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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,

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

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

VISION

To become a premiere College, in partnership with BJC HealthCare and other valued academic partners, by offering a robust interprofessional curricular portfolio that develops a health care workforce equipped with needed and expanding competencies.

CORE VALUES

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

Community
We are one community, working together to deliver our best strengths for advancing, serving and sustaining health care work and success.

Caring Ways
We deliver, discover, teach, establish, sustain and support healing and restorative pathways, for both the community and all of us.

Mutual Respect
We hold each other in highest mutual regard, honoring our diverse gifts, to promote healthy engagement and exchange.

Empowerment
We are authorized, prepared and positioned to deliver our best thinking, skills, energy and contributions for our mission success and impact.

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 on the College’s Blackboard system. 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 Bachelor of Science and Master of Science programs at Goldfarb School of Nursing are 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.

- Missouri Coordinating Board for Higher Education (MCBHE): http://dhe.mo.gov/cbhe
- Commission on Collegiate Nursing Education (CCNE): http://www.aacnnursing.org/CCNE
- 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

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. 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, 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 Option:

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.

RN-TO-BSN Option:

An online orientation is held for students accepted into the RN-to-BSN option. A link will be provided to students via e-mail.

MASTER OF SCIENCE IN NURSING

Orientation is held for MSN students prior to the beginning of class. Students will be notified via e-mail.

DNP AND PHD IN NURSING

Orientation will be held prior to the beginning of classes. Students will be notified via e-mail.

IV. REGISTRATION AND WITHDRAWALS

The Admissions and Registration Departments are located on the 4th floor of the Duncan Campus site. Staff members from both departments make regular visits to the West Campus site by appointment or at other scheduled times. The following items may be obtained at the Registration Department:

- Instructions for online registration process
- Transcripts
- Loan deferments
- 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](https://www.barnesjewishcollege.edu/registration)/Self-Service)
- Grade reports ([GusConnect](https://www.barnesjewishcollege.edu/registration)/Self-Service)
- Access to unofficial transcript (up to one year after graduation via [GusConnect](https://www.barnesjewishcollege.edu/registration))
- Class schedules for personal use ([GusConnect](https://www.barnesjewishcollege.edu/registration)/Self-Service)
- Compliance information (CPR, PPD, immunizations, background check, drug screen) is available through a student’s Castle Branch account ([www.castlebranch.com](http://www.castlebranch.com))
- 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 not withdraw from courses more than twice during the entire program of study. After two withdrawals, students must take and receive the grades 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 academic chair.
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 or Academic Chair. If approved, the Program or Academic Chair will inform the Admissions Department so that application forms can be completed.

G. LEAVE OF ABSENCE

This policy 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. Credit By Exam (RN STATE LICENSURE)

Goldfarb School of Nursing at Barnes-Jewish College will grant up to six (6) credit hours of academic credit to students who have achieved their Registered Nurse license. These transfer credits will be used by the Admissions Department when a student has graduated with an Associate degree from a regionally accredited nursing program that awarded less than 40 hours.

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; information on the Excelsior College Examination Program is available at www.excelsior.edu.
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 an automatic “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. The Business Office stands ready to help students through these circumstances, if at all possible.

If after registration a course is added or dropped, then 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 a posted fee schedule.

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 a $5.00 charge for an official transcript. Transcript requests must be in writing. 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 cash, check, or debit/credit card. Checks should be made payable to 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 4:00 p.m., Monday-Friday. Payments are accepted in the Business Office, by the Administrative Coordinator at the West Campus Site, via phone, or via mail to 4483 Duncan Avenue, Attn: Business Office, St. Louis, MO 63110. Checks returned for insufficient funds will be assessed a $30 service charge. If additional checks are returned for insufficient funds, all future payments must be made by a Cashier’s check, money order, or debit/credit card.
F. REFUND POLICIES

All payments, except the non-refundable application fee, made in advance of the start of studies will be fully refunded if enrollment is canceled in writing within three business days (excluding Saturdays, Sundays and holidays) after receipt of the $150.00 deposit fee which serves as the official enrollment agreement. After official enrollment, only tuition is refundable; fees and other charges are not waived or refunded.

Tuition refunds are prorated from the first day of the academic term:
15-week courses:
1. 90% of tuition is refunded/credited from the 1st through the 6th business day
2. 70% from the 7th through the 12th business day
3. 50% from the 13th through the 24th business day

7-week courses:
1. 90% of tuition is refunded/credited from the 1st through the 3rd business day
2. 70% from the 4th through the 6th business day
3. 50% from the 7th through the 12th business 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 business days from the first day of the academic term.

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 check is mailed. Check preparation and mailing is handled by BJC’s Accounts Payable department. The College cancels future disbursements of institutional scholarships when a student withdraws from the College. Full payment of the student's balances 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 in order for credits to be calculated. Please see Blackboard for the 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 visit the Business Office to review 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 check is mailed. Check preparation 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

Federal, state and institutional financial aid is available for both undergraduate and graduate students who apply and meet the eligibility criteria. If students are in need of financial aid, there are also multiple resources available through hospital foundations, and other local, state, or federal agencies.

Financial Aid programs include the following:

**PROGRAMS BASED ON FINANCIAL NEED**
- Federal Pell Grant
- Access Missouri
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal College Work-Study
- Federal Subsidized Direct Stafford Loan
- Institutional Scholarships

**PROGRAMS NOT BASED ON FINANCIAL NEED**
- Federal Unsubsidized Direct Stafford Loan
- (PLUS) Graduate and Parent Loan
- Institutional Scholarships
- Alternative Student Loans

To apply for financial aid:

1. Visit the College website (barnesjewishcollege.edu), and click on Admissions-Financial Aid drop-down.
2. Click on “Steps to Apply for Financial Aid” to complete the FSA ID and Free Application for Student Aid (FAFSA). List Barnes-Jewish College (school code 006389) as a school choice, and, for maximum consideration, submit electronically prior to **February 1st** each year.
3. Respond promptly to requests from the Financial Aid Office for additional information needed in processing applications.
4. Separate applications are required for Institutional Scholarships, and Alternative and PLUS loans.
5. Visit the Financial Aid office for current information on scholarships, or call (314) 454-8489.

In order to continue to remain eligible for Federal Financial Aid, students must continue to make satisfactory academic progress. This policy can be found using the following link: [http://www.barnesjewishcollege.edu/student-consumer-information](http://www.barnesjewishcollege.edu/student-consumer-information).

Financial aid is awarded based upon enrollment and a determination of the grade level (Junior, Senior or higher). Changes in enrollment status must be reported to the Financial Aid Office immediately as they may affect the amount of aid awarded. Students must reapply for financial aid each academic year, which at Goldfarb School of Nursing is the Summer Term; applications are available after January 1.

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

A. ADMISSION REQUIREMENTS

Incoming students are required to submit certain certifications, background checks, and health screens prior to registering for classes. Proof of required immunizations, 2-step TB screening, and Basic Life Support for HealthCare Providers CPR certification from the American Heart Association must be done at least 30 days prior to the start of the program. Current TB tests, immunization results, CPR certification and results of the criminal background check and drug screening must be on file with Castle Branch to attend any class. Students who have not submitted all the required information will not be allowed to register for classes.

Required information includes:

1. **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 practica at the College. The information packet sent from the Admissions Department approximately three (3) months prior to the start date provides further instructions regarding the process to accomplish the criminal background check and drug screening. 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](http://www.moga.mo.gov/statutes/c335.HTM).

2. **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.

3. **Immunization records:** Students must provide proof of immunizations for MMR, Hepatitis B (3 shot series), Diphtheria-Tetanus, Varicella*/Chicken Pox* (*date of disease), and seasonal flu vaccine (for Spring starts only). Detailed guidelines on how to obtain immunizations from BJH Occupational Health Services are available in the information packet. (Signed “Release of Responsibility” is included in the information packet.)
   a. **PPD/TB:** is required annually. Incoming students must provide a record of a 2-step TB skin test documenting that it does not expire before the end of the first term in their program of study.
   b. **Chest X-rays** (if unable to be skin tested): Students requiring chest x-rays must submit a report from an x-ray done within nine (9) months along with proof of a previous positive TB skin test prior to the start of the first term of their program of study. If tested by x-ray, an annual report is required from Occupational health to “certify that you are not experiencing signs/symptoms of TB.”

B. CONTINUING STUDENT REQUIREMENTS

Continuing students are required to update their online Castle Branch account with any immunizations and CPR certifications that will expire during their time as a student at Goldfarb School of Nursing. Students who have not updated any expired record will not be allowed to register for classes for the next term.

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

- Hepatitis B (3 shot series)
- Diphtheria-Tetanus
- 1-step PPD/TB (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 2nd floor Administrative Coordinator or by contacting Occupational Health at (314) 454-8789.)
- Seasonal flu vaccine (collected during the Fall term)
- CPR must be current prior to the 1st 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.

Students are responsible for keeping their Castle Branch account active and updated. In order to register for the next term, all of the above items must be current and not expire during the term for which the student is registering.

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 or the student’s Academic and Student Support Advisors.

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 or the student’s Academic and Student Support Advisors.
C. 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. Requests for religious accommodations should be directed to the Student's Academic Student Support Advisor.

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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Superior</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>Good</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td>No credit</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>No Credit</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>No Credit</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Superior</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>Good</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td>No Credit*</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>No Credit</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>No Credit</td>
</tr>
</tbody>
</table>

*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**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum - Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 94%</td>
</tr>
<tr>
<td>A-</td>
<td>93 - 91%</td>
</tr>
<tr>
<td>B+</td>
<td>90 - 88%</td>
</tr>
<tr>
<td>B</td>
<td>87 - 85%</td>
</tr>
<tr>
<td>B-</td>
<td>84 - 83%</td>
</tr>
<tr>
<td>C+</td>
<td>82 - 81%</td>
</tr>
<tr>
<td>C</td>
<td>80 - 78%</td>
</tr>
<tr>
<td>D</td>
<td>77 - 70%</td>
</tr>
<tr>
<td>F</td>
<td>69% or below</td>
</tr>
</tbody>
</table>

C.  **GRADUATE GRADING SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum - Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 93%</td>
</tr>
<tr>
<td>A-</td>
<td>92 – 90%</td>
</tr>
<tr>
<td>B+</td>
<td>89 – 87%</td>
</tr>
<tr>
<td>B</td>
<td>86 – 83%</td>
</tr>
<tr>
<td>B-</td>
<td>82 – 80%</td>
</tr>
<tr>
<td>C+</td>
<td>79 – 77%</td>
</tr>
<tr>
<td>C</td>
<td>76 – 73%</td>
</tr>
<tr>
<td>F</td>
<td>72% or below</td>
</tr>
</tbody>
</table>

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 11th 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 11th week calculation and the final calculation*
performed once all grades have been received. The final grade point average and honors designations between the 11th 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 time table 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 notification 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.

<table>
<thead>
<tr>
<th>Status</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more credits/term</td>
<td>6 or more credits/term</td>
</tr>
<tr>
<td>3/4 time</td>
<td>9-11 credits/term</td>
<td>NA</td>
</tr>
<tr>
<td>1/2 time</td>
<td>6-8 credits/term</td>
<td>3-5 credits/term</td>
</tr>
</tbody>
</table>

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
- 5th 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:

<table>
<thead>
<tr>
<th>Program</th>
<th>Time Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Accelerated Option</td>
<td>4 Academic Terms</td>
</tr>
<tr>
<td>Undergraduate Upper Division Option</td>
<td>7 Academic Terms</td>
</tr>
<tr>
<td>RN-to-BSN Online Option</td>
<td>4 Academic Terms</td>
</tr>
<tr>
<td>Master's Degree Concentrations</td>
<td>5 Calendar Years</td>
</tr>
<tr>
<td>Graduate Certificate Programs</td>
<td>3 Calendar Years</td>
</tr>
<tr>
<td>Post Master's Option</td>
<td>5 Calendar Years (after initiating the program)</td>
</tr>
</tbody>
</table>

Failure to meet the timelines specified for undergraduate and graduate (including the DNP/PhD) 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. UNDERGRADUATE CLINICAL 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. General Guidelines:

   a. Personal computers, tablets, PDAs, cell phones, 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.

2. Cheating:

   A student suspected of cheating will not be allowed to take the exam and/or finish the exam. Further action will be taken which may include: receiving a zero on that exam; failure of the course; and/or dismissal from the College.

3. 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.

4. Drug Calculation Exams:

   a. The Adult Health courses in both the Accelerated and Upper Division options (NURS 4945, 4990, 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, and 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 4990 (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 will be required to: take an NCLEX-RN Live Review course. The student must complete the 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 3 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. 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/PhD 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/PhD students will register for 3 to 6 credits each term while undertaking comprehensive project and/or dissertation activities 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 Senior Associate Dean for Academic Affairs 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 Academic Chair (for undergraduates) or Program Director (for graduates). Academic Chairs and Program Directors will review grading challenges for clear error. The Academic Chairs and Program Directors will support the grading decision of the instructor unless clear error is found. If an Academic Chair or Program Director determines that clear error occurred, the Academic Chair or Program Director will coordinate with the instructor to correct the error. The decisions of the Academic Chairs and 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);
3. Failure in two courses;
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 notification of dismissal. The Student Affairs Committee will evaluate the appeal and inform the student of the decision in writing. 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 Academic Support Alert 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. ACADEMIC SUPPORT ALERT REFERRAL PROCESS

The Alert process is designed to identify, report and provide feedback for students who are at risk or in need of additional support. Faculty are encouraged to begin the process as soon as a student is identified as meeting one or more of the criteria in order to provide intervention as soon as possible. The referral is not intended for use for crisis situations or disciplinary issues.

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 (Accelerated, MSN all programs, DNP and DNP/PHD programs)
- Janine Russell at janine.russell@barnesjewishcollege.edu (BSN Upper Division – Duncan Campus Site)
- Jane Holtgrave at jane.holtgrave@barnesjewishcollege.edu (BSN Upper Division – West Campus Site and RN to BSN)

The authorization will need to be renewed for each term.

E. 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 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.

F. 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. These funds are not intended to be used for college expenses, such as books and fees, but are designed to help offset the financial impact of a personal emergency.

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 (http://gson-ne.ws/compassionfund).

G. 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).

H. RESEARCH ASSISTANT 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.

I. 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) for available job opportunities.

J. ALUMNI AFFAIRS AND ADVISORY COUNCIL

The goal of Alumni Affairs is to foster meaningful relationships with alumni and current students to cultivate successful alumni programs. The scope of Alumni Affairs includes the following:

- **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. It is the Association’s mission 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.
- **Alumni Advisory Council:** comprised of a diverse group of representatives – alumni, students and faculty graduates – striving to promote the mission and purposes of the Association. Members of the Council actively participate in the following categories: Reunions/Programming/Social Activities, Publications/Communications, Awards/Recognition, Membership Program, or Archives. Alumni Advisory Council representatives meet quarterly to plan and carry out the following:
  - Alumni Events & Programming
  - Alumni Awards
  - Featured Alumni Profiles
  - Class Reunions
  - Homecoming
  - Alumni Volunteer Activities
  - Alumni Publications (Website and E-newsletter)

K. FACULTY OMBUDSPERSON

The Faculty Ombudsperson(s) functions as an advocate and source of information for College students. The Faculty Ombudsperson(s) are selected annually by the Faculty Organization Committee. The Academic and Support Advisors will have the name and contact information for the Faculty Ombudsperson(s). The ombudsperson provides an informal avenue of
redress for students' problems. Problem solving is usually best handled by first addressing concerns with the individual(s) directly involved. Students are reminded that their Academic and Student Support Advisor is also available for consultation.

The Faculty Ombudsperson(s) can provide the following services:

1. Educate students about College policies, procedures, and available institutional resources;
2. Listen to students and make suggestions or recommendations to resolve problems within College policies and procedures;
3. Assist in the implementation of agreed-upon solutions to concerns;
4. Initiate referrals as appropriate;
5. Promote the development of critical thinking and problem-solving skills by helping students to act on their own behalf in resolving conflicts.

The College Ombudsperson(s) keeps no permanent records; however, there are rare circumstances in which information cannot be kept confidential.

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. Reasonable accommodations will also be made for individuals whose sincerely held religious belief, practice, or observance conflicts with an educational requirement, unless doing so would pose an undue hardship.

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, senior associate dean for academic affairs, vice dean for student affairs and diversity, written requests that identify 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.

B. GENERAL COMPLAINT PROCEDURE

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:
1. Complaints related to disability accommodations should be filed with the Disability Coordinator (Dr. June Cowell-Oates).

2. Complaints related to academic misconduct should be filed with the Senior Associate Dean for Academic Affairs or her designee.

3. Complaints related to non-academic student misconduct should be filed with the Vice Dean for Student Affairs and Diversity.

4. Complaints related to Title IX, including sex discrimination, sexual harassment, and sexual violence, should be filed with the Title IX Coordinator, the Vice Dean for Student Affairs and Diversity, or the College President and Dean.

5. Complaints concerning disability accommodations, academic misconduct, non-academic student misconduct, and Title IX will be handled in accordance with policies outlined in this Handbook.

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 and Dean within three (3) working days of receiving the determination. The President and Dean's decision is final and the student will be informed of it in writing.

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 core values 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 these core 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 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. 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 (6th ed., 2009) 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.

3. Classroom and/or clinical performance deficiencies, which may include:
   a. Failure to perform aspects of nursing care in a thoughtful and professional manner;
   b. Failure to treat patients with respect and dignity both in their presence and in discussion with peers;
   c. Failure to display concern for the total patient;
   d. 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;
   e. Failure to maintain confidentiality of information regarding patients, classmates, and faculty;
   f. Failure to follow HIPAA policies related to patient confidentiality and privacy protections as described below;
   g. Failure to perform duties to the best of one’s ability and persevering until duties are complete or notifying responsible persons of problems;
   h. Failure to assume responsibility for patient care with appropriate supervision;
   i. Failure to identify emergencies and respond appropriately; and
j. Failure to be honest in written and verbal documentation on health/patient records, course work and other documents.
4. Misrepresenting oneself or the facts to administration, admission advisors, College committees, faculty, staff, or healthcare team;
5. Attempting to enter or entering the College without authorization;
6. Harassing, exploiting or intimidating any member of the College community;
7. Violating the College's social media policies;
8. Threatening to use or using force to inflict harm upon any person on College premises or during College related activities;
9. Acting in a manner which is rude and/or disruptive during educational or extracurricular activity;
10. 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;
11. Stealing, assisting or attempting to steal College property or property of any member of the college community;
12. Damaging, destroying, or defacing College property or property of any member of the College community;
13. Illegal Gambling;
14. 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;
15. Violating the College’s smoking, alcohol, or drug policies;
16. Violating the College’s anti-harassment or social media policies;
17. Violating any College policy or soliciting any other person to violate any College policy;
18. 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.

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. 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 Senior Associate Dean for Academic Affairs 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 Senior Associate Dean for Academic Affairs 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 Senior Associate Dean for Academic Affairs.

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 President and Dean of the College.

C. 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 President and Dean of the College within three (3) business days of the student’s receipt of the original decision by the Student Affairs Committee. The decision of the College President and 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 Senior Associate Dean for Academic Affairs 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 Senior Associate Dean for Academic Affairs should be contacted instead. If the potential violation concerns the Senior Associate Dean for Academic Affairs, the President and Dean 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 Drug Free Workplace Act of 1988.

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 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  
Vice Dean for Student Affairs and Diversity  
Goldfarb School of Nursing at Barnes-Jewish College  
4483 Duncan Avenue, St. Louis, Missouri 63110  
314-362-6900  
Michael.Ward@BarnesJewishCollege.edu

Dr. June Cowell-Oates, Deputy Title IX Coordinator  
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

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
      i. 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
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.

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

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

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.

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.

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

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

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

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.

○ 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
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 if 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

1. General Principles

a. Administration
   o For purposes of these complaint resolution procedures, “Investigating Officer” means the Title IX Coordinator or his/her designee. The Investigating Officer shall have responsibility for administering these complaint resolution procedures.

b. Promptness, Fairness and Impartiality
   o These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer shall discharge his or her obligations under these complaint resolution procedures fairly and impartially. If the Investigating Officer determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of
interest, the Investigating Officer shall designate another appropriate individual to administer these procedures.

c. Training
   o These procedures will be implemented by officials who receive annual training on the issues related to sex discrimination, sexual harassment, sexual violence/assault, domestic violence, dating violence, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

2. Investigation and Resolution of the Complaint

a. Commencement of the Investigation
   o Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sex discrimination or sexual harassment. During the course of the investigation, the Investigating Officer may receive counsel from College administrators, the College's attorneys, or other parties as needed.
   o In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

b. Content of the Investigation
   o During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

c. Support Person
   o 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.

d. Interim Measures
   o At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Title IX: Non-Discrimination and Anti-Harassment Policy.

e. Pending Criminal Investigation
   o Some instances of sexual harassment or sexual violence/assault may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. Therefore, to the
extent doing so does not interfere with any criminal investigation, the College will proceed with its own
investigation and resolution of the complaint.

d. Resolution
   (i) At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written
       report will explain the scope of the investigation, identify findings of fact, and state whether any allegations
       in the complaint were found to be substantiated by a preponderance of the evidence.
   (ii) If the written report determines that sex discrimination or sexual harassment occurred, the Investigating
        Officer shall set forth in an addendum to the written report those steps 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.
   (iii) The complainant and the respondent will receive a copy of the written report and any addendum within three
        (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or
        respondent will be redacted to ensure that information concerning any remedial and/or disciplinary
        measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act
        (“FERPA”), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S.
   (iv) The written report of the Investigating Officer shall be final subject only to the right of appeal set forth below.
       • Special Procedure Concerning Complaints Against The President, The Title IX Coordinator, Or
         Other Administrators Ranked Higher Than The Title IX Coordinator
   (v) If a complaint involves alleged conduct on the part of the College President, the College Board of Directors
       will designate the Investigating Officer. Based on the information gathered by the investigation, the College
       Board of Directors will prepare and issue the written report determining the complaint. The determination of
       the College Board of Directors is final and not subject to appeal.
   (vi) If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked
       higher than the Title IX Coordinator, the College President will designate the Investigating Officer. Based on
       the information gathered by the investigation, the College President will prepare and issue the written report
       determining the complaint. The determination of the College President is final and not subject to appeal.

g. Informal Resolution
   (i) Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and
       determination procedure. However, informal means may only be used with the complainant's voluntary
       cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required
       to work out the problem directly with the respondent. Moreover, the complainant may terminate any such
       informal means at any time. In any event, informal means, even on a voluntary basis, will not be used to
       resolve complaints alleging any form of sexual violence/assault.

h. Timing of the Investigation
   (i) The College will endeavor to conclude its investigation and resolution of the complaint within sixty (60)
       calendar days of receiving it. Both the complainant and the respondent will be given periodic updates
       regarding the status of the investigation. If either the complainant or respondent needs additional time to
       prepare or to gather witnesses or information, they shall notify the Investigating Officer in writing explaining
       how much additional time is needed and why it is needed. The Investigating Officer shall respond to any
       such request within three (3) days.
3. Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

a. Equal opportunity to identify and have considered witnesses and other relevant evidence
b. Similar and timely access to all information considered by the Investigating Officer
c. Equal opportunity to review any statements or evidence provided by the other party
d. Equal access to review and comment upon any information independently developed by the Investigating Officer

4. Appeals

a. Grounds of Appeal
   - The complainant or respondent may appeal the determination of a complaint only on the following grounds:
     - The decision was contrary to the substantial weight of the evidence.
     - There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
     - Bias or prejudice on the part of the Investigating Officer, or
     - The punishment or the corrective action imposed is disproportionate to the offense

b. Method of Appeal
   - Appeals must be filed with the President and Dean within ten (10) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:
     - Name of the complainant
     - Name of the respondent
     - A statement of the determination of the complaint, including corrective action if any
     - A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
     - Requested action, if any.

The appellant may request a meeting with the President and Dean, but the decision to grant a meeting is within the President and Dean's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

5. Resolution of the Appeal

The President and Dean will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the President and Dean is final. The President and Dean shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Title IX Coordinator's previous written determination. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

6. Documentation

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, and the President and Dean as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

7. Intersection with Other Procedures

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other College grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy.
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. Fees are charged for lost badges. 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 emergency—that is, a dangerous or life-threatening situation—students should first call 911 and then the BJH Department of Public Safety. Any suspected criminal action (such as bomb threat, theft, abuse, etc.) that occurs on campus must be reported to the BJH Department of Public Safety.
Provide the police or public safety 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. 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.

  o 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.

**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 Blackboard 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.

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.
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 at http://reset.bjc.org/ 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 Blackboard, Outlook, the Library, and individualized student account information.

**BJC-NT Domain** – This account, also called the 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. Accessed from the Outlook link located on the GUS Connect portal.

**Blackboard** – 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 Compass and Outlook. Here is how to formulate your username:

**Username** = First Initial, Middle Initial, Last Initial + Last 4 Numbers of Student Banner ID

**Outlook** = First Initial, Middle Initial, Last Initial + Last 4 Numbers of Student Banner ID + @bjc.org

**Compass** = First Initial, Middle Initial, Last Initial + Last 4 Numbers of Student Banner ID + SN

Your Student Banner ID was sent to your personal email or can be found on your course schedule and begins with “A00”:

![Image of Student Banner ID](image-url)
Username Example: Jennifer Mary Smith’s Student Banner ID is A00011234. Jennifer’s username is: jms1234 for all systems except Outlook (jms1234@barnesjewishcollege.edu) and Compass (jms1234SN)

Notes:

• If you have no middle initial, use “x” as your middle initial. For example, Susan Lee’s Student Banner ID is A00015678. Susan’s username is: sxl5678 and sxl5678@bjc.org in Outlook or sxl5678SN in Compass.
• If you are a returning student or have/had a BJC ID as an employee, your ID will not change.
• If problems arise from the username, the username could be the same as another student’s. In these cases, the new student should decrement the ID number by one.

C. PASSWORD:

Your default password is the password generated when your account is created. You will use this password when you first log into our systems (GUS Connect, BJC-NT, Outlook and Blackboard). Here is how to formulate the default password for Jennifer Mary Smith, born on January 4th, 1979:

• Three Initials, with the first letter capitalized (first, middle and last). Jennifer has a middle name but if you don’t have middle name, use the lowercase letter x. Example for Jennifer: Jms
• Date of birth in the format mmddyyyy. Example: 01041979
• The resulting default password for Jennifer will be Jms01041979

D. HOW TO ACCESS:

Before accessing any of the applications, you need to reset your password. Go to http://reset.bjc.org

Select the option to change your password: “If you know your password and need to change it, Click Here”. After you change your password, please select the option to Enroll and follow the instructions so that you are able to use this service to reset your password in the future.

There are some rare cases where the username is already taken. In the previous example, if jms1234 already belongs to July Maddie Stewart, then Jennifer's username will be jms1233 instead of jms1234. Subtract one (1) from your account if you are unable to successfully use your account, contact http://reset.bjc.org/ and change your password to something you will remember. Password requirements are as follows:

• Must be at least 8 characters long (some require 15)
• Must have a number
• Must contain upper AND lower-case letters
• CANNOT contain part of your name, last name or username
• Should contain a character (such as !@#$%^ etc.). For some users this is required.

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, try again following the rules above. If it is not working, 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 at http://reset.bjc.org

Once you change your password successfully, you can proceed to access our portal and the email application.

New Student access to all GSON systems including GUS Connect will be available 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 120 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 at http://reset.bjc.org/
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.

If you are not logged in directly, 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 at [http://reset.bjc.org/](http://reset.bjc.org/)

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. **BLACKBOARD ACCESS:**

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

If the default password or the new password are not working, close the browser, open it again and type: [http://blackboard.barnesjewishcollege.edu/webapps/blackboard/password](http://blackboard.barnesjewishcollege.edu/webapps/blackboard/password) to reset your password.

If you are getting the standard regular login screen when you click the icon, the problem is that the browser has lost the session.

Close ALL the browsers, not just the tabs or one of the windows.

Once all the browser windows are closed, open the browser again, go to GUS Connect and then click in the Blackboard link. This issue normally happens when we click the log out button instead of closing the browser tab. Blackboard is one of the few applications that is better to close the window or tab instead of clicking the log out button at the top-right corner of the window. The logout button should be used only to log in again as another user. If nothing works, click the link “Forgot Your Password” to reset the password.

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

**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 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.

**NEED HELP?**

- BJC Help Desk: 314.362.4700 (GUS/Network/Outlook/Epic/Compass/Password Reset)
- Email: GSON_GUSCONNECT@bjc.org
• Goldfarb Help Line Phone during working hours: (314) 362-9229 (No voice messages please.)
• Contact the Information Systems Staff (leave message at numbers below):
  – Carlos Pardo, Director (office: 314.454.7547, cell 314.368.9333 or carlos.pardo@barnesjewishcollege.edu)
  – Elliot Motl, Technical Specialist (314.273.1036 or exam1177@barnesjewishcollege.edu)
  – Latha Sundaram, Info Sys Administrator: (314.362.5100 or LVisha@barnesjewishcollege.edu)
  – Michelle Pfau, Technical Specialist (314.454.5506 or Michelle.Pfau@barnesjewishcollege.edu)
  – Mike Kimmel, Technical Specialist (314.362.9206 or Michael.Kimmel@barnesjewishcollege.edu)

J. INSTRUCTIONAL/EDUCATIONAL TECHNOLOGY DEPARTMENT

The Instructional/Educational Technology Department is responsible for Blackboard support, BLS/CPR certification, ATI administration, and support for other educational software applications, including the Microsoft Office Suite.

Blackboard is the learning management system utilized in all undergraduate and graduate programs within the College. Announcements and other important information (i.e., syllabus, course calendar, articles, PowerPoints, and assignments) will be posted in all Blackboard courses.

You will also be enrolled in the “Student Resource” course which contains information from all College Departments (i.e., Registration, Financial Aid, Business Office, Academic Support, etc.). In this course, you can find information about textbooks, the Student Handbook, and more.

For any Instructional Technology support needs, please contact an Instructional Technology Specialist at GSON.InstructionalTech@bjc.org

K. 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.

L. 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.
M. 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.

N. SOCIAL MEDIA POLICY

The purpose of this 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:

Use common sense! Remember that little, if anything, is private when posted on social media and you are ultimately responsible for what you post and any consequences that may arise from such postings, whether such consequences are in the personal, professional or academic realm.
1. Think first, post second. Any conduct that could get you in trouble with 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.
2. 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.
3. Respect copyright and other intellectual property rights of others.
4. Do not use the College’s logos without prior written permission.
5. Do not use the College’s name to promote a product, cause, opinion, business, or political party or candidate.
6. 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.
7. 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 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, 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 or check is 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 have access to pertinent information in the Library. Students are encouraged to contact their instructor or the Director of Alumni Affairs and Program Officer 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.

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 6:00 a.m. and ends at 8:00 p.m.
B. LOCKERS

Lockers are available to rent for $35 per academic term, or $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 or from the 3rd Floor Administrative Coordinator (Duncan Campus site) and Administrative Coordinator (West Campus site) to initiate the process.

C. CHILDCARE

Students needing child care 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 1st floor at the Duncan Campus site or 4th floor at the West Campus site, are equipped with a refrigerator and microwave.
4. Vending Machines: Vending machines are located on the 1st 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.

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 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 table top 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 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

<table>
<thead>
<tr>
<th>Duncan Campus Site</th>
<th>West Campus Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:30 am - 8:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 am - 6:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 am - 3:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

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. 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 NURSING AND ALLIED HEALTH SOURCES: 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. Library staff is available to assist with bibliographic research, database searching, locating materials, and one-on-one library tutorials, as requested.

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:

<table>
<thead>
<tr>
<th>Collection</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Collection</td>
<td>14 days</td>
</tr>
<tr>
<td>Audiovisual/Software</td>
<td>4 hours</td>
</tr>
<tr>
<td>Reserve/Reference</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

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 a representative from:

- Each Academic Program
- Students At Large
- 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 and Barnes-Jewish Hospital Auxiliary;
- Assist with graduation and award events;
- Plan and coordinate social events and build community;
- Promote wellness.

2. Student Nurses' Association

Goldfarb School of Nursing at Barnes-Jewish College sponsors a chapter of the National Student Nurses’ Association. The College pays for pre-licensure student NSNA membership. The Student Nurses’ Association provides eligible undergraduate 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 Senior Associate Dean for Academic Affairs 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)

GMEN is a gender neutral, all-inclusive student organization that focuses on promoting men in nursing and issues facing male nurses. Past events include community service and guest speakers. Membership to GMEN is free.

The Goldfarb School of Nursing St. Louis Chapter of the American Assembly of Men in Nursing (AAMN) was started in 2012 by the GMEN student organization. The AAMN is a national organization, and membership is open to any student nurse. Membership in the AAMN is $25 with a NSNA membership. Visit AAMN.org to join.

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 Who Are Parents (SWAP)

SWAP 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.

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 are expected to provide their own transportation to clinical sites. Some clinical placement sites may be located outside the greater St. Louis area.

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. RN-to-BSN practicum experiences are met through completion of a group-focused comprehensive community assessment and implementation of an impact project and are limited to the final two courses in the program of study.
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 will receive an immediate course failure, which will appear on the student's transcript, for:

- Violations of personal integrity or academic standards;
- One no-call/no-show for clinical or clinical labs;
- Absence from clinical/practicum orientation;
- Clinical/Practicum outcomes not being successfully met.

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**

Patients have the right to expect that students will be well groomed and in professional attire. 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. Fingernails shall be natural, short, and clean. Fingernail polish is permitted, but should be well-maintained and free from chips. Artificial nail enhancements are not permitted for any student who has direct or indirect patient contact. Anything applied to natural fingernails other than polish is considered an enhancement. This includes, but is not limited to: artificial fingernails, tips, wraps, appliques, overlays, gels, shellacs, acrylics, fingernail jewelry, as well as any artificial coatings that cannot be removed easily within 30 seconds of using standard nail polish remover.

According to hospital dress code policy for all Barnes Jewish Hospital entities, all visible tattoos must be covered at all times during clinical practicum experiences. Facial, tongue, or other piercings are not appropriate (with the exception of post earrings) and must be removed during clinical practicum.

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 must be renewed on or before the expiration date. 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. 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. Although the following list is not exhaustive, these items are considered unacceptable attire for patient care areas:

- Jeans (of any color)
- Spandex clothing
- Sweatpants/Shirts
- T-shirts; athletic or logo t-shirts
- Beach sandals or flip-flop sandals
- Tennis or athletic shoes
- Excessively short skirts
Students purchase books, 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 uniform consists of the following items:

- Blue scrubs (top and pants with Barnes-Jewish College signature logo)*
- White lab jacket (with Barnes-Jewish College signature logo)*
- White hose or socks
- White clinic shoes
- Blue student ID badge

Safety goggles are a part of the student's uniform and are to be used whenever there is the possible exposure to blood, body fluids, or other potentially infectious materials.

Preclinical 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 business attire.

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.

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

In the event of injury, illness or exposure during clinical practica or at school, the student should:

a. Notify the faculty member immediately;

b. Go to the Emergency Department or call 911 for injury, illness and exposure assessment. Follow-up care and related medical referrals are the responsibility of the student and coordinated with the student's medical health insurance.

The faculty should:

a. Complete a “Student Report of Injury, Illness or Exposure” form;
b. Sign the form;
c. Forward the original form to the Vice Dean for Student Affairs and Diversity for filing.

**Health Emergencies:**

In the event that an individual becomes seriously ill (life-threatening) while at the College:

- **Duncan Campus:** Dial 911 immediately, followed by calling campus security (314-362-0911).
- **West Campus:** To report an emergency, dial 84555 from any land line on Missouri Baptist Medical Center, followed by calling MBMC Security at (314) 996-4770.

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 Director of Simulation and Instructional Technology and 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 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 with lab jacket and GSON badge
     - Hair tied back
     - White clinic shoes (OSHA Approved)
     - Watch (with second-hand display)
     - Lab 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 or clinical, students and faculty are not allowed to wear in the lab:
   o Jeans, t-shirts, tank tops
   o Ball caps
   o Open toe shoes, tennis 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. HOSPITAL GUIDELINES REGARDING THE JOINT COMMISSION STANDARD HR.1.20

**Purpose:** To ensure compliance with the requirements set forth in Joint Commission Standard HR.1.20, which require criminal background and drug screening of students who provide care, treatment, and services to patients in a BJC HealthCare facility.

**Applicability:** These guidelines apply to staff, students and, if applicable, volunteers, that work in the same capacity as staff that provide care, treatment, and services to patients. These guidelines do not apply to volunteers that do not provide care, treatment, and services to patients or to students until 18 years of age.

**Requirements:**

A. **Background check:**
   1. Prior to engaging in any work in which the student will provide care, services to any patient of a BJC HealthCare facility, each of the following must have been completed:
      a. A criminal background check must be requested from Missouri and any state in which the individual has lived or worked in the previous 10 years (or since age 18 if the individual is under 28 years of age).
      b. A search confirms that the individual’s name does not appear on the Department of Health and Senior Services Disqualification List, Division of Family Services (DFS) Disqualification List, or Office of the Inspector General (OIG) Disqualification List.
   2. Should the background check reveal prior criminal convictions or inclusion on one of the above disqualification lists, the department sponsoring the individual must contact his/her Human Resources representative to determine whether the individual will be disqualified. Human Resources will compare the individual criminal convictions against the appropriate state regulation to determine whether the individual will be disqualified from participation.
B. Drug screen:
   1. Prior to engaging in any work in which the student will provide care, treatment and services to any patient of a BJC HealthCare facility, a negative Rapid Drug Screen must confirm that each individual is free of the following substances: THC, Cocaine, Opiate, Amphetamine, or PCP.
   2. Positive results will be forwarded to Network Reference lab for confirmation.
   3. No individual testing positive for any of the above substances will be permitted to participate in any class work, clinical rotation or internship.
   4. Provided students remain continuously enrolled, the background and drug screens will only be required once prior to the student beginning his/her initial rotation.

C. Responsibility for Compliance / Cost of Screening
   1. It is the sole responsibility of the students or sponsoring educational institutions to verify and ensure successful completion of these tests prior to any student beginning his/her clinical rotation. Students who have not completed the required checks will not be permitted to participate in any class work, clinical rotation or internship.
   2. The cost of required background checks and drug screens will be borne by the student, volunteer, or participating educational institution.

D. Criminal Background Check – List of Offenses. Copies of Missouri and Illinois state regulations that list crimes for which students may be disqualified will be maintained by the BJH Legal Department.

XXXIV. 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

XXXV. CHILDREN ON CAMPUS

This policy applies to any Goldfarb School of Nursing (“Goldfarb”) student who brings his/her child or children to Campus. This policy 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.