



**Bachelor of Science in Nursing**  
**2023-2024**  
**Student Handbook/College Catalog**



## DISCLAIMER

The College Catalog/Student Handbook applies to all students (including non-degree seeking) of Lakeview College of Nursing. All students can access the College Catalog/Student Handbook at [www.lcn.edu](http://www.lcn.edu).

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

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

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## Welcome

### *A message from the President*



I want to welcome you to Lakeview College of Nursing and thank you for choosing us for your educational journey in nursing. The College has had a proud tradition of preparing nurses for professional practice for over 125 years. Our faculty and staff are highly educated and skilled

in helping you reach your goal of becoming a baccalaureate-prepared nurse. The curriculum is designed to prepare you for beginning professional nursing practice. I realize this time is as important in students' lives as it is for those who support and encourage your academic growth. I am confident that your journey at Lakeview College of Nursing will reveal unimagined strengths and opportunities. I wish you well on your educational journey.

I am genuinely looking forward to meeting each of you and celebrating your academic success as you walk across the stage at your graduation ceremony.

Welcome to Lakeview College of Nursing,

Sheila Mingee, MBA, MSEd  
College President



### *Welcome from the Dean of Nursing*



As we start another academic year, I welcome you to Lakeview College of Nursing. Regardless of your semester, I hope you take some time to explore this handbook and all of the other valuable resources we have provided on the

college website. You have an expansive list of resources at your disposal within the College, which have all been carefully selected with your success in mind.

The faculty, staff, and administration at Lakeview College of Nursing are here to support you in your journey to becoming a Registered Professional Nurse. Nursing is a career that offers both flexibility and stability. It is a profession with a rich history. Lakeview College of Nursing has been a part of that history for over 125 years. You see the most important part of that history daily when you walk down our hallways. The graduates you walk past in our halls have made substantial contributions to the nursing profession.

I look forward to seeing your picture on those walls. As you work towards that goal, I would like you to consider this quote by Beverly Sills: "There are no shortcuts to any place worth going."

Best of luck,

Brittany Lawson, MSN, RN, CNE, CNEcl  
Dean of Nursing

# History of Lakeview College of Nursing

## 1894

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

## 1911 - 1937 Initial Charter

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

## The 1940s

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

## The 1950s

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

## The 1960s

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

## The 1970s

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

## The 1980s

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

## The 1990s

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

## The 2000s

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

## The 2010s

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

## The 2020s

Due to a worldwide pandemic, COVID-19, Lakeview College of Nursing moved all courses to online learning for the spring and summer semesters of 2020.



## Logo

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

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

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

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



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

**Please email [marketing@lcn.edu](mailto:marketing@lcn.edu) for approval and assistance in using the Lakeview logo.**

## Accreditations and Approvals

Lakeview College of Nursing is approved by the [Illinois Board of Higher Education](#), 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377, 217-782-2551, and the [Illinois Department of Financial and Professional Regulation's Board of Nursing](#), James R. Thompson Center, 100 West Randolph Street, Suite 9-300, Chicago, IL 60601, 312-814-2715 to grant the baccalaureate degree in nursing.

Lakeview College of Nursing is accredited to grant the baccalaureate degree in nursing by The Higher Learning Commission [www.hlcommission.org](http://www.hlcommission.org), 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 312-263-0456.

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

## Mission, Vision, and Values

### Lakeview College of Nursing Mission

Lakeview College of Nursing has a central focus to be a dynamic center of educational excellence as a diverse and inclusive College community that works together, exemplifying adaptability, integrity, and caring. The College will be forefront to the trends in health care and committed to nursing as a profession by preparing safe, competent, patient-centered, caring professional nurses for leadership, service, and practice for the advancement of the nursing profession.

### Vision Statement

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

### Values

Lakeview College of Nursing's mission and vision are based on the five core values:

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

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

**Excellence** is the quality of being superior or very good at what one does and applying that quality in all actions to generate optimal and recognizable outcomes. Excellence is represented through the implementation of quality improvement initiatives, purposeful management of resources, promotion of lifelong

learning, and fostering care delivery models that raise the level of nursing practice.

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

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

## Philosophy, Organizing Concepts, and Program Outcomes

### Philosophy

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

We believe:

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



- Student nurses are accountable for their desire to learn using commitment, initiative, and self-direction in achieving evidence-based nursing practice.

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

### Organizing Concepts

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

### Program Outcomes

The graduate is able to:

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

### Diversity Statement

The faculty and staff of Lakeview College of Nursing value and are committed to fostering diversity in the classroom, the College, and the profession. By respecting differences in culture, age, gender, gender expression, race, ethnicity, national origin, differing abilities, sexual orientation, and religious affiliation, we enrich the learning environment, improve the practice and profession of Nursing and enhance personal creativity and professional growth.



### Non-Discrimination Policy

Lakeview College of Nursing does not discriminate based on race, color, religion, sex, national origin, age, sexual orientation, marital status, gender identity, veteran status, ancestry, or disability in its nursing program or activities, including but not limited to recruiting, admissions, academics, disciplinary processes, and co-curricular activities.

The following person has been designated to handle inquiries regarding discrimination policies:

ADA and Title IX Coordinator (Student Disability Accommodations Coordinator):

[studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu)

Complaints of discrimination may be filed through the College's Grievance Policy or with the U.S. Department of Education's Office of Civil Rights by calling 1-800-421-3481 or visiting <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

## Basic Knowledge, Attitudes, and Technical Standards

**Professionalism** - is expected from all nursing students at all times while in the nursing program.

Professionalism is reflected by lifelong learning, appearance, demeanor, respectful communication, punctuality in attendance and assignments, providing service to the community, and engaging in activities that promote nursing.

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

**Conflict Management** – Demonstrates collaborative problem-solving skills in the event or conflict relevant to the course, clinical, lab, or simulation experience occurs. Conflict management skills include:

- Engaging in timely and constructive dialogue with the immediate participants to clarify the issue.
- Consulting in a timely fashion with an advisor, clinical scholar/instructor, or preceptor.
- Accurately identifying the negotiable and non-negotiable issues.
- Determining an effective strategy to achieve mutual goals and following through respectfully with the decision.

Constructively uses opportunities throughout the course to communicate questions and concerns r

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

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

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

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

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

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

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

### **Technical Standards**

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

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

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

### **Acquire information:**

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

### **Use and Interpret:**

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

### **Motor:**

- Possess psychomotor skills necessary to provide holistic nursing care and perform or assist with procedures, treatments, and medication administration.
- Practice safely to provide care in emergent and nonemergent situations, implement life support procedures, and perform universal precautions against contamination.

### **Communication:**

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

### **Intellectual ability:**

- Measure, calculate, reason, analyze, and synthesize data related to patient condition.

- According to the advanced generalist nursing role, exercise proper judgment and complete responsibilities promptly and accurately.
- Synthesize information, problem-solve, and think critically to evaluate the most appropriate theory or assessment strategy.
- Ask for help when needed, and make proper judgments of when a nursing task can or cannot be carried out alone.

**Behavioral:**

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

**Character:**

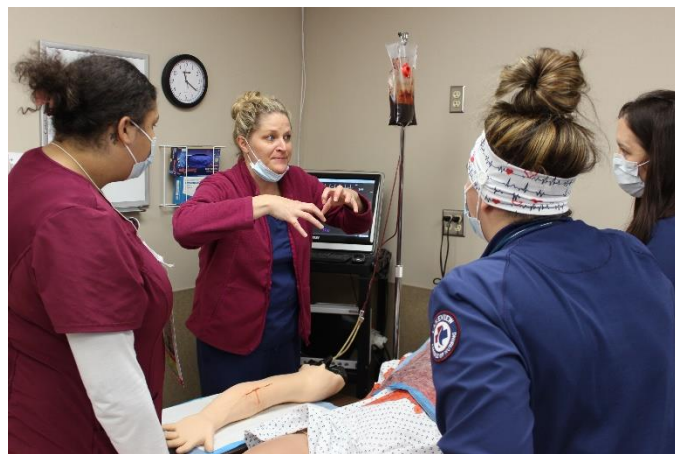
- Concern for others, integrity, accountability, interest, and motivation are necessary personal qualities.
- Demonstrate intent and desire to follow the ANA Standards of Care and Nursing Code of Ethics.

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

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

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

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



## Admissions

### Admission Academic Requirements

The following are the requirements for consideration for admission into Lakeview College of Nursing:

1. Cumulative College GPA of 2.5 on a 4.0 scale.
2. [Admission Test Scores](#) (RNs Exempt)
3. 60 Credit Hours in [General Education and Prerequisite Courses](#) with a "C" or better grade.

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

## Transfer Credit Policies

### Academic Forgiveness Policy

Lakeview College of Nursing understands that a student may have had difficult times, resulting in a sub-standard academic performance at a previous institution. Applicants can write a statement asking the Admission Committee to exclude this previous coursework from the cumulative GPA calculation. If that is the case, the committee will review the prerequisite GPA on the transcript evaluation. Students requesting academic forgiveness will not qualify for an early admission decision.

### Accreditation & Credit by Examination

All transfer coursework must be completed from a regionally accredited college or university or earned through specific examinations outlined on our [General Education Examination Scoring Requirements Page](#).

Limitations of credits earned through the Examinations are as follows: (1) duplicate credit in the same subject is not awarded in any case (2) the total number of credits that may be awarded is limited to 48 credits.

### Time Limitations & Proficiency Exams for Prerequisite Science Coursework

There is a time limitation on the prerequisite science courses needed for the nursing program. Anatomy and Physiology I & II, Chemistry I & II, and Microbiology

MUST be taken no more than five years before starting the nursing program unless the student is a licensed RN.

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

Students with prerequisite science courses that are not recognized due to time limitations must either repeat the course or pass a college proficiency test. Do not hesitate to contact the admissions office for more information regarding the proficiency options. Note: There is a cost associated with proficiency exams.

### LPN Proficiency Exams – Nursing Courses

LPNs must provide a copy of their LPN State Licensure and pass a proficiency exam, and skills test to be exempt from the N311: Foundations of Professional Practice. A proficiency exam is also available for the N313: Basic Concepts of Pathophysiology. Please check the tuition and fees section for the cost of these tests.

### Illinois Articulation Initiative (IAI)

Lakeview College of Nursing recognizes the ease in transferability with courses holding the IAI status. LCN elective requirements are easily identified and accepted as they are categorized through the Illinois Articulation Initiative.

Students transferring from colleges/universities within Illinois may check [www.itransfer.org](http://www.itransfer.org) or go directly to <http://itransfer.org/courses/worksheet.php> for transfer equivalencies of general education requirements. Courses taken outside of Illinois or not identified as IAI should be verified for transfer by contacting a Lakeview College of Nursing admissions representative.

### General Education Exemption and Prerequisite Requirements for Those with a Previous Bachelor's

Students who have previously completed a bachelor's degree with a cumulative GPA of 2.5 or better from another accredited institution of higher education will be exempt from completing any general education requirements.

Specific prerequisite courses must be completed with a “C” or better grade. Additional coursework may be required as some institutions may require prerequisites before enrolling in the required courses.



The following prerequisite courses are required:

- Anatomy & Physiology I or Human Anatomy (4 credits with lab)
- Anatomy & Physiology II or Human Physiology (4 credits with lab)
- Chemistry I or Inorganic Chemistry \* (4 credits with lab)
- Chemistry II or Organic/Biochemistry \* (4 credits with lab)
- Life Span Development or Human Growth & Dev. (3 credits)
- Medical Terminology (1 credit)
- Microbiology (4 credits with lab)
- Nutrition (3 credits)
- Statistics (3 credits) \*

\*Indicates courses offered at the Danville location. All coursework fulfilled at another institution must be indicated on an official transcript.



Transcripts should be mailed to the attention of:

Director of Enrollment/Registrar  
Lakeview College of Nursing  
903 N. Logan Ave.  
Danville, IL 61832

admissions@lcn.edu



See information on Health Records and Background Checks for additional requirements.

### **International Students Documentation**

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



## Application Procedure

[Degree-Seeking College Students](#) Applications are accepted on a rolling basis throughout the year. Applicants are advised to submit application materials by the dates listed below.

Fall Semester Start: April 1st

Spring Semester Start: September 1st

### [Degree-Seeking High School Students](#)

**Guaranteed BSN Admission** is offered exclusively to degree-seeking high school seniors. This allows the student to reserve a seat in Lakeview's BSN program for a future semester following the completion of all general education and prerequisite requirements.

***Admission decisions are e-mailed approximately 30 days after submission.***

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

- A completed [online application](#).  
"Bachelor of Nursing" if Degree-Seeking College Student  
"Pre-Nursing (HS Students)" if Degree-Seeking HS Senior
- Respond to a list of essay questions included in the application.
- [Admission Test Score](#) (RNs Exempt)
- A current course schedule and a plan for completing any remaining prerequisite coursework if enrolled. The official transcript evaluation will reflect plans for completing the required prerequisites.
- Official transcripts from each college institution attended. Paper and electronic transcripts are accepted. A foreign evaluation service must translate international transcripts and credentials into English with letter grades. All transcripts must come directly from the College attended or the foreign evaluation service.
- A current copy of the Illinois nursing license, if licensed as an LPN or RN.
- A naturalization certificate or a green card may be used as documentation for those born outside the United States.
- A \$30 non-refundable fee payable to Lakeview College of Nursing.

After the application has been processed, applicants will receive an email confirmation that contains additional information about the program and an evaluation of

official transcripts, if applicable. This email will be sent to the email address provided on the application for admission.

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

### **Transferring from another Nursing Program**

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

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

### **Additional Requirements for Admission**

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

- Official transcripts showing completion with prerequisite requirements with a "C" or better grade. Transcripts are due before the semester drop date.
- Completed health record requirements
- Completed background check

### **Orientation**

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

### **Classification of Students**

Classifying students is based on the number of credit hours earned in required general education and nursing courses applied to the Lakeview College of Nursing curriculum. Students are enrolled after attending the first day of the first class.

## Non-Degree-Seeking Students

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

### Application Process

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

### Student Progress

Students must know their academic standing in all courses they are enrolled in. Feedback is provided regularly in the form of exam and assignment scores. Midterm grades entered in SONIS are based on exam averages only and do not include supplemental coursework. Academic improvement plans are not required to be completed for students in non-degree courses.

### Grading Scale for Non-degree Seeking Students

The content and subject matter determine each course's work and will be described in each syllabus. Grades are calculated using the scores compiled from class, i.e., exams, labs, papers, assignments, etc. The grading scale is as follows:

Grade	Description	Scale	Grade Point Value
A	Excellent	97-100	4
A-		93-96	3.7
B+	Good	90-92	3.3
B		87-89	3
B-		85-86	2.7
C+	Average	82-84	2.3
C		79-81	2
C-		77-78	1.7
D+	Poor/Failure	74-76	1.3
D		72-73	1
D-		70-71	0.7
F	Failure	0-69	0

### Attendance

Students are expected to attend all meetings of classes and scheduled laboratory sessions in which they have enrolled. Attendance at lab sessions is required. Attendance will be recorded for each scheduled class and laboratory. The student must attend all classes, arrive on time, and stay for the designated time.

### Testing and Test-Taking Policy

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

**Non-degree-seeking students should review the Policies and Standards of Behavior.**



## Health Record Requirements

Health records are **mandatory** for all degree-seeking students. All documents must be uploaded into the appropriate system *by the due date*. Students starting the program prior to May 2023 will upload documents into CastleBranch. A student starting the program after May 2023 will upload their documents into Viewpoint. If you have any questions or problems, please contact CastleBranch or ViewPoint directly.

### Requirements:

- **Measles, Mumps, Rubella (MMR)** – The student must have their blood drawn to check their immunity status. This must be completed regardless of how many vaccines the student has received in the past. This blood draw is called a titer. The student should upload this titer. The student will receive guidance based on the results of the titer.

**Positive Titer:** Student is immune—no further action required.

**Negative Titer:** Student is not immune. The student must repeat a series of 2 vaccines. The first vaccine should be administered now. The second vaccine will be administered 30 days after the first vaccine. The student will have another titer drawn 30 days after the second vaccine. Upload documentation for each step as it is completed.

- **Varicella** - The student must have blood drawn to check their immunity status. This must be completed regardless of how many vaccines the student has received in the past. This blood draw is called a titer. The student should upload this titer. The student will receive guidance based on the results of the titer.

**Positive Titer:** Student is immune—no further action required.

**Negative titer:** Student is not immune. The student must repeat a series of 2 vaccines. The first vaccine should be administered now. The second vaccine will be administered 30 days after the first vaccine. The student will have another titer drawn 30 days after the second vaccine. Upload documentation for each step as it is completed.

- **Hepatitis B** – The student should upload documentation of any previously received Hepatitis B vaccinations. A total of 3 Hepatitis B vaccinations must be documented before a titer is drawn. The typical timing for this series of vaccines is as follows:

- Vaccine 1- As soon as possible
- Vaccine 2- 30 days after vaccine 1
- Vaccine 4 – 5 months after vaccine 2

The student must have their blood drawn to check their immunity status 30 days after receiving the third vaccine. This blood draw is called a titer. The student will be directed based on the results of that titer.

**Positive Titer:** Student is immune—no further action required.

**Negative Titer:** The student is not immune. The student must repeat the series of 3 vaccines. The first vaccine should be administered now. The second vaccine will be administered 30 days after the first vaccine. The third vaccine will be administered 5 months after the second vaccine. The student will have a titer drawn 30 days after the third immunization.

- **Tuberculin Skin Test (TST)** – The student must complete one of the following requirements annually:
  1. The two-step TB test upon admission to the college. A single-step technique can be used for annual renewals if the current test has not expired. Otherwise, a two-step must be completed again.
  2. The Quantiferon Gold Blood test upon admission to the college. This method will be required if a student has had a BCG vaccine or a past positive result.
  3. A student with a history of positive results must submit documentation of a negative chest x-ray upon admission and yearly. The student will be required to do a yearly TB questionnaire during enrollment.
- **Tetanus Booster (Tdap)** – Booster must be within the last 10 years of the administering date (Tetanus Toxoid (TT) not acceptable).
- **Seasonal Flu Vaccination** – Required annually during flu season. Due October 15.
- **Meningococcal Vaccine** – Proof of immunization
- **COVID-19 Vaccine** – must be fully vaccinated and show proof of one of the following:
  - two-dose Pfizer Vaccine
  - two-dose Moderna Vaccine
  - one-dose Johnson & Johnson Vaccine**(Medical or Religious Exemptions or Pregnancy Deferral is available.)**

- **CPR Certification** – Must be renewed every 2 years. Only two courses are accepted:
  - The American Heart Association-BLS Healthcare Provider –OR– The American Red Cross-CPR/AED for Professional Rescuers and Health Care Providers.
- **Physical Examination** – Must be within the last year. Must utilize Lakeview College of Nursing’s Technical Standards / Health Evaluation form.
- **10-Panel Urine Drug Screen** – Must be completed through the CastleBranch or ViewPoint. (Please review the drug policy)



**Highly recommended vaccinations:**

- Hepatitis A
- Covid Booster(s)

Additional information regarding the health requirements is provided in the enrollment packet.

**Background Checks**

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

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

<https://www.ncsbn.org/nursing-regulation/licensure.page>



## Readmission Policy

A student who has been academically dismissed or who has withdrawn from the nursing program may apply for readmission. The readmission policy is as follows:

1. A student who has been academically dismissed must sit out one semester (summer included).
2. A student is only eligible for readmission if the student can complete the program requirements within the required six years.
3. A student's application for readmission may be reviewed by the Admission Committee no more than two (2) times. If readmission is not granted after the second application, the student becomes ineligible for readmission.
4. The student should review the technical standards and the ability to meet the technical standards with or without accommodations.
5. A student may only be readmitted once (1) to Lakeview College of Nursing.
6. A student repeating a clinical nursing course must repeat the course's theory and clinical components.
7. A student readmitted to Lakeview College of Nursing is required to meet the readmission course progression requirements. Any LCN courses repeated due to a previous failure or withdrawal must be passed with a 77% or higher, except N311: Foundations of Professional Practice which must be passed with at least an 85% to remain in the program. A student cannot withdraw or fail any course in which he/she has been previously enrolled.
8. A readmitted student can withdraw from one class that has not previously been taken. The remainder of the coursework must be passed with a 77% or higher except N311 Foundations of Professional Practice, which must be passed with at least an 85% and follow the guidelines in the Student Academic Progression (SAP) policy.
9. Must meet graduation requirements at the time of graduation.

**Note:** Military students who have had to withdraw from a course(s) due to military obligations are exempt from the Readmission Policy.

## Readmission Criteria

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

1. Minimum cumulative LCN GPA of 2.00 on a 4.0 scale (students that did not progress past the first semester are excluded from this criteria).
2. Must meet the standards outlined in the Student Academic Progression Policy to maintain enrollment and meet all graduation eligibility.
3. Documentation of remediation strategies to ensure success upon return.
4. Must apply for readmission within two calendar years of leaving the College.

## Steps for Readmission

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

The following items will be required when applying for readmission:

1. A completed readmission application form.
2. A letter addressed to the Admissions Committee requesting readmission **with the following points:**
  - a. Description of the reason(s) for being dismissed or withdrawn from the program;
  - b. Identify the personal behaviors and external factors that contributed to the dismissal or withdrawal;
  - c. A reflection on the academic improvement plans that were received while in the program;
  - d. Steps the student took during the period of absence to prepare themselves to return to the program. The student should describe participation in activities that would improve the probability of their success in the program, such as:
    - Working in a healthcare setting
    - Taking courses that could improve weak areas
    - Resolving personal crises that contributed to performance
    - Development of a detailed action plan
  - e. A detailed plan for the implementation of changes that will promote success.
3. Release of "I understand that this form and the information contained within it, once submitted to

Lakeview College of Nursing, is considered confidential, and I waive my right to review it" form.

4. Payment of a \$100 non-refundable readmission fee. This fee is subject to change.
5. Successful completion of progressive re-admittance testing. The required re-admittance tests include the following:
  - a. Dosage calculation exam
  - b. Concept map-care plan competency
  - c. Skill competency check-off
  - d. Completion of a comprehensive examination
6. Attendance at a formal interview.

The student will be emailed the date to meet with the Admission Committee. It is the student's responsibility to ensure the College has the correct contact information.

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

Approval of a readmitted student is considered an appeal approval for Federal/State student aid regarding the student's Satisfactory Academic Progress (SAP) status.

Readmitted students must update their criminal background check and drug screen by the due date for health records. If readmitted, requirements will be provided at the time of the committee's decision.

Students who require access to their student records (Academic Improvement Plans) to assist in the readmission process should contact the Registrar.

### **Transfer Credit from Lakeview College of Nursing**

Transfer of credit from Lakeview College of Nursing to other institutions depends on the receiving institution's policies and procedures. Lakeview College of Nursing cannot guarantee transfer credit acceptance or transfer credit equivalency in other institutions.

## **Curriculum Tracks**

Lakeview College of Nursing offers the BSN program at two locations with flexibility in enrollment. These are our standard progression tracks.

**Traditional Track:** The traditional track is a prelicensure track designed to complete the nursing program in four semesters. Students complete all courses during the fall and spring semesters. Students may take up to eight credit hours in the summer semesters.

**Accelerated Track:** The accelerated track is a prelicensure track that moves at a fast pace and allows students to complete the program in four consecutive semesters of full-time study. The accelerated track includes a ten-week intense summer semester. To accelerate, a student must have a 3.0 cumulative GPA at the end of the spring semester and not be on Academic Probation.

**LPN-BSN Track:** Licensed Practical Nurses (LPNs) with varying experience levels are welcome to pursue our BSN degree. The LPN/BSN track reduces the number of required credit hours for licensed practical nurses by proficiency.

**RN-BSN Track:** Registered Nurses (RNs) who have graduated from associate degree programs or hospital-based diploma programs are welcome to pursue our BSN degree. The RN/BSN track reduces the number of required credit hours for registered nurses through proficiency, acceptance of prior coursework, and work history.

## Curriculum Program Plans

### PREREQUISITE PLAN *PRIOR* TO LCN

**MUST BE COMPLETED BEFORE STARTING THE NURSING PROGRAM**

Transfer credit-specific course numbers are available within "Transfer Guides."  
Located on [www.lcn.edu](http://www.lcn.edu), or contact the admissions office.

### TRANSFER CREDITS

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

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

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

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

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

**SUGGESTED TRADITIONAL & ACCELERATED  
NURSING CURRICULUM PLANS**

**LAKEVIEW COLLEGE OF NURSING  
NURSING COURSES**

<b>JUNIOR - SEMESTER 1</b>			<b>JUNIOR - SEMESTER 2</b>		
+ N311	Foundations of Professional Practice	6	N321	Adult Health I	8
N312	Basic Health Assessment	3	N322	Basic Concepts of Pharmacology	4
+ N313	Basic Concepts of Pathophysiology	3	N323	Mental & Behavioral Health	3
N314	Introduction to Professional Practice	2	N324	Older Adult Health	2
<b>TOTAL SEMESTER HOURS</b>		<b>14</b>	<b>TOTAL SEMESTER HOURS</b>		<b>17</b>

<b>SENIOR - SEMESTER 3</b>			<b>SENIOR - SEMESTER 4</b>		
N431	Adult Health II	7	N441	Adult Health III	4
N432	Maternal-Newborn Care	3	N442	Population & Global Health	3
N433	Infant, Child & Adolescent Health	3	N443	Leadership & Management	3
N434	Evidence-Based Practice	3	N444	Concept Synthesis	3
<b>TOTAL SEMESTER HOURS</b>		<b>16</b>	<b>TOTAL SEMESTER HOURS</b>		<b>13</b>

+ LPNs have the opportunity to proficiency

**FALL ADMISSIONS PROGRAM SCHEDULE**

	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>	<b>SPRING</b>
<b>TRADITIONAL</b>	Semester 1	Semester 2		Semester 3	Semester 4
<b>ACCELERATED</b>	Semester 1	Semester 2	**Semester 3	Semester 4	

\*\*A student must have a 3.0 LCN GPA at the end of Semester 2 to accelerate the program by taking more than 8 credit hours during the summer semester and not be on Academic Probation.

**SPRING ADMISSIONS PROGRAM SCHEDULE**

	<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>	<b>FALL</b>
<b>TRADITIONAL</b>	Semester 1		Semester 2	Semester 3		Semester 4
<b>ACCELERATED</b>	Semester 1	**Semester 2	Semester 3	Semester 4		

\*\*A student must have a 3.0 LCN GPA at the end of Semester 1 to accelerate the program by taking more than 8 credit hours during the summer semester and not be on Academic Probation.

## SUGGESTED FALL OR SPRING START

### RN/BSN CURRICULUM PLAN

#### LAKEVIEW COLLEGE OF NURSING NURSING COURSES

SEMESTER 1 FALL OR SPRING 1		SEMESTER 2 FALL OR SPRING 2	
N312 Basic Health Assessment*	3	N434 Evidence-Based Practice	3
N313 Basic Concepts of Pathophysiology*	3	N322 Basic Concepts of Pharmacology*	4
N314 Introduction to Professional Practice	2	N324 Older Adult Health	2
		N323 Mental & Behavioral Health*	3
<b>Total Semester Hours</b>	<b>8</b>	<b>Total Semester Hours</b>	<b>12</b>

SEMESTER 3 FALL OR SPRING 3		SEMESTER 4 FALL OR SPRING 4	
N441 Adult Health III	4	N443 Leadership & Management	3
N442 Population & Global Health	3	N444 Concept Synthesis**	3
<b>Total Semester Hours</b>	<b>7</b>	<b>Total Semester Hours</b>	<b>6</b>

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

- N312 Basic Health Assessment
- N313 Basic Concepts of Pathophysiology
- N322 Basic Concepts of Pharmacology
- N323 Mental & Behavioral Health

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

**This plan does not include any general education requirements that may be left to complete.**

**This can be discussed with the admission personnel. Please see the graduation requirements.**

## Course Descriptions

### NON-DEGREE SEEKING COURSES

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

#### **CHEM 114**

**3T, 1L**

**4 Credits**

**SU**

##### **Chemistry 114**

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

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

#### **CHEM 115**

**3T, 1L**

**4 Credits**

**SU**

##### **Chemistry 115**

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

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

#### **STATS 320**

**3T**

**3 Credits**

**SU**

##### **Statistics 320**

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

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



# NURSING COURSES

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

## Semester 1

**T = THEORY      C = CLINICAL      L = LAB**  
**F = FALL              SP = SPRING      SU = SUMMER**  
**Course Offerings When Minimum Enrollment Requirements Met**

### **N311 Foundations of Professional Practice**

Required Clinical/Lab Hours: 90	<b>4T, 2C</b>	<b>6 Credits</b>	<b>F, SP</b>
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This course introduces the student to basic nursing concepts, health promotion, and the nursing process. Basic human needs and safety in patient care are introduced. The course has a lab/clinical component for students to build a foundation of nursing psychomotor skills. *(An 85% is required to pass this course.)*

#### **Course Student Learning Outcomes (SLOs):**

- Identify cultural and spiritual beliefs to provide patient-centered care for adults with basic health needs.
- Demonstrate psychomotor skills to safely meet the basic health needs of adults.
- Use clinical judgment to provide and document basic patient care.
- Recognize appropriate communication skills and professional behaviors in interactions with patients and nursing staff members.

*Prerequisite: Satisfactory completion of required general education courses.*

### **N312 Basic Health Assessment**

Required Clinical/Lab Hours: 22.5	<b>2.5T, 0.5L</b>	<b>3 Credits</b>	<b>F, SP</b>
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This course builds on knowledge about anatomy and physiology. The student will develop skills in the systematic assessment of adults. Both theory and lab settings offer the student a comprehensive learning environment.

#### **Course Student Learning Outcomes (SLOs):**

- Perform effective interviewing skills with adult patients to collect and interpret data through critical-thinking skills to achieve valid assessment.
- Recall knowledge of anatomy and physiology through an efficient physical assessment.
- Demonstrate patient-centered assessment and interviewing skills to differentiate and document normal versus abnormal assessment findings.
- Identify health promotion and health teaching associated with normal physiologic and psychosocial aging changes.

*Prerequisite: Satisfactory completion of required general education courses.*

### **N313 Basic Concepts of Pathophysiology**

	<b>3T</b>	<b>3 Credits</b>	<b>F, SP</b>
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This course focuses on applying knowledge from anatomy and physiology, chemistry, and microbiology, which assist the student in understanding abnormal physiologic cellular adaptations to common diseases and health conditions.

#### **Course Student Learning Outcomes (SLOs):**

- Apply the principles of basic physiologic processes to systemic diseases
- Explain the human response to disease processes.
- Identify the etiology, pathogenesis, and clinical manifestations of illness or injury.

*Prerequisite: Satisfactory completion of required general education courses.*

**N314 Introduction to Professional Practice**

2T

2 Credits

F, SP

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

**Course Student Learning Outcomes (SLOs):**

- Recommend evidence-based interventions based on clinical presentation to improve client outcomes.
- Implement the clinical judgment model into practice to predict changes and provide safe client care as a novice nurse.
- Practice therapeutic communication principles needed to provide patient-centered care.
- Describe ethical and legal nursing standards to provide safe, quality care.
- Identify professional behaviors required for registered nursing practice.

*Prerequisite:* Satisfactory completion of required general education courses.

**Semester 2**

\*All Semester 1 courses must be completed before enrolling in Semester 2 courses.

Course Offerings When Minimum Enrollment Requirements Met

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

**N321 Adult Health I**

Required Clinical/Lab Hours: 135

5T, 3C

8 Credits

F, SP, SU

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

**Course Student Learning Outcomes (SLOs):**

- Utilize clinical judgment to begin prioritizing nursing actions that promote positive patient outcomes.
- Apply pathophysiology to provide safe, evidence-based nursing care to patients with common acute and common health conditions.
- Describe culturally competent care to adults by discussing care and empathy during interactions with all patients, families, and significant others.
- Differentiate appropriate communication skills and professional behaviors in interactions with patients, nursing team members, and the interdisciplinary health care team.
- Provide patient education to promote health and prevent illness.
- Perform intermediate nursing psychomotor skills for safe, quality patient care.

*Prerequisite:* Satisfactory completion of Semester 1 courses; satisfactory completion of N322 or taken concurrently with N322.

**N322 Basic Concepts of Pharmacology**

4T

4 Credits

F, SP, SU

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

**Course Student Learning Outcomes (SLOs):**

- Apply knowledge of pathophysiology to identify appropriate drug therapies.
- Explain the therapeutic and side effects of selected drugs for each major classification with a focus on high-alert drugs and patient safety.
- Describe the effects of common drug-drug, drug-food, and drug-herb interactions in patients across the lifespan.
- Use dosage calculation skills to accurately calculate oral and parenteral dosages for patients across the lifespan.
- Identify evidence-based nursing assessments and interventions associated with administering drug therapy.

*Prerequisite:* Satisfactory completion of Semester 1 courses; may take before or concurrently with N321.

\*RN-BSN students may take N322 in semester 3 or 4.

**N323 Mental and Behavioral Health**

Required Clinical/Lab Hours: 45

**2T, 1C****3 Credits****F, SP, SU**

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

**Course Student Learning Outcomes (SLOs):**

- Utilize clinical judgment to provide and document safe, quality, patient-centered care for patients with mental/behavioral health problems.
- Demonstrate the nursing role in therapeutic communication and group therapy of patients with mental/behavioral health disorders.
- Utilize appropriate communication skills in interactions with the nursing and interdisciplinary health care team.
- Practice professional behaviors within legal and ethical standards to advocate for patients with mental/behavioral health problems.

*Prerequisite: Satisfactory completion of Semester 1 courses; N321, N322 completed, or taken concurrently.*

**N324 Older Adult Health (hybrid)****2T****2 Credits****F, SP, SU**

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

**Course Student Learning Outcomes (SLOs):**

- Apply health promotion and health teaching associated with normal physiologic and psychosocial changes of aging.
- Describe nursing implications related to the developmental tasks of healthy aging.
- Identify health and safety-related educational needs of the older adult.
- Implement nursing care for older adults with selected geriatric syndromes.

*Prerequisite: Satisfactory completion of Semester 1 courses.*

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

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

*Prerequisite: Satisfactory completion of required general education courses. The Dean of Nursing must approve enrollment.*

**Semester 3**

\*All Semester 1 and 2 courses must be completed before enrolling in Semester 3 courses.

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

**N431 Adult Health II**

Required Clinical/Lab Hours: 90      **5T, 2C**      **7 Credits**      **F, SP, SU**

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

**Course Student Learning Outcomes (SLOs):**

- Demonstrate evidence-based clinical judgment to provide safe, patient-centered care for adults with a variety of complex acute and chronic health problems.
- Apply pathophysiology to prioritize safe, evidence-based nursing care to patients with complex acute and chronic health conditions.
- Practice appropriate culturally-competent communication skills and professional behaviors to collaborate with patients, nursing team members, and the interdisciplinary health care team.
- Differentiate the nursing role in delegation and supervision of care of the adult patient.
- Perform advanced nursing psychomotor skills for safe, quality patient care.
- Coordinate patient education to promote health and prevent illness.

*Prerequisite:* Satisfactory completion of all Semester 1 courses, N321 and N322.

**N432 Maternal–Newborn Health**

Required Clinical/Lab Hours: 45      **2T, 1C**      **3 Credits**      **F, SP, SU**

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

**Course Student Learning Outcomes (SLOs):**

- Prioritize clinical judgment to provide care throughout the normal process of childbearing.
- Demonstrate safe, quality care of patients with common perinatal and newborn complications.
- Coordinate with the healthcare team to plan care and provide health promotion education for the dyad.
- Demonstrate teaching principles in the promotion of family health and developmental needs during the childbearing cycle.
- Assess cultural differences and patient preferences into the care of the dyad.

*Prerequisite:* Satisfactory completion of all Semester 1 courses, N321 and N322, taken prior or concurrently.

**N433 Infant, Child, and Adolescent Health**

Required Clinical/Lab Hours: 45      **2T, 1C**      **3 Credits**      **F, SP, SU**

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

**Course Student Learning Outcomes (SLOs):**

- Coordinate with the interdisciplinary healthcare team, family, and patient to provide developmentally appropriate health promotion, screenings, and care.
- Utilize clinical judgment to provide safe, evidence-based care for pediatric patients and their families in various settings.
- Correlate previous medical-surgical knowledge and pediatric adaptations to provide and document quality patient-centered care for patients.
- Demonstrate professional behaviors within legal and ethical standards to meet the age-appropriate needs of the pediatric population.

*Prerequisite:* Satisfactory completion of all Semester 1 courses, N321 and N322.

**N434 Evidence-Based Practice (hybrid)****3T****3 Credits****F, SP, SU**

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

**Course Student Learning Outcomes (SLOs):**

- Interpret nursing research articles for validity, reliability, and applicability to nursing practice.
- Utilize the evidence-based practice process to identify how professional nursing practice can be improved.
- Differentiate various study designs and statistical analyses.

Prerequisite: Satisfactory completion of all Semester 1 courses. \*RN-BSN students may take N434 during semester 3 or 4.

**Semester 4**

\*All Semester 3 courses must be completed before enrolling in Semester 4 courses.

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

**N441 Adult Health III**

Required Clinical/Lab Hours: 45

**3T, 1C****4 Credits****F, SP**

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

**Course Student Learning Outcomes (SLOs):**

- Demonstrate evidence-based clinical judgment to provide and document safe, quality patient-centered care for patients with multisystem, emergent, and/or life-threatening health problems.
- Prioritize safe, evidence-based nursing care to patients with multisystem, emergent, and/or life-threatening health problems.
- Integrate appropriate culturally-competent communication skills and professional behaviors to collaborate with patients, nursing team members, and the interdisciplinary health care team.
- Perform advanced nursing psychomotor skills for safe, quality patient care.
- Utilize clinical judgment to prevent “failure to rescue” events in patients with multisystem health problems.
- Collaborate with members of the interdisciplinary health care team to provide safe, quality care for individuals and families.

Prerequisite: Must be taken in the final semester of coursework.

**N442 Population and Global Health**

Required Clinical/Lab Hours: 45

**2T, 1C****3 Credits****F, SP**

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

**Course Student Learning Outcomes (SLOs):**

- Assume the key roles and responsibilities of the population and global health nurses in meeting health promotion and illness prevention needs.
- Analyze global political, regulatory, financial, social, cultural, and environmental issues and policies that influence healthcare health policies and the advancement of the nursing profession.
- Prioritize the professional nurse’s role in disaster planning and management with members of the health care team and community partners.
- Assess a selected community to determine the needs, resources, and general health of the community.

- Explain the role of culture in the health of populations, including vulnerable populations.
- Evaluate behavioral, environmental, and genetic factors that have an impact on population health.

*Prerequisite: Satisfactory completion of all Semester 1, 2, and 3 courses.*

### **N443 Leadership and Management**

Required Clinical/Lab Hours: 45

**2T, 1C**

**3 Credits**

**F, SP**

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

#### **Course Student Learning Outcomes (SLOs):**

- Demonstrate the role of the professional nurse as a care manager, an advocate, a teacher, a counselor, a change agent, and a nursing leader for providing safe, ethical, and legal nursing care.
- Develop a quality improvement plan to improve healthcare outcomes using research and other sources of evidence.
- Integrate nursing leadership theories to facilitate interpersonal collaborations, conflict management, and team-building in health care systems.

*Prerequisite: Satisfactory completion of all Semester 1, 2, and 3 courses.*

### **N444 Concept Synthesis (hybrid)**

Required Clinical/Lab Hours: 45

**2T, 1C**

**3 Credits**

**F, SP**

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

#### **Course Student Learning Outcomes (SLOs):**

- Synthesize acquired nursing knowledge to identify personal strengths and learning needs as a basis for professional development.
- Model inter-professional collaboration in planning, implementing, and evaluating care to improve outcomes for an assigned group of patients.
- Assess information management and technology to access resources, communicate, and promote patient safety.
- Integrate principles of delegation, time management, and priorities of care as a beginning nurse generalist in a variety of health care settings.

*Prerequisite: Must be taken in the final semester of coursework after completing semester 1-3 courses.*

### **N499 Independent Study**

**1-4T/L/C**

**1-4 Credits**

**F, SP, SU**

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

*Prerequisite: Satisfactory completion of required general education courses. The Dean of Nursing must approve enrollment.*



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## Air Force ROTC Courses

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

### **AFAS 102 – “Leadership Laboratory” Credit: 0 Hours**

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

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

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

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

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

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

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

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

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

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

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

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

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



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

"National Security Affairs/Preparation for Active Duty," is designed for college seniors and gives them the foundation to understand their role as military officers in American society. It is an overview of the complex

social and political issues facing the military profession and requires a measure of sophistication commensurate with the senior college level. The final semester provides information that will prepare the

college level. The final semester provides information that will prepare the cadets for Active Duty. Taken with

cadets for Active Duty. Taken with AFAS 102. Prerequisite: AFAS 332 or consent of instructor.

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

"National Security Affairs/Preparation for Active Duty," is designed for college seniors and gives them the foundation to understand their role as military officers in American society. It is an overview of the complex social and political issues facing the military profession and requires a measure of sophistication commensurate with the senior

AFAS 102. Prerequisite: AFAS 341 or consent of instructor.



## Credit Hours for Coursework

### Credit Hours

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

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

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

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

Course	Cr Hrs	Theory Hours 1:1 16 weeks = 15 weeks + One week of final exams		Clinical/Lab Hours 1:3 15 weeks No clinical during final exam week		Student Out-of-Class Work Time 1:2 ( <i>minimum</i> ) 16 weeks	
		Week	Sem	Week	Sem	Week	Sem
N311	6	4	64	6	90	12	192
N312	3	2.5	40	1.5	22.5	6	96
N313	3	3	48	-	-	6	96
N314	2	2	32	-	-	4	64
Sem Total	14	11.5	184	7.5	112.5	28	448
N321	8	5	80	9	135	16	256
N322	4	4	64	-	-	8	128
N323	3	2	32	3	45	6	96
N324	2	2	32	-	-	4	64
Sem Total	17	13	208	12	180	34	544
N431	7	5	80	6	90	14	224
N432	3	2	32	3	45	6	96
N433	3	2	32	3	45	6	96
N434	3	3	48	-	-	6	96
Sem Total	16	12	192	12	180	32	512
N441	4	3	48	3	45	8	128
N442	3	2	32	3	45	6	96
N443	3	2	32	3	45	6	96
N444	3	2	32	3	45	6	96
Sem Total	13	9	144	12	180	26	416
<b>TOTAL</b>	<b>60</b>	<b>45.5</b>	<b>728</b>	<b>43.5</b>	<b>652.5</b>	<b>120</b>	<b>1920</b>

## Student Finance

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

### Tuition and Fees

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

<b>Tuition</b>	\$500 Per Credit Hour [part-time or full-time] Regardless of Residence or enrollment status [Cost range for 1-17 hrs. = \$500 - \$8,500 per semester]
<b>Course Fees<sup>1</sup></b>	\$75 Per Credit Hour [Cost Range for 1-17 hrs. = \$75 - \$1,275 per semester]
<b>Testing Fee<sup>2</sup></b>	\$190 per course
<b>Lab Equipment Fee for N311, N312, N321</b>	\$75 per lab course
<b>Clinical Fee<sup>3</sup></b>	\$10 per clinical course
<b>Graduation Fee</b>	\$200
<b>Proficiency Examination Fee</b>	\$100 per test
<b>Portfolio Fee</b>	\$100 per Credit Hour
<b>Audit Fee</b>	\$50 per Credit hour
<b>Late Registration Fee</b>	\$50
<b>Late Payment Fee</b>	\$50
<b>Returned Check Fee</b>	\$30
<b>Additional Lost or Misplaced Clinical ID Badge</b>	\$25
<b>Lost or Misplaced Key Fob</b>	\$25
<b>Parking</b>	Free

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

<sup>2</sup>**Testing Fee:** ATI Nursing Education [Standardized Testing, Comprehensive Predictor, NCLEX-RN Live Review, Skills Modules, Video Case Studies, Drug Guide]

<sup>3</sup>**Clinical Fee:** Clinical Placement, PPE Equipment

**Student Insurance:** Students need to carry their own health insurance coverage. Students will be financially responsible for any medical care. This includes but is not limited to needle-stick injuries, clinical injuries, emergency room, or any medical care at a clinical site.

**Resources** - For more information on some possible health care plans, view below:

**Health Insurance Marketplace** - The U.S. government portal for the Affordable Care Act provides information on major medical plans, qualifying for Medicaid/Medical, local resources, FAQs, and how to apply for a healthcare plan outside open enrollment. <https://www.healthcare.gov/>

**Student Insurance Plans** – [www.ejsmith.com](http://www.ejsmith.com), <https://www.insuranceforstudents.com/>

Please refer to [Cost of Attendance](#).

Other Expenses	(approximate costs)
<b>Semester 1</b> (Courses 311, 312, 313, 314)	<b>\$2015</b>
Includes: Books (\$963) Scrub Uniforms, White Coat, Shoes, Penlight, Watch with a second hand, Bandage scissors, Stethoscope, Blood Pressure Cuff with Sphygmomanometer (\$350) Electronic Device (\$700) [Laptop - see required specs at <a href="http://www.lcn.edu/technology">http://www.lcn.edu/technology</a> ].	
<b>Semester 2</b> (Courses 321, 322, 323, 324)	<b>\$909</b>
Includes: Books	
<b>Semester 3</b> (Courses 431, 432, 433, 434)	<b>\$304</b>
Includes: Books	
<b>Semester 4</b> (Courses 441, 442, 443, 444)	<b>\$575</b>
Includes: Books (\$203) Nursing License Costs: (approximate costs) NCLEX-RN Exam Registration (\$200), Illinois Nursing License (\$107), Fingerprinting (\$65)	
<b>Travel to Clinical Sites</b> (clinical sites are generally within a 70-mile one-way radius from the College)	
Optional Expenses (approximate costs)	
Oto-Ophthalmoscope	<b>\$275.00</b>
ACLS Certification (Cost set by a private vendor, offered during Semester 4)	<b>\$150.00</b>
PALS Certification (Cost set by a private vendor, offered during Semester 4)	<b>\$150.00</b>

**Please Note:**

Students may purchase books, equipment, etc., at:

- Follett Bookstore at Danville Area Community College - 217-443-8759
- Other vendors, such as Amazon or Lippincott.

Uniforms: Students will need to purchase uniforms through Star Uniform. <https://www.star-uniforms.com/>

Patches: Students will need to purchase a minimum of two patches, \$5.00/each. One patch for the scrub top - sewn on the upper left chest and one for the lab coat – sewn on the upper left sleeve.

See pictures for proper placements. Patches are available at the College.



## Charleston Location Students

Students enrolled at the Charleston location can take advantage of Eastern Illinois University Student Services. Students must sign-up for the services by the fifth day of the semester. Please complete the form and return it as designated. EIU will create a PAWS account for the student.

Students also have the opportunity to waive or enroll in EIU Student Health Insurance.

Access the EIU PAWS account at <http://www.eiu.edu/paws> or contact 217-581-6605 to make payment.

## EIU Student Fees & Health Insurance

· Student Fees - Charleston students who elect to enroll for EIU services will be charged a flat fee of \$450.00 each semester for EIU services [recreation center, computer labs, library, health services, union center, campus improvement, etc.) Students must notify EIU of the election to receive services within five (5) calendar days of the start of each semester and make **full payment** of the account balance at that time.

· Health Insurance Fee – all inquiries related to EIU Student Insurance should be directed to the EIU Student Insurance Officer by calling 217-581-5290. The deadline to waive or enroll in the EIU Health Insurance Fee is as follows:

Fall Term 2023 - September 1, 2023  
Spring Term 2024 - January 15, 2024  
Summer Term 2024 - May 12, 2024

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## Payment of Tuition and Fees

Per the academic calendar, accounts are due and payable in full on or before the date specified on the semester invoice. Student's Account Statements are mailed once prior to the semester. At any time, students can log into their online student account (SONIS) to view their account statements. Students who do not pay in full, enroll in the tuition payment plan, and/or demonstrate approved financial aid coverage before the date specified will be dropped from all courses. [Note: Military TA and Chapter 31/33 – please see below.] Any funding source received on the student's behalf and processed by Lakeview College of Nursing shall first be applied to any current outstanding balance for tuition, fees, and books.

Paying for College:

- **Self-Pay:** Cash, check, debit, or credit card. The option to pay online is available.
- **Financial Aid:** Financial aid (completed and verified file) and/or scholarship award at a level to fully cover tuition and fee costs. Federal/Student/Parent loans confirmed. Please refer to the Financial Aid section. *Students must use financial aid for the intended semester. Students cannot use current semester loan monies for a previous semester.*
- **Private Loans:** Approved private educational loan. See the Financial Aid Section.
- **Lakeview Scholarship Awards:** Confirmed Lakeview College of Nursing scholarship award.
- **Third-Party Payment Agreement:** Confirmed employer tuition assistance program, College Illinois, Veteran's Benefits\*, Military Tuition Assistance\*\* (TA), WIA, Voc. Rehab, etc.
- **Payment Plan:** Nelnet Business Solutions (NBS) tuition management payment plan. NBS is a low-cost option for budgeting tuition and fees. It is not a loan program; there are no debt, interest, or finance charges with no credit check. The only cost is a \$25.00 per semester non-refundable enrollment fee. To enroll in the NBS Payment Plan, complete the form on their website: <http://mycollegepaymentplan.com/lakeview>. The balance due and student ID number is needed to complete the form. Please contact the cashier at 217-709-0922 or [studentaccounts@lcn.edu](mailto:studentaccounts@lcn.edu) with any questions.

*Students must maintain prompt monthly payments to be eligible for continued payments through NBS.*

All financial obligations must be cleared before registration for a subsequent term and graduation. Failure to clear financial obligations will result in the ability to progress or to hold a diploma, and Certification of Education form sent to the State by the College to sit for the NCLEX examination.

### **Veteran's Benefits – Chapter 31 and Chapter 33\***

Students who have produced a certificate of eligibility by the first day of class for Chapter 31 Vocational Rehabilitation and Employment or Chapter 33 Post 9/11 GI Bill® benefits will not be dropped from courses, charged a late fee, prevented from enrolling, required to secure alternative or additional funding, or denied access to college resources.

Requirements for this provision, students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information as needed to certify the enrollment as described in other institutional policies properly.

NOTE: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA) . More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

### **Military Tuition Assistance\*\***

The Tuition Assistance (TA) program pays the cost of tuition and some additional fees. Nearly all military service members are eligible for TA. However, each service branch determines eligibility criteria that often reduce access. Tuition Assistance covers up to 100% of Tuition and Fees, not to exceed \$250.00 per semester credit hour or \$4500.00 per fiscal year.

All Active Duty Service Members (including Guard and Reserve) must contact their Education Service Office (ESO) or Education Counselor from their branch of service before enrolling.

Please visit the branch of service for Tuition Assistance procedures and applications.

## **Refunds**

All refunds will be requested through the Cashier; approved through the Business Office throughout the semester. All refunds will be issued in the form of a check. ***Students should come prepared to meet their school/living expenses prior to the issuance of refund checks.*** Emergency loans will not be issued at any time. **All student accounts will be refunded per established College procedures (for Military Tuition Assistance, see TA Refund Policy Schedule):**

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

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

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

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

### **State and/or Accrediting Agency Refund Rule**

The State of Illinois has not established a mandated refunding rule for private colleges.

The Higher Learning Commission, as an accrediting agency, has not established a refund rule.

### **Federal Refund Rule (Return of Title IV Funds)**

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

**Military Benefits - Special Circumstances:** A soldier ordered into active duty service by the Government must speak with the Business Office.

### **Military Tuition Assistance (TA) Refund Policy Schedule**

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



## Financial Aid

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

### Using Financial Aid to Pay for Classes

Students whose financial aid paperwork has been received and processed by the Financial Aid Department will be notified of aid received and Federal Direct loan processing instructions via their LCN student email. Students with a credit balance due to their processed financial aid will receive a book voucher via their LCN student email for use at the Follett Bookstore at Danville Area Community College. Voucher usage has a limited time frame noted on the form.

Financial aid is always subject to change without prior notice if changes occur in a student's enrollment status, class attendance, personal circumstances, or federal or State deadlines. The student is responsible for all college bills not covered by their financial aid—direct any questions to the Financial Aid Office.

### Important Notice/Deadlines

<b>2023-2024</b>		
	<b>October 1<sup>st</sup> of Each year</b>	<b>Federal/State Application Opens</b>
<b>2024-2025</b>		
	<b>January 1<sup>st</sup></b>	<b>Federal/State Application Opens</b>

<b>Mid-term Each Semester</b>	<b>Direct Loan Requests DUE</b>
<b>June 1 (for Fall Semester)</b>	<b>Lakeview Scholarship Application DUE</b>
<b>November 1 (for Spring Semester)</b>	<b>Lakeview Scholarship Application DUE</b>
<b>March 1 (for Summer Semester)</b>	<b>Lakeview Scholarship Application DUE</b>

**Federal Deadlines:** The new award year application is available on October 1 and will require income information from two years before the academic year for which aid is intended.

**State Deadlines:** The State of Illinois sets a deadline for the Monetary Award Program each award year. There is no separate application for the MAP grant. The required information is entered on the FAFSA.

*We encourage students to complete the Free Application for Federal Student Aid (FAFSA) as early as possible each award year.*

### Institutional Deadlines:

- **Scholarships** – The deadlines for LCN scholarships are June 1 for the fall semester, November 1 for the spring semester, and March 1 for the summer semester. [Note: One scholarship application must be on file for enrollment duration; however, completing FAFSA is required for each award year.] Scholarship applications and information may be found at <https://lcn.edu/scholarships>.
- **Federal Direct Loan Processing** – The priority date to request a Federal Direct loan for a semester is no later than the mid-term date of each semester.
- **Verification Deadlines** – The Student Aid file must be completed and verified as accurate (and corrected if applicable) no later than the last day of the semester for which student aid will be applied.

### How to Apply for Financial Aid

To receive federal and/or Illinois State student financial aid to attend Lakeview, a student must be accepted and enrolled as a degree-seeking student.

#### Step 1 - Complete the FAFSA.

Complete the Federal student aid application called the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.ed.gov/sa/fafsa>. Lakeview's school code is **010501**.

Students admitted for the Spring semester must add Lakeview's school code to the Student Aid Report online. Please contact the LCN Financial Aid Office to discuss what aid may be available and the amounts since eligibility for some programs can change from one College to another. It is crucial to cancel any pending aid at the school a student is transferring from so LCN can proceed with financial aid.

The result of the FAFSA is the *Student Aid Report (SAR)*. Students will have the opportunity to print and/or review their SAR via the Internet site. Lakeview receives an electronic version of this report. The SAR will determine which programs students qualify for and how much aid students will receive. The LCN Financial Aid



Office will inform students what additional documents are needed to submit to the office to complete the Verification Process (Step 2).

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

Students can request Professional Judgment based on special or unusual circumstances. A special circumstance may include job loss, divorce, death, medical, etc. An unusual circumstance may include human trafficking, parental abandonment, etc. Results from the FAFSA must be on file, and that information must be verified before a special or unusual circumstance can be evaluated. Students will receive results from the Financial Aid Office by ten business days of receipt of the entirety of the file. Please contact the Financial Aid Office to proceed with the request.

### **Independent/Dependent Status**

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

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

Documentation may be requested from students who meet Independent Status due to answering "Yes" to one or more of the FAFSA questions. Direct any questions about financial aid eligibility to the Financial Aid Office.

### **Financial Need**

Student aid will only be offered based on LCN credit hours. No "concurrent" enrollment with another school will be considered when packaging aid. Most federal and state financial aid is processed based on demonstrated financial need. The formula used to determine who has a need and who does not is:

- Student Budget - Expected Family Contribution = Financial Need.

The student budget is the cost of attending college (tuition, fees, transportation, books, supplies, etc.).

Expected Family Contribution is taken from the student's Student Aid Report (SAR).

Financial Need is the maximum dollar amount of aid from the various sources for which the student is eligible.

Financial assistance is available for up to the maximum dollar amount for eligibility, and the total financial aid package may not meet the [Cost of Attendance](#).

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

### **Cost of Attendance for Financial Aid**

The budget below represents an *estimated* cost to attend Lakeview College of Nursing for 2023-2024. It is based on a two semesters/9-month school year and the premise that the student will be attending full-time. The two budgets represent one for the *Independent* student and the other for the *Dependent* student with parent(s).

The budget includes direct costs (tuition, fees, and estimated books) and indirect costs (housing, travel, and miscellaneous). These costs vary by the individual student and *Do Not* reflect what is due to the College. Students should check their billing statements for semester costs.

**Lakeview College of Nursing**  
**2023-24 Cost of Attendance (Budgets)**

Junior Level (Semesters 1-2)	DEP	IND
Tuition & Fees	19375	19375
Living Expenses: Housing	2025	6075
Food	3360	10080
Books, Course Materials, Supplies & Equipment	3149	3149
Transportation	3120	3120
Miscellaneous Personal Expenses	1980	1980
Federal Student Loan Fees	79	132
Federal PLUS Loan Fees	1082	-----
<b>TOTALS</b>	<b>34170</b>	<b>43911</b>

Senior Level (Semesters 3-4)	DEP	IND
Tuition & Fees	18265	18265
Living Expenses: Housing	2025	6075
Food	3360	10080
Books, Course Materials, Supplies & Equipment	507	507
Transportation	3120	3120
Miscellaneous Personal Expenses	1980	1980
Federal Student Loan Fees	79	132
Federal PLUS Loan Fees	947	-----
Graduation Fee	200	200
Professional Licensure	367	367
<b>TOTALS</b>	<b>30850</b>	<b>40726</b>

The 9-month COA provided is for full-time enrollment and will be adjusted for less-than-full-time enrollment or single-term enrollment. The budget includes direct costs and indirect costs. These costs can vary by the individual student and do not reflect what is due to the College. Students should check their billing statements for semester costs.

Tuition/fees include per credit rate of \$500 tuition, \$75 fees; testing fees of \$190 per course (8); \$10 fee per clinical (10). The Junior level includes 3 clinicals, and the Senior level includes 7 clinicals.  
Housing per month (\$225 dependent, \$675 independent).  
Food per month (\$373.33 dependent, \$1,120 independent).  
Transportation is based on 150 miles per 32 weeks.  
Miscellaneous Expenses (\$220 per month).

## Step 2 – Verification.

Lakeview College of Nursing's Financial Aid Office performs verification on all students applying for financial aid and verifies **all** elements of the FAFSA data. To complete the verification, the FAFSA will be reviewed, and the student and their family (if applicable) may be requested to provide the documentation concerning the information reported on the FAFSA. The student and their family (if applicable) will also submit the completed and signed Information Verification Worksheet. The student and their family will be requested to provide the documentation concerning the information required on the FAFSA. The financial aid file will not be completed, and student-eligible financial aid will **not be processed until all verification is complete**. Any conflicting, erroneous, or omitted information may require correcting FAFSA data. Once corrections are processed and returned, students will be updated on any changes in eligibility. It is important to reply to all requests for verification documentation. Verification must be completed and corrections made (if applicable) before the end of the semester that aid is being applied to, or all "potential" funds will be canceled.

Note: The verification process is **not related** in any way to the due date of the student's semester billing. In order to apply student aid funding towards direct educational costs, the verification process must be completed and determined accurately, and student eligibility must be determined **prior to** the billing due date.

## Grants

### Federal Pell Grant

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

### Illinois Student Assistance Commission (ISAC)

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

### Step 3 – Acceptance of Aid

Federal Pell Grant and State Grant/MAP will be applied to a student's account who has met the eligibility. Federal Student Loans must be accepted through the application process for Federal Direct Loans.

## Loans

### Federal Loan Programs

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

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

### Federal Direct Loan Program (subsidized and unsubsidized)

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

### Federal Parent Loan for Undergraduate Students (PLUS)

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

### Loan Interest Rates

To view current interest rates and other loan information, go to [Studentaid.gov](https://studentaid.gov).

### Applying for Federal Direct Loans

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

To apply, complete these steps:

1. Complete entrance counseling at <https://studentaid.gov>/All first-time borrowers are required to complete this step.
2. Complete the Electronic Master Promissory Note (EMPN) at [https://studentaid.gov/](https://studentaid.gov)
3. Return the loan request responses from the previous email to the FA Office.
4. Meet the school priority processing date for the semester regarding loan processing.

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

1. Complete the PLUS Application request process at [https://studentaid.gov/](https://studentaid.gov)
2. Complete the PLUS Electronic Master Promissory Note at [https://studentaid.gov/](https://studentaid.gov)
3. Contact the Financial Aid Office with the requested loan amount.

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

## Repayment of Federal loans

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

## Federal Student Loan Ombudsman

The Ombudsman Group is dedicated to helping resolve disputes related to Direct Loans, Federal Family Education Loan (FFEL) Program loans, Perkins Loans, and grant programs. If a borrower has completed the steps to resolve a loan dispute and is unsatisfied, the borrower may need to contact the Federal Student Aid (FSA) Ombudsman Group of the U.S. Department of Education (ED). The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about federal student loans. Contact the Ombudsmen Group as a last resort. Make every effort to resolve student loan problems before contacting the Ombudsman Group.

U.S. Department of Education  
FSA Ombudsman Group  
PO Box 1843  
Monticello, KY 42633  
Phone: 877-557-2575  
Fax: 606-396-4821  
<https://studentaid.ed.gov/feedback-ombudsman/disputes>

## Alternative Loans

Alternative loans, commonly called "private loans," are offered by various banks and private lenders to cover the costs of College not covered by other financial aid resources. The private lender will run a credit check on the potential borrower. Also, it is common to be required to have a co-signer for the loan. Interest rates are variable by the borrower and based on many factors that the lender deems relevant.

Alternative loans are intended for:

- students whose financial aid does not cover the total cost of higher education ([Cost of Attendance](#) is considered in need) *or*,
- students who may not be enrolled in a financial aid-eligible program *or*,
- students who may not be eligible for financial aid for other reasons.

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

Many companies offer alternative loans. As a wise consumer, shop around and investigate what lender offers the best loan to meet educational needs.

**Students may choose any lender.** In considering a lender, look at the interest rates, repayment period, "reward" options, the quality of their customer service, and the amount eligible to borrow within specific time frames. These considerations will determine the best loan to meet educational needs.

**Lakeview College of Nursing does not sponsor or endorse any lender.** We do have a "historical" listing of lenders that current and/or previous students have used. Visit [FASTChoice](#) at <http://choice.fastproducts.org/FastChoice/home/1050100> to view additional private loan information and compare products offered by lenders on the historical list. As a consumer, research options and use the best judgment to choose a lender. **We strongly suggest** that students contact us to discuss the Federal Direct loan program and what advantages concerning interest rates, repayment options, and other consumer information may make it a better choice for borrowing funds for educational expenses. A parent of an undergraduate student also has the option of borrowing on the student's behalf for education expenses called the Federal PLUS program; this program may also have advantages for the consumer compared to an alternative loan. Each of these Federal loan programs requires that the Free Application for Federal Student Aid (FAFSA) be completed and verified to be accurate before the loan can be certified and processed. Students can also research this information independently at the Department of Education's Web page, <https://studentaid.ed.gov/sa/types/loans/federal-vs-private>.

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

## Financial Aid and Withdrawals

Adjustments to charges and Financial Aid may occur when a student withdraws or ceases to attend. This change is based on the withdrawal and last day of attendance. Please refer to the refund schedules published in the current academic calendar. Failure to attend class without officially withdrawing may void financial aid, leaving the student responsible for all

charges. A student must submit a completed withdrawal form to the Director of Enrollment/Registrar to officially withdraw. Speaking to the Financial Aid Office before withdrawing is in the best interest. NOTE: No loan refund check can be released if it is determined that a student has ceased attendance.

### **Federal Refund Rule (Return of Title IV Funds)**

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

Any unearned Title IV aid must be returned to the Federal Government within 45 days of the withdrawal determination date. Students are notified by mail of their debt to the Department of Education. This debt must be paid on time for the student to receive future financial aid.

Funds returned to the Federal Government reduce the outstanding balances in individual federal programs. Financial aid returned by the student and/or a parent or the College must be allocated in the following order\*:

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

*\*Federal programs the College does not participate in are not included in the distribution.*

Contact the Financial Aid Office for more details regarding this policy.

### **State and/or Accrediting Agency Refund Rule**

The State of Illinois has not established a mandated refunding rule for private colleges.

The Higher Learning Commission, as an accrediting agency, has not established a refund rule.

### **Satisfactory Academic Progression (SAP) and Financial Aid**

Please see the Satisfactory Academic Progression Policy for information on how academic progression can affect financial aid benefits. Lakeview College of Nursing has *one* SAP policy that applies to all students.

## **VETERAN'S EDUCATION BENEFITS**

*As the certifying official, there are important steps that the student and LCN must follow to ensure that benefits are received on time, and students are not overpaid and required to repay the Department of Veteran Affairs. These steps are as follows:*

- Applying or renewing benefits, all correspondence with the Federal Agency is with the student/the veteran. LCN is not sent copies of approvals or certificates of eligibility. Please submit all eligibility correspondence to financial aid.
- Refer to this website concerning education benefits: <https://www.va.gov/education/>
- **Each semester the student must:** Complete and return the LCN Veteran's Enrollment Certification Form to the Financial Aid office. The blank form will be emailed to the student before starting each semester.

**If a student withdraws, drops, or changes credit hours** after initial enrollment, contact the LCN Financial Aid office immediately so that we can contact the Department of Veterans Affairs to notify them of the change in hours. This change can result in an overpayment of entitled benefits if this is not done. Depending upon Chapter benefits, the school may be required to return funds on the student's behalf, and the student becomes responsible for paying the school. Please visit <https://va.gov/manage-va-debt/> to manage debt.

*If you have any questions regarding the amount of entitled benefits, remaining months of benefits, or other inquiries, please call the Dept. of Veterans Affairs Regional Office at 1-888-442-4551. The school does not have access to this information.*

If Chapter enrollment is required, the student will self-certify college enrollment monthly via the Web Automated Verification of Enrollment (WAVE) <https://www.gibill.va.gov/wave/index.do>.

## COMPARE THE PROGRAMS

If a student is eligible for another benefit program and the Post-9/11 GI Bill® (Chapter 33), review the side-by-side comparison of benefits under each program.  
[https://benefits.va.gov/GIBILL/comparison\\_chart.asp](https://benefits.va.gov/GIBILL/comparison_chart.asp).

While each individual's situation is different, this may help determine which program provides the most benefit. A student should be able to determine whether to apply for the Post-9/11 GI Bill® or another benefit program. Remember, giving up another program to receive the Post-9/11 GI Bill® is an irrevocable choice - this means that once a decision is made to select the Post-9/11 GI Bill®, it cannot be switched back to the previous program. At this time, a college must be selected for enrollment.  
[https://www.benefits.va.gov/gibill/school\\_decision.asp](https://www.benefits.va.gov/gibill/school_decision.asp)

NOTE: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## CONTACT INFORMATION

### LCN Veteran's Certifying Official

Tammy Garza  
217-709-0928 [tgarza@lcn.edu](mailto:tgarza@lcn.edu)

### LCN Director of Financial Aid & Veteran's Educational Benefits

Janet Ingargiola:  
(217) 709-0930 [jingarg@lcn.edu](mailto:jingarg@lcn.edu)

For the Online Brochure of Federal Benefits for Veterans, Dependents and Survivors 2021 Edition:  
[https://www.va.gov/opa/publications/benefits\\_book.asp](https://www.va.gov/opa/publications/benefits_book.asp)

## THE VETERAN'S ADMINISTRATION - PHONE NUMBERS

- Dept. of Veteran Affairs Regional Office: 1-888-442-4551
- Monthly Enrollment Certification: 1-877-823-2378
- General Information other VA Benefits 1-800-827-1000
- POW/MIA Certification -- (217) 782-3564 or (217) 782-6641
- Call Center: The Department of Veterans Affairs Education Call Center is open for telephone calls Monday through Friday during normal business hours from 7:00 am to 8:00 pm Central Standard Time. 1-800-827-1000

## AT THE STATE OF ILLINOIS

Veteran's Illinois Contacts

<https://www.va.gov/directory/guide/state.asp?State=IL&dnum=ALL>

## WEB PAGES FOR VETERANS AND/OR THEIR SPOUSE/DEPENDENTS

- [https://www.va.gov/WelcomeVA\\_Guide\\_print\\_version\\_final.pdf](https://www.va.gov/WelcomeVA_Guide_print_version_final.pdf) (Welcome Guide)
- <https://www.ebenefits.va.gov/ebenefits/homepage> (VA/DoD Benefits and Services)
- <https://www.gibill.va.gov/wave/index.do> (WAVE)
- <https://www.benefits.va.gov/GIBILL/DEA.asp> (Dependent's Education Assistance Program Chapter 35)
- <https://maketheconnection.net/> (Information, resources, and solutions affecting health and well-being)
- <https://nrd.gov/> (National Resource Directory)
- <https://www.va.gov/careers-employment/vocational-rehabilitation/> (Veteran Readiness and Employment Chapter 31)

## Academic Policies and Procedures

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

### Academic Calendar

Academic Calendars are here:

<http://www.lcn.edu/academic-calendar>.

### Registration

#### General Information

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

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

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

Each registered student must show verification of financial aid coverage and/or pay tuition and fees by the date specified on their semester invoice. Failure to pay or to make financial arrangements by the date specified will result in an automatic drop of all courses. The student must then register during the late registration period if they still wish to attend and pay tuition and fees, as well as the late payment fee of \$50 at the time of registration. Students who have produced a certificate of eligibility by the first day of class for Chapter 31 Vocational Rehabilitation and Employment or Chapter 33 Post 9/11 GI Bill® benefits will not be charged a late fee or denied access to college resources.

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

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

### Current Student Registration

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

The following procedure should be followed:

- Students can view their advisor's name from their SONIS account.
- Students will contact their advisor for an appointment to register in October and March.
- The advisor will review and adjust the program plan based on the student's needs. The advisor will complete the registration form with the student.
- Any changes in a student's program plan due to course failure or withdrawal may cause the student's name to be placed on a waiting list for courses that need to be repeated.
- The student will receive an email upon completion of the registration form. The email will detail what courses the student enrolled in, health records review, and CPR expiration dates.
- The Director of Enrollment/Registrar receives an electronic copy of the program plan and registration form.
- The College Secretary/Cashier will generate and mail a billing statement to the student. Students have the capability from their SONIS account to view the balance of their account.

### Cancellation of Courses

The College reserves the right to cancel a course up to and including the first day the class meets.

### Auditing Courses

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

## Attendance Policies

### General Attendance/Absence Policy

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

### Theory Attendance Policy

Attendance at all classroom sessions is expected, and missing any classroom sessions can impact the student's course grade and ability to succeed. Students must prepare for each classroom session by completing the required readings and other assignments. If the student does not attend two (2) scheduled classes during the semester, the course coordinator will evaluate their ability to complete the course. Attendance will be taken during each theory period. Refer to the syllabus for further explanation of the theory attendance policy, requirements, and consequences for the course.

### Hybrid - Online Course Attendance Policy

Attendance for the online classroom sessions is expected, and missing any online coursework can impact the student's course grade. Attendance will be taken weekly. Students must prepare for each online session by completing the required readings and other assignments. Active participation is an expectation from the beginning of the course, and ongoing active participation must be maintained throughout the semester. If the student does not actively complete content for two (2) online sessions during the semester, the course coordinator will evaluate the student's ability to complete the course and may fail.

**Clinical Attendance Policy – See Clinical Policies.**

### Military Attendance and Withdrawal Policy

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

### Request to make up missed class time due to Military obligations

For those students wishing to receive an excused absence for Military obligations, an official copy of the military orders must be submitted to the Registrar's Office. Any request to make up missed class time must be made within a week of receiving official notification from the military service. Students seeking an excused absence for class time missed due to military obligations will be considered absent for the day(s) until the missed course content is completed. If the student cannot complete missed course content, the absence will remain in effect and be subject to the consequences outlined in the Attendance Policy.





## Course Withdrawal

To withdraw from a course, a student must meet with their Advisor or Course Coordinator to complete an Add/Drop/Withdraw form before the deadline for course withdrawal. Students are advised to consult the Financial Aid Office regarding the effect on financial aid status **before** withdrawing from a course. Students who withdraw from a course must be aware that they may be placed on a waitlist to repeat the needed course.

The withdrawal procedures are as follows:

### Five-Week Classes:

- Withdrawal Period: The first class day through the end of the 3rd-week course.
- Grade on Transcript: "W" (withdrawal).

### Eight-Week Classes:

- Withdrawal Period: The first class day through the end of the 6th-week course.
- Grade on Transcript: "W" (withdrawal).

### Ten-Week Classes:

- Withdrawal Period: The first class day through the end of the 8th-week course.
- Grade on Transcript: "W" (withdrawal).

### Fifteen-Week Classes:

- Withdrawal Period: The first class day through the end of the 13th-week course.
- Grade on Transcript: "W" (withdrawal).

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

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

### Withdraw due to Military Obligations.

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

## Late Withdrawal

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

## Withdrawal from the College

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

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

## Leave of Absence

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

## Dismissal from the College

The Dean of Nursing has the authority to dismiss and/or refuse readmission to any student at any time if legal, moral, health, social or academic circumstances justify such action. The dismissal may be a result of a probationary period (see SAP) or may be independent of probation. A faculty member may recommend to the Dean of Nursing the dismissal of a student if it is inadvisable for the student to continue in the College. A dismissal recommendation may be based on observed mental or physical health problems, conduct, attendance, quality of clinical performance, and/or failure to meet academic requirements. The Dean of Nursing may make an immediate decision or take the recommendation to the Faculty Organization for further discussion. The student will be afforded due process.

## Grade and Grading System

Grades are issued at the end of each semester. Each course syllabus will state the requirements for obtaining the course grade. The student must clarify the instructor's expectations if there is a question.

**Grading Scale** +/- scale effective fall 2021; grades earned prior to fall '21 remain as they are recorded.

Grade	Description	Scale	Grade Point Value
A	Excellent	97-100	4
A-		93-96	3.7
B+	Good	90-92	3.3
B		87-89	3
B-		85-86	2.7
C+	Average	82-84	2.3
C		79-81	2
C-		77-78	1.7
D+	Poor/Failure	74-76	1.3
D		72-73	1
D-		70-71	0.7
F	Failure	0-69	0
W	Withdrew - No Grade		-
AU	Audit		-
CR	Credit		-
I	Incomplete		-
PR	Proficiency		-
R	Repeat		-
S	Satisfactory (Clinical)		-
U	Unsatisfactory (Clinical)		-

*No grade will be rounded.*

For all courses, students must earn at least a 77% average on all exams to pass the course, except for N311 Foundations of Professional Practice, an 85% must be earned. Test averages are calculated before adding papers, projects, or other non-exam scores. If the average is less than 77% or 85% for N311, the student earns the test average for the course. If the student's test average is 77% or 85% for N311 or higher, the remaining course assignments are calculated for the final grade. Students who do not earn a 77% in all courses or an 85% in N311 **when exams are averaged fail the course**, regardless of the grades on the other non-exam course activities.

In a nursing course that contains clinical or lab components, a student must earn at least 77% in theory, except for N311 Foundations of Professional Practice, an 85% must be earned. The student must meet all clinical or lab course student learning outcomes to receive degree credit for the course. If the student meets all of the clinical or lab course learning outcomes, the grade for the course is the theory grade. Failure to meet all of the clinical or lab course learning outcomes, results in failure or an F grade for the course. The student may withdraw from the course if the deadline has not passed; see the course withdrawal policy.

**No extra credit** will be provided for students to raise a grade. Students cannot earn more than 100% on any assignment or exam in any course.

**No rounding of grades.** The whole number will determine letter grades; **no rounding is used.** Therefore if a student earns 76.9, the grade earned is 76. If a student receives an 84.5, the grade earned is 84.

### Grade Point Average

Grade point averages are computed at the end of each semester and cumulatively over the semesters. All LCN semester hours count on the student's grade point average in determining scholastic eligibility to remain in the College. The procedure for computing grade point averages is available from the Registrar.

### Grade Reports

Official grades are issued at the end of each semester in SONIS. The Registrar's Office will give no grades over the phone or by email per the Family and Educational Right to Privacy Act of 1974.

### Dean's List

The Dean's List recognizes students who have demonstrated academic achievement. Students who complete a semester of 6 or more semester hours with a GPA of 3.6 or higher are eligible for the Dean's List.

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

## Incomplete Grades

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

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

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

## Grade Appeal

Consistent with the College's mission and academic policies, course instructors have both the right and responsibility to render constructive and critical judgment regarding the quality of the academic work performed by students according to the grading criteria stated in the respective course syllabus. The College will not review the judgment of a faculty member in assessing the quality of students' work.

## Grounds for Grade Appeal

Students may appeal a grade for the following reasons:

1. An error in the calculation of the grade or clerical error in the recording of the grade that remains uncorrected;

2. The assignment of a grade to a particular student by applying more requirements than were applied to other students in the course; or
3. The assignment of a grade to a particular student on some basis other than performance in the course or clinical.

The following are not grounds for a grade appeal:

1. Specific test questions.
2. The assignment was too challenging or required too much work.
3. The assignment was poorly designed or facilitated.
4. Final course grades.

In all grade appeals, the student has the burden of proof. **Note: The grade appeal is void if a student does not meet any of the steps by the set time frames.**

## Step 1: Before Appealing a Grade - Informal Conference with the Instructor

Before a student raises a concern about a grade, the student should review the syllabus carefully. After the syllabus review, the student who believes that a grade was improperly assigned must promptly meet with the instructor face-to-face to discuss the concerns within three (3) calendar days after submitting the grade in Edvance 360.

The best opportunity for a revised grade is with the faculty member - while an appeal to the Review Committee and Dean of Nursing is open, it is much less likely to result in a grade change. The instructor knows the student's work and is in a position to evaluate and assign a grade.

If the informal conference does not result in a mutually agreeable resolution, the student may proceed with the Formal Grade Appeal Process if it meets the requirements.

Written verification of each step below is critical to promote a thorough review.

## Step 2: Appeal to the Instructor - Formal Grade Appeal

The student is responsible for organizing their argument and has three (3) calendar days from the informal conference to submit the following to the instructor of the course:

1. Completed Formal [Grade Appeal Form](#). The appeal form can be accessed via the Lakeview website <https://www.lcn.edu/forms> and
2. Copies of any relevant supporting materials.

When a student discusses concerns about a grade, the case should be presented factually: the student needs to explain how they believe their work meets the criteria and rubrics the instructor assigned for the assignment.

Emotional language and personal attacks should be avoided. Mentioning grades in other classes is not relevant. When appealing for a grade, students may think mentioning if they are a "strong student" overall is relevant. However, to most instructors, that information is irrelevant; they are considering only the performance in their class.

Within five (5) calendar days from the date of receipt of the student's Formal Grade Appeal, the instructor shall complete the instructor's section of the form. The instructor should explain how the grade in question was determined and address any other issues raised in the student's appeal statement. The instructor will submit the completed grade appeal form with their final decision and any supporting materials to the student.

Once the instructor has made a final decision about the grade appeal, the student has the right to appeal to the Review Committee – Faculty Organization. The student has three (3) calendar days to appeal the faculty's decision to the Review Committee. The student should sign and submit the appeal form to the Faculty Organization Chair.

### **Step 3: Appeal to the Review by Committee – Faculty Organization**

#### **The Faculty Organization Committee will:**

1. Verify that the student has valid grounds for an appeal.
2. Schedule a meeting with the student and instructor. The student and the instructor will present their sides of the Formal Grade Appeal to the Faculty Organization Committee. The student has the opportunity to bring one support representative to the committee. The support representative must be named as attending at least 24 hours before the meeting and cannot be legal counsel.
3. Prepare a written summary of the meeting that includes the informal meeting date and any outcome of the grade appeal.

Within three (3) calendar days, the Chair of the Committee will notify the student and the instructor in

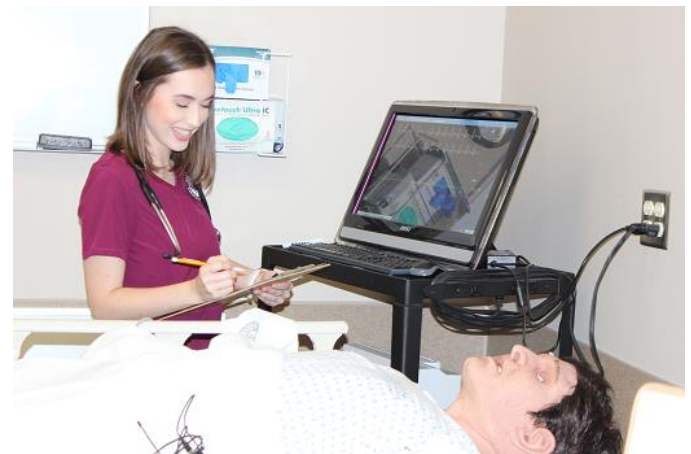
writing of the Committee's decision. The student has three (3) calendar days to appeal the Review Committee's decision to the Dean of Nursing. The student should sign and submit the appeal form to the Dean of Nursing.

### **Step 4: Final Level of Review – Appeal to the Dean of Nursing**

The Dean of Nursing will review the Formal Grade Appeal, all supporting material, and all decisions. The Dean of Nursing will also evaluate the process of the grade appeal. Within three (3) calendar days of receipt, the Dean of Nursing will make a final decision.

### **Step 5: What to Expect After Formal Grade Appeal**

If the student's grade appeal is successful, the instructor will adjust the assignment grade to reflect the outcome. If the student's appeal is unsuccessful and the student thinks the grade will affect their future success in the course, the student should make an appointment with their academic advisor. The academic advisor can help the student plan whether or not to withdraw from the course or help identify academic improvement resources.



## TEST-TAKING

### Testing Policy

The Testing Policy aims to promote consistency with grading practices and testing procedures to improve the assessment of student learning.

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

### Grading

#### A. Weight of test categories within course grade

1. Tests/examinations comprise 80% of course grades.
2. Clinical and course assignments comprise 20% of course grades
3. The score achieved on the Content Mastery Series Assessment exams will comprise at least 10% and not exceed 25%, included in the theory and clinical learning assignments. The exception of N444 Concept Synthesis, the Comprehensive Predictor will be 10% of the overall course grade.
4. The minimum passing score is 77%, except 85% for the N311 course. An average of all exams determines a passing score.
5. Exam items will be scored using three methods, depending on the item type. These methods are zero-one scoring, plus-minus scoring, and rationale scoring. The scoring method used should be appropriate for the item type. Partial credit will not be granted for items that are scored using zero-one or rationale scoring.

#### B. Clinical Course Medication Calculation Quiz Policy

1. Medication Calculation quizzes will be required in the program. Testing these competencies is the responsibility of the following courses: N311, N321, N431, N433, and N441. Faculty will give students instructions and practice material before taking the first competency math test.
2. The first quiz will be given within the first or second week of the course.
3. Each quiz should be a minimum of ten (10) items.
4. The three medication calculation quizzes are weighted as pass/fail only in the weighted clinical section of the grade book.

5. The student will receive three attempts to achieve the required passing score.
6. Students must utilize the calculator embedded in ATI. Basic function calculators may be provided for students during testing at the instructor's discretion. No scientific calculators or phones will be allowed.
7. Students who do not meet the passing requirement will receive an AIP with recommended remediation between quizzes under the guidance of a faculty member.
8. Students will not pass medications in the clinical area until they have passed the quiz.
9. Students will also receive an unsatisfactory related to medications on the clinical evaluation tool until the student passes the quiz.
10. Semester 1, Semester 2, and Semester 3 clinical courses (N311, N321, N431, N433):
  - a) The minimum passing score is 90%.
  - b) Clinical course failure will occur if 90% is not achieved on the third attempt.
11. Semester 4 clinical courses (N441):
  - a) The minimum passing score is 100%.
  - b) Clinical course failure will occur if 100% is not achieved on the third attempt.

## Criteria for Math Competencies

### Semester 1

#### Competency Content

- Calculate the number of pills/milliliters to give
- Conversions of mcg to mg
- pounds to kilograms
- inches to centimeters
- Kg to mg
- Ounces to mL, teaspoons to mL
- L to mL
- Gm to kg

#### Content To Be Taught

- Correctly read labels of vials, ampules, tubexes, and bottles
- Calculate the correct amount of dilute solution for the medication (powder reconstitution or diluting total dose)
- Calculate range (upper and lower according to the recommended range) and dose versus daily amount.

## Semester 2

### Competency Content

- Content tested and taught in semester 1.

### Content To Be Taught

- Calculate dose for syringes
- Calculate the correct dosage of insulin
- Calculate the rate to administer IV solution/med for a given set rate or order (per different tubing delivery rates)
- Calculate the length of time IV solutions will run
- Calculating the rate of IVP medications
- Calculate the concentration of solution/medication
- Medications calculations of drugs specific to specialty areas.

## Semester 3

### Competency Content

- Content tested and taught in semesters 1 and 2.

### Content To Be Taught

- Calculate body surface area, dose/m<sup>2</sup> ; mg/body surface area
- Calculating the administration rate of enteral feedings.
- Calculate the amount of drug when ordered by prescribed units/mL, mL/hour, units/min, and units/hour (e.g., heparin, lidocaine)
- Medications calculations of drugs specific to specialty areas.

## Semester 4

### Competency Content

- Content tested and taught in semesters 1, 2, and 3.

### Content To Be Taught

- Calculate infusion rates of a drug for a specific bodyweight per unit time (mcg/kg)
- Medications calculations of drugs specific to specialty areas

C. Edvance360 learning management system is used for calculating all course grades, including tests

1. Faculty assign /enter a weight of 80% for all graded exams and tests
2. Faculty will assign/enter weights to individual tests (see syllabus)
3. No test grades will be rounded.

## Test-taking procedures

- A. Testing is done in the classroom and computer lab setting
- B. Personal computer/device and charger may be brought to the testing site, ready for testing.
- C. Report 10 minutes prior to the test.
- D. LCN photo ID badges are required to sit for a test
- E. The proctor will provide a sheet of paper to use during the testing period. The student must sign and date the sheet of paper and return it to the proctor at the end of the testing period.
- F. The proctor will provide a pencil, calculator, and earplugs.
- G. All other items will be placed at the front/back of the classroom.
- H. No smartwatches, fitness trackers, hand-held technology, ball caps, sunglasses, food, drinks, candy, cough drops, earplugs, earbuds, or calculators brought in by students will be allowed while testing.
- I. If needed, the proctor will provide a password/code to begin the test.
- J. Late arrival to the testing site (see individual course syllabus)
- K. Once students begin the test; they are not permitted to leave the testing site
- L. Once the student has completed the test, it is the proctor's discretion if a student may leave the testing site.
- M. See the course syllabus for the instructor's test/examination make-up policy.
- N. Examination/Test Review will be managed by the instructor and addressed in course policies.

## Examination Integrity

- Students will not disclose or discuss information about the items or answers seen on the exam/test/quiz unless it is during a formal test review with the course faculty. This includes posting or discussing questions on the internet and social media websites.
- Students may not copy or reconstruct exam items during or following the exam for any reason.
- Students may not seek help from any other party in answering items (in person, by phone, text, or email) during the exam/test/quiz (including breaks).
- Students may not remove exam/test/quiz items and/or responses (in any format) or notes about the exam/test/quiz from the testing room.
- Students will comply with any investigation related to the exam integrity that needs to be conducted.

- Students may not take the exam/test/quiz for somebody else.
- Students may not tamper with or use the computer for any function other than taking the exam/test/quiz.

Note: If a student witnesses any of the above behavior or any irregular behavior that violates the exam/test/quiz rules, the student must report it to a faculty member or the Dean of Nursing and comply with any follow-up investigation.

### Technology Requirements

Students entering Lakeview College of Nursing must have a personal laptop computer configured to the college’s specifications (Microsoft Office, webcam for video conferencing, video assignments, testing, and internal and external audio capabilities). This requirement responds to technical changes in the computerized testing platform and the widespread adoption of computer technology in health care. Specifications are outlined on the College website: <https://www.lcn.edu/technology>.

### Learning Management Software (LMS)

Edvance 360 is the learning management software used by all nursing courses. Lectures, PowerPoint slides, discussion forum questions, grades, and assignments will be posted on Lakeview College of Nursing Edvance360. The minimum requirements for this LMS are an up-to-date internet browser - javascript enabled, and Adobe Reader to open pdfs.

Please note that there are scheduled maintenance times for Edvance360. It is essential that students are aware of those times and makes sure work in progress is saved (e.g., tests, assignments, posts to journals, wikis, or discussion boards) before the systems are shut down for maintenance. Any work in progress will be lost when the servers go down for maintenance. Miranda Shake, Lakeview Library Director, will notify students about scheduled maintenance.

### Testing Platform

#### ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

ATI Nursing Education (Assessment Technologies Institute®) is a technology-based educational assessment and testing program. The program focuses on helping students succeed in the licensure examination (NCLEX) that all graduates need to successfully pass to practice nursing after graduation. Today’s nursing students are diverse, with different learning styles and needs. ATI Nursing Education’s learning systems are designed to offer a variety of learning methods. ATI information and services are available to students throughout their academic career. The following summarizes the ATI testing students are exposed to across the nursing curriculum.

Semester 1
N311 – Foundations of Professional Practice
<ul style="list-style-type: none"> <li>• <b>Video Case Study</b> <ul style="list-style-type: none"> <li>○ <b>Fundamentals</b> <ul style="list-style-type: none"> <li>▪ ADLs</li> <li>▪ HIPAA</li> <li>▪ Nursing Process</li> <li>▪ Oral Care</li> </ul> </li> <li>○ <b>Adult Medical Surgical</b> <ul style="list-style-type: none"> <li>▪ Pain Management</li> </ul> </li> </ul> </li> <li>• <b>Civility Mentor</b> <ul style="list-style-type: none"> <li>○ <b>Civility and Patient Safety in the Clinical Environment</b></li> </ul> </li> <li>• <b>Nurse’s Touch: The Communicator 2.0</b> <ul style="list-style-type: none"> <li>○ <b>Video Interaction: Clients displaying aggressive behavior</b></li> </ul> </li> <li>• <b>Nurse Logic</b> <ul style="list-style-type: none"> <li>○ <b>Knowledge &amp; Clinical Judgment</b></li> <li>○ <b>Nursing Concepts</b></li> <li>○ <b>Priority Setting Skills</b></li> </ul> </li> <li>• <b>Nurse’s Touch: Wellness &amp; Self-care</b> <ul style="list-style-type: none"> <li>○ <b>Stress, Causes, Effects, and Management</b></li> <li>○ <b>Self-Care: Physical Activity</b></li> <li>○ <b>Self-Care: Rest and Sleep</b></li> </ul> </li> <li>• <b>Learning System 3.0 Practice, Final, and Dynamic Quizzing</b> <ul style="list-style-type: none"> <li>○ <b>Fundamentals 1</b></li> </ul> </li> <li>• <b>Achieve</b> <ul style="list-style-type: none"> <li>○ <b>Preparing for Clinical Experience</b></li> </ul> </li> <li>• <b>Skill Modules 3.0</b> <ul style="list-style-type: none"> <li>○ <b>Airway Management</b></li> <li>○ <b>Mobility</b></li> <li>○ <b>Bowel elimination</b></li> <li>○ <b>Enteral Tube Feedings</b></li> <li>○ <b>Health Care Fraud, Waste, &amp; Abuse Prevention</b></li> <li>○ <b>Health Insurance Portability and Accountability Act</b></li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ Infection Control</li> <li>○ Nutrition</li> <li>○ Ostomy Care</li> <li>○ Oxygen Therapy</li> <li>○ Pain Management</li> <li>○ Personal Hygiene</li> <li>○ Specimen Collection</li> <li>○ Urinary Elimination</li> <li>○ Wound Care</li> <li>● Proctored Assessment <ul style="list-style-type: none"> <li>○ Fundamentals</li> </ul> </li> </ul>
<b>N312 – Basic Health Assessment</b>
<ul style="list-style-type: none"> <li>● HealthAssess <ul style="list-style-type: none"> <li>○ Introduction to health assessment</li> <li>○ General survey</li> <li>○ Health history</li> <li>○ Skin</li> <li>○ Head, neck, and neurological</li> <li>○ Respiratory</li> <li>○ Cardiovascular</li> <li>○ Abdomen</li> <li>○ Musculoskeletal and neurological</li> <li>○ Head-to-toe</li> <li>○ Breast and lymphatics</li> <li>○ Rectum and genitourinary</li> <li>○ Virtual Practice: Shirley Williamson</li> <li>○ Virtual Practice: David Rodriguez</li> <li>○ Virtual Practice: Harold Stevens</li> <li>○ Virtual Practice: Diane Radford</li> <li>○ Virtual Practice: Timothy Lee (head-to-toe)</li> </ul> </li> <li>● Skills Modules 3.0 <ul style="list-style-type: none"> <li>○ Comprehensive Physical Assessment of an Adult</li> </ul> </li> <li>● Skills Modules 3.0 <ul style="list-style-type: none"> <li>○ Vital Signs</li> </ul> </li> <li>● Practice exam: <ul style="list-style-type: none"> <li>○ Anatomy &amp; Physiology</li> </ul> </li> <li>● ATI Student Orientation <ul style="list-style-type: none"> <li>○ Steps to Success</li> </ul> </li> <li>● Other <ul style="list-style-type: none"> <li>○ Learning Strategies (Book)</li> </ul> </li> <li>● Test Proctored <ul style="list-style-type: none"> <li>○ Anatomy &amp; Physiology</li> </ul> </li> </ul>
<b>N313 – Basic Concepts of Pathophysiology</b>
<ul style="list-style-type: none"> <li>● No examination is administered</li> </ul>
<b>N314 – Introduction to Professional Practice</b>
<ul style="list-style-type: none"> <li>● Video Case Studies <ul style="list-style-type: none"> <li>○ Client Advocacy</li> <li>○ Client Rights</li> </ul> </li> <li>● Additional Assessments <ul style="list-style-type: none"> <li>○ Self-Assessment Inventory</li> </ul> </li> <li>● Civility Mentor <ul style="list-style-type: none"> <li>○ Foundations of Professionalism and Civility</li> <li>○ Professionalism and Civility Academic Environment</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ Professionalism and Civility in Nursing Practice</li> <li>● Nurse Logic <ul style="list-style-type: none"> <li>○ Testing and Remediation</li> </ul> </li> <li>● Learning System 3.0: Practice, Final, and Dynamic Quizzing <ul style="list-style-type: none"> <li>○ Communication</li> <li>○ Communication Final</li> </ul> </li> <li>● Nurse’s Touch: Becoming a Professional Nurse <ul style="list-style-type: none"> <li>○ Profession and Professional Identity</li> <li>○ Professional Nursing Practice</li> <li>○ Professional Behaviors in Nursing</li> <li>○ Socialization into Professional Nursing</li> </ul> </li> <li>● Nurse’s Touch: Professional Communication (Proctored 10%) <ul style="list-style-type: none"> <li>○ Types of Communication</li> <li>○ Therapeutic Communication</li> <li>○ Factors that Affect Communication with Individuals and Groups</li> </ul> </li> <li>● Achieve <ul style="list-style-type: none"> <li>○ Test-Taking Skills</li> <li>○ Study Skills</li> <li>○ Classroom Skills</li> <li>○ Challenges for ESL Students</li> </ul> </li> <li>● Additional Assessments: <ul style="list-style-type: none"> <li>○ Critical Thinking Entrance</li> </ul> </li> </ul>
<b>Semester 2</b>
<b>N321 – Adult Health I</b>
<ul style="list-style-type: none"> <li>● Video Case Studies <ul style="list-style-type: none"> <li>○ Pharmacology <ul style="list-style-type: none"> <li>▪ Medication Interactions</li> <li>▪ Mixing Insulins</li> <li>▪ Pharmacology Across the Lifespan</li> <li>▪ Safe Dosage</li> </ul> </li> <li>○ Adult Medical Surgical <ul style="list-style-type: none"> <li>▪ Client Education</li> <li>▪ Hand-Off Reports</li> <li>▪ Oxygenation</li> <li>▪ Urinary Tract Infections</li> <li>▪ Wound Evisceration</li> <li>▪ Adverse Reactions to Medications</li> <li>▪ Infection Control</li> <li>▪ Look/Sound-Alike Medications</li> <li>▪ Medication Administration</li> </ul> </li> </ul> </li> <li>● Nurse’s Touch: The Communicator 2.0 <ul style="list-style-type: none"> <li>○ Virtual Interaction: Clients and their nutritional needs</li> <li>○ Video Interaction: Family in Stressful Situation</li> <li>○ Technique Identifier: The Client Experiencing Aphasia</li> <li>○ Technique Identifier: Client Experiencing Thrombosis</li> <li>○ Technique Identifier: Client Undergoing Surgery</li> <li>○ Technique Identifier: Client Discharge Planning</li> </ul> </li> </ul>



- **Real Life RN Medical Surgical**
  - COPD
  - Urinary Tract Infection (Sepsis from a Urinary Source)
- **Target Med Surg**
  - Endocrine
  - Fluid, Electrolyte & Acid-Base
  - Gastrointestinal
  - Perioperative
- **Content Mastery Series Assessments Practice Test**
  - Fundamentals
  - Nutrition
- **Learning System 3.0: Practice, Final, and Dynamic Quizzing**
  - Fundamentals 2
  - MS: Dermatological
  - MS: Endocrine
  - MS: Gastrointestinal
  - MS: Musculoskeletal
  - MS: Neurosensory
  - MS: Fundamentals Final
- **Content Mastery Series Assessments Proctored Test (10%):**
  - Dosage Calculation (1%)
  - Fundamentals (9%)
- **Skills Modules 3.0**
  - Diabetes Mellitus Management
  - IV Therapy and Peripheral Access
  - Concepts of Medication Administration
  - Oral and Topical Medications Administration
  - Injectable Medication Administration
  - Intravenous Medication Administration
  - Surgical Asepsis
- **Dosage Calculations and Safe Medication Administration**
  - Injectable Medications
  - Medication Administration
  - Oral Medications
  - Powdered Medications
  - Parenteral (IV) Medications
  - Safe Dosage
- **Nurse's Touch: Professional Communication**
  - Client Education
- **Dosage Calculation: Case Studies**
  - Diabetes
- **Nurse's Touch: Informatics & Technology**
  - Literacy Skills and Consumer Educational Needs

#### **N322 – Basic Concepts of Pharmacology**

- **Pharmacology Made Easy**
  - Introduction to Pharmacology
  - The Neurologic System Part 1
  - The Neurologic System Part 2
  - The Musculoskeletal System
  - The Respiratory System
  - The Cardiovascular System
  - The Hematologic System

- The Gastrointestinal System
- The Reproductive & Genitourinary System
- The Endocrine System
- The Immune System
- Pain and Inflammation
- Infection
- **Video Case Studies**
  - Poly-pharmacy
- **Learning System 3.0: Practice, Final, and Dynamic Quizzing**
  - Pharmacology
  - Pharmacology Final
- **Content Mastery Series Assessments: Practice Tests**
  - Pharmacology
- **Content Mastery Series Assessments: Proctored Test**
  - Pharmacology

#### **N323 – Mental and Behavioral Health**

- **Dosage Calculation: Case Studies**
  - Bipolar
- **Learning System 3.0: Practice, Final, and Dynamic Quizzing**
  - Mental Health 1
  - Mental Health 2
  - Mental Health Final
- **Real Life RN Mental Health**
  - Alcohol Use Disorder
  - Anxiety Disorder
  - Bipolar
  - Schizophrenia
- **Nurse's Touch: The Communicator 2.0**
  - Virtual Interaction: Adolescent clients and performance enhancement substances
  - Virtual Interaction: Adolescent clients at risk for suicide
  - Virtual Interaction: Adult clients at risk for medication misuse and suicide
  - Virtual Interaction: Adult clients misusing alcohol
- **Video Case Studies**
  - Anxiety
  - Bipolar Disorder
  - Depression
  - Neurocognitive Disorders
  - Therapeutic Communication
- **Content Mastery Series Assessments: Proctored Test**
  - Mental Health
  - Dosage Calculation
    - Mental Health
- **Content Mastery Series Assessments: Practice Test**
  - Mental Health

#### **N324 – Older Adult Health**

- **Dosage Calculation: Case Studies**
  - Advanced Alzheimer's Disease

<ul style="list-style-type: none"> <li>• Learning System 3.0: Practice, Final, and Dynamic Quizzing <ul style="list-style-type: none"> <li>○ Gerontology</li> <li>○ Gerontology Final</li> </ul> </li> <li>• Nurse's Touch: The Communicator 2.0 <ul style="list-style-type: none"> <li>○ Video Interaction: Aging Client</li> <li>○ Video Interaction: Client Comfort and End of Life Care</li> </ul> </li> <li>• Video Case Studies <ul style="list-style-type: none"> <li>○ Palliative and Hospice Care</li> </ul> </li> </ul>
<b>Semester 3</b>
<b>N431 – Adult Health II</b>
<ul style="list-style-type: none"> <li>• Learning System 3.0: Practice, Final, and Dynamic Quizzing <ul style="list-style-type: none"> <li>○ MS: Cardio &amp; Hematology</li> <li>○ MS: Immune &amp; Infectious</li> <li>○ MS: Oncology</li> <li>○ MS: Renal &amp; Urinary</li> <li>○ MS: Respiratory</li> <li>○ Medical Surgical Final</li> </ul> </li> <li>• Real Life RN Medical Surgical <ul style="list-style-type: none"> <li>○ Myocardial Infarction Complications</li> <li>○ GI Bleed</li> <li>○ Kidney Disease</li> </ul> </li> <li>• Dosage Calculation: Case Studies <ul style="list-style-type: none"> <li>○ Leukopenia</li> <li>○ Acute MI</li> <li>○ AIDS</li> </ul> </li> <li>• Skill Modules 3.0 <ul style="list-style-type: none"> <li>○ Blood Administration</li> <li>○ Central Venous Access Devices</li> <li>○ Nasogastric Tube</li> </ul> </li> <li>• Targeted Med Surg <ul style="list-style-type: none"> <li>○ Cardiovascular</li> <li>○ Immune</li> <li>○ Neurosensory and Musculoskeletal</li> <li>○ Renal and Urinary</li> <li>○ Respiratory</li> </ul> </li> <li>• Video Case Studies <ul style="list-style-type: none"> <li>○ Acid-Base Imbalances</li> <li>○ Blood Administration</li> <li>○ Fluid Volume</li> <li>○ Heart Failure</li> <li>○ Enteral Nutrition</li> <li>○ Total Parenteral Nutrition</li> </ul> </li> <li>• Content Mastery Series Assessments: Practice Test <ul style="list-style-type: none"> <li>○ Adult Medical Surgical</li> </ul> </li> <li>• Content Mastery Series Assessments: Proctored Test <ul style="list-style-type: none"> <li>○ Adult Medical Surgical (9%)</li> <li>○ Dosage Calculation (1%) <ul style="list-style-type: none"> <li>▪ Medical Surgical</li> </ul> </li> </ul> </li> </ul>
<b>N432 – Maternal-Newborn Care</b>
<ul style="list-style-type: none"> <li>• Video Case Studies <ul style="list-style-type: none"> <li>○ Apgar Scoring</li> <li>○ Breastfeeding</li> <li>○ Complications of Pregnancy</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ Fundal Assessment</li> <li>• Real Life RN Maternal Newborn <ul style="list-style-type: none"> <li>○ Gestational Diabetes</li> <li>○ Postpartum Hemorrhage</li> <li>○ Preeclampsia</li> <li>○ Teaching Prenatal and Newborn Care</li> <li>○ Pre-Term Labor</li> </ul> </li> <li>• Learning System 3.0: Practice, Final, and Dynamic Quizzing: <ul style="list-style-type: none"> <li>○ Maternal Newborn 1</li> <li>○ Maternal Newborn 2</li> <li>○ Maternal Newborn Final</li> </ul> </li> <li>• Skill Modules 3.0 <ul style="list-style-type: none"> <li>○ Maternal-Newborn Care</li> </ul> </li> <li>• Dose Calculations: Case Studies <ul style="list-style-type: none"> <li>○ Preeclampsia</li> </ul> </li> <li>• Content Mastery Series Assessments: Practice Test: <ul style="list-style-type: none"> <li>○ Maternal Newborn</li> </ul> </li> <li>• Content Mastery Series Assessments: Proctored Test: <ul style="list-style-type: none"> <li>○ Dosage Calculation</li> <li>○ Maternal Newborn</li> </ul> </li> </ul>
<b>N433 – Infant, Child, and Adolescent Health</b>
<ul style="list-style-type: none"> <li>• Dosage Calculation and Safe Medication Administration <ul style="list-style-type: none"> <li>○ Dosages by Weight</li> <li>○ Pediatric Medications</li> </ul> </li> <li>• Dosage Calculation: Case Studies <ul style="list-style-type: none"> <li>○ Pediatric Asthma</li> <li>○ Pediatric Ear Infection/Dehydration</li> </ul> </li> <li>• Skills Modules 3.0: <ul style="list-style-type: none"> <li>○ Comprehensive Physical Assessment of a Child</li> </ul> </li> <li>• Learning System 3.0: Practice, Final, and Dynamic Quizzing <ul style="list-style-type: none"> <li>○ Nursing Care of Children 1</li> <li>○ Nursing Care of Children 2</li> <li>○ Nursing Care of Children Final</li> </ul> </li> <li>• Real Life RN Nursing Care of Children <ul style="list-style-type: none"> <li>○ CF Community care</li> <li>○ CF Inpatient care</li> <li>○ Gastroenteritis and Dehydration</li> <li>○ Type 1 Diabetes</li> <li>○ Well Child</li> </ul> </li> <li>• Nurse's Touch: The Communicator 2.0 <ul style="list-style-type: none"> <li>○ Technique Identifier: Client living with Asthma</li> <li>○ Video Interaction: Role as interprofessional team member</li> </ul> </li> <li>• Video Case Studies <ul style="list-style-type: none"> <li>○ Growth and Development</li> <li>○ Metered-Dose Inhalers</li> <li>○ Pediatric Asthma</li> <li>○ Type 1 Diabetes Mellitus</li> <li>○ Pediatric Dehydration</li> </ul> </li> <li>• Content Mastery Series Assessments: Practice Test <ul style="list-style-type: none"> <li>○ Nursing Care of Children</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>• <b>Content Mastery Series Assessments: Proctored Test</b> <ul style="list-style-type: none"> <li>○ Dosage Calculation <ul style="list-style-type: none"> <li>▪ Nursing Care of Children</li> </ul> </li> <li>○ Nursing Care of Children</li> </ul> </li> </ul>
<b>N434 – Evidence-Based Practice</b>
<ul style="list-style-type: none"> <li>• <b>Nurse’s Touch: Nursing Informatics and Technology</b> <ul style="list-style-type: none"> <li>○ Information Management Systems</li> </ul> </li> <li>• <b>Video Case Studies</b> <ul style="list-style-type: none"> <li>○ Informatics and Nursing</li> </ul> </li> </ul>
<b>Semester 4</b>
<b>N441 – Adult Health III</b>
<ul style="list-style-type: none"> <li>• <b>Skills Modules 3.0</b> <ul style="list-style-type: none"> <li>○ Closed-Chest Drainage</li> </ul> </li> <li>• <b>Dosage Calculation</b> <ul style="list-style-type: none"> <li>○ Critical Care</li> </ul> </li> <li>• <b>Learning System 3.0: Practice, Final, and Dynamic Quizzing</b> <ul style="list-style-type: none"> <li>○ Comprehensive Final</li> </ul> </li> <li>• <b>Nurse Logic: Advanced Student Tests</b> <ul style="list-style-type: none"> <li>○ Knowledge and Clinical Judgment</li> <li>○ Nursing Concepts</li> <li>○ Priority Setting Frameworks</li> <li>○ Testing and Remediation</li> </ul> </li> <li>• <b>Video Case Studies</b> <ul style="list-style-type: none"> <li>○ Titrating Continuous IV Medications</li> </ul> </li> <li>• <b>Content Mastery Series Assessments: Practice Test</b> <ul style="list-style-type: none"> <li>○ Comprehensive Practice</li> </ul> </li> <li>• <b>Content Mastery Series Assessments: Proctored Test</b> <ul style="list-style-type: none"> <li>○ Dosage Calculation <ul style="list-style-type: none"> <li>▪ Critical Care</li> </ul> </li> <li>○ Nutrition</li> <li>○ Medical Surgical Comprehensive</li> </ul> </li> <li>• <b>Proctored Test:</b> <ul style="list-style-type: none"> <li>○ Critical Thinking Exit</li> </ul> </li> </ul>
<b>N442 – Population and Global Health</b>
<ul style="list-style-type: none"> <li>• <b>Nurse’s Touch: Informatics and Technology</b> <ul style="list-style-type: none"> <li>○ Informatics</li> <li>○ Virtual Social Networks</li> <li>○ Wellness &amp; Self-Care <ul style="list-style-type: none"> <li>▪ Self-Care: Eating Healthy &amp; Maintaining a Healthy Weight</li> <li>▪ Wellness, Health Promotion, &amp; Disease Prevention</li> </ul> </li> </ul> </li> <li>• <b>Learning System 3.0: Practice, Final, and Dynamic Quizzing</b> <ul style="list-style-type: none"> <li>○ Community Health</li> <li>○ Community Health Final</li> </ul> </li> <li>• <b>Video Case Studies</b> <ul style="list-style-type: none"> <li>○ Level of Prevention</li> <li>○ Survival Potential</li> <li>○ Cultural Diversity</li> </ul> </li> <li>• <b>Content Mastery Series Assessments Practice Test</b> <ul style="list-style-type: none"> <li>○ Community Health</li> </ul> </li> <li>• <b>Content Mastery Series Assessments Proctored Test</b></li> </ul>

<ul style="list-style-type: none"> <li>○ <b>Community Health</b></li> </ul>
<b>N443 – Leadership and Management</b>
<ul style="list-style-type: none"> <li>• <b>Sigma Theta Tau Nurse Manager Certificate Program</b> <ul style="list-style-type: none"> <li>○ Pre-test</li> <li>○ Introduction to Administrative, Management, &amp; Organizational Theories</li> <li>○ Using Evidence to Guide Decision Making &amp; Management Practices</li> <li>○ Using Evidence to Guide Strategic Planning</li> <li>○ The Art of Leading</li> <li>○ Human Resources: Issues &amp; Strategies</li> <li>○ Project Management</li> <li>○ Managing the Team</li> <li>○ Patient Satisfaction</li> <li>○ Facilitating Staff Development</li> <li>○ Patient Safety in the Health Care Workplace</li> <li>○ Creating Budgets and Business Plans</li> <li>○ Safety for the Health Care Worker</li> <li>○ Nursing Liability</li> <li>○ Legal Documentation and Defenses</li> <li>○ Ethical Principles for Nurse Managers</li> <li>○ Life Balance for Nurse Manager</li> <li>○ Post-Test</li> </ul> </li> <li>• <b>Nurse’s Touch: Professional Communication</b> <ul style="list-style-type: none"> <li>○ Organizational Communication</li> </ul> </li> <li>• <b>Learning System 3.0: Practice, Final, and Dynamic Quizzing</b> <ul style="list-style-type: none"> <li>○ Leadership</li> <li>○ Leadership Final</li> </ul> </li> <li>• <b>Nurse’s Touch: The Leader</b> <ul style="list-style-type: none"> <li>○ Case 1: Assignment-Delegation</li> <li>○ Case 2: Client Injury/ Incident Report</li> <li>○ Case 3: Conflict Management</li> <li>○ Case 4: QI</li> <li>○ Case 5: Inter-professional Clinical Pathway</li> </ul> </li> <li>• <b>Video Case Studies</b> <ul style="list-style-type: none"> <li>○ Priority Setting</li> <li>○ Teamwork and Collaboration</li> </ul> </li> <li>• <b>Content Mastery Series Assessment Practice Test</b> <ul style="list-style-type: none"> <li>○ 2019 Leadership A&amp; B</li> </ul> </li> <li>• <b>Content Mastery Series Assessment Proctored Test</b> <ul style="list-style-type: none"> <li>○ Leadership</li> </ul> </li> </ul>
<b>N444 – Concept Synthesis</b>
<ul style="list-style-type: none"> <li>• <b>Capstone</b></li> <li>• <b>The NCLEX® Experience RN</b> <ul style="list-style-type: none"> <li>○ NCLEX RN Overview Video</li> <li>○ Next Generation NCSBN Item Type Video</li> <li>○ Next Generation NCSBN Sample Item Types</li> </ul> </li> <li>• <b>VATI</b></li> </ul>

## Satisfactory Academic Progress (SAP)

Federal and state regulations require that the College establish and implement a policy to measure Satisfactory Academic Progress (SAP) toward completing the baccalaureate degree in nursing.

All students are monitored for satisfactory academic progress regardless of their eligibility or intent to receive financial aid. The student's official academic record maintained by the Registrar is reviewed each semester to determine compliance with the SAP requirements. This policy applies to all enrollment periods whether or not students receive aid. Students not meeting the SAP requirements may lose federal, state, and institutional aid eligibility.

The standards of Satisfactory Academic Progress (SAP) apply to the following financial aid programs:

- Federal Title IV Programs: Pell Grant, Direct Loan Program, and the Direct Parent Loan
- Illinois Student Assistance Commission Programs: Monetary Award Program
- Veteran's Educational Benefits: All Chapters and Post 9/11 Benefits.
- Institutional Aid: Lakeview College of Nursing scholarships.

*Note: All students must meet the same "Minimum Standards" regardless of eligibility for Title IV funding.*

## Measurements of Standards are Qualitative and Quantitative

For a student to be in "GOOD ACADEMIC STANDING," the College will measure a student's progress based on two components reviewed at the end of each enrollment period.

- **Qualitative Measure** (the grades a student must obtain in their coursework, minimum cumulative GPA)
- **Quantitative Measure** (the *Pace* at which the student must be completing their Program of Study)

## Qualitative Measure (GPA)

Students must maintain a **minimum** cumulative GPA of 2.5 or better on a 4.0 scale. All nursing grades and all semester hours count toward the student's grade point average in determining academic eligibility to remain enrolled. Students must successfully complete each course.

- Successful course completion is 77% in all classes, except 85% in N311 Foundations of Professional Practice.
- A student may only repeat a course in which they received a grade of "W" or a failing grade once. Students who have withdrawn from a course will be placed on academic probation/financial aid warning. Repeating a course does not remove the failing grade from the transcript. The second grade earned is calculated into the GPA.
- A student may not withdraw from more than two courses while pursuing the nursing degree. The student may not withdraw from a course if there is a Student Code of Conduct issue or a Grievance is pending or being investigated.

The student is required to meet the standards of the SAP Policy, or otherwise, eligibility to receive student financial aid will be placed in one of the following:

- Academic Probation/Financial Aid Warning status (the first time the minimum standards of SAP are not met)
- Academic Dismissal/Financial Aid Suspension status (failure to meet progression standards)
- Academic Probation/Financial Aid Probation status (if a student has a successful appeal and is readmitted)

## Quantitative Measure (Pace)

Cumulatively, a student must successfully complete a minimum percentage of 67% for all credit hours attempted to **stay on Pace** for completing their program **before** reaching the **maximum time frame** allowed. Attempted credit hours include any credit hours in which the student was enrolled after the refund period.

Completing a minimum of 120 semester credit hours with at least 60 transfer credit hours in general education courses and 60 credit hours in nursing courses per the curriculum plan is required. All grades earned in courses a degree-seeking student takes will be used as the criteria for determining academic standards.

The degree requirements must be completed within three consecutive academic years for a full-time student and six consecutive academic years for a part-time student. This timeframe is the **maximum time** allowed to complete the nursing degree. Completion time may vary for students changing from full-time status to any other status or withdrawing from courses.

If a student accepts Federal Title IV aid for days attended during the refund period (tuition and fee charges are cancelled) but then withdraws from **all** credit hours, the student will be placed on Financial Aid Suspension. This action will not result in Academic Dismissal. However, a student must submit and have an approved appeal before aid eligibility can be reinstated.

## Academic Probation/Financial Aid Warning

Academic Probation/Financial Aid Warning status occurs the first time a student fails to meet the minimum standard in the Qualitative or Quantitative components; the student must develop and follow an academic remediation plan.

If a student is placed on Academic Probation/Financial Aid Warning, they will still be eligible to receive Student Financial Aid for **one more term** without appealing the circumstances.

Any student placed on Academic Probation/Financial Aid Warning for unsuccessfully completing a course **MUST** take the failed course in the next semester it is available (summers excluded). A student required to repeat a course must do so at LCN. Courses taken at another college or university may not be used to repeat

LCN courses unless specific approval from the Dean of Nursing is obtained.

## Procedure for Academic Probation

The Registrar will notify the student of the Academic Probation/Financial Aid Warning by e-mail with the required remediation requirements and financial aid implications. The Academic Probation will be noted on the student's transcript.

Remediation for Academic Probation: The student will receive an academic probation remediation form. The student must develop and submit their remediation plan by the first day of the following semester. The remediation plan should have detailed action steps to help them be successful in future courses.

NOTE: Failure to provide the remediation plan by the due date may cause the student to be academically dismissed.

Once the student submits the remediation form, the student's academic advisor, the college tutor, the remediation coordinator, and the campus lab coordinator will review the student's plan. The individualized remediation plan will be finalized, and the student must fulfill all plan requirements throughout the semester.

NOTE: Failure to meet the requirements may cause the student to be academically dismissed.

## Academic Dismissal/Financial Aid Suspension

The following are the criteria for an Academic Dismissal/Financial Aid Suspension:

1. A student on Academic Probation/Financial Aid Warning (below a 2.5 cumulative GPA) who does not show progression by raising their semester or cumulative GPA the next semester.
2. A student who is unsuccessful in a course and fails the course again.
3. A student who fails two different nursing courses.
4. A student who has withdrawn from three different courses.

If minimum standards are not met upon the end of the student's next enrollment period, the student will be placed in an Academic Dismissal/Financial Aid Suspension status. A student placed on Academic Dismissal/Financial Aid Suspension is **NOT** eligible for Federal or State student aid. Financial aid can be reinstated if a student is successfully readmitted through the appeal process (see the Readmission Policy).

A **total withdrawal from all courses** (a "grade" of "W" posted to the transcript) or **total failure from all courses** will result in Academic Dismissal/Financial Aid Suspension.

### Procedure for Academic Dismissal

The Registrar will notify the student by certified letter of the Academic Dismissal. The Academic Dismissal will be noted on the student's transcript. A student who has been academically dismissed is prohibited from enrolling in any courses and, therefore, is not eligible for federal, state, or institutional aid. If the student has pre-registered for an upcoming semester, they will be automatically disenrolled from their classes. The student will receive a refund for tuition and fees paid for a future semester. The student may reapply for readmission after the dismissal period of one semester. (See the Readmission Policy)

### Glossary of Terms:

**Academic Dismissal/Financial Aid Suspension** – a student who has failed to maintain minimum standards while on Academic Probation/Financial Aid Warning.

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

**Academic Probation/Financial Aid Warning** - the first time a student fails to meet the minimum standard.

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

**Minimum Standards** - The student has a *Cumulative* 2.5 Grade Point Average and is staying on Pace with a success rate of completing all attempted credit hours within the published time frames of their program of study.

**Program of Study** - the educational program of study is nursing.

**Qualitative Measure** – the cumulative GPA, which reflects the quality of each student's grades.

**Quantitative Measure** – the component measures the amount of academic work a student completes on a cumulative basis for enrollment in a program of study within a specified timeframe.

**Remediation Plan** – a plan to assist student success when placed on academic probation or readmitted to the nursing program.

**Satisfactory of Academic Progress (SAP)** - is a federal regulation (34 CFR 668.34) establishing and monitoring minimum academic progress standards. Students must maintain satisfactory academic progress (SAP) in their course of study to be eligible for financial aid. LCN has one policy that applies to all students.

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

## Course Level - Academic Improvement Plan

### Purpose:

Lakeview College of Nursing actively supports students to improve their academic performance through remediation. Students are required to show ongoing remediation efforts to enhance their academic success. The Academic Improvement Plan (AIP) recommends remedial content for students who fail to meet academic standards. The student must complete the AIP and adhere to the course expectations outlined in the course syllabus.

### Definition:

An Academic Improvement Plan (AIP) is developed by the student's course instructor, clinical instructor, academic advisor, or Dean of Nursing when a student is not meeting academic standards or clinical performance or exhibiting unsafe, unprofessional behavior.

**Insufficient Academic Progress:** Insufficient academic progress is when a student fails to meet a course's academic standard, which may include not meeting exams or assignment requirements.

### Insufficient/Unsatisfactory Clinical Performance:

Insufficient or unsatisfactory clinical performance is when a student fails to meet the clinical performance standards, which may include not meeting the required Medication Calculation score, unsatisfactory mid-term or final clinical evaluation, or clinical expectations.

**Unsafe Practice/Unprofessional Behavior:** Unsafe practice and unprofessional clinical behavior may include abandonment, neglect, or actions outside the student nurses' scope of practice. Unprofessional behavior may include violating clinical policies, College policies, or professional codes of conduct.

### Procedure:

1. The academic advisor, course instructor, clinical instructor, or Dean of Nursing will develop an Academic Improvement Plan and notify the student of their online AIP via e-mail.
2. A copy of the AIP will be sent to the academic advisor and the record office.
3. A copy of the AIP will be sent to the Skills Lab Coordinator and tutor if necessary.

The AIP may include the following:

- Review relevant content in the course resources and develop a study plan.
- Take or repeat ATI-focused review tests, online learning assignments, and other learning activities aligned with the course student learning outcomes.
- Practice or demonstrate mastery of psychomotor skills.
- Review clinical policies, Student Handbook policies, or Student Code of Conduct.
- Make an appointment with the course instructor/coordinator, advisor, or tutor.

## Semester Level – Academic Improvement Plan

Students are required to maintain a 2.5 *cumulative* GPA. When a student's *semester* GPA falls below 2.5, the student will be required to participate in the remediation program. At the end of the next semester, if the student's semester GPA is above 2.5 and is not on probation, they are no longer required to participate in the remediation program.

### Assessment Information

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

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

- Prospective Students - Admissions Testing
- All students every semester - Midterm Evaluations, Course and Clinical evaluations, Tea with the Dean of Nursing, Student Forums, and Student Suggestion Boxes
- All Students Biennially - Noel Levitz
- Students in Final Semester – Skyfactor
- Graduates - Graduate Survey [prior to graduation]
- Alumni - Postgraduate Employment Survey [6 months following graduation]

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## Graduation Requirements

For graduates to be eligible for the Bachelor of Science in Nursing degree (BSN), a student must satisfactorily:

1. Complete the required curriculum of 120 semester hours:
  - a) Complete all the general education college course requirements. (60 semester credit hours) with a minimum GPA of 2.5 on a 4.0 scale.
  - b) Complete all required nursing courses (60 semester credit hours) with a minimum GPA of 2.5 on a 4.0 scale.
2. Complete a minimum of 30 semester credit hours of nursing coursework at Lakeview College of Nursing.
3. Complete 20 hours of Service Learning throughout the curriculum.
4. Complete the required Program Outcomes.
5. Complete the NCLEX-RN review class offered by the College.

The responsibility for knowing and achieving the graduation requirements rests with the student.

## Service Learning

### Service Learning Outcomes

1. Develop a habit of critical reflection as they integrate professional values and leadership principles throughout their career. (Program Outcome 5)
2. Incorporate an ethic of social and civic responsibility into their professional values and practice. (Program Outcome 4 & 5)
3. Develop an understanding of the complex underlying issues impacting family, population, and community health needs. (Program Outcome 4)
4. Develop their ability to work collaboratively in a variety of settings. (Program Outcome 1 & 7)
5. Learn about diverse cultural perspectives and develop a respect for cultural differences (Program Outcome 6)
6. Observe organizational and community decision-making styles and reflect on how these are utilized to promote community health and wellness. (Program Outcome 1)

Completing 20 hours of service learning is a graduation requirement. The 20 hours of service learning will be completed throughout the student's time at Lakeview and must be fulfilled before graduating.

Five (5) hours are recommended to be completed each semester, totaling twenty (20) hours by graduation. There is a multitude of organizations that seek out volunteers to serve the community. A list of organizations within the area that would serve as potential sites to complete these hours is provided to students at the new student orientation. All organizations require prior authorization to complete hours. Please contact the site before completing the hours to fulfill the site's needs.

Students will bring completed hours to their advisor at the time of registration each semester. Proof of completed hours should be documented on [the Service Learning Form](#) located on the LCN website with the signature and contact information of the site. If a student wishes to complete service hours at a location different from the pre-approved list, they will have to contact their advisor for approval first.



## Academic Professional Portfolio

Students will begin developing a portfolio reflecting their academic and professional accomplishments. The portfolio will begin in N314: Introduction to Professional Practice and will be completed in N443: Leadership and Management. The purpose of the portfolio is to “showcase” credentials not included in a resume.

The portfolio is a biographical account of the student’s educational career at Lakeview College of Nursing (i.e., goals, objectives met, improvements in writing, and nursing skills). Collections of papers, Care Plans, and PowerPoint handouts should be included to demonstrate the student’s best ideas, work, and accomplishments during the program. The student’s progress through the program will be reflected, which may be helpful during employment interviews. The portfolio will become an excellent place to keep all certificates of completion (e.g., CPR, conferences, in-services) and health records.

Students will want to ask faculty for references to include in their portfolios. A letter of reference-recommendation form has been developed for students to complete and give to faculty. **Students must give faculty at least two weeks’ notice when requesting a letter of reference/recommendation.**

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

## Photo Video-Audio Release for Coursework

Before photographing, videotaping, or audio recording individuals as part of a course requirement of Lakeview College of Nursing, the consent of individuals 18 or older or a parent/guardian for individuals younger than 18 years of age must be obtained.

The Consent form is found here: <https://www.lcn.edu/forms>

## Graduation Academic Honors

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

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

## Sigma Theta Tau International Honor Society of Nursing

### Alpha Alpha Delta Chapter Membership

#### Philosophy of Membership Eligibility

Sigma Theta Tau International Society membership is by invitation to baccalaureate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Sigma Theta Tau encompasses more than 150 chapters at colleges and universities worldwide. Lakeview College of Nursing is home to the Alpha Alpha Delta Sigma chapter.

#### Purpose of Sigma Theta Tau International

- Recognize superior achievement and scholarship
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals and purposes of the profession

#### Membership Invitation

Membership in the LCN chapter of Alpha Alpha Delta Sigma Theta Tau International Honor Society is by invitation to baccalaureate students who demonstrate excellence in scholarship. Students who have completed at least one-half of the nursing curriculum, ranked upper 35% of their class, have a GPA of at least 3.0 on a 4.0 scale, and have no unprofessional or student code of conduct issues may be inducted into the Honor Society.

Candidates for membership are reviewed biannually. Invitations are extended to all BSN students who meet Sigma Theta Tau International’s membership criteria. An induction ceremony is held each spring and fall for all new members.

## NCLEX-RN Preparation

### Fingerprinting & Background Check Requirement for NCLEX

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

### NCLEX-RN Procedures & Registered Nurse Licensure

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

1. The Dean or designee will meet with seniors during the final semester to discuss the application procedures for registering for the NCLEX-RN examination and applying for an RN licensure.
2. Students will register online for the NCLEX-RN examination through Pearson Vue (<http://www.personvue.com/>). The application can be submitted online with a credit card payment of \$200 or downloaded and mailed in with a cashier's check or money order. Students should maintain copies of all applications sent online or via certified mail.
3. The student must complete state licensure forms. This can be done by identifying the state board of nursing in the desired state for licensure, accessing the website, and applying online or downloading the application for licensure by examination. All states require a fee for submitting an application that can be paid by credit card, cashier's check, or money order. Some states require a background check as a part of the licensure process. Students must identify the time limit set by the state for an acceptable background check. (The State of Illinois will only accept background checks done within 60

days from submission of the application for licensure).

4. Students are responsible for sending to the state agency processing their application for licensure their receipt of fingerprinting and background check by certified mail.
5. Transcripts and/or verification of graduation forms will not be sent until the student meets all of the graduation requirements. All transcripts and/or verification forms will be sent by certified mail to the desired state of licensure or, when needed to the graduate.
6. Any information sent for licensure or registration SHOULD be copied and sent by registered/certified mail.
7. The Dean of Nursing will be available for questions.

### Illinois Nurse Practice Act

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

### Applicants Seeking Licensure Outside of Illinois

If students intend to seek licensure outside of Illinois, Lakeview College of Nursing recommends contacting the appropriate state licensing agency to obtain the most up-to-date information.

<https://www.ncsbn.org/nursing-regulation/licensure.page>



## Clinical Policies and Procedures

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

### Clinical Placement

During enrollment at Lakeview College of Nursing, various clinical opportunities are provided to help students successfully complete course requirements. Lakeview has extensive clinical affiliation agreements, including acute and extended care facilities and community service agencies.

Enrolled students must be able to have independent means to travel to and from clinical assignments. Students traveling in private vehicles to and from clinical assignments assume all related risks and liability. Lakeview College of Nursing is not responsible for injuries or damages that may result.

Clinical opportunities are limited, and students are assigned to clinical time and sites. Students who cannot attend the assigned clinical time and location can withdraw and re-enroll in the course the next time it is offered. Clinical reassignments are not considered.

### Clinical Confidentiality - HIPAA

Per the Health Insurance Portability and Accountability Act of 1996 (HIPAA), all information regarding patients or former patients is considered confidential and protected health information and will be used solely for clinical purposes as part of the educational curriculum. Students may be required by their assigned clinical placement to complete HIPAA training. Students are responsible for adhering to the requirements of HIPAA and any other federal or state laws regarding confidentiality. Students may not download or store confidential client data on a personal electronic device. HIPAA compliance concerns will be referred to the Dean of Nursing and could result in disciplinary action that may impact student progression.

### Clinical Patient Care

The student nurse will not discriminate while providing nursing services based on age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status, or disability.

### Student Pregnancy Policy

A student who is or becomes pregnant is encouraged to notify the Title IX Coordinator as soon as possible. By doing so, the student and Title IX Coordinator can collaborate and develop an appropriate plan to continue the student's education. Pre-planning can also help with particular challenges the student may face while pregnant or recovering from childbirth (e.g., missed classes/clinicals, make-up work, etc.). The choice to declare a pregnancy is voluntary and a student is not required to disclose this information to the College. For example, voluntarily disclosing a pregnancy may be particularly beneficial due to the unique nature of the nursing program and its clinical requirements.

For the safety of the pregnant student, the student should be aware of potential risks related to some learning experiences such as, but not limited to, communicable disease[s], strenuous activity, toxic substances, including radiation, and the potential for bodily harm. The student should consult with her faculty member before the clinical experience to know any clinical agency policies related to pregnant individuals, such as not entering where radiation therapy is being administered. Neither the College nor its affiliating clinical agencies assume responsibility for any harm that might occur to a fetus or a pregnant student. The College advises the student to consult with the student's doctor to discuss potential risks.

### Clinical Participation Requirements

Student must:

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

## Clinical Attendance/Lab Policy

Attendance at clinical and lab is required. To meet the clinical objectives and requirements, the student must satisfactorily fulfill all required clinical hours.

See course descriptions for required clinical and lab hours. Failure to satisfactorily fulfill the required clinical or lab hours will lead to failure of the course.

If a student anticipates missing clinical or lab, the student must personally notify the clinical/lab instructor and course coordinator of absence **before starting** the clinical experience. Depending on the course, students may also be required to notify the agency.

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

Failure to notify the clinical/lab instructor of absence in advance of the clinical/lab experience is an unexcused absence. Failure to arrive on time and be prepared for clinical or leave early is an unexcused absence. An emergency will be taken into consideration when determining excused or unexcused absences.

To maintain patient safety, the clinical instructor may dismiss the student from the clinical area if the student is unprepared for the clinical experience or if the clinical instructor determines that the student is unsafe to provide care. Such dismissal is an unexcused absence.

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

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

Clinical instructors will follow up with course coordinators to discuss the student's performance in the clinical setting. Specifically, if the student needs to attend an alternative experience to make up for the experience missed and whether or not the clinical outcomes are still possible to achieve, clinical absences will be documented, and the student will be required to make up the clinical hours per the course coordinator. If available and necessary by the course coordinator, clinical hours will be made up by simulation or demonstrating skills in the lab. The course coordinator

will notify the lab coordinator when a student is required to make up the clinical experience.

## First Day of Clinical/Lab Orientation

Students must attend all clinical orientations for their assigned agency. Students who miss the first day of clinical, lab, or clinical orientation, whether their absence is excused or unexcused, may be immediately dropped from the course(s). Students who cannot attend the first day must have prior approval from the Dean of Nursing and Course Coordinator. See General Attendance Policy.



**Students should check with their clinical instructor if these symptoms apply: (a doctor's note may be required)**

- Fever > 100.4
- Conjunctivitis (Pink Eye)
- Diarrhea or Vomiting-lasting more than 12 hours
- Group A Strep-culture confirmed or physician-diagnosed
- Jaundice-yellowing of the skin, which might suggest viral hepatitis
- Cold sores (herpes)
- Active measles, mumps, pertussis, rubella, or chickenpox
- Upper respiratory infection (cold) if accompanied by fever and productive cough
- Tuberculosis and/or positive TB skin test
- Head lice, scabies (mites that burrow under the skin, causing a rash)
- Any draining wound such as Impetigo, Abscess, or Boil must be covered
- Mononucleosis
- COVID-19 Symptoms
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

## Clinical Dress Code

Students project an image of the College as they engage in practice settings. Lakeview College of Nursing expects professional dress and appearance. Students are to purchase a student uniform from the approved vendor designated by the College.

### Dress Regulations/Uniform Requirements:

#### 1. Identification Badge

The Lakeview College of Nursing issued I.D. badge should be attached to the upper right collar area and worn at all times (College, Simulation Lab, and Clinical Sites).

#### 2. Uniform

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

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

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

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

**Jacket:** (optional) Burgundy, zip-front scrub jacket specified by the College with the LCN patch sewn on the left arm.

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

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

#### 3. Watch with a second hand.

#### 4. Stethoscope with bell and diaphragm.

**Additional required supplies:** penlight, bandage scissors, a small notepad, black ball-point pen  
Students are expected to dress and present themselves professionally in the clinical area. Whenever students are representing the College, the student should be in uniform. Professional attire and appearance are an expectation, not an option. Clinical Instructors may dismiss students from the clinical setting if they are not properly attired. This dismissal will be counted as an unexcused clinical absence.

#### Additional Requirements:

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

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

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

**Cosmetics:** Make-up may be worn moderately, applied lightly, and non-threatening. Scented products and products containing glitters should be avoided.

**Tattoos:** Tattoos must be covered whenever possible and should not be offensive or distracting if visible. Some clinical agencies may require total coverage.

**Jewelry/Accessories:** These are the only acceptable accessories;

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

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

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

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

### **Clinical Injuries/Illness**

Students injured during clinical and need immediate attention should be taken to the Emergency Services for care. Any expense incurred is the student's responsibility. The student should see their physician if the injury does not need immediate attention. Students are responsible for carrying their health insurance. Faculty must complete an Incident Report, [https://www.lcn.edu/incident\\_report/form](https://www.lcn.edu/incident_report/form), for Lakeview and the clinical agency where the accident occurred.

### **Needlestick Injury**

Needlesticks or any other injuries must be reported and investigated by the agency (where the incident occurred). When a needle stick occurs, the student should be taken to the nearest emergency room. The emergency room's policy/procedure for needlestick injuries should be followed. Any expense that is incurred is the student's responsibility. In addition to the clinical site's procedure, Lakeview College of Nursing's form, [http://www.lcn.edu/incident\\_report/form](http://www.lcn.edu/incident_report/form), must be completed. College community members will be transported by car or ambulance to the nearest appropriate facility in an emergency.

### **Use of Electronic Devices in Clinical Policy**

This policy establishes guidelines for the appropriate and professional use of electronic devices (e.g., cell phones, smartphones, tablets, computers) during clinical by nursing students. "Clinical" is the various settings utilized in any clinical nursing course (for example, skills laboratory, acute care facilities, sub-acute and rehabilitation facilities, long-term care facilities, clinics and physician offices, and community settings). Students must adhere to the clinical facility's and the College's policies regarding using electronic devices in clinical settings.

If electronic devices are approved for use according to clinical facility policy, the following restrictions apply:

- Electronic devices may only be used for clinically-related reasons as approved by each clinical instructor and/or course coordinator
- All devices must be kept on "silent" or "vibrate" mode in the clinical setting
- Use of electronic devices for personal communication (e.g., email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited.
- Taking any voice recordings, photographs, or videos during clinical is strictly prohibited.
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information. Students may not download or store any confidential client data on a personal electronic device.

Violations of this policy and/or the policy of the clinical facility may result in clinical remediation or failure.

### **Nursing Clinical Lab Expectations and Evaluation**

1. Expectations - It is understood that throughout the courses in the program, nursing care will be given:
  - a. Safely - so that the environment does not endanger the patient, treatments, and medications; by lack of student knowledge; or by disregarding agency policies.
  - b. Honesty - so that in every interaction between student and patient, health care team member, and instructor, the student communicates ethically and truthfully.
  - c. Professionally in all actions, a student follows policies and procedures. Maintains appropriate boundaries and communicates clearly and effectively.
2. Evaluations
  - a. Each student will receive a mid-term and final evaluation of clinical performance.
  - b. Each student will have the opportunity to discuss the evaluation with the clinical instructor.
  - c. Each student who receives an unsatisfactory final clinical/lab evaluation will fail the clinical portion of the course.
3. Remediation

- a. An Academic Improvement Plan (AIP) will be completed for any student who has unsatisfactory mid-term or final evaluations for future clinical settings.
- b. It is the student's responsibility to follow through with remediation recommendations on the AIP.

- How is the medication administered?
- Does administration require medication math to calculate the dose?
- Ensure that labeling is legible and clearly understood.
- Follow institution medication protocols as written.

## Approved list of the Rights to Medication

### Administration:

- ✓ Right client
- ✓ Right medication/drug/reason
- ✓ Right dose
- ✓ Right route
- ✓ Right documentation
- ✓ Right client education
- ✓ Right to refuse
- ✓ Right assessment
- ✓ Right evaluation

### Right client

- Is this the right client to receive this medication?
- Verify the client's identity using at least two identifiers, including name and date of birth (check wristband and ask the client to state their name).

### Right medication/drug/reason

- Do the client's condition, symptoms, and health status warrant receiving this medication?
- Has the client's symptoms and the diagnosis made sense for the client to have this medication?
- Is it the correct time for the medication to be administered?
- Determine if the client has any known allergies or sensitives
- Assess the client's other medication to detect possible contraindications
- Make sure the right medication, packaging, labeling, and spelling of some drugs look alike-watch for visual clues.
- Have another person double-check medications and mathematical calculations.
- Check when the medication was last administered; if the drug is new, document when it was first given.

### Right dose

- Is the correct dose being administered?

### Right route

- Is it appropriate to administer the medication orally, intravenously, by injection, or other routes appropriate?
- Check the original orders to verify the route of administration.

### Right documentation

- Has the correct documentation been completed according to facility policy?
- Complete documentation according to facility policy immediately after administering any medication.
- Document and communicate any signs and symptoms indicative of adverse effects to the appropriate health care provider.

### Right client education

- Is the client familiar with the medication?
- Does the client understand the purpose, dosing, administration information, and other information specific to the medication?
- Assess the client's level of knowledge. Provide client education as necessary.

### Right to refuse

- Has the client verbally agreed to take the medication?
- Has the client expressed any concern with the medication?
- Acknowledge the client's right to self-determination.
- Provide education, then document, and notify the provider about the refusal.

### Right assessment

- Is it appropriate to administer the medication based on the specific data collected?
- Collect appropriate assessment data related to the mechanism of action and/or therapeutic action.

### Right evaluation

- How has the client responded to the medication?



- Monitor the client to determine the drug's efficacy, detect and prevent complications, and evaluate and document changes.
- When applicable, assess the client's laboratory values to detect changes.
- Provide client education when possible so the client is alert to adverse effects.

### Skill statement

Goal:

1. Define satisfactory vs. unsatisfactory
2. Provide examples of satisfactory vs. unsatisfactory
3. Set disclaimer of sterile technique and the number of identified breaking of technique allowed.
4. Set up remediation guidelines for all faculty related to student failure
5. Provide time frames per skill

### Testing (Check-off)

- ✓ Students will be provided a review day or study content related to the skills required for the check-off.
- ✓ Students must be able to demonstrate proficiency for satisfactory performance.
- ✓ Retesting will be required if the skill level is unsatisfactory.
- ✓ Retesting will be on the student's own time and is to be scheduled through the lab coordinator.
- ✓ Students will not be able to retest until remediation has occurred.
- ✓ Repeat testing cannot occur on the same day as the unsuccessful attempt.
- ✓ Skill remediation will be determined by the instructor that evaluated the student.
- ✓ Skill remediation may include:
  - a. Attendance of open laboratory times with the lab coordinator.
  - b. Review videos, ATI content, and more.

- Applies knowledge of the principles of the skill accurately.

### Unsatisfactory:

- Requires direction or cues from the instructor.
- Demonstrates partial lack of dexterity; is awkward.
- Takes a longer time to complete the skill.
- Wastes energy due to poor planning/anxiety.
- Focuses primarily on the task, not the client.
- Needs direction in the application of the principles of the task.
- Unable to complete the skill within the allotted time.

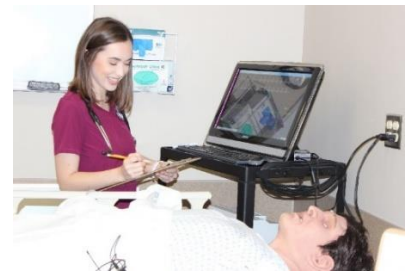
### Break in Technique

The student is only allowed one student identified and reported by the student break-in technique. Any break in technique needs to be recognized and identified by the student before proceeding to the procedure's next step.

More than one break in technique reported by the student will result in an unsatisfactory check-off regardless of the points awarded.

If a break-in technique occurs and is not identified by the student, this will result in an unsatisfactory check-off.

Any break in technique the instructor identifies will result in an unsatisfactory check-off.



### Satisfactory and Unsatisfactory Definition

#### Satisfactory:

- Performs safely and accurately during the performance.
- Demonstrates coordination and dexterity.
- Generally, appears relaxed and confident most of the time, with the occasional display of anxiety.
- Completed the skill within a reasonable time frame.
- Focuses on the client initially, but as the skill progresses, focuses on the task.

## Policies and Standards of Behavior

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

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

### Bill of Rights & Responsibilities for Students of Nursing

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

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

1. Under no circumstances should a student be barred from admission to a particular institution based on race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, personal attributes, or economic status.
2. The freedom to teach and learn are inseparable facets of academic freedom and quality education; students should responsibly exercise their freedom.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.
5. Students should be free to take reasoned exceptions in an informed, professional manner to

the data or views offered in any course of study. However, students are accountable for learning the content of any course of study they are enrolled in.

6. Students should have protection against prejudiced or capricious academic evaluation through orderly, approved standard procedures. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation, or other personal information which instructors acquire in the course of their work or otherwise should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
8. Students should have the right to advocate for themselves and others in the curriculum's construction, delivery, and evaluation.
9. Institutions should have a carefully considered policy on the disclosure of private and confidential information, which should be a part of a student's permanent academic record in compliance with state and federal laws.
10. Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions in an informed, professional manner, publicly and privately.
11. Students should be allowed to invite and hear any individual of their choosing within the institution's acceptable guidelines, thereby advocating for and encouraging the advancement of their education.
12. The student body should have clearly defined means to participate in formulating and applying institutional policy affecting academic and student affairs, thereby encouraging leadership through a faculty-student council, student membership, or representation on relevant faculty committees.
13. The institution must clarify those standards of conduct that it considers essential to its educational mission, community life, objectives, and philosophy. These may include but are not limited to academic dishonesty, plagiarism, punctuality, attendance, and absenteeism policies.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standard of conduct should be formulated with student participation, clearly written, and published in advance through an available set of institutional

regulations. It is the responsibility of the student to know these regulations.

15. The nursing program should readily have a set of clear, defined grievance procedures.
16. As citizens and members of an academic community, students are exposed to many opportunities and should be mindful of their corresponding obligations.
17. Students have the right to belong or refuse membership in any organization.
18. Students have the right to personal privacy in their individual/personal space to the extent that their well-being and property are respected.
19. Nursing programs should provide adequate safety precautions, such as street and building lighting, locks, patrols, emergency notifications, and other necessary safety measures to ensure a safe and protected environment.
20. If present in the school, the dress code should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained while also considering points of comfort and practicality for the student.
21. Grading systems should be reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.
22. Students should have a precise mechanism for input into evaluating their nursing education and faculty.
23. The nursing program should track its graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.
24. The nursing program should provide comprehensive, clear, and concise information on student loans, scholarships, and other students' financial aid.

## CODE OF CONDUCT

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

### II. Harassment and Discrimination Prohibited.

- A. Lakeview College of Nursing is committed to providing its students with an educational environment that is free from harassment and discrimination. The College will not tolerate harassment of Lakeview College of Nursing students by anyone, including administration, faculty, staff, other students, or any third party.
- B. Harassment Defined. Harassment consists of unwelcome contact and/or conduct, whether verbal, physical, or visual.
- C. Discrimination Defined. Discrimination is an unequal, unfair, or unwelcome treatment based upon a person's protected status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical disability, mental disability, marital status, or any other legally protected status.
- D. Harassment and Discrimination in Education. Lakeview College of Nursing prohibits harassment or discrimination of any kind, including but not limited to any conduct that negatively impacts the tangible benefits of education, interferes unreasonably with an individual's educational performance, or creates an intimidating, hostile, or offensive educational environment. Such prohibited conduct includes but is not limited to, making jokes about a fellow student's disability or excluding a student from a study group based on race.
- E. Sexual Harassment. Sexual harassment is unwelcome conduct based on sex, whether directed towards a person of the same sex or the opposite sex. It may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually charged jokes, obscene printed or visual material (including electronically displayed material), and physical contact such as patting, pinching, or intentionally brushing against another person's body. Sexual violence is a form of sexual harassment and: includes but is not limited to physical sexual acts; unwelcome sexual touching or battery; rape; domestic violence; dating violence; and stalking. All sexual harassment is expressly prohibited. Any sexual misconduct, consensual or

otherwise, shall be considered sexual harassment when:

1. A student's submission to such conduct is either explicitly or implicitly made a term or condition of receiving an education;
2. A student's submission to or rejection of such conduct is used to influence the student's educational development or participation in any College activity or program, including but not limited to:
  - a. Admission to the College.
  - b. Educational performance required or expected of the student.
  - c. Attendance or assignment requirements applicable to the students.
  - d. Courses, fields of study or programs (including honors and graduate programs) to which the students will be admitted.
  - e. Placement or course proficiency requirements are applicable to the student.
  - f. Quality of instruction the student will receive.
  - g. Tuition or fees required of the student.
  - h. Scholarship opportunities are available to the student.
  - i. Any grade the student will receive in any examination, course, or program of instruction.
  - j. Progress of the student toward successful completion of the nursing program.
  - k. The degree, if any, the student will receive.

The conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

- F. Reporting of Harassment and Discrimination. All Lakeview College of Nursing students, educators, and administrators are responsible for helping ensure that all students are free from harassment and discrimination, regardless of the perceived level of severity. If any Lakeview College of Nursing Student feels that they have experienced or witnessed harassment, the student shall immediately file a report pursuant to the Lakeview College of Nursing Grievance Policy in the Student Handbook. Victims of any form of sexual harassment can report directly to the Title IX Coordinator, Karlee at [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu), 217-

709-0920, 903 N. Logan Ave., Danville, or any college employee or may complete an online form on the LCN website.

- G. Retaliation Prohibited. The College forbids retaliation against anyone for reporting any harassment or discrimination, assisting other students in reporting, and/or participation in a harassment or discrimination investigation. If any student feels that they have been retaliated against, the student shall immediately file a Grievance report.
- H. The College's policy is to investigate all complaints made under this policy impartially and thoroughly within 48 hours of receipt of the complaint. To the fullest extent possible, the College will keep grievances, investigations, and results strictly confidential. If an investigation confirms that a policy violation has occurred, Lakeview College of Nursing will take appropriate corrective action to stop the prohibited conduct and ensure that the prohibited conduct does not reoccur.
- I. The Student Affairs Committee is tasked with resolving violations of the Lakeview College of Nursing's **Harassment and Discrimination** policy. The Student Affairs Committee allows both parties to provide or present evidence and witnesses on their behalf during the complaint resolution procedures. The Student Affairs Committee will use a preponderance of the evidence standard. The Chair of the Student Affairs Committee will provide written notification of the results of the complaint resolution procedure, including information related to appeal rights, within seven (7) days of a decision or sooner if state or federal law requires.

### III. Standards of Behavior

- A. Attendance at Lakeview College of Nursing is voluntary and entirely conditional on the student's full compliance with the Lakeview College of Nursing Student Code of Conduct. Lakeview College of Nursing is an academic community engaged in learning and practice. While the members of this community contribute a diverse mix of ideas and backgrounds, we hold in common those standards of conduct that exemplify personal integrity and ethical behavior and advance the College's mission, traditions, and values. By enrolling in Lakeview College of Nursing, students agree to strictly comply with the Code of Conduct and thereby take on obligations for performance and behavior reasonably imposed by the College, which are relevant to its lawful missions, processes, and

functions. These obligations and expectations may be much higher than those imposed on other citizens by civil and criminal law. Lakeview College of Nursing shall discipline students as needed to ensure compliance with these obligations.

B. Definitions. In addition to their usual and customary meanings, the following terms, including any derivations thereof, shall be defined as follows as they apply to the Lakeview College of Nursing Code of Conduct:

1. Complicity is being present during the planning or commission of any violation of the Student Code of Conduct in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of the Student Conduct Code are expected to remove themselves from association or participation and report the violation immediately.
2. Consent is defined as a freely given, clear, unambiguous agreement between the participants to engage in sexual activity. Lack of verbal or physical resistance or submission by a person resulting from the use of force or threat of force by another person shall not constitute consent. Consent is deemed incapable of being given if the person's physical and/or mental control is markedly diminished as the result of alcohol, other drugs, illness, injury, or any other reason. Consent must be given each time the participants engage in sexual activity. Consent given on a prior occasion does not indicate future consent, and consent may be revoked at any time.
3. Domestic violence and dating violence are harmful and/or abusive behaviors that occur between individuals who are or have been in a social relationship of a romantic or intimate nature. Domestic violence occurs when those individuals are in a shared living arrangement or who have a child in common, and dating violence occurs when those individuals are not in a shared living arrangement and do not have a child in common.
4. Hazing is any act or situation on or off-campus, initiated, planned, sanctioned, or joined in by one or more persons associated with an athletic team or student organization, causing embarrassment, harassment, or ridicule to, or which involves participation in a Code violation or an illegal act by, or which causes, or places in danger of causing, physical or mental harm to, any member or any student affiliated with the organization. Incapacitation is the impairment of one's faculties where physical or mental control is markedly diminished.
5. Intimidation is an action that serves to attempt to limit another person from participating in an activity and/or process.
6. Plagiarism is the use, without adequate attribution, of another person's words or thoughts as if they were one's own, failing to cite outside sources used in the completion of the work, or improperly citing sources. Plagiarism includes the use of artificial intelligence to answer questions, write the content of paper, formulate discussion posts, etc. Submission of one's own work that was previously used in other courses or for publication without permission and appropriate attribution is self-plagiarism.
7. Prohibited substances include cannabis, cocaine, ecstasy, heroin, LSD, methamphetamines, prescription medications are taken without, or in violation of, a prescription, other natural or synthetic intoxicants, and any substances the possession of which is prohibited by Illinois Law, Federal Law, or any administrative regulation
8. Sexual misconduct is any physical act of a sexual nature without the consent of the individuals involved. Sexual misconduct includes, but is not limited to:
  - a. Any form of sexual penetration without consent.
  - b. Intentional or knowingly touching of another person, either directly or through the clothing, of sex organs, buttocks, or breasts for the purpose of sexual gratification or arousal without consent of the other person.
  - c. Intentional exposure of any part of a person's body for a sexual purpose.
  - d. Use of email, text, phone, or any other form of communication to send sexually explicit materials that are unwelcomed by the recipient.

9. Stalking is a repeated and unwanted behavior that threatens or endangers another person's ability to safely be part of our community or causes another person to fear for their safety, health, or well-being. This behavior may be in person, in writing, phone, or through electronic media.
10. Student means any person registered for and/or taking courses at or through the College, both full-time and part-time, or one accepted for enrollment. Persons who are not enrolled for a particular academic term but who have a continuing relationship with the College are also considered students. The College reserves jurisdiction to adjudicate an allegation of a Student Conduct Code violation, including significant academic fraud, occurring during a student's enrollment which may arise subsequent to a student's leaving or graduation from the College.

### C. Standards of Student Conduct

1. Lakeview College of Nursing students shall observe the highest principles of academic integrity and support a campus environment conducive to scholarship. Violations of this standard include, but are not limited to:
  - a. Cheating on examinations (see examination integrity policy).
  - b. Plagiarism
  - c. Working with other students on tests, quizzes, or assignments required or expected to be completed individually is cheating.
  - d. Misrepresentation or falsification of data.
  - e. Theft or the unauthorized possession of examinations.
  - f. Alteration, theft, or destruction of the academic work of others.
  - g. Unauthorized possession, alteration, theft, or destruction of academic records, library materials, laboratory materials, or other College equipment or property.
  - h. Submitting work previously presented in another course by the student or another author unless specifically permitted by the instructor.
  - i. Conduct which disrupts the academic environment, including disruption in classes, faculty offices, academic buildings, clinical sites, or computer facilities.

- j. Complicity with others in violations of this standard.

Students who observe or are aware of any breach of academic integrity on the part of another student are encouraged to report the infraction to the faculty member in the course, their academic advisor or the Dean of Nursing.

2. Lakeview College of Nursing students shall respect the health, safety, welfare, and rights of all persons. Violations of this standard include, but are not limited to:
  - a. Threatened, attempted, or actual physical harm, or other conduct that threatens the health or safety of the student himself/herself or any other person.
  - b. Intimidation, stalking, coercion, verbal abuse, domestic violence, dating violence, or any other conduct which has a direct and substantial disruptive influence on the life or educational endeavors of any person.
  - c. Sexual misconduct.
  - d. Conduct which is lewd, indecent, obscene, or disorderly.
  - e. Incapacitation due to the abuse of alcohol or a controlled or other intoxicating substance, or appearing in a public place manifestly under the influence of such, particularly when there is a danger to self, others, or property or there is an unreasonable annoyance to others.
  - f. Making, possessing, or using any illegally obtaining, or misusing prohibited substances or paraphernalia, or providing them to persons otherwise intended.
  - g. Possessing or using alcohol on College property, clinical sites, or providing alcohol to those who are underage.
  - h. The unauthorized possession or use of firearms, ammunition, explosives, fireworks, or devices classified as weapons by state statute; the use of instruments which simulate such items in acts which threaten or alarm others.
  - i. Hazing.
  - j. A knowingly false report of a bomb, fire, or other emergencies, or the unauthorized alteration or misuse of any fire alarm, firefighting equipment, safety or other emergency devices.

- k. Harassment or Discrimination in violation of Section II of the Student Code of Conduct herein.
- l. Complicity with others in violations of this standard.

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

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

4. Lakeview College of Nursing Students shall obey faculty and staff, classroom and facility (classroom facility and clinical) rules and procedures, and academic guidelines of the College. Violations of this standard include, but are not limited to:

- a. Conduct which by itself, or in conjunction with the conduct of others, disrupts, or impairs the carrying on of normal College functions.
- b. Refusal to cooperate with, or failure to carry out the reasonable directive, written or verbal, of faculty, staff members, or officials acting in the performance of their duties in support of the institution.
- c. Violating clinical facilities policies such as HIPAA - confidentiality of client information.
- d. Misrepresenting or falsifying any College record, forms or procedure; making

knowingly false oral or written statements to any College official.

- e. Failure to satisfy the terms of a disciplinary sanction.
- f. Violation of building hours or usage policies; smoking in locations other than where permitted.
- g. Failure to show Lakeview College of Nursing ID card or other requested identification when requested to do so by faculty or staff or members acting in the performance of their duties.
- h. Unauthorized possession, use, transfer, or alteration of a College identification card or password.
- i. Failure to have a current local and permanent address on file with the College.
- j. Unauthorized solicitation or canvassing.
- k. Gambling on college premises or college events.
- l. Posting on College property without permission of the Dean or in unauthorized locations.
- m. Violating study abroad or domestic study-travel program standards or policies.
- n. Complicity with others in violations of this standard.
- o. Providing false testimony at a disciplinary hearing or disregarding disciplinary procedures.

Lakeview College of Nursing students shall uphold the mission of the College by being responsible citizens. Violations of this standard include, but are not limited to:

- a. Conduct which poses a hazard to the community or to the campus, such as assault, being on campus or at clinical sites under the influence of drugs or alcohol, or riotous conduct.
- b. Egregious or flagrant instances of conduct in the community or on campus which violates the Student Code of Conduct and/or is prohibited by law or local ordinance.
- c. Felonious conduct, regardless of where it occurs.
- d. Complicity with others in violations of this standard.

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

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

#### **IV. Enforcement of the Code of Conduct.**

A. The Dean of Lakeview College of Nursing is responsible for the enforcement of the Code of Conduct. The Dean will investigate violations of this Code, seek informal resolutions, interview witnesses and review evidence, determine violations, and apply sanctions that lead up to but do not include expulsion and suspension. The Dean's investigation method is determined by the Dean based on the circumstances of the case. Any question of interpretation regarding the Student Conduct Code shall be referred to the Dean for final determination.

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

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

D. Interim Suspension during Investigation.

1. An interim suspension from the College and other conditions or restrictions may be imposed prior to the final resolution of a disciplinary case if, in the judgment of the Dean or the College President, such measures are necessary:

- a. To ensure the safety and well-being of members of the College community.
- b. To safeguard College property.
- c. Ensure the student's physical or emotional safety and/or well-being.
- d. To avoid a disruption of the normal operations of the College.

2. During the interim suspension, the student shall be denied access to the campus, classes, and clinical sites, and all other College activities or privileges for which the student might otherwise be eligible.

3. Before or within a reasonable time following notice to the student of an interim suspension, upon the student's request, a meeting with the Dean will be provided to review the reason for the imposition of the interim suspension.

4. Registration for subsequent terms or the conferral of academic degrees may be withheld pending the resolution of allegations of student misconduct.

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

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

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

1. A student's failure to keep Lakeview College of Nursing notified of the student's current local



address shall in no way serve to invalidate notice sent to the student's last known address.

2. The written notice shall include:

- a. The time and place of the hearing.
- b. The College conduct standard(s) alleged to have been violated.
- c. Sufficient details of the complaint about the basis of the allegation to be understood.
- d. A statement of the respondent student's rights, as stated in this section of the Code.
- e. The name of the person(s), group, or College office filing the charges.

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

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

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

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

L. Attendance of Witnesses. Any party to the hearing may call witnesses to be questioned by the Committee at the hearing. If a party is unable to locate or secure compliance from any member of the College community asked to testify, the student may seek the assistance of the Dean. Lakeview College of

Nursing will not compel any person to testify against their will.

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

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

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

allegations and, if applicable, the sanctions that are to be imposed.

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

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

## V. Sanctions.

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

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

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

1. Academic Penalties. Upon a finding that academic misconduct occurred, the instructor may impose a reduced or failing grade for the assignment or course in addition to such additional sanctions as may be imposed by the Student Affairs Committee, up to and including dismissal from the College.
2. Revocation of Conferred Degree. Revocation of conferred degrees may be recommended to the President of Lakeview College of Nursing in instances where conferral of the degree preceded the determination of significant misconduct or academic fraud.
3. College Reprimand. A reprimand is a verbal or written warning to a student that they have violated the Lakeview College of Nursing Code of Conduct. All reprimands shall be noted in the student's disciplinary file.
4. College Censure. A censure is a written notification to the student that the student has violated the Lakeview College of Nursing Code of Conduct. Censures shall be noted in the student's disciplinary file. Future violations after receiving a censure will likely result in more serious sanctioning.
5. Restitution. Restitution is intended to provide compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions. Discretionary sanctions are tailored to educate and/or address specific behaviors and violations. Discretionary sanctions include but are not limited to: educational papers or projects mandated attendance at seminars or classes, service to the College or community, or other related discretionary sanctions may be assigned.
7. Drug Assessment/Drug Treatment/Drug Testing. Pursuant to the Lakeview College of Nursing Drug Policy found in the Student Handbook, where the abuse of alcohol, drugs, or prohibited substances is a factor in the violation, the

College may, in addition to other sanctions imposed, require drug testing and/or satisfactory evidence of assessment and/or treatment at the student's expense as a sanction and/or condition of continued enrollment in Lakeview College of Nursing.

8. **Conduct Supervision.** Conduct supervision is a requirement that the student meets with the Dean of Nursing or another designated faculty member for one or more meetings following the resolution of the case, for the purpose of assuring a continued understanding of and compliance with the Lakeview College of Nursing Code of Conduct.
9. **College Disciplinary Probation.** Disciplinary Probation is a status imposed for a violation of sufficient severity to place the student near removal from the College community. A student on College Disciplinary Probation is considered "not in good standing" with the College. Accordingly, a student on Disciplinary Probation may not serve on any student-faculty governance committee, as an officer of the student body, or as a member of the Student Government Association. Any significant violation of the Student Conduct Code while on College Disciplinary Probation will likely result in suspension or expulsion. Scholarships, grants or other discretionary financial aid may be canceled or suspended as a condition of probationary status. Strict compliance with the Lakeview College of Nursing Code of Conduct is a condition of Disciplinary Probation. Other conditions may be imposed, including but not limited to:
  - a. Meetings with the Dean or designated faculty members.
  - b. Satisfactory completion of educational assignments or programs.
  - c. Mandated standards of class attendance and/or academic achievement.
  - d. Restriction from buildings, classes, clinical sites, or facilities.
  - e. Restriction from participation in activities, off-campus programs, or other appropriate stipulations.
10. **Suspension.** The suspension is a temporary disciplinary separation of the student from the College for a minimum specified period of time less than one year. During a period of suspension, the suspended student is prohibited from attending Lakeview College of

Nursing campus, classes, events, and activities and shall have no contact with other Lakeview College of Nursing students, directly or indirectly. The College may specify that certain conditions must be satisfied prior to readmission following a suspension.

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

- D. **Implementation of Sanctions.** All Sanctions shall be effective upon written notice to the student by traditional mail or by email to the student's LCN email account.
- E. **Stay of Sanctions pending appeal.** Sanctions may be held in abeyance pending the outcome of an appeal at the sole discretion of the College President.
- F. **Registration following the imposition of sanctions.** Registration for subsequent terms or the conferral of the degree may be withheld until sanctions have been concluded and any conditions imposed by the College have been fulfilled.
- G. **Deferred Sanctions.** The Student Affairs Committee may defer imposing suspension or expulsion pending satisfactory completion of the academic term, or of a satisfactory period of disciplinary probation.

## **VI. Disciplinary records.**

- A. Student disciplinary records will be destroyed after seven years from the time of the last entry, except in cases involving separation from the College or restrictions on re-enrollment.
- B. Student Disciplinary Records shall not be made part of the student's permanent academic transcripts, except in the case of separation from the institution, where a suspension will be noted on the transcript with "Administrative Suspension" and expulsion will be noted on the transcript with "Administrative Expulsion."
- C. A suspended or expelled student may, following the specified minimum period of separation, request the removal of the sanction from the permanent

academic transcripts, which may be granted at the discretion of the Student Affairs Committee.

## **VII. Safe Practices and Professional Standards.**

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

B. In addition to those standards of behavior set forth in the Lakeview College of Nursing Code of Conduct, standards of practice and behavior may be outlined in the course syllabus or clinical syllabus, or otherwise communicated to students by an instructor. Students are expected to abide by all such standards. Any violation thereof shall be considered a violation of the Code of Conduct.

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

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

1. All students shall read and strictly comply with the Lakeview College of Nursing Drug Policy in the Student Handbook.
2. All students shall read and become familiar with the information in the Lakeview College of Nursing Substance Abuse Information Guide in the Student Handbook.
3. Violation of the Drug Policy is considered a violation of the Code of Conduct and shall result in sanctions, and may also result in the loss of financial aid.

4. Federal legislation requires that all Pell Grant recipients remain drug-free (on and off-campus) throughout the award period or lose funds.

5. Any person concerned about their own alcohol and/or drug use, or concerned about the alcohol and/or drug use of others, is encouraged to contact the Dean or Registrar or any other faculty member.

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

## **SUBSTANCE ABUSE INFORMATION GUIDE**

### **I. Overview.**

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

### **II. Ask for help.**

If you have any questions regarding the Lakeview College of Nursing Drug Policy or this Substance Abuse

Information Guide, if you are concerned about your own substance abuse issues, or if you have any concerns about another student's substance abuse, you are encouraged to contact the Dean of Nursing or any other faculty member right away for confidential help and guidance.

### III. Compliance with Federal Law.

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

### IV. Health Risks of Alcohol

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

substance; that the body must struggle to eliminate. As the body breaks down the alcohol to be eliminated, the imbalance of other body chemicals can result in changes in mood and behavior and cause numerous physical symptoms such as hangovers.

- C. Impaired Driving. Drinking and driving is the leading cause of death among college-age people. Even a small amount of alcohol before driving can impair your decision-making ability, motor coordination, and reflexes rendering you unsafe to drive. You don't have to be obviously drunk to be unsafe to drive after drinking. A Blood Alcohol Concentration ("BAC") of 0.08 is considered legally drunk in Illinois, but dangerous impairment can occur even at lower BAC levels. Persons who are intoxicated rarely think they are impaired to drive, so they decide not to drive before drinking. If you choose to consume alcohol, make arrangements ahead of time for a safe ride home – use a designated driver, taxi, friends, or parents.
- D. Impaired Decision Making. Intoxication occurs when a person is mentally affected by alcohol and can occur even at very low BAC levels. Intoxication distorts judgment, decreases the ability to recognize danger, and reduces the ability to make good choices. Intoxication lowers the ability to make safe decisions about sex. Alcohol may influence sexual intercourse with a person with whom otherwise one would never even have lunch. One's sexual choices are very important, and these decisions need to be made with an alcohol-free mind. Sober students are more likely to avoid sexual problems such as STDs (Sexually Transmitted Diseases), date/acquaintance rape, unintended pregnancies, and incidents involving pressured sex.
- E. Alcohol-related Health Risks. Even though you may have never passed out from drinking, alcohol can still be damaging your body and hindering your academic success in the following ways:
  - 1. The Brain. Alcohol abuse can lead to hangovers and memory lapses. Alcohol affects memory and concentration, which makes studying and understanding lectures more difficult.
  - 2. The Digestive and Immune Systems. Alcohol abuse can lead to nausea, vomiting, ulcers, liver disease, suppressed immune systems, and other organ damage. Students who consume

alcohol frequently may skip classes or studying, not just when drunk, but also when suffering from alcohol-related digestive problems and illnesses, including hangovers. Students may miss academic work because of injuries sustained while drinking or because of increased illnesses that result from the negative effects of alcohol consumption on the immune system, leading to more frequent colds and sore throats.

3. The Cardiovascular system. Alcohol abuse can lead to high blood pressure, heart failure, and respiratory distress or failure.
4. The Nerves and Muscles. Alcohol abuse can lead to a loss of muscle coordination, resulting in severe injuries or inability to perform even simple tasks.
5. The Reproductive System. Alcohol abuse can lead to sexual impotence or irregular periods.
6. Alcohol Poisoning. Alcohol abuse can cause alcohol poisoning, which can lead to permanent organ damage and even death. Friends may think that a person who has been drinking a lot is just "sleeping it off." In actuality, the person may be suffering from alcohol poisoning, may be unconscious or comatose, and may need to be taken to an emergency room. Medical intervention may save your friend's life.
7. Effects on the body as a whole. Alcohol abuse can lead to malnutrition, increased cancer risk, and a weakened immune system.
8. Psychological and Psychosocial Effects. Alcohol abuse can have severe, adverse effects on mood and behavior. Depression and irritability of mood are often a consequence of frequent or excessive alcohol use. These impacts on mood and behavior can lead to a student having difficulty interacting with peers and instructors. Further, alcohol users are more likely to engage in social behavior that is destructive to relationships and then use alcohol to try to avoid coming to terms with the negative consequences of such behavior. Not only are there legal risks and school sanctions involved in underage drinking (legal age in Illinois is 21) but young adults are more likely to have damage to the body and its functions which may not be evident immediately.

**V. Know Your Risk Level for Alcohol Abuse.** If the following risk factors are a part of your life or situation,

you may have an increased risk of developing alcoholism should you choose to drink alcohol.

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

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

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

during exercise, yellowed teeth, wrinkled skin, and ashtray-scented hair, breath, and clothes.

1. **Nicotine Addiction.** Nicotine is a particularly easy drug to develop physical and psychological dependence. Some research shows that a young adult can become dependent on nicotine after smoking just five cigarettes. The psychological dependence on nicotine is often particularly strong because users associate smoking with specific activities during the day--after meals, studying, and engaged in conversation.
  2. **Make an effort to quit.** Giving up smoking or use of "smokeless" or chewing tobacco is difficult, but worth the time and effort. Your chances of succeeding will improve with each attempt to quit. In spite of myths to the contrary, only one-third of quitters gain weight (primarily through changes in eating behavior), another third maintain their weight and the others actually lose weight.
  3. **Smokeless tobacco.** Smokeless tobacco is by no means "safer" to use, even though the growing number of high school and college-age tobacco chewers demonstrate ignorance to this fact. Though smokeless tobacco minimizes lung-cancer risks, it is associated with quick-growing jaw and mouth cancers, as well as significant gum and tooth problems, in addition to all of the negative effects of the poison Nicotine.
- B. Caffeine.** Caffeine is a stimulant and a common ingredient in many beverages. It is possible to develop a true physical addiction to caffeine. If you drink more than two servings of caffeine daily, your use may be causing you harm. Like all stimulants, caffeine raises blood pressure. Significant long-term effects, such as chronic high blood pressure, fibrocystic breast disease, and perhaps certain kinds of cancer may be triggered by excessive use of caffeine during college years. To minimize caffeine withdrawal symptoms, cut back use gradually. Caffeine is present in coffee and tea, soft drinks, chocolate, and many over-the-counter medications designed for weight control, alertness, and fighting cold symptoms.
- C. Anabolic Steroids.** Anabolic Steroids are performance-enhancing substances which can have severe and permanent negative side effects on the human body. The manufacture, delivery, possession, or use of an anabolic steroid without a valid and legal prescription is a criminal offense under Illinois Law. Physicians or other licensed practitioners are prohibited by law from prescribing anabolic steroids to increase strength, weight, or muscle mass without a medical need. Issuing a prescription for anabolic steroids to enhance performance in a sport, game, or exercise is illegal.
- D. Depressants.** Alcohol, barbiturates, tranquilizers, and methaqualone are all central nervous system depressants, which means they retard nerve and muscle response. They can create physical dependence, and rapid withdrawal without medical supervision can be fatal. Depressants can make you feel sleepy or "drunk," depending on the dosage. They are sometimes prescribed as sedatives or sleep aids. Even prescription depressants are only effective and safe for inducing sleep for a few days at a time; they should not be used as long-term solutions for sleep problems. Abuse of depressants often starts unintentionally. A doctor may prescribe them for anxiety, back pain, muscle pain, muscle spasms, or some other condition, but a patient may become uncomfortable getting through the day without them and continue the medication indefinitely. In the long term, anxiety should be dealt with directly without resorting to drugs. Healthy methods of dealing with anxiety include relaxation tapes, stress management techniques, exercise, and a nutritious diet.
- E. PCP.** Phencyclidine, usually called PCP or angel dust, was developed as an animal anesthetic tranquilizer but is now used by some as a powerful depressant drug. While PCP is sometimes compared to cannabis, PCP has much less predictable, often more dramatic, and sometimes even more violent psychotic results than cannabis. Psychologist Stephen J. Levy, who has served as director of the Division of Drug Abuse at the New Jersey Medical School, warned that "[e]ven experienced users cannot be certain how it will affect them each time." Abusers of PCP frequently require intense psychiatric care. Long-term users of PCP often have permanent psychosis.
- F. Narcotics.** Heroin, morphine, opium, codeine, and other narcotics have depressant and strong painkilling effects. Narcotics rapidly create significant dependency, even if snorted or

swallowed instead of injected. Abuse of narcotics can cause extensive damage to the brain, nervous system, and other organs. Other serious physical complications of narcotics abuse include overdose, allergic reaction to a contaminant, and contraction of HIV, AIDS, or hepatitis from a shared needle. Frequent injections over a long period of time can lead to abscesses, blood poisoning, vein, and lung infections.

G. Cannabis. Also known as marijuana, pot, weed, and a host of other names, Cannabis abuse negatively affects the reproductive system, memory and other brain function, and motor coordination. While scientists have discovered over 360 chemicals in the cannabis plant, Tetrahydrocannabinol (THC) is its most significant hallucinogenic component.

Hashish, which is the pure resin of the plant, is approximately ten times more potent than regular marijuana. Pure THC is the most concentrated potent form; however, PCP and other potentially hazardous drugs and poisonous chemicals are often sold as THC. Cannabis is most commonly ingested through smoking. Unlike most other drugs, which the body flushes out with water within a day or so of use, THC is fat-soluble and may remain in your body for several weeks. Recent reports conclude that lung damage from smoking one marijuana cigarette equals that of smoking five tobacco cigarettes. Lung tissue of long-term marijuana smokers shows elevated levels of precancerous cellular changes.

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

and a Mescaline experience may last from 10 to 18 hours. Many drugs sold as these hallucinogens are wholly or partially PCP or other poisonous substances.

- I. Stimulants. All stimulants, including Caffeine, Cocaine, and Amphetamines, speed up body functions, including the central nervous system, heart rate, and respiration. Abuse of stimulants causes an increase in blood pressure which increases the risk of cardiovascular damage. All major categories of stimulants, including amphetamines, cocaine, nicotine, and caffeine, are used in significant quantities on college campuses. Stimulants are frequently used by students who want to stay up late studying. However, stimulant-fueled all-night study sessions lead to reduced retention and ability to recall important information. Some individuals who want to lose weight also try stimulants; however, the use of stimulants for weight-loss purposes quickly becomes ineffective as the body adapts. Further, weight loss through stimulant abuse is often gained back after the drug use stops, making the benefits of weight loss insignificant compared to the risk of drug use. Many amphetamines sold on the street look exactly like prescription pills but are actually illegally manufactured "look-alikes" with unpredictable strength and purity.
- J. Cocaine. Cocaine is distributed in various forms, including powder Cocaine and solid "crack" Cocaine. Cocaine in any form is dangerous, can lead to tremors, high blood pressure, nerve disturbances, disrupted sleep and work patterns, and distorted perceptions of one's effectiveness, all of which can adversely impact academic performance. Cocaine use can also cause long-term heart damage, leading to heart attacks. Cocaine abuse is a growing problem among college students because Cocaine in any form is extremely addictive. Cocaine abuse follows a predictable pattern of a euphoric feeling or "rush," followed by a "crash" marked by feelings of illness, dysphoria, and despair. Cocaine abusers frequently attempt to eliminate the crash and/or re-capture the initial euphoric feeling by using more Cocaine, but subsequent highs will never be as intense as the high resulting from the first use. Meanwhile, the user's body is becoming physically dependent on the drug, which can lead to severe withdrawal symptoms if use is discontinued.



## VII. Health Risks Associated with Drug Use.

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

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

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

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

D. Drugs and Academic Performance. Your academic performance will be impaired if you are under the influence of drugs. Drug abuse negatively impacts memory and concentration. Further, intoxication may reduce intellectual motivation. Students who abuse drugs are likely to miss study and class time

while using drugs, trying to obtain drugs, or recovering from the effects of drugs. Drug-depressed or overstimulated nerves may decrease your ability to effectively handle acute or ongoing academic stress.

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

## VIII. Compliance with Drug Laws

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

## IX. Drug and Alcohol Programs Available to Students.

- A. The College offers informal counseling and guidance described in this Handbook. Further, the College encourages all students to seek and utilize available treatment resources when needed. Referral information is available from the Dean upon request.
- B. The College is aware that students may not recognize and/or admit that they are having a problem. The Lakeview College of Nursing Faculty may initiate or recommend a meeting to discuss and evaluate the student's situation. The college has identified an individual who is considered the Student Assistance Program contact and may be called upon to discuss any drug and/or related problems. These individuals will make an initial assessment based on their meeting with the student and determine if a community health agency referral is necessary.

The College of Nursing contact is:  
email [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu)

- C. Should a student be referred to an agency for evaluation, any cost of treatment will be the student's responsibility. Some treatment programs may qualify for payment under the student's health care plan.
- D. All records generated from contact with a student under this section will be strictly confidential.
- E. Community resources. The following is a partial listing of community agencies that offer drug and/or alcohol abuse programs:

Danville Students

1. Prairie Center Health Systems
2. Crosspoint Human Services
3. New Directions Treatment
4. Alcoholics Anonymous

Charleston Students

1. Prairie Center Health Systems

- F. Lakeview College of Nursing courses include Alcohol & Drug Education:
  1. N321: Adult Health I
  2. N322: Basic Concepts of Pharmacology
  3. N323: Mental & Behavioral Health
  4. N432: Maternal-Newborn Health
  5. N433: Infant, Child & Adolescent Health
  6. N442: Population & Global Health

## DRUG POLICY

### I. Overview.

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

testing, and service referrals to protect the College community and meet the clinical compliance requirements established by Lakeview College of Nursing's clinical partners.

### II. Drug-Free Policy - Substance Abuse Prohibited.

A. Lakeview College of Nursing strictly prohibits using, possessing, soliciting, or selling narcotics or other illegal drugs, alcohol, or prescription without a prescription on and off Lakeview College of Nursing property and clinical sites.

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

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

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

### III. Drug Policy Subject to Change.

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

### IV. No Contract Created.

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

### V. Consent and Compliance Mandatory.

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

B. As a condition of enrollment in Lakeview College of Nursing, each student will be required to read and sign a Lakeview College of Nursing Consent Form, thereby agreeing to undergo drug testing and authorizing the release of test results in accordance with this policy. A student will not be permitted to participate in any Lakeview College of Nursing classes or clinical activities until the consent form is signed and returned and all required testing is completed. Failure or refusal to sign this consent or comply with the policy's requirements may result in ineligibility to enroll in classes, ineligibility to participate in clinical, and other sanctions, up to and including dismissal from the program.

## **VI. Application.**

The Lakeview College of Nursing Drug Policy applies to all students. All students enrolled in a course with a clinical component may require additional testing.

## **VII. Drug Testing.**

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

1. Entrance into the program. Each student must schedule and complete a drug test prior to being admitted to the nursing program. A student with a positive drug screen shall be denied admission to the program and given referral information for drug services. A student denied admission due to a positive drug screen shall not be permitted to re-apply until said student submits satisfactory proof of drug treatment by an accredited treatment facility at the student's sole expense and provides a clean drug test on re-testing.

2. Clinical placements. Drug testing may be required of any nursing student as part of the clinical placement requirements stipulated by the College's clinical partners. A student with a positive drug test shall be denied participation in the clinical placement in addition to other sanctions for violation of the Drug Policy.

3. Reasonable suspicion of a violation. Any Lakeview College of Nursing student may be subjected to random drug testing if, in the sole discretion of Lakeview College of Nursing personnel, there is reasonable cause to believe that the student may be violating the Lakeview College of Nursing Drug Policy. Circumstances which may give rise to the reasonable cause include but are not limited to:

- a. Current or past involvement with the criminal justice system for drug-related activities.
- b. Observation of drugs and/or drug paraphernalia.
- c. Admission of a current drug problem.
- d. Previous positive drug tests.
- e. Observation of physiological signs of possible impairment from drugs.
- f. A pattern of behavior suggesting impairment by or use of drugs.
- g. Reports from faculty, peers, and employees of clinical partners.
- h. Reports of an accident, medication error, or adverse patient outcome.

4. Drug screening as a sanction or condition of sanctions. In addition to any other sanctions imposed, any student testing positive for an illegal substance in violation of this Drug Policy may be subject to repeated follow-up testing. Follow-up testing may also be imposed as a condition of release from sanctions or re-admission to Lakeview College of Nursing.

- B. Repeated violations. An increase in drug metabolite from the most recent test indicates continued usage and shall be considered a separate, subsequent violation.
- C. Diluted Samples. A test result of a negative dilute shall necessitate retesting. All re-testing necessitated by a diluted sample shall be at the student's expense. In the sole discretion of

Lakeview College of Nursing, repeated diluted samples may be deemed a positive drug test.

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

### **VIII. Violations and Sanctions.**

- A. Violation of the Lakeview College of Nursing Drug Policy will result in disciplinary action, including the imposition of sanctions as provided in the Student Handbook.
- B. Additional sanctions specifically for violations of the Drug Policy may include, but are not limited to:
  - 1. Requiring the student to undergo and complete substance abuse treatment at an accredited substance abuse treatment center at the student's expense. If this sanction is imposed, appropriate referral information shall be made available to the student.
  - 2. Removal from classes and/or clinical participation pending completion of treatment and/or clean drug test(s).
  - 3. Dismissal from Lakeview College of Nursing pending completion of treatment and/or clean drug test(s).

### **IX. Student Confidentiality.**

Documentation of the drug tests are educational records and are protected by FERPA. Maintaining confidentiality and protecting the rights of each student is a critical factor in the Lakeview College of Nursing Drug Policy. Every effort will be made to protect the confidentiality of students under this policy, including those who drug test positive, undergo reasonable suspicion testing, or enter treatment programs. Only those individuals who require access to drug testing information for necessary and proper enforcement of this Drug Policy will be informed of the drug testing results. Under no circumstances will any Lakeview College personnel be permitted to discuss publicly any information acquired pursuant to this Drug Policy. It

shall not be considered a breach of confidentiality, and Lakeview College of Nursing shall not be held responsible, if a student is witnessed at a drug testing location, or is witnessed being escorted out of campus or a clinical site by a College representative due to a violation of this policy.

### **X. Policy Oversight by Dean.**

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

### **XI. Medical exceptions process.**

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

### **XII. Drug Testing Procedures.**

- A. Notification of testing. Under the Lakeview College of Nursing Drug Policy, students are subject to drug testing with or without any prior notice. A student selected for drug testing may be notified by the Dean or their designee in person or by direct telephone communication specifying the date and time of the test. A student so notified shall read and sign a Notification Form acknowledging that the student has been notified of the drug test.
- B. Testing locations. The location of any given drug test shall be determined in the sole discretion of Lakeview College of Nursing. Testing locations shall include, but shall not be limited to: at a local hospital, the emergency department or clinic at a clinical site.

- C. Identification Required. At the time of arrival, the student appearing for drug testing shall provide appropriate photo identification, in the form of either a Lakeview College of Nursing Photo I.D. or a valid Driver's License, to the College representative overseeing the screening.
- D. Collection of a specimen. The drug testing collection process will be administered by the contracted drug screen vendor and/or its lab partners.
- E. Failure to appear for any test as scheduled, refusal to appear for any test as expected, or any tampering with any test, in any manner whatsoever will be treated as a positive test.

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

## STUDENT COMPLAINT POLICY

### I. Overview.

Lakeview College of Nursing emphasizes the importance of direct, courteous, and respectful communication to informally resolve student concerns and complaints from situations where students feel unfairly mistreated.

### II. Application.

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

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

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

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

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

### III. Procedures.

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

A. Step 1 - Informal Resolution for Complaints.

Within **three (3) calendar days** after the concern arises, the complaining student must first attempt to resolve their concerns informally with the LCN student, staff, and/or faculty member who is the subject of the complaint. The purpose of addressing concerns directly and informally with the individual(s) involved is to achieve resolution by clarifying the perceived problem and requesting specific action. Suppose the complaining student has already talked to the appropriate faculty or staff member without resolution or is apprehensive about talking to the person involved. In that case, the student may contact [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu) and/or an academic advisor for assistance and support with this step.

Before proceeding to a formal complaint, the complaining student must demonstrate that they have made a reasonable effort to resolve with the appropriate individual:

1. In the case of non-academic complaints, including all complaints that do not involve grades, coursework, and course content, the complaining student shall contact the individual listed in the applicable department's section of the Student Handbook.
2. In the case of academic complaints, which include all complaints involving grades, coursework, and course content, the complaining student shall contact the instructor or course coordinator at issue.
3. In the case of any complaint involving another student **which does not fall under the Grievance Policy**, the complaining student must discuss and attempt to resolve the matter with the other student.

B. Step 2 - Formal Complaints.

Following a failed attempt to informally resolve a complaint, the complaining student may file a formal complaint by completing an online Complaint Form, with the following guidelines:

Formal complaints are defined as any signed, written claim brought by a student alleging discriminatory, improper, or arbitrary treatment.

1. The [formal complaint form](#) must be filed within ten (10) calendar days of the incident.
2. The following information must be included in the Complaint Form to be considered and investigated as a formal complaint:
  - a. The name and email of the individual making the complaint. Anonymous complaints will not be accepted, considered, or investigated.
  - b. The names of all individuals involved in the complaint, including but not limited to students, instructors, and staff.
  - c. A complete description of the incident/situation, including dates, times, locations, and other individuals present.
  - d. A complete description of the actions the complaining student has taken to informally resolve the complaint pursuant to Section III(A), above.
  - e. All applicable supporting documentation must be attached.

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

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

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

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

- a. Reviewing the student's written complaint.
- b. Gathering information.
- c. Interviewing the involved parties and/or possible witnesses.
- d. Reviewing relevant documentation and policies and procedures.
- e. Assessing all information gathered.
- f. Determining findings and resolution.

The President or Dean may assign an investigator.

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

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

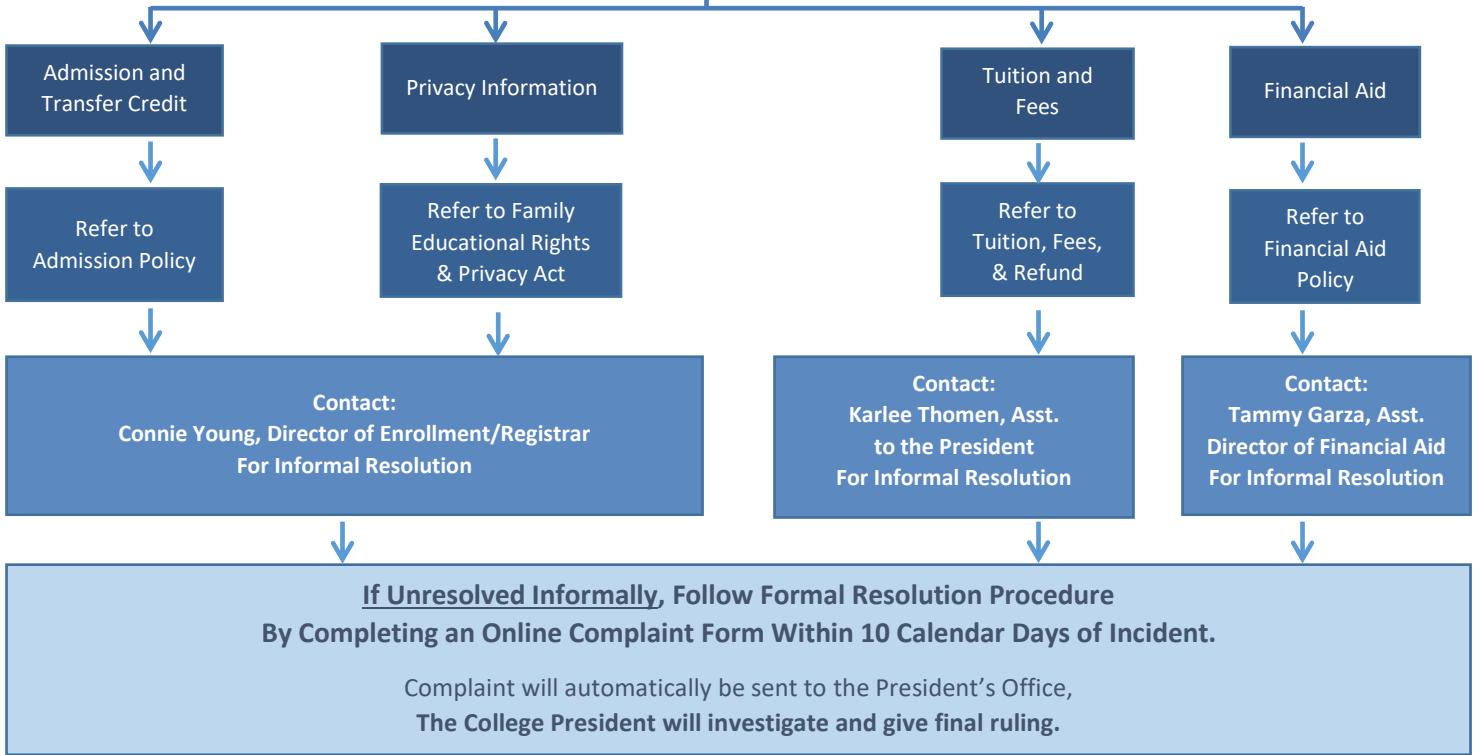
8. The Dean will make decisions regarding academic complaints of the LCN nursing program within **fourteen (14) calendar days** of receiving the Complaint Form unless a particular incident causes the investigation to be shorter or longer.

9. Decisions made by the President and Dean are final. The individuals making the complaint and the others involved will be notified by email of the decisions made by the President and/or Dean.

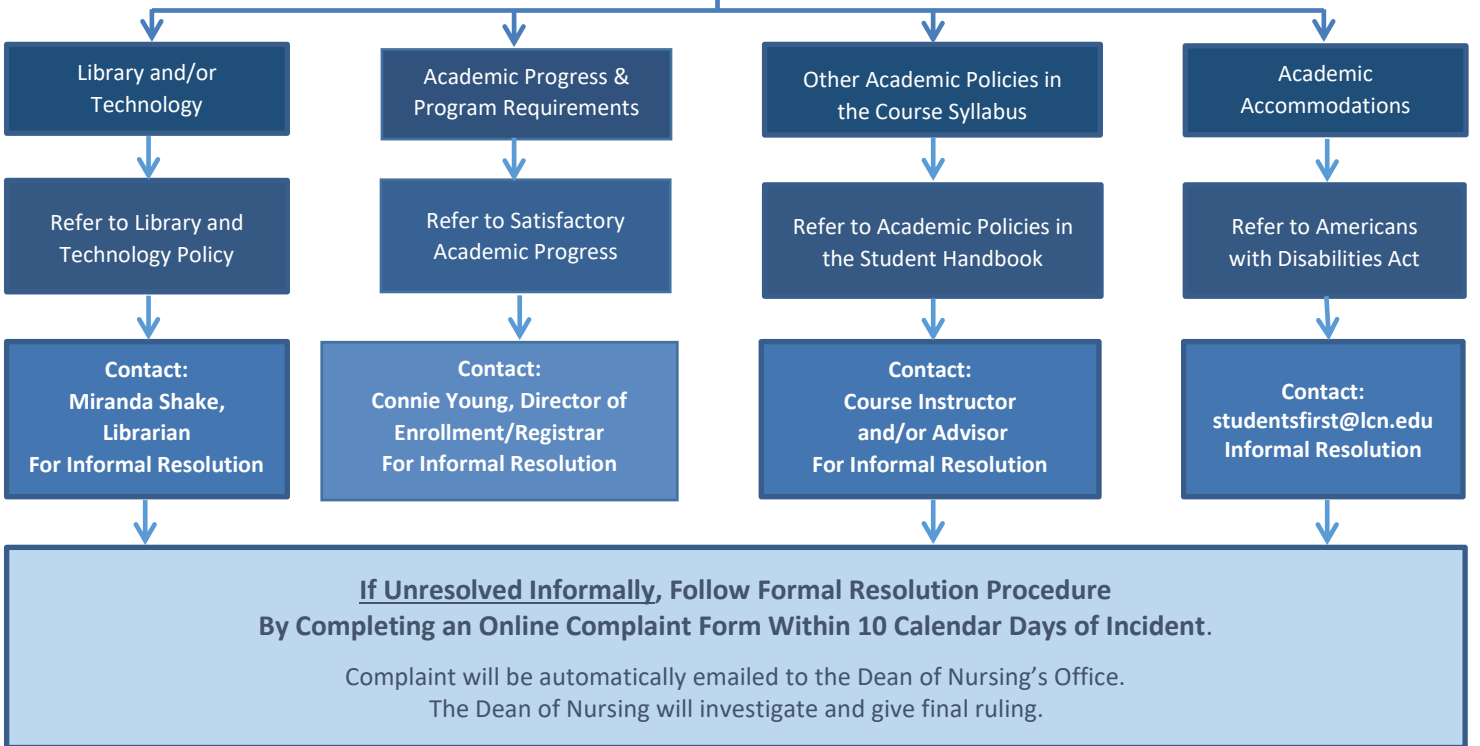
10. Students will not be subject to adverse action as a result of filing a complaint or refusing to participate in a formal complete. **Retaliation against any student due to formal or informal attempts to resolve any complaint or concern is prohibited.**

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

## Non-Academic Complaints



## Academic Complaints





## GRIEVANCE POLICY

### I. Overview.

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

### II. Application.

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

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

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

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

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

### III. Filing a Grievance.

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

B. A student who believes their rights have been violated shall complete and submit [an Online Grievance form](#), available at the Lakeview College of Nursing website, **within five (5) calendar days of the violation**.

In order to initiate an effective investigation, the following information will be needed:

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

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

### IV. Investigating the Grievance.

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

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

1. Reviewing the written complaint or incident report.
2. Gathering of information.
3. Interviewing the parties involved and/or potential witnesses.
4. Reviewing relevant documentation and other evidence.
5. Reviewing applicable Lakeview College of Nursing policies and procedures.

6. Ending or remediating any harassment, eliminate a hostile environment if one has been created, and preventing harassment from occurring again.

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

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

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

#### **V. Concluding the Grievance Investigation.**

- A. After receiving notice of violations of College Policies, the Student Affairs Committee shall schedule a hearing, where it shall consider all relevant evidence, including the testimony of all parties and witnesses to the Grievance.
  1. The Chair of the Student Affairs Committee shall notify all parties and witnesses of the date, time, and location of the Hearing not less than seventy-two (72) hours before the time the Hearing is to commence. The notification shall be deemed properly given when sent by properly addressed mail or email.
  2. At the hearing, any persons accused in the Grievance shall be given the opportunity to give testimony and may invite witnesses to testify on their behalf.

The rules of evidence which would ordinarily apply in a court of law shall not apply to this Hearing. The Student Affairs Committee may consider any evidence it believes to be relevant and reliable.

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

B. Following the hearing, the Student Affairs Committee shall meet and determine whether discrimination occurred, and if so, the Student Affairs Committee shall apply any and all appropriate sanctions and/or craft an appropriate remedy.

C. If the Student Affairs Committee determines that discrimination, harassment, or misconduct has occurred, the Title IX Coordinator will ensure that:

1. The discrimination, harassment, or misconduct is stopped.
2. The sanctions and other remedies, as determined by the Student Affairs Committee, are implemented.
3. Prevention efforts are implemented.

4. Whether or not a hearing is conducted, the Student Affairs Committee shall notify all parties to the Grievance of its decision, including any and all sanctions and remedies to be implemented, within three (3) calendar days of reaching its decision.

D. Appeal. Any party involved in the grievance may appeal the decision of the Student Affairs Committee, by completing and submitting an Appeal Form to the Office of the College President within seven (7) calendar days of receipt of the decision. The appeal form may be requested at the Office of the College President. Upon receipt of a properly completed Appeal Form, the College President may accept or overturn the decision of the Committee, may accept, reject, add, or modify any sanction or remedy imposed or may remand the grievance for further investigation, review, or re-hearing.

The following information will be needed to complete an appeal:

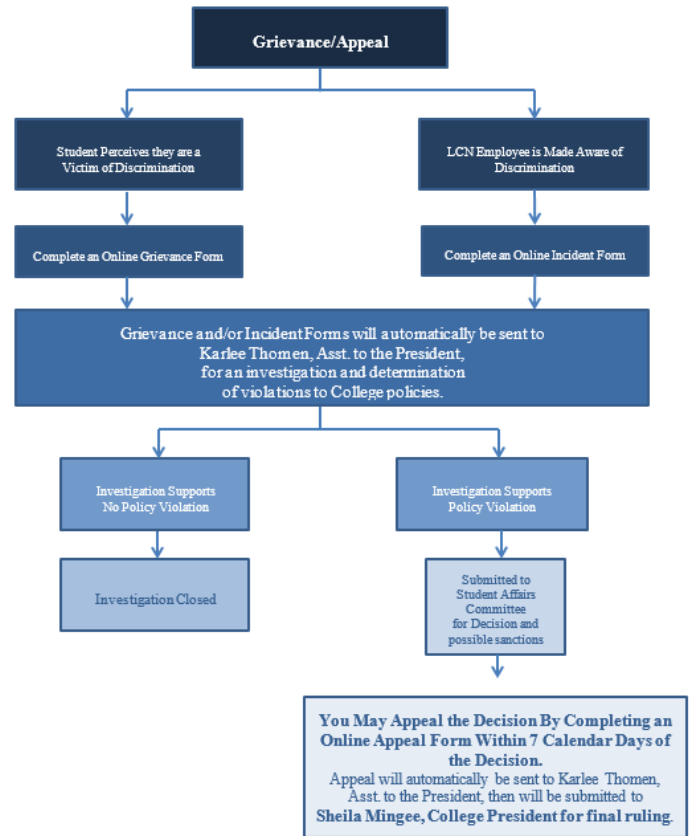
1. Exact nature of an appeal
2. Supporting information that the Student Affairs Committee has made a wrong decision.
3. Suggested remediation or resolution to the issue

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

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

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

1. Illinois Board of Higher Education  
IBHE online complaint system at <http://complaints.ibhe.org/>, accessible through the agency’s homepage ([www.ibhe.org](http://www.ibhe.org)).  
The IBHE online complaint site includes step-by-step instructions and key information about the complaint process.
2. Office for Civil Rights  
U.S. Department of Health and Human Services  
233 N. Michigan Ave., Suite 240  
Chicago, IL 60601  
Voice Phone (800) 368-1019  
FAX (312) 886-1807  
TDD (800) 537-7697



## Student Services

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

### Americans with Disabilities (ADA) Policy

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

#### Definition

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

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

Once a student is attending college, they are expected to self-advocate; therefore, it is up to the individual to disclose a disability and request academic accommodations. This process is done on a case-to-case basis and is collaborative. A student may start the process by emailing [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu).

### Disability Services Process for New Students

1. Complete an interview to determine if your medical or psychiatric condition rises to the legal level of disability. You can make an appointment emailing [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu).
2. Documentation may be required, following the interview, to determine if a requested accommodation is needed and is reasonable.
3. Notice of approval or denial of academic accommodations will be provided at the interview.
4. Submit a request in writing [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu) for approved academic accommodations.

5. The request must contain the specific accommodations to be received in the specific courses. Requests may be emailed to [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu).
6. It is recommended that students meet with instructors during scheduled office hours or before/after class time; to introduce yourself as a student who will be receiving academic accommodations.
7. Contact [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu) during the first week of class if, for any reason, your academic accommodation has not been implemented.

### Short-term/temporary accommodations

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

Pregnancy Accommodations – The College adheres to all policies related to pregnancy in the Illinois Human Rights Act, Pregnancy Discrimination Act, and Americans with Disabilities Act. (See, Student Pregnancy Policy)

Students seeking short-term/temporary accommodations will:

- Schedule an appointment with [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu) to complete the Request for Accommodation Form
- Provide documentation from their treating clinician stating the diagnosis (please adhere to the information stated above for documentation requirements) to [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu).
- Specify any restrictions (such as lifting)
- Expected date of when the student would be eligible to return to duty without any restrictions.

## Accommodations Process for Continuing Students

### *Every semester students will need to:*

- A. Once you receive your semester schedule, please send an email request to [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu) containing the specific academic accommodations and the course or courses that you want them implemented. Include the title, author/editor, and ISBN number for textbook requests in an alternative format.
- B. Continue to engage in self-advocacy by meeting with instructors during their scheduled office hours or after class time.
- C. Contact [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu) in the first week of class if your academic accommodation has not been implemented for any reason.

## Animal Policy

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

**Pets** - Definition. A "pet" is an animal kept for ordinary use and companionship. As defined below, assistance animals, including service and support animals, are not considered pets.

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

## Assistance Animals

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

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

### 1. Guidelines for Service Animals.

#### a. Definition of Service Animal.

- i. "Service animal" means any dog that is individually trained to do work or perform tasks for the benefit of a person with a

disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

- ii. To qualify as a "service animal" under this policy, the work or tasks performed by the animal must be directly related to the person's disability.
  - iii. An animal kept for the provision of emotional support, well-being, comfort, or companionship does not qualify as a "service animal" under this policy.
  - iv. Species other than dogs or, in some cases, miniature horses, are not considered "service animals" under this policy.
- b. Use of Service Animals.
- i. Service animals will be permitted to accompany persons with disabilities in all areas of the Lakeview College of Nursing facilities, including clinical site agencies, which are normally accessible to those persons.
  - ii. Students with disabilities shall not be required to submit any proof or documentation to Lakeview College of Nursing prior to use of service animals, such as proof that the animal has been certified, trained, or licensed as a service animal.
  - iii. Individuals accompanied by a service animal on campus who do not require any additional disability-related accommodations are not required to register their disability with Lakeview College of Nursing, nor is such individual required to submit a request for a reasonable accommodation to receive access to their service animal.
  - iv. Lakeview College of Nursing personnel shall not inquire about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal.
  - v. When it is not readily apparent that a dog is a service animal, Lakeview College of Nursing personnel may make two inquiries to determine whether the dog qualifies as a service animal, which is:
    - A. Is the dog required because of a disability?
    - B. What work or task has the dog been trained to perform?
  - vi. Each service animal must be trained to control waste elimination, absent illness or accident. A harness or leash must control each service animal or another tether unless the disabled person cannot hold those, or use of a harness, leash, or tether would interfere with the

service animal's performance of its work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means. All service animals must be accompanied and closely monitored by their owners at all times.

- vii. Any person with a service animal on any Lakeview College of Nursing property or clinical site shall be responsible and liable for any injury or damage caused by the said animal and shall hold harmless and indemnify Lakeview College of Nursing against any claim or injury involving a said animal.
- viii. Any person with a service animal on any Lakeview College of Nursing property or clinical site shall be strictly responsible for cleaning up after the said animal.
- ix. Lakeview College of Nursing will assess requests for the use of miniature horses as service animals by persons with disabilities on a case-by-case basis. Requests should be submitted to [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu) and, consistent with applicable laws and regulations, Lakeview College of nursing may permit their use if they meet certain criteria and have been individually trained to do work or perform tasks for the benefit of people with disabilities.

## 2. Guidelines for Support Animals.

- a. Definition of Support Animal. A "support animal" is an animal that provides emotional or other support that ameliorates one or more identified symptoms or effects of a person's disability. Unlike service animals, support animals need not be trained to perform work or tasks and may include species other than dogs and miniature horses.
- b. Use of Support Animals. Support animals shall not be allowed to accompany students on the Lakeview College of Nursing campus or clinical sites. Any student required to stay overnight out-of-town to attend a clinical may bring a support animal to accompany them but will be required to make arrangements for separate, off-campus hotel accommodations and provide appropriate lodging for the animal during clinical hours, all at the student's sole expense.

## Family Educational Rights & Privacy Act (FERPA)

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

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

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

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

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

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

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

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

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

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

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

Or you may contact us at the following address:

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

### **Notification of Rights under FERPA for Postsecondary Institutions**

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

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

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

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative,

supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

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

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

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

### **Access to Academic Records**

Students may request access to their academic records by filling out the Student Request to Review/Copy Education Records form from the Registrar's office. Health records can be accessed through CastleBranch. Students may request copies of the academic record contained in the file for a fee.

### **Student Records**

The following student educational records are kept in the Registrar's Office: application, college transcript(s), admission scores, health records, and Academic Improvement Plans (AIPs).

### **Transcripts**

Lakeview College of Nursing is pleased to offer students and alums the ability to request transcripts electronically. By going to our website ([www.lcn.edu](http://www.lcn.edu)), you can access the website. You may request a transcript to be delivered electronically via e-mail (PDF) or to a participating school in the National Student Clearinghouse Electronic Transcript Exchange. You may also request delivery by traditional mail. Processing time for transcript requests can vary based on the delivery methods, the time since you were last enrolled, and the date of your request.

- If you have a hold on your student account, your request will not be processed until the hold has been resolved.
- Processing time will take 3-4 business days to receive the requests. Processing time may be longer during peak periods, including the beginning and end of term, graduation, and holidays.
- Overnight requests must be placed before noon for the next day's services.
- Lakeview will also accept document uploads. You can upload a maximum of 3 documents per order.

### **Academic Advising**

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

### **Faculty Office Hours and Advisors**

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

### **Library**

*Danville Campus*

Go to [www.lcn.edu/library](http://www.lcn.edu/library)

*Charleston Campus*

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

Students From Either Campus:

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



## Use of Technology

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

Lakeview College of Nursing's technology policy is located at [www.lcn.edu/technology](http://www.lcn.edu/technology). The entire college community is responsible for being aware of this policy and following it as written.

## Research

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

## Name, Address, or SS# Change

The student shall be responsible for updating their address information through SONIS. In the event of a name change, the student should contact the Director of Enrollment/ Registrar. A name change must be substantiated by two forms of legal documentation: a marriage certificate and a driver's license.

The student whose social security number changed must provide verification (new social security card and photo identification) to the Director of Enrollment/Registrar.

**Name Change** - Transgender, gender non-conforming, gender variant, and non-cisgender students who wish to change their birth name and/or legal name to a preferred name must meet with the Director of Enrollment/Registrar to discuss the scope and limitations of the preferred name request:

**Limitations** - Although the College is committed to supporting students in the transgender community, it is important to understand that designating a preferred name for use at Lakeview College of Nursing does not constitute a legal name change. A student's birth name and/or legal name will continue to be used on certain College documents. Preferred first and/or middle names may be designated. The College cannot designate a preferred surname without documents showing that a court or government entity has legally changed the surname. Students interested in changing their name legally can find resources through local government or The Organization Transequality <https://transequality.org/documents>.

## Student Assistance Program

Recognizing that students may have personal problems such as marital or financial difficulties or role conflicts that may affect their performance in the nursing program, the College offers a referral service for students. Please see your academic advisor or contact [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu).

## Student Government Association (SGA)

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

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

Students are further involved in improving the program's quality through completion of the course and faculty evaluations, surveys (Noel-Levitz and Skyfactor), and suggestion boxes. Faculty and administration use student input toward curriculum development, course refinement, and institutional improvement.

All enrolled students are members of the Lakeview College of Nursing SGA and can participate as members

or elected officers in the Student Government Association. SGA officers must be full-time students in good standing. Please refer to Student Government By-Laws and the SGA student learning outcomes.

### **Student Nurses Association of Illinois/National Student Nurses Association**

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

### **Social Media Pages**

Students are encouraged to like/follow Lakeview's pages and share the links with family and friends interested in Lakeview happenings. Lakeview has a presence on the following social media sites:

**Facebook** – <https://www.facebook.com/WeAreLCN/>

**Twitter** – <https://twitter.com/LakeviewNursing> LinkedIn – <https://www.linkedin.com/school/3922713/>

**Instagram** – <https://www.instagram.com/lakeviewnursing/>

**Youtube** – [https://www.youtube.com/channel/UCaLRkCM\\_Hm6ajB\\_4aziPPQ?view\\_as=subscriber](https://www.youtube.com/channel/UCaLRkCM_Hm6ajB_4aziPPQ?view_as=subscriber)

These social media sites provide a platform for sharing information. Students, faculty, staff, and alums are encouraged to use [LCN's Social Media Contribution Form](#) for any events or announcements they would like the College to share.

### **Merit**

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

Updates to Merit pages are also shared with a network of stakeholders that care deeply about each student's success: their high school, their hometown media outlets, their parents, and friends via social networks. Updating these important audiences with personalized stories helps Lakeview College of Nursing demonstrate the available opportunities.

### **Why is Merit important for students?**

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

### **What should students know?**

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

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

### **What types of accomplishments will be included?**

- Enrollment
- Graduation
- Dean's List
- Lakeview Scholarships
- Sigma Theta Tau International Honor Society

### **Can other types of accomplishments be included?**

- Yes! Please use the [Contribution Form](#), <https://lakeviewcol.meritpages.com/contributions/new>, to submit your ideas for Merit recognition verified through Lakeview College of Nursing.
- While we can only include certain official accomplishments through this process, students can add other accomplishments to their profile. They will appear in a different profile part, under the heading

"Added by student" to differentiate them from the LCN-approved achievements.

- Involvement in on- or off-campus employment and other achievements can be added by students.

### **What Else Can I Do With Merit?**

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

### **Can I opt out of Merit?**

Yes, you may opt out one of two ways.

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

### **Books and Supplies**

Go to [www.lcn.edu/books-and-supplies](http://www.lcn.edu/books-and-supplies)

### **Mailboxes**

Students are assigned mailboxes, and it is the student's responsibility to check them for individual information and notices. The mailboxes are located in the student lounge on both campuses.

### **Lost & Found**

The College assumes no responsibility for the personal property of students. Students may contact the receptionist for information concerning the misplaced property.

### **Smoking/Tobacco Policy**

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

### **Parking on the Danville and Charleston Campuses**

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

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

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

### **Clinical Resources and Transportation**

The College's goal is to offer students the opportunity to work in various hospitals, clinics, health care agencies, and communities as a part of their educational process. Some clinical placements may be arranged outside of the student's local community. Adequate coverage for car accident insurance must be maintained, and it is the student's responsibility. Students are not permitted to transport patients, as faculty/staff are not permitted to transport students unless all passengers sign a waiver of College liability.

### **Cultural and Recreational Opportunities**

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

### **Food Service**

Vending machines are easily accessible to students at both campuses. Students on the Danville Campus may use the hospital cafeteria across the street. Students on the Charleston Campus have access to several food vendors in the area.

### **Student Acceptance of Gifts**

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

### **Housing**

For a reference of off-campus housing options available to Lakeview College of Nursing students, please visit <http://www.lcn.edu/housing>.

## Identification

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

## Student Employment

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

Employed students should be aware that:

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

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

## Career Planning & Placement

Students have multiple resources for career planning. Career information is incorporated into the curriculum, and students have a variety of clinical experiences. A career fair is scheduled twice a year with a research day. Additionally, students may search for open positions through our website at <https://www.lcn.edu/jobs>.

## Commencement

Commencement ceremonies for both locations are held bi-annually at the end of the spring and fall semesters in Danville, Illinois. A student registered to complete graduation requirements in the summer may participate in the commencement ceremony.

Please visit the [commencement](#) web page for more details.

## Alumni

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

## Campus Safety Policies

### Campus Safety

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

Lakeview College of Nursing has surveillance on both campuses.

### SEXUAL MISCONDUCT

*Lakeview College of Nursing is committed to maintaining a safe and secure academic environment free of any form of sexual misconduct, including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. Interim protection measures and accommodations will be provided to ensure the safety of victims of sexual assault, sexual violence, or rape. Amnesty will be provided to anyone reporting any violations of this policy. A violation of the Violence Against Women's Act shall constitute grounds for disciplinary action, including dismissal from the College. In Illinois, sexual assault or rape is a felony and could result in an individual being sentenced to prison.*

### DEFINITIONS

**Consent:** is defined as a freely given, clear, unambiguous agreement between the participants to engage in sexual activity. Lack of verbal or physical resistance or submission by a person resulting from the use of force or threat of force by another person shall not constitute consent. Consent is deemed incapable of being given if the person's physical and/or mental control is markedly diminished as the result of alcohol, other drugs, illness, injury, or any other reason. Consent must be given each time the participants engage in sexual activity. Consent given on a prior occasion does not indicate future consent, and consent may be revoked at any time.

**Dating violence** is defined as violence committed by a person who: is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of

relationship; (3) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic violence** includes asserted violent misdemeanor and felony offenses. The crimes of violence are committed by a current or former spouse or intimate partner of the victim, by a person whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction of grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of jurisdiction.

**Forcible sexual offenses** are defined as, "Any act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include, forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non-forcible sex offenses** are defined as "Unlawful, non-forcible sexual intercourse," and include incest and statutory rape.

**Rape** is defined by penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the victim's consent.

**Sexual assault** is defined as an offense classified as a forcible or non-forcible sexual offense that is physical contact of a sexual nature, which is against one's with or without one's consent.

**Sexual harassment** is unwelcome conduct based on sex, whether directed towards a person of the same sex or the opposite sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually charged jokes, obscene printed or visual material (including electronically displayed material), and physical contact such as patting, pinching, or intentionally brushing against another person's body. Sexual violence is a form of sexual harassment and: includes but is not limited to physical sexual acts; unwelcome sexual touching or battery; rape; domestic

violence; dating violence; and stalking. All sexual harassment is expressly prohibited.

**Sexual Misconduct** is defined as any physical act of a sexual nature, committed under duress or by force, or without consent (a freely given, knowing agreement) of the individuals involved. Sexual misconduct includes, but is not limited to:

- a. Any form of sexual penetration without consent.
- b. Intentional or knowingly touching of another person, either directly or through the clothing, of sex organs, buttocks, or breasts for sexual gratification or arousal without the other person's consent.
- c. Intentional exposure of any part of a person's body for a sexual purpose.
- d. Use of email, text, phone, or any other form of communication to send sexually explicit materials that are unwelcomed by the recipient.

**Sodomy** is oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

**Stalking** is engaging in the course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. The course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly or indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

#### **Title IX Statement**

The College's policy to comply with Title IX of the Education Amendments of 1972 and its implementing regulations prohibit discrimination based on sex in the College programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The College has designated Karlee, Title IX Coordinator, to coordinate its compliance with Title IX and to respond to regarding Title IX.

*Sexual Misconduct is a form of discrimination, and all complaints/reports will be responded to within 12 hours. If necessary, the College will take action to prevent the recurrence of discrimination and remedy its effects.*

#### **PROCEDURES TO FOLLOW AFTER AN ASSAULT**

Victims of sexual assault or rape are strongly encouraged to report the incident to deter these assaults and ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

1. Go to a safe place; go somewhere to receive emotional support.
2. Report a sexual assault on campus to the Title IX Coordinator and/or Dean of Nursing.
3. Report the assault to the police. If requested, the Title IX Coordinator at the College may assist with notification.
4. Preserve all physical evidence.

In order to best preserve possible evidence, *do not*:

- Wash
- Change clothes or clean the bed/linen where assaulted
- Urinate or defecate or douche
- Smoke
- Drink or eat
- Brush hair or teeth, or rinse the mouth

In addition to physical evidence, pictures, notes, electronic messages, and phone records are evidence that should be preserved.

A medical exam is not a requirement for criminal proceedings, but it may be more challenging to investigate and prosecute if the evidence isn't collected.

- Bring a change of clothes in case clothing is collected as evidence

5. Go to the hospital for medical care, police station, or call 911. Injuries should be treated, and an examination completed to document and collect physical evidence of the assault.
6. Seek professional counseling. This can help in the recovery from the psychological effects of the assault.

Please refer to this document's Resources for Victims of Sexual Assault section for a list of local resources that will provide immediate advice and assistance to victims.

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victims' choice whether or not to make such a report and victims have the right to decline involvement with the police.

## REPORTING

Any Lakeview College of Nursing student or employee may report that they may have experienced or witnessed an act of sexual misconduct or sexual harassment.

Reports may be made directly to Karlee, Title IX Coordinator, at [studentsfirst@lcn.edu](mailto:studentsfirst@lcn.edu) or 217-709-0920 or 217-709-0924 or by completing the online Incident Report Form on the LCN website [http://www.lcn.edu/incident\\_report/form](http://www.lcn.edu/incident_report/form).

## BYSTANDER INTERVENTION

Bystanders may file an Incident report anonymously by completing the online form [http://www.lcn.edu/incident\\_report/form](http://www.lcn.edu/incident_report/form).

- **Offer Support** if you suspect the person is being abused or has been sexually assaulted or stalked.
- **Speak out** against all forms of sexual violence.
- **Be an advocate** for preventing sexual violence.
- **Model** the behavior that values respect for others and promotes positive pro-social behavior.

## RIGHTS & OPTIONS

### Retaliation Prohibited

The College forbids retaliation against anyone for reporting harassment, discrimination, and sexual misconduct, including domestic violence, dating violence, sexual assault, stalking, sexual harassment, or assisting other students in reporting and/or participating in an investigation. If any student feels that they have been retaliated against, the student shall immediately file a Grievance report found on the LCN website [https://www.lcn.edu/grievance\\_appeal/form](https://www.lcn.edu/grievance_appeal/form).

### Crime Victim's Rights

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking. Crime victims' rights in Illinois can be found at [http://www.illinoisattorneygeneral.gov/victims/cv\\_rights\\_ilbro.pdf](http://www.illinoisattorneygeneral.gov/victims/cv_rights_ilbro.pdf).

## Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

## RESOLVING COMPLAINT

Resolution to complaints/reports of sexual assault, domestic violence, dating violence, and stalking will follow the Grievance Policy procedures. <https://www.lcn.edu/grievance/form>

The Grievance Policy procedures will be implemented by individuals who receive annual training on the issues related to sexual misconduct, domestic violence, dating violence, and stalking, implementation of these procedures, and how to conduct an investigation that protects the safety of victims and promotes accountability.

## RESOURCES: ON CAMPUS

### Confidential Advisor for survivors

Lakeview College of Nursing will provide a confidential advisor to survivors to help them understand their options to report and seek medical, legal, and other services. Communication between a confidential advisor and survivor regarding the incident of sexual violence is subject to a privilege outlined in the Illinois Civil Procedure.

### Accommodations

The Victim may request a change in their academic arrangements by contacting the Dean of Nursing. Changes will be made if feasible and reasonable to do so. All reports filed with the College will remain confidential. Staff and faculty should report any on-campus sexual offenses to the Title IX Coordinator and/or Dean of Nursing and proper authorities.

## RESOURCES: OFF-CAMPUS

### Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Mental Health

Other:

Rape Crisis Services  
310 W. Church Street, Suite 103  
Champaign, IL 61820  
Hotline: [\(217\) 355-5203](tel:(217)355-5203)

Outreach: A Woman's Fund, Inc.  
Rape Crisis Services  
237 N. Garrard Street  
Rantoul, Illinois 61866  
Hotline: [\(217\) 355-5203](tel:(217)355-5203)

A Woman's Fund, Inc.  
1304 E. Main Street  
Urbana, Illinois 61802  
Phone: [\(217\) 384-4462](tel:(217)384-4462)

Outreach: A Woman's Fund, Inc.  
Rape Crisis Services  
204 W. Washington, 2nd Floor  
Monticello, Illinois 61856  
Hotline: [\(217\) 355-5203](tel:(217)355-5203)

Crosspoint  
201 North Hazel St.  
Danville, IL 61832  
Hotline: [\(888\) 549-1800](tel:(888)549-1800)  
TTY: [\(217\) 443-5566](tel:(217)443-5566)

Satellite: Paris Regional Office  
122 W. Court Street  
Paris, IL 61944  
Hotline: [\(888\) 549-1800](tel:(888)549-1800)

Sexual Assault Counseling & Information Service  
P.O. Box 858  
Charleston, IL 61920  
Hotline: [\(888\) 345-2846](tel:(888)345-2846)  
TTY: [\(217\) 348-5033](tel:(217)348-5033)

Satellite:  
Counseling & Information for Sexual Assault/Abuse  
10499 North State Highway,  
R.R. #1, Suite 1  
Robinson, IL 62454  
Hotline: [\(866\) 288-4888](tel:(866)288-4888)  
TTY: [\(618\) 544-9379](tel:(618)544-9379)

LifeLinks  
Mental Health  
750 Broadway Ave E  
Mattoon, IL 61938  
Phone: (217) 238-5700

Crisis Number (during and after hours): 1-866-567-2400

LifeLinks (Coles County Mental Health Center)  
Partner Abuse Intervention Services  
750 Broadway Avenue East  
Mattoon, IL 61938  
Phone: (217) 238-5734

Mental Health Center of Champaign County Mental Health  
202 W Park Ave  
Champaign, IL 61820  
Phone: (217) 373-2430

Center for Women in Transition  
Domestic Violence Victim Services  
508 E Church St  
Champaign, IL 61820  
Phone: (217) 352-7151

Mental Health  
210 Avenue C  
Danville, IL 61832  
Phone: (217) 442-3200

Crosspoint Human Services  
Domestic Violence Victim Services  
201 N Hazel St  
Danville, IL 61832  
(217) 446-1217

### REGISTERED SEXUAL OFFENDERS

The Illinois State Police is responsible for maintaining this registry. Follow the link below to access the Illinois State Police website. <http://www.isp.state.il.us/sor/>



## **WEAPONS POSSESSION**

Possession of weapons is prohibited on the College campus, on property controlled by the College, at events sponsored by the College, or at events attended while on College business. A weapon is defined as any instrument or device designed or likely to produce bodily harm or property damage, including but not limited to a firearm, dangerous chemical, an explosive device of any description, compressed air guns, pellet guns, BB guns, knives, stun guns or electric shock devices used in a threatening manner toward another individual or College property.

The College reserves the right to further determine the definition of a “weapon” and may prohibit other devices individually. Legal defensive devices, such as pepper sprays, etc., will be permitted unless used offensively. The College President must preapprove any exceptions to this policy. Individuals found to be violating this policy are subject to disciplinary actions up to and including termination of employment, expulsion from the College, and/or being barred from College property.

## **CRISIS RESPONSE PROCEDURE**

This response procedure is developed for implementation in the event of the death of or severe injury to a student, faculty or staff member or another disaster, natural or otherwise. This procedure is intended to: assist those involved in dealing with the crisis to respond appropriately, provide coordination of external individuals and agencies, provide communication within the College community, and assist in post-crisis support and resolution.

The Dean of Nursing will serve as the response team coordinator and should be notified immediately of any situation that represents a crisis to the College. In the Dean's absence, the College President should be notified. Other members will be utilized on an as-needed basis and will participate when the situation warrants, as decided by the coordinator.

### **Implementation Steps**

1. The first responder may need to call 911, hospital security, or other appropriate personnel in an emergency situation.

2. The Dean of Nursing must be notified of the situation as soon as possible.
3. Other members of the College or community may be contacted if appropriate.
4. The College President and Dean will coordinate all information associated with the incident released externally by the College and respond to all requests for information from media personnel. College personnel must observe this requirement, directing all inquiries to the College President and Dean of Nursing to ensure accurate and consistent information.
5. As soon as possible, the College President and Dean of Nursing will coordinate the notification of all affected College employees of the situation.
6. If students are involved, the Dean will serve as the primary contact person for the family.
7. In the event of the death of an enrolled student, the following personnel will assume the outlined responsibilities:
  - Registrar - close the official academic records
  - Library - renew all materials checked out to avoid inadvertent overdue/fine notices
  - Business Office - Process any allowable refund of tuition and fees. Finalize any remaining wage payment.
  - Coordinator of Administrative Services/ Counseling will be sought for post-crisis support and resolution.
  - The Dean will call meetings of all individuals who responded to the crisis to assess the College's Crisis Response Procedure and for a debriefing of the response members.

## **MISSING STUDENT NOTIFICATION**

All students enrolled at Lakeview College of Nursing can register a person to contact in case of an emergency with the Office of the Registrar/Records. When a student has been determined to be missing by classmates, faculty, or friends from class or clinical for over 24 hours, an official missing student report will be referred immediately to the Dean of Nursing or College President. The emergency contact person will be contacted. This requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation. Only authorized campus officials and law enforcement officials in furtherance of a missing person investigation may have access to this information. The student is responsible for keeping the contact information

current. Even if a student does not register a contact person, the Danville or Charleston Police Department will be notified that a student is missing.

Procedure for Reporting and Investigating a Missing Student:

1. Any individual on or off-campus (i.e., faculty, staff, students, friends, family) who believes a student may be missing must immediately notify the Dean of Nursing or College President.
2. College officials will attempt to contact the student via phone and by sending an e-mail.
3. If the student cannot be reached via phone, the Dean of Nursing, College President or designee, and one other person will attempt to visit the student's residence.
4. The Dean of Nursing, College President, or designee will speak to students who attend class or clinical with the missing student to ascertain if anyone can confirm the missing student's whereabouts or confirm the last time the student was seen.
5. The Dean of Nursing, College President, or designee will contact any friends or family members made known through the above-stated inquiries.
6. The Dean of Nursing, College President, or designee will then contact the emergency contact person to determine if they have information regarding the missing student.
7. These procedures allow College officials to contact the missing student; verification of the student's health and intention to return to the campus will be made.
8. Suppose these procedures do not provide an opportunity for College officials to make contact with the missing student. In that case, the Dean of Nursing, President, or designee will notify the local law enforcement agency and provide any information they have obtained regarding the missing student. The local law enforcement agency may be contacted sooner if circumstances warrant a faster implementation.

## PSYCHOLOGICAL CRISIS/SUICIDE THREAT

**If threatening behavior represents an immediate threat to self or others, contact the Police at 911 and the Dean of Nursing.**

**When reporting an incident to authorities:**

- Provide the address and location description.
- Provide the phone number at your location.
- Explain the situation to the dispatcher in detail.
- Describe actions taken (*i.e., medication, type, and amount given*), if any.



**Remember:**

- Take all statements and behaviors seriously.
- It is better to overreact than to not do enough; a person's life may be at risk.
- Immediately report your concern that a person may be suicidal. Timeliness in reporting the concern is vital.
- Always keep your safety in mind.
- People who contemplate or attempt suicide are people whose pain has become more significant than their resources for coping with the pain.
- Engaging the person in professional help to develop their resources for coping is most appropriate.

Contact the LCN Behavior Intervention Team to consult about your concerns: (after-hours call 911)

### Building Access – Key Fob System

Electronic key fobs are issued to students who are enrolled. Key fobs are programmed with various access times to the College.

### Responsibility and Control

The possession of a key fob to a College facility carries specific responsibilities.

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

- The unauthorized sharing of key fobs for college buildings may result in disciplinary action.

#### Loss/Theft

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

#### Key Fob Return

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

### SAFETY AND SECURITY

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

#### General Safety Precautions

- A. The instructor leaving the classroom is responsible for closing the classroom windows and the classroom's safe condition.
- B. Do not leave money in your purses in any room. The College is not responsible for the loss or theft of personal property in any room.
- C. The College may ask law enforcement or other agencies to conduct interviews as deemed appropriate.
- D. Do not go out or enter fire exit doors.
- E. Wipe up any spills immediately to prevent falls.
- F. The College periodically sprays pesticides. If you are allergic, please contact 217-709-0920.

#### Communication of timely warnings

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

- **An e-mail** message to all students, faculty, and staff will provide more detailed information about an emergency or College closing.
- Information will be available via the **College**

#### website and/or Facebook Page.

- Information may be announced as deemed appropriate via **WCIA-TV** <http://illinoishomepage.net/>, **WICD-TV** <http://www.wicd15.com/>, **WIXY/WLRW/Oldies 95/Xtra 99** and **WAND-TV-** <http://www.wandtv.com>.

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

#### Inclement Weather

In the event of severe weather conditions, the President of the College will decide if there is a change in College operations. The decision will be made as early as possible. If students have an early morning clinical, they should contact their instructor if safety concerns them. Students will be notified by e-mail and through the College texting system, and the announcement will be published on the College's social media pages.

Below are the definitions we will use:

**COLLEGE CLOSED** - Danville and Charleston's offices are closed. Classes and clinicals *will not* be in session.

**COLLEGE REMOTE DAY** - Danville and Charleston offices will work remotely. Classes will use synchronous learning. Clinicals will be done online or made up as instructed by the Dean of Nursing.

**CLASSES CANCELLED** - Danville and Charleston offices will be open. Classes and clinicals canceled.

***If an individual class or clinical is canceled/delayed start, you will be notified by your instructor.***

#### College Closures

The College will be closed for the following:

- Labor Day
- Fall Break Day
- Thanksgiving - 2 days,
- Christmas to New Year's
- Martin Luther King's Birthday
- Lincoln's Birthday
- Friday of Spring Break
- Memorial Day
- Independence Day

## HAZARDOUS MATERIALS INCIDENT

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

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

If you believe your area is unsafe, evacuate immediately.

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

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

**Multiple victims?** Their collective presence may indicate continuing danger.

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

Once safely removed from an area of the spill, you should report the spill or incident involving hazardous materials by calling **911**.

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

After an emergency has been resolved, an accident form must be completed. The [Incident Form](#) is available on the website.

## FIRE/EXPLOSION PLAN

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

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

In case of fire:

- Pull the alarm to summon help and alert others in the building.
- Notify authorities by calling call 911 call from a safe location.

- Evacuate the building using the nearest exit. Close doors behind you. (Fire requires oxygen to burn, and closing doors will help control the fire.)
- Do not use the elevator.
- If need be, crawl under the smoke. Smoke rises; the cleanest air will be near the ground.
- After leaving the building, reassemble at the appropriate assembly point (parking lot northeast of the College). Accountability for students, staff, faculty, and guests is critical; report missing persons immediately to authorities.

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

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

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

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

After an emergency has been resolved, an incident form must be completed. The Incident Form is available on the website.

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

## GAS LEAKS/FUMES/VAPORS

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

- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Contact emergency services/ Police by calling 911
- Clear the area immediately if instructed to do so by the emergency dispatcher.
- Alert others to stay clear of the area.
- Remain upwind of the source.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

- If an evacuation occurs, do not re-enter the building until authorized to do so by emergency personnel.
- After an emergency has been resolved, an accident form must be completed. The Incident Form is available on the website.

## TORNADO PLAN

*Familiarize yourself with the designated Tornado Safe Areas.*



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

### If indoors:

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

### If outdoors:

- If possible, get inside a building. If shelter is unavailable or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a secure building. Be aware of the potential for flooding.
- Use arms to protect the head and neck.

### If in a vehicle:

- Never try to out-drive a tornado in a car or truck. Tornadoes can quickly change direction, lift a car or truck, and toss it through the air.
- Get out of the car immediately and take shelter in a nearby building.

- If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

***Familiarize yourself with the designated Tornado Safe Areas.***

## UTILITY FAILURES

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

If the outage is after regular business hours, contact 217-497-1271.

Please report:

- Your building location
- The type of emergency
- What assistance is needed
- Your name, location, and phone number

“After Hours” will take this information and call the appropriate personnel to correct the problem. Not all problems warrant a call-out, so do not be concerned if you do not receive an immediate response. The problem may be addressed during regular business hours.

## EARTHQUAKE

An earthquake is a sudden, rapid shaking of the earth caused by the breaking and shifting of rock beneath the earth’s surface. Earthquakes can strike suddenly, without warning, and they can occur at any time of the year, day or night. Most tremors are west of the Rocky Mountains. However, forty-five states and territories in the United States are at moderate to very high risk of earthquakes and are located in every region. Two primary “hot spots” for earthquakes in the central United States will impact Illinois, specifically in the south and southeastern parts of the state.

- **New Madrid Seismic Zone** lies within the central Mississippi Valley, from Cairo, Illinois, through southeastern Missouri, western Kentucky, western Tennessee, and northeast Arkansas. The epicenter of the zone is located just west and northwest of Memphis, Tennessee.
- **Wabash Valley Seismic Zone**, in southeastern Illinois and southwestern Indiana, is capable of producing ‘New Madrid’ size earthquake events. The epicenter of the zone is located between Mt. Vernon, Illinois, and West Franklin, Indiana (in Posey County).

### If indoors:

- Stay inside.
- Take cover under a piece of heavy furniture or against an inside wall and hold on.
- The most dangerous thing to do during an earthquake

is to try to leave the building. Objects can fall on you.

#### **If outdoors:**

- Move into the open, away from buildings, streetlights and utility wires.
- Once in the open, stay there until the shaking stops.

#### **If in a moving vehicle:**

- Move to a clear area away from buildings, trees, overpasses, or utility wires.
- Stop quickly and stay in the vehicle.
- Once the shaking has stopped, proceed with caution.
- Avoid bridges or ramps that the quake might have damaged.

**After an earthquake, remain cautious.** Aftershocks are not uncommon.

#### **ACTIVE SHOOTER**

In a hostile situation or one perceived as threatening violence, it is recommended that you follow the guidelines below. This information is to help in a critical situation and does not cover every possible situation. Please note that these types of incidents are highly unpredictable. An individual's response should depend on the particular circumstances at hand.

#### **Contact Authorities:**

- Call **911** as soon as possible. Do not put yourself or anyone else in danger.
- 

#### **Secure Immediate Area:**

- Clear hallways immediately.
- Do not attempt to confront or apprehend the shooter (unless as a last resort).
- Lock and barricade doors if unable to exit the building safely.
- Turn off the lights.
- Close blinds and block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight. Take adequate cover/protection from bullets (*i.e., concrete walls, thick desks, and file cabinets*).
- Silence cell phones.
- Do not leave the room or unlock the door to see "what is happening."
- Place signs in exterior windows to identify the location of injured persons.

#### **What to Report:**

- Your specific location, including building name and

official room number.

- The number of people at your specific location and numbers/types of injuries.
- Number and location of the assailant(s), plus descriptors: race and gender; clothing description; physical features; weapon types (long gun or handgun); backpack; shooter's identity, if known; separate gunfire; explosions; etc.

#### **Un-Securing an Area:**

- Remember: A shooter may not stop until an outside force engages him.
- Consider risks before un-securing rooms. If doubt exists for the safety of the individuals inside a room, that area should remain secured.
- Consider the safety of the masses vs. the safety of the few.
- Attempts to rescue people should only be made if they can be accomplished without further endangering yourself or anyone else.

#### **HOSTAGE**

##### **If you are taken, hostage:**

- Stay calm. Be cooperative. Avoid eye contact. Do not threaten or intimidate; appear submissive.
- Remember that lives are your top concern. Before you say or do anything, consider the consequences for yourself and others. Your safety – and theirs – comes first.
- Notify **911** only if it will not put you or anyone else in danger.
- Make careful mental notes about hostage-taker(s): age, skin color, hair, and eye color, height and weight, color and type of clothing, distinguishing characteristics (voice, accents, language, etc.)
- Follow all directives from law enforcement officials.

#### **MEDICAL EMERGENCY/INJURY/ILLNESS**

##### **In case of an emergency/injury/illness:**

- **Summon help by calling 911).** Be prepared to provide an address, location, and incident description, including:
  - What is the chief complaint?
  - What are the sex and approximate age of the victim?
  - How many victims are involved?
  - Is the victim conscious?
  - Is the victim breathing?
  - Does the victim have a pulse?
  - Is there severe bleeding?
- Do not move an injured person unless absolutely

necessary to prevent additional injury. If the victim must be moved, pull the body lengthwise. When lifting a victim, support each section of the body, so “jackknifing” does not occur.

- Make the victim as comfortable as possible until professional help arrives. Reassure him help is on the way.
- Cover the victim with a blanket or coat to keep them warm.
- If there is no breathing or pulse, begin mouth-to-mouth resuscitation or CPR if trained.
- If vomiting occurs in an unconscious person, turn the victim to one side to prevent choking.
- To stop bleeding, apply pressure and elevate (if bleeding from an extremity). **NOTE:** Attempt to use or wear personal protective equipment (*i.e., rubber gloves, protective barriers, etc.*).
- If shortness of breath occurs, elevate the head.
- Clear the room of all non-essential people; send someone to meet the ambulance and direct rescue personnel to your location.

**Multiple victims?** Their collective presence may indicate continuing danger.

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

**NOTE:** Body fluids (*i.e., blood, vomit, etc.*) spills should be cleaned up by LCN's building service workers, who are trained to handle the cleanup safely. Please keep yourself and others away from the spilled fluid.

After an emergency has been resolved, an accident form must be completed. The Incident Form is available on the website.

## TRAPPED IN ELEVATOR

If you become trapped in the elevator (Danville) – or know of others which may be trapped – use the elevator phone to call out.

When reporting the incident:

- Give the location of the elevator.
- Estimate the number of people trapped.
- Report any injuries.
- Report any noises or occurrences that preceded the event or occurred after persons became trapped.
- Continue to talk to people trapped until help arrives.

After an emergency has been resolved, an accident form must be completed. The Incident Form is available on the website.

## COVID-19

Lakeview College of Nursing relies on the integrity of individuals to follow the guidelines set forth.

Lakeview College of Nursing will post information regarding pandemic procedures, guidelines, and updates, at <https://info.lcn.edu/covid-19-lakeview-college-of-nursing-information>.

Lakeview College of Nursing considers its students' and community's health, safety, and well-being as one of its top priorities. During these unprecedented pandemic conditions, Lakeview continues to follow federal, state, and local guidelines to implement extensive provisions and protocols to mitigate the spread of COVID-19 at Lakeview. Lakeview takes its responsibilities seriously, and the college counts on its students to take their responsibility to comply with safety practices and protocols seriously, understanding that some risks lie outside of anyone's control. LCN cannot guarantee a completely COVID-19-free environment. However, to address the health and safety of the LCN community and reduce the risk of transmission of the COVID-19 virus, LCN has created policies and protocols for mitigating the spread of COVID-19. Taking steps to mitigate the risk of COVID-19 infections at LCN is a shared responsibility. All students must adhere to these policies and protocols and national, state, and local guidelines for their well-being and those around them. Students are expected to comply with the LCN safety policies and protocols related to COVID-19, including the protocols for quarantine and vaccination.

The LCN policies and protocols for responding to COVID-19 may be updated at any time, as additional information about COVID-19 is obtained and /or as additional guidance is issued from federal, state, and local governmental bodies and agencies. Students are responsible for monitoring their LCN email for any updates. Failure to comply with the LCN safety policies and protocols related to COVID-19 may result in disciplinary action per the Lakeview College of Nursing Code of Student Conduct. By returning to the LCN campus, students assume the risk of exposure to certain dangers, including, but not limited to, possible exposure to communicable diseases such as the COVID-19 virus. COVID-19 is a highly infectious, potentially life-threatening disease declared by the World Health Organization to be a global pandemic. The disease's

highly contagious nature means that contact with others, or contact with surfaces that have been exposed to the virus, can lead to infection.

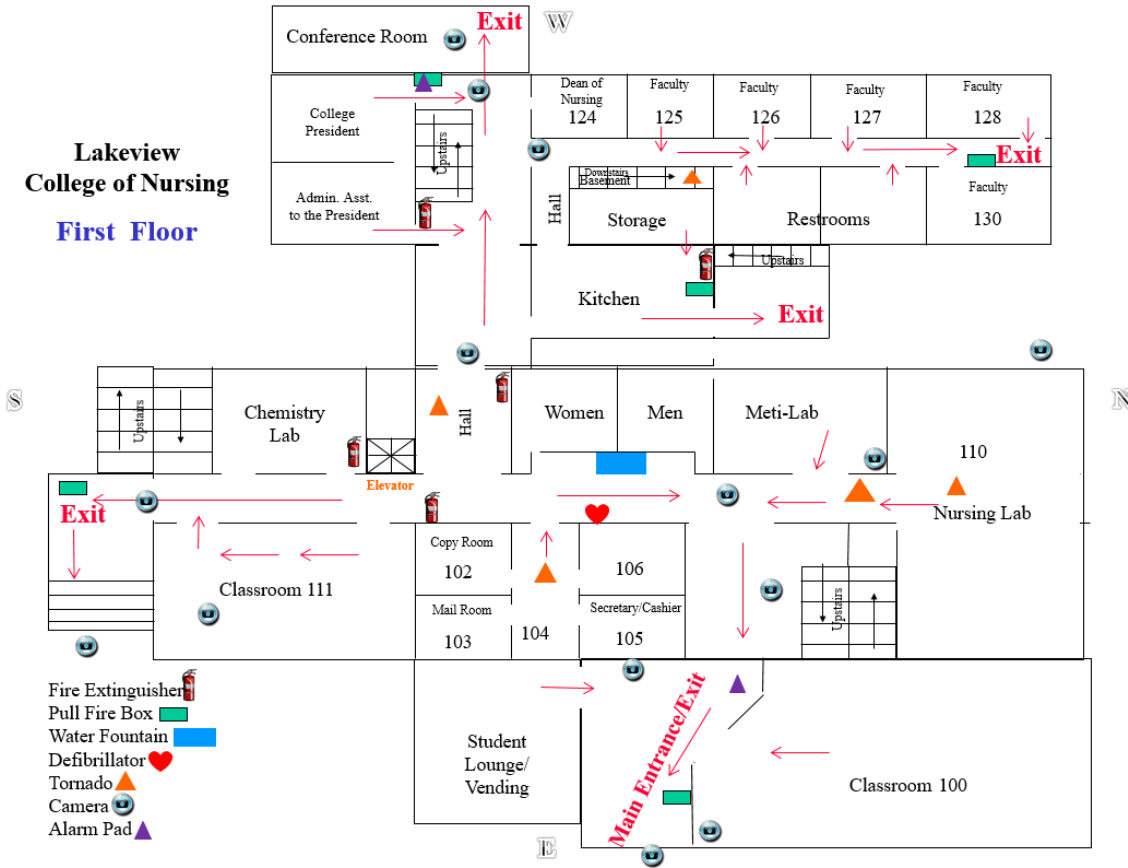
Additionally, individuals who may have been infected with the COVID-19 virus may be asymptomatic for a period or may never become symptomatic because of its highly contagious and sometimes “hidden” nature, it is currently challenging to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease. Again, you have LCN’s commitment to continually enhance its efforts to maintain a safer environment. However, by deciding to return to campus, each student acknowledges that he or she fully understands the risks associated with COVID-19 and is doing so freely and voluntarily. We are all in this together as we commit to following proper, known protocols to contain COVID-19 in our shared community better.

**Lakeview College of Nursing trusts that all faculty, staff, students, and visitors alike — will ultimately take responsibility for their health and safety and act in a manner that demonstrates respect and consideration for those around them. We are committed to keeping our College community healthy and safe and will remain flexible as new information emerges and guidelines change, and we will respond accordingly. Federal and state authorities may force further modifications that could alter our current plans.**

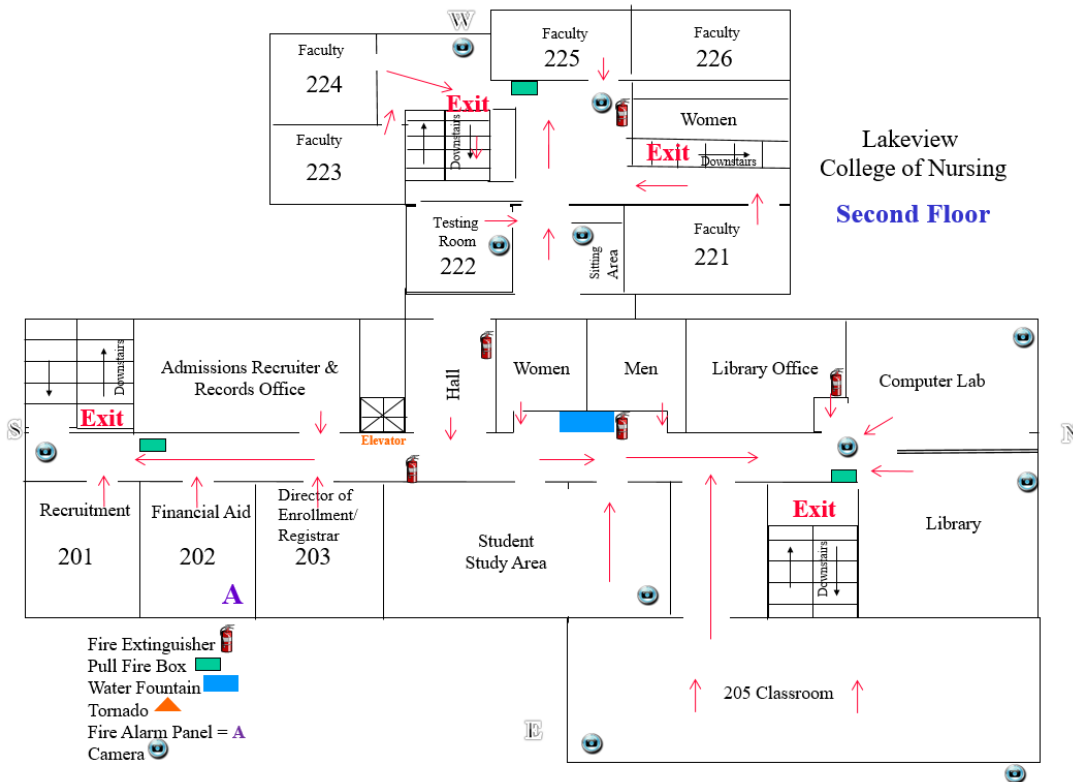


# Main Campus - Danville

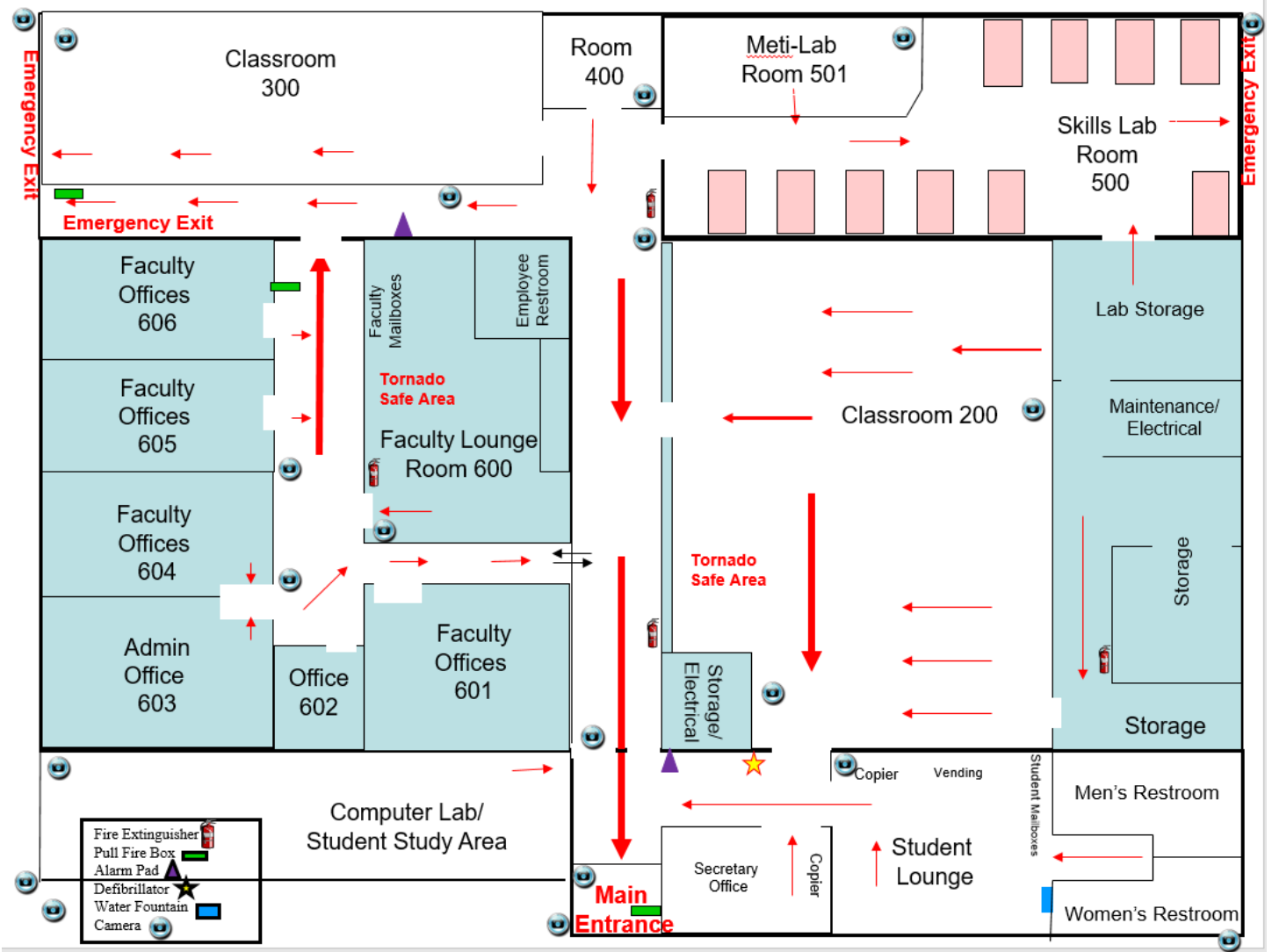
## Lakeview College of Nursing First Floor



## Lakeview College of Nursing Second Floor



# Additional Location - Charleston



**Board of Directors, Administration, Faculty, and Staff**

Please visit <https://www.lcn.edu/faculty-staff-directory>

for Board, Administration, Faculty, and Staff Bios.

## Have a Question? - – *we are here to help*

### FOR GENERAL QUESTIONS – PLEASE CALL 217-709-0920

<b>Academic Records</b>	Connie Young	<a href="mailto:records@lcn.edu">records@lcn.edu</a>	217-709-0931
<b>Academic Schedules</b>	Connie Young	<a href="mailto:registrar@lcn.edu">registrar@lcn.edu</a>	217-709-0931
<b>At-Risk Students</b>	Faculty Advisor	See Sonis for your advisor	
<b>Building Maintenance</b>	Karlee Thomen	<a href="mailto:kthomen@lcn.edu">kthomen@lcn.edu</a>	217-709-0924
<b>Computer Issues</b>	Miranda Shake	<a href="mailto:webmaster@lcn.edu">webmaster@lcn.edu</a>	217-709-0927
<b>Disability Services</b>		<a href="mailto:studentsfirst@lcn.edu">studentsfirst@lcn.edu</a>	217-709-0920
<b>Edvance360 Questions</b>	Instructor or Further assistance, contact Miranda Shake	See Syllabus <a href="mailto:webmaster@lcn.edu">webmaster@lcn.edu</a>	217-709-0927
<b>E-mail</b>	Miranda Shake	<a href="mailto:webmaster@lcn.edu">webmaster@lcn.edu</a>	217-709-0927
<b>Financial Aid</b>	Tammy Garza	<a href="mailto:finaid@lcn.edu">finaid@lcn.edu</a>	217-709-0928
<b>Facilities</b>	President’s Office	<a href="mailto:kthomen@lcn.edu">kthomen@lcn.edu</a>	217-709-0924
<b>Graduation</b>	Connie Young	<a href="mailto:records@lcn.edu">records@lcn.edu</a>	217-709-0931
<b>Health Records</b>		<a href="mailto:records@lcn.edu">records@lcn.edu</a>	
<b>ATI</b>	Course Coordinator	See Syllabus	
<b>Library Resources</b>	Miranda Shake	<a href="mailto:library@lcn.edu">library@lcn.edu</a>	217-709-0927
<b>Use of Logo</b>	Amy McFadden	<a href="mailto:marketing@lcn.edu">marketing@lcn.edu</a>	217-709-0929
<b>Clinical Issues</b>	Clinical Faculty Course Coordinator	See Syllabus	
<b>Course Issues</b>	Course Coordinator	See Syllabus	
<b>Public Relations</b>	Amy McFadden	<a href="mailto:amcfadden@lcn.edu">amcfadden@lcn.edu</a>	217-709-0929
<b>Safety &amp; Security</b>	President’s Office	<a href="mailto:president@lcn.edu">president@lcn.edu</a>	217-709-0923
<b>Skills/Simulation Lab</b>			
Danville Campus	Christina Smalley	<a href="mailto:jbohlen@lcn.edu">jbohlen@lcn.edu</a>	217-709-0942
Charleston Campus	Rita Wallace	<a href="mailto:rwallace@lcn.edu">rwallace@lcn.edu</a>	217-709-0789
<b>Sonis</b>	Miranda Shake Connie Young	<a href="mailto:webmaster@lcn.edu">webmaster@lcn.edu</a> <a href="mailto:registrar@lcn.edu">registrar@lcn.edu</a>	217-709-0927 217-709-0931
<b>Student Accounts</b>	Julie Burokas	<a href="mailto:julie@lcn.edu">julie@lcn.edu</a>	217-709-0922
<b>SGA Advisor</b>			
Danville Campus Charleston Campus	Shelby Bosch Shelby Bosch	<a href="mailto:sbosch@lcn.edu">sbosch@lcn.edu</a>	217-709-0934
<b>Title IX Coordinator</b>	Karlee Thomen	<a href="mailto:studentsfirst@lcn.edu">studentsfirst@lcn.edu</a>	217-709-0924
<b>Transcripts</b>	Records Office	<a href="mailto:transcripts@lcn.edu">transcripts@lcn.edu</a>	217-709-0941

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



**LAKEVIEW**  
COLLEGE OF NURSING