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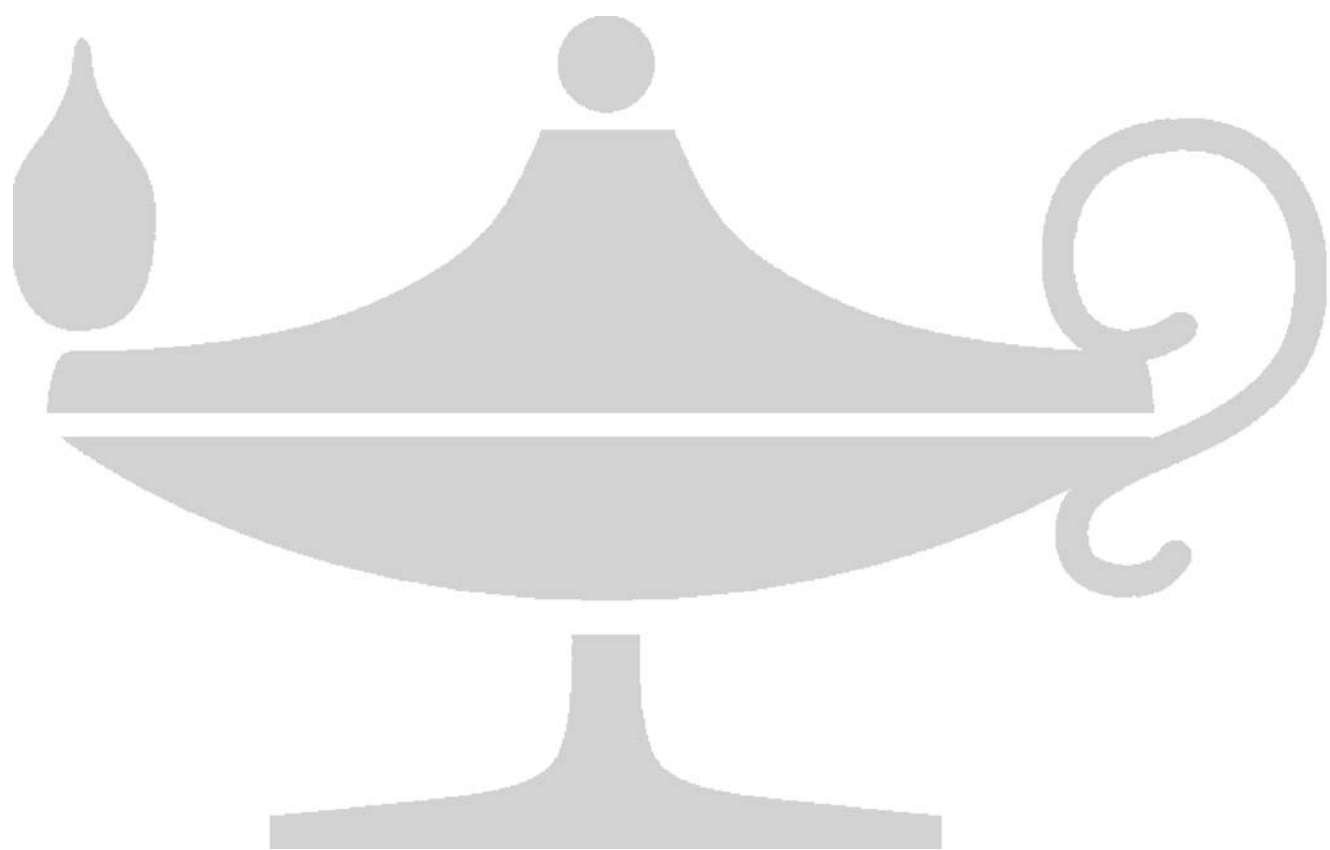
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Galen College of Nursing is licensed by the Ohio Board of Nursing.
Additional information regarding this institution may be obtained by contacting the Board
at 17 South High Street, Suite 400, Columbus, Ohio, 43215-7410.

Galen College is also approved by the Ohio Board of Career Colleges and Schools,
35 East Gay Street, Suite 403, Columbus, OH, 43215-3138.
School registration number is #07-01-1808T.

Galen College of Nursing is accredited by the Council on Occupational Education,
41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia, 30346, (770) 396-3898, as a branch of the main campus,
Galen College of Nursing, 1031 Zorn Avenue, Suite 400, Louisville, Kentucky 40207, (502) 582-2305.

This Handbook is a supplement to the Galen College of Nursing Catalog, revised July 2009.



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
Dr. Beth Heyman, RN.....	Dean
Carolyn Ethridge.....	Campus Manager
Wendy Cappelano.....	Admissions Representative
Mandy Brosenne.....	Community Relations/Admissions Representative
Charlotte Rivers.....	Financial Planning Coordinator
Kathryn Joos.....	Financial Planning Coordinator
Emily Cullen.....	Librarian and Section 504/Title IX Coordinator
Alicia Schwarber.....	Registrar
Krista White.....	Assistant Registrar

WHERE TO GO WHEN YOU NEED TO KNOW

Administrative Policies.....	Assistant Dean/Dean
Academic Programs (Scheduling, Withdrawal).....	Assistant Dean
Disability Information.....	Section 504/Title IX Coordinator
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
Books.....	Librarian

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 Student Rights and Responsibilities

Students have the right to open and honest communication. To this end, Galen 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 students' 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'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.

2.1 Family Educational Rights and Privacy Act

2.1.1 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 Assistant Dean 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.

2.1.2 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

3.0 Student Code of Conduct

3.1 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.

3.2 Violation Definitions

3.2.1 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.

3.2.2 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 College 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 Galen 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.

3.2.3 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 in any 12 months.
- 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 College 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 Assistant Dean/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.

3.2.4 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.)

3.3 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

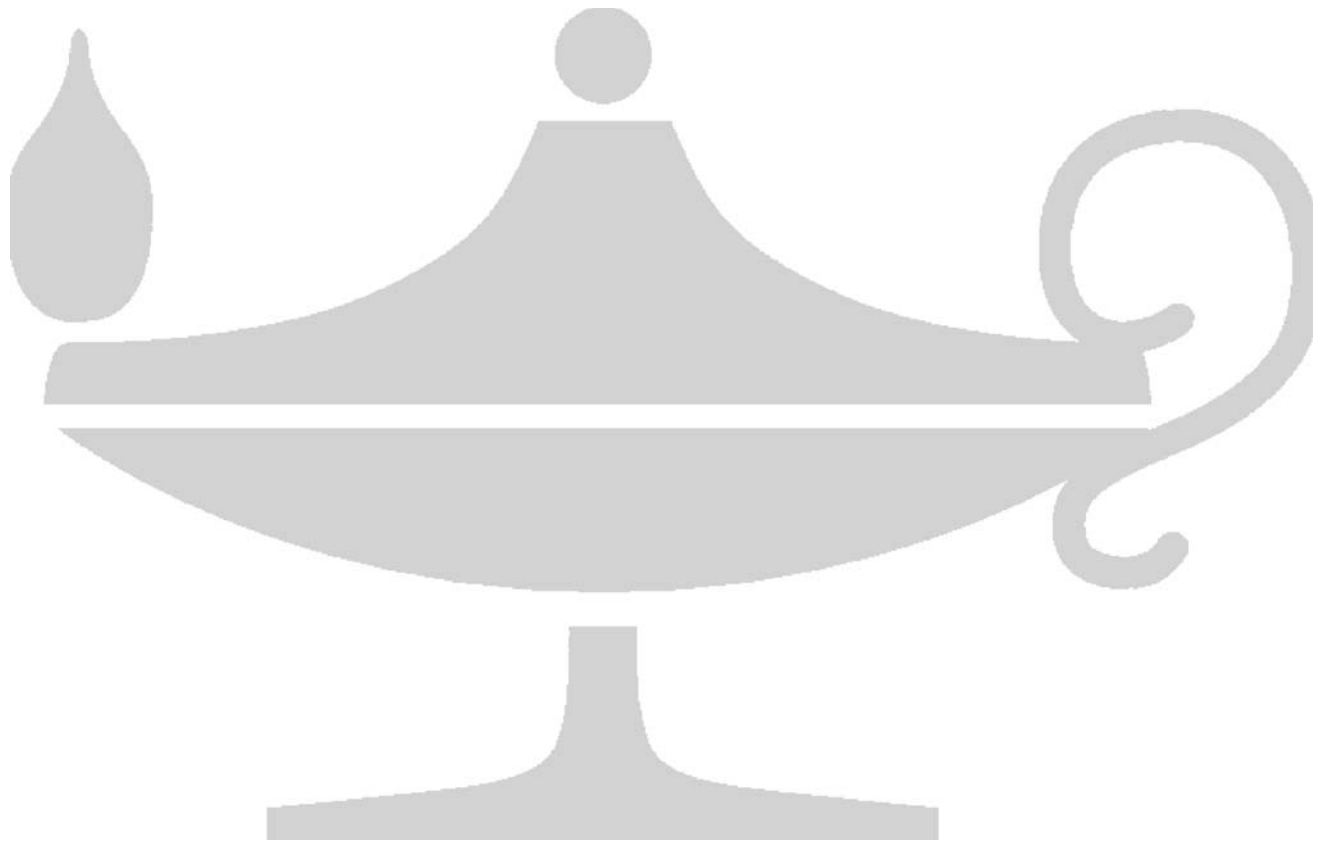
- 1st Offense – Expulsion

3.3.3 Student Conduct Requirements While Providing Nursing Care

Students must adhere to the following rules of conduct while providing nursing care in all instances:

- Student shall accurately and timely report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care;
- Student shall accurately and timely report to the appropriate practitioner errors in or deviations from the current, valid order;
- Student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice, which includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services;
- Student shall implement measures to promote a safe environment for each client;
- Student shall delineate, establish, and maintain professional boundaries with each client;
- At all times when a student is providing direct nursing care to a client the student shall:
 - Provide privacy during examination or treatments and in the care of personal bodily needs; and
 - Treat each client with courtesy, respect, and with full recognition of dignity and individuality;
- A student shall practice within the appropriate scope of practice as set forth in OAC 4723-01 and 4723-28;
- A student shall use universal blood and body fluid precautions established by OAC 4723-20;
- A student shall not:
 - Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client; or
 - Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse;
- A student shall not misappropriate a client's property or:
 - Engage in behavior to seek or obtain personal gain at the client's expense;
 - Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
 - Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships
 - For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
- A student shall not:
 - Engage in sexual conduct with a client;
 - Engage in conduct that may reasonably be interpreted as sexual;
 - Engage in any verbal behavior that is seductive or sexually demeaning to a client; or
 - Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client
 - For the purpose of this paragraph, the client is always presumed incapable of giving free, full or informed consent to sexual activity with the student.
- A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - Sexual contact, as defined in section 2907-01 of the OAC
 - Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning
- A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729-01 of the OAC, in any way not in accordance with a legal, valid prescription issued for the student;
- A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol

- or other chemical substances to an extent that impairs ability to practice;
- A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice;
 - A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
 - A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
 - A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
 - A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court;
 - A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board;
 - A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
 - A student shall not assist suicide as defined in OAC 3795-01;
 - A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.



4.0 Attendance

4.1 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.

4.2 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.

4.3 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:	Student Will:
1 clinical absence	Be placed on probation.
2 clinical absences	Receive a "U" in clinical and an "F" in the nursing course.
Arriving late or leaving early more than 15 minutes for clinical	Be charged an absence

5.0 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 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 insure 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**.

6.0 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.

6.1 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 Assistant Dean.
- No cellular phones or pagers are allowed in the classroom.

6.2 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.
- 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.

6.2.1 Clinical Learning Lab Attire:

Participation in the Clinical Learning Lab requires the same expectations for appearance as the classroom setting. A Galen-issued photo identification (ID) card must be worn at all times. Placement of the ID is to be above the waist.

- 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.

7.0 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.

7.1 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.

7.2 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 Assistant Dean.

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 Assistant Dean.

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.

7.3 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 Assistant Dean within 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 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.

8.0 Campus Security Policy

Students witnessing or who are victims of alleged criminal activities are encouraged to report them immediately and accurately to the Assistant Dean/Dean or faculty member present. The Assistant Dean/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 Assistant Dean/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.

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 Assistant Dean/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 Assistant Dean/Dean shall place the student on investigative suspension. The Admission Committee shall review the facts and make recommendations to the Assistant Dean/Dean. The Assistant Dean/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 Assistant Dean/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**.

9.0 Equal Opportunity, Discrimination and Harassment

9.1 Policy

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's or student's 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: Emily Cullen, Librarian, 100 E-Business Way, Suite 200 Cincinnati, OH 45241, (513) 475-3600. 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 Librarian, Emily Cullen, at (513) 475-3600 if you have questions about our policies concerning applicants and students with disabilities or if you wish to request an accommodation.

9.2 Students with Disabilities

Galen complies with all state and federal laws concerning individuals with disabilities, and provides reasonable accommodations to individuals with disabilities in accordance with applicable laws. Any applicant or student who wishes to request an accommodation may do so by contacting the Section 504/Title IX Coordinator, Emily Cullen, Librarian, 100 E-Business Way, Suite 200, Cincinnati, OH 45241; (513) 475-3600. Any individual who has a concern about an accommodation, or about discrimination or harassment based on a disability, should report his or her concern using the procedures described in Galen's Equal Opportunity, Discrimination and Harassment policy. Galen also encourages employees, applicants and students to notify Galen of any threat to health or safety, including where as a result of an individual's disability there is a "direct threat" as defined by applicable law.

10.0 Emergency and Life Safety Procedures

MEDICAL EMERGENCY	911
POLICE	911
FIRE	911

10.1 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 skills laboratory, the student lounge, and within the administrative offices in several locations.

10.2 Medical Emergency

1. Purpose

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

2. Policy

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:

3. Procedure

- 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.

10.3 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.

10.4 Electrical Storms

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

10.5 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.

10.6 Severe Weather Conditions

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

- Galen College Web site
- DEAN Alert System
- Network television local broadcast affiliates

Anyone aware of reports of severe weather conditions should report those conditions to a member of the administration. An administrative staff member will maintain contact with local authorities and apprise school staff and students of recommended actions. In the event of high winds, tornadoes, etc., all building inhabitants should stay away from windows and remain in corridors.

10.7 Bomb Threat

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

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

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

10.8 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.

11.0 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.

12.0 Licensure for Ohio

Application Process

In order to become licensed by the Ohio Board of Nursing (OBN) upon graduation from the prelicensure practical nursing or prelicensure registered nursing programs at Galen College, the student must make application to the State of Ohio and to the National Council License Examination (NCLEX-RN). The NCLEX-RN must be passed to qualify for employment as a licensed practical or registered nurse. The applicant must also submit two fingerprints cards to the Ohio Bureau of Criminal Identification and Investigation for a criminal record check.

The applicant will be eligible to sit for the NCLEX-RN examination upon completion of their OBN application and a certified letter of completion from Galen College, which will be submitted directly to the Ohio Board of Nursing. The applicant will then receive a card with a date and time for seating for the examination. When the applicant receives a passing score on the examination, a permanent license will be issued.

The nurse applicant may retake the examination if he/she fails. The applicant will need to reapply and pay the reexamination fee. If the applicant fails the examination, he/she may request review by payment of the applicable fee to the National Council of State Boards of Nursing, Inc. The applicant may also have the examination hand-scored by the testing service for purposes of verification, upon written request and payment of the required fee to the National Council of State Boards of Nursing, Inc.

Post-Licensure

Upon receiving licensure, it is the nurse's responsibility to maintain continued communication with the OBN regarding the following:

- Notification to the OBN in writing of any changes in address after submitting the initial application
- Submission of a copy of marriage certificates or court orders to change name after submitting the initial application
- Payment of any fees required for licensure
- Notification of any misdemeanor or felony violations received after initial licensure

Galen College will provide the nurse applicant with information and assistance as needed in time for the application procedure.

13.0 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 will affect 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.

14.0 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
2. 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 Assistant Dean 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 attained 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

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 Cincinnati area which provide information, counseling services and self-support groups. Additional materials on drug and counseling/treatment services are readily accessible in the Galen library.

Greater Cincinnati Area:

- 24-Hour Crisis Hotline (513) 281-CARE
- Alcohol and Drug Abuse Helpline & Treatment (800) 234-0420
- Alcoholics Anonymous (513) 351-0422
- Cincinnati Police (513) 765-1212
- Mental Health Association (513) 721-2910
- Narcotics Anonymous (513) 820-2947
- Poison Control (513) 558-5111
- Suicide Prevention and Hotline (513) 221-5445
- Women's Crisis Center (513) 491-3335

APPENDIX D

CRIMINAL ACTIVITIES REPORT FORM

Student Reporting Incident

Type of Incident

Date and Place of Incident

Description of Incident:

Action Taken by Assistant Dean/Dean or Faculty Member:

Student Signature

Assistant Dean/Dean or Faculty Member

Date

Date

Review by Admissions, Progression & Graduation Committee:

