

General Student Policies

Student Health Requirements

Degree-Seeking and Certificate Students

Prior to enrolling, all certificate- and degree-seeking students admitted to NMC must have a pre-entrance health assessment and must complete the Student Health Service Pre-Entrance Report. Although students are welcome to use a health care provider of their choice, the NMC Student Health Center will provide the health assessment and necessary immunizations at greatly reduced costs. The pre-entrance health assessment at the Student Health Center is \$25. The Student Health Center is located in Room 3233 of the Clark building on the Josie Harper campus. Students are encouraged to make appointments by calling 354-7210 or 354-7211. Once enrolled, students are required to have an annual PPD test. Documentation must be submitted to the Student Health Office at the College. Students who are not compliant with health record requirements will be withdrawn from classes. See Student Health Services for more information.

Graduate and Online Students

All graduate and online students must complete the Graduate/Online Student Health Form which can be found on the college website.

Immunization

All NMC students are required to keep all necessary immunizations up-to-date. This is in accordance with the policies recommended by the Centers for Disease Control and the National Institutes of Health. All NMC students must show proof of immunization prior to enrollment at the College or complete a waiver through the College. Students must report their immunization status with their pre-entrance health assessment. Any changes in status must be reported to Student Health at 354-7211. Failure to do so may result in an ineligibility to enroll and/or continue in NMC courses.

Infectious Disease Policy

NMC policies and procedures for control of infectious diseases are adapted from the American College Health Association and the guidelines of the Centers for Disease Control. They are in compliance with section 504 of the Rehabilitation Act of 1973 and the Civil Rights Act of 1964.

Within the clinical experience, students are required to employ standard precautions in working with all clients in order to minimize the risk of disease transmission from student to client or from client to student. In some settings, due to infection control standards, specific clinical experiences may not be available to students who are infected with blood-borne viral diseases or other communicable diseases. In those cases, the College will work with students to make efforts to redesign a student's curriculum and to provide the student with appropriate educational experiences consistent with a student's academic and career goals. Students or prospective students with concerns in this area or any related concerns should familiarize themselves with the College's policies as they consider their career choices and are welcome to discuss their concerns with the College's administration or counseling staff. For more specific information regarding College policies, refer to the *Student Handbook*.

Student Health Insurance Coverage

All Nebraska Methodist College students taking 3 or more credit hours are required to purchase the UnitedHealthcare StudentResources insurance plan, unless proof of comparable coverage is provided. (This excludes online, nursing assistant, and phlebotomy students.) Information on the policy can be found at www.uhcsr.com.

Personal Conduct Policies

College Code of Conduct Policy

Being a student at NMC communicates an intention and commitment to join the College community. Each student's enrollment therefore obligates him or her to demonstrate civilized behaviors — those reflective of the College's core values and student policies.

Behavior is recognized as a reflection of professional and personal integrity, which conveys to the community an image of the College and ultimately of health care professions. Through the delivery of health care, a student assumes serious responsibility for others. Based upon these factors, the College believes a student, as an adult, has the personal responsibility for understanding the potential impact of personal, as well as professional, behaviors upon others. Adherence to College policies and regulations is required.

NMC students are expected to conduct themselves as health care professionals and as responsible citizens of their communities. The personal conduct of NMC students is expected to reflect the high regard in which the public holds health care professionals.

The following behaviors are expected of NMC students:

- Honor all individuals or groups. This means that any physical or verbal abuse, harassment, or disrespect of others is unacceptable and will not be tolerated.
- Do no deliberate harm. This means that thefts, vandalism, possession of weapons, fireworks, illegal devices or substances are prohibited.
- Strive to facilitate in self and others behavior that maximizes potential and self-responsibility.
- Adhere to the highest personal and professional ethical standards.
- Assume accountability for self and actions taken.
- Refer peers to appropriate professional resources when necessary.
- Maintain the confidentiality of other's personal information.
- Support the community in its efforts to improve the quality of life.

Any student, employee or other individual will be subject to disciplinary action upon violation of this policy.

Alcohol and Drug Policy

Nebraska Methodist College encourages all members of the college community to maintain civic and social responsibility when making decisions regarding the use of alcoholic beverages. If a student demonstrates unsafe and/or unprofessional behavior and fails to achieve the standard of care, violates professional standards or state practice acts of each academic program, or calls into question the professional accountability of the student, corrective action will follow. Students are expected to adhere to the standards of behavior required of healthcare professionals. Depending upon the degree of actual or potential harm a client may suffer, a one time deviation from safe practice may be sufficient to judge a student unsafe.

In accordance with the College's position on alcoholic beverages or drugs (illegal or prescribed), students practicing in a clinical setting or coming to class under the influence of alcohol and/or drugs is prohibited and warrants corrective action. The College may require a student to submit to a blood, breath, and/or urine test for drugs or alcohol for reasonable cause.

A student may request assistance with a drug or alcohol-related use/abuse problem without risk of penalty, provided the request is not the result of a violation. All such requests will maintain the student's confidentiality.

- It is a violation of the alcohol policy for students to consume or possess alcoholic beverages on campus.
- NMC students are expected to abide by federal, Nebraska State law, and local Omaha laws.

- Student possession or consumption of alcohol on campus or at any College-sponsored student event shall constitute misconduct. A College-sponsored event is any gathering where students are in attendance that is arranged or is endorsed by the College.
- Should a student attend class, clinicals, laboratory sessions, practicums or College-sponsored or approved events while under the influence of alcohol or drugs (illegal or prescribed), this shall constitute misconduct.
- Any student or student organization which violates this policy will be subject to disciplinary action which may include immediate dismissal from the College.
- The manufacture, sale, possession, distribution or use of illegal drugs is prohibited.
- The College will cooperate fully with state and federal laws. Section 5301 of the Anti-Drug Abuse Act of 1988 states in part, “if a student is convicted of drug distribution or possession, the court may suspend eligibility of Title IV financial aid. *“If a student is convicted three or more times for drug distribution, he/she may become permanently ineligible to receive Title IV financial aid”.*

Procedure for reasonable cause testing:

1. A student who reports to class or clinical and is suspected of being under the influence of alcohol/illegal drugs or who is suspected of impairment due to legally prescribed medication will be removed and will be required to provide specimens for a drug and/or alcohol analysis at that time.
2. The site supervisor/instructor will notify the program director/clinical coordinator immediately of suspected impairment and that the student has been removed from patient care.
3. If the student is at an Omaha site, they will be escorted to Employee Health (located at Methodist Hospital, 8601 West Dodge Road, phone 354-5684) for specimen collection on the day of the incident. Employee Health can be used Monday-Friday from 8am-4pm. Midwest Minor Medical (5310 So 84 Street, phone 827-6510) can be used 7 days a week between the hours of 8am-8:30pm. Work Fit Occupational Services (Lisa O’Neal 614-4056(home) or 813-4365 (work) OR Pat Upson 291-6657 (home) or 669-9495 (work) can be used 7 days a week between the hours of 8:30pm and 8am. The clinical site supervisor/instructor will inform the student they are required to be transported by a friend or family to the testing site. Students at an off-campus site, the clinical site supervisor/instructor should check with the program director or clinical coordinator for further instructions. Student confidentiality will be maintained.
4. The program director/coordinator will to notify the testing site a student is in route to be tested for suspected drug or alcohol use.
5. The student will be required to meet with the program director/coordinator within 24 hours or the next working day.
6. Students who refuse testing or fail to comply with any step in the process will be required to follow up with a counselor and may be suspended or dismissed from NMC.
7. All positive alcohol or drug screens will be referred to a counselor for evaluation. Students are required to follow through with treatment recommendations. When the student is released, they will be informed that clinical placement will be based on availability and may not be guaranteed. This incident may significantly deter academic progression.

Smoking/Tobacco Policy*

In accordance with Methodist Health System policy and efforts to promote and encourage healthy lifestyles, Nebraska Methodist College is a tobacco-free environment. Use of tobacco products is prohibited inside and outside all buildings on the NMC campus and in private vehicles parked on College property. Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, and pipe smoking. Individuals covered by the tobacco-free policy include, but are not limited to, students, employees, visitors, vendors, leased tenants, and contractors.

NMC students, employees, and visitors are expected to be good neighbors by refraining from using tobacco products on the property of nearby businesses and residences.

*Adapted from the Methodist Health System policy for a tobacco-free environment.

Harassment Policy

Harassment is defined as verbal or physical conduct that has the intent or effect of negatively influencing or interfering with an individual's or group's personal, educational and/or work experience at the College. It is the policy of the College to promote an environment free from conduct that can be construed as abrasive, offensive, intimidating or minimizing to any individual's self-esteem. Harassment of any kind is not acceptable. Harassment conflicts with the philosophy and policies of NMC and will not be tolerated.

NMC has a diverse student body and openly strives for increased cultural competence. It is against the policy of the College for any student, staff or faculty member to be subjected to attacks or comments related to any aspect of diversity. If the complaint has not been handled effectively through discussion with the offending party, it should be discussed immediately with a College administrator.

It is essential that any incidents be reported to a College administrator so that an investigation and corrective action can be taken. If you are uncertain as to whether a specific behavior constitutes harassment, please discuss it confidentially with a College counselor. Any student, employee or other individual is subject to disciplinary action upon violation of this policy.

Matters of Conscience

A student may be assigned to a situation that may pose an ethical dilemma for them. The student who objects to providing care for assigned clients based on matters of conscience will notify the instructor as soon as possible. The student will remain aware that their first responsibility is to the client, and that they should complete the necessary care to meet the immediate needs of the client. The student will not abandon the client. The faculty will provide individual guidance to the student in the immediate situation.

Pet Policy

With the exception of service animals, pets are not permitted on the Nebraska Methodist College Campus.

Sexual Harassment Policy

Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment is defined as any unwanted communication of sexual nature, whether verbal, physical, written or pictorial, which has the purpose or effect of intimidating the person receiving the communication or any solicitation of sexual contact of any nature when submission to or rejection of such contact:

1. Is used as the basis for either implicitly or explicitly imposing favorable or adverse terms and/or conditions of academic/employment standing.
2. Is used as a basis for decisions affecting employment/academic standing of an individual.
3. Has the purpose or effect of unreasonably interfering with an individual's personal, educational or work experience or creating an intimidating, hostile or offensive work environment.

If students feel this policy is being violated, they should report such harassment immediately. Violations of this kind can be discussed with a residence advisor, a counselor, an instructor or a College administrator. **First, it is important that the offended party speak with someone to get assistance in ending the victimization. Secondly, it is essential that the facts be reported to a College administrator in order for the College to investigate and take appropriate corrective action.** Any student or employee who engages in sexual harassment in violation of this policy is subject to disciplinary action.

Amorous relationships between an employee and a student can pose potentially serious concerns to the College. Accordingly, such relationships are highly discouraged and are absolutely prohibited when they involve individuals of unequal authority or power within the College, such as teacher-student and supervisor-student relationships.

Sexual Misconduct Policy

Any form of sexual misconduct, whether physical, mental or emotional in nature, is unacceptable behavior and will not be tolerated at NMC. Sexual misconduct includes, but is not limited to:

1. Any act done by force against the will of another person. If consent or acquiescence is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug-induced sleep or is otherwise in a state of unconsciousness, said act is considered against the will of the other person.
2. Any act done against another person who is incapable of giving consent because of mental, developmental or physical disability or lack of legal age to give legal consent (under 18 and not married).

Sexual misconduct offenses need to be reported immediately to a College administrator. Following the initiation of a complaint by the victim and where there is reasonable cause to suspect a violation of College policy regarding sexual misconduct, the College will investigate and undertake disciplinary action against the accused. College action against violators of this policy does not in any way preclude the possibility of criminal action by civil authorities, should the victim wish to pursue this course of action.

Equal Opportunity/Non-Discrimination Policy

It is the intent and desire of the College to create an environment for all students and employees that promotes fairness, responsibility, ability and performance. The College shall not unlawfully discriminate against individuals in any of its programs, services or benefits on the basis of gender, disability, race, color, religion, age, sexual orientation, financial status, marital status, veteran status or national or ethnic origin. All programs and procedures are designed and administered in a manner intended to enhance and not limit, equal access. The College shall comply with all applicable federal, state and local laws relating to equal opportunity, including the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable.

It is essential that any complaints related to discrimination be reported immediately to a College administrator so an investigation and corrective action can be taken. Any student or employee who engages in discrimination in violation of this policy is subject to disciplinary action.

Family Educational Rights and Privacy Act

Nebraska Methodist College complies with the regulations and requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974. The act provides specific rights to students with respect to their education records. They are:

1. The right to inspect and review student's records within 45 days of the day the College receives a request for access.
2. The right to request the amendment of student's education records that a student believes is inaccurate or misleading.
3. The right to consent to disclosure of personally identifiable information contained in student's education records, except to the extent that FERPA authorizes disclosure without consent.
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.

Information which the act allows the College to release to a third party without the consent of a student (directory information), is limited to the following items:

- Student's name, address and telephone listing.
- Date and place of birth (if known).
- Field of study (major).
- Previous schools attended.
- Academic class (freshman, sophomore, junior, senior).
- Enrollment status (full-time/part-time, undergraduate/graduate).
- Dates of attendance.
- Academic awards and degrees.

- Photographs.
- Email address.
- Graduation date (anticipated and official).
- Advisor.
- Achievements in campus organizations.
- Class rosters.
- Class schedules.

Students have the right to withhold the disclosure of this information. Students who wish to restrict the disclosure of this information or desire additional detailed information regarding student rights outlined in the Family Educational Rights and Privacy Act should contact the Director of Student Records.

Confidentiality of Patient Records

In accordance with federal HIPAA regulations, every student must be aware of the importance of maintaining patient confidentiality at all times. Removing any patient records (including film or video tapes) is expressly prohibited by HIPAA unless the patient has signed a release form or the material has been thoroughly stripped of all personal identifiers. The student must abide by the individual policies and procedures set forth by each clinical site pertaining to HIPAA, including rules on the use of patient case records for educational purposes.

Failure to abide by this policy may result in suspension or dismissal from the College and/or legal action brought against the student. Student liability insurance provided by the College will not protect the student who violates this policy.

Campus Security Information

In accordance with the Student Right to Know and Campus Security Act of 1990 (20 USC, section 1092), Nebraska Methodist College provides information related to crime statistics and policies concerning campus security to current students, employees and applicants for enrollment and employment.

The Blue Light System enables immediate access to assistance in the event of an emergency. There are four blue light stations within the parking lots of the Josie Harper Campus. The stations are easily located by finding the blue lights attached to various parking lot lights.

The station locations are as follows:

- South parking lot
- West parking lot (back of Riley-Leinart Center)
- North parking lot – west end (near north door of Clark Center)
- North parking lot – northeast end (far corner)

In addition, there are 5 blue light stations within the parking lots of Josie’s Village. The station locations are as follows:

- South parking lot near the stairs
- North side of the parking island entering the A-B building (buildings #563 & #567)
- South side of the clubhouse
- Parking lot island outside the main entry to the E building (building #564)
- Parking lot island outside the main entry – north of building F (building #628)

In the event of an emergency, press the button on the call box (also attached to the respective parking lot light pole). Once this button is pressed, the caller will be connected to the Methodist Hospital Operator. In emergency situations, the Operator will then contact 911 and the Security Department.

Blue lights are to be used for life-threatening emergency situations only.

Non-Academic Suspension/Dismissal

Students who willfully and deliberately violate College regulations or regulations of an agency while representing the College or the rights of fellow students, faculty, clients and others; who maliciously or deliberately abuse College, agency or another's property by theft or destruction; who have possession of, consume or are under the influence of alcohol or illegal drugs while on the College campus and/or at another agency; or who willfully and deliberately violate civil or criminal codes are liable to immediate suspension and/or dismissal from the College.

Suspension from classes and/or the College property may occur for a period of up to one regular semester. Students wishing to re-enroll at the end of the suspension period must notify the Vice President of Student Affairs in writing six weeks prior to the start of the semester. Dismissal will constitute expulsion from the College. Students who have been dismissed are not eligible for return or re-application.

Administrative Withdrawal for Mental Disorders

A student may be subject to involuntary administrative withdrawal if convincing evidence demonstrates that a student is suffering from a mental disorder, and because of the mental disorder, the student engages or threatens to engage in behavior that poses a threat of harm to self or others.

Resolution Process for Academic and Non-Academic Student Concerns

The processes in place for resolving conflict at Nebraska Methodist College allow all parties to be heard. It is important for students to be aware of these processes should they be involved in a conflict, disagreement, or misunderstanding.

Nebraska Methodist College is required to share with its accreditor information about written complaints received from students. However, the information shared relates to the nature of the complaint and does not include the identity of the student(s) who submitted the complaint. Therefore, the identities of students who submit written complaints remain anonymous to the accreditor.

The Vice President for Student Affairs is responsible for the administration of the Student Code of Conduct and the Resolution Process for Nonacademic Concerns. The Vice President for Academic Affairs is responsible for the Resolution Process for Academic Concerns. These two processes are explained below. Changes to the resolution processes due to unforeseen obstacles (e.g. unavailability of an involved party, legitimate need for waiver of time constraints, etc.) must be approved by both the appropriate Vice President and the Dean of Students.

Academic and nonacademic decisions made by any officer of the College (the President or a Vice President) are final and are not subject to the resolution processes.

Resolution Process for Academic Student Concerns

Phase One:

The student must initiate phase one of the resolution process no later than one month from the occurrence of the action being appealed.

Step 1: The student will discuss the concern with the involved faculty to find a solution. If a resolution is not reached, the student will initiate step two. If the student does not wish to confront the involved faculty, the student will begin the process with step two by contacting the Dean of Students.

Step 2: The student will initiate a meeting with the Dean of Students within five working days of the meeting outlined in step one. The Dean of Students will conduct an investigation and determine if a formal appeal is warranted. A formal appeal is warranted if the Dean of Students can identify a prima facie case of capricious, arbitrary, or prejudiced behavior against the student by the other involved party or parties.

Examples of situations that do not warrant a formal appeal include situations that are applied equally and fairly to all students, such as course policies, teaching and/or learning styles, differing personalities, and physical or psychological environment.

If a formal appeal is warranted, a meeting with the student, the Dean of Students, the involved faculty, and the Associate Dean or designee will be scheduled by the Dean of Students to take place no later than ten working days after the student's request. The Associate Dean or designee will communicate a decision to the student within three working days of the meeting. If the student is not satisfied with the outcome of phase one of the resolution process, the student has the option of initiating phase two (below).

If it is determined that a formal hearing is not warranted, the student's only remaining option is to file a formal complaint with the appropriate Vice President. After the filing of this complaint, no further judicial action is available.

Phase Two:

Within five working days of the communication from the Associate Dean or designee, the student will inform the Vice President for Academic Affairs if he or she intends to pursue phase two of the resolution process. If the student decides to pursue phase two, a meeting with the Dean of Students will initially be scheduled so the Dean of Students can advise the student on the application process to initiate an Academic Review Board meeting.

- The application must be submitted by the student to the Dean of Students within five working days of obtaining the application.
- The Dean of Students will determine the appropriateness and involvement of witnesses. Witnesses may be submitted for consideration up to three working days before the hearing. Academic Review Board members will know the names of both parties' witnesses prior to the hearing.
- The Dean of Students will finalize the date for the Academic Review Board meeting within five working days of receipt of the student's application.

Phase Three:

The Academic Review Board will render its recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs has the final decision-making authority. Within five working days of the Academic Review Board meeting, the VPAA will notify in writing the decision to all parties involved.

Resolution Process for Nonacademic Student Concerns

Phase One:

The student must initiate phase one of the resolution process no later than one month from the occurrence of the action being appealed.

Step 1: The student will discuss the concern with the other involved party to find a solution. If a resolution is not reached, the student will initiate step two. If the student does not wish to confront the other involved party, the student will begin the process with step two by contacting the administrator of the department/program.

Step 2: The student will initiate a meeting with the administrator of the department/program within five working days of the meeting outlined in step one. The administrator will conduct an investigation and determine if a formal appeal is warranted. A formal appeal is warranted if the administrator can identify a prima facie case of capricious, arbitrary, or prejudiced behavior against the student by the other involved party or parties.

If a formal appeal is warranted, a meeting with the student, the administrator, the other involved party, the Dean of Students, and the Associate Dean (if appropriate) will take place no later than ten working days after the

student's request. The Associate Dean or appropriate administrator will communicate a decision to the student within three working days of the meeting. If the student is not satisfied with the outcome of phase one of the resolution process, the student has the option of initiating phase two (below).

If it is determined that a formal appeal is not warranted, the student's only remaining option is to file a formal complaint with the appropriate Vice President. After the filing of this complaint, no further judicial action is available.

Phase Two:

Within five working days of the communication from the Associate Dean or administrator, the student will inform the Dean of Students if he or she will pursue phase two of the resolution process. If the student decides to pursue phase two, a meeting with the Vice President for Academic Affairs (VPAA) will be scheduled so the Vice President can advise the student on the application process to initiate a Judicial Board Hearing.

- The application must be submitted by the student to the VPAA within five working days of the last meeting.
- The VPAA will determine the appropriateness and involvement of witnesses. Witnesses may be deemed appropriate for either party. Additional witnesses may be submitted for consideration up to three working days before the hearing. Judicial Board Members will know the names of both parties' witnesses prior to the hearing.
- The VPAA will finalize a date for the Judicial Board Hearing within five working days of receipt of the complainant's application.

Phase Three:

The Judicial Board's recommendation, the taped record of the hearing, and supporting evidence are forwarded to the Vice President for Student Affairs (VPSA) for a final decision. Within five working days of receiving such information, the VPSA will notify in writing the complainant, the respondent, and the Judicial Board Chairperson of the decision. Within three working days of receipt of the Vice President's decision, the Judicial Board Chairperson will notify in writing Board members of the Vice President's decision.

The decision of the Vice President for Student Affairs is final.

Unauthorized Access

Unauthorized access is defined as gaining access to space, materials and information without the consent and permission of designated personnel who have responsibility for the specified space, materials and information. In accordance with College policies and rights to privacy, only authorized personnel may have access to designated College space, materials and information. Authorized personnel include designated personnel with responsibility for the specified space, materials and/or information and students and College employees who have obtained permission and consent from designated personnel.

Unauthorized entry or use of College facilities (including residence hall and/or resident rooms, either through forced entry or other means), the reproduction or unauthorized use of College keys, unauthorized accessing, destruction of or interference with computer programs, data bases, files or information stored in College computer systems is prohibited. Further inappropriate use of a computer system and/or medical records at any clinical site for the purpose of accessing a patient's protected health information is prohibited. Students violating this policy are subject to disciplinary action.

Waiver of Liability

NMC is not liable for damage, theft or loss of personal property. Students are advised to check personal household insurance for coverage. All students participating in off-campus programs and activities are to sign and submit a waiver of liability and hold harmless agreement.