-Jewish College to provide qualified applicants and students who have disabilities with reasonable accommodation based upon relevant law, the School's educational standards, and sound ethical practice in disability services.

Individuals requesting accommodation should contact Dr. June Cowell-Oates who functions as the Disability Coordinator for the College.

### **A. DOCUMENTATION GUIDELINES**

To begin the process, all students who believe they qualify for accommodations are required to self-identify with the Disability Coordinator and make a formal written request for accommodations. Accommodation requests will be accepted at any time, though students are encouraged to do so as early as possible (even before the term starts) so that accommodations, if granted, can be implemented in a timely manner. Accommodations, once granted, do not apply retroactively; this means they cannot be used to retake an exam or redo an assignment. Once a request has been made, the College will work through the process and make a determination in a reasonable amount of time. Students who do not make a formal request for accommodations will not receive them.

After a request for accommodations has been made, the Disability Coordinator will request documentation from the student to determine if he or she qualifies for accommodations. The amount and type of documentation requested will vary depending on the situation and claimed disability. Certain disabilities that are more obvious in nature (e.g., a student who uses a wheelchair) may require less documentation.



After all requested documentation has been submitted, the request will be evaluated. Accommodation requests will be evaluated on a case-by-case basis, and not all accommodation requests will be granted because the College is not required to accommodate students if granting the accommodation would fundamentally alter the nature of its programs or cause an undue hardship. The College may also make additional requests for documentation to help with its evaluation.

During the evaluation of the request, the student and the Disability Coordinator will work together. If it is determined that an accommodation is reasonable the student and Disability Coordinator will create a detailed action plan specifying the measures that will be implemented and the academic support that will be provided. The student's instructors will be notified of a student's accommodations and will be expected to assist in the implementation of the accommodation. Students who have not been granted requested accommodations will receive a letter with an explanation. A student who has been denied accommodations may appeal the determination by giving a written letter of appeal to the Vice Dean for Student Affairs and Diversity. The appeal will be evaluated by the Vice Dean of Student Affairs and Diversity, and the student will be notified of the decision in writing.

The Disability Coordinator is responsible for documenting the process. All documentation will be kept in a confidential file and only the student and the College personnel with a need to know will have access to such information.

#### **B. RESOURCES FOR THE DIAGNOSIS OF LEARNING DISABILITIES AND/OR ADD/ADHD**

Resource information is provided by Goldfarb School of Nursing at Barnes-Jewish College as a courtesy and is not inclusive of all qualified testing centers. It is the individual's responsibility to make inquiries regarding diagnostic processes and fees, and to verify information regarding diagnostic sites. The student should check with his or her insurance company to see if diagnostic evaluations are covered by the insurance policy. The College is not responsible for decisions made by third parties on the basis of diagnostic testing completed by any testing site.

### **XV. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Goldfarb School of Nursing at Barnes-Jewish College complies fully with the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) permits access to education records by eligible students and affords students certain rights with respect to their education records. They are:

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. Students should submit to the registrar, dean, and/or vice dean for student affairs and diversity, a written request that identifies the record(s) they wish 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. FERPA allows a College official to be present during the inspection. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed. Some information in a student's records, such as the student's parent's financial records, is not subject to a student's review.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the Registrar for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If a record is not amended at the student's request, the student will have the right to include an explanatory comment with the record. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to give or withhold prior consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. These exceptions, which permit disclosure without consent, include, but are not limited to, the following:
  - a. 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 (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a Student Affairs Committee who handles disciplinary or grievance issues, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - b. To officials of another college or postsecondary institution where the student seeks or intends to enroll or has enrolled.
  - c. To parents of a dependent student (as defined under the Internal Revenue Code). When the College determines there is an articulable and significant threat to the health or safety of a student or other individuals.
  - d. When the records have been classified as "Directory Information." Directory Information concerning students may be released unless the student specifically requests that such information be withheld. The College recognizes Directory Information to include a student's name, address, telephone listing, electronic mail address, date and place of birth, level of education, major field of study, participation in officially recognized activities and sports (not applicable at Goldfarb School of Nursing), height and weight of athletic team members (not applicable at Goldfarb School of Nursing), dates of attendance, full-time/part-time status, degrees, honors and awards received, photograph, and the most recent previous education agency or institution attended by the student. All students must inform the Office of the Registrar before the end of the two-week period following the first day of classes if they wish that any or all of the information designated as directory information not be released. If a student selects to prevent disclosure, the student's name may not appear on the Dean's List or the graduation program.
  - e. Note that nonconsensual disclosures under FERPA are permissive so that the College is not required to disclose information based on a third-party request and may choose not to do so or may choose to limit the disclosure to specific parties, for specific purposes, or both.
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  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## **XVI. STUDENT COMPLAINTS**

### **A. GENERAL COMPLAINT POLICY**

Goldfarb School of Nursing at Barnes-Jewish College provides various means by which student complaints and concerns may be addressed. A formal student complaint is defined as a student grievance with regards to decisions, actions, and/or

processes at Goldfarb School of Nursing. The student complaint procedure is outlined in detail below. In all cases, students are encouraged to put their concerns in writing and carefully document the events that led to the complaints. All complaints, concerns, and suggestions made by students will be addressed in order to resolve the situation and improve the quality of the educational programs at the College.

<https://www.barnesjewishcollege.edu/Portals/0/Policies%202020/StudentComplaintsConcernsFeedbackPolicy-GSONStudents%202020.pdf>

## B. GENERAL COMPLAINT PROCEDURE

Students can submit their complaints, concerns and feedback on site and electronically. Students are asked to describe their suggestion or concern in as much detail as possible. Confidentiality is maintained. If the student forwarding the complaint/feedback provides their name, a direct response can be provided.

1. On Site - locked Student Feedback boxes are located in the Student Lounge at both campus sites. Student Feedback cards are made available for students to complete and place in the Student Feedback boxes. Student's self-identification on the feedback card is optional.

Student Feedback boxes are located at both campus sites:

- a. Duncan Campus Site, Student Lounge, Room 104
  - b. West Campus Site, Student Lounge, Room 411
2. An electronic tab – Student Complaints, Concerns, Feedback - is available in the Current Students section on our website.
  3. All student feedback (on-site or electronically) is collected on a regular basis during each term by the Student Services Department staff.
  4. Contents of student feedback is documented on the Student Feedback document.
  5. Requests are sent to relevant department leaders to provide a response or take action.
  6. Responses or the description of action taken from department leaders are documented on the Student Feedback document.
  7. The completed Student Feedback document is posted on the College student learning management system – Student Resources Course, Student Feedback tab, year.
    - a. A periodic review of the Student Feedback documentation is conducted to ensure that appropriate responses/feedback and/or relevant actions/improvements are completed.
    - b. Incomplete items are moved forward and included in subsequent Student Feedback documents.
  8. Whenever possible, students are encouraged to seek an informal resolution of the matter directly with faculty or individual(s) involved. Often a complaint can be resolved in this way. However, if an informal approach is neither successful nor appropriate, the student should use the following procedure:
    - a. Complaints related to disability accommodations should be filed with the Disability Services Coordinator.
    - b. Complaints related to academic misconduct should be filed with the Dean.
    - c. Complaints related to non-academic student misconduct should be filed with the Vice Dean for Student Affairs and Diversity.
    - d. Complaints related to Title IX, including sex discrimination, sexual harassment, and sexual violence, should be filed with the Title IX Coordinator or the Title IX Deputy Coordinator.
    - e. Complaints concerning disability accommodations, academic misconduct, non- academic student misconduct, and Title IX will be handled in accordance with policies outlined in the Student Handbook.
  9. If you do not believe that any of the above is applicable to the nature of your complaint, you may contact the Vice Dean for Student Affairs and Diversity. The Vice Dean for Student Affairs and Diversity or his designee will work with

the student to resolve the issue (or direct the student to the appropriate policy and/or person that will be responsible for resolving the complaint). The resolution process may include informal discussions and interviews with the relevant parties. The Vice Dean for Student Affairs will make a determination and issue a written statement to you regarding the resolution of your complaint. You may appeal the determination by filing a written appeal to the President or Dean in the absence of the President within three (3) working days of receiving the determination. The President's decision is final, and the student will be informed of it in writing.

10. The student may also file a complaint with Higher Learning Commission (HLC), Goldfarb School of Nursing's accrediting organization. HLC has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices, and therefore the student is encouraged to try and resolve individual grievances using the College's procedures. If the student does wish to make a complaint with HLC, relevant information can be found at <https://www.ncahlc.org/HCL-Institutions/complaints.html>.

The student may also file a complaint with the Missouri Department of Higher Education. Information regarding its complaint procedures can be located at <http://dhe.mo.gov/contactus.php>.

## **XVII. COLLEGE CODE OF CONDUCT AND STUDENT INTEGRITY**

### **A. STUDENT INTEGRITY**

The College is dedicated to creating and maintaining an environment of civility. The following statement reflects our beliefs. We, the students, faculty, staff, and administrators of Goldfarb School of Nursing at Barnes-Jewish College are committed to essential tenets that include:

1. Creating an environment where we value and respect each other;
2. Promoting a community that encourages the tolerance of divergent opinions and constructive resolution of conflict;
3. Exchanging ideas and enriching our lives through exploration of our multi-faceted culture;
4. Embracing responsibility, honesty, and courtesy;
5. Respecting the dignity, rights, and freedoms of every community member;
6. Respecting the intellectual and physical property of others; and
7. Respecting College property, including both public and private spaces.

We, as a community of learners, are affirming our values to guide our actions and behaviors.

The College is committed to providing an environment in which its students, faculty, and staff are treated with courtesy, respect, and dignity. As a learning community, the College encourages open, honest and free discussion, inquiry and expression. All members of the College share in the responsibility to uphold the integrity of the academic community. Students are expected to maintain the highest level of personal integrity in a manner compatible with the College Mission, our Values, and Code of Conduct, and to obey the laws enacted by federal, state, and/or local governments. Students are expected to uphold these standards as members of the health team both in and out of the classroom and practicum settings.

The College may suspend, dismiss or otherwise discipline any student whose conduct is detrimental to the College or to a member of the College community. Conduct not in accordance with the College's Student Integrity standards includes, but is not limited to the following:

1. Cheating or knowingly assisting another student in an act of academic dishonesty. The term "**cheating**" includes but is not

limited to:

- a. Acquisition or possession of tests or other academic material that belong to a member of the College faculty or staff without permission;
- b. Knowingly providing or using any unauthorized assistance on quizzes, tests or examinations;
- c. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- d. Altering, forging, changing markings, or misusing any College documents (e.g., exams, scantrons, grade-records, transcripts, certifications, stationery).

2. Classroom and/or clinical performance deficiencies, which may include: a. Failure to perform aspects of nursing care in a thoughtful and professional manner;

- a. Failure to treat patients with respect and dignity both in their presence and in discussion with peers;
- b. Failure to display concern for the total patient;
- c. Failure to deal with class peers, professional and staff personnel, faculty, and all other members of the health care team in a considerate, respectful manner and with a spirit of cooperation;
- d. Failure to maintain confidentiality of information regarding patients, classmates, and faculty;
- e. Failure to follow HIPAA policies related to patient confidentiality and privacy protections as described below;
- f. Failure to perform duties to the best of one's ability and persevering until duties are complete or notifying responsible persons of problems;
- g. Failure to assume responsibility for patient care with appropriate supervision;
- h. Failure to identify emergencies and respond appropriately; and
- i. Failure to be honest in written and verbal documentation on health/patient records, course work and other documents.

3. Misrepresenting oneself or the facts to administration, admission advisors, College committees, faculty, staff, or healthcare team;

4. Attempting to enter or entering the College without authorization;

5. Harassing, exploiting or intimidating any member of the College community;

6. Violating the College's social media policies;

7. Threatening to use or using force to inflict harm upon any person on College premises or during College related activities;

8. Acting in a manner which is rude and/or disruptive during educational or extracurricular activity;

9. Making a known false report of an emergency situation in the College or on any premises of the College or premises related to College activities;

10. Stealing, assisting or attempting to steal College property or property of any member of the college community;

11. Damaging, destroying, or defacing College property or property of any member of the College community;

12. Illegal Gambling;

13. Possessing, storing, or using firearms, weapons, or explosives in any area of the College premises or any practicum site or other premises used by the College;

14. Violating the College's smoking, alcohol, or drug policies;

15. Violating the College's anti-harassment or social media policies;

16. Violating any College policy or soliciting any other person to violate any College policy;

17. Students are required to complete HIPAA training prior to beginning clinical rotations. In addition to BJC Privacy and Security Policies, the federal HIPAA law requires protected health information to be kept confidential. In order to protect this right to confidentiality and to comply with federal and state laws, students must hold all information gained through their clinical assignments at any facility in the strictest confidence. Sharing patient information via any means, including electronic media, is considered a breach of confidentiality. Violations of HIPAA policies while in clinicals may result in disciplinary action by the College, including immediate dismissal, disciplinary action by the host facility, and/or federal or state civil or criminal penalties.

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The College reserves the right to address other inappropriate behavior that does not clearly fall within the identified standards

of conduct above. The College may suspend, dismiss or otherwise discipline any student whose conduct violates the College's policies and standards.

B. PLAGARISM

Description:

Committing an act of plagiarism, which includes, but is not limited to, submitting examinations, reports, notes, or other materials as one's own work when such work has been, wholly or in part, authored by another person. The term "plagiarism" (See the Publication Manual of the American Psychological Association (7th ed., 2020) for a full description) includes, but is not limited to:

- a. Use of paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference;
- b. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials;
- c. Unacknowledged use of original work/materials that has been produced through collaboration with others without release in writing from collaborators; or
- d. Misuse of electronic media; piracy of electronic information.

Turnitin Policy:

Turnitin may be used by faculty as a detection tool for plagiarism and/or as an educational tool to improve writing skills, evaluate understanding of the originality of scholarly works, and encourage academic integrity.

Faculty may use the Turnitin application in the Learning Management System (LMS) as a detection tool prior to assessing any written work comprising 1,000 words or more (excluding references). The Similarity Index Report does not indicate plagiarism; it only checks for similarity of student's work to other sources. Therefore, the Similarity Index Report percentage cannot solely be used to determine plagiarism. To evaluate if a student's work meets the definition of plagiarism, faculty must use their informed judgement. If the Similarity Index from Turnitin exceeds **24%** (excluding references), faculty are required to review the student's written work and compare it to the Turnitin reports to determine:

- a. Whether the student has plagiarized unintentionally;
- b. Whether the student has plagiarized intentionally;
- c. Whether there is insufficient evidence to support plagiarism.
- d. Whether there is no evidence of plagiarism.

If it is determined by faculty that the student has plagiarized intentionally, the student will be subject to the College's Student Integrity Discipline Process.

## Turnitin Submission Methods:

### Undergraduate Students:

Accelerated students in first and second terms or Upper Division students in their first, second, and third terms will be permitted multiple submissions to the Turnitin application in the LMS. The application will be used as an educational tool to improve writing skills, evaluate understanding of the originality of scholarly works, and encourage academic integrity.

Accelerated students in the third term or Upper Division students in the fourth and fifth terms will be permitted only one submission of a written work comprising 1,000 words or more (excluding references) to the Turnitin application in the LMS. The application will be used as an evaluation tool to identify the possibility of plagiarism. Additionally, the application may continue to be used as an educational tool.

### Graduate Students:

As a general rule, graduate students will be permitted multiple submission attempts to the Turnitin application in the LMS. Faculty will guide graduate student use of Turnitin for specific writing assignments as needed. The application may continue to be used as an educational tool.

## C. STUDENT INTEGRITY DISCIPLINE PROCESS

The College may suspend, dismiss or otherwise discipline any student whose conduct violates the Student Integrity standards stated above. If a complaint or allegation not involving harassment or discrimination has been made against a student, this disciplinary process will be invoked.

### Allegations of Student Integrity Violations and Formal Hearing with the Student Affairs Committee:

- a. Faculty members who identify a violation of the student integrity standards may provide written notice of the violation to the student and proceed in one of two ways:
  1. Impose an appropriate sanction (i.e. awarding a "0" on the assignment, redo of the assignment, failure in the course). The student has the right to accept the charge and sanction, or may elect, within three (3) business days of the student's receipt of the sanction, to contact the Dean for a formal hearing as set forth in sub-sections (b)-(l).
  2. Faculty members who identify a violation of the student integrity standards may refer the matter to the Dean so the student can be scheduled for a formal hearing to determine whether the allegation has merit and the sanctions to be imposed.
- b. Notice of the alleged violation and date of the hearing will be given to the student in writing by the Dean.
- c. Interim measures, such as an interim suspension, may be imposed pending the outcome of the hearing if the College official(s) determine such a measure is appropriate and in the best interests of the College community.
- d. The hearing will be held before the Student Affairs Committee.
- e. The student may submit a written statement explaining his/her position and indicating why the student believes a finding of a violation is inaccurate.
- f. The student, instructor, and Student Affairs Committee have the right to present witnesses and to ask questions of witnesses at the hearing.
- g. Pertinent records, exhibits, and written statements may be accepted for consideration by the Committee at



- the discretion of the chairperson.
- h. The student may bring someone of his/her choosing as a support person during the hearing. Student's counsel may attend but may not participate in the hearing.
  - i. After the hearing, the Student Affairs Committee shall determine by majority vote whether it believes the student has violated the Student Integrity standards. The Committee's determination shall be made on the basis of whether it is more likely than not that the accused student committed the violation.
  - j. If the Student Affairs Committee determines a violation has occurred, the Committee may impose a sanction including, but not limited to the following:
    - i. A score of "0" on the assignment
    - ii. Repeat the course
    - iii. Probation
    - iv. Suspension
    - v. Dismissal from the College.
  - k. The Student Affairs Committee submits its written finding and the sanction imposed to the student, with a copy to the Dean of the College.
- D. APPEALS OF DISCIPLINE DECISIONS AND/OR SANCTIONS FOR STUDENT INTEGRITY VIOLATIONS
- 1. A student disciplined by the College may appeal the discipline decision and/or the sanctions imposed. Appeals must be in writing (handwritten or e-mail) and must contain a brief description of the history of the charge including the decision, the sanctions issued and the ground for the appeal.
  - 2. Appeals will be considered on any one or more of the following grounds:
    - a. The information presented at the hearing was insufficient to support the decision;
    - b. New and important information that was not available prior to the hearing can be presented; or
    - c. Sanctions issued were capricious and not consistent with the policy violated.
  - 3. Written appeals must be received by the Dean within three (3) business days of the student's receipt of the original decision by the Student Affairs Committee. The decision of the Dean is final, and the student will be notified of such in writing.
  - 4. Once a dismissed student has exhausted appeal rights, that student is not eligible for readmission to the College.

## **XVIII. GENERAL NON-DISCRIMINATION AND HARASSMENT POLICY AND PROCEDURES**

Goldfarb School of Nursing at Barnes-Jewish College will not tolerate any form of discrimination or harassment. Discrimination or harassment is strictly prohibited on College property, in all academic programs and extracurricular activities, and at College-sponsored events and activities, regardless of whether or not the event takes place on College property. The General Non-Discrimination and Harassment Policy and Procedures are not intended to govern complaints involving claims of sexual harassment. Complaints involving claims of sexual harassment will be investigated and adjudicated solely based on the Title IX Policies and Procedures outlined below.

The College takes all claims of harassment very seriously. Students engaging in such acts will be subject to discipline up to and including expulsion from the College and banning the student from the College.

### **A. PROHIBITED CONDUCT**

It is the College's policy to prohibit any unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward any member of the College because of his/her protected status. This prohibition applies to all students and individuals who work for or with the College, or who regularly participate in the College's programs, including managers, supervisors,

employees, vendors, suppliers, volunteers, clients, customers, or program participants. Examples of prohibited conduct include but are not limited to verbal conduct such as racial epithets and derogatory comments; visual conduct such as posters, e-mail, drawings, cartoons, or postings on social networking sites that denigrate based on a protected status; and physical conduct such as unwanted touching.

#### B. OTHER INAPPROPRIATE CONDUCT

Conduct that does not constitute prohibited discrimination or harassment under the law or under any of the College's policies still may be inappropriate for the College environment or workplace. Even if the College determines an individual's behavior does not rise to the level of prohibited discrimination or harassment under this policy, the College may impose appropriate disciplinary action, up to and including dismissal.

As a general rule, disciplinary action will be imposed under this paragraph if the College believes the behavior or conduct was inappropriate, unprofessional, objectionable, inconsistent with reasonable rules of conduct, inconsistent with the spirit of the College's harassment-free and discrimination-free philosophy or policy, or is not in the best interest of the College or its students.

#### C. REPORTING A COMPLAINT

Any student who has a question, concern or complaint of discrimination or harassment based on one's protected status is encouraged to bring the matter to the attention of the Vice Dean for Student Affairs and Diversity. If the question, concern or complaint involves the Vice Dean for Student Affairs and Diversity, or if the student is not comfortable discussing the matter with him/her, the student may bring the matter to the attention of the Dean or any College Administrator.

Any College Administrator who becomes aware of potential violations of this policy is required to contact the Vice Dean for Student Affairs and Diversity. If the potential violation concerns the Vice Dean for Student Affairs and Diversity, the Dean should be contacted instead. If the potential violation concerns the Dean, the President should be contacted instead.

#### D. INVESTIGATION

All reports of inappropriate conduct will be promptly and thoroughly investigated, and the College will act to ensure that any improper conduct ceases immediately, and corrective action is taken to prevent a recurrence. Any student who violates this policy will be subject to the full range of corrective action, up to and including dismissal. The College will inform the complainant of the resolution of the complaint as appropriate.

#### E. NO RETALIATION

Goldfarb School of Nursing at Barnes-Jewish College prohibits retaliation against anyone who reports or assists in making a good faith complaint of prohibited harassment or discrimination and/or who cooperates in any harassment or discrimination investigation. Prohibited retaliation may include, but is not limited to, withholding pay increases, poor evaluations, onerous work assignments, demotion, discipline or dismissal. If the College determines that any Campus community member has violated this policy, appropriate disciplinary action will be taken against the offending Campus community member.

#### F. LIMITATIONS

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under this policy shall on that basis prevent Goldfarb School of Nursing at Barnes-Jewish College from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

## **XIX. HAZING, BULLYING, AND OTHER HATE MOTIVATED ACTS**

Goldfarb School of Nursing at Barnes-Jewish College prohibits hazing, bullying, and other hate motivated acts. Any student who violates this policy will be subject to the full range of corrective action, up to and including dismissal.

Incidents of hazing, bullying, discrimination, harassment or other hate motivated acts will be governed by the College's discipline procedures, except that complaints of sex discrimination, sexual harassment, and sexual violence will be governed by the Title IX Policies and Procedures.

### **A. HAZING AND RELATED BEHAVIORS**

No recognized organization may have as a condition of initial membership or continued membership participation in any activity that can be defined as hazing or any behavior the performance of which is contrary to the norms generally accepted as governing behavior in society or as expected of a member of the College community.

"Hazing" is a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, which recklessly endangers or jeopardizes the mental or physical health or safety of the student or prospective member or that destroys or removes public or private property for the purpose of initiation or admission into affiliation with, or continued membership in any such organization. Organizations or individual members of organizations that violate the College's Policy on Hazing and Related Behaviors will be subject to College's discipline procedures.

### **B. BULLYING**

Bullying means any intentional gesture or any intentional written, verbal, electronic, or physical act or threat that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member. Examples of behavior that meet the definition of bullying above include, but are not limited to:

1. Physical bullying: pushing, shoving, kicking, poking and/or tripping; assault or threat of physical assault; damage to a person's work area or property, damage to or destruction of a person's work product.
2. Verbal bullying: repeated slandering, ridiculing, or maligning of a person or persons, addressing abusive and offensive remarks to a person or persons in a sustained or repeated manner; or shouting at others in public and/or in private where such conduct is so severe or pervasive as to cause or create a hostile or offensive educational or working environment or unreasonably interfere with the person's work or school performance or participation.
3. Nonverbal bullying: consists of directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.
4. Anonymous bullying: consists of withholding or disguising identity while treating a person in a malicious manner, sending insulting or threatening anonymous messages, placing objectionable objects among a person's belongings, leaving degrading written or pictorial material about a person where others can see.
5. Threatening a person's job or wellbeing: making threats, explicit or implicit to the security of a person's job, position, or personal wellbeing can be bullying. It is not bullying behavior for a supervisor to note an employee's poor job performance and the potential consequences within the framework of College policies and procedures, or for a professor or academic program director to advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected.
6. Cyber bullying: repeatedly makes fun of another person online, bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

## XX. ALCOHOL AND OTHER DRUGS

Goldfarb School of Nursing at Barnes-Jewish College seeks to maintain an atmosphere conducive to the pursuit of learning and to a healthy and wholesome social environment. The College considers its students to be adults who will comply with its Alcohol and Other Drug policy and federal, state, and local law regulating alcohol and drug use. Any student who violates this policy will be subject to the full range of corrective action, up to and including dismissal.

The College, however, attempts to educate members of the College community as to the health risks associated with alcohol and drugs and the effects of alcohol and drug use and abuse on themselves, their families, their friends, and their colleagues. The College also tries to teach students to be responsible for their behavior and make them aware of the effects of their behavior on others within and outside of the College community.

The College provides confidential counseling service for alcohol and drug-related problems where needed. Students desiring assistance should contact Academic and Student Support Services Department. Students who initiate self-referral through the Academic and Student Support Services Department will not be disciplined for utilizing this service. The information shared will remain confidential. Students who are referred by School Administrators may be subject to disciplinary action due to performance or safety related issues.

A student convicted of any criminal drug statute violation, including DWI, is required to notify School Administrators no later than five days after such conviction occurs. School Administrators will report such conviction to the appropriate federal agencies as required by the Safe and Drug-Free Schools and Communities Act of 1989.

### A. CURRENT LAW

In the State of Missouri, the legal drinking age is 21. Furnishing alcohol to a minor is also a punishable criminal offense. Violation of Missouri drinking law can result in increased fines and incarceration. A conviction for driving under the influence of drugs or alcohol can also result in fines in excess of \$500, community service, mandatory treatment programs, license revocation, and/or incarceration.

In the State of Missouri, it is also illegal to be involved with controlled substances, including prescription drugs obtained or used contrary to the prescription. Violation of the Missouri drug laws also may result in incarceration and substantial fines.

The College voluntarily complies with the substantive provisions of the federal *Safe and Drug-Free Schools and Communities Act of 1994*, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students on the property of the College or as part of any educational program or activity.

Federal law contains other laws regulating drugs and controlled substances. Under federal law, illegal possession of a controlled substance can result in a fine of at least \$1,000 and up to one-year imprisonment for a first offense. Penalties increase when an offender has been convicted of prior drug-related offenses. Illegal possession of a controlled substance can also result in the forfeiture of property, civil fines, and the loss of federal benefits. Trafficking controlled substances can also lead to substantial fines and lengthy prison sentences, including life in prison. Conviction for violation of federal drug laws may also result in loss of federal aid for financing education.

### B. HEALTH RISKS

Abuse of alcohol and use of drugs is harmful to one's physical, mental and social well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

More specifically, the major categories of drugs are listed below and include the significant health risks of each.

1. **Amphetamines:** Physical dependency, heart problems, infections, malnutrition and death may result from continued high doses of amphetamines.
2. **Narcotics:** Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.
3. **Depressants:** These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.
4. **Hallucinogens:** may cause psychosis, convulsions, coma and psychological dependency.

#### C. COLLEGE REGULATION OF ALCOHOL

Students are prohibited from being under the influence of alcohol while on College property or attending a College-sponsored or College-financed functions or while holding themselves out as representatives of the College. "Under the influence of alcohol" is defined as displaying behavior such as staggering, glassy eyes, strong odor of banned substances, incoherence, lack of judgment, unconsciousness (passed out), or other behaviors which indicate the use or influence of alcohol.

#### D. COLLEGE REGULATION OF OTHER DRUGS

Goldfarb College of Nursing at Barnes-Jewish College prohibits the manufacture, distribution, dispensation, possession, sale, transfer, or use of any illicit or illegal drug or controlled substance, including without limitation, marijuana and cannabis-derived material, opium and its derivatives, hallucinogens, amphetamines or methamphetamines, barbiturates, cocaine or crack, and prescription medications illegally obtained. Any student violating this policy will be subject to College disciplinary procedures. Any illicit/illegal drugs, or controlled substances and drug paraphernalia, will be confiscated by the College. Prescription drugs not used in conformity with the prescription are considered illicit or illegal drugs under this policy. The College cooperates with local law enforcement in these matters.

All drugs and drug paraphernalia will be confiscated by the College and turned over to law officials. Any student violating this policy will be subject to College disciplinary procedures. The College cooperates with local law enforcement in these matters.

Students are prohibited from being under the influence of drugs while on College property or attending a College-sponsored or College-financed functions or while holding themselves out as representatives of the College. "Under the influence of drugs" is defined as displaying behavior such as staggering, glassy eyes, strong odor of banned substances, incoherence, lack of judgment, unconsciousness (passed out), or other behaviors which indicate the use or influence of drugs.

Marijuana, for recreational or medicinal use, is illegal under federal law. Any college or university that receives federal funds must prohibit the unlawful possession and use of illegal drugs, including marijuana. Even where otherwise permitted under local or state law, recreational or medicinal marijuana use, possession or influence on College premises or at College events is prohibited. Testing positive for marijuana, including medical marijuana, may result in disciplinary action and/or criminal prosecution

#### E. SCREENING

1. **Pre-Admission Screening:** In an effort to maintain a drug and alcohol-free environment, applicants who receive a conditional acceptance to the College will be subject to drug testing as part of the pre-admission health screening.
2. **“For Cause” Testing:** Detailed guidelines are available through the Academic and Student Support Services Department relating to testing when a College administrator/faculty/staff suspect drug or alcohol related impairment or unauthorized use on the job or clinical.
3. **Testing in the Event of Accident/Injury:** College Administrators may conduct testing in the case of an accident and/or injury.
4. **Testing in the event of medication administration/handling discrepancy:** College Administrators may conduct testing in the case of the improper documentation of narcotics.

#### F. RIGHT TO INSPECT

College Administrators may at any time inspect a student's locker, lunchbox, or other personal property when any of these are on Barnes-Jewish College property. In addition, College Administrators may inspect the person of any student whom it reasonably believes to be in violation of this policy. College Administrators also may at any time inspect any vehicle on Barnes-Jewish College property if the administrator/faculty/staff member has reasonable cause to suspect that the vehicle is involved in the use, storage, distribution, or sale of alcohol or illegal drugs.

#### G. CONSEQUENCES FOR ALCOHOL AND OTHER DRUG POLICY VIOLATIONS

Violations of the Alcohol and Other Drug Policy will be addressed pursuant to the College's discipline procedures. Along with any other appropriate sanctions, consequences of a violation of the College Alcohol and Other Drug policy may include one or more of the following:

1. Required attendance and completion of a drug or alcohol education course;
2. Rehabilitation;
3. Treatment program satisfactory to the College;
4. Required periodic alcohol and drug screening;
5. Reporting the matter to appropriate law enforcement authorities, which, in any event, may be required in some cases involving violations of federal, state, or local alcohol or drug-related laws;
6. Disciplinary fines and sanctions up to and including dismissal from the College which will effectuate appropriate resolution;
7. Disciplinary probation which could result in extra-curricular activity suspension, including athletics.

A student may be required to present a statement of successful or continued successful participation in drug or alcohol rehabilitation satisfactory to the College and further drug and alcohol screening as a condition of continued enrollment. The cost of such rehabilitation, including communications between the drug or alcohol rehabilitation provider and the College and all drug and alcohol screenings, is the responsibility of the student.

As permitted by law, the College also reserves the right to release information about alcohol or drug related disciplinary violations to parents of students.

### XXI. **SMOKING AND TOBACCO POLICY**

To promote a safe and healthy environment, smoking and/or the use of tobacco products, including the use of the electronic cigarette, e-cigarette or vaporizer cigarette by all persons is prohibited inside the facilities and on all affiliated campuses

owned or leased by BJC Healthcare including, but not limited to, private offices, company vehicles, parking lots/ garages/ramps, courtyards, and other areas of the campus or affiliated campus as well as Controlled Buildings and campuses.

Students are also prohibited from smoking while in student nursing uniform, including lab jacket. The effects of the use of tobacco prior to or during the period of time when you are providing patient care can be offensive to patients, family, visitors, and coworkers.

Any student who violates this policy will be subject to the full range of correction action, up to and including dismissal.

## **XXII. TITLE IX POLICIES AND PROCEDURES**

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

Sexual harassment, whether verbal, physical, or visual, that is based on sex is a form of prohibited sex discrimination. Sexual harassment also includes sexual violence/assault and discrimination on the basis of pregnancy. The specific definitions of sexual harassment and sexual violence/assault, including examples of such conduct, are set forth below.

### **A. SCOPE**

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

### **B. 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's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The College has designated the following Title IX Coordinator or Deputy Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Dr. Michael Ward, Coordinator and Vice Dean for Student Affairs and Diversity  
Goldfarb School of Nursing at Barnes-Jewish College  
4483 Duncan Avenue, St. Louis, Missouri 63110  
314-362-9155  
[Michael.Ward@BarnesJewishCollege.edu](mailto:Michael.Ward@BarnesJewishCollege.edu)

Dr. June Cowell-Oates, Deputy Title IX Coordinator and Director of Alumni Affairs  
Goldfarb School of Nursing at Barnes-Jewish College  
4483 Duncan Avenue, St. Louis, Missouri 63110  
314-454-8694  
[June.Cowell-Oates@BarnesJewishCollege.edu](mailto:June.Cowell-Oates@BarnesJewishCollege.edu)

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or by calling 1-800-421-3481.



## C. SEXUAL HARASSMENT

### *1. Definition of Sexual Harassment*

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

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

### *2. Examples of Sexual Harassment*

Some examples of sexual harassment include:

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

Further examples of sexual harassment may be found in the Frequently Asked Questions section.

## D. SEXUAL VIOLENCE/ASSAULT

Sexual assault is a criminal act that violates the standards of our community and is unacceptable at Goldfarb School of Nursing. Sexual assault can be devastating to the person who experiences it directly and can be traumatic to the person's family, friends, and larger community as well. The College's definition of sexual assault encompasses the State of Missouri's Revised Statutes Chapters 566-568.

## E. DEFINITIONS OF SEXUAL CRIMES

1. **Forcible Sexual Offense:** The involvement in any sexual act with another person, without the consent of the other person, in which there is force which overcomes reasonable resistance; or the threat of force, expressed or implied; or the use of duress or deception.
2. **Non-forcible Sexual Offense:** The involvement in any sexual act with another person, without the consent of the other person, particularly when the other person is incapacitated by drugs, alcohol, mental deficiency, or other disability.
3. **Nonconsensual Sexual Contact:** Any intentional touching, without the consent of the other person, of the genitals

or anus of any person, or the breast of any female person.

4. **Sexual Related Offenses:** Obscene or indecent behavior that is sexually motivated, including but not limited to indecent exposure and voyeurism.
5. **Intimate Partner Violence:** Intimate partner violence is conduct between people who are or were involved in a sexual or romantic relationship when one person in the relationship causes harm or significant alarm or distress to the other person. This includes but is not limited to threats, assault, or other action against the person or their property when used as a method of coercion, control, punishment, intimidation, or revenge.
6. **Sexual Assault:** Sexual intercourse with another person knowing that (s) he does so without that person's consent.
7. **Retaliation:** This policy prohibits retaliation against a person who reports sexual offenses, assists someone with a report of sexual offenses, or participates in any manner in an investigation or resolution of a sexual offense report. Retaliation includes but is not limited to threat, intimidation, reprisals, and /or adverse actions related to employment or education.
8. **Stalking:** Repeatedly contacting another person when the contact is unwanted. Additionally, the conduct may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. It can include but is not limited to:
  - A. Repeated undesired contact (phone calls, emails, letters, showing up unexpectedly, etc.)
  - B. Following a person from place to place
  - C. Making threats to the individual or her or his family
  - D. Any behavior used to repeatedly contact, harass, track, or threaten the individual
9. **Cyberstalking:** A pattern of threatening behaviors and unwanted advances directed from one individual to another over the Internet and other online and computer communications. Cyberstalking include but is not limited to:
  - A. Threatening/obscene emails and text messages
  - B. Live chat harassment or flaming (online verbal abuse)
  - C. Tracing victim's computer and internet activity
  - D. Can happen in conjunction with off-line stalking/harassment
10. **Domestic Violence:** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
11. **Dating Violence:** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
12. **Forcible Rape** MoRS-566.030. A person commits the crime of forcible rape if such person has sexual intercourse with another person by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.
13. **Sexual assault** MoRS-566.040. A person commits the crime of sexual assault if he has sexual intercourse with another person knowing that he does so without that person's consent.
14. **Deviate sexual assault** MoRS-566.070. A person commits the crime of deviate sexual assault if he has deviate sexual intercourse with another person knowing that he does so without that person's consent.
15. **Sexual misconduct** MoRS-566.090-566.095.
  - A. A person commits the crime of sexual misconduct in the first degree if such person purposely subjects another person to sexual contact without that person's consent.
  - B. Exposes his or her genitals under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm;
  - C. Has sexual contact in the presence of a third person or persons under circumstances in which he or she knows that such conduct is likely to cause affront or alarm; or

- D. Has sexual intercourse or deviate sexual intercourse in a public place in the presence of a third person.
- E. A person commits the crime of sexual misconduct in the third degree if he solicits or requests another person to engage in sexual conduct under circumstances in which he knows that his requests or solicitation is likely to cause affront or alarm.

F. **ROLES AND RESPONSIBILITIES**

***1. Title IX Coordinator***

It is the responsibility of the Title IX Coordinator to coordinate dissemination of information and education and training programs to: (1) assist members of the College Community in understanding that sex discrimination and sexual harassment are prohibited by this policy; (2) ensure that investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment; (3) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment; and (4) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures.

***2. Title IX Deputy Coordinator***

It is the responsibility of the Title IX Deputy Coordinator to collaborate with the Title IX Coordinator as needed and assume the duties of the Coordinator in his absence.

***3. Administrators, Deans, Department Chairs, and Other Managers***

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

- a. Inform employees under their direction or supervision of this policy
- b. Work with the Title IX Coordinator to implement education and training programs for employees and students
- c. Implement any corrective actions that are imposed as a result of findings of a violation of this policy

***4. All Employees***

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

***5. Students***

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

***6. The College***

When the College is aware that a member of the College Community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sex discrimination or sexual harassment. The College will act in accordance with its Complaint Resolution Procedures in this policy.

## G. COMPLAINTS

### *1. Making a Complaint*

- a. Employees
  - o All College employees have a duty to report sex discrimination and sexual harassment to the Title IX Coordinator.
- b. Students and Other Persons
  - o Students who wish to report sex discrimination or sexual harassment should file a complaint with the Title IX Coordinator or Dr. Michael Ward. Students and other persons may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.
- c. Content of the Complaint
  - o So that the College has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.
  - o A complainant will be given a copy of the document titled "Explanation of Rights and Options After Filing a Complaint Under the Title IX: Non-Discrimination and Anti-Harassment Policy."
- d. Conduct that Constitutes a Crime
  - o Any person who wishes to make a complaint of sex discrimination or sexual harassment that also constitutes a crime—including sexual violence/assault, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.
- e. Special Guidance Concerning Complaints of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking
  - o If you are the victim of sexual violence/assault, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has been perpetrated against you, the College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.
  - o If you are the victim of sexual violence/assault, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.
  - o It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.
  - o Once a complaint of sexual violence/assault, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:
    - contacting parents or a relative
    - seeking legal advice
    - seeking personal counseling (always recommended)
    - pursuing legal action against the perpetrator
    - pursuing disciplinary action
    - requesting that no further action be taken

- f. Vendors, Contractors, and Third-Parties
  - o This policy applies to the conduct of vendors, contractors, and third parties. Persons who believe they have been discriminated against or harassed in violation of this policy should make a complaint in the manner set forth in this section.
- g. Retaliation
  - o It is a violation of this policy to retaliate against any member of the College Community who reports or assists in making a complaint of discrimination or harassment or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.
- h. Protecting the Complainant
  - o Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the College will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, transportation, work, or living situation if options to do so are reasonably available. Such changes may be available regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
  - o If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The College will take all reasonable and legal action to implement the order.

## ***2. Timing of Complaints***

The College encourages persons to make complaints of sex discrimination and sexual harassment as soon as possible because late reporting may limit the College's ability to investigate and respond to the conduct complained of.

## ***3. Investigation and Confidentiality***

All complaints of sex discrimination and sexual harassment will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures in this policy, and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community.

## ***4. Resolution***

If a complaint of sex discrimination or sexual harassment is found to be substantiated, the College will take appropriate corrective and remedial action. Students, faculty, and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

## ***5. Bad Faith Complaints***

While the College encourages all good faith complaints of sex discrimination and sexual harassment, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

### **H. ACADEMIC FREEDOM**

While the College is committed to the principles of free inquiry and free expression, sex discrimination and sexual harassment are neither legally protected expression nor the proper exercise of academic freedom

### **I. EDUCATION**

Because the College recognizes that the prevention of sex discrimination, sexual harassment, sexual violence/assault, domestic violence, dating violence, and stalking is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

### **J. FREQUENTLY ASKED QUESTIONS**

#### **1. What are some additional examples of sexual harassment?**

Sexual harassment is a form of prohibited sex discrimination. The College's policies protect men and women equally from sexual harassment, including harassment by members of the same sex. Staff, faculty, and students are protected from sexual harassment by any other staff, faculty, student, or contractor. Examples of kinds of conduct that constitute sexual harassment include, but are not limited to, the following:

- a. Engaging in unwelcome sexual advances
- b. Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- c. Sending sexually explicit emails or text messages
- d. Telling unwelcome, sexually-explicit jokes
- e. Displaying sexually suggestive or lewd photographs, videos, or graffiti
- f. Making unwelcome and unwanted physical contact, such as rubbing, touching, pinching, or patting
- g. Making unwelcome and suggestive sounds, such as "cat calls" or whistling
- h. Commenting on a person's dress in a sexual manner
- i. Making sexual gestures
- j. Repeatedly asking someone for a date after the person has expressed disinterest
- k. Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- l. Telling another person of one's sexual fantasies, sexual preferences, or sexual activities
- m. Commenting on a person's body, gender, sexual relationships, or sexual activities

- n. Using sexually explicit profanity

## **2. What should I do if I have been sexually harassed?**

The College encourages you to report sexual harassment as soon as possible. Ignoring sexual harassment does not make it go away. And delayed reporting may limit the College's ability to investigate and remedy the sexual harassment.

If you are a student, you may report sexual harassment to the Title IX Coordinator. If you are the victim of sexual harassment that constitutes a crime, the College encourages you to also file a complaint with local law enforcement and to press charges.

You always have the option to directly confront the person that is harassing you. Sometimes, individuals are not aware that their behavior is offensive and quickly apologize and change the behavior once it is brought to their attention. However, you are not required or expected to confront your harasser prior to filing a complaint.

## **3. What are some additional examples of sexual violence/assault?**

Sexual violence/assault is a form of prohibited sexual harassment. Sexual violence/assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Examples of kinds of conduct that constitute sexual violence/assault include, but are not limited to, the following:

- a. The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- b. Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- c. Hazing that involves penetrating a person's vagina or anus with an object
- d. Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
- e. One partner in a romantic relationship forcing the other to have sexual intercourse without the partner's consent
- f. Exceeding the scope of consent by engaging in a different form of sexual activity than a person has consented to
- g. Groping a person's breasts or groin on the dance floor or at a bar
- h. Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
- i. Coercing someone into having sexual intercourse by threatening to expose his/her secrets
- j. Secretly videotaping sexual activity where the other party has not consented

## **4. What constitutes "consent" for purposes of sexual violence/assault?**

Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- a. If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- b. If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- c. If a person is asleep or unconscious, there is no consent.



- d. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- e. Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

**5. What should I do if I am a victim of sexual violence/assault, domestic violence, dating violence, or stalking?**

Don't blame yourself. These crimes are never the victim's fault. Please contact the Title IX Coordinator as soon as possible for information on options and resources available to you. You may also wish to call local law enforcement (911 if emergency), or the National Sexual Assault Hotline at 800-656-HOPE.

If you are the victim of sexual violence/assault, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

**6. Can I make a complaint of sexual violence/assault against my boyfriend or girlfriend?**

Anyone can commit sexual violence/assault, even if you and that person are in a romantic relationship. The critical factor is consent. If your boyfriend or girlfriend perpetrates a sexual act against you without your consent, such conduct constitutes sexual violence/assault, and you may make a complaint. This type of conduct and other types of conduct perpetrated by your boyfriend or girlfriend may also be classified as domestic violence or dating violence.

**7. What should I do if I am sexually harassed by someone who is not a College student or employee?**

The College's policies protect you from sexual harassment by vendors, contractors, and other third parties that you encounter in your College learning, living, and employment environment. If you believe that you have been subject to conduct that violates these policies, you should report the sexual harassment just as if it were committed by a College student or employee.

**8. What should I do if I am sexually harassed by a student, but we are off campus?**

It is possible for off-campus conduct between College employees or students to contribute to a hostile working or academic environment or otherwise violate the College's policies. You may make a complaint of sexual harassment even if the conduct occurs off-campus.

**9. What should I do if I observe sex discrimination or sexual harassment, but it is not directed at me?**

Anyone that witnesses sex discrimination or sexual harassment, even it is directed at someone else, can still feel uncomfortable and harassed. If you are a student and witness conduct that you believe constitutes sex discrimination or sexual harassment, please make a complaint in the same manner as if the conduct was directed against you. If you are an employee or staff member of the College, it is your duty to report conduct that constitutes sex discrimination or sexual harassment.

#### **10. What is the role of the Title IX Coordinator?**

The Title IX Coordinator oversees the College's compliance with Title IX and receives inquiries regarding Title IX, including complaints of sex discrimination and sexual harassment. The Title IX Coordinator has received special training on the College's policies and procedures pertaining to sex discrimination and sexual harassment, and is available to answer questions about those policies and procedures, respond to complaints, and assist you in identifying other resources to aid in your situation.

#### **11. If I make a complaint of sex discrimination or sexual harassment, will it be treated confidentially?**

The College will take reasonable and appropriate steps to preserve the confidentiality of the parties to the complaint and to protect the confidentiality of information gathered during the investigation. However, the College has an obligation to provide a safe and non-discriminatory environment for all students and employees. Therefore, no unconditional promises of confidentiality can be provided.

#### **12. Who is typically involved in investigating a complaint of sex discrimination or sexual harassment?**

The College's Title IX Coordinator or his/her designee will be involved in investigating complaints of sexual harassment. The Title IX Coordinator may appoint another member of the staff to investigate and resolve the complaint. The process of gathering evidence will necessarily require the involvement of the complainant, the respondent, and any witnesses to the incident that gave rise to the complaint. In sum, it will involve those persons necessary to fairly and completely investigate the complaint and resolve it.

#### **13. What are the possible outcomes of an investigation into a complaint?**

The outcome will be determined based on the totality of the evidence using a preponderance of the evidence standard. If the preponderance of the evidence does not support a finding that the incident occurred, then the complaint is resolved in favor of the accused. If, however, the preponderance of the evidence supports that sex discrimination or sexual harassment occurred, the actions taken by the College will include those necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

#### **14. May I have a support person with me in the investigation process?**

During the investigation process, both a complainant and a respondent may ask a support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and he or she must agree to maintain the confidentiality of the process.

#### **15. What should I do if I am retaliated against for making a complaint of sex discrimination or sexual harassment?**

The College's Title IX: Non-Discrimination and Anti-Harassment Policy prohibits retaliation against any person for making a good faith complaint of sex discrimination or sexual harassment and/or cooperating in the investigation of (including testifying as a witness to) such complaint. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the underlying allegation of sex discrimination or sexual harassment. If you feel you are the victim of retaliation in violation of this policy, you should report the retaliation just as you would a complaint of sex discrimination or sexual harassment.

## 16. How does the College handle a bad faith allegation of sex discrimination and sexual harassment?

A bad faith allegation of sex discrimination or sexual harassment occurs when the accuser intentionally reports information or incidents that he or she knows to be untrue. Failure to prove a complaint of sex discrimination or sexual harassment is not equivalent to a bad faith allegation. The College may impose sanctions against an individual who knowingly makes false allegations of sex discrimination or sexual harassment.

### K. TITLE IX COMPLAINT RESOLUTION PROCEDURES / SEXUAL HARASSMENT POLICY

#### 1. **Policy Statement**

Consistent with the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX") (see 34 C.F.R. § 106 *et seq.*), Goldfarb School of Nursing at Barnes-Jewish College ("Goldfarb" or the "College") prohibits Sexual Harassment that occurs within its education programs and activities.

As further defined herein, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Administrators, faculty members, staff, students, contractors, guests, and other members of the Goldfarb community who commit Sexual Harassment are subject to the full range of discipline including verbal reprimand; written reprimand; mandatory training, coaching, or counseling; mandatory monitoring; partial or full probation; partial or full suspension; fines; permanent separation from the institution (i.e., termination or dismissal); physical restriction from Goldfarb property; cancellation of contracts; and any combination of the same.

Goldfarb will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to Goldfarb's education programs and activities.

#### 2. **Scope**

This policy applies to Sexual Harassment that occurs within Goldfarb's Education Programs and Activities and that is committed by an administrator, faculty member, staff, student, contractor, guest, or other member of the Goldfarb community.

This policy does not apply to Sexual Harassment that occurs off-campus, in a private setting, and outside the scope of Goldfarb's Education Programs and Activities; such Sexual Misconduct may be prohibited by the Student Handbook or Student Policies if committed by a student, the Faculty Handbook if committed by a faculty member, or human resources policies or other policies if committed by a College employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in Goldfarb's Education Programs and Activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Handbook or Student Policies if committed by a student, the Faculty Handbook if committed by a faculty member, or human resources policies or other policies if committed by a College employee.

#### 3. **Definitions**

- A. "Sexual Harassment" is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.
- B. "Quid Pro Quo Sexual Harassment" is a College employee conditioning the provision of an aid, benefit, or service of Goldfarb on an individual's participation in unwelcome sexual conduct.
- C. "Hostile Environment Sexual Harassment" is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to Goldfarb's education programs and activities.

- D. "Sexual Assault" includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.<sup>1</sup>
1. "Rape" is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is the slightest penetration of the vagina or anus by the sex organ of the other person. Attempted Rape is included.
  2. "Sodomy" is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  3. "Sexual Assault with an Object" is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
  4. "Fondling" is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  5. "Incest" is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Missouri law.
  6. "Statutory Rape" is sexual intercourse with a person who is under the statutory age of consent as defined by Missouri law.
- E. "Domestic Violence" is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with 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 Missouri, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Missouri.
- F. "Dating Violence" is violence committed by a person –
1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  2. Where the existence of such a relationship will be determined based on a consideration of the following factors:
    - The length of the relationship;
    - The type of relationship; and
    - The frequency of interaction between the persons involved in the relationship.

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<sup>1</sup> The College's definition of "Sexual Assault" is mandated by federal regulations implementing Title IX of the Education Amendments of 1972. Those regulations require the College to adopt a definition of "Sexual Assault" that incorporates various forcible and non-forcible sex crimes as defined by the FBI's Uniform Crime Reporting System. See 34 C.F.R. § 106.30(a).

- G. "Stalking" is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
1. Fear for their safety or the safety of others; or
  2. Suffer substantial emotional distress.

- H. "Consent" refers to words or actions that a reasonable person in the perspective of the Respondent would understand as agreement to engage in the sexual conduct at issue. A person who is Incapacitated is not capable of giving Consent.

Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. If a person is asleep or unconscious, there is no consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

- I. "Incapacitated" refers to the state where a person does not appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition or disability, or due to a state of unconsciousness or sleep.
- J. "Retaliation" is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
- K. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.
- L. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
- M. "Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that Goldfarb investigate the allegation of Sexual Harassment in accordance with this policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in Goldfarb's Education Programs and Activities. A "document filed by a Complainant" means a document or electronic submission (such as an email) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.
- N. "Supportive Measures" are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to Goldfarb's Education Programs and Activities without unreasonably burdening another party, including measures designed to protect the safety of all parties implicated by a report or Goldfarb's education environment, or to deter Sexual Harassment. Supportive measures may include: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

- O. "Education Programs and Activities" refers to all the operations of Goldfarb, including, but not limited to, in-person and online educational instruction, employment, research activities, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by Goldfarb. It also includes off-campus locations, events, or circumstances over which Goldfarb exercises substantial control over the Respondent and the context in which the Sexual Harassment occurs, including Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by Goldfarb.

#### 4. Understanding Hostile Environment Sexual Harassment

In determining whether a hostile environment exists, the College will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. The College will evaluate the totality of circumstances from the perspective of a reasonable person in the Complainant's position. A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

The College encourages members of the College Community to report any and all instances of Sexual Harassment, even if they are unsure whether the conduct rises to the level of a policy violation.

Some specific examples of conduct that may constitute Sexual Harassment if unwelcome include, but are not limited to:

- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact
- Unwelcome kissing, hugging, or massaging
- Sexual innuendos, jokes, or humor
- Displaying sexual graffiti, pictures, videos, or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- E-mail, internet, or other electronic use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails, text messages, or social media posts
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship
- Insulting, demeaning, or degrading another person based on gender or gender stereotypes

#### 5. Reporting Sexual Harassment

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

The name and contact information for the Title IX Coordinator is:

Dr. Michael Ward, Title IX Coordinator and Vice Dean for Student Affairs and Diversity, Goldfarb School of Nursing at Barnes-Jewish College  
4483 Duncan Avenue  
St. Louis, Missouri 63110  
314-362-9155  
[Michael.Ward@BarnesJewishCollege.edu](mailto:Michael.Ward@BarnesJewishCollege.edu)

The name and contact information for the Deputy Title IX Coordinator is:

Dr. June Cowell-Oates  
Deputy Title IX Coordinator and Director of Alumni Affairs, Goldfarb School of Nursing at Barnes-Jewish College  
4483 Duncan Avenue  
St. Louis, Missouri 63110  
314-454-8694  
[June.Cowell-Oates@BarnesJewishCollege.edu](mailto:June.Cowell-Oates@BarnesJewishCollege.edu)

In addition to reporting to the Title IX Coordinator or Deputy Title IX Coordinator, any person may report Sexual Harassment to any College employee who must promptly forward such report of Sexual Harassment to the Title IX Coordinator.

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or by calling [1-800-421-3481](tel:1-800-421-3481).

The sole exceptions to the mandatory reporting requirement for College employees are College employees who are statutorily prohibited from reporting such information are exempt from these reporting requirements, including licensed health-care, counseling, or pastoral professionals ("Confidential Resources") who are not mandatory reporters and who are available to have confidential conversations with students.

- The contact information for Confidential Resources are:

Goldfarb School of Nursing at Barnes-Jewish College's Title IX Coordinator  
Dr. Michael Ward, Vice Dean for Student Affairs and Diversity  
314-362-9155  
[Mward@bjc.org](mailto:Mward@bjc.org)

Goldfarb School of Nursing at Barnes-Jewish College's Deputy Title IX Coordinator  
Dr. June Cowell-Oates, Director of Alumni Affairs, Program Officer  
314-454-8694  
[Jcowell-oates@bjc.org](mailto:Jcowell-oates@bjc.org)



- Goldfarb School of Nursing at Barnes-Jewish College's Title IX Investigators  
Dettra Fields, Senior Human Resources Specialist  
314-362-4830  
[Dettra.fields@bjc.org](mailto:Dettra.fields@bjc.org)

Stacy Bogier, Director of Enrollment Management  
314-454-7770  
[SXB4981@bjc.org](mailto: SXB4981@bjc.org)

- Campus Security/Safety Department

Goldfarb Hall  
1<sup>st</sup> Floor Reception/Security Officer  
314-454-7055

BJH Department of Public Safety  
4353 Clayton Avenue, Room 120  
314-362-0750

Security Department of Missouri Baptist Medical Center  
314-996-4770

- Local Police

St. Louis Metropolitan Police Department  
City of St. Louis, MO  
314-231-1212  
(for emergency dial 911)

Nearest Hospitals to Goldfarb Campuses

Closest to Goldfarb Campus:

Barnes Jewish Hospital  
One Barnes-Jewish Hospital Plaza  
St. Louis, MO 63110  
314-747-3000  
866-552-5606

Closest to Missouri Baptist Campus:

Missouri Baptist Medical Center  
3015 North Ballas Road  
St. Louis, MO 63131  
314-996-5000

- Support Agencies/Hotlines
  - Safe Connections: 314-531-2003
  - ALIVE: 314-993-2777
  - National Domestic Violence Hotline: 1-800-799-7233
  - National Sexual Assault Hotline: 1-800-656-4673

Please contact the Title IX Coordinator if you want to discuss other resources that may be available in the community.

- Legal Assistance, Visa and Immigration Assistance

- MO Bar Association Referral Services  
573-635-4128  
[www.mobar.org](http://www.mobar.org)
- Legal Services of Eastern Missouri  
314-534-4200  
[www.lsem.org](http://www.lsem.org)
- Land of Lincoln Legal Aid  
618-398-0574  
<https://lincolnlegal.org/>
- Immigration Advocates Network:  
<http://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=MO>

U.S. Citizenship and Immigration Services:  
<http://www.uscis.gov/about-us/find-uscis-office/field-offices/ohio>

For employees, the Employee Assistance Program is also available. Information about the Employee Assistance Program can be found at <https://www.bjceap.com/> or you can contact Human Resources for more information.

Please contact the Title IX Coordinator if you would like to discuss other resources available in the community.

## 6. Special Advice for Individuals Reporting Sexual Assault, Domestic Violence, Dating Violence, or Stalking

If you believe you are the victim of Sexual Assault, Domestic Violence, or Dating Violence, get to safety and do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. For those who believe that they are victims of Sexual Assault, Domestic Violence, or Dating Violence, the College recommends the following:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence of the crime—avoid bathing, using the toilet, rinsing one's mouth or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.
- Do not launder or discard bedding or otherwise clean the area where the assault occurred- preserve for law enforcement

- Preserve all forms of electronic communication that occurred before, during, or after the assault
- Contact law enforcement by calling 911.
- Get medical attention - all medical injuries are not immediately apparent. This will also help collect evidence that may be needed in case the individual decides to press charges. Local hospitals have evidence collection kits necessary for criminal prosecution should the victim wish to pursue charges. Take a full change of clothing, including shoes, for use after a medical examination.
- Contact a trusted person, such as a friend or family member for support.
- Talk with a professional licensed counselor, , or health care provider who can help explain options, give information, and provide emotional support.
- Make a report to the Title IX Coordinator.
- Explore this policy and avenues for resolution under the Title IX Grievance Process.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, electronic images, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Sexual Harassment investigations.

Once a report of Sexual Assault, Domestic Violence, Dating Violence, or Stalking is made, the victim has several options such as, but not limited to:

- obtaining Supportive Measures
- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- filing a Formal Complaint
- requesting that no further action be taken

BJH Department of Public Safety can assist individuals in obtaining a personal protection order ("PPO").

## 7. **Preliminary Assessment**

Upon receipt of a report made pursuant to Section V, the Title IX Coordinator will conduct a preliminary assessment to determine:

- Whether the conduct, as reported, falls or could fall within the scope of the policy specified in Section II; and
- Whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

If the Title IX Coordinator determines that the conduct reported could not fall within the scope of the policy, and/or could not constitute Sexual Harassment, even if investigated, the Title Coordinator will close the matter and may notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act ("FERPA"). The Title IX Coordinator may refer the report to other College offices, as appropriate.

If the Title IX Coordinator determines that the conduct reported could fall within the scope of the policy, and/or could constitute Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the Complainant as specified in Section VIII.

As part of the preliminary assessment, the Title IX Coordinator may take investigative steps to determine the identity of the Complainant, if such identity is not apparent from the report.

#### **8. Contacting The Complainant**

If a report is not closed as a result of the preliminary assessment specified in Section VII and the Complainant's identity is known, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures specified in Section IX; to discuss and consider the Complainant's wishes with respect to such Supportive Measures; to inform the Complainant of the availability of such Supportive Measures with or without filing a Formal Complaint; and to explain the process for filing and pursuing a Formal Complaint.

#### **9. Supportive Measures**

If a report is not closed as a result of the preliminary assessment specified in Section VII, Goldfarb will offer and make available Supportive Measures to the Complainant regardless of whether the Complainant elects to file a Formal Complaint.

Contemporaneously with the Respondent being notified of a Formal Complaint specified in Section XI, the Title IX Coordinator will notify the Respondent of the availability of Supportive Measures for the Respondent, and Goldfarb will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. Goldfarb will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures.

Goldfarb will maintain the Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair Goldfarb's ability to provide the Supportive Measures in question.

#### **10. Interim Removal**

At any time after receiving a report of Sexual Harassment, the Title IX Coordinator may remove a student Respondent from Goldfarb's education programs and activities on a temporary basis if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator must offer to meet with the Respondent within twenty-four hours and provide the Respondent an opportunity to challenge the interim removal.

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, the College may suspend the Respondent pending investigation and adjudication as outlined in this Policy at any time after receiving a report of Sexual Harassment.

For all other Respondents, including independent contractors and guests, the College retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

#### **11. Formal Complaint**

A Complainant may file a Formal Complaint with the Title IX Coordinator requesting that Goldfarb investigate and adjudicate a report of Sexual Harassment in accordance with the provisions of Sections XV and XVII. Provided, however, that at the time the Complainant submits a Formal Complaint, the Complainant must be participating in, or attempting to participate in, one or more of Goldfarb's education programs or activities.

A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by regular mail, or by email using the contact information specified in Section V above.

No person may submit a Formal Complaint on the Complainant's behalf.

In any case, including a case where a Complainant elects not to file a Formal Complaint, the Title IX Coordinator may file a Formal Complaint on behalf of Goldfarb if doing so is not clearly unreasonable.

If the Complainant or the Title IX Coordinator files a Formal Complaint, then Goldfarb will commence an investigation as specified in Section XV and proceed to adjudicate the matter as specified in Section XVII.

In a case where the Title IX Coordinator files a Formal Complaint, the Title IX Coordinator will not act as a Complainant or otherwise as a party for purposes of the investigation and adjudication processes specified in Sections XV and XVII.

## **12. Consolidation of Formal Complaints**

Goldfarb may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable. A Formal Complaint of Retaliation may be consolidated with a Formal Complaint of Sexual Harassment.

## **13. Dismissal Prior to Commencement of Investigation**

In a case where the Complainant files a Formal Complaint, the Title IX Coordinator will evaluate the Formal Complaint and must dismiss it if the Title IX Coordinator determines:

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of the policy specified in Section II (i.e., because the alleged conduct did not occur in Goldfarb's Education Programs and Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

In the event the Title IX Coordinator determines the Formal Complaint should be dismissed pursuant to this Section XIII, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in Section XIX. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other Goldfarb offices, as appropriate. A dismissal pursuant to this Section XIII is presumptively a final determination for purposes of this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

## **14. Notice of Formal Complaint**

Within five (5) days of the Title IX Coordinator receiving a Formal Complaint, the Title IX Coordinator will transmit a written notice to the Complainant and Respondent that includes:

- A physical copy of this policy or a hyperlink to this policy;
- Sufficient details known at the time so that the parties may prepare for an initial interview with the investigator, to include the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known);
- A statement that the Respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;

- Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice, as specified in Section XX.
- Notifying the Complainant and Respondent of their right to inspect and review evidence as specified in Section XV.D.
- Notifying the Complainant and Respondent of Goldfarb's prohibitions on retaliation and false statements specified in Sections XXXIII and XXXII.

Should Goldfarb elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, Goldfarb will provide a supplemental written notice describing the additional allegations to be investigated.

## 15. Investigation

### A. Commencement and Timing

After the written notice of Formal Complaint is transmitted to the parties, an investigator selected by the Title IX Coordinator will undertake an investigation to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with Goldfarb and not with the parties. The investigation will culminate in a written investigation report, specified in Section XV.E, that will be submitted to the adjudicator during the selected adjudication process. Although the length of each investigation may vary depending on the totality of the circumstances, Goldfarb strives to complete each investigation within thirty (30) to forty-five (45) days of the transmittal of the written notice as specified in this Section XV.A.

### B. Equal Opportunity

During the investigation, the investigator will provide an equal opportunity for the parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant, as specified in Section XXII. The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

The investigation is a party's opportunity to present testimonial and other evidence that the party believes is relevant to resolution of the allegations in the Formal Complaint. A party that is aware of and has a reasonable opportunity to present particular evidence and/or identify particular witnesses during the investigation, and elects not to, will be prohibited from introducing any such evidence during the adjudication absent a showing of mistake, inadvertence, surprise, or excusable neglect.

### C. Documentation of Investigation

The investigator will take reasonable steps to ensure the investigation is documented. Interviews of the parties and witnesses may be documented by the investigator's notes, audio recorded, video recorded, or transcribed. The particular method utilized to record the interviews of parties and witnesses will be determined by the investigator in the investigator's sole discretion, although whatever method is chosen shall be used consistently throughout a particular investigation.

### D. Access to the Evidence

#### 1. During the Evidence-Gathering Phase of the Investigation

During an investigation, a party has the reasonable opportunity, upon the party's request, to conduct an in-person inspection and review of evidence obtained up to that point that is directly related to the allegations raised in the Formal Complaint, including evidence Goldfarb may choose not to rely on at any hearing and inculpatory or exculpatory evidence

whether obtained from a party or some other source. A request to inspect and review evidence should be made in writing to the investigator a reasonable amount of time before the party seeks to conduct the inspection and review. The investigator will make a reasonable attempt to accommodate the request but may deny any request that is untimely, that conflicts with the investigator's availability, that is cumulative, or that is otherwise unreasonable.

## **2. Prior To Issuance of the Investigation Report**

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the investigator will transmit to each party and their advisor, in either electronic or hard copy form, the evidence subject to inspection and review in Section XV.D.1. Thereafter, the parties will have ten (10) days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

### **E. Investigation Report**

After the period for the parties to provide any written response as specified in Section XIII.D.2 has expired, the investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Title IX Coordinator. The investigator will also transmit the investigation report to each party and their advisor, in either electronic or hard copy form.

## **16. Adjudication Process Selection**

After the investigator has sent the investigation report to the parties, the Title IX Coordinator will transmit to each party a notice advising the party of the two different adjudication processes specified in "Adjudication." The notice will explain that the hearing process specified in "Hearing Process" is the default process for adjudicating all Formal Complaints and will be utilized unless both parties voluntarily consent to administrative adjudication as specified in "Administrative Adjudication (Optional)" as a form of informal resolution. The notice will be accompanied by a written consent to administrative adjudication and will advise each party that, if both parties execute the written consent to administrative adjudication, then the administrative adjudication process will be used in lieu of the hearing process. Parties are urged to carefully review this policy (including the entirety of "Adjudication"), consult with their advisor, and consult with other persons as they deem appropriate (including an attorney) prior to consenting to administrative adjudication.

Each party will have three (3) days from transmittal of the notice specified in this Section to return the signed written consent form to the Title IX Coordinator. If either party does not timely return the signed written consent, that party will be deemed not to have consented to administrative adjudication and the Formal Complaint will be adjudicated pursuant to the hearing process.

## **17. Adjudication**

### **A. Hearing Process**

The default process for adjudicating Formal Complaints is the hearing process specified in this Section XVII.A. The hearing process will be used to adjudicate all Formal Complaints unless both parties timely consent to administrative adjudication as specified in Section XVI above.

#### **1. Hearing Officer**

After selection of the hearing process as the form of administrative adjudication, the Title IX Coordinator will promptly appoint a hearing officer who will oversee the hearing process and render a determination of responsibility for the allegations in the Formal Complaint, at the conclusion of the hearing process. The Title IX Coordinator will see that the hearing officer is provided a copy of the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in Section XV.D.2.



## 2. Hearing Notice and Response to the Investigation Report

After the hearing officer is appointed by the Title IX Coordinator, the hearing officer will promptly transmit written notice to the parties notifying the parties of the hearing officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; setting a date for the pre-hearing conference; setting a date and time for the hearing; and providing a copy of Goldfarb's Hearing Procedures. Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this Section XVII.A.2.

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, undue prejudice, the prohibition on the use of sexual history specified in Section XXII, or for any other reason;
- A list of any witnesses that the party contends should be compelled to attend the hearing pursuant to an attendance notice issued by the hearing officer;
- A list of any witnesses that the party intends to bring to the hearing without an attendance notice issued by the hearing officer;
- Any objection that the party has to Goldfarb's Hearing Procedures;
- Any request that the parties be separated physically during the pre-hearing conference and/or hearing;
- Any other accommodations that the party seeks with respect to the pre-hearing conference and/or hearing;
- The name and contact information of the advisor who will accompany the party at the pre-hearing conference and hearing;
- If the party does not have an advisor who will accompany the party at the hearing, a request that Goldfarb provide an advisor for purposes of conducting questioning as specified in XX.

A party's written response to the investigation report may also include:

- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence; and
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

## 3. Pre-Hearing Conference

Prior to the hearing, the hearing officer will conduct a pre-hearing conference with the parties and their advisors. The pre-hearing conference will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the pre-hearing conference will be conducted with the hearing officer, the parties, the advisors, and other necessary Goldfarb personnel together in the same physical location. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

In the hearing officer's discretion, the pre-hearing conference may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

During the pre-hearing conference, the hearing officer will discuss the hearing procedures with the parties; address matters raised in the parties' written responses to the investigation report, as the hearing officer deems appropriate; discuss whether any stipulations may be made to expedite the hearing; discuss the witnesses the parties have requested be served with notices of attendance and/or witnesses the parties plan to bring to the hearing without a notice of attendance; and resolve any other matters that the hearing officer determines, in the hearing officer's discretion, should be resolved before the hearing.

#### 4. Issuance of Notices of Attendance

After the pre-hearing conference, the hearing officer will transmit notices of attendance to any College employee (including administrator, faculty, or staff) or student whose attendance is required at the hearing as a witness. The notice will advise the subject of their duty to appear for the hearing at the specified date and time and advise the subject to contact the hearing officer immediately if there is a material and unavoidable conflict.

The subject of an attendance notice should notify any manager, faculty member, coach, or other supervisor, as necessary, if attendance at the hearing will conflict with job duties, classes, or other obligations. All such managers, faculty members, coaches, and other supervisors are required to excuse the subject of the obligation, or provide some other accommodation, so that the subject may attend the hearing as specified in the notice.

The failure to abide by a notice of attendance is a violation of this policy.

Goldfarb has no authority to compel the attendance of any witness who is not a College employee or a student, and a notice of attendance will not be issued to any such individual.

#### 5. Hearing

After the pre-hearing conference, the hearing officer will convene and conduct a hearing pursuant to Goldfarb's Hearing Procedures. The hearing will be audio recorded. The audio recording will be made available to the parties for inspection and review on reasonable notice, including for use in preparing any subsequent appeal.

The hearing will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the hearing will be conducted with the hearing officer, the parties, the advisors, witnesses, and other necessary Goldfarb personnel together in the same physical location. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

In the hearing officer's discretion, the hearing may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

While the Hearing Procedures and rulings from the hearing officer will govern the particulars of the hearing, each hearing will include, at a minimum:

- Opportunity for each party to address the hearing officer directly and to respond to questions posed by the hearing officer;
- Opportunity for each party's advisor to ask directly, orally, and in real time, relevant questions, and follow up questions, of the other party and any witnesses, including questions that support or challenge credibility;
- Opportunity for each party to raise contemporaneous objections to testimonial or non-testimonial evidence and to have such objections ruled on by the hearing officer and a reason for the ruling provided;
- Opportunity for each party to submit evidence that the party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect;
- Opportunity for each party to make a brief closing argument.

Except as otherwise permitted by the hearing officer, the hearing will be closed to all persons except the parties, their advisors, the investigator, the hearing officer, the Title IX Coordinator, and other necessary Goldfarb personnel. With the exception of the investigator and the parties, witnesses will be sequestered until such time as their testimony is complete.

During the hearing, the parties and their advisors will have access to the investigation report and evidence that was transmitted to them pursuant to Section XVII.D.2.

While a party has the right to attend and participate in the hearing with an advisor, a party and/or advisor who materially and repeatedly violates the rules of the hearing in such a way as to be materially disruptive, may be barred from further participation and/or have their participation limited, as the case may be, in the discretion of the hearing officer.

Subject to the minimum requirements specified in this Section XVII.A.5, the hearing officer will have sole discretion to determine the manner and particulars of any given hearing, including with respect to the length of the hearing, the order of the hearing, and questions of admissibility. The hearing officer will independently and contemporaneously screen questions for relevance in addition to resolving any contemporaneous objections raised by the parties and will explain the rationale for any evidentiary rulings.

The hearing officer will have discretion to modify the Hearing Procedures, when good cause exists to do so, and provided the minimal requirements specified in this Section XVII.A.5 are met.

The hearing is not a formal judicial proceeding and strict rules of evidence do not apply. Nonetheless, in conducting the hearing and resolving evidentiary issues, the hearing officer may, in the hearing officer's discretion, utilize principles and procedures similar to those specified in the Federal Rules of Civil Procedure and/or Federal Rules of Evidence to the extent such principles and procedures do not conflict with any explicit provision of this policy.

#### 6. Subjection To Questioning

In the event that any party or witness refuses to attend the hearing, or attends but refuses to submit to questioning by the parties' advisors, the statements of that party or witness, as the case may be, whether given during the investigation or during the hearing, will not be considered by the hearing officer in reaching a determination of responsibility.

Notwithstanding the foregoing, the hearing officer may consider the testimony of any party or witness, whether given during the investigation or during the hearing, if the parties jointly stipulate that the testimony may be considered or in the case where neither party requested attendance of the witness at the hearing.

In applying this Section XVII.A.6, the hearing officer will not draw an inference about the determination regarding responsibility based solely on a party or a witness's absence from the live hearing and/or refusal to submit to questioning by the parties' advisors.

#### 7. Deliberation and Determination

After the hearing is complete, the hearing officer will objectively evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The hearing officer will take care to exclude from consideration any evidence that was ruled inadmissible at the pre-hearing conference, during the hearing, or by operation of Section XVII.A.6. The hearing officer will resolve disputed facts using a preponderance of the evidence (i.e., "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

#### 8. Discipline and Remedies

In the event the hearing officer determines that the Respondent is responsible for violating this policy, the hearing officer will, prior to issuing a written decision, consult with an appropriate Goldfarb official with disciplinary authority over the

Respondent and such official will determine any discipline to be imposed. The hearing officer will also, prior to issuing a written decision, consult with the Title IX Coordinator who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Complainant.

## 9. Written Decision

After reaching a determination and consulting with the appropriate Goldfarb official and Title IX Coordinator as required by Section XVII.A.8, the hearing officer will prepare a written decision that will include:

- Identification of the allegations potentially constituting Sexual Harassment made in the Formal Complaint;
- A description of the procedural steps taken by Goldfarb upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.
- Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination;
- A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
- The discipline determined by the appropriate Goldfarb official as referenced in Section XIV.A.8 and any ongoing support measures or other remedies as determined by the Title IX Coordinator;
- A description of Goldfarb's process and grounds for appeal, as specified in Section XIX.

The hearing officer's written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal as specified in Section XIX.

Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, Goldfarb strives to issue the hearing officer's written determination within fourteen (14) days of the conclusion of the hearing.

### B. Administrative Adjudication (Optional)

In lieu of the hearing process, the parties may consent to have a Formal Complaint resolved by administrative adjudication as a form of informal resolution. Administrative adjudication is voluntary and must be consented to in writing by both parties and approved by the Title IX Coordinator as specified in Section XVI.

If administrative adjudication is selected, the Title IX Coordinator will appoint an administrative officer. The Title IX Coordinator will see that the administrative officer is provided a copy of the investigation report and a copy of all the evidence transmitted to the parties by the investigator as specified in Section XV.D.2

The administrative officer will promptly send written notice to the parties notifying the parties of the administrative officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; and setting a date and time for each party to meet with the administrative officer separately. The administrative officer's meetings with the parties will not be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this paragraph.

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;

- Any argument that a particular piece or class of evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, undue prejudice, the prohibition on the use of sexual history specified in Section XXII, or for any other reason;
- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence;
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

After reviewing the parties' written responses, the administrative officer will meet separately with each party to provide the party with an opportunity make any oral argument or commentary the party wishes to make and for the administrative officer to ask questions concerning the party's written response, the investigative report, and/or the evidence collected during the investigation.

After meeting with each party, the administrative officer will objectively reevaluate all relevant evidence, including both inculpatory and exculpatory evidence and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The administrative officer will take care to exclude from consideration any evidence that the administrative officer determines should be ruled inadmissible based on the objections and arguments raised by the parties in their respective written responses to the investigation report. The administrative officer will resolve disputed facts using a preponderance of the evidence (i.e., "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

Thereafter, the administrative officer will consult with any Goldfarb official and the Title IX Coordinator, in the manner specified in Section XVII.A.7 and will prepare and transmit a written decision in the manner as specified in Section XVII.A.8 which shall serve as a resolution for purposes of informal resolution.

Transmittal of the administrative officer's written determination concludes the administrative adjudication, subject to any right of appeal as specified in Section XIX.

Although the length of each administrative adjudication will vary depending on the totality of the circumstances, Goldfarb strives to issue the administrative officer's written determination within twenty-one (21) days of the transmittal of the initiating written notice specified in this Section XVII.B.

#### 18. **Dismissal During Investigation or Adjudication**

The College shall dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that one or more of the following is true:

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of the policy specified in "Scope" (that is, because the alleged conduct did not occur in the College's Education Programs and Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

The College may dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that any one or more of the following is true:

- The Complainant provides the Title IX Coordinator written notice that the Complainant wishes to withdraw the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed);
- The Respondent is no longer enrolled or employed by the College, as the case may be; or

- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint, or any discrete allegations therein (in which case those discrete allegations may be dismissed).

In the event the Title IX Coordinator dismisses a Formal Complaint pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in "Appeal." The Title IX Coordinator may refer the subject matter of the Formal Complaint to other College offices, as appropriate.

A dismissal pursuant to this Section is presumptively a final determination as it pertains to this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

## 19. **Appeal**

Either party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:

- A procedural irregularity affected the outcome;
- There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;
- The Title IX Coordinator, investigator, hearing officer, or administrative officer, as the case may be, had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.

No other grounds for appeal are permitted.

A party must file an appeal within seven (7) days of the date they receive notice of dismissal or determination appealed from or, if the other party appeals, within three (3) days of the other party appealing, whichever is later. The appeal must be submitted in writing to the appeal officer. The appeal must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks.

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) days. The appeal officer shall also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Errors claimed in any appeal that could have been raised during the adjudication, but that were not, may be deemed waived by the appeal officer. Similarly, errors that are summarily asserted in any appeal without explanation or argument may be deemed waived by the appeal officer.

Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the rationale.

The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision.

No further review beyond the appeal is permitted.

Although the length of each appeal will vary depending on the totality of the circumstances, Goldfarb strives to issue the appeal officer's written decision within (21) days of an appeal being filed.

## **20. Advisor of Choice**

From the point a Formal Complaint is made, and until an investigation, adjudication, and appeal are complete, the Complainant and Respondent will have the right to be accompanied by an advisor of their choice to all meetings, interviews, and hearings that are part of the investigation, adjudication, and appeal process. The advisor may be, but is not required to be, an attorney.

Except for the questioning of witnesses during the hearing specified in Section XVII.A.5, the advisor will play a passive role and is not permitted to communicate on behalf of a party, insist that communication flow through the advisor, or communicate with Goldfarb about the matter without the party being included in the communication. In the event a party's advisor of choice engages in material violation of the parameters specified in this Section XX and Section XVII.A.5, Goldfarb may preclude the advisor from further participation, in which case the party may select a new advisor of their choice.

In the event a party is not able to secure an advisor to attend the hearing specified in Section XVII.A.5, and requests Goldfarb to provide an advisor, Goldfarb will provide the party an advisor, without fee or charge, who will conduct questioning on behalf of the party at the hearing. Goldfarb will have sole discretion to select the advisor it provides. The advisor Goldfarb provides may be, but is not required to be, an attorney.

Goldfarb is not required to provide a party with an advisor in any circumstance except where the party does not have an advisor present at the hearing specified in Section XVII.A.5 and requests that Goldfarb provide an advisor.

## **21. Treatment Records and Other Privileged Information**

During the investigation and adjudication processes, the investigator and adjudicator, as the case may be, are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use:

- A party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party; or
- Information or records protected from disclosure by any other legally-recognized privilege, such as the attorney client privilege;

unless Goldfarb has obtained the party's voluntary, written consent to do so for the purposes of the investigation and adjudication process.

Notwithstanding the foregoing, the investigator and/or adjudicator, as the case may be, may consider any such records or information otherwise covered by this Section XXI if the party holding the privilege affirmatively discloses the records or information to support their allegation or defense, as the case may be.

## **22. Sexual History**

During the investigation and adjudication processes, questioning regarding a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Notwithstanding the foregoing, a Complainant who affirmatively uses information otherwise considered irrelevant by this Section XXII for the purpose of supporting the Complainant's allegations, may be deemed to have waived the protections of this Section XXII.



## 23. Informal Resolution

At any time after the parties are provided written notice of the Formal Complaint as specified in Section XIV, and before the completion of any appeal specified in Section XIX, the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties. Administrative Adjudication as specified in Section XVII.B is a form of informal resolution.

The specific manner of any informal resolution process will be determined by the parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another Goldfarb official, or a suitable third-party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

If the parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by Goldfarb, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either party or to Goldfarb. Notwithstanding the forgoing if the form of informal resolution is Administrative Adjudication as specified in Section XVII.B, there shall not be a an agreed resolution requiring the parties' signatures; instead, the determination issued by the administrative officer shall serve as the resolution and conclude the informal resolution process, subject only to any right of appeal. With the exception of a resolution resulting from the Administrative Adjudication process specified in Section XVII.B, all other forms of informal resolution pursuant to this Section XXIII are not subject to appeal.

A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

Absent extension by the Title IX Coordinator, any informal resolution process must be completed within twenty-one (21) days. If an informal resolution process does not result in a resolution within twenty-one (21), and absent an extension, abeyance, or other contrary ruling by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

Other language in this Section XXIII notwithstanding, informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

## 24. Presumption of Non-Responsibility

From the time a report or Formal Complaint is made, a Respondent is presumed not responsible for the alleged misconduct until a determination regarding responsibility is made final.

## 25. Resources

- Any individual affected by or accused of Sexual Harassment will have equal access to support and counseling services offered through the College. The College encourages any individual who has questions or concerns to seek support of College identified resources. The Title IX Coordinator is available to provide information about the College's policy and procedure and to provide assistance. A list of College identified resources is below:

- Goldfarb School of Nursing at Barnes-Jewish College's Title IX Coordinator

Dr. Michael Ward, Vice Dean for Student Affairs and Diversity

314-362-9155

[Mward@bjc.org](mailto:Mward@bjc.org)

- Goldfarb School of Nursing at Barnes-Jewish College's Deputy Title IX Coordinator

Dr. June Cowell-Oates, Director of Alumni Affairs, Program Officer

314-454-8694

[Jcowell-oates@bjc.org](mailto:Jcowell-oates@bjc.org)

- Goldfarb School of Nursing at Barnes-Jewish College's Title IX Investigators

Dettra Fields, Senior Human Resources Specialist

314-362-4830

[Dettra.fields@bjc.org](mailto:Dettra.fields@bjc.org)

Stacy Bogier, Director of Enrollment Management

314-454-7770

[SXB4981@bjc.org](mailto: SXB4981@bjc.org)

- Campus Security/Safety Department

Goldfarb Hall

1<sup>st</sup> Floor Reception/Security Officer

314-454-7055

BJH Department of Public Safety

4353 Clayton Avenue, Room 120

314-362-0750

Security Department of Missouri Baptist Medical Center

314-996-4770

Local Police

St. Louis Metropolitan Police Department  
City of St. Louis, MO  
314-231-1212  
(for emergency dial 911)

- Nearest Hospitals to Goldfarb Campuses

Closest to Goldfarb Campus:

Barnes Jewish Hospital  
One Barnes-Jewish Hospital Plaza  
St. Louis, MO 63110  
314-747-3000  
866-552-5606

Closest to Missouri Baptist Campus:

Missouri Baptist Medical Center  
3015 North Ballas Road  
St. Louis, MO 63131  
314-996-5000

- Support Agencies/Hotlines

- Safe Connections: 314-531-2003
- ALIVE: 314-993-2777
- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673

Please contact the Title IX Coordinator if you want to discuss other resources that may be available in the community.

- Legal Assistance, Visa and Immigration Assistance

- MO Bar Association Referral Services  
573-635-4128  
[www.mobar.org](http://www.mobar.org)
- Legal Services of Eastern Missouri  
314-534-4200  
[www.lsem.org](http://www.lsem.org)
- Land of Lincoln Legal Aid  
618-398-0574  
<https://lincolnlegal.org/>
- Immigration Advocates Network:  
<http://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=MO>

**26. Conflicts of Interest, Bias, and Procedural Complaints**

The Title IX Coordinator, investigator, hearing officer, administrative officer, appeals officer, and informal resolution facilitator will be free of any material conflicts of interest or material bias. Any party who believes one or more of these Goldfarb officials has a material conflict of interest or material bias must raise the concern promptly so that Goldfarb may evaluate the concern and find a substitute, if appropriate. The failure of a party to timely raise a concern of a conflict of interest or bias may result in a waiver of the issue for purposes of any appeal specified in Section XIX or otherwise.

**27. Objections Generally**

Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process in a prompt and timely manner so that Goldfarb may evaluate the matter and address it, if appropriate. The failure of a party to timely raise an objection, concern, or complaint may result in a waiver of the issue for purposes of any appeal specified in Section XIX or otherwise.

**28. Academic Freedom**

Goldfarb will construe and apply this policy consistent with the principles of academic freedom specified in the Student Handbook and Faculty Handbook. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the principles of academic freedom specified in the Faculty Handbook.

**29. Relationship With Criminal Process**

This policy sets forth Goldfarb's processes for responding to reports and Formal Complaints of Sexual Harassment. Goldfarb's processes are separate, distinct, and independent of any criminal processes. While Goldfarb may temporarily delay its processes under this policy to avoid interfering with law enforcement efforts if requested by law enforcement, Goldfarb will otherwise apply this policy and its processes without regard to the status or outcome of any criminal process.

**30. Recordings**

Wherever this policy specifies that an audio or video recording will be made, the recording will be made only by Goldfarb and is considered property of Goldfarb, subject to any right of access that a party may have under this policy, FERPA, and other applicable federal, state, or local laws. Only Goldfarb is permitted to make audio or video recordings under this policy. The surreptitious recording of any meeting, interview, hearing, or other interaction contemplated under this policy is strictly prohibited. Any party who wishes to transcribe a hearing by use of a transcriptionist must seek pre-approval from the hearing officer.

**31. Vendors, Contractors and Third Parties**

Goldfarb does business with various vendors, contractors, and other third-parties who are not students or College employees. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, Goldfarb retains its right to limit any vendor, contractor, or third-party's access to campus for any reason. And Goldfarb retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

**32. Bad Faith Complaints and False Information**

It is a violation of this policy for any person to submit a report or Formal Complaint that the person knows, at the time the report or Formal Complaint is submitted, to be false or frivolous. It is also a violation of this policy for any person to knowingly make a materially false statement during the course of an investigation, adjudication, or appeal under this policy. Violations of this Section XXIX are not subject to the investigation and adjudication processes in this policy; instead, they will be addressed

under the Code of Student Conduct in the case of students and other Goldfarb policies and standards, as applicable, for other persons.

### **33. Retaliation**

It is a violation of this policy to engage in Retaliation. Reports and Formal Complaints of retaliation may be made in the manner specified in Sections V and XI. Any report or Formal Complaint of Retaliation will be processed under this policy in the same manner as a report or Formal Complaint of Sexual Harassment, as the case may be. Goldfarb retains discretion to consolidate a Formal Complaint of Retaliation with a Formal Complaint of Sexual Harassment for investigation and/or adjudication purposes if the two Formal Complaints share a common nexus.

### **34. Confidentiality**

Goldfarb will keep confidential the identity of any individual who has made a report or Formal Complaint of Sexual Harassment or Retaliation including any Complainant, the identity of any individual who has been reported to be a perpetrator of Sexual Harassment or Retaliation including any Respondent, and the identity of any witness. Goldfarb will also maintain the confidentiality of its various records generated in response to reports and Formal Complaints, including, but not limited to, information concerning Supportive Measures, notices, investigation materials, adjudication records, and appeal records. Notwithstanding the foregoing, Goldfarb may reveal the identity of any person or the contents of any record if permitted by FERPA, if necessary to carry out Goldfarb's obligations under Title IX and its implementing regulations including the conduct of any investigation, adjudication, or appeal under this policy or any subsequent judicial proceeding, or as otherwise required by law. Further, notwithstanding Goldfarb's general obligation to maintain confidentiality as specified herein, the parties to a report or Formal Complaint will be given access to investigation and adjudication materials in the circumstances specified in this policy.

While Goldfarb will maintain confidentiality specified in this Section XXXIV, Goldfarb will not limit the ability of the parties to discuss the allegations at issue in a particular case. Parties are advised, however, that the manner in which they communicate about, or discuss a particular case, may constitute Sexual Harassment or Retaliation in certain circumstances and be subject to discipline pursuant to the processes specified in this policy.

### **35. Other Violations of this Policy**

Alleged violations of this policy, other than violations of the prohibitions on Sexual Harassment and Retaliation, will be subject to review under the Student Handbook or Student Policies if committed by a student, the Faculty Handbook if committed by a faculty member, or human resources policies or other policies if committed by a College employee.

### **36. Signatures and Form of Consent**

For purposes of this policy, either a physical signature or digital signature will be sufficient to satisfy any obligation that a document be signed. Where this policy provides that written consent must be provided, consent in either physical or electronic form, containing a physical or digital signature, as the case may be, will suffice.

### **37. Deadlines, Time, Notices, and Method of Transmittal**

Where this policy specifies a period of days by which some act must be performed, the following method of calculation applies:

- Exclude the day of the event that triggers the period;
- Count every day, including intermediate Saturdays, Sundays, and legal holidays recognized by the federal government;
- Include the last day of the period until 5:00 p.m. central time, but if the last day is a Saturday, Sunday, or legal holiday recognized by the federal government, the period continues to run until 5:00 p.m. central time on the next day that is not a Saturday, Sunday, or legal holiday recognized by the federal government.

All deadlines and other time periods specified in this policy are subject to modification by Goldfarb where, in Goldfarb's sole discretion, good cause exists. Good cause may include, but is not limited to, the unavailability of parties or witnesses; the complexities of a given case; extended holidays or closures; sickness of the investigator, adjudicator, or the parties; the need to consult with Goldfarb's legal counsel; unforeseen weather events; and the like.

Any party who wishes to seek an extension of any deadline or other time period may do so by filing a request with the investigator, hearing officer, administrative officer, appeal officer, or Title IX Coordinator, as the case may be, depending on the phase of the process. Such request must state the extension sought and explain what good cause exists for the requested extension. Goldfarb officer resolving the request for extension may, but is not required to, give the other party an opportunity to object. Whether to grant such a requested extension will be in the sole discretion of Goldfarb.

The parties will be provided written notice of the modification of any deadline or time period specified in this policy, along with the reasons for the modification.

Where this policy refers to notice being given to parties "simultaneously," notice will be deemed simultaneous if it is provided in relative proximity on the same day. It is not necessary that notice be provided at exactly the same hour and minute.

Unless otherwise specified in this policy, the default method of transmission for all notices, reports, responses, and other forms of communication specified in this policy will be email using Goldfarb email addresses.

A party is deemed to have received notice upon transmittal of an email to their Goldfarb email address. In the event notice is provided by mail, a party will be deemed to have received notice three (3) days after the notice in question is postmarked.

Any notice inviting or requiring a party or witness to attend a meeting, interview, or hearing will be provided with sufficient time for the party to prepare for the meeting, interview, or hearing as the case may be, and will include relevant details such as the date, time, location, purpose, and participants. Unless a specific number of days is specified elsewhere in this policy, the sufficient time to be provided will be determined in the sole discretion of Goldfarb, considering all the facts and circumstances, including, but not limited to, the nature of the meeting, interview, or hearing; the nature and complexity of the allegations at issue; the schedules of relevant Goldfarb officials; approaching holidays or closures; and the number and length of extensions already granted.

#### **38. Other Forms of Discrimination**

This policy applies only to Sexual Harassment. Complaints of other forms of sex discrimination are governed by the College's General Non-Discrimination and Harassment Policy and Procedures and by the College's Faculty Handbook and/or HR Policies.

#### **39. Outside Appointments, Dual Appointments, and Delegations**

Goldfarb retains discretion to retain and appoint suitably qualified persons who are not College employees to fulfill any function of Goldfarb under this policy, including, but not limited to, Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer.

Goldfarb also retains discretion to appoint two or more persons to jointly fulfill the role of investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

The functions assigned to a given Goldfarb official under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer, may, in Goldfarb's discretion, be delegated by such Goldfarb official to any suitably qualified individual and such delegation may be recalled by Goldfarb at any time.

#### 40. Training

Goldfarb will ensure that College officials acting under this policy, including but not limited to the Title IX Coordinator, investigators, hearing officers, administrative officers, informal resolution facilitators, Goldfarb provided advisors, and appeals officers receive training in compliance with 34 C.F.R. § 106.45(b)(1)(iii) and any other applicable federal or state law.

#### 41. Recordkeeping

Goldfarb will retain those records specified in 34 C.F.R. § 106.45(b)(10) for a period of seven years after which point in time they may be destroyed, or continue to be retained, in Goldfarb's sole discretion. The records specified in 34 C.F.R. § 106.45(b)(10) will be made available for inspection, and/or published, to the extent required by 34 C.F.R. § 106.45(b)(10) and consistent with any other applicable federal or state law, including FERPA.

#### 42. Definitions Herein

Words used in this policy will have those meanings defined herein and if not defined herein will be construed according to their plain and ordinary meaning.

#### 43. Discretion in Application

Goldfarb retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if Goldfarb's interpretation or application differs from the interpretation of the parties.

Despite Goldfarb's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case Goldfarb retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy and the Hearing Procedures referenced in Section XVII.A.5 are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, Goldfarb retains discretion to revise this policy and the Hearing Procedures at any time, and for any reason. Goldfarb may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

### XXIII. IDENTIFICATION BADGE

Each enrolled student must wear a Barnes-Jewish College identification badge to:

- Utilize clinical practicum facilities (both Duncan Campus and West Campus sites);
- Access medical center parking areas (Duncan Campus site only);
- Enter the College building (Duncan Campus site only);
- Receive discounts in the cafeteria (both sites);
- Check items out of the library (both Duncan Campus and West Campus sites).

**It is expected that all students wear their College ID badges while in the building.** Students who are also BJC Healthcare employees should wear their student badge while in the College building. All badges expire at the end of the students' program of study. Badges may be obtained at the BJH Public Safety Office located at the Mid Campus Center, 4590 Children's Place, Suite 1100 (on the first floor), Monday-Friday, 0800-1630 (closed on weekends and holidays). Students must submit a signed ID badge request form to obtain a badge. Forms may be obtained from the Academic and Student Support Services staff. Upon program completion or withdrawal from the College, badges must be returned. Do not use your badge



to swipe for anyone other than yourself. Students are held accountable for allowing any individual into the building other than themselves.

## XXIV. SECURITY AND SAFETY

### A. CAMPUS SECURITY

The College is committed to providing a safe environment to all individuals who visit and work on this campus. The College has adopted policies and procedures as a means of informing and guiding individuals concerning steps, they can take to report criminal activity and crime prevention. On the Duncan Campus, the College maintains its own security staff, BJH Department of Public Safety. The BJH Department of Public Safety handles all calls for service, traffic enforcement, and accident investigation. The BJH Department of Public Safety is not a guarantor of the safety of students and their property at the College. Campus safety depends on everyone. Student attitudes and actions can help protect the entire College community. Students must take precautions to prevent injury, harm, or damage to persons or property including such things as avoiding dark and vacant areas, closing and locking doors and windows, not propping doors open, and reporting suspicious persons, misconduct, and acts that may cause harm or pose a threat to persons or property. It is important that all crimes occurring on campus be immediately reported to ensure that appropriate action can be taken. Alert bulletins are posted on campus. The security of the building involves patrols 24 hours a day, 7 days a week by BJH Department of Public Safety personnel.

The BJH Department of Public Safety is located at suite 1100 on the first floor of the Mid Campus Center (MCC) at 4590 Children's Place. A Department of Public Safety Officer is on duty at the First Floor desk in the College from 0700 to 2200. The direct number to the BJH Department of Public Safety is 314-362-0750.

At the West Campus site, all of the security services previously mentioned are provided by the Security Department of Missouri Baptist Medical Center. Emergency calls should be made to 314-996-4770.

### B. REPORTING OF CRIMES AND OTHER EMERGENCIES

In the event of an on-campus emergency—that is, a dangerous or life-threatening situation—students should first call BJH Department of Public Safety or Missouri Baptist Medical Security Department. All suspected criminal action (such as bomb threat, theft, abuse, etc.) that occurs on campus must be reported to both campuses security authorities. Each security campus authority will access all situations and determine if outside authorities should be contacted.

Provide public safety or the police with the time, description, and location of the incident. If known, also provide the names of individuals involved in the incident. You may request to remain anonymous when reporting a crime.

Public safety officers or designated campus security officials who are informed of the commission of a serious crime such as outlined in the Annual Security Report are required to report the information to the appropriate personnel for entry into the Annual Security Report. Reports concerning campus crimes become part of the crime statistics for the College, which are published annually by the Department of Public Safety in the Annual Security Report.

### C. ANNUAL SECURITY REPORT

The College maintains a copy of its Annual Security Report in the office of the Vice Dean for Finance and Administration. Any individual may review the College's Annual Security Report upon request. The Annual Security Report is also available on the College's website at [www.BarnesJewishCollege.edu/CampusSecurity](http://www.BarnesJewishCollege.edu/CampusSecurity). The College also distributes its Annual Security Report as follows:

- Current Students and Employees: The Annual Security Report will be distributed to all current students and employees by email, on or before October 1, of each year.
- Prospective Students and Employees: The Annual Security Report will be provided to prospective students and prospective employees, upon request.

#### D. FIRE AND INCLEMENT WEATHER PROCEDURES

Compliance with the following procedures will afford maximum safety of students and visitors. Active and knowledgeable action in time of disaster, utilization of available facilities for safety and evacuation, and initiation of a system whereby all persons can be accounted for in case of a disaster is the best assurance of survival.

- a. Procedure for Fire Warning: The fire alarm is a constant horn that sounds regularly and flashes on every floor:
  - Close windows and doors; turn off lights; then exit the building;
  - Do not use elevators.
- b. Procedures for Fire Drills:
  - Regular fire drills are held with the date, time, and type of drill determined by the Barnes-Jewish Hospital Department of Environmental Health and Safety (Duncan Campus site).
- c. Procedure for Tornado Warning: When the city issues a warning by activating the horn system or by the Weather Bureau announcement:
  - Remain calm; close blinds or curtains in the room/office;
  - Go to the lowest possible level;
  - The Parkview and Plaza Auditoriums on the Duncan Campus site should be used during inclement weather since these rooms do not have windows;
  - When the "All Clear" is issued through the horn system or by the Weather Bureau announcement, individuals may return to their activities;
  - Follow all directions provided by the BJH Public Safety officer or from College leadership;
  - For weather warnings at the MBMC site, please follow the directions of College personnel. Go to the hospital building, if possible and there is enough time to reach the safe zone. If not, go to the interior simulation lab without windows or to the restroom.
- d. Procedure for Earthquake: In the event of an actual quake, there will be no time for an alarm:
  - During the Shaking:
    - **DO NOT PANIC.** The motion and violent shaking is frightening; however, unless you are struck with falling debris, it is usually harmless;
    - If inside, remain inside. **DO NOT RUN OUTSIDE;**
    - individuals should move to the hallways;
    - Take cover under beds, tables, or against inside walls;
    - Stay away from windows/glass;
    - Do not use any open flame devices (i.e., candles, matches, etc.);
    - Do not run through building. If outside, stay away from buildings. The greatest danger from falling debris is just outside the doorway and near to outer walls;
    - Once in the open, **STAY THERE** until the shaking stops;
    - If you are in a moving vehicle, stop as quickly and safely as possible, and remain in the vehicle.
  - After the Shaking:
    - Check for injuries;
    - Follow treatment procedures as instructed;
    - **DO NOT** use any open flame devices until the building has been inspected and declared safe;

- Check utilities. However, do not turn them on until the building has been checked for broken water/gas lines, fallen wires, etc.;
  - If gas is leaking, open windows and shut off the main gas valve;
  - Evacuate the building as instructed or as may become necessary;
  - **DO NOT** use telephones except for emergencies;
  - Turn on portable radios to get the latest emergency bulletins;
  - If the building, or any portion thereof, has been damaged, **DO NOT** let anyone **ENTER** or **RE-ENTER** until an “all clear” has been issued.
- e. Procedure for Disaster within Medical Center
- When authorities have been notified of a disaster, the Command Center for the College is Room 530 (314-362-9238). Faculty members will account for students in their classes within the Barnes-Jewish College building and at the West Campus site. Faculty in clinical areas within the medical center account for themselves and their students and notify the Barnes-Jewish College Command Center. Clinical instructors and students remain in the clinical area and await further instructions.
  - College employees and students must wear ID Badges. In extreme circumstances, students may be contacted at home to come in and assist with the disaster management.

## E. COLLEGE CLOSURE / CANCELLATION FOR CLASS AND CLINICAL

**Introduction:** Goldfarb School of Nursing (GSON) policy for classroom and clinical

**Purpose:** This policy is intended to provide guidance for students and faculty with regards to class and clinical attendance during events that may impact travel and campus operations.

**Policy Statements:** Safety of our community members are of utmost importance. The importance of attending clinical is an essential requirement of the curriculum used to meet course objectives. Goldfarb School of Nursing provides a solution that facilitates students’ meeting individual program outcomes.

**Summary:** Goldfarb School of Nursing monitors local and regional weather and events to determine if it is safe for travel before making the decision to close the college campus or cancel classes. If the campus is closed, clinical assignments led by clinical instructors (i.e. faculty) are cancelled for the duration of the campus closure. If a delay or early dismissal is indicated, clinical instructor led clinical will be cancelled and students and clinical faculty are dismissed.

Students who are assigned preceptors, where students schedule and manage their clinical schedule, are empowered to make the decision to attend, remain at, or reschedule a clinical assignment as long as the required communication to mentors, preceptors, instructors and/or program administrators occurs.

Students and faculty/staff should practice good judgement when making the decision to attend class and clinical during unsafe conditions from their travel location. Deliberate and prompt communication between clinical faculty and students must take place.

**Policy-Related Procedures:**

**Communication for closing/cancellation:**

The recommendation to close, cancel or delay scheduled classes and clinical is proposed to the President of the college by the Vice Dean of Finance and Administration. If accepted, the Vice Dean of Finance and Administration sends out two methods of communication; an internal email and a Rave system alert. The Rave alert system alerts students, faculty and staff using communication via text message and email. GSON also uses the NewsChannel 5’s Storm Watch automated

system service offered by KSDK for all local schools and organizations to announce weather-related closings/delays. Communication is time sensitive with the safety of our students, faculty and staff members being our priority.

**Campus classes (classroom/labs):** When determined that conditions are unsafe for student and employee travel to campus, a message will be generated and distributed by the RAVE emergency response and notification system. The message will be sent with the intent of notifying community members before they drive to campus. The RAVE message will indicate if the campus has a delayed opening, is closed, or is closed the next day.

**Faculty-led Clinical:** If GSON campus is closed, clinical assignments led by clinical instructors for the entirety of the assignment, are cancelled. If a delay or early dismissal is indicated, the clinical instructor-led clinical will be cancelled and students and clinical faculty are dismissed.

**Preceptor-led Clinical:** Students who are assigned preceptors, where students schedule and manage their clinical schedule and clinical instructors make periodic visits, are empowered to make the decision to attend or remain at a clinical assignment as long as the required communication to clinical educators/instructors and program administrator occurs. This includes times when campus classes are cancelled.

Students are advised to practice good judgement when making the decision to attend or leave a preceptor assigned clinical from and to their travel/home location during inclement weather. Communication between clinical faculty and students must take place prior to and after the clinical experience.

**Preceptor-** A GSON preceptor is an experienced and competent advanced practice nurse, registered nurse, or physician assigned by GSON faculty to assist the students with meeting course clinical objectives to an assigned population of clients/patients. Preceptors, in collaboration with GSON faculty, determine student achievement of clinical objectives.

**Online Classes:** Classes online are not impacted by the college closure/cancellation policy and will continue as scheduled.

Information about class, clinical, and labs are to be directed to the course faculty for follow-up information.

## **XXV. COMPUTER SYSTEMS, EMAIL, AND SOCIAL MEDIA POLICIES**

The College is a wireless campus with computer laboratories available for student use during those times the building is open. Students are assigned individual e-mail accounts upon admission to the College. All courses utilize Canvas as the online learning platform. Office Suite is used exclusively in all programs. Support services are available to students for technical issues related to course work.

Laptops and smart phones have become a must-have tool in today's academic environment. They enhance the student experience and promote the creation of an academic learner-centered environment by bringing more options and resources to the student. Goldfarb School of Nursing requires that all students own a laptop and a smart phone. Both the laptop and the smart phone must have access to the Internet at the school, and outside the school. It is the student's responsibility to ensure proper Internet access outside GSON, that their phone and laptop are functional and, always capable to connect to the Internet through the appropriate network

We recommend laptops instead of notebooks, Chromebooks or tablets. Some notebooks may work but they could make the access to some resources challenging if not impossible. Any laptop that was purchased in the last two years should be good enough but check the MINIMUM recommended hardware below for a better experience:

<u>Hardware</u>	<u>Recommendation</u>
Processor	Intel i5 7 <sup>th</sup> Gen or better
RAM	16 GB (32GB preferred)
Hard Drive	256 GB (larger capacity and/or solid state preferred)
Operating System	Windows 10 or OS X Sierra (10.11) with the latest patches
Software	Up to date Antivirus (Windows Defender minimum)  Chrome  PDF reader
Network	Wireless card or USB
Min Screen Size	14"
Battery life (laptops)	More than 4 hours
Camera and Microphone	Built-in or external webcam with microphone required for certain online exams
Backup	GSON will provide MS OneDrive license during the active enrollment of the student

All enrolled students have a Goldfarb School of Nursing at Barnes-Jewish College email account. It is imperative that all students utilize this account. This is the primary means by which the College will communicate with you outside of the classroom. As such, students are responsible for checking this account and for any information distributed by this means.

All students should have completed a **"BJC Confidentiality Statement"** form at the time of admission to the College. The College Registration Department retains the completed form as a part of the student's permanent file. Please read, understand, and adhere to all guidelines set forth in the BJC Confidentiality Statement. It is suggested that you keep a copy of this document for your personal records.

Sharing your password or failing to log out of the computer when finished will allow others to access the computer systems through your account. You can be held accountable for any inappropriate activity on your account. Any printing charges incurred as a result of failure to log off will not be refunded.

As a student, you will have access to real patient records and other sensitive information. Do not share, copy, print, download, upload, take notes etc. of any personal or health information. The civil and criminal penalties for HIPAA violations can be severe so you will be trained on HIPAA regulations before accessing the hospital systems. You will be expected to follow the law as any doctor, nurse or staff member of the hospital.

Two weeks prior to the beginning of your first term, you will receive access to the College's computing resources, as well as several BJC HealthCare systems. Below, you will find information about each system, how to access them, how to formulate

your usernames and passwords and how to reach out for help when necessary. Before accessing any of the applications, you need to change your password but first, read about our systems and how to get your username and default password.

A. GENERAL SYSTEM INFORMATION:

Goldfarb School of Nursing uses several computer systems. Below is a brief description of our main systems:

**GUS Connect** – Goldfarb's portal application which provides a single point of access to all Goldfarb computing systems including Canvas, Outlook, the Library, and individualized student account information.

**BJC-NT Domain** – This account, also called the Windows or BJC-NT network account provides access to the Windows Desktop when logging in to College or BJC computers.

**Outlook** – Email account which is the preferred method of communication in all areas of the College. This account also gives you access to other Office 365 applications. We only have license to use the Web client. Accessed from the Outlook link located on the GUS Connect portal.

**Canvas** – Online Learning Platform. Accessed through the GUS Connect portal, provides online learning and interaction between students and faculty.

**Clinical Systems** – In the clinical environment, you will have access to one or more clinical applications (EPIC, Compass).

In most of the clinical areas, BJC IS has VDI (or Follow Me Desktop) technology. Whereas clinicians assigned to these floors will use proximity cards to log into these systems, students and clinical faculty access these systems differently. Please use your BJC-NT Domain (Network) login credentials to access the Windows desktop on those workstations. Then access the clinical application with your clinical login credentials from the appropriate link on the machine desktop.

B. USERNAME:

Your username is the same for all the systems mentioned above, with a small addition for Outlook. To access Outlook and all the other Microsoft apps such as Word, Excel, OneDrive, PowerPoint, etc., use your username and add @bjc.org your username will have two or three letters and four or five numbers.

(ie: xy12345 or xy12345@bjc.org to log into O365 products)

*Notes:*

- If you are a returning student or had a BJC ID as an employee, your ID will not change, but you will need to reset your password
- If you are a current BJC employee, you won't have to change your password.

C. PASSWORD:

An email will be sent to your personal account with instructions on how to get into your accounts, and a second one containing your password. Before accessing any application, you need to reset the default password (combination of your three initials and your date of birth). Passwords expire every 90 days. Change your password at the beginning of each term. You cannot use the same or an old password. Your password cannot have your name, last name or

Windows ID. Your password must be more than 8 characters and contain at least a number, uppercase and lowercase characters. Current BJC employees do not need to change their password.

D. HOW TO ACCESS:

You will receive an email (at your personal email address) with instructions on how to enable your credentials and another with the temporary password.

If you are a current BJC employee, there is no need to reset or activate your account, but if you are a former BJC employee or student, your password probably expired. Go to <http://connect.bjc.org> to reset it. If you don't remember your password, call CSC at 314.362.4700

You will need *DUO Mobile* installed in your phone. DUO is a two-factor authentication and when you try to access Outlook, it will send you a message to your phone to authenticate you.

**Once you change your password, read the messages in the screen to confirm that the new password was accepted.**

If there is an error message or any other indication that the new password was not accepted, call the Help Desk at 314.362.4700 and request a Windows password reset. They will provide you with a temporary password. Ask them to wait on the phone until your password is successfully reset with the temporary password that they provided you.

New Student access to all GSON systems including GUS Connect will be available at least 2 weeks prior to the first day of the term.

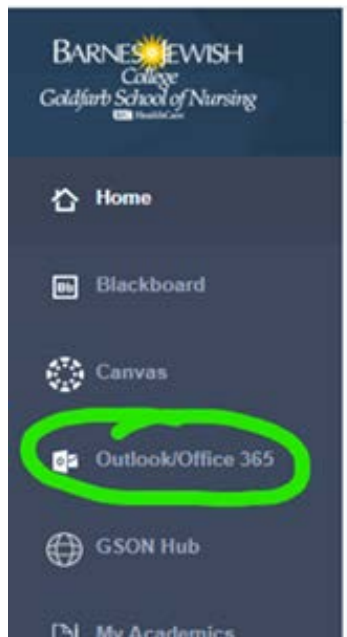
Students should change their password at the beginning of each term using one of the GSON computers or the <http://reset.bjc.org/> link. Network accounts require password change every 90 days and the account could get locked if it is not changed. After you have changed your BJC-NT network password, please use the new password to access the GUS Connect portal and Outlook.

E. GUS CONNECT ACCESS:

Type <https://gusconnect.barnesjewishcollege.edu/> to access the portal. **Your password will be the password that you created.**



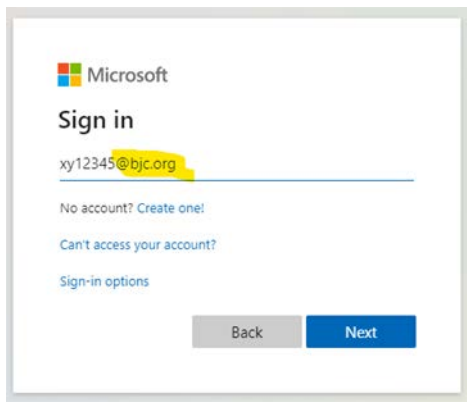
F. OUTLOOK ACCESS:



Once logged in to the [GUS Connect](#) portal, select Outlook from the navigational bar on the left. You will be redirected to the Microsoft's Outlook site.

You can also use the link <http://outlook.bjc.org>

If you are not logged in directly and the site ask you for a login, use your username with the @bjc.org at the end. Your username will be the same username used to access Gus Connect or Windows.

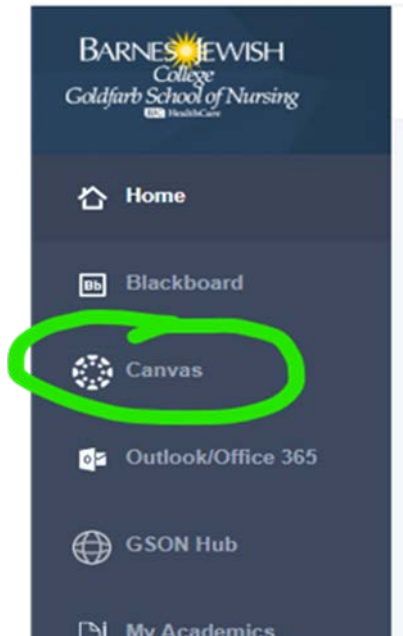


Your Outlook password will be the password that you created

Your email address will be FirstName.LastName@BarnesJewishCollege.edu if it is not already taken: there are a lot of people with the same FirstName.LastName combination but usernames are unique. Do not use FirstName.LastName@BarnesJewishCollege.edu as your Outlook login; it will not work.

#### G. CANVAS ACCESS:

Once logged in to the [GUS Connect](#) portal, select Canvas from the navigational bar on the left.



You can also go directly by typing: <http://canvas.barnesjewishcollege.edu>.

*Note: Canvas courses will be unavailable to the students one week after the last day of class.*

#### H. EPIC AT GOLDFARB

At BJC HealthCare, EPIC is the main system to access, organize, store and share electronic medical records. All our students and instructors must complete the required EPIC training prior to the start of their rotation.

Once you are trusted with access to real patient records, you are expected to be a good steward of that information. Keep in mind that you need to follow HIPAA rules. All access to protected health information (PHI) is recorded and subject to audit. Please access patient information only when needed for patient care and keep it confidential. As mentioned before, do not print, download, share, take screenshots, etc. of the patient information; it is against the law and everybody at the College and the hospitals takes it very seriously.

**Students:** The training is 2 hours of online eLearning that is hosted in SABA. The GSON-IS team will enroll you and send you an email with instructions. Complete the training at least 5 business days before the start of the clinical rotation or your access will not be processed on time. Once access is provided you will be able to open EPIC and document per the criteria of the hospital/care facility.

**Instructors:** You are required to complete both eLearning and classroom training. The GSON-IS team will enroll you in SABA, but you need to email [EpicProgramTraining@bjc.org](mailto:EpicProgramTraining@bjc.org) to register for classroom training for instructors (Nursing Instructor 101). Classes are limited so email them as soon as possible.

### Access to the EPIC PLY (Test) environment – no training required

All the GSON computers in the computer room, library, and some simulation labs have the EPIC PLY (test) environment installed.

To access EPIC PLY, log into the computer with the credentials of the label on the computer:

Local Computer Login ID: BJC12345678  
Local Computer Password: Bjc12345  
Epic Playground Username: GSTU1234  
Epic Playground Password: password

Do not use your own credentials, use the Local Computer Login ID. Then, start EPIC and use the playground username and password.

You can use PLY any time you want to review or practice with the program.

### Access to EPIC PRD Hyperspace (Production) environment

To use the production environment, (actual patient health records) you will need to complete the training first. Once your access is granted, you should be able to see the icon on your desktop.

Log in into a BJC/GSON computer with your own credentials

Click the EPIC icon and if prompted, log in with your same windows credentials.

**Please help us to keep the patient information private. Do not print, take snapshots, save to the disk or other media, upload, show, share, etc. anything from the application.** Failure to follow expectations will result in corrective action with the College. Additionally, such patient information is protected under federal law through HIPAA and breaking this law can result in both civil and criminal penalties.

#### I. NEED HELP?

Below are some of the teams that can assist you with technology issues.

- ❖ BJC- IS Help Desk 314.362.4700.
  - Call them for general IT, hardware or access issues.
  - For self-service: [http://bjcprod.service-now.com/ess\\_portal](http://bjcprod.service-now.com/ess_portal)
  - If the issue cannot be resolved, ask for the incident number and send it to [Carlos.pardo@BarnesJewishCollege.edu](mailto:Carlos.pardo@BarnesJewishCollege.edu)
- ❖ Canvas Support 855.382.5511:
  - Call Canvas for any issues with the application such as uploading/downloading files, error messages etc.
  - Don't call them for the content itself or course questions (contact your professor for that)
  - If you cannot get your issue resolved, ask them for an incident reference number and send it to [kc.riley@bjc.org](mailto:kc.riley@bjc.org)
- ❖ Passport/Carelearning Support [support@carelearning.com](mailto:support@carelearning.com):
  - Try to log-in with your [name.lastname@BarnesJewishCollege](mailto:name.lastname@BarnesJewishCollege) email address and if you cannot remember your password, click the "forgot password" link <https://passport.carelearning.com/Account/Forgot> to reset your password. If that doesn't work, try with the [name.lastname@bjc.org](mailto:name.lastname@bjc.org) address
  - If the response is that your account doesn't exist or it expired and you need to pay, please email [carlos.pardo@BarnesJewishCollege.edu](mailto:carlos.pardo@BarnesJewishCollege.edu) to request a renewal
  - Any other problems, email [support@carelearning.com](mailto:support@carelearning.com) and escalate to Carlos if they are not resolved in a timely manner.
- ❖ Examity 855.392.6489:
  - Call if you get errors with the proctoring software, but also let your professor know that you are experiencing issues (the professor will need to authorize the test re-entry)

- More contact information at <https://examity.com/test-taker-contact/>
- ❖ ATI 800.667.7531 or live chat at <https://atitesting.com/contact>:
  - Call if you get errors with the proctoring software, but also let your professor know that you are experiencing issues (the professor will need to authorize the test re-entry)
- ❖ Goldfarb IS Support:
  - Help Line 314.362.9229 (only business hours, don't leave message)
  - GusConnect@bjc.org (for low priority issues)
  - Other contacts for IS support (you can leave a message)
    - Carlos Pardo Office: 314.454.7547 Cell:314.368.9333 Carlos.Pardo@barnesjewishcollege.edu
    - Mike Kimmel 314.362.9206 Michael.Kimmel@barnesjewishcollege.edu
    - Michelle Pfau 314.454.5506 Michelle.Pfau@barnesjewishcollege.edu
    - Elliot Motl 314.273.1036 Elliot.Motl@barnesjewishcollege.edu

## J. ELECTRONIC TRANSMISSION OF INFORMATION

The College will make reasonable efforts to maintain the effective operation of its electronic mail systems. Users are advised, however, that these systems and other free electronic mail packages, for example Gmail, downloaded to the College-owned network and student-owned computers should in no way be viewed as a secure medium for the communication of confidential or sensitive information. Never use the College email or any email system to send real patient information (you will see real patients during clinicals). Users of electronic mail services are on notice that even though sender and recipient may have discarded or deleted their copies of an electronic mail record, retrievable back-up copies of electronic mail records may exist.

## K. PRIVACY

Although the College does not routinely monitor information transmitted, stored, received, or retrieved electronically on the College's computers and the resources it makes available, including, among other things, electronic mail, it retains the right to do so. There is no expectation of privacy in any information transmitted, stored, received, or retrieved electronically on the College's computers and the resources it makes available, including among other things electronic mail. Use of any College computer or other electronic resource made available through the College constitutes consent to a search and disclosure as described in this policy.

The College may search, retrieve, or view any information or data entered, transmitted, received, stored, or retrieved on its computers and the resources it makes available in connection with, among other things:

1. Maintenance or improvement
2. Monitoring for viruses and other destructive computer programs
3. Investigation of violation of College policy
4. Investigation by an authorized law enforcement or federal, state, or local agency
5. Where otherwise required by law
6. When authorized by the President or the academic Dean of the College.

## L. GUIDELINES

Prohibited uses of the College-owned network or student-owned workstations accessing the College-owned network include, but are not limited to, the following:

1. Any use that infringes upon the intellectual property rights of others. This includes sending copies of documents in violation of copyright laws, including inclusion of the work of others into electronic mail communications in violation of copyright laws.

2. Capture and “opening” of electronic mail not addressed to the recipient except as specifically authorized by the president or the academic vice president of the College to diagnose and correct the delivery system.
3. Use of electronic mail to harass or intimidate others, including harassment on the basis of race or color, sex or gender, national origin or ethnic origin or ancestry, disability, religion or creed, age, sexual orientation, veterans status, or citizenship or intending citizenship status, or to interfere with the ability of others to conduct College business.
4. Downloading, displaying, printing, creating, saving, or transmitting materials that use obscene, threatening, or disrespectful language, are pornographic, advocate illegal or violent acts.
5. For personal financial gain, gambling, or advertising.
6. Use of electronic mail systems to transmit patient information or for any purpose restricted or prohibited by law or regulation or by College policy.
7. “Spoofing,” i.e. constructing an electronic mail communication so that it appears to be from someone else.
8. “Spamming,” i.e. sending a large amount of electronic mail to a particular site or workstation sufficient to harass individuals, down servers or otherwise effectuate “denial of electronic mail service” to the campus or any other site.
9. “Snooping,” i.e. unauthorized access to the electronic files or electronic mail of others for the purpose of satisfying idle curiosity, with no substantial College-related purpose.
10. Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system or attempting to intercept any electronic mail transmissions without proper authorization.
11. Knowingly exporting, importing, or downloading a virus on to the College or any other computer system.
12. Any use that interferes with the proper functioning of the College’s information technology resources.
13. Any use that interferes with the ability of others to make use of the College’s computer and electronic media resources.

It is against College policy to use electronic media, such as voicemail, electronic mail, internet, or other means of electronic communications to send harassing, annoying, or obscene messages, messages that infringe on the privacy of another person or violates any College policy, any theft of electronic material for private usage, any fraudulent activity including any misrepresentation, or any other inappropriate use of electronic media.

#### M. SOCIAL MEDIA POLICY

The purpose of this policy (<https://www.barnesjewishcollege.edu/Social-Media-Policy>) is to provide guidelines to students regarding their use of social media. Social media are internet-based platforms that are highly accessible to others where individuals can generate content and engage in social interactions. Social media platforms are constantly evolving and include, but are not limited to, Twitter, Facebook, blogs, Snapchat, Instagram, YouTube, LinkedIn, etc.

Students at Goldfarb School of Nursing at Barnes-Jewish College are expected to adhere to the following social media guidelines:

1. Use common sense! Remember that little, if anything, is private when posted on social media. You are responsible for what you post and any consequences that arise from personal, professional or academic postings.
2. Think first, post second. Any conduct that would be inappropriate, unprofessional or unethical at the College if social media was not involved can also result in disciplinary action when social media is being utilized. For example, threatening or sexually harassing another student via Twitter or Facebook can subject you to College discipline just as if you engaged in such conduct in person.
3. Protect confidential, sensitive, and proprietary information. If you are in a healthcare program that requires placement at clinical agencies, HIPAA guidelines must be followed, and you must avoid posting or otherwise disseminating protected health information or other identifiable information related to patients.

4. Respect copyright and other intellectual property rights of others.
5. Do not use the College's logos without prior written permission.
6. Do not use the College's name to promote a product, cause, opinion, business, or political party or candidate.
7. When identifying yourself as a student of Goldfarb School of Nursing at Barnes-Jewish College, avoid claiming or implying that you are speaking on behalf of the College.
8. Cyberbullying and cyberstalking will not be tolerated at Goldfarb School of Nursing at Barnes-Jewish College.

Any student who violates this policy will be subject to the full range of corrective action, up to and including dismissal.

## **XXVI. STUDENT COPYRIGHT POLICIES**

### **A. COPYRIGHT LAW AND POTENTIAL CIVIL AND CRIMINAL SANCTIONS FOR COPYRIGHT INFRINGEMENT**

The federal Copyright law (Title 17, United States Code) requires all members of Goldfarb School of Nursing at Barnes-Jewish College, including students, to respect the proprietary rights of owners of copyrights and refrain from actions that constitute an infringement of copyright or other proprietary rights.

Those who disregard this policy place themselves individually at risk of civil and criminal liability. As a general matter, a person who is found liable for civil copyright infringement may be ordered to pay actual damages or "statutory" damages in an amount of not less than \$750 and not more than \$30,000 per work infringed. For a "willful" infringement, damages may be awarded by a court up to \$150,000 per work infringed. A court can also assess costs and attorneys' fees, in its discretion. See 17 U.S.C. §§ 504 and 505. Also, "willful" copyright infringement can result in imprisonment of up to five years for a first-time offense and additional fines. See 17 U.S.C. § 506 and 18 U.S.C. § 2319.

Any student who violates this policy will be subject to the full range of corrective action, up to and including dismissal.

### **B. PEER-TO-PEER (P2P) FILE SHARING**

It is a violation of copyright law to use file sharing software (e.g., BitTorrent, KaZaA, Limewire, etc.) to download music, movies, and other copyrighted material without permission from the copyright holder. This is unauthorized Peer-to-Peer (P2P) file sharing, and Goldfarb School of Nursing does not condone such use.

Students, faculty or staff who engage in unauthorized P2P file sharing on Goldfarb School of Nursing network may be held liable for the infringement of copyrighted works (music, movies, computer software, video games and photographs). Be aware that Goldfarb School of Nursing at Barnes-Jewish College is under no legal obligation to defend, or accept responsibility for, the illegal actions of its students or employees in the P2P context. It is each individual's responsibility to know what constitutes infringement of copyright—if one is not sure then s/he should learn more about the law and/or refrain from copying materials.

If a member of the College community is found to have illegally shared files over the College's network, the full range of disciplinary actions are available (along with the civil criminal penalties the person may be subject to), including:

1. Indefinite or permanent loss of computer privileges and network access;
2. Denial of future access to College's IT resources;
3. All disciplinary sanctions available pursuant to the Student Handbook;

4. Dismissal from the College; and/or
5. Legal action.

Alternatives to illegal downloading include, but are not limited to, iTunes, Amazon, Netflix, and Hulu.

### C. RECORDING CLASSROOM/CLINICAL LECTURES BY STUDENTS

The dissemination of course materials and video recording of lectures, discussions, or presentations are governed by this policy. Advance, written permission by the faculty member or lecturer is required to record classroom/clinical lectures, discussions or presentations.

Violations of this policy (<https://www.barnesjewishcollege.edu/Information-For/Current-Students/Student-Policies/Recording-Classroom-and-Clinical-Lectures>) may constitute copyright infringement in violation of federal or state law and may be subject to College disciplinary action under the Code of Conduct.

By definition:

- **Course Materials** includes, but is not limited to, lecture notes, outlines, slides, PowerPoint presentations, readings, or other content made available to students by the instructor, lecturer, presenter, faculty member or through any College online learning system.
- **Recording** includes, but is not limited to, a video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, smartphones, smart watches, digital cameras, media players, computers, or other devices that record images or sound.

Requirements and Limitations:

1. Advance Written Permission:
  - Recording of classroom/clinical lectures is prohibited unless advance written permission is obtained from the course instructor and/or any guest presenter(s). An instructor may provide such permission to an entire class as part of the course syllabus.
  - In the event an instructor does not provide blanket permission to the entire class as noted in the course syllabus, s/he may permit the recording of specific lectures. In instances where a student(s) wishes to record the lecture, the student(s) must complete the Permission of Record Class Lectures form and have it executed by the instructor prior to the class/clinical. The form can be accessed on the College website, under Current Students, "Student Policies".
  - In the event permission to record lectures is granted, the instructor will notify all students, speakers and other lecture attendees in advance that recording may occur.
2. Students who require recording or other adaptations of lectures as a reasonable accommodation for a documented disability should contact the Disability Services office at the start of the term in order to obtain a letter of authorization. That authorization letter is to be presented to each course instructor for signature acknowledging the accommodation and permission to record each specific lecture will not be required. Every effort should be made to protect the confidentiality of a student with a disability who is being granted an accommodation, i.e., the professor will not name the student who is doing a recording when it is due to a disability accommodation.
3. Limitations on Use of Recordings and Materials
  - Permission to allow lecture recording is not a transfer of any copyrights in the recording or related course materials. Such recordings and materials may be used only for individual or group study with other students enrolled in the same class, and may not be reproduced, transferred, distributed or displayed in any public or commercial manner.



## D. STUDENT PRINTING

The College limits the number of free prints for each student using the computer lab or student-use copy machine. Each student will receive an allotment of 500 sheets each 14-week term. If printing duplex (both sides of the paper) this will equate to 1,000 prints per term. When students exceed this limit, students may add money to printing accounts by contacting a library staff member. Cash, check, and credit cards are accepted.

## XXVII. RIGHT-TO-KNOW PROGRAM

The Goldfarb School of Nursing at Barnes-Jewish College is committed to providing a safe working environment. The Occupational Safety and Health Administration along with other agencies (state and local) have instituted regulations pertaining to individuals' right to know about chemical hazards they may be exposed to in the workplace. The intent of the regulation is to protect individuals from possible adverse effects of potentially hazardous chemicals with which they may come in contact. To ensure that individuals are able to make decisions about personal risks, the Right-to-Know Program was established to include policies, procedures, and responsibilities designed to develop an awareness of potentially hazardous materials in the work environment, and to train individuals in appropriate safe working practices. Students are encouraged to contact their instructor or office of the Vice Dean of Finance and Administration when safety concerns arise.

## XXVIII. INSURANCE

Students are expected to provide for and manage their own health insurance and healthcare through a professional healthcare provider (physician or nurse practitioner). The College provides students' professional liability insurance for College related clinical activities at no charge with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate for general liability.

## XXIX. SOLICITATION

The College does not permit solicitation on its premises. Students may not sell products or services to other students, faculty, or staff unless prior approval has been obtained from the Vice Dean for Student Affairs and Diversity.

[https://www.barnesjewishcollege.edu/Portals/0/Policies%202020/Non-Solicitation%20and%20Distribution%20GSON%20Students 2020.pdf](https://www.barnesjewishcollege.edu/Portals/0/Policies%202020/Non-Solicitation%20and%20Distribution%20GSON%20Students%202020.pdf)

## XXX. CAMPUS FACILITIES

### A. PARKING

Free parking at the Duncan Campus site is available for students at the Duncan Central Garage, located on the Duncan Campus. Students who are Washington University employees can park in their employee assigned parking location or may opt to park in the Duncan Central Garage for a fee. To have access to this garage students must complete a parking registration form.

Free parking at the West Campus site is available on the south area parking lot within the Missouri Baptist Medical Center campus. When at the Duncan Campus site, students must park at the Duncan Central Garage. Students must be registered for parking to obtain parking privileges for this garage.

Under no circumstances is any student to give his/her badge to anyone else for any purpose, or to use or display another student's badge. Violations may be cause for corrective action up to revocation of parking privileges. The badge remains the property of BJC HealthCare and must be surrendered upon completion of the program/dismissal.

Shuttle services are available for the Duncan Campus site. The shuttle starts at 4:00 a.m. and ends at 1:00 a.m.

## B. LOCKERS

Lockers are available to rent for \$35 per academic term, up to \$105 per academic year (3 academic terms). A Locker Agreement form must be completed and signed. This form may be obtained from your Academic and Student Support Advisor to initiate the process.

## C. CHILDCARE

Students needing childcare may contact the Child Day Care Association at (314) 531-1412. This agency will provide listings of day care agencies based on the number of children, geographic location, and financial resources. A small referral fee is charged.

## D. FOOD SERVICES

Students have access to the following food services:

1. Goldfarb School of Nursing Café: A student badge will provide discounts at the Duncan Campus site; however, payment must be made with cash or a credit card.
2. Barnes-Jewish Hospital, St. Louis Children's Hospital and West Campus Site Cafeterias: A GSON student badge will provide discounts at these locations; however, payment must be made with cash or a credit card.
3. Kitchen: The Student Lounges, located on the 1<sup>st</sup> floor at the Duncan Campus site or 4<sup>th</sup> floor at the West Campus site, are equipped with a refrigerator and microwave.
4. Vending Machines: Vending machines are located on the 1<sup>st</sup> floor at the GSON Duncan Campus site and in the Student Lounge at the West Campus site. To request a refund for money lost in a vending machine, contact the vendor by calling the telephone number posted on the vending machine.

Students badge will also provide a discount at our community partner St. Louis School of Pharmacy's (STLCOP) full-service cafeteria. Students are also allowed to visit other dining locations on STLCOP's campus at regular price

## E. BICYCLES

Students may bring bicycles to the College. Bicycles must be properly identified and locked while stored. The College assumes no responsibility for the safety of the bicycles.

## F. POSTING MATERIAL ON CAMPUS

To assist in maintaining the appearance of the College, this policy

(<https://www.barnesjewishcollege.edu/Portals/0/Documents/InfoFor/Current%20Students/Policies/CampusPostingPolicy.GSONStudents.2020.pdf>) provides general guidelines for GSON students. The intent of the policy is to be consistent with the master plan for information/event signage/poster displays at Goldfarb School of Nursing at both campus sites – Duncan and West.

### Procedure

Requests to post materials (including postings on tables in the Commons, bulletin boards in the Student Lounge or electronic boards) at Goldfarb School of Nursing should be directed to the Student Event and International Student Processing Specialist via email. Final approval will be provided by the Vice Dean of Student Affairs and Diversity. Please include your name, GSON/BJC department/student club, phone number, a description, and the date of the event. All postings must be approved in advance. Notification a minimum of 2 week prior to the event is recommended.

### Posting Guidelines

1. No temporary posters, notices, or signs shall be taped on doors, walls, windows, etc.
2. All signage must be of professional quality.
3. Standard size of posting is 8 1/2 x 11 inches.
4. The approval may be based on space available.
5. Informational postings for students are generally approved for the following locations:
  - a. Commons area at both Duncan and West campus sites in tabletop tripods.
  - b. Student Lounge bulletin boards at both Duncan and West campus sites.
6. In general, no signage urging/persuading individuals to accept/purchase a product or service is approved. The student/GSON employee receiving signage posting approval is required to remove the posting by the recommended date or immediately after the event has taken place.

Any questions regarding this policy can be directed to the Student Event and International Student Processing Specialist or the Vice Dean for Student Affairs and Diversity.

## G. LIBRARY AND INFORMATION SERVICES

### *1. Library Mission*

The library at Barnes Jewish College exists to provide access to evaluated information resources and services that proactively support the College's mission of teaching and scholarly inquiry to prepare liberally educated, competent, caring, and socially responsible health care practitioners.

In addition to the resources available at the Barnes Jewish College Library, students may also use the libraries at the Washington University School of Medicine and the St. Louis College of Pharmacy. Both of these are located on the Barnes Jewish Hospital campus, within two to four blocks of the Duncan campus.

### *2. Library Hours*

<u>Duncan Campus Site</u>		<u>West Campus Site</u>	
Monday – Thursday	7:30 am - 8:00 pm	Monday - Thursday	8:00 am - 5:00 pm
Friday	7:30 am - 6:00 pm	Friday	8:00 am - 3:00 pm
Saturday	9:00 am - 3:00 pm		
Sunday	CLOSED		

The library is closed on nationally celebrated holidays and is often on an abbreviated schedule during term breaks throughout the academic year. Changes to the library's hours of operation are posted on the GUS Library tab.

### *3. Library Catalog*

The library has an online catalog, which is available from the GUS Library tab, and within Canvas. . It includes holdings from the College library and is searchable by book author, title and subject. Also found on the GUS Library tab is a link to the Washington University Medical School Library catalog. GSON students have privileges at the Washington University Medical School Library; ID badges should be worn when visiting and using that library.

GSON Library is a member of the MOBIUS consortium, which is comprised of approximately 80 academic and public libraries. Our users have access to the MOBIUS Union catalog, which includes almost 50 million items, mostly from higher education institutions. A courier service delivers library materials to member libraries once per day, five days a week. In addition to the

physical items is an e-book collection, available to all MOBIUS library patrons. Those titles can be found within the catalog as well.

The library subscribes to various databases and online journal collections, from which students have access to thousands of online, full-text journals. Below are listed some of the most frequently used databases:

- a. CINAHL Complete: is the authoritative resource for nursing and allied health professionals, students, educators, and researchers. This database provides indexing for approximately 2,000 journals from the fields of nursing and allied health, 1,300 of which are full-text.
- b. MEDLINE Complete: provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more. Created by the National Library of Medicine, MEDLINE uses MeSH (Medical Subject Headings) indexing with tree, tree hierarchy, subheadings, and explosion capabilities to search citations from over 5,400 current biomedical journals.
- c. PROQUEST HEALTH RESEARCH PREMIUM COLLECTION: provides full-text journals, evidence-based resources, and dissertations to support the study of the many aspects of nursing or the allied health professions, including physical therapy, radiography, dietetics, dental hygiene, and the clinical laboratory sciences.
- d. COCHRANE LIBRARY: is a collection of databases that contain high-quality, independent evidence to inform health care decision-making. Cochrane reviews represent the highest level of evidence on which to base clinical treatment decisions. In addition to Cochrane reviews, The Cochrane Library provides other sources of reliable information, from other systematic review abstracts, technology assessments, economic evaluations, and individual clinical trials. Current evidence in one single environment!

#### ***4. Interlibrary Loan (For items not found in MOBIUS)***

The purpose of interlibrary loan is to provide our students, faculty and staff with access to materials necessary for study, teaching, and research that are not available at Barnes Jewish College. The conditions of this service are set by the regulations jointly governing the College and lending libraries.

Library patrons should use the interactive interlibrary loan (ILL) forms available on the GUS Connect Library page. The forms must be filled out as completely and accurately as possible, including contact information.

We will make every attempt to acquire materials at no charge. However, if we cannot locate a library that holds the item in question and with which we have a reciprocal ILL agreement we will inform the patron before continuing, with an order that will incur a charge.

Interlibrary loans take differing lengths of time, depending on the type of material requested, the location and policies of the leading library. Journal articles MAY BE emailed or faxed within one or two days; books are mailed. Patrons should plan accordingly, allowing plenty of time for the receipt of needed material.

Books and photocopies of journal articles, newspapers, and materials otherwise not available from libraries on campus may be requested in strict accordance with copyright law. The Library will not order additional copies of items already owned. The following types of materials are generally NOT available through interlibrary loan: reference materials, whole journal issues and bound volumes of journals, dissertations, most audiovisual/computer media materials, computer software, and fragile or rare materials.

The loan period is determined by the lending library. A renewal request must be made by the patron at least 4 days in advance of the due date. Lending libraries determine conditions regarding the use of their materials. Another library's lending limitations, such as No Renewal and In-Library Use Only, must be honored.

If the lending library assesses an overdue fine, this fee will be passed on to the patron. The patron is responsible for the replacement cost, plus a per-item processing fee for materials that are lost or damaged. Please note that the late return or damaging of books jeopardizes the ability of our library to borrow materials in the future.

### ***5. Virtual Library***

There are 55 workstation computers adjacent to the library. Students may access the library's online journal subscriptions and other web-based resources from these computers, as well as remotely. Library staff is available to assist with bibliographic research, database searching, locating materials, and one-on-one library tutorials, as requested. In addition, there is an Ask-the-Librarian link on the GUS Library page; those queries are monitored throughout the day, evenings, and on weekends.

### ***6. Library Obligation Policy***

Library patrons are responsible for the materials checked out in their names. Charges for overdue circulating materials are as follows:

- General Collection (14 days): \$1.00 per day, up to book replacement cost
- Reserve Materials (2 hours): \$5.00 per hour
- Lost/Damaged Materials: Cost of replacement + \$15.00 processing fee per item

These fines are calculated per item and parts of days or hours will be rounded up to the next day or hour. Fines accrue during normal business hours only. Library fines will be automatically debited to student accounts unless library staff are directed otherwise. Library patrons other than Barnes-Jewish College students must pay fines by cash or check before their library privileges are restored.

### ***7. Circulation Policies And Procedures***

Borrowing privileges are available to the entire Barnes-Jewish College community: students, faculty, staff, and alumni, as well as to Barnes-Jewish Hospital clinical staff. Barnes-Jewish College student ID or BJC staff badge information will be verified and documented. Alumni status will be verified before library privileges are extended. All library materials can be used in the library. For all library patrons, the circulation policy is as follows:

General Collection	14 days
Audiovisual/Software	4 hours
Reserve/Reference	2 hours

### ***8. Reserves***

The library keeps a copy of required textbooks on reserve which may be checked out for two hours. Faculty members may keep reserve materials and additional study aids on reserve.

### ***9. Library General Policies and Procedures***

Food, drink and cell phones are not allowed in the library or computer labs.

## XXXI. STUDENT ORGANIZATIONS

### A. RECOGNITION OF STUDENT ORGANIZATIONS

The College community is defined in many ways by the activities of its students. Goldfarb School of Nursing at Barnes-Jewish College officially sponsors organizations whose purposes, goals, and activities are consistent with the mission of the College. The College reserves the right to review the activities of student organizations and to monitor compliance with College policies.

Students who share a common interest may apply for recognition as a student organization. If approved, student organizations are permitted to identify themselves directly with the College. Only student organizations that maintain recognition by following all applicable policies and procedures are eligible to request permission to use College facilities or services.

Contact the Student Services Department for more information on forming student organizations.

### B. STUDENT GOVERNMENT AND ASSOCIATIONS

#### *1. Student Council (StuCo)*

The purpose of the Student Council is to initiate and coordinate community activities, promote student/faculty harmony and communication, represent student concerns, and encourage participation at all levels of student governance. Meetings of the Student Council are open to all members of the College community.

Membership shall consist of:

- All Current Students
- Faculty Advisor
- Vice Dean for Student Affairs and Diversity or designee

Duties of the Council shall include:

- Serve as a conduit for student voice in College affairs;
- Promote student leadership development;
- Promote professional development;
- Promote the College mission and goals;
- Participate in selected community activities;
- Act as liaison with Barnes-Jewish College alumni;
- Assist with graduation and award events;
- Plan and coordinate social events and build community;
- Promote wellness.

#### *2. Student Nurses' Association (SNA)*

Goldfarb School of Nursing at Barnes-Jewish College sponsors a chapter of the National Student Nurses' Association. The College pays for enrolled student's membership to National Student Nurses' Association (NSNA). The Student Nurses' Association provides eligible Goldfarb students the opportunity to benefit from a membership in this leading students nurses' professional organization, as well as:

- Assume responsibility for contributing to nursing education in order to provide for the highest quality of health care;
- Provide programs representative of fundamental interests and concerns to nursing students;

- Aid in the development of the whole person, her/his professional role, her/his responsibility for health care for people in all walks of life;
- Promote and encourage participation in community affairs and activities involving health care and the resolution of related social issues;
- Represent nursing students to the consumer, to institutions, and other organizations;
- Promote and encourage students' participation in interdisciplinary activities;
- Promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status;
- Promote and encourage collaborative relationships with nursing and health-related organizations.

#### C. DEAN'S SCHOLAR PROGRAM

The Dean's Scholar Program is open to any Goldfarb School of Nursing at Barnes-Jewish College undergraduate or graduate student(s) who demonstrates an interest in the nursing profession and the pursuit of excellence in nursing. This travel award is provided to offset general expenses to attend a nursing conference or meeting that addresses fulfillment of these basic concepts.

Maximum funding available is \$1000 per student during an academic year. There will be up to 20 proposals accepted per year. Proposals will be considered in the order of their submission. Once funds have been exhausted for that academic year, acceptance of proposals will be discontinued.

#### Eligibility:

- Must be a Goldfarb School of Nursing student in academic good standing;
- Must be currently enrolled in courses at Goldfarb School of Nursing at the time of submission of the proposal and attending the conference/meeting.
- A student may only receive one Dean's Scholar Award during their program of study.

#### Expectations:

- Student must submit a proposal requesting funding and provide a list of basic expenses related to travel prior to attending the conference or meeting;
- The proposal should include a statement of the purpose for attending the meeting/conference, desired outcomes for attending, and a description of how attending will benefit the advancement of knowledge in nursing and Goldfarb School of Nursing;
- The proposal should be no longer than two double spaced typed pages;
- Student must provide a typed report which summarizes his/her experiences related to the meeting/conference (may be used in the College Newsletter).
- Student must fill out all necessary forms and provide all required receipts upon return. These must be submitted in a timely manner. Reimbursement will be for actual expenses that have an accompanying receipt. There will be no funds expended to the student beyond \$1,000.

#### Submission Due Date:

- In order to provide full consideration for proposals, it recommended that they be submitted at least 60 days prior to the event. Later submissions could be subject to disapproval.

#### Review of Proposals:



- The review of all proposals will be done by the Dean and the Vice Dean for Student Affairs and Diversity. Proposals will be reviewed as they are submitted.

#### D. HONOR SOCIETY

The vision of Sigma Theta Tau International (STTI) is to create a global community of nurses who lead in using scholarship, knowledge and technology to improve the health of the world's people. Its mission is to provide leadership and scholarship in practice, education and research to enhance the health of all people. STTI supports the learning and professional development of its members, who strive to improve nursing care worldwide. The College's Tau Iota Chapter offers membership to individuals in the BSN and MSN programs who demonstrate superior academic or professional achievement and leadership. Joining STTI as a student is by invitation; eligible students meeting the requirements are asked to join STTI each term.

#### E. STUDENT ORGANIZATIONS

##### ***1. Goldfarb Men Excelling in Nursing (GMEN)***

Goldfarb Men Excelling in Nursing (GMEN) is a gender neutral, all inclusive student organization that focuses on promoting men in nursing and issues facing male nurses.

##### ***2. Students Promoting Diversity in Nursing (SPD)***

SPD was created to promote diversity in Nursing amongst students. Anyone who is interested in developing a deeper understanding of various communities, health concerns affecting them, and the recruitment of more diverse people into the field of nursing should join.

##### ***3. Students, Families and Supporters(SFS)***

SFS is a student club dedicated to support students who are also parents. Activities are organized to include club members' families, and regular meetings are held to share parenting tips, academic challenges, and provide advice to balance home and school challenges.

##### ***4. Veterans and Supporters Together (VaST)***

VaST provides support and information for veterans, families of veterans, current military personnel, students interested in a military career after nursing school, and students interested in veteran/military service who are enrolled in a nursing program at Goldfarb School of Nursing.

##### ***5. Student Nurses' Association (SNA)***

An all college organization that provides eligible students the opportunity to benefit from a membership in the leading student nurses' professional organization. SNA promotes and encourage participation in community affairs and activities involving health care.

##### ***6. Student Council (StuCo)***

A student government organization that serves as a conduit for student voices in College affairs, promotes student leadership and professional development, participates in selected community activities, plans and assist in coordination of social events, promotes wellness and acts as a liaison with the Barnes-Jewish College alumni and Barnes-Jewish Hospital Auxiliary.

## XXXII. CLINICAL POLICIES

As a practice profession, application activities are included in all College nursing programs.

### A. GENERAL INFORMATION

Students are expected to adhere to all policies and protocols of the clinical agencies to which they are assigned. Individual faculty members may have additional policies governing clinical practice. The student dress code for clinical activities is to be followed. Barnes-Jewish College student ID badges must be worn at all clinical experiences. Students may not cover up their last name. Students are expected to provide their own transportation to clinical sites. Some clinical placement sites may be located outside the greater St. Louis area. Students may not always get their first choice of clinical. Faculty will assign clinical placements and will consider students preference if feasible.

#### *1. Undergraduate*

Accelerated and upper division students participate in clinical practicum experiences throughout the program. Experiences occur in a variety of settings, including acute care, community and long-term care. Some clinical placement sites may be located outside the greater St. Louis area. Approval of clinical sites is at the sole discretion of the College. Students are expected to provide their own transportation to clinical sites. Clinical/practicum experiences may be scheduled on day, evening and/or weekend shifts.

#### *2. Graduate*

Master's and doctoral practica are concentration-specific. Clinical experiences may require the student to identify a preceptor. Signed preceptor agreements must be in place prior to initiation of activities. Students file preceptor requests with the Clinical Contract Specialist prior to the beginning of the clinical experience. No clinical activities may commence until agreements are in place.

### B. CLINICAL COURSES

A student enrolled in a clinical course may receive an immediate course failure up to dismissal, which will appear on the student's transcript, for:

- a. Violations of personal integrity or academic standards;
- b. One no-call/no-show for clinical or clinical labs;
- c. Absence from clinical/practicum orientation;
- d. Clinical/Practicum outcomes not being successfully met.
- e. Patient abandonment

A clinical failure at the end of a 7 week rotation in a 14 week course constitutes and will be recorded as a course failure, which will appear on the transcript. The student may not withdraw from the course.

### C. CLINICAL PRACTICUM DRESS CODE

Uniforms must be clean and pressed. Socks must be worn with shoes. Fingernails should be clean and neat and not interfere with clinical duties or productivity standards of the agency. As per The Joint Commission standards for patient care, artificial fingernails, extenders, acrylic wraps, acrylic powder, gel polish and nail art are not allowed. Any nail polish worn must be free from chips and able to be removed using a standard nail polish remover in less than 30 seconds.

Facial, tongue, or other piercings are not appropriate (with the exception of post earrings) and must be removed during clinical practicum. One post earring per ear is allowed.

Student ID Badges are to be worn by all students for clinical practicum and other designated learning experiences and must be presented when requested by security personnel. Badges must be worn above the waist with full first and last name, program and College name visible. If a student loses a badge, it should be reported to Student Academic and Support Services and Security immediately. No stickers or pins, which cover important information, should be adhered to the badge. : Student badges expire at the end of the student's program. Under no circumstances is any student to give his/her badge to anyone else for any purpose, or to use or display another student badge. Students are to only wear the GSON student badge while in the clinical setting. No other employee badges may be worn during school related activities. Violations may be cause for corrective action.

A professional appearance is expected at all times in the division for patient and clinical assignments. Students will maintain personal hygiene, including oral care. Students will bathe daily and use deodorant to prevent offensive body odor and/or cigarette smell. No cologne, after-shave and/or perfumes are permitted. Hair is to be kept clean, neat. Long hair should be pulled back or braided to not interfere with patient care activities. Facial hair must be clean and trimmed. Head coverings are allowed for religious observance only.

Students purchase school scrubs and lab jackets through a College-approved vendor. Uniform representatives are available during New Student Orientations; otherwise these services are available online.

Those items marked by an asterisk (\*) below, must be purchased from the College-approved vendor.  
The undergraduate uniform consists of the following items:

- Galaxy blue scrubs (top with Barnes-Jewish College signature logo and pants or skirt)\*
- White lab jacket (with Barnes-Jewish College signature logo)\*
- White or black, solid color, needle-resistant, non-slip shoes. Heels and toes must be covered. Socks must be worn.
- Blue student ID badge

Pre-clinical attire to review patient information and visit with a patient is: white lab jacket with the College logo embroidered on the front, and student ID badge over the following options:

- The full College uniform  
OR
- College approved pre-clinical attire:
  - Solid color slacks, pants or skirt (no more than 3" above knee). No leggings or denim material allowed.
  - Sweater, blouse or collared shirt free of logos (with the exception of College logo if desired)
  - Clean, professional appearing footwear. Heels and toes must be covered.

Failure to follow the dress code may result in dismissal for the day's experiences, which will result in a failure for the day's activities.

Students in the graduate programs are required to maintain a professional appearance and follow the individual clinical site's dress code or guidelines.

#### D. ATI TESTING POLICY

The Goldfarb School of Nursing ATI Testing Policy includes completion of standardized examinations given in courses and taking the RN Comprehensive Predictor Exam during the last Adult Health clinical course. A score will be assigned for all

testing as described in the ATI Testing Policy. A one-time fee is charged in the first term covering all testing and is non-refundable.

E. INJURY, ILLNESS, OR EXPOSURE DURING GOLDFARB SCHOOL OF NURSING PRACTICA OR AT SCHOOL

Policy Statement:

Goldfarb School of Nursing at Barnes-Jewish College has established the following policy and procedures to assist employees with handling and documenting all student injuries, illnesses or exposures occurring while the student is on college property or during practica and lab experiences.

[https://www.barnesjewishcollege.edu/Portals/0/Documents/InfoFor/Current%20Students/Policies/Goldfarb\\_Injury\\_Illness\\_PolicyandIncident\\_Report\\_2019.pdf](https://www.barnesjewishcollege.edu/Portals/0/Documents/InfoFor/Current%20Students/Policies/Goldfarb_Injury_Illness_PolicyandIncident_Report_2019.pdf)

Procedure:

A. In the event of injury, illness or exposure that requires immediate medical attention –

**Duncan Campus** – The student must: a. Notify the faculty member if practical; b. Dial 911; c. Call campus security at (314) 362-0911. The student will be taken to the closest available emergency department.

**West Campus** – ii. The student must: a. Notify the faculty member if practical; b. Dial 84555 from any land line at Missouri Baptist Medical Center ("MBMC"); c. Call MBMC Security at (314) 996-4770. The student will be taken to the closest available emergency department.

B. In the event of a non-critical injury, illness or exposure –

The student must: a. Notify the faculty member immediately. b. The student may elect evaluation and treatment site.

In the event of injury, illness or exposure, regardless of severity or location –

The faculty must: a. Complete and sign the "Student Report of Injury, Illness or Exposure" form (located on the S-drive and on the College website) within 48 hours of the incident; b. Forward the original Injury, Illness, Exposure form to the Vice Dean for Student Affairs and Diversity for filing.

Note: In either case (critical or non-critical injury, illness or exposure), the student is responsible for follow-up care, hospitalization, and costs incurred.

If the injury/illness is of a critical nature the student will be taken to the Barnes Jewish Hospital emergency department (Duncan Campus), or to the Missouri Baptist Medical Center emergency Department (West Campus); if it is non-critical, the student may choose a site for evaluation and treatment. In either case, the student is responsible for follow-up care, hospitalization, and costs incurred.

F. CLINICAL SIMULATION INSTITUTE (CSI)

The goals of the Clinical Simulation Institute are to:

Provide a student-centered learning environment;

- a. Enhance and promote patient safety and quality health care by advocating use of simulation in clinical education of nursing students and health care professionals;
- b. Enhance clinical competence of nursing students and health care professionals;

- c. Assess and demonstrate competence of undergraduate and graduate nursing students and health care providers;
- d. Maintain continuing competence of health care providers by using clinical simulation for continuing education;
- e. Improve productivity and efficiency of nursing students and health care professionals in clinical settings;
- f. Encourage research leading to improvement in clinical education of health care providers.

### ***1. Clinical Simulation Institute Use***

- a. Priority will be given to Goldfarb School of Nursing clinical courses.
- b. Faculty will work with the simulation staff to schedule activities in the Institute.
- c. Open Lab times will be communicated by individual course faculty based on lab availability.

### ***2. Simulation Models***

- a. Static educational models may be checked out through Simulation staff for use in community service projects or for course assignments. Checked out items must be returned to the Simulation staff within two working days.
- b. Students wishing to utilize lab equipment for purposes of skill practice may contact the Simulation staff for assistance.

### ***3. Simulation Center Dress Code***

We believe that in order to enhance the development of the professional nurse's role and to increase the realism of clinical simulation, it is important for the faculty and students to dress appropriately; therefore, the following guidelines will be adhered to:

- a. Faculty/Staff teaching in the labs will wear clinical uniform, a lab jacket and name tag;
- b. Students practicing in the clinical simulation labs should adhere to the following:
  - o Required: PROFESSIONAL APPEARANCE (clean and neat)
  - o Open Lab Hours: Business casual attire with lab jacket and GSON badge
    - Graduate Students: Business casual, lab jacket, GSON badge and scrubs
    - Barnes-Jewish College: School uniform and GSON badge
    - Hair tied back
    - White or black, solid color, needle-resistant, non-slip shoes. Heels and toes must be covered. Socks must be worn. (OSHA Approved)
    - Watch (with second-hand display)
    - Uniform Pocket:
      - Kelly clamp
      - Pencil
      - Scissors
    - Limited jewelry (per Barnes-Jewish Hospital Dress Code policy):
      - One ring on each hand (wedding set acceptable)
      - One set of earrings
      - NO other body piercing (no tongue studs; nose studs; eyebrow, etc.)
      - NO visible tattoos
- c. While in the Simulation Labs, clinical prep area or clinical setting, students and faculty are not allowed to wear in the lab the following:
  - o Jeans, t-shirts, tank tops
  - o Ball caps

- Open toe shoes, crocs, etc.

Failure to follow the dress code may result in dismissal for the day's experiences, which will result in a failure for the day's activities.

#### ***4. Simulation Facility Procedures***

Students should not attempt to operate the Simulators as this should be done only by personnel who have been trained by the Clinical Simulation Institute Staff.

- a. Only course faculty and Clinical Simulation Institute personnel are permitted in the control room during simulations. Students and other course participants should not be in the control room without permission from Clinical Simulation Institute staff.
- b. Do not attempt to repair or troubleshoot a malfunctioning manikin. Request help from the Clinical Simulation Institute Staff.
- c. Cellular phones and similar electronic devices should be set to the "off" position while they are in the Simulation Institute to reduce the risk of emissions that may interfere with or damage the simulators and medical equipment.
- d. Ink pens, food, and gum are not permitted in the simulation labs.
- e. Do not spill fluids over any component inside simulator manikin torsos, since this could damage the unit and might also present a possible hazard for the operator.
- f. The manikin chest must be kept dry. Special attention should be taken when using the IV arm, urinary system, or bleeding control module.
- g. Do not introduce any fluids except airway lubricant in small amounts into the manikin's esophagus or trachea.
- h. Do not place artificial blood, moulage, or other materials on the manikins' skin without first verifying with the Clinical Simulation Institute staff that the materials will not damage the manikins.
- i. Participants should wash their hands before touching the simulator manikins. Gloves should be worn for all patient care procedures that require gloves.
- j. Ink will permanently stain the simulator manikins' skin. Ink pens or felt tip markers should not be used in the simulator rooms, or in any other setting that puts them in close proximity to a manikin. Pencils are available for making notes and charting events. Participants should not write notes on their gloves because ink may transfer to the manikins' skin.
- k. Photocopied papers should not be placed on, under, or near the manikins to prevent the risk of ink transfer. Iodine or other staining medications should not come into contact with the manikins.
- l. Facility users should report any damage to equipment or operating problems to the Clinical Simulation Institute Staff as soon as possible.
- m. Computers in the control room should be used only to operate simulators and run audiovisual debriefing equipment. These computers should not be used for Internet access. Software should not be loaded on these computers without the approval of the Clinical Simulation Institute Staff because of the risk of incompatibilities with simulator or AV equipment software.
- n. Facility users are expected to leave the Clinical Simulation Institute in order. Please dispose of any trash in appropriate containers and ensure flow of medical gases to all equipment is turned off completely.
- o. Facility users are responsible for following Standard Precautions. Sharps and syringes are to be disposed in appropriate containers. Anyone sustaining a needle-stick, or any other type of injury must complete an injury report.
- p. After use, facility users are expected to turn suction off.
- q. During some training activities that involve use of full-scale simulation and/or live actors, (for example—crisis resource management training, team adaptive training, or stress exposure training) confidentiality issues may require

the Clinical Simulation Institute to be temporarily off-limits to personnel who are not course participants. During these periods, signs limiting access to the Clinical Simulation Institute will be posted at all entrances.

Note: Changes to College policies, programs and procedures will be posted on the College website and Blackboard, and such changes will supersede printed information.

### **XXXIII. STUDENT CONSUMER INFORMATION**

In accordance with federal regulations set forth by The Higher Education Act of 1965, as amended, the link below contains a summary of consumer information that must be made available to all students at Goldfarb School of Nursing at Barnes-Jewish College. View student consumer information here: <https://www.barnesjewishcollege.edu/about-us/Student-Consumer-Information>

### **XXXIV. GENERAL POLICIES**

#### **1. Bereavement Policy**

This policy

([https://www.barnesjewishcollege.edu/Portals/0/Bereavement%20GSON%20Students%20\(003\).docDraft%20Revision.2020.pdf](https://www.barnesjewishcollege.edu/Portals/0/Bereavement%20GSON%20Students%20(003).docDraft%20Revision.2020.pdf)) provides a formal process to allow grieving students the opportunity to attend a funeral and fulfill other family responsibilities during times of death and grief. The College seeks to reasonably accommodate absences due to bereavement while maintaining focus on the academic schedule and student's academic success. As a result, a student should not be penalized for missing a class, examination, lab simulation or clinical requirement due to a family death.

NOTE: This policy is not seen as a substitute for good communication between students and their faculty members around missed classes or assignments, but rather as a complement to that communication to assist students when they are grieving.

#### **2. Breastfeeding Policy**

To ensure that students who breastfeed are provided an environment that recognizes and supports their needs. This policy ([https://www.barnesjewishcollege.edu/Portals/0/Documents/InfoFor/Current%20Students/Policies/Breastfeeding\\_Policy.2020.pdf](https://www.barnesjewishcollege.edu/Portals/0/Documents/InfoFor/Current%20Students/Policies/Breastfeeding_Policy.2020.pdf)) is consistent with Missouri and Federal law.

#### **3. Children on Campus Policy**

This policy applies to any Goldfarb School of Nursing ("Goldfarb") student who brings his/her child or children to Campus. This policy (<https://www.barnesjewishcollege.edu/Information-For/Current-Students/Student-Policies>) is intended to ensure a productive and safe environment where Goldfarb students can meet their educational obligations.

- a. Children of students are not to be brought to school on a regular basis in lieu of childcare.
- b. On rare occasions, students who need to conduct school-related business may bring their children to school for brief periods of time. If a child accompanies a student to a class or faculty meeting, advance permission of the faculty member is required.
- c. Student parents or Student guardians are solely responsible for providing continuous, direct supervision of their children on Campus.
- d. Children must not be left unattended or with Faculty, Staff, or other students.
- e. Students are not permitted to ask Faculty and Staff to supervise their Children.
- f. Children of students are not permitted to use Goldfarb resources, including but not limited to computers, printing, and supplies, while on Campus.

#### **Revocation of Privilege**

Allowing students to bring their children to Campus is a limited privilege extended by Goldfarb to assist in meeting family needs and responsibilities and may be revoked if the child's presence becomes disruptive to the academic environment.



#### **4. *Religious Accommodations Policy***

The College will make reasonable accommodations for individuals whose sincerely held religious belief, practice or observation conflicts with an educational requirement and/or uniform requirement, unless doing so would pose an undue hardship.

([https://www.barnesjewishcollege.edu/Portals/0/Policies%202020/Religious\\_Accommodations\\_Policy\\_GSON\\_Students\\_2020.pdf](https://www.barnesjewishcollege.edu/Portals/0/Policies%202020/Religious_Accommodations_Policy_GSON_Students_2020.pdf))

#### **5. *Religious Attire Policy***

Goldfarb School of Nursing at Barnes-Jewish College will make reasonable accommodations for individuals whose sincerely held religious belief, practice or observation may conflict with an educational requirement and/or uniform requirement, unless doing so would pose an undue hardship.

([https://www.barnesjewishcollege.edu/Portals/0/Policies%202020/Religious%20Attire%20Policy\\_2020.pdf](https://www.barnesjewishcollege.edu/Portals/0/Policies%202020/Religious%20Attire%20Policy_2020.pdf))