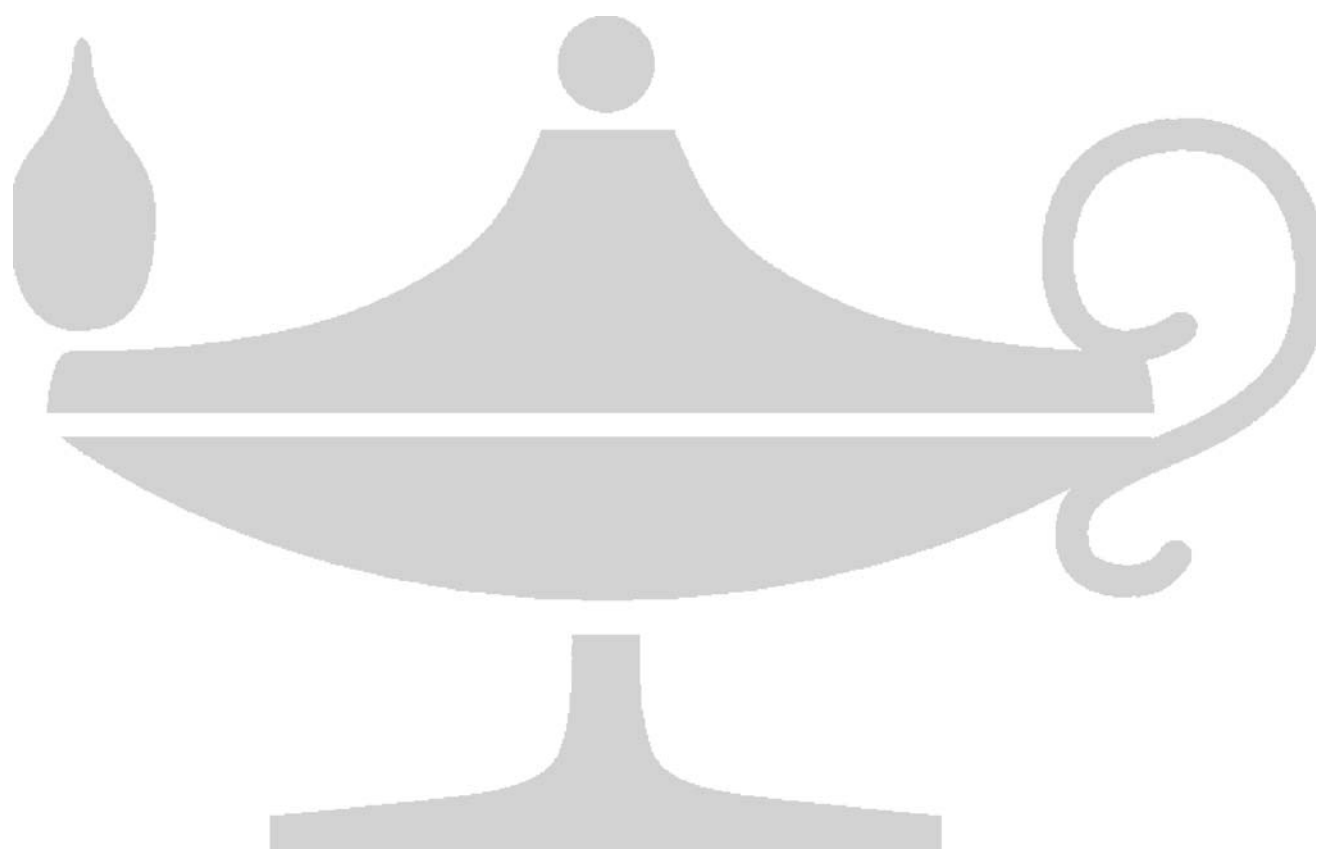


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GALEN COLLEGE OF NURSING ADMINISTRATION

Mark A. Vogt.....	President
Joseph R. Peters.....	Executive Vice President and Chief Financial Officer
Tracy Ortelli, MS, RN, CNE.....	Vice President of Academic Affairs
Thomas J. Dwyer.....	Vice President of Administration
Joan L. Frey, EdD, MSN, RN, NEA-BC.....	Dean
Katie Bradshaw, BSN, RN.....	Clinical Coordinator
Inga Wilson.....	Financial Aid Manager
Jessica Hasken.....	Financial Planning Coordinator
Tammy Spencer.....	Financial Planning Coordinator
Richard Puckett.....	Financial Planning Coordinator
Alysha McDonald.....	Financial Planning Coordinator
Maggie Claypoole.....	Admissions Manager
Gloria Vogt.....	Admissions Representative
Brandon Moore.....	Admissions Representative
Carol Sweazy.....	Admission and Placement Coordinator
Kim Freeman.....	Librarian
Angie Metton.....	Assistant Registrar
Shawna Owen.....	Assistant Registrar
Karen Miller.....	Assistant Registrar
Jennifer Danzinger.....	Executive Assistant to the Dean
Alicia Flowers.....	Executive Assistant to the Directors
Dr. Linda Rice.....	School Counselor
Joe Price.....	Librarian, Section 504/Title IX Coordinator

WHERE TO GO WHEN YOU NEED TO KNOW

Administrative Policies.....	Program Director/Dean
Academic Programs (Scheduling, Withdrawal).....	Program Director
Financial Billing.....	Financial Planning Coordinator
Job Placement Assistance.....	Admissions Representative
Books & Supplies.....	Registrar
Financial Planning (Active Students).....	Financial Planning Coordinator
Veterans or Rehabilitation.....	Financial Planning Coordinator
Personal Counseling.....	School Counselor
Academic Counseling.....	Faculty
Disability Information.....	Section 504/Title IX Coordinator

1.0 About Galen College

Values, Mission and Goals

Our Values and Vision:

To be an exceptional College of Nursing committed to inspiring and fostering excellence, compassion, accountability, and inclusivity.

Our Mission:

Galen College of Nursing prepares diverse learners to become competent and caring nurses to meet the healthcare needs of the communities they serve.

Our Goals:

Institutional Quality - Galen College continuously enhances institutional quality by engaging in systematic, focused, and ongoing assessment to improve our academic programs and administrative services. Quality improvement efforts will be timely, evidence-based, and responsive to the needs of our learners and the communities we serve.

Academic Excellence - Galen College achieves academic excellence by providing intensive educational programs designed to facilitate learning. Dedicated, qualified educators facilitate the development of knowledge, critical thinking, clinical competence, and caring behaviors required to provide quality nursing care in an evolving healthcare environment.

Resource Allocation - Galen College provides resources in a responsible manner by developing multiple educational delivery methods, utilizing advanced technologies, and presenting a contemporary physical environment conducive to learning. The dedication of our financial resources is designed to ensure the sustainability of the College and support the value of the learners' educational experiences.

Collaborative Relationships - Galen College meets community and learner needs by fostering collaborative relationships with healthcare and education providers. Collaborative relationships serve to secure investment in the educational process and address the current and evolving needs of healthcare providers.

Service - Galen College encourages learners, faculty, and staff to continuously evolve as responsible citizens who demonstrate a spirit of generosity by providing and supporting service-oriented opportunities. The altruistic nature of service fosters an awareness of the feelings and motives of others and contributes to an individual's sense of intrinsic worth.

Lifelong Learning - Galen College fosters a culture that promotes the desire for lifelong learning and growth by providing a variety of educational experiences in a caring environment. Participating in varied learning experiences enhances the individual's understanding that personal and professional growth and knowledge is a continuous, lifelong endeavor.

2.0 Academic Calendar

Louisville Campus

Fall 2009

July 27
July 31
August 7
August 14
August 21
August 31 – September 4
September 4
September 4
September 7
September 11
September 8 – 11
September 18
September 8 – 18
September 25
October 10
October 12 – 16
October 16
October 19 – 23
October 19 – 23
October 23

Academic Calendar

Fall Quarter 2009 begins
Deadline to add or drop classes (without penalty) for first 6-week and/or 12-week courses)
Last day to withdraw (W) from first 6-week course
Last day to withdraw (WP or WF) from first 6-week course
Last day to withdraw (W) from 12-week course
Mid-term week
Last day to withdraw (WP or WF) from 12-week course
Readmission Registration Deadline for Winter Quarter 2009
Holiday: Labor Day - Campus Closed
Deadline to add or drop class (without penalty) for second 6-week course
Prospective Year 2 (RN) Student Advising Week
Last day to withdraw (W) from second 6-week course
Registration for Current Students for Winter Quarter 2009
Last day to withdraw (WP or WF) from second 6-week course
Orientation for Winter Quarter 2009
Finals Week
Fall Quarter 2009 ends
Student Fall Break
Faculty Prep Week
Fall 2009 Graduation (All programs)

Winter 2009

October 26
October 30
November 6
November 13
November 20
November 26 & 27
November 30 – December 4
December 4
December 4
December 11
December 7 – 11
December 18
December 24
December 7 – 18
December 25
January 1, 2010
January 9
January 11 – 15
January 14
January 18
January 18 – 22
January 18 – 22
January 22

Academic Calendar

Winter Quarter 2009 begins
Deadline to add or drop classes (without penalty) for first 6-week and/or 12-week courses)
Last day to withdraw (W) from first 6-week course
Last day to withdraw (WP or WF) from first 6-week course
Last day to withdraw (W) from 12-week course
Holiday: Thanksgiving – Campus Closed
Mid-term week
Last day to withdraw (WP or WF) from 12-week course
Readmission Registration Deadline for Spring Quarter 2010
Deadline to add or drop class (without penalty) for second 6-week course
Prospective Year 2 (RN) Student Advising Week
Last day to withdraw (W) from second 6-week course
Last day to withdraw (WP or WF) from second 6-week course – 12 Noon
Registration for Current Students for Spring Quarter 2010
Holiday: Christmas Day – Campus Closed
Holiday: New Year's Day – Campus Closed
Orientation for Spring Quarter 2010
Finals Week
Winter Quarter 2009 ends
Holiday: Martin Luther King, Jr. Day – Campus Closed
Student Winter Break
Faculty Prep Week
Winter 2009 Graduation (All programs)

Spring 2010

January 25
January 29
February 5
February 12
February 19
March 1 – 5
March 5
March 5
March 12
March 8 – 12
March 19
March 8 – 19
March 26
April 10
April 12 – 16
April 16
April 19 – 23
April 19 – 23
April 23

Academic Calendar

Spring Quarter 2010 begins
Deadline to add or drop classes (without penalty) for first 6-week and/or 12-week courses)
Last day to withdraw (W) from first 6-week course
Last day to withdraw (WP or WF) from first 6-week course
Last day to withdraw (W) from 12-week course
Mid-term week
Last day to withdraw (WP or WF) from 12-week course
Readmission Registration Deadline for Summer Quarter 2010
Deadline to add or drop class (without penalty) for second 6-week course
Prospective Year 2 (RN) Student Advising Week
Last day to withdraw (W) from second 6-week course
Registration for Current Students for Summer Quarter 2010
Last day to withdraw (WP or WF) from second 6-week course
Orientation for Summer Quarter 2010
Finals Week
Spring Quarter 2010 ends
Student Spring Break
Faculty Prep Week
Spring 2010 Graduation (All programs)

Summer 2010

April 26
April 29

May 7
May 14
May 21
May 31
June 1 – 4
June 4
June 4
June 11
June 7 – 11
June 18
June 7 – 18
June 25
July 5
July 10
July 12 – 16
July 16
July 19 – 23
July 19 – 23
July 23

Academic Calendar

Summer Quarter 2010 begins
Deadline to add or drop classes (without penalty) for first 6-week and/or 12-week courses)
– 4 PM
Last day to withdraw (W) from first 6-week course
Last day to withdraw (WP or WF) from first 6-week course
Last day to withdraw (W) from 12-week course
Holiday: Memorial Day – Campus Closed
Mid-term week
Last day to withdraw (WP or WF) from 12-week course
Readmission Registration Deadline for Fall Quarter 2010
Deadline to add or drop class (without penalty) for second 6-week course
Prospective Year 2 (RN) Student Advising Week
Last day to withdraw (W) from second 6-week course
Registration for Current Students for Fall Quarter 2010
Last day to withdraw (WP or WF) from second 6-week course
Holiday: Independence Day observed – Campus Closed
Orientation for Fall Quarter 2010
Finals Week
Summer Quarter 2010 ends
Summer break
Faculty Prep Week
Summer 2010 Graduation (All programs)

Fall 2010

July 26
 July 30
 August 6
 August 13
 August 20
 August 30 – September 3
 September 3
 September 3

September 6
 September 7 – 10
 September 10
 September 7 – 17
 September 17
 September 24
 October 9
 October 11 – 15
 October 15
 October 18 – 22
 October 18 – 22
 October 22

Academic Calendar

Fall Quarter 2010 begins
 Deadline to add or drop classes (without penalty) for first 6-week and/or 12-week courses)
 Last day to withdraw (W) from first 6-week course
 Last day to withdraw (WP or WF) from first 6-week course
 Last day to withdraw (W) from 12-week course
 Mid-term week
 Last day to withdraw (WP or WF) from 12-week course
 Readmission Registration Deadline for Winter Quarter 2010
 Last day to withdraw from classes
 Holiday: Labor Day – Campus Closed
 Prospective Year 2 (RN) Student Advising Week
 Deadline to add or drop class (without penalty) for second 6-week course
 Registration for Current Students for Winter Quarter 2010
 Last day to withdraw (W) from second 6-week course
 Last day to withdraw (WP or WF) from second 6-week course
 Orientation for Winter Quarter 2010
 Finals Week
 Fall Quarter 2010 ends
 Student Fall Break
 Faculty Prep Week
 Fall 2010 Graduation (All programs)

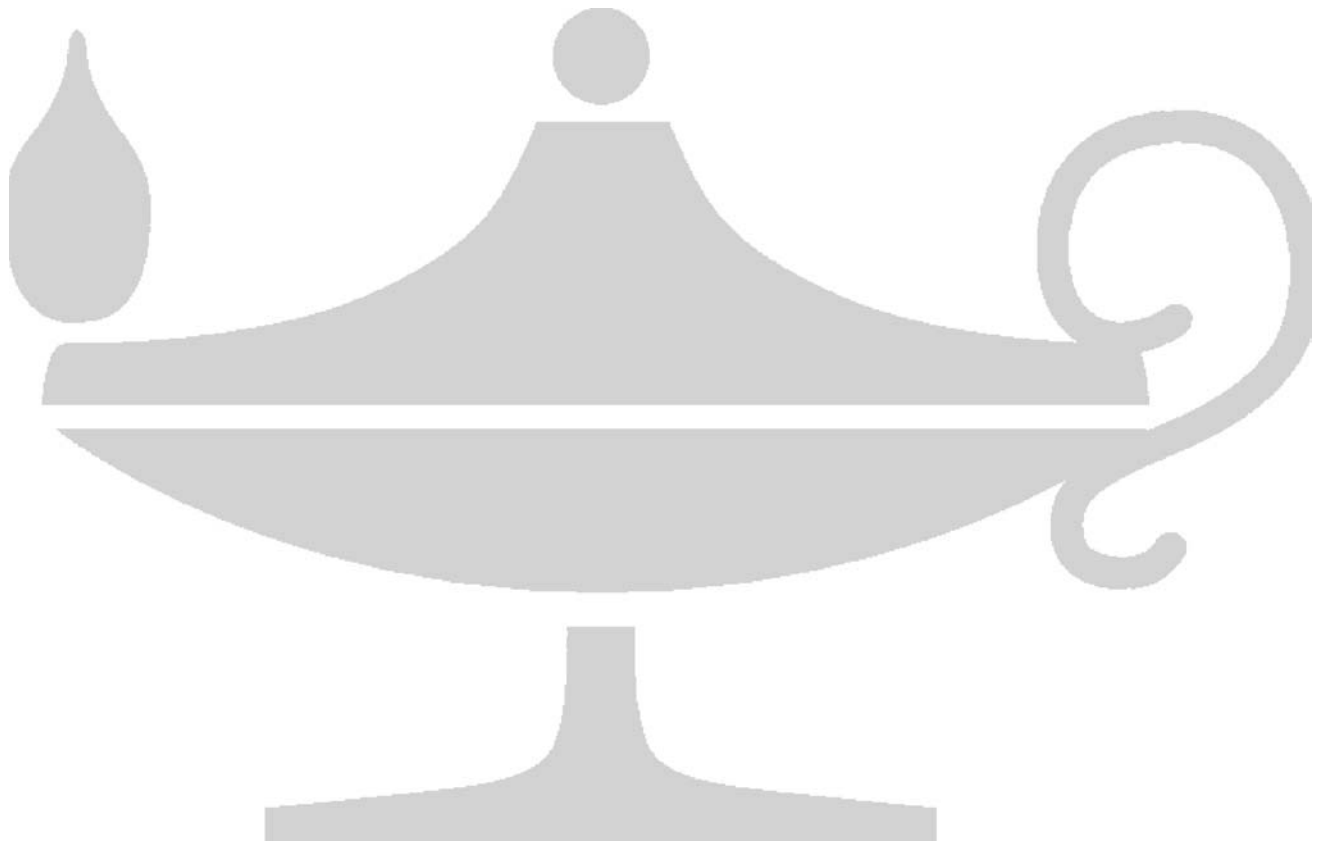
Winter 2010

October 25
 October 29
 November 5
 November 12
 November 19
 November 25 & 26
 November 29 – December 3
 December 3
 December 3

December 6 – 10
 December 10
 December 6 – 17
 December 17
 December 23
 December 24
 December 31
 January 8, 2011
 January 10 – 14
 January 14
 January 17
 January 18 – 21
 January 18 – 21
 January 21

Academic Calendar

Winter Quarter 2010 begins
 Deadline to add or drop classes (without penalty) for first 6-week and/or 12-week courses)
 Last day to withdraw (W) from first 6-week course
 Last day to withdraw (WP or WF) from first 6-week course
 Last day to withdraw (W) from 12-week course
 Holiday: Thanksgiving – Campus Closed
 Mid-term week
 Last day to withdraw (WP or WF) from 12-week course
 Readmission Registration Deadline for Winter Quarter 2010
 Last day to withdraw from classes
 Prospective Year 2 (RN) Student Advising Week
 Deadline to add or drop class (without penalty) for second 6-week course
 Registration for Current Students for Winter Quarter 2010
 Last day to withdraw (W) from second 6-week course
 Last day to withdraw (WP or WF) from second 6-week course – 4 PM
 Holiday: Christmas Day observed – Campus Closed
 Holiday: New Year's Day observed – Campus Closed
 Orientation for Spring Quarter 2011
 Finals Week
 Winter Quarter 2010 ends
 Holiday: Martin Luther King, Jr. Day – Campus Closed
 Student Winter Break
 Faculty Prep Week
 Winter 2010 Graduation (All programs)



3.0 Faculty Credentials

In order to provide unsurpassed quality education to meet community needs, high standards have been used in selecting faculty. All faculty members bring work experience to the classroom that enables them to relate their instruction to job demands in today's work setting. Appropriate instructor-to-student ratios are maintained to meet student needs and program objectives.

Biographic information follows:

Joan L. Frey, EdD, MSN, RN, NEA-BC – Dean

jfrey@galencollege.edu

Joan Frey is Dean of Galen College of Nursing. Mrs. Frey received a BS in Music Education from the University of Illinois, Champaign-Urbana, Illinois; an ASN from Triton College, River Grove, Illinois; a MSN with a focus in Nursing Administration from the University of Akron, Akron, Ohio; and a Doctorate in Educational Leadership from Ashland University, Ashland, Ohio. She has over 28 years of nursing experience in Medical-Surgical nursing, Critical Care Step-Down, Dialysis, Quality Assurance, and Head Nurse roles. Since 1991, she was Director of Aultman Hospital School of Nursing's Diploma nursing program in Canton, Ohio; and, from 2004 until her appointment at Galen College in 2008, she was Director of the Division of Nursing for Aultman College of Nursing and Health Sciences, Canton, Ohio, an Associate of Science in Nursing program. Dr. Frey has represented nursing education on the national level as a Board of Director member of the National League for Nursing.

Dara Lanman, MSN, RN – RN Program Director

dlanman@galencollege.edu

Dara Lanman, MSN, RN is the Director of the RN Program. She received her BSN and MSN from Bellarmine University in 1999 and 2005. Ms. Lanman is currently pursuing her PhD in Leadership in Higher Education from Capella University. She has taught multiple courses and clinicals for Galen College in the LPN and RN Programs since she started at Galen in 2001. Her nursing specialty area is critical care with experience in many types of ICUs such as Neurological, Medical Surgical and Cardiac. Also, she has worked in the areas of Bone Marrow Transplant, Stroke and Seizure, and multiple ER units. Ms. Lanman has also participated as a book reviewer for Lippincott Publishing Company. She is a member of Greater Louisville Council of Critical Care Nurses, the Kentucky League for Nursing and Sigma Theta Tau International Nursing Honor Society.

Joyce Dullaghan, MSN, RN – PN Program Director

jdullaghan@galencollege.edu

Joyce Dullaghan is the Practical Nursing Program Director at Galen College of Nursing. Ms. Dullaghan received her Masters of Science in Nursing, emphasis in Nursing Education, from McKendree College in 2007, where she also earned her Bachelor of Science in Nursing in 2003. She is currently working on obtaining her certification as a nurse educator (CNE). Ms. Dullaghan has over 20 years of nursing experience, with 8 years as a nurse educator in Galen's LPN and RN programs. Additionally, she has prior experience as a Legal Nurse Consultant.

Katie Bradshaw, BSN, RN

kbradshaw@galencollege.edu

Katie Bradshaw is the Clinical Coordinator at Galen College. She has over 10 years of nursing experience in labor and delivery. Ms. Bradshaw received her BSN from University of Kentucky in 1993. She has previous teaching experience as an adjunct faculty member at Spencerian College, Spalding University, and Bellarmine University. Ms. Bradshaw is currently pursuing her MSN.

Retha Allen, BSN, RN

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Retha Allen is a clinical instructor at Galen College in the LPN program. She received her BSN from Spalding University. Ms. Allen has experience in the areas of med-surg, private duty, school health, case management, adult psych, and drug and alcohol rehab.

Layla Al-Shami, MSN, ARNP, RN

lalshami@galencollege.edu

Layla Al-Shami is a theory and clinical instructor at Galen College. Ms. Al-Shami received her Masters in Nursing/Advanced Nurse Practitioner Degree from Vanderbilt University in 2005 and her BSN from the University of Louisville in 2003. She also received her BA in piano performance from Indiana University in 2001. Ms. Al-Shami is currently pursuing her doctorate in nursing education at the University of Northern Colorado.

Sarah Bennett, BSN, RN

sbennett@galencollege.edu

Sarah Bennett is a clinical and clinical learning lab instructor at Galen College. She received her BSN from Eastern Kentucky University in 1986. She has over 20 years of nursing experience and over 10 years of experience teaching at Galen.

Angela Brasel, BSN, RN

abrasel@galencollege.edu

Ms. Brasel is a faculty member at Galen College of Nursing. She received her Bachelor of Science in Nursing from Spalding University, Louisville, Kentucky, in 2004. She has over three years of nursing experience and holds ACLS and BLS certifications.

Annette Carlisle, BSN, RN

acarlisle@galencollege.edu

Annette Carlisle is a clinical instructor for Galen College. She received her BSN from Spalding University in 1996 (cum laude) and her ADN from Lexington Technical Institute in 1983. Her nursing experience includes adult med-surg, pediatrics, preadmission review, and as a care manager/utilization reviewer. She is a current member of APHON and Sigma Theta Tau.

Sharon Cecil, ADN, RN

scecil@galencollege.edu

Sharon Cecil is a clinical instructor at Galen College. She received her ADN from Jefferson Community College in 1990. She has been certified in psychiatric and mental health nursing since 1992. Her nursing experience includes outpatient surgery, ICU, and psychiatric units. She has taught at Galen since 2001.

Rudy Clark, MSN, BA, RN

rclark@galencollege.edu

Rudy Clark is an instructor at Galen College specializing in Mental Health nursing. She has over 17 years of nursing experience, including critical care, emergency room, and psychiatric nursing. Ms. Clark received her Master's in Science, specializing in Nursing Education from Bellarmine University in 2007 and her BA in Psychology from Kentucky Wesleyan College in 1987. Ms. Clark has experience working as a rape crisis counselor and nurse therapist, and has taught at Galen for over 7 years.

Amy Conrad, MSN, RN

aconrad@galencollege.edu

Amy Conrad is a clinical instructor at Galen College in the RN program. She received her MSN from McKendree University in 2007, her BSN in 2004, also from McKendree, her ADN in 2001 from Jefferson Community College, and her LPN certificate in 1996 from Galen, formerly the Health Institute of Louisville. Ms. Conrad's prior nursing experience includes long term care, rehabilitation, and critical care.

Joanne Cote, BA, ADN, RN

jcote@galencollege.edu

Joanne Cote is the Clinical learning Lab Coordinator for Galen College. Ms. Cote graduated from Mid-Ohio Practical Nursing Program in 1977 and received her RN at North Central Technical College in Ohio in 1982. She received her BA-Health Care Administration in 1993 from Graceland College in Iowa. She has over 26 years nursing experience, including critical care, emergency room and open-heart units. Ms. Cote has worked as an RN with the Kentucky Corrections Cabinet and has been listed in Who's Who in Nursing.

Mary Jo Dunteman, BSN, RN

mdunteman@galencollege.edu

Mary Jo Dunteman is a clinical instructor for Galen College. She received her BSN from the College of Mt. St. Joseph in Cincinnati, Ohio. She currently teaches clinicals in the RN program and has over 25 years of critical care experience.

Diane Endicott, BSN, RN

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Ms. Endicott is a faculty member at Galen College of Nursing. She received her Bachelor of Science in Nursing from Indiana University and has over 15 years of nursing experience. Her experience has included cardiac and open heart surgery and recovery nursing.

Donna Ernst, BA, ADN, RN

dwatson@galencollege.edu

Donna Watson is a clinical instructor at Galen College in the RN program. She received her Bachelor of Science in Physical Education and Health from the University of Kentucky and her Associate Degree in Nursing from Bellarmine University. She has taught at Galen for one year and is a member of APOHN.

Deanna Gordinier, ADN, RN

dgordinier@galencollege.edu

Deanna Gordinier is an instructor at Galen College. Mrs. Gordinier received her ADN from Jefferson Community College in 1992. She is currently enrolled in the RN to MSN program at Bellarmine University. Mrs. Gordinier has had previous experience at Kosair Children's Hospital, and Hospice of Louisville, and as a Home Care Coordinator at Amedisys Home Health Care. She is currently a member of the Louisville Health Care Professionals.

Ragan Graves, MSN, RN

rgraves@galencollege.edu

Ragan Graves is an instructor at Galen. She received her Masters in Nursing Education at McKendree College in 2007, her BSN in 2004 from Indiana University Southeast in New Albany, Indiana, and her Associate Degree in Nursing at Ivy Technical State College in Sellersburg, Indiana in 2001. She received her LPN diploma at Highland Community College, located in Freeport, IL. in 1997. She has previous nursing experience in critical-care, hospice, home health care and orthopedic/neurological trauma. Ms. Graves was instrumental in providing initial leadership and direction for Galen's Practical Nursing Evening Program, has taught at Galen for over 5 years, and is a textbook reviewer for Lippincott Williams and Wilkins.

Tammy Grider, MSN, BSN

tgrider@galencollege.edu

Tammy Grider is a theory and clinical instructor for Galen College. She received her Masters in Nursing from the University of Phoenix in 2005 and her Bachelor's in Nursing from the University of Louisville in 1990. She has taught at Galen for over 2 ½ years and is currently participating in diabetes education and case management.

Dani Haas, BSN, RN

dhaas@galencollege.edu

Ms. Haas is a faculty member at Galen College of Nursing. She received her Bachelor of Science in Nursing from Bellarmine University. She has over five years of nursing experience and three years of management experience in the ICU.

Theresa Hadley, BSN, RN

thadleyr@galencollege.edu

Terri Hadley is a theory and clinical learning lab instructor at Galen College. Her areas of specialty are pediatric and maternity nursing. She received her Bachelors in Nursing from the University of Evansville in 1987. Ms. Hadley has over 20 years of nursing experience includes the areas of NICU, Transport Nurse, Mother/Baby, Home Health, and ER. She has taught at Galen for 10 years and is a current member of the National League for Nursing.

Sandy Harshfield, MSN, RN

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Sandy Harshfield is an instructor at Galen College in the RN program. She received her Masters in Nursing Education and her Pediatric Nurse Practitioner education from Indiana University in Indianapolis, Indiana. She received her Bachelor's of Nursing from Indiana University Southeast. Her previous nursing experience includes intensive care and emergency room in pediatrics. Ms. Harshfield is an active member of Sigma Theta Tau and the National Pediatric Practitioner Association.

Gina Hash, BSN, RN

ghash@galencollege.edu

Ms. Hash is a faculty member at Galen College of Nursing. She received her Bachelor of Science in Nursing from Indiana University Southeast and has over 16 years of nursing experience, specifically at Floyd Memorial Hospital.

Susan Hasl, BSN, RNC

shasl@galencollege.edu

Susan Hasl is a theory instructor for Galen College in the LPN program. She has over 22 years of labor and delivery nursing experience. She received her BSN from the University of Cincinnati in 1985, graduating Magna Cum Laude. Ms. Hasl is a member of Sigma Theta Tau, a Gulf War Veteran, and a former member of the US Air Force Nurse Corps from 1984-1992. She is also a certified labor and delivery nurse.

Kellie Holobaugh, BSN, RN

kholobaugh@galencollege.edu

Ms. Holobaugh is a clinical faculty member at Galen College of Nursing. She received her Bachelor of Science in Nursing from Ball State University and has over 15 years of nursing experience. Ms. Holobaugh has nursing experience in pediatrics, ICU, burn ICU, trauma, and oncology.

James Justice, BSN, RN

jjjustice@galencollege.edu

Mr. Justice is a faculty member at Galen College of Nursing. He received his Bachelor of Science in Nursing from Bellarmine University in 1992, and his Practical Nursing diploma in 1981. Mr. Justice has over 25 years of Emergency Room experience, and serves as a BLS and ACLS instructor for the American Heart Association. Additionally, he has worked multiple nursing staff and management positions over his career.

Robert Knies, MSN, RN

rknies@galencollege.edu

Mr. Knies is a faculty member at Galen College of Nursing. He received his Master of Science in Nursing from Villanova University in 1996, his Bachelor of Science in Nursing from Pennsylvania State University in 1990, and his Practical Nursing Diploma from St. Joseph Hospital School in 1983. Mr. Knies has over 13 years of nursing experience, and is ACLS certified.

Ginny Kolter, MSN, RN, ARNP

vkolter@galencollege.edu

Ginny Kolter is a theory and clinical instructor for Galen College in the evening LPN program. She received her Masters in Nursing from the University of Louisville, her Bachelors in Nursing from the University of Kentucky, and her BS in Nursing Arts from Georgetown College. She has taught at Galen for over 2 years, and is currently a member of AWHONN, KCNPNM, and serves as President of the UK College of Nursing Alumni Association. She currently maintains her clinical expertise in obstetrics at Baptist East Hospital and has previous experience as an OB nurse educator.

Holly Langness, BS, ADN, RN

hlangness@galencollege.edu

Holly Langness is an instructor at Galen College in the LPN program. She received her ADN from Ivy Tech in 2003, her BS in Sports and Fitness Management in 1997 from Troy State University, and is currently enrolled in Bellarmine University's MSN program. Ms. Langness has taught at Galen for 1 year and has previous nursing experience in adult care and pediatrics, and previous clinical education experience at several local nursing programs. She is a current member of the National League for Nursing.

Richard LaRock, MAT, BSN, BA

rlarock@galencollege.edu

Richard LaRock is a theory and clinical learning lab instructor at Galen College. He received his Masters of Arts in Teaching from the University of Louisville in 1995, his Bachelors of Nursing in 1996, and his Bachelors of Science in Biology in 1984. He is currently pursuing his Masters in Nursing Education. Previous experiences include serving as an officer in the US Marine Corps for 17 years assigned to rapid deployment units, a pilot for Air Evac EMS for 5 years, and Emergency Room nursing at Norton Hospital for 12 years. He has previous clinical teaching experience at the University of Louisville and currently serves as a course coordinator for Adult 1 in the LPN evening program.

Joan Lopez, BSN, RN

jlopez@galencollege.edu

Joan Lopez is an instructor at Galen College. Ms. Lopez received her BSN from William Carey College in 1993. She has had previous experience as a staff nurse and also as a teacher in Louisiana and Mississippi.

Blair Mackenzie, MBA, BA

bmackenzie@galencollege.edu

Blair Mackenzie is an English instructor for Galen College. She received her MBA from the University of Phoenix and her BA in English from Georgetown College in Georgetown, Kentucky. She is a writer for the Commonwealth of Kentucky, and has written speeches, news releases, feature stories, and two screenplays. She also teaches English, business, and legal courses at other area colleges.

Pennie Maus-Granholm, BSN, RN

pgranholm@galencollege.edu

Pennie Maus-Granholm is a clinical instructor in the LPN program at Galen College. She received her BSN from Bellarmine University in 2003 and is currently pursuing her Masters in Nursing Education from Indiana Wesleyan University. Additionally, Ms. Maus-Granholm holds a BS from Eastern Kentucky University in Therapeutic Recreational Therapy. She has over 5 years experience in pediatric nursing, and has taught at Galen for one and a half years. She currently holds BLS and PALS certifications, and a Forensic Nursing Certificate.

Margaret McCormick

mmccormick@galencollege.edu

Margaret McCormick teaches Mathematics and Computers for Health Professionals. She received her Master of Arts Degree in Mathematics Education from Western Governors University and her Bachelor of Science Degree in Business Management (accounting) from Sullivan University. Margaret also holds Associate degrees in accounting and computer science and is currently pursuing her doctoral degree in Instructional Design for Online Learning from Capella University. Margaret has over 5 years experience teaching mathematics, and 10 years teaching computers.

Kristina McKinney, BSN, RN

kmckinney@galencollege.edu

Kristina McKinney is a clinical instructor at Galen College. She received her BSN from Spalding University and has over 15 years of medical-surgical nursing experience. Ms. McKinney has taught at Galen for over one year.

Kathy Munday, MEd, BSN, BS

kmunday@galencollege.edu

Kathy Munday is a clinical instructor at Galen College. She received her Masters in Education in Allied Health and Sciences from Eastern Kentucky University, as well as her Bachelor's in Community Health Education from Bellarmine University. Ms. Munday has previously served as a clinical instructor for Bellarmine University and her nursing experience includes bedside nursing care.

Tonya Newton, BSN, RN, CLNC, CEN

tnewton@galencollege.edu

Tonya Newton is a clinical instructor at Galen College. Ms. Newton received her BSN in 1992 from the University of Louisville. She has over 15 years experience in Emergency Nursing, and is a Certified Emergency Nurse, as well as a Certified Legal Nurse Consultant. Ms. Newton was an Air Force Nurse for over 5 years and was awarded Outstanding Nurse of the Year for Wright State University Medical School in 2002. She is a member of Sigma Theta Tau National Honor Society.

James Michael O'Bryan II, BS, CFSP, ACS

mobryan@galencollege.edu

Michael O'Bryan is an instructor and manager of the Anatomy Laboratory at Galen College. He teaches the Laboratory sessions of Human Anatomy & Physiology and Medical Microbiology. Mr. O'Bryan received his BS in 2002 from the University of Kentucky and is currently pursuing his MS in Chemistry from Lehigh University. Mr. O'Bryan has previous experience in mortuary science in Indiana. Mr. O'Brayn is a Certified Funeral Service Practitioner as well as a member of the Mu Sigma Alpha Honor Soceity, the American Academy for the Advancement of Sciences, and the American Chemical Society.

Lisa Peters, BSN RN

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Lisa Peters is an adjunct clinical learning lab instructor for Galen College of Nursing. She received her BSN in 1987 from the University of Kentucky in Lexington, Kentucky. Ms. Peters has over 30 years of healthcare experience, and 20 years of nursing experience in the areas of pediatrics, long term care, and a medical reference laboratory. She has been in nursing education for over five years, with a concentration in nursing fundamentals.

Kimberly Powell, BSN, RN

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Ms. Powell is a theory and clinical faculty member at Galen College of Nursing. She received her BSN from Purdue University in 2001. Ms. Powell has over seven years of experience in adult critical care with emphasis in cardiology/cardio-thorasic surgery.

Ellen Puckett, MSN, RN-BC

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Ellen Puckett is an instructor at Galen College. She received her MSN from Wayne State University in 1971 and received a Post-Master's certificate from the University Of Louisville School Of Nursing in 2003. Additionally, she received her BSN from Vanderbilt University in 1969. Ms. Puckett has over 30 years of psychiatric nursing experience, is Board Certified as a clinical specialist, and has certification per ANCC in adult psychiatric nursing care. She is a member of the ANA, KNA, and APNA.

Katie Redmon, BSN, RN

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Ms. Redmon is a clinical faculty member at Galen College of Nursing. She received her BSN from Spalding University and has previous nursing education experience at Ivy Tech Community College and Brown Mackie College. Ms. Redmon also works at Baptist East Hospital and her background is concentrated in pediatrics.

James Rentschler, MSN, MEd, BA, RN, BC

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James Rentschler is an instructor at Galen College, currently teaching Adult IV since January 2005. Mr. Rentschler received his BA from the University of Louisville in 1974, his MEd in 1980 from the University of Louisville, his ADN from Jefferson Community College in 1987 and his MSN in 1994 from Bellarmine College. Mr. Rentschler has experience in Orthopedic, Medical/Surgical, Critical Care, Home Health, and Hospice Nursing. Mr. Rentschler has previous experience as coordinator and instructor for the LPN Program at Jefferson Technical College and clinical faculty in the RN program at Jefferson Community College. He is a member of Sigma Theta Tau International Honor Society and was also named Outstanding Nurse in the Commonwealth of Kentucky in 1998. Mr. Rentschler is Board Certified in General Nursing Practice by the American Nurses Credentialing Center.

Polly Reynolds, BSN, RN

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Polly Reynolds is a theory and clinical instructor at Galen College. Ms. Reynolds received her BSN from Bellarmine University in 2000. She has had previous experience as an RN in the Intensive Care Unit and home health care.

Tonya Reynolds, ADN, RN

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Tonya Reynolds is a clinical instructor at Galen College in the PN program. She received her Associate of Science from Galen College of Nursing and has previous nursing experience in the areas of medical surgical nursing, mother/baby, nurse management, and ICU.

Regina Rierdon, BSN, RN

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Ms. Rierdon is a faculty member at Galen College of Nursing. She received her Bachelor of Science in Nursing from Jacksonville University in Jacksonville, Florida. Ms. Rierdon has over ten years of experience in pediatric nursing and working with young adults. Additionally, she has worked in the areas of infectious disease; respiratory, specifically cystic fibrosis; overflow observation; and same day surgery. Ms. Rierdon also holds PALS certification.

Marissa Roberts, ADN, RN

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Marissa Roberts is a clinical instructor for Galen College in the areas of pediatrics/newborn, and leadership and management. She received her ADN from Spencerian College in 2002 and her LPN from there in 1997. She is currently working on her BSN at the University of Phoenix. She has over 10 years of experience in pediatric and neonatal nursing, and has additional experience in the area of adult ER. Ms. Roberts is a current member of the National League for Nursing, a past member of the National Association of Neonatal Nurses, and holds current ACLS and NRP certification. She has taught at Galen for over one year.

Lila Sheehan, MEd, BSN, BSDH, RN

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Lila Sheehan is a theory and clinical instructor at Galen College, and has taught at Galen since 2005. Mrs. Sheehan has 30 years of experience in healthcare. She received her BS in Dental Hygiene from the University of Louisville in 1975 and was in private practice as a registered dental hygienist for 26 years. In 1979, she received her Master of Education degree from the University of Louisville and taught in a high school health vocational program, a post-secondary vocation school, and at the former Watterson College. Mrs. Sheehan earned her BSN from Bellarmine University in 2003. Mrs. Sheehan has nursing experience in critical care and open heart recovery. Mrs. Sheehan holds active membership with the Kentucky League of Nursing.

Janice Schmitt

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Janice Schmitt is a clinical instructor at Galen College. She received her ADN from Kentucky State University in 1988 and is currently enrolled at the University of Phoenix to obtain her BSN and then MSN. Ms. Schmitt teaches clinicals at Central State Hospital, where she is also currently employed. She has been a psychiatric nurse for 19 years and has been a nurse manager on the Gero-psych unit for 6 years.

Sherri Stamper, BSN, RN

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Sherri Stamper is a theory and clinical instructor in the LPN program. She graduated from Mountain State University in 2004 with her BSN. She has worked at Galen for the past year. Prior to Galen, Sherri worked in critical care for two years and labor and delivery for two years.

Cathy Sullivan, BSN, RN CRNI

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Cathy Sullivan is a clinical instructor at Galen College. She received her BSN from the University of Louisville in 1993. She has over 15 years of nursing experience in the areas of TCU, ER, OR, and IV Therapy.

Terry Sullivan, BSN, RN

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Terry Sullivan is a clinical instructor for Galen College. She received her BSN from McKendree College in 2000, and her ADN from Jefferson Community College in 1994. She has been employed at Norton's Healthcare for over thirty years. Her current nursing experiences are in Kosair Children's Clinical Groups and Medical/Surgical Nursing. She currently holds CPR and PALS certifications.

Yvonne Thornton, ADN, RN

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Yvonne Thornton is a preceptor and clinical instructor for Galen College. She received her ADN and LPN from Galen College, graduating with honors each time. She has 4 years of med-surg experience, and has also worked in the areas of ICU, long term care, and as a charge nurse.

Lisa Tipton, MSN, RN

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Lisa Tipton is a clinical instructor for Galen College. She received her Masters in Nursing Education from the University of Phoenix in 2007, her Bachelors of Nursing in 2004 from McKendree College and her ADN from Jefferson Community College in 2000. Previous nursing experience includes 7 years on a Neurospine Telemetry unit. She holds CNRN certification and is a member of the American Association of Neuroscience Nursing.

Linda Trabue, ADN, RN

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Linda Trabue is a clinical instructor at Galen College. She received her ADN from Jefferson Community College and is a graduate of Galen's Licensed Practical Nursing program (formerly Humana Health Institute). Ms. Trabue has experience in the areas of rehabilitation, neurological, medical surgical, and dialysis. She was a member of the US Army for 15 years and specialized in training combat medics in KY, IN, and TN in the areas of Nuclear, Biological, and Chemical warfare.

Linda Tur, ADN, RN

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Linda Tur is a clinical instructor for Galen College, primarily in the area of mental health. She also assists in following students enrolled in their practicum course in the RN program. She received her ADN from the University of Evansville and is currently enrolled in Bellarmine University's ADN to MSN program. She has taught at Galen for over three years and has over 20 years of mental health nursing experience. Additional nursing experience includes family practice, pediatrics, and orthopedics. She was also a Wellness Coordinator for three years for a large insurance company.

Darla Vibbert, BSN, RN

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Darla Vibbert is a clinical instructor at Galen College. She received her BSN from Indiana University in 1985. Her nursing background includes med-surg, hand/orthopedics, cardiac step-down, home health, and rehabilitation and consulting. She is a current NLN member and has taught at Galen for one year.

Sharon Williams, BSN, RN

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Sharon Williams is a clinical instructor for Galen College in the PN program. She received her BSN from Spalding University in 1990. Ms. Williams has experience in the areas of maternity, med-surg, neuro-spine telemetry, gastric bypass units, pediatrics, trauma, and occupational health, among many others. She has been recognized by Who's Who among Student in American Colleges and Universities and is presently working towards her Masters Degree in Nursing Education.

Candis Zimmerman, ADN, RN

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Candis Zimmerman is a clinical instructor for Galen College in the LPN program. She received her Associates degree in Nursing from JCC in 2002. She has taught at Galen for over two years and currently works at Norton Audubon Hospital, where she has been for over 5 and a half years. She has nursing experience in the areas of medical/surgical, TCU, and Cardiovascular.

4.0 Student Rights and Responsibilities

Students have the right to open and honest communication. To this end, Galen College will provide written information and communicate individually with students as necessary. Written information will include Galen's requirements for acceptable standing and graduation requirements and the student's relationships to those standings. Students have the responsibility to inform their instructors of any problem, concern, or suggestion related to their course of study.

Students have the right to utilize Galen College's Grievance Procedure to address any problem in a more formal manner without fear of reprisal. It is the student's responsibility to follow the established Grievance Procedure.

Students have the right to be treated fairly and objectively. Students also have a responsibility to satisfy the requirements of the curriculum according to performance standards established by the faculty. Students must respect the rights of all individuals — fellow students; faculty; affiliated clinical site employees and clients; and, all those who provide services and supplies. Students must constantly recognize the values, opinions, and dignity of everyone who works with Galen College.

4.1 Family Educational Rights and Privacy Act

4.1.1 Recordkeeping

Academic and financial aid records will be kept in the College archives, including: application, grade transcript, classroom and practicum evaluations, and health records. Financial aid records will be maintained according to the Title IV record keeping requirements. Students and eligible parents have a right to review the contents of the student's academic file by requesting an appointment with the Program Director or Dean. Personally identifiable information will not be released from an education record without prior written consent of the eligible parent or students, except to the following:

- school officials;
- other school officials if the student seeks or intends to enroll or the information is needed to determine eligibility for aid, determine the amount of aid, determine the conditions for the aid, or enforce the terms and conditions of the aid;
- authorized representatives of the Comptroller General of the United States, the Secretary, or State and Local Educational Authorities.

A record of each request for access and each disclosure of personally identifiable information will be maintained as long as the record is maintained and an eligible parent or student may inspect and review that record.

4.1.2 Amendment of Record

If an eligible parent or student believes the education records relating to the student's rights of privacy or other rights are inaccurate, they may ask the College to amend the record. The College shall decide whether to amend the record as requested within a reasonable amount of time after receiving the request. If the College decides not to amend the record as requested, it shall inform the parent or student of its decision and their right to a hearing.

The College shall give an eligible parent or student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy or other rights of the student. If, as a result of the hearing, the College decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or rights of the student it shall amend the record accordingly and inform the eligible parent or student of the amendment in writing. If, as a result of the hearing, the College decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or rights of the student, it shall inform the eligible parent or student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of the College.

If the College places a statement in the education records of a student, the College shall maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement related. Eligible parents and students also have the right to consent to disclosures of personally identifiable information contained in the student's records and to file with the United States Department of Education a complaint concerning alleged failures by the College to comply with the above requirements.

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

5.0 Student Code of Conduct

5.1 Discipline Policy

The discipline process applies to all students. Violation of Galen College rules and regulations are classified as:

- Minor Infractions
- Serious Violations
- Major Offenses
- Critical Offenses

Discipline is intended to help change unacceptable performance, personal behavior, and for motivating and encouraging disciplined students to become better and more productive individuals.

Normally, discipline should be administered by the student's instructor or the Program Director/Dean. The instructor shall submit a signed, written document of the disciplinary action to the Program Director/Dean. The student shall sign the written document or attach a counter written statement to the Program Director/Dean.

5.2 Violation Definitions

5.2.1 Critical Offenses

Critical offenses are violations of Galen College rules or misconduct which may justify immediate expulsion. When expulsion is indicated, the student shall be suspended immediately (for no more than three school days) while the incident is being investigated by the Program Director/Dean. Students shall be prohibited from attending classes, participating in clinicals, or attending College related functions while under investigation of a critical offense.

Examples of critical offenses by Galen College students are:

- Committing two documented major offenses within a 12 month period.
- Dishonesty or theft (regardless of the amount).
- Copying software programs from the school's computers.
- Plagiarism - use of someone else's work.
- Copying from or collaborating with another student during a test.
- Using unauthorized materials during a test.
- Selling, buying, or illegally obtaining part or all of a test.
- Allowing another person to take a test or complete an assignment.
- Taking a test or completing an assignment for someone else.
- Deliberate or negligent omission or falsification of significant information on the student application.
- Assaulting, threatening, intimidating, or coercing others.
- Unauthorized possession of weapons, firearms, or explosives on Galen College or clinical site premises.
- Conviction of a felony.
- Being under the influence of alcohol and/or illegal drugs while on Galen College premises, participating in clinicals or attending school related activities.
- Willful or negligent damage of Galen College or clinical site property.
- Willful or negligent acts, or conduct detrimental to Galen College or the classroom, or which result in neglect or abuse of any client or clinical affiliation agency operations.
- Insubordinate acts or statements.
- Unauthorized access or copying of clinical site records, including client information or unauthorized release of client information.
- Unauthorized distribution, possession, administration, manufacture, sale, or prescription of any controlled substance or illegal drug, as defined by the state law.
- Providing assistance or aid to any person under legal age in purchasing or having delivered or served to him/her an alcoholic beverage as defined by state law.
- Attempting to have another purchase alcoholic beverages for a person under legal age or use or purchase of alcoholic beverages by such persons as defined by state law.
- Unauthorized possession of an open container of an alcoholic beverage, public intoxication, unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of illegal distribution.
- Hazing, which is any conduct which willfully or recklessly endangers the physical or mental health of any person.

5.2.2 Major Offenses

Major offenses are lesser violations than critical offenses, but may require immediate disciplinary suspension from school for a first offense (for no more than three school days). Examples of major offenses are:

- Committing two documented serious offenses within a 12 month period.
- Gambling on Galen or clinical site premises.
- Disorderly conduct on Galen College or clinical site premises.
- Violation of safety standards that could result in harm to self, others, or major damage to equipment at the College or clinical site.
- Verbal abuse of Galen College or clinical site students/employees during school hours or anywhere at Galen College or the clinical site.
- Removing any materials/correspondence from another student's personal mailbox.

5.2.3 Serious Offenses

Serious offenses do not justify immediate expulsion or suspension, but may require disciplinary action in the form of a written reprimand. Continued commitment of serious offenses may require suspension or expulsion as outlined in the following Disciplinary Process. Examples of serious offenses are:

- Committing two documented minor offenses within a 12 month period.
- Failure to use safety devices or failure to comply with safety precautions at the Galen College or clinical site.
- Failure to report an accident at the College or clinical site.
- Soliciting monetary contributions or distributing non Galen College related materials at the Galen or clinical sites.
- Failure to respect client confidentiality.
- Possession of another student's ID card without permission.
- Intent to misuse own ID card, i.e., allowing use by someone else.
- Soliciting funds or accepting tips from clients.
- Posting, altering, or removing any matter on bulletin boards or on Galen College or clinical site property unless specifically authorized to do so by the Program Director/Dean.
- Borrowing Galen College property without written authorization, i.e., library book.
- Use of tobacco in the Galen College facility or unauthorized areas of the clinical site.

5.2.4 Minor Infractions

Minor infractions are lesser violations of Galen College rules which may require disciplinary action in the form of a verbal reprimand. Continued commitment of minor infractions may require suspension or expulsion as outlined in the following Disciplinary Process. Examples of minor infractions are:

- Loitering
- Failure to observe instructions
- Failure to comply with dress code
- Attending to personal affairs during clinical rotations
- Creating or contributing to unsanitary conditions
- Minor damage to Galen College or clinical site property
- Unprofessional conduct
- Failure to observe parking and traffic regulations on Galen College or clinical site premises. (If damage or bodily injury results, it becomes a major offense.)

5.3 Disciplinary Process

To ensure that all students are treated fairly and uniformly, Galen College has adopted the following system of progressive discipline:

Minor Infraction

- 1st Offense – Verbal warning
- 2nd Offense – Written warning
- 3rd Offense – Suspension
- 4th Offense – Expulsion

Serious Offense

- 1st Offense – Written warning
- 2nd Offense – Suspension
- 3rd Offense – Expulsion

Major Offense

- 1st Offense – Suspension
- 2nd Offense – Expulsion

Critical Offense

- 1st Offense – Expulsion

6.0 Attendance

6.1 General Attendance Policies

Learning activities designed for each lecture, clinical learning lab, and clinical experience provide students with essential information and practical experience. Failure to attend and participate in any of these scheduled learning opportunities prevents acquisition of the knowledge, skills, and competencies required to master the increasingly complex theoretical knowledge and clinical applications which support progression through the curriculum. As a result, prompt arrival and attendance is an expectation, just as it will be in your career as a nursing professional. It is our policy that each instructor will record and report attendance for each scheduled class, laboratory or clinical experience.

Attendance will be taken for all classes (theory, laboratory, and clinical experiences). It is the student's responsibility to attend all classes, on time, and for the entire designated time. **If the student does not attend a scheduled class (theory, lab, or combination of both) for 2 consecutive calendar weeks the student will be dismissed from that class.**

Students who violate the dress or behavior 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 Galen-issued student ID card at all times while on campus and at clinical sites. Students who violate the dress or behavior code will also be subject to the disciplinary process outlined in this Student Catalog and the Student Handbook.

6.2 Online Course Attendance Policy

Students will maintain participation in their online course by completing a minimum of one required learning activity identified in the course syllabus per week. Failure to complete a minimum of one required learning activity each week will result in the student being marked absent for the week. In case of illness or a family emergency, students are expected to contact course faculty in a timely manner to discuss excused absence, which can only be granted by course faculty. Any student who does not meet the attendance requirement for two consecutive weeks of the quarter will automatically be dropped from the course.

6.3 Clinical Attendance Policies

In order to ensure continuity of patient care, a student must notify the clinical instructor of an absence or tardiness at least one hour prior to the start of a clinical experience. Failure to notify the clinical instructor of an absence or tardiness at least one hour in advance of the clinical experience will be documented as an absence and the student will receive a written warning for failing to provide proper notification as outlined in the clinical evaluation tool. To the extent that student clinical absences do not allow the instructor to fully evaluate the student, a course failure may result even if a student only misses one clinical experience. In order to maintain patient safety, the instructor may dismiss the student from the clinical area with instructions to remedy the problem if the student is not prepared for the clinical experience. Such a dismissal will be documented as an absence.

Course Absences and Tardiness:

1 clinical absence

2 clinical absences

Arriving late or leaving early
more than 15 minutes for clinical

Student will:

Be placed on probation

Receive a "U" or "Fail" in clinical and
an "F" (fail) in the nursing course

Be charged an absence

6.3.1 Clinical Attendance Requirements

Applicant must:

1. Provide evidence of good physical or mental health (through evidence of a physical from within the immediate 12 months performed by a licensed healthcare provider);
2. Provide evidence of meeting Galen's immunization requirements (see Immunization Requirements);
3. Provide proof of certification in American Heart Association Health Care Provider (BLS) CPR (Galen will provide information on available classes);
4. Satisfactorily pass a background check prior to the start of classes; and
5. Provide proof of health insurance.

Documents must be submitted prior to clinical orientation. Failure to submit these documents will prevent participation in all classes.

6.4 Make-up

Makeup exams will be given at the discretion of the instructor as stated in the syllabus for the course. The Program Director must approve makeup for final exams or give approval to take a final exam early.

6.5 Health Insurance

Clinical facilities may require students to submit proof of health insurance as a condition of attending the facility for the clinical experience. Students who fail to provide evidence of health insurance or fail to purchase group health insurance place themselves in jeopardy of not being able to attend scheduled clinical experiences or meet the requirements of the nursing course.

7.0 Drug Free Policy

Galen College is concerned about the potential adverse effects of alcohol or other drug use on student health and safety, as well as academic performance and patient care. Students are expected to report to class and clinicals in the appropriate mental and physical condition conducive to learning.

As required by the Federal Drug Free Schools and Communities Act Amendment of 1989, you are hereby notified by Galen College that on Galen premises, clinical sites, or at other Galen sponsored events, activities specified as critical offenses will not be permitted. Students shall be prohibited from working, attending school, participating in clinicals or attending Galen related functions while under the influence of alcohol and/or illegal drugs. The use of such substances by students on premises or at Galen related functions shall be prohibited. Such conduct by a student shall be considered a critical offense and result in expulsion.

To protect the health and safety of all persons, the use of tobacco products is prohibited in the school physical facility. Violation of the policy is a serious offense that could result in disciplinary action up to and including expulsion.

Galen recognizes that substance abuse is a major problem that affects students, families, education, and communities. Galen strictly opposes any situation that interferes with a student's safety, health and well being, and anything that adversely affects academic performance or is detrimental to the Campus. To promote this goal and in accordance with the Federal Drug-Free Schools and Communities Act Amendment of 1989 and state law, Galen strictly prohibits the unlawful manufacture, distribution, possession, sale, or use of any illegal drugs, controlled substances, or alcohol while acting in the course of enrollment, on Galen owned, leased, or controlled property, while operating Galen owned, leased, or controlled equipment or vehicles, or at Galen sponsored functions. Students are required to report to their instructor use of any over-the-counter medication or prescribed medication that might impair a student's ability to participate in the educational process safely or effectively. Any student who violates this policy is subject to disciplinary action up to and including dismissal.

All students must, as a condition of their enrollment, adhere to this policy. Students are responsible for notifying the administration within five (5) days of any drug and/or alcohol related criminal conviction occurring on the campus or while performing educational related activities. Students must certify that, as a condition of enrollment or receiving financial aid, that he or she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by enrollment or where federal financial assistance is used for education. Violations of this prohibition will result in dismissal and/or other appropriate actions.

Galen reserves the right to take appropriate and lawful action to enforce this Drug and Alcohol-Free Campus Policy. These rights include drug and/or alcohol testing and inspection of any and all Galen and student property when the organization has a reasonable suspicion that this policy has been violated.

Students involved in school-related accidents that require off-site medical treatment or result in property damage will be tested for controlled substances and alcohol. Any student who refuses to be tested or violates this policy is subject to disciplinary action up to and including dismissal. Galen encourages students with drug and/or alcohol abuse problems to seek counseling and treatment.

This policy is in compliance with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989, P.L. 101-226 20 U.S.C.'s 114 5g Higher Education Act of 1965, Section 1213.

In addition to the imposition of disciplinary sanctions as explained in this Code of Conduct including dismissal for such act, students or employees may face prosecution and imprisonment under Federal and state laws which make such acts felony or misdemeanor crimes. See **Appendix A** for listings of criminal offenses and penalties. The health risks associated with the misuse and abuse of drugs, including controlled substances and alcohol, include but are not limited to: Physical and psychological dependence; damage to the brain, pancreas, kidneys and lungs; high blood pressure; heart attacks; strokes, ulcers, birth defects; a diminished immune system; and death. See **Appendix B** for further listings of health risks. Galen is committed to helping students who seek assistance and further recognize and ensure the confidentiality and privacy due students. Students are encouraged to consult with their school counselor, who is available by appointment, or with faculty members for referral to appropriate counseling services. For a listing of additional counseling services and support groups available, please see **Appendix C**.

8.0 Dress Code

While attending classes at Galen College, students are expected to dress in a professional manner. The academic administration shall be the final judge as to neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, distracting, or in violation of health and safety rules. Students must wear a Galen-issued photo identification (ID) card at all times while on campus or at clinical sites. Students who violate the dress code will not be allowed to stay in the classroom or the clinical site and an absence will be recorded for that class or clinical experience.

8.1 Classroom Dress:

Each student has the responsibility to dress appropriately for the school environment. Apparel shall be such that it does not disrupt the classroom atmosphere, become unusually distracting to the opposite sex, or violate health and safety rules of the school. All dress and grooming shall conform to rules relating to health and safety, and all such rules shall be enforced. These minimum standards of dress and grooming shall apply to all students.

- A Galen-issued photo identification (ID) card must be worn at all times. Placement of the ID is to be above the waist.
- Student dress and grooming shall be neat and clean.
- Shoes or sandals shall be worn; slippers or beach style 'flip flops' are prohibited.
- No see-through garments shall be worn.
- No midriff shirts/blouses, halter tops sundresses or spaghetti strap clothing shall be worn; men's shirts must have sleeves.
- Form-fitting leotard/spandex type of clothing of any fabric shall not be worn without proper outer garments. Leotard/spandex type clothing of any fabric is not considered a substitute for pants.
- All shorts, skirts, and dresses must be at a length that is at least knee length.
- Pants must be hemmed so they do not touch the ground and worn with the waistband at the waist.
- No clothing or tattoo shall be worn which displays profanity, violence, sexually suggestive phrases, gang related symbols, alcohol, tobacco, drugs or advertisements for such products or other phrases or symbols which are inconsistent with an educational environment.
- Sunglasses shall not be worn inside school buildings during regular school hours unless required by physician.
- Hairstyles and hair colors and other fashions or styles that are disruptive to the school environment or educational process are prohibited.
- Bandannas are prohibited on school grounds. No hats, ball caps, headbands or head scarves are permitted to be worn while in the building. For special circumstances only, appropriate headwear based on a student's religious affiliation or health status is allowed with the permission of the Dean or Program Director.
- No cellular phones or pagers are allowed in the classroom.

8.2 Clinical Dress:

Students are guests in the clinical settings and are representatives of Galen College of Nursing. Your standard of professional care and dress represent you as an individual, your role as a student, and your future profession. A professional appearance supports the confidence and competence you provide to clients, client families, and other health care team members in the clinical setting.

Students attending a clinical site are required to abide by the following:

- Official Galen College white uniform and blue embroidered logo that is pressed and wrinkle-free. Lab coats are required at some clinical sites. Some clinical sites may require special dress attire other than the Galen uniform (for example, mental health or incarceration facilities).
- A Galen-issued identification card must be worn at all times in the clinical areas. If Galen ID card is not allowed by facility, a substitute name tag will be given and must be worn at all times while at the clinical site.
- White or navy cardigan style sweaters may be worn in clinical areas if in compliance with affiliating agency rules. Sweaters are to be a solid color.
- Plain white hose (if student is wearing a dress)
- Plain white socks (if student is wearing pants). Socks must be over-the-ankle and logo free.
- White socks if wearing pants
- Uniform pants must be hemmed so they do not touch the ground and worn with the waistband at the waist. Uniform pants worn as hip-huggers or in a drop waist fashion are not allowed. Pants must be straight leg style. Flare bottoms are not considered to be part of Galen's standard uniform.
- White or neutral brief-style underwear consistent with natural skin tone

- Only plain, white turtlenecks, or white, short-sleeved t-shirts can be worn under the uniform top. A plain, short-sleeved, white t-shirt should be worn by students to cover visible cleavage or chest hair.
- All clothes must be clean and shoes polished.
- White closed toe and closed heel leather or leather-type shoes without color ornamentation with white shoelaces. Shoes must be clean. If shoes are leather, they must be polished.
- The only jewelry which may be worn include a watch with a second hand, a single ring (plain band only), and small stud earrings. If earrings are worn, only one pair of small stud earrings are permitted. Necklaces and/or chains are not permitted.
- Tongue, nose, eyebrow, or other facial piercing ornaments are not allowed. Other visible body piercings are not permitted.
- Tattoos are not to be displayed at any time. If clothing does not cover the tattoo, it must be covered with a plain neutral color bandage, or appropriate concealing make-up.
- Fingernails must be clean, rounded in shape, and no longer than the end of the fingertip. Nail polish may not be worn. No artificial nails are permitted.
- Heavy perfume or aftershave is not permitted.
- Make-up for women should be moderately used and applied.
- Hair must be up and off of the collar and face. Ponytails, braids, and long bangs must be pinned up or back so they do not fall into the face. Non-decorative barrettes, scrunchies, and hair clasps may be worn.
- Hairstyles and hair colors and other fashions or styles that are unconventional to the professional clinical environment are not allowed. For men, beards, mustaches, and side-burns must be clean and neatly trimmed.
- No hats, ball caps, or headbands are permitted. For special circumstances only, appropriate headwear based on a student's religious affiliation or health status is allowed with the permission of the Dean or Director.
- Cellular phones and pagers must be turned off while at the clinical site.
- Chewing gum or tobacco products are not permitted when in client care areas.
- Stethoscopes are to be clean and placed in the student's uniform pocket or lab coat when not in use. Due to potential health and safety risks, they are not to be worn around the neck when not in use.

8.2.1 Clinical Learning Lab Attire:

Participation in the Clinical Learning Lab requires the same expectations for appearance and uniform apparel as clinical settings. The Clinical Learning Lab sets the stage for bedside expectations for client care and professionalism. Participation in the Clinical Learning Lab requires the same expectations for appearance as the classroom setting in addition to the following:

- Students are required to wear the approved Galen College blue scrub uniform with white embroidered logo. Students may also wear the official Galen white uniform with blue embroidered logo.
- Students are permitted to wear long sleeve white t-shirts or turtlenecks under their uniform.
- Coats and jackets are not permitted to be worn while in the clinical learning lab.

9.0 Complaints, Grievances and Conflict Resolution

Satisfactory student/faculty relationships largely depend on an understanding of Galen College goals and objectives. Good relationships are best achieved in an atmosphere where problems and opinions can be discussed freely. In addition, students are afforded the opportunity to voice concerns without fear of reprisal by following the steps outlined in the grievance procedure.

9.1 Policy

Galen students shall be provided the opportunity to bring complaints, grievances, and conflicts that require resolution to the attention of faculty or appropriate administrative staff member. Faculty and/or administrative staff shall respond to student complaints, grievances, and conflicts in a manner outlined by this policy. When a student perceives a problem, or believes that a situation is unjust, inequitable, and is a hindrance to effective school operation, he/she shall be allowed to voice such concerns without fear of reprisal.

9.2 Grievance Procedure

Galen has established separate procedures for grievances concerning (a) academic issues, (b) non-academic issues and (c) disabilities, discrimination, harassment or retaliation. Those procedures are summarized below.

Summary of Grievance Procedure Steps—Academic Issue

1. Student discusses complaint, grievance, or conflict with instructor.

If resolution does not occur to the student's satisfaction:

2. Student presents complaint, grievance, or conflict in written form to the Program Director.

If resolution does not occur to the student's satisfaction:

3. Student presents complaint, grievance, or conflict in written form to the Galen College Grievance Committee.

At steps two and three, the student may request the assignment of a faculty member not involved in the grievance to assist the student. The grievance committee includes faculty members and one student representative.

If resolution does not occur to the student's satisfaction:

4. Student presents a written appeal to the campus Dean. The decision of the Dean is final.

Summary of Grievance Procedure Steps—Non-Academic Issue

1. Student discusses complaint, grievance, or conflict with staff member.

If resolution does not occur to the student's satisfaction:

2. Student presents complaint, grievance, or conflict in written form to the Campus Manager or Program Director.

If resolution does not occur to the student's satisfaction:

3. Student presents complaint, grievance, or conflict in written form to the Galen College Grievance Committee.

At steps two and three, the student may request the assignment of a faculty member not involved in the grievance to assist the student. The grievance committee includes faculty members and one student representative.

If resolution does not occur to the student's satisfaction:

4. Student presents a written appeal to the campus Dean. The decision of the Dean is final.

Summary of Grievance Procedure Steps—Disabilities, Discrimination, Harassment and Retaliation

1. A student with a grievance concerning disabilities, discrimination, harassment or retaliation should report the grievance to the Section 504 / Title IX Coordinator.
2. Galen will follow the guidelines described in its Procedures for Investigating Complaints of Discrimination. A copy of these Procedures may be obtained from the Section 504 / Title IX coordinator.
3. The Procedures provide for an impartial investigation, and for the opportunity to identify witnesses and other evidence.
4. The Procedures specify reasonably prompt time frames for the major stages of the grievance process.
5. The complainant will be notified of the outcome of the investigation.
6. Galen will take steps to prevent retaliation and to prevent recurrence of any discrimination, harassment or failure to accommodate, and to correct discriminatory effects on the complainant and others, if appropriate.

9.3 Resolution Time

The time frames set forth in the Procedures for Investigating Complaints of Discrimination apply to grievances related to disabilities or requests by disabled applicants or students for reasonable accommodations, and reports or complaints by individuals who have experienced or witnessed discrimination, harassment, or retaliation.

As to other grievances:

A current student should present their complaint, grievance, or conflict within five (5) school days of the event or condition which created the alleged dispute.

A dismissed student who has a complaint or grievance involving expulsion must submit their grievance to the Program Director within ten (10) school days of receipt of notice of dismissal.

If the student is not satisfied with the proposed resolution, the unresolved case should be presented to the next level for review within five (5) school days from the date the proposed resolution was presented. If mutually agreeable, however, time limits for both student and administration may be extended at any step.

The student has the right to appeal to the Council on Occupational Education (Attention: Executive Director). The address and phone number for the Council is listed on page two of the school catalog.

10.0 Campus Security Policy

Students witnessing or who are victims of alleged criminal activities are encouraged to report them immediately and accurately to the Program Director/Dean or faculty member present. The Program Director/Dean or faculty member will determine the need to contact the appropriate law enforcement agencies after consulting with the President or President's designee. A criminal activities report will be completed by the student and the Program Director/Dean or faculty member. A copy will be forwarded to the President or President's designee. These reports will be kept in a criminal activities file and reviewed quarterly by the Admission Committee to determine the effectiveness of the campus security policy. Please see **Appendix D** of the Student Handbook for the Criminal Activities Report Form.

Statistics concerning the reports of the occurrence of any criminal offenses on campus will be kept for a three year period. These offenses will include murder; rape; robbery; aggravated assault; burglary; motor vehicle theft; liquor law violations; drug abuse violations; and weapons possessions as defined by the jurisdiction where the school is located.

Students who are arrested or indicted or know of a student who is arrested or indicted are encouraged to immediately inform the Program Director/Dean. Students arrested or indicted will be placed on investigative suspension, and the disciplinary process described in the Student Code of Conduct will be followed.

When a student is arrested or indicted, the Program Director/Dean shall place the student on investigative suspension. The Admission Committee shall review the facts and make recommendations to the Program Director/Dean. The Program Director/Dean shall determine whether the student should be:

- Allowed to continue school;
- Released from the program; or,
- Given time off until more information is obtained.

The arrest or indictment of a student shall not delay his/her expulsion if the process was underway at the time of arrest or indictment.

Administrative Discretion Necessary - The Program Director/Dean must remember that an arrest or indictment is an accusation of wrongdoing and, as yet, unproved. Further, a student's behavior during non-school working hours is not a concern of Galen unless it affects the student's performance, the performance of fellow students, the health and safety of clients, or legitimate interests of Galen.

Students should be kept informed by school administration of any changes to their enrollment status that may be affected by circumstances surrounding an arrest or indictment.

Expulsion May Be Necessary - The decision to expel an arrested or indicted student may be made only when there is a clear and pressing need, for example:

- The student is incarcerated. Extenuating circumstances may include: inability to raise bail; detention without bail.
- The student's presence at school would cause substantial physical disruption to the school.
- The crime for which the student is accused is of such a grave nature that it adversely affects legitimate Galen/clinical site interests.
- The nature of the crime is such that allowing the accused to continue presents a "good faith" probability of harm to other students, clinical site clients or visitors.

For the security of students, faculty, and staff, access to the facilities will be limited to regular operating hours that are posted on the bulletin board in the student lounge. Access is at all times limited to faculty, staff and students. After regular operating hours, the facility will be locked and access is limited to the authorized personnel and those with the Program Director/Dean's prior approval. **See Appendix D.**

11.0 Equal Opportunity, Discrimination, and Harassment

Galen maintains and enforces a policy of affording equal opportunity to all individuals regardless of individual characteristics. This policy prohibits Galen, its faculty, staff and other employees from discriminating against any applicant or student because of gender, race, age, color, disability, national origin, religion, or other category protected by applicable federal, state or local law. This policy extends to all of Galen's programs and activities and to all aspects of Galen's relationship with its applicants and students, including admissions and access to, and treatment and employment in, Galen's programs and activities.

Galen also maintains and enforces a policy that prohibits harassment of its applicants and students based on individual characteristics. Unwelcome conduct based on gender, race, age, color, disability, national origin, religion, or other protected category, that interferes with an applicant or students equal access to, or equal opportunity to participate in, Galen's programs or activities, or creates an intimidating, hostile or offensive environment, is prohibited. Such harassment may include sexual propositions or innuendos, suggestive comments, teasing or jokes concerning race, gender, etc., obscene or offensive language or gestures, display of obscene or offensive materials, or physical conduct. It is also unlawful and a violation of Galen policy for a faculty member or anyone in a position of authority to base any evaluation or decision on submission to or rejection of unwelcome sexual advances, requests for sexual favors, or other harassment.

Galen's policy also encourages applicants and students to promptly report discrimination and harassment. If you have been the victim of discrimination or harassment, have witnessed discrimination or harassment, or if you just have a question about our discrimination or harassment policies, you should notify the Section 504/Title IX Coordinator: Joe Price, Librarian, 1031 Zorn Avenue, Suite 400 Louisville, KY 40207, (502) 410- 6278. Galen forbids retaliation against applicants or students because they have reported discrimination or harassment, or participated in an investigation of a discrimination or harassment complaint.

Galen will conduct a prompt and appropriate investigation of each discrimination or harassment complaint. If discrimination or harassment has occurred, Galen will take steps to stop the discrimination or harassment, and will take disciplinary action against the person responsible.

Galen also makes reasonable accommodations to qualified individuals with disabilities, including both applicants and students. Please contact the Section 504/Title IX Coordinator: Joe Price, at (502) 410-6278 if you have questions about our policies concerning applicants and students with disabilities or if you wish to request an accommodation.

12.0 Emergency and Life Safety Procedures

MEDICAL EMERGENCY	911
POLICE	911
FIRE	911

12.1 Life Safety Systems

- Emergency exit lights are located at all suite exit points.
- Fire extinguishers are located in several locations throughout the building. The location of all extinguishers is marked on the Emergency Evacuation Map. The Emergency Evacuation Map is located near the door of all classrooms, the clinical learning laboratory, the student lounge, and within the administrative offices in several locations.

12.2 Medical Emergency

The Medical Emergency Policy provides for emergency medical care for Galen students, employees and visitors as required.

All Galen students, faculty and staff will be provided with a Medical Emergency Policy to ensure that medical emergencies receive appropriate treatment as quickly as possible. If an individual is physically injured or suffers an accident on Galen premises, the following shall apply:

- I. Remain calm.
- II. Assess the situation.
 - a) If the person is conscious ask them if anything hurts. If unconscious, gently inspect the person for obvious signs of injury.
 - b) Do not move the person, especially if they indicate any pain, unless there is a threat to life to leave them in that location.
- III. Call 9-911 if the person is injured. Stay on the phone with the dispatcher until they hang up. Be sure to indicate to which floor the responders should report. Send someone to meet the emergency medical services and rescue crews at the building entrance.
- IV. Summon a faculty member to assess the situation.
- V. Do not jeopardize your health or the health of others. Wait for emergency medical services or a faculty member if unable to properly administer first aid safely.
- VI. Do not administer or provide the individual with any medication.
- VII. Remain with the party until help arrives.
- VIII. Comfort the individual and reassure them that medical assistance is on the way.
- IX. Once emergency medical services arrive, give them room to administer first aid. Stay close in case they have any questions.

Student Emergency Information

All Galen students will be requested to provide their personal emergency contact information upon enrollment. Students are responsible for keeping their emergency contact information up-to-date. Student emergency contact information can be found by contacting the campus Registrar during normal business hours or the Evening Coordinator or designee during the evening class hours.

Employee Emergency Information

All Galen employees will be requested to provide their personal emergency contact information upon employment. Employees are responsible for keeping their emergency contact information up-to-date. Employee emergency contact information can be found by contacting the campus HR representative during normal business hours or the Evening Coordinator or designee during the evening class hours.

Individuals are responsible for the costs of their medical services.

12.3 Fire Procedures

1. Anyone sighting fire or smoke should obtain the nearest fire extinguisher and operate according to instructions.
2. A member of the administrative staff should be immediately notified.
3. Administrative staff will call 911 and give instructions for building evacuation.

12.4 Electrical Storms

In the event of a severe electrical storm, Galen College staff will notify students and faculty of when to turn off all electrical equipment and when power may be restored.

12.5 Power Failures

When a power failure occurs, all those currently using equipment should turn off the equipment. Administrative staff will verify that all equipment has been turned off.

12.6 Cancelled Classes or Clinical Experiences

When classes are cancelled students will learn about the closing via:

- Galen College website
- WAVE 3, FOX 41, and WHAS 11 stations
- Student e-mail
- DEAN Alert system

If weather becomes severe during the day, Galen will announce, if necessary, early departure. The decision regarding early dismissal from class or clinical will be made by the Dean or Program Director.

Delay of Day Classes/Clinical Experiences:

Galen will announce closings/delays via the Galen College website, WAVE 3, FOX 41, WHAS 11, and the DEAN Alert system. Galen officially opens at 8 AM so the delay would be from the time Galen officially opens (example: a 1-hour delay indicates that classes and clinical experiences begin at 9 AM; a 2-hour delay indicates that classes and clinical experiences begin at 10 AM with classes continuing as regularly scheduled.) A delayed schedule applies to classes held on campus and in clinical facilities. Clinical Faculty are required to make the clinical site aware of the time students will be in the facility.

Evening Classes:

Information about cancelling evening classes and clinical experiences will be communicated via the Galen College website, WAVE 3, FOX 41, WHAS 11, and the DEAN Alert system by 4:00 p.m.

12.7 Bomb Threat

In case of a bomb threat, immediately contact an administrative staff member who will contact the Program Director/Dean or designee. The Program Director/Dean or designee will call 911 to reach the police and make an evacuation decision.

In the event of a bomb threat made by phone, the person receiving the call should attempt to record the following:

1. Date
2. Time of call
3. Time bomb scheduled to go off
4. Location of bomb
5. What does the bomb look like
6. Who is making the threat
7. Why is the threat being made
8. Text of the conversation
9. Description of caller:
 - Caller: male, female, adult, juvenile
 - Accent: local, regional, foreign
 - Speech: fast, slow, distinct, slurred, stutter
 - Language: obscene, coarse, normal, educated, loud, soft, rough, high pitch, deep, disguised
 - Manner: calm, angry, rational, irrational, coherent, incoherent, deliberate, hysterical, aggrieved, humorous, drunken
 - Background Noises: factory, road traffic, music, office, party atmosphere, quiet voices

12.8 Building Regulations

Complex flammables, such as gasoline, kerosene, naphtha, and benzene or explosives, or any other article intrinsically dangerous are not allowed on the premises.

No bicycle or other vehicle shall be allowed inside the building. No animals, except seeing-eye dogs shall be allowed inside the building.

Premises shall not be used for cooking, as opposed to reheating of food, lodging, sleeping, or for any immoral or illegal purpose.

13.0 Other School Guidelines

Eating or drinking is not permitted in any of the classrooms or hallways. Galen College is a smoke-free facility. Students may smoke in an area outside the building.

Children

Children can be very disruptive in the classroom and are not allowed in Galen College during regular class hours.

Parking

Parking is not provided for students. Public parking is available. Galen College assumes no liability for damage or loss to you or your vehicle or its contents on Galen College property.

14.0 Licensure for Kentucky

In order to become licensed by the Kentucky Board of Nursing ("KBN"), when you graduate from the LPN or RN program at Galen you must make application to the state of Kentucky and to the National Council Licensure Examination ("NCLEX").

Policy

The Kentucky Board of Nursing will make graduate nurses eligible to sit for the National Council License Examination following their registration with Pearson Vue testing company and prior to the completion of the 120 hour clinical internship. Internship requirements do not change.

Process

When all application requirements are met, KBN will issue a provisional license and concurrently make the applicant eligible to test if they are registered with Pearson Vue. The applicant then can begin the 120 hour clinical internship requirement and may make an appointment to test. The applicant may or may not test before all applicants for licensure may be made eligible to sit for NCLEX and be issued a provisional license. This allows an applicant to take NCLEX prior to completing the clinical internship, if they so choose. Passing NCLEX and completion of the clinical internship are required by law in order to be licensed as a nurse in Kentucky. This regulation change affects all applicants for licensure by examination.

Continued communication with the KBN upon licensure includes the following:

- Notification to the board promptly in writing of any changes in address after submitting the application
- Submission of a copy of marriage certificates or court order to change name after submitting the original application
- Pay all fees required for licensure

Galen College will provide you with information and assistance in time for the application procedure.

15.0 Criminal Background Screening Policy

Policy

Galen College believes that the enrollment of qualified students contributes to the overall success of the education process. Background screens and reference checks serve as important parts of the enrollment process at Galen College. These types of information are collected as a means of obtaining additional applicant-related information that helps determine their overall qualifications, ensuring the protection of the current people, property, and information of the organization.

Practice

At Galen College background screens and reference checks are conducted on every student applicant. This screening may be waived in the event the student applicant holds an active unencumbered LPN/LVN license. This process is conducted to verify the accuracy of the information provided by the applicant. The following verifications may be conducted:

1. Social Security Number Verification
1. Criminal Convictions (applicable State and/or County records)
3. Sexual Offender and Predator Registry
4. Applicable State Medicaid Exclusion List
5. GSA List of Parties Excluded from Federal Programs
6. OIG List of Excluded Individuals

Applicants who have been convicted of committing or attempting to commit one or more of the following offenses will not be eligible for enrollment with Galen College. The applicant will not be admitted if the criminal history report indicates a conviction of either a felony classification or misdemeanor within the past seven (7) years unless there are mitigating circumstances. Exceptions must be approved by the Program Director or Dean. A student may appeal this decision to the VP of Academic Affairs.

1. Murder, homicide, manslaughter, or concealment of a homicidal death
2. Kidnapping, child abduction, criminal child enticement, or contributing to the delinquency of a minor
3. Unlawful restraint or forcible detention
4. Felonious or aggravated assault, menacing, battery or infliction of great bodily harm
5. Sexual assault/battery, sexual abuse or unlawful sexual behavior
6. Abuse, abandonment, criminal neglect or financial exploitation of or indecency with a child, elderly or disabled person
7. Theft, robbery or burglary
8. Aiding suicide
9. Criminal trespass
10. Arson
11. Misapplication of fiduciary property or property of a financial institution
12. Securing execution of a document by deception
13. Unlawful possession or use of weapons or aggravated discharge of a firearm;
14. Felony conviction for manufacture, delivery, possession or trafficking possession of controlled substance(s).
15. A conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed above.

Galen College will ensure that all background screens and reference checks are conducted in compliance with all federal and state statutes, such as the Fair Credit Reporting Act, as applicable.

Recordkeeping

All information obtained from the background screening and reference check process will only be used as part of the enrollment process and kept strictly confidential. Only approved personnel at Galen College will have access to this information. In addition, Galen College may release information obtained from background screening to clinical providers as a result of the applicant's participation at said clinical facility.

**APPENDIX A
FEDERAL TRAFFICKING PENALTIES**

DRUGS	QUANTITY
METHAMPHETAMINE	100 gm or more or 1 kg or more mixture
HEROIN	1 kg or more mixture
COCAINE	5 kg or more mixture
COCAINE BASE	50 gm or more mixture
PCP	100 gm or more or 1 kg or more mixture
FENTANYL	400 gm or more mixture
FENTANYL ANALOGUE	100 gm or more mixture
LSD	10 gm or more mixture

PENALTY FIRST OFFENSE:

-Not less than ten years. Not more than life.

-If death or serious injury, not less than 20 years. Not more than life.

-Fine of not more than \$4 million individual. \$10 million other than individual.

PENALTY SECOND OFFENSE:

-Not less than 20 years. Not more than life.

-If death or serious injury, not less than life.

-Fine of not more than \$8 million individual. \$20 million other than individual.

CSA I and II

DRUG 2	QUANTITY	PENALTY FIRST OFFENSE	PENALTY SECOND OFFENSE
OTHERS (CSA I & II)	ANY	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual; \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual. \$10 million not individual.
ALL (CSA III)	ANY	Not more than 3 years. Fine not more than \$250,000 individual.	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.
ALL (CSA IV)	ANY	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 5 years. Fine not more than \$500,000 individual, \$2 million not individual.
ALL (CSA V)	ANY	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.	Not more than 2 years. Fine not more than \$250,000 individual, \$500,000 not individual.

2 Does not include marijuana, hashish or hash oil. (See separate chart.)

FEDERAL TRAFFICKING PENALTIES – MARIJUANA

Federal Register / Vol. 55, No. 159 / Thursday, August 16, 1990 / Rules and Regulations

DESCRIPTION	QUANTITY
MARIJUANA – mixture containing detectable quantity*	1,000 kg or more; or 1,000 kg or more mixture

PENALTY FIRST OFFENSE:

Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.

PENALTY SECOND OFFENSE:

Not less than 20 years not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.

DESCRIPTION	QUANTITY
MARIJUANA – mixture containing detectable quantity*	1,000 kg to 1,000 kg or 100 to 999 plants.

PENALTY FIRST OFFENSE:

Not less than five years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.

PENALTY SECOND OFFENSE:

Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.

DESCRIPTION	QUANTITY
MARIJUANA	50 to 100 kg
HASHISH	10 to 100 kg
HASHISH OIL	1 to 100 kg
MARIJUANA	50 to 99 plants

PENALTY FIRST OFFENSE:

Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.

PENALTY SECOND OFFENSE:

Not more than 30 years. If death or serious injury, life. Fine, \$2 million individual.

DESCRIPTION	QUANTITY
MARIJUANA	Less than 50 kg
HASHISH	Less than 10 kg
HASHISH OIL	Less than 1 kg

PENALTY FIRST OFFENSE:

Not more than five years. Fine not more than \$250,000, \$1 million other than individual.

PENALTY SECOND OFFENSE:

Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.

(Marijuana is a Schedule I Controlled Substance.)

*Includes Hashish and Hashish Oil

Kentucky State Penalties for Common Substance Abuse and Trafficking Penalties and Offenses

ALCOHOL INTOXICATION – KRS 222.990

Penalty First Offense: A fine of not less than \$25

Penalty Second and Subsequent Offenses: Same as above

DRIVING UNDER THE INFLUENCE – KRS 189A.010

Penalty First Offense: A fine not less than \$200 and not more than \$500; or imprisoned in the county jail for 48 hours and not more than 30 day, or both.

Penalty Second Offense: Within five-year period, a fine of not less than \$350 or not more than \$500. May also be confined in the county jail not less than seven days and not more than six months. In addition, may be required to serve community labor for not less than 10 days or not more than six months.

Subsequent offenses could result in the revocation of driver's license.

SELLING ALCOHOL TO A MINOR – KRS 244.990

Penalty First Offense: A fine of not less than \$100 and not more than \$200 or confined to the county jail not more than six months or both.

Penalty Second Offense: A fine not less than \$200 or not more than \$500; imprisonment in the county jail of not more than six months or both.

SCHEDULE I NARCOTICS

KRS 218A.050 and 902 KAR 55:015

High potential for abuse. Substances that have no accepted medical use in United States.

Includes: Heroin

UNLAWFUL TRAFFICKING:

Penalty First Offense: 5 to 10 years or \$5,000 to \$10,000 or both.

Subsequent Offense: 10 to 20 years or \$10,000 to \$20,000 or both.

UNLAWFUL POSSESSION:

Penalty First Offense: 1 to 5 years or \$3,000 to \$5,000 or both.

Subsequent Offense: 5 to 10 years or \$4,000 to \$10,000 or both.

SCHEDULE I NON-NARCOTICS

KRS 218A.050 AND 902 KAR 55:015

High potential for abuse. Substances that have no accepted medical use in the U.S.

Includes: LSD, Mescaline, Methaqualone, MDMA, PCE, Peyote, Hashish, Psilocybin, MDA, MMDA, DMT, THC, DET, Phencyclidine (PCP or "Angel Dust") and other hallucinogens. (Marijuana is included here; but since the punishment for marijuana violations is different than for other Schedule I non-narcotics, marijuana is given special consideration at the end of this section).

UNLAWFUL TRAFFICKING:

Penalty First Offense: 1 to 5 years or \$3,000 to \$4,000 or both. (Exception: LSD and Phencyclidine – 5 to 10 years or \$5,000 to \$10,000 or both).

Subsequent Offenses: 5 to 10 years or \$5,000 to \$10,000 or both. (Exception: LSD and Phencyclidine -10 to 20 years, or \$10,000 to \$20,000 or both).

UNLAWFUL POSSESSION:

Penalty First Offense: Commitment to treatment facility.

Subsequent Offenses: One year or less or \$500 or less or both.

SCHEDULE II NARCOTICS

KRS 218A.070 AND KAR 55:020

High potential for abuse. Substance has accepted medical use in the United States.

Includes: Opium Derivatives (Dilaudid, Morphine, Percodan, etc.), Cocaine, Demerol, Methadone, Dronabinol, Sufenatil.

UNLAWFUL TRAFFICKING

Penalty First Offense: Same as Schedule I Narcotics

Subsequent Offenses: Same as Schedule I Narcotics

UNLAWFUL POSSESSION

Penalty First Offense: Same as Schedule I Narcotics

Subsequent Offenses: Same as Schedule I Narcotics

SCHEDULE II NARCOTICS

KRS 218A.070 AND 902 KAR 55:020

High potential for abuse. Accepted medical use in the United States. Abuse may lead to severe psychological or physical dependence.

Includes: Amphetamine, Methamphetamine, Preludin, Ritalin, Amobarbital, Pentobarbital, Secobarbital.

UNLAWFUL TRAFFICKING:

Penalty First Offense: Same as Schedule I Non-narcotics

Subsequent Offenses: Same as Schedule I Non-narcotics

UNLAWFUL POSSESSION:

Penalty First Offense: Same as Schedule I Non-narcotics

Subsequent Offenses: Same as Schedule I Non-narcotics

SCHEDULE III

KRS 218A.090 AND KAR 55:025

Abuse may lead to moderate or low physical dependence or high psychological dependence.

Includes: Talwan, Doride, Barbituates (other than those specified in Schedule II Non-narcotics) and the following anorectic drugs: Benzphetamine (Didrex), Chlorphentermine (Pre-safe), Chlortermine (Voramil), Mazindol (Sanorex), and Phendimetrazine (Plegine, Stratobex).

UNLAWFUL TRAFFICKING:

Penalty First Offense: 1 to 5 years or \$3,000 to \$5,000 or both.

Subsequent Offenses: 5 to 10 years or \$5,000 to \$10,000 or both.

Exception: Penalty for mere transferring of non-narcotic Schedule III substances is up to one year and/or \$500 for first offense, and 1 to 5 years and/or \$3,000 to \$5,000 for subsequent offenses.

UNLAWFUL POSSESSION:

Penalty First Offense: Same as Schedule I Non-narcotics

Subsequent Offenses: Same as Schedule I Non-narcotics

SCHEDULE IV

KRS 218A.110 AND KAR 55:030

Abuse may lead to limited physical dependence or psychological dependence.

Includes: Chloral hydrate, Meprobamate (Equanil, Milltown), Paraldehyde, Destropropoxphene (Darvon), Chlordiazepoxide (Librium), Clonazepam (Dalmane), Mebutamate (Capia), Methohexital (Brevital), Oxazepam (Serax), Pemoline (Cylert), and stimulants such as diethylpropion (Tenuate) and phentermine (Lonamin).

UNLAWFUL TRAFFICKING:

First Penalty Offense: One year or less or \$500 or less or both.

Subsequent Offenses: 1 to 5 years or \$3,000 to \$5,000 or both.

UNLAWFUL POSSESSION:

Penalty First Offense: Same as Schedule I Non-narcotics.

Subsequent Offenses: Same as Schedule I Non-narcotics.

SCHEDULE V

KRS 218A.130 AND KAR 55:035

Includes: Codeine Cough Preparations – Cheracol, Robitussin AC, Cosanyl, Ambenyl, Phenergan with Codeine, etc.

UNLAWFUL TRAFFICKING:

Penalty First Offense: Same as Schedule IV.

Subsequent Offenses: Same as Schedule IV.

UNLAWFUL POSSESSION:

First Offense: Same as Schedule IV.

Subsequent Offenses: Same as Schedule IV.

MARIJUANA

KRS 218A.050 AND 902 KAR 55:020 (3)

Define – KRS 218A.010(9)- Marijuana is a Schedule I Non-Narcotic; but, since the punishment for marijuana violations is different than for other Schedule I Non-Narcotics, marijuana is given special consideration here.

UNLAWFUL TRAFFICKING (EXCEPT MERE TRANSFERRING):

Penalty First Offense: Less than 8 oz, Class A Misdemeanor

Subsequent Offenses: Class D Felony

Penalty First Offense: 8 oz to 5 lbs, Class D Felony; 5 or more lbs, 5 to 10 years and \$5,000 to \$10,000.

Trafficking in Hashish is also a Class D Felony and amount.

UNLAWFUL SELLING OR TRANSFERRING TO PERSON UNDER 18 BY PERSON 18 OR OVER:

Penalty First Offense: Class D Felony

Subsequent Offenses: Class C Felony

UNLAWFUL POSSESSION FOR OWN USE OR UNLAWFUL TRANSFERRING OF LESS THAN 8 OUNCES:

Penalty First Offense and Subsequent Offenses: Up to 90 days in jail or up to \$250 fine, or commitment to treatment facility for up to 90 days.

UNLAWFUL PLANTING, CULTIVATING, OR HARVESTING FOR PURPOSES OF SALE (FIVE PLANTS OR MORE):

Penalty First Offense and Subsequent Offenses: 1 to 5 years or \$3,000 to \$5,000 or both.

APPENDIX B

Description of Health Risks Associated with Drug & Alcohol Abuse

The most commonly used substances which effect the human body include: tobacco, marijuana, alcohol, cocaine and crack.

- A number of national studies have indicated that tobacco products are the chief avoidable cause of death in our society. Smoking may cause or contribute to coronary heart disease; lung, larynx, esophageal, bladder, pancreatic, and kidney cancers; and chronic obstructive lung diseases such as emphysema and chronic bronchitis. Smoking may also pose increased health risks for pregnant women and their fetuses and infants.

- Marijuana smoke may contain more cancer-causing agents than tobacco smoke and may cause long-term damage to memory capabilities. Marijuana may adversely affect reproductive ability in women.

- Alcohol may cause long term damage to the brain and liver. Use of alcoholic beverages by pregnant women may cause irreversible physical and mental abnormalities in their infants.

- Cocaine and crack may cause heart attacks, strokes, long-term brain damage, and respiratory failure.

APPENDIX C

Drug and Alcohol Abuse Referral Agencies Support Services

Listed below are some of the community resources available in the Louisville area which provide information, counseling services and self-support groups. Additional materials on drug and counseling/treatment services are readily accessible in the Galen College library.

Jefferson County:

- Louisville, Jefferson County Metro Crisis & Information Center (502) 589-4259
- Narcotics Anonymous (502) 499-4423
- Alcoholics Anonymous (502) 582-1849
- Directions for Mental Health: Ten Broeck Outreach Center (502) 776-2774

Self Help/Support Groups

- Alcoholics Anonymous (502) 582-1849
- Narcotics Anonymous (502) 499-4423

APPENDIX D

CRIMINAL ACTIVITIES REPORT FORM

Student Reporting Incident

Type of Incident

Date and Place of Incident

Description of Incident:

Action Taken by Program Director/Dean or Faculty Member:

Student Signature

Program Director/Dean or Faculty Member

Date

Date

Review by Admissions, Progression & Graduation Committee:

**GALEN COLLEGE OF NURSING
LOUISVILLE**

**CRIME AWARENESS
AND
CAMPUS SECURITY REPORT**

**ANNUAL REPORT
OCTOBER 2008**

It is the policy of Galen College of Nursing that all criminal actions detected during school operating hours are to be reported to the school receptionist who in turn will notify the administrator on site. Criminal actions detected after normal operating hours are to be reported directly to the Louisville Metropolitan Police whose number is (502) 574-2111.

Galen College of Nursing is normally open Monday through Friday 8:00 a.m. to 7:00 p.m. Students are required to enter a security code in order to gain entrance to the College between the hours of 7:00 a.m. – 10:00 p.m.

Galen College of Nursing supports the enforcement of all local, state, and national laws and will cooperate with appropriate law enforcement agencies in this activity.

It is the policy of Galen College of Nursing that no student, employee or guest possess, use, or sell liquor, weapons, or illegal drugs on campus. This policy is also in effect for school sponsored activities off campus.

See sections 5.0, 7.0 and 10.0 of the Student Code of Conduct for more information regarding the rules and regulations in regards to the above policy.

You are encouraged to immediately report all criminal activities regardless of how minor they may seem at the time to the receptionist if you are a student and to your supervisor if you are an employee.

Galen College of Nursing encourages you to contact the Center for Women and Families Rape Relief Center to obtain information that promotes the awareness of rape, acquaintance rape, and other forcible and non-forcible offenses.

In the event of a sex offense, Galen College of Nursing encourages you to report this information to a school official. You also have the option of reporting this matter to local authorities, and we encourage you to remember the importance of preserving evidence for the proof of a criminal offense.

Counseling, mental health, and other services are available for victims of sex offenses and may be obtained by contacting any of the following agencies:

Center for Women and Families
Rape Relief Center (502) 581-7222

Baptist Hospital East Center for
Behavioral Health (502) 896-7105

Crisis and Information Center (502) 589-4313

Ten Broeck Hospital (502) 426-6380

At the student's request, Galen College of Nursing will change the academic situation after an alleged sex offense by altering the class schedule to better meet the student's needs if the request is reasonable and available.

It is the school's policy that should a Galen College of Nursing student become convicted of a sex offense they would be subject to suspension or expulsion from all classes.

For this reporting year January through December 2007, the following criminal offenses have been reported on the Galen College of Nursing campus...

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Criminal Homicide (murder & non-negligent manslaughter)	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses Forcible and Non-Forcible	0	0	0
Arson	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	1
Motor Vehicle Theft	0	0	0
On Campus Arrest for Liquor Law Violations	0	0	0
Drug Abuse Violations or Weapons Possessions	0	0	0
Crimes of murder, forcible rape, and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity, or disability as prescribed in the Hate Crimes Statistics Act	0	0	0

For this reporting year January through December 2007, the following criminal offenses have been reported by local law enforcement officials on Public Property...

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Criminal Homicide (murder & non-negligent manslaughter)	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses Forcible and Non-Forcible	0	0	0
Arson	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
On Campus Arrest for Liquor Law Violations	0	0	0
Drug Abuse Violations or Weapons Possessions	0	0	0
Crimes of murder, forcible rape, and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity, or disability as prescribed in the Hate Crimes Statistics Act	0	0	0

For this reporting year January through December 2007, the following criminal offenses have been reported on Galen College of Nursing non-campus property...

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Criminal Homicide (murder & non-negligent manslaughter)	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses Forcible and Non-Forcible	0	0	0
Arson	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
On Campus Arrest for Liquor Law Violations	0	0	0
Drug Abuse Violations or Weapons Possessions	0	0	0
Crimes of murder, forcible rape, and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity, or disability as prescribed in the Hate Crimes Statistics Act	0	0	0

For this reporting year January through December 2007, the following hate offenses have been reported at the Galen College of Nursing campus, non-campus property, and public property...

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Criminal Homicide (murder & non-negligent manslaughter)	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses Forcible and Non-Forcible	0	0	0
Arson	0	0	0
Aggravated Assault	0	0	0
Crimes of murder, forcible rape, and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity, or disability as prescribed in the Hate Crimes Statistics Act	0	0	0

For this reporting year January through December 2007, the following arrests have been reported on the Galen College of Nursing campus, non-campus property, and public property for the following crimes...

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

For this reporting year January through December 2007, the following disciplinary actions/judicial referrals have been reported at the Galen College of Nursing campus, non-campus property, and public property for the following crimes...

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

The campus security data is also available at <http://ope.ed.gov/security>.

Even though the crime rate at Galen College of Nursing is extremely low, don't let these statistics lead you into a false sense of security. Crimes can and will occur, but you can play a very important role in reducing crimes, and in some instances, preventing crimes. Be alert to your safety. Also, be protective of your property and the school's. Report all crimes.

If you have any questions regarding this information please contact:

Joni Penland
 Galen Health Institutes, Inc.
 (502) 410-6200 Ext. 6213

