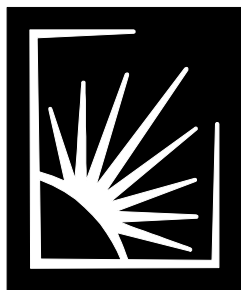


STUDENT HANDBOOK 2011 - 2012



FRANCES PAYNE BOLTON
SCHOOL OF NURSING

CASE WESTERN RESERVE
UNIVERSITY

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Case Western Reserve University admits students of any race, religion, age, sex, color, handicap, sexual orientation, and national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, religion, age, sex, color, handicap, sexual orientation, or national or ethnic origin in administering its educational policies, admission policies, employment, promotion and compensation policies, scholarship and loan programs, and athletic and other University-administered programs.

ADMINISTRATIVE OFFICES AND PERSONNEL

		Room #	Phone #
Dean of Nursing and May L. Wykle Professor	Mary E. Kerr, PhD, RN, FAAN	1140	368-2545
Executive Aide	Toiya Benford	1130	368-2544
Department Assistant	Subhash Sharma	1210	368-6330
Receptionist	Cookie Jones		368-4700
Executive Associate Dean for Academic Programs	Patricia W. Underwood, PhD, RN, FAAN	1060	368-6304
Department Assistant		1070	368-2541
Assoc Dean Undergrad Programs; Director BSN Program	Marilyn Lotas, PhD, RN	1610	368-5129
Assistant Director	Gayle Petty	230G	368-5985
Department Assistant, BSN Program	Patricia Flynn	1550	368-8839
Director of the MSN Program	Carol Savrin, DNP, CPNP, APRN, BC	1500	368-5304
Director of the Graduate Entry (MN) Program	Diana Morris, PhD, RN, FAAN	1390	368-6472
Department Assistant, MSN and MN Programs	Anne Watson	1570	368-8858
Director of the Post Master's DNP Program	Donna Dowling, PhD, RN	219C	368-6304
Assoc Dean Doctoral Education; Kate Hanna Harvey	Jaclene A. Zauszniewski, PhD, RN-BC, FAAN	318C	368-3612
Professor in Pub Health Nursing; Director PhD Program			
Department Assistant, DNP and PhD Programs	Marla Evans	318B	368-0334
Director of the Nurse Anesthesia Program	Jack Kless	221A	368-0221
Director of Student Services and Diversity & Inclusion	Teona Griggs	NOA 44B	368-1983
Director of Financial Aid	Dedra Adams (Hanna)	NOA 44H	368-0517
Registrar	Anthony Saar	NOA 390B	368-2183
Admissions Coordinator	Donna Hassik	NOA 44L	368-5253
Recruitment & Retention Specialist	April Hickman	NOA 44E	368-5977
Recruitment & Retention Specialist	Carlier S. Myers	NOA 44F	368-5981
Recruitment & Retention Specialist	Peter Taylor	NOA 44C	368-0349
Department Administrator	Jackie Delgado-Lucero	NOA 44G	368-2529
Director of the Learning Resource Center	Celeste Alfes	LRC	368-0569
Teaching Assistants		LRC	368-2524
Assoc Dean Minority Affairs & Health Disparities; Medical	Faye Gary, EdD, RN, FAAN	304F	368-5240
Mutual of Ohio Kent W. Clapp Professor of Nursing			
Assistant Dean for Finance and Administration	Susan Frey	1120	368-6347
Department Administrator	Ivy Ko	1300	368-6428
Accounting Clerk	Donna Stewart	1290	368-6331
Facilities and Human Resources Manager	Kathy O'Linn	1320	368-6344
Building Attendant	Ken Jones	A050	368-2147
Director of Information Technology	Caron Baldwin	219F	368-1873
Systems Support Analyst	Shelli Snyder	219H	368-1870
Internet Application Programmer	Benjamin Margevicius	219H	368-1870
Assistant Dean for Alumni Relations and Development	Nora Hennessy	1020	368-6531
Director of Development	Amy Raufman	1220	368-6324
Director of Alumni Relations	Nada Di Franco	1250	368-5568
Assistant Director of Alumni Relations	Rosemarie Ousley	1230	368-2522
Department Assistant	Susan Lukianowicz	1240	368-4416
Director of Marketing and Communications	Helen Jones-Toms	1090	368-6988
Assistant Director and Webmaster	Jason Barone	1030	368-2181
Executive Director, University Center on Aging and Health	Diana Morris, PhD, RN, FAAN	230C	368-6472
Associate Director	Evelyn Duffy, DNP, ANP/GNP-BC, FAANP	3300	368-5485
Department Assistant	Pamela Collins	1380	368-2692
Assoc Dean Evidence-Based Practice and Hirsh Professor	Katherine Jones, PhD, RN, FAAN	203F	368-5979
Assoc Dean Research; Mellen Professor in Nursing	Shirley M. Moore, RN, PhD, FAAN	1110	368-5978
Director, Center for Research and Scholarship	Margaret Roudebush	204D	368-6990
Assistant Director	Kathleen Kovacina	204C	368-0936
Department Assistant	Lori Scott	204J	368-0480
Department Assistant	Danielle Bunkley	204H	368-5983
Director of WHO Collaborating Center & Intl Programs	Samira Hussney	1010	368-5356

FREQUENTLY USED PHONE NUMBERS

EMERGENCY NUMBERS

Fire	3333
University Security	3333
University Escort Service	3333
University Circle Police	2222
Cleveland Police	621-1234
Ambulance	368-3333
Poison Control Center	844-8008

SCHOOL OF NURSING

Front Desk	368-4700
Student Services	368-2529
Registration Information	368-2183
Financial Aid Information	368-0517
BSN Program	368-8839
MSN Program	368-1200
Graduate Entry (MN) Program	368-8858
DNP Program	368-1907
PhD Program	368-0334

CASE WESTERN RESERVE UNIVERSITY

Health Center Library	368-4540
University Health Service	368-2450
University Counseling	368-5872

INFORMATION

From off-campus	368-2000
From on-campus (days)	0-Operator
Nights	368-2000

ACADEMIC CALENDAR 2011– 2012

FALL	2011
Registration (and Drop/Add) Begin (UG)	Apr 4
Classes Begin	Aug 29
Late Registration Fee (\$25) Begins	Aug 30
Labor Day Holiday	Sep 5
Late Registration and Drop/Add End	Sep 9
Deadline Credit/Audit (UG)	Sep 9
Fall Break	Oct 24/25
Mid-Term Grades Due (UG)	Oct 24
Deadline for removal of prev. term "I" grades (UG)	Nov 11
Deadline Credit/Audit (G)	Nov 11
Deadline For Class Withdrawal (UG)	Nov 11
Registration for Spring Begins (UG)	Nov 14
Thanksgiving Holidays	Nov 24/25
Deadline for removal of prev. term "I" grades (G)	Dec 9
Last Day of Class	Dec 9
Reading Days	Dec 12, 16
Final Exams Begin	Dec 13
Final Exams End	Dec 21
Final Grades Due by 11:00 am	Dec 23
Fall Awarding of Degrees	Jan 20 (2012)
SPRING	2012
Registration (and Drop/Add) Begin (UG)	Nov 14 (2011)
Martin Luther King Jr. Holiday	Jan 16
Classes Begin	Jan 17
Late Registration Fee (\$25) Begins	Jan 18
Late Registration and Drop/Add End	Jan 27
Deadline Credit/Audit (UG)	Jan 27
Mid-Term Grades Due (UG)	Mar 12
Spring Break	Mar 12-16
Deadline for removal of prev. term "I" grades(UG)	Mar 30
Deadline Credit/Audit (G)	Mar 30
Deadline for Class Withdrawal (UG)	Mar 30
Open registration for Summer Begins (UG)	Apr 2
Open registration for Fall Begins (UG)	Apr 9
Deadline for removal of prev. term "I" grades(G)	Apr 30
Last Day of Class	Apr 30
Reading Days	May 1/2
Final Exams Begin	May 3
Final Exams End	May 10
Final Grades Due by 11:00 am	May 12
University Commencement	May 20
SUMMER	2012
Classes Begin	Jun 4
Independence Day Holiday	Jul 4
Classes End	Jul 30
Final Grades Due 12:00 noon	Aug 1
Summer Awarding of Degrees	Aug 17

In general, the School of Nursing follows the University Calendar for BSN, Graduate Entry (MN), MSN, DNP and PhD coursework. Students have the same holidays as other University students, with the exception of the fall recess. **Only BSN students follow the University Calendar for the October break.** Students are expected to meet all classes or clinical assignments on the day before and following scheduled recesses.

ACADEMIC EXPECTATIONS

ADVISORS

Upon admission to the School of Nursing, all students are assigned to a faculty member who will serve as an academic advisor. This advisor will guide you by answering questions about your program of study, completing forms, registration, and addressing any academic concerns that the student may have. **Students must schedule appointments with their advisor each semester prior to registration for the next semester.** The signature of your advisor or you PIN must be obtained prior to registration.

REGISTRATION

Entering **BSN** students are preregistered at the time of their University orientation.

Entering **Graduate Entry (MN), MSN, DNP and PhD** students must register during the regular university registration period for their first semester.

Preregistration for students who are currently enrolled and have met all financial obligations to the university begins in **April** for the fall and summer and in **November** for the spring semester. Returning students who did not preregister must register during the regular registration period just before the beginning of the semester. **Students are required to be registered during the semester in which they graduate.**

All currently enrolled students should obtain their PIN from their academic advisor and register using SIS (Student Information Systems). For information on how to register online, visit: <http://www.case.edu/erp/sis>.

HEALTH INSURANCE WAIVERS

All students are automatically charged for health insurance each fall and spring semester. If a student already has health insurance, it is their responsibility to waive the Health Fee. This can be completed online with your PIN when you register for classes through SIS or with your birth date at: <http://studentaffairs.case.edu/medicalplan/student/0910/waiver.html>. **If you do not waive the Health Fee, your account will be charged for the Health Fee.**

PROGRESSION

In order to advance to the next semester of a program, students must meet the school's academic achievement requirements. Please refer to the current School of Nursing Bulletin for progression requirements. Nurse Anesthesia, Nurse Midwifery, and Women's Health students should also refer to their supplemental handbooks.

PREPARATION FOR LICENSURE

BSN and Graduate Entry (MN) students are required to demonstrate their readiness to successfully pass the RN licensure examination (NCLEX) by tests selected by the School of Nursing. Based on their performance,

Students will be advised of the necessary steps to complete prior to the School verifying the students' eligibility to take the NCLEX. The School of Nursing will not verify eligibility until the student has demonstrated readiness to successfully pass the NCLEX.

GRADUATION REQUIREMENTS

CASE Western Reserve University confers degrees, upon the recommendation of the faculty of the School of Nursing, on all candidates who have (1) fulfilled all requirements of their curriculum; (2) discharged all financial obligations to the university; (3) returned all university library books and (4) filed formal application for the degree with the administrative office by Mid-October for January graduation; by the end of January for May graduation; or by Mid-June for August graduation.

CLASS ATTENDANCE

Students are expected to attend class. Professors may require attendance and will indicate the same in their course syllabus. The instructor must be notified for a student to obtain an excused absence.

CLASSROOM ETIQUETTE

Your individual attention in the classroom is a must. An atmosphere of mutual respect should be maintained at all times in the classroom. Students are expected to come to class on time, remain for the entire period and refrain from "private" conversations and naps. Students disrupting class may be asked to leave.

ACADEMIC INTEGRITY

All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the University, forgery, and the alteration or misuse of University documents, records, or instruments of identification are subject to University disciplinary action. Students should familiarize themselves with the standards for academic integrity set forth by the University, a full description for which is available on-line at <http://studentaffairs.CASE.edu/office/integrity/policy.html>.

Plagiarism is defined as the submission of work done by another with the intent that it be viewed and evaluated as one's own. Thus copying on an examination, turning in a term paper or assignment done by someone else, intentionally using or presenting false data and making extensive use of sources for words without acknowledging them are all interpreted as acts of plagiarism. **Quotations, paraphrases and borrowed information must be properly referenced.** Plagiarism will not be tolerated.

MATHEMATICS PROFICIENCY

Ability to Calculate Dosages and Solutions

Pre-licensure students will be provided with resources to assist them in preparing for a proficiency examination concerning dosage and solution calculation. To pass, students must calculate correctly 100% of the problems.

Any student who does not pass the proficiency examination will be given a repeat exam before they begin work in the clinical area. Any student who does not achieve 100% on the second exam will:

- 1) Be referred for tutoring as appropriate

- 2) Be prohibited from giving medications in the clinical setting
- 3) Be given a third exam after evidence of additional study has been shown

Since accurate administration of medications is a part of the professional nursing role, any student not achieving 100% by the third exam will be taken under advisement for additional remediation before progression is approved.

COMMUNICATION

At the beginning of each course, faculty identifies performance expectations in writing including methods of evaluation and what constitutes passing performance. Professors also set forth policies regarding quizzes/exams that are applicable to the course. This information is contained in the course syllabus and should include a specific description of the grading system.

Open and frequent communication between students and professors should be present throughout all courses.

Students should receive oral and/or written feedback throughout a course at regular intervals. Students need to be aware of professor's perceptions of their performance.

The student, as well as the professor, carries a responsibility for maintaining an open channel of communication. If a student thinks he/she is receiving insufficient feedback, he/she is responsible for discussing this with the professor.

Students are expected to self-critique their own clinical performance at periodic intervals, to document their conclusions with behavioral examples, and to validate their self-perceptions with professor feedback.

In didactic courses, professor feedback usually occurs in the form of scores on quizzes/exams and teacher comments on papers and projects or discussions about presentation or participation in class.

In clinical courses, professor feedback usually occurs in the form of dialogue during clinical practice, and in conferences with students, instructor comments on written assignments and instructor's written evaluation of student, which is placed in student's record.

ACADEMIC CONCERNS

Students with academic concerns are expected to contact the professor of the course first. If the concern remains unresolved, contact the academic advisor. If the concern still remains unresolved, contact the Director or Assistant Director of the appropriate program (BSN, Graduate Entry (MN), MSN, DNP or PhD). If the concern continues to be unresolved, the final step would be to contact the Executive Associate Dean for Academic Programs.

APPOINTMENTS

When making an appointment with a professor, pay close attention to posted office hours. In general, request an appointment by phone, e-mail or in writing. To insure that you and the faculty member are prepared for the appointment, provide information about the reason for the appointment. If you cannot make the scheduled appointment, call and cancel. Do not stop faculty in the hall with questions that should be handled in an appointment situation.

GRADES

Changes in courses, sections or grading scales may be made by students only during the drop/add period with the permission of the advisor and approval of the designated administrative officer and submitted to the university registrar's office.

Passing grades in nursing and science courses are a C or better. If a student is receiving a failing grade (F) at midterm, he/she will receive written notification and be required to meet with a designated faculty person. The School of Nursing does not use or recognize the grade of D.

If a student receives an "F" as a final grade, that grade will be entered on the transcript. The student will be required to repeat the course during the next semester in which the course is offered and will not be allowed to enroll in other courses for which that course is a prerequisite.

FPB Policy on Course Repetition for Graduate Entry MN and MSN Programs

Students have the opportunity to retake a course in which they have received an evaluative grade of F in order to improve their performance. When a course in which a student received the grade of F is repeated, the first grade will remain visible on the transcript, but will be removed from the calculation of the cumulative grade point average and the grade point average for the semester in which the course was first taken. The new grade will then be used for calculation of the cumulative grade point average and the grade point average for the semester in which it was earned. The student's transcript will show the comment "GRADE NOT COUNTED- COURSE REPEATED" directly below the original grade.

Similarly, if a student withdraws from a course that is being repeated, the original grade will stand. Course repetition may be exercised according to the following conditions:

1. An academic action that occurred under the earlier grade is neither reversed nor removed from the record as a result of a change in the semester or cumulative averages that results from the repetition of one or more courses.
2. The course repeat option may not be exercised after a degree has been awarded.

All courses listed for an academic level must be satisfactorily completed before a student is allowed to progress to the next level.

The responsibility for assigning grades rests exclusively with the designated instructor of a course or section. Grades in all courses are reported to the registrar at mid-term, as well as, at the end of each semester for all students.

GRADING SCALE

Letter Grade	Numerical Equivalent	Significance
A	4.....	Excellent
B	3.....	Good
C	2.....	Fair
F	0.....	Failure
I		Incomplete (No credit toward degree)
AD		Audit (No credit toward degree; may not be repeated for credit)
H		Honors
P		Pass
NP		No Pass (No credit toward degree)
S		Satisfactory (The grade S is available for use in thesis, and dissertation research, and in selected advanced nursing.)
U		Unsatisfactory (No credit toward degree)
W		Official Withdrawal

Pass:

Students achieving a grade of P (pass) represent the greatest proportion of students. The behavior of students receiving P as a grade represents a wide range of performance. All safe in practice, competent, and possess that degree of knowledge of practice commensurate with the expected degree of their development. Every student who receives a grade of P does not necessarily possess the same level of proficiency in achieving objectives; but every student demonstrates at least minimal competence in the areas defined by the faculty as representing the gamut of practice.

Fail/No Pass:

Students receiving a grade of F (fail) or NP (no pass) represent a small proportion of students. Students receiving an F or NP are unsuccessful in their attempts to achieve minimal competence. They are unsafe in practice and lack the required degree of knowledge and competence.

Incomplete:

Due to extenuating circumstances, a student may request an Incomplete ("I) grade from the professor. This must be pre-arranged before the end of the semester. Procedures for removing incomplete grades vary by academic program. BSN and PhD students should refer to the current CASE bulletin. Graduate Entry (MN), MSN and DNP students should refer to the School of Nursing bulletin.

Audit:

The grade of AD (audit) will be given to students who register for courses but who are not interested in obtaining credit. Such students must decide their status at the time of registration. Nursing students who wish to audit a course must receive written approval of the course instructor. No course taken for audit may be repeated for credit. The tuition for audit courses is per credit hour. The option of registering to audit a course is not available for all courses.

Grading Scale for Bachelor of Science in Nursing Students

Students enrolled in the BSN program receive letter grades only (A, B, C, or F).

Grading Scale for Nursing Graduate Entry (MN) Nursing Students

Students enrolled in the BSN program receive letter grades only (A, B, C, or F).

Grading Scale for Master of Science in Nursing Students

MSN students must select the letter grade option (A, B, C, or F) when registering for all nursing courses.

For NURS 503 (Inquiry III), grades of S (satisfactory) and U (unsatisfactory) are used to report progress.

Courses selected from other departments within the University adhere to the grading scale in effect within that school.

For both nursing and non-nursing courses, the following letters may be used: I, AD, or W.

Grading Scale for Doctor of Nursing Practice Students

Students enrolled for NURS and NUND courses receive letter grades with the following exception: NUND 500. For this course, the grading scale is S (satisfactory) or U (unsatisfactory). Courses selected from other departments within the University adhere to the grading scale in effect within that school.

Grading Scale for Doctor of Philosophy Students

Course work for PhD degree students is graded as A, B, C, or F with the following exceptions: NURS 601, and 701 and the advanced education courses (NURS 578, 619, 620 and 621). For these courses, the grading scale is S (satisfactory) or U (unsatisfactory) or for 671 is P (pass) and NP (no pass).

MID-TERM GRADES

Students whose performance at or before mid-course is borderline or failing will be advised in writing at mid-term, or sooner, if necessary. When performance is noted as borderline or failing after mid-course, students will also be advised in writing.

Students who are notified of borderline or failing performance are expected to cooperate with professors in developing a plan for improving performance, when, in the judgment of the faculty, such improvement is possible by the end of the course.

Students whose performance is deemed borderline or failing after mid-course may be granted additional time in which to satisfactorily meet course objectives. Students given additional time will be expected to cooperate with faculty in developing a plan for improving performance. Additional time to complete course objectives is granted at the discretion of the professor. For mid-term grades only, S and U may be used in place of A, B, C, or F.

EVALUATION

Each student's progress is reviewed periodically during and at the end of each semester. Evaluation is based on the student's performance on assignments, on examinations, and in clinical laboratories, as well as on other evidence in accord with the objectives of the curriculum. If a student's performance is judged to be borderline or failing during a course, a plan for improving performance is initiated. At the close of each semester, the student's academic records are reviewed. The records of a student whose performance is not satisfactory may be referred to the Executive Committee for action.

Plan for Improving Performance

Development of Plan to Improve Performance

- Students who have been notified of borderline or failing performance (didactic/clinical) are expected to meet with the course instructor(s) to establish and sign learning contract to improve performance.
- The learning contract will include a description of the performance problem, measurable behaviors to be demonstrated, and periodic re-evaluation of performance.
- The learning contract should be signed and dated by the student and course professor(s).

Summary of Performance

- Students for whom plans for improvement have been developed will receive a written summary assessing achievement of the specific expected outcomes in addition to their regular performance evaluations. This summary will be signed and dated by the student and instructor and attached to the learning contract.

WRITING ASSIGNMENTS

Written guidelines for each paper/written assignment will be provided by each faculty member and must be followed. Points may be deducted from the total score if the guidelines are not followed.

Papers/written assignments must be submitted by the designated time on the indicated date. Points may be deducted from the total score on any papers turned in after the specified time.

The following style manual is to be used when preparing written assignments: Publication Manual of the American Psychological Association, 6th Ed., Washington, DC: The Association, 2009.

EXAMINATIONS

The type of questions on an exam is determined by the professors responsible for its preparation.

Professional conduct is expected to be maintained during exams. The following rules will be observed:

- Seating is to be spaced a distance apart.
- Books, coats, hats, cell phones, I-Pods and other belongings, except purses, cannot be brought into the room where the exam is administered.
- Talking is not permitted once the exam is distributed. Only questions requiring clarification will be accepted.

If a student is observed to be cheating during an exam, the student will be asked to leave immediately and appropriate action will be taken according to the CASE Western Reserve University Academic Integrity Policies.

An item analysis may be done on individual questions when appropriate. This analysis may result in some questions being discarded and scores adjusted accordingly.

If students have questions about an item on the exam, they should discuss them with the professor responsible for the item.

The establishment of policies regarding retesting of students who fail a quiz/exam is determined at the onset of a course by the course professor(s).

Students may not leave the room during an exam.

EXAMINATION ABSENCE

Unauthorized absence from examinations during a course will result in a zero being entered for the examination. Absences must be approved by the course instructor prior to the examination date and time. Leaving a message on voice mail or email DOES NOT constitute pre-approval.

Exams must be made up within one week of the original exam. The only exception will be extreme CASEs of personal illness/injury as determined by the course instructor.

LEAVES OF ABSENCE

Students are expected to pursue their studies according to a systematic plan each year, whether registered for full or part-time study. Occasionally, a student finds it necessary to interrupt study before completion of requirements for a degree. A student enrolled in the Graduate Entry (MN), MSN, or DNP degree program, must submit a written request for a leave of absence for a period of up to one calendar year, to the appropriate Program Director. A student enrolled in the PhD program, must submit a written request to the Associate Dean for Doctoral Education, and it will be forwarded to the Dean of Graduate Studies. Students in the BSN program will submit the request to the Associate Dean for the Undergraduate Program in the School of Nursing. It will be forwarded to the Dean of Undergraduate Studies. Failure to not enroll or request a leave of absence will result in involuntary removal from the PhD program. A leave of absence does not change the time for degree completion.

COURSE WITHDRAWAL

Failure to attend class or notify the professor will not be regarded as official withdrawal. If you do not formally withdraw from a course, you will receive a grade of "F" for the course.

After obtaining the appropriate signatures on a drop/add card, a student may withdraw from a course. The student must submit the drop/add card to the Registrar's Office.

A grade of W will be recorded for the student who withdraws from a course in the fall or spring semester before the deadlines designated by CASE Western Reserve University or during the first week of summer session.

A grade of W or F will be recorded when the student withdraws from a course in the fall or spring semester after the deadlines designated by CASE, or after the first week of the summer session, depending on the quality of work done up to the time of withdrawal.

After the second week of classes, there are no refunds for course withdrawal.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from the University should consult his or her academic advisor and the Dean or Dean's designate to arrange for official withdrawal. An official withdrawal form signed by the Dean or Dean's designate is required by the university registrar. The student relinquishes his or her ID card, library card, and locker and moves out of university housing at the time of withdrawal. A student who withdraws must pay a percentage of the tuition charge.

SEPARATION FROM THE SCHOOL OF NURSING

A student may be separated from the School of Nursing at any time when the student's conduct or academic standing warrants. Students separated from the school may apply for readmission, provided there is evidence of change that indicates improved chances for success. BSN students receiving grades of less than C in two or more nursing courses and/or natural and behavioral science courses, will receive mandatory separations from the School of Nursing for at least one semester. Graduate Entry (MN) students should refer to the FPB Bulletin for the policy on separation. PhD students should refer to the General Bulletin.

CLINICAL EXPECTATIONS

ATTENDANCE

Attendance at every clinical experience is mandatory. Absences should be reported to the faculty, the agency involved and the student's Preceptor, if applicable, **prior** to the time of arrival at the agency. Clinical absences may result in failure of a course. Dates for the BSN Clinical make-ups are scheduled at the beginning of each term and are included in the course syllabus. Specific arrangements for clinical make-up will be individualized to the students' needs and will be at the discretion of the clinical faculty and course instructor. All clinical time missed must be made up in the clinical area.

CHARTING

When students record their observations on the patient's records within any hospital or agency, they are performing in the student role, and should designate their student status by using the following abbreviations after their names:

UNS	Undergraduate Nursing Student
MNS	Graduate Entry (MN) Student
GNS	Graduate Nursing Student (MSN students)

DRESS CODE

Professional appearance is required for all clinical areas. A student may be dismissed from the clinical setting for unprofessional dress. They will be required to make up the experience.

Uniform regulations for all pre-licensure students (BSN and Graduate Entry (MN)), and have been established by members of the Student Association and the Faculty of the School of Nursing. The approved student uniforms for BSN and Graduate Entry (MN) students may be ordered from White House Uniforms. An emblem designating the School of Nursing is sewn on to the left sleeve of the uniform. **Emblems are not to be pinned on uniforms.** Emblems will be attached when the uniform is purchased. Students must wear the approved uniform to all clinical experiences, unless the experience is taking place at a clinical site where an alternate form of dress is authorized by the instructor. The uniform should be worn only within the hospital or clinical agency, unless the student must go directly to class from the clinical agency or directly to the clinical agency after class, and there is not sufficient time to change clothes. This policy applies to all students, regardless of where they live. Students assigned to Community Health Nursing should follow guidelines of the agency. BSN students in their Community Clinicals must wear the designated polo shirt and slacks. Students are expected to use good judgment regarding appropriate attire in clinical settings.

Guidelines

- 1) Exceptional personal hygiene must be maintained at all times. This includes bathing on a daily basis and the appropriate use of deodorants and antiperspirants, as needed.
- 2) With the exception of a wristwatch and plain wedding band, jewelry is not worn with the uniform. Earrings should be small posts or hoops no larger than ¼ inches in diameter. Rings are not permitted on

any visible part of the body, except fingers and ears. Studs are not permitted in any visible part of the body, except ears. The maximum number of earrings and/or studs permitted is two in each ear.

- 3) Clothing must be clean and pressed.
- 4) Make-up and nail polish may be used conservatively and in good taste. Acrylic nails are not permitted.
- 5) Hair is to be clean, arranged neatly and kept above the collar of the uniform. Wigs and hairpieces may be worn, provided they comply with these criteria.
- 6) Beards and moustaches are to be neatly trimmed.
- 7) No open toed shoes are to be worn with the school uniform. Hose should be a neutral color.
- 8) At all times, students should maintain a professional appearance, while in the clinical areas.
- 9) The laboratory coat may be worn over the uniform or street clothes, but not over shorts or jeans.

Graduate students (MN, MSN, PhD) are expected to use appropriate judgment regarding attire in their clinical settings. A badge with their name identifying themselves as an RN and a CASE Western Reserve student must be worn in clinical areas. Students are expected to follow the dress code guidelines at the agency where they are having their clinical experience.

LIABILITY INSURANCE

It is mandatory that all students (graduate and undergraduate) carry liability insurance, which offers personal and professional protection. Information on liability insurance is available in the Office of Student Services and the Program offices. The required limits of liability are no less than one million dollars of coverage. **Students will be asked to present evidence of liability coverage prior to engaging in clinical learning experience.**

IMMUNIZATIONS/TB TESTING/BACKGROUND CHECK

At the beginning of each academic year, every student must provide the Program Office with documentation of immunization (Xeroxed records) for Hepatitis B, measles, mumps, rubella and varicella or proof of immunity. Documentation of date of disease is not sufficient. If the student does not have documentation of any of these immunizations, he or she will be required to obtain immunization and present documentation (or waiver) prior to entry into the clinical area (whichever occurs earlier). **Any student without documentation will be excluded from the clinical area. As clinical affiliates change their policies regarding immunization and background checks requirements for personnel working in their facilities, School of Nursing requirements will be adjusted.**

TB Testing

A yearly Tuberculin Test is required of all students in the School of Nursing. On-site testing is provided at the School of Nursing at the beginning of fall semester. Graduate students enrolled in clinical courses must provide documentation of TB test results and immunizations each semester.

Education Concerning Communicable Diseases and Training in Protection Against Transmission of Communicable Diseases

An education and training session will be conducted during the class sessions for new students each semester. Attendance at such session must be documented for all students prior to being granted entry into the clinical area. In addition, each clinical course will update and discuss applications of universal precautions specific to that clinical experience as part of the course orientation.

All students must also complete clinical agency educational requirements related to HIPAA (Health Insurance Portability and Accountability Act).

Reporting Exposure to Blood and Other Infectious Body Fluids and Post-Exposure Management

Specific clinical site procedure for post-exposure reporting, documentation, and management must be followed.

- 1) An exposure is defined as contact with blood or other potentially infectious body fluids to which universal precautions apply through percutaneous inoculation (needle stick) or contact with an open wound, nonintact skin, or mucus membrane during the performance of normal clinical practice.
- 2) Such an exposure should be reported, within 2 hours of exposure, to the Instructor and University Health Services.
- 3) Documentation of exposure: As part of the confidential medical record, the circumstances of exposure and a description of the source of the exposure will be recorded by the University Health Services.
- 4) Post-exposure management: The University Health Services will assume pertinent post-exposure management including medical treatment and counseling.

Reporting Exposure to Communicable Diseases Other Than HIV and HBV

- 1) Reporting: An exposure is defined as unprotected contact with an individual who has been diagnosed with the communicable disease or who develops the disease within one week after the contact. Such an exposure is to be reported within 24 hours to University Health Service and the School's Office of the Executive Associate Dean for Academic Programs.
- 2) Documentation of exposure: As a part of the confidential medical record, the circumstances of exposure and a description of the source of the exposure will be recorded by the University Health Service and communicated to the School of Nursing.
- 3) Post-exposure management: The University Health Services will assume post-exposure management including medical treatment.

BEHAVIOR

Students are expected to conduct themselves in a professional manner when in the clinical area and all other public places when representing the School of Nursing. A student may be dismissed from the clinical setting for not meeting the standards of professional behavior. Action taken at the time of the incident will be at the discretion of the clinical instructor.

Students are asked to observe the regulations concerning regular visiting hours when visiting relatives, friends, and students who are patients. Street clothes are to be worn during these visits.

The welfare and safety of the patient should be of first concern. Information acquired from nurse-patient interaction or the patient's chart should be held **strictly confidential**.

POLICY ON STUDENT CONDUCT IN THE CLINICAL SETTING

Revised and Updated – Effective February 1, 2007

Consistent with rule 4723-5-12-B of the Ohio Administrative Code, the following are the standards of conduct for students engaged in interaction with clients in any clinical setting.

- 1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.
- 2) A student shall, in an accurate and timely manner, report to the appropriate practitioner, errors in or deviations from the current valid order.
- 3) A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, CASE management documents or reports or time records, reports, and other documents related to billing for nursing services.
- 4) A student shall implement measures to promote a safe environment for each client.
- 5) A student shall delineate, establish, and maintain professional boundaries with each client.
- 6) At all times, when a student is providing direct nursing care to a client, the student shall
 - a) Provide privacy during examination or treatment and in the care of personal or body needs; and
 - b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
- 7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse.
- 8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code.
- 9) A student shall not:
 - a) Engage in a behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
 - b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- 10) A student shall not misappropriate a client's property or:
 - a) Engage in behavior to seek or obtain personal gain at the client's expense;
 - b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships;
 - d) 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.

- 11) A student shall not:
 - a) Engage in sexual conduct with a client;
 - b) Engage in conduct, in the course of practice, that may reasonably be interpreted as sexual;
 - c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
 - d) 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.

- 12) 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:
 - a) Sexual contact, as defined in section 2907.01 of the Revised Code;
 - b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- 13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
- 14) 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.
- 15) 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.
- 16) 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.
- 17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- 18) 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.
- 19) 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.
- 20) 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 medication as a medication aide without a certificate issued by the board.
- 21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- 22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- 23) 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.

PREPARATION

Students must come to clinicals prepared to deliver safe nursing care. Coming unprepared to clinical may result in removal from the clinical area and may require one clinical make-up day.

TARDINESS

Tardiness is defined as arriving to the designated clinical unit or meeting place anytime after the designated start of clinical. In the event that a student anticipates clinical tardiness, the instructor must be notified prior to the beginning of clinical day. Tardiness without prior notification at the beginning of the clinical day may result in a required make-up day. Two (2) or more tardy incidences (with or without prior notification) may result in a full clinical make-up day.

CLINICAL FAILURE

Clinical failure is defined as the inability to meet one or more clinical behaviors/objectives at a satisfactory level. Failing the clinical portion of a course will result in failure of the entire nursing course for which clinical is a component.

A student demonstrating unsatisfactory or unsafe clinical performance during a semester will be notified in writing by his/her clinical instructor. A learning contract directed at correcting unsatisfactory performance will be negotiated between the student and the faculty member. Failure to fulfill the contract will result in a clinical failure.

CLINICAL EVALUATIONS

In order to meet all the requirements of the clinical course, the student must attend all scheduled clinical evaluations and bring the completed student evaluation form for that course. In the event that a student is unable to attend a scheduled evaluation, the student must notify the faculty prior to their appointment in order to reschedule. Failure to attend a scheduled evaluation may constitute a grade of unsatisfactory in the category of professional behavior. A final grade for the course will not be assigned until the clinical evaluation is completed.

CLINICAL PERFORMANCE WHICH THREATENS PATIENT SAFETY

If, in the judgment of the instructor, the student's clinical performance constitutes a threat to patient safety, the student will be removed from the clinical area and may be subject to dismissal from the program.

CLINICAL ASSIGNMENT

Nursing students will be expected to care for any patient assigned by the clinical instructor or preceptor. Refusal to care for any patient is contrary to the ethics of the nursing profession.

ILLNESS

Nursing students under the care of a physician should bring a statement from the physician to the program assistant. The statement should indicate whether or not the student is able to return to regular clinical assignments. Consult individual course guidelines for information regarding individual policies.

TRANSPORTATION

All upper level (BSN juniors and seniors, Graduate Entry (MN), and MSN) students are expected to provide their own transportation to clinical agencies. BSN freshman and sophomores will be expected to use their RTA passes to and from clinical agencies, when possible. Where distance to the clinical setting is excessive, the

BSN office will arrange transportation. Residential students need to make parking arrangements with the University.

HOSPITAL TOURS.

Special permission from the Nursing Director of the clinical area involved is necessary to conduct tours of specific hospitals. When conducting official approved tours, the student should wear a laboratory coat or full uniform.

REPORTING INCIDENTS

Incidents involving unexpected events in the clinical setting must be reported immediately to the clinical instructor and to the agency involved.

CASE AND CAMPUS

CASE IDENTIFICATION CARD

If you don't have an official CASE picture identification card, **you must get one**. The card will give you access to university buildings, computer labs, athletic facilities and library services. It will also give you 24-hour access to the School of Nursing and its computer lab.

How to obtain ID Card: Go to the Office of Access Services located in the lower level of Crawford Building, Room 18 (see the Campus Map: <http://www.case.edu/maps/>). You must be registered before a card will be issued. Bring a picture ID with you. It is a good idea to bring a copy of your registration confirmation. The telephone number to Access Services is **368-2724**. They are open **Monday – Friday from 8:30 am to 5:00 pm**. On Tuesdays, they are open until 6:00 pm.

ACTIVATING YOUR CASE E-MAIL ACCOUNT

All CWRU students must activate their CWRU Network ID and email account.

- 1) To active go to: <https://its-services.case.edu/my-CASE-identity/activate/>
- 2) You will be asked to provide your last name and the PIN you received in a letter, as well, as to create a password.
- 3) Your network ID is composed of your first, middle, and last initials followed by numbers (ex: abc123) and it is your passport to the University's networking and computing services (SIS, Webmail, Software Center, and more...).
- 4) You will also be assigned an alternate e-mail address that uses your name.
- 5) If you have already activated your ID but forgot or misplaced your password, you can reset your password at: <https://its-services.case.edu/my-CASE-identity/password/reset/>
- 6) It may take up to 24 hours for the system to activate your network ID and password.

ACCESSING CASE E-MAIL

- 1) Enter the CASE Mail service through <http://webmail.case.edu>. This can be done either on or off-campus.
- 2) Enter your User ID and password.
- 3) E-mail can also be accessed through Eudora or Microsoft Outlook on personal computers. Instructions are found on the ITS website at: <http://help.case.edu/>

BLACKBOARD INSTRUCTIONS

To active your blackboard, complete the following steps:

- 1) Go to: <http://blackboard.cwru.edu>
- 2) Click on the Login button
- 3) Enter your User ID (ex: abc123) and password.

PARKING

Student parking is available in various lots throughout the campus. Most are within easy walking distance to the school. The cost for parking also varies depending on distance from main campus. To obtain a parking pass, go to Access Services in the Crawford Building as indicated above. Payment can be made with MasterCard, VISA, check, or cash.

LIBRARIES

Library holdings at CASE are housed in numerous locations. It is necessary that you become familiar with the contents of each library to save yourself time and effort in locating the references you need. The Reference Librarians are very helpful. If necessary, they will request books through interlibrary loan for you, if these books are not available on campus. Some faculty place references in the open reprint files, located on the first floor of the Health Sciences Library (<http://www.case.edu/chsl/homepage.htm>), behind the card catalogue.

Student ID cards are required to take out books. Books may be renewed by phone. **Late fees are \$.25 per day. All fines must be taken care of before registering for the next semester or in order to graduate.**

Be advised that all libraries shorten their hours or close during semester breaks and holidays. During intensives, hours may vary. We suggest that you refer to appropriate website for correct hours.

Cleveland Health Sciences Library: <http://www.case.edu/chsl/homepage.htm>

Contents: Books and journals for nursing and other health disciplines
Telephone: 368-4540
Location: Within the Health Sciences Quad
Hours: Monday – Thursday; 8:00 am to midnight
Friday; 8:00 am to 7:00 pm
Saturday; 9:00 am to 5:00 pm
Sunday; 1:00 pm to 9:00 pm

Kelvin Smith Library: <http://library.case.edu/ksl/index.html>

Contents: Books and journals for business, engineering, management, economics, community, public health, social sciences and humanities
Telephone: 368-3506
Location: Euclid Avenue (next to Severance Hall and Thwing Student Center)
Hours: Monday – Thursday; 8:00 am to midnight
Friday; 8:00 am to 8:00 pm
Saturday; 9:00 am to 5:30 pm
Sunday; Noon to midnight

Allen Memorial Medical Library: <http://www.case.edu/chsl/allen.htm>

Contents: Medical and some nursing texts
Telephone: 368-3643
Location: Euclid Avenue and Adelbert Road (across from Severance Hall)
Hours: Monday – Friday; 8:30 am to 7:00 pm
Saturday; 9:00 am to 5:00 pm
Sunday; 1:00 pm to 6:00 pm

Lillian F. and Milford J. Harris Library (MSASS) Library: <http://msass.case.edu/harrislibrary/>

Contents: Social work and family studies
Telephone: 368-2302
Location: Ford and Bellflower, MSASS Building, 2nd Floor
Hours: Monday – Wednesday; 8:30 am to 8:00 pm
Thursday; 8:30 am to 7:00 pm
Friday; 8:30 am to 6:00 pm
Saturday; 10:00 am to 6:00 pm
Sunday; Noon to 7:00 pm

STUDENT EMPLOYMENT

Students can work on campus in a variety of ways. The university's **Office of Student Employment (Yost Hall, Rm. 410A, 368-4533)** serves as a placement and administrative center for all students, paid on an hourly basis. All working students must complete the necessary application and tax withholding forms and obtain approval from the Office of Student Employment before beginning employment on campus.

A bulletin board near the Office of Student Employment lists jobs available in the community, as well. These positions are open to US citizens and permanent residents only.

An employment opportunity bulletin board is also located on the Ground Floor of the School of Nursing near the student mailboxes. Most of these positions are off campus.

Students with **F-1 or J-1** non-immigrant status **must obtain permission to work from International Student Services (Sears Hall, Rm. 210)** prior to seeking employment on campus.

Graduate Assistantships and **Research Assistantships** are available to School of Nursing graduate students. Refer to the Center for Research and Scholarship, located on the 2nd floor of the School of Nursing, for openings.

CAMPUS TRANSPORTATION

CASE Western Reserve University, in conjunction with University Circle, Inc., provides **free bus service** during the day and evening hours.

From **6:15 am to 5:30 pm, Monday – Saturday**, route buses provide continual service between Murray Hill Road and North Campus Residence Halls, with stops near most classroom buildings. On **Sundays**, buses run from **noon to 5:30 pm**.

Between **6:30 pm and 12:30 am, Monday – Thursday**, the **night shuttle** is available for pick-up and drop-off at various bus stops within the University Circle area. For **Friday – Sunday**, the **night shuttle** extends its service to **2:30 am**.

BOOKS

There is **one bookstore** on campus. The **University Bookstore** is located in the Thwing Student Center (11111 Euclid Avenue). This bookstore will have most of your books, including those that used to be stocked in the **Health Science Bookstore** (a previous branch). It is advisable to go early, at the beginning of the semester, since the lines are very long. The Bookstore also has extended hours during the beginning of the year. Purchases may be charged on MasterCard or Visa. The bookstore opens **Monday – Thursday, 8:30 am to 5:30 pm and Friday, 8:30 am to 5:00 pm**. On **Saturdays**, starting September 5th, the bookstore will be open from **10:00 pm to 12:00 pm**.

MONEY MACHINES

Most money machines (or ATMs), in the immediate area, are maintained and operated by KeyBank. They are located at the following sites:

- Ground floor of the Biomedical Research Building
- First floor of University Hospitals, Bolwell Building
- Outside the University Bookstore in Thwing Hall
- In Fribley and Wade officer (near the residence halls)
- Basement of Crawford Building

POST OFFICE & FEDERAL EXPRESS

A branch of the US Post Office is located in Thwing Hall (11111 Euclid Avenue, first floor). A mailbox is also located at the street level. This post office does not accept international packages or parcels weighing more than one pound. The post office is open from 9:30 am to 4:00 pm, Monday – Friday. A mailbox is also located just outside the University Hospital's Bolwell Building (opposite the School of Nursing's ground floor exit).

Federal Express Drop Offs are located outside the Health Sciences Library, University Hospital's Bowell Building (opposite the School of Nursing's ground floor exit), and the ground floor of the Biomedical Research Building.

TRANSCRIPTS

CASE Western Reserve University considers the grades earned by students and other information about their performance, at the University, to be a private matter. Only upon **written request** of the student, either in person or by mail, will a transcript of grades be released. A **fee of \$15** is charged for each transcript copy. Transcripts will not be issued to, or on behalf of, students who have not discharged all delinquent obligations to the University. Students may place their request through the University Registrar's Office (**Yost Hall, Room 110, 368-4310**). The office is open **Monday – Friday; 8:30 am to 4:30 pm**.

EATERIES

There are a variety of dining options available on and off-campus. Alongside a new catering company, students can use their CASEOne card's meal plans and dining points in several locations surrounding campus. More information regarding the CASEOne card can be found at: <http://www.CASEonecard.com>. Vendors that accept the card are listed at the website and usually display, at the front of their establishment, that they accept the card. All dining locations on campus accept dining points. Information on the new catering company and dining locations, around campus, can be found at the dining services website at: <http://www.case.edu/diningservices/auxiliary.htm>.

Here are a few places to dine around the School of Nursing:

Campus	The Jolly Scholar at Thwing; The Spartan Diner; L'Albatros
Biomedical Research Building Cafeteria (BRB)	Located in the Medical School; hours are from 8:30 am to 3:00 pm; Monday – Friday; Services include hot meals and sandwiches
University Hospitals Cafeteria	Located between MacDonald House and Rainbow Babies and Children's Hospital; a large atrium just outside the cafeteria; Monday - Friday from 6:30 am to 2:15 am; Weekends from 6:30 am to 7:00 pm
Little Italy	Ethnic area located south of the Health Sciences Quad; it is lined with excellent medium-priced Italian restaurants
Euclid Avenue	There are a lot of restaurants very close to FPB, including the Uptown Grill, Quizno's, Falafal Café, Chopstix, Rascal House, Qdoba, and Starbuck's located on Euclid Avenue, at the intersection of Cornell.
Cleveland Heights	If you want to get away from campus for a while and experience a wide range of cuisine, try any of the fine restaurants in this eclectic area. The Coventry Area of Cleveland Heights (located between Mayfield Road and Euclid Heights Boulevard on Coventry Road) is lined with interesting shops and restaurants within a five-minute drive off campus. The Cedar-Fairmount District provides a Starbuck's Coffee and a range of cuisine within five minutes off campus, as well.

DISCOUNT ENTERTAINMENT TICKETS

Tickets at substantially discounted prices to General and Regal cinemas, Geauga Lake, Sea World, Cedar Point and Kings Island are available in **Access Services (Crawford Building, Rm. 18)**. For information on obtaining tickets, please call Access Services at 368-2724.

RECREATION

The two main recreational facilities on campus are the **Veale Convocation Recreational Athletic Center** and the **Emerson Physical Education Center**.

The Veale Center includes a six-lane 200-meter track, four multi-use courts, and two multi-purpose rooms. Emerson Gym includes a swimming pool, squash and racquetball courts, weight rooms, wrestling room, and a large gym. The two buildings are linked together and are located on the southern part of the CASE Quad.

Outdoor tennis courts and basketball courts are available at various locations across campus. For information about any of the facilities, call 368-2867.

FILMS

The CASE Film Society provides showings 3-4 days per week throughout the academic year. Films are shown in Strosacker Auditorium. There are various passes that you can purchase, including ten passes and semester passes. For more information, call 368-CINE or log onto their website at: <http://films.case.edu> for pricing and schedules.

Cleveland Cinematheque provides a mélange of great films one would not find in traditional movie houses. Films range from silent films to great international films. Films are shown at the Cleveland Institute of Art,

located on East Boulevard and Bellflower. There is free parking located outside the entrance. For more information, call 421-7448 or visit their website at: <http://www.cia.edu/cinematheque>.

CAMPUS MINISTRIES

There are several active campus ministries. They are:

The Newman Catholic Campus Ministry, 1103 Euclid Avenue, 368-2473 or 421-1522

Cleveland Hillel Foundation, 11291 Euclid Avenue, 368-2477 or 231-0040

United Protestant Campus Ministries (UPCAM), 11205 Euclid Avenue (Church of the Covenant), 421-9614, Ext. 301

Muslim Student Association, bx15@case.edu or <http://home.case.edu/msa/>

GREEK LIFE

A total of 18 fraternities and 6 sororities make up the Greek community at CASE. Approximately 25% of the undergraduate community belongs to Greek letter organizations. Most Greek organizations offer a housing option. The Greek community offers a closely-knit group, where social opportunities and the chance to develop personal and leadership skills, complement the classroom experience. For more information, contact Greek Life in 7 (Yost Hall, 368-1363).

CAMPUS ORGANIZATIONS

As in most great universities, CASE has an almost unlimited supply of organizations to enhance your college life experience. Name your interest and you'll probably find an organizational fit. **Call the Student Activities Office (368-5017) or the Office of Student Affairs (368-2020).**

UNIVERSITY CIRCLE

CASE Western Reserve University is located in the center of one of the finest cultural, intellectual and scientific institutions in the United States. No other city in the world has such a diverse concentration of premier institutions located in such close proximity – 50 in one square mile. While you are her, take advantage of its enriching environment.

FPB BUILDING AND SERVICES

THE BUILDING

The School of Nursing is a part of the Health Sciences Quad of the University, which consists of the Schools of Dentistry, Nursing, Medicine and the Health Science Library. University Hospitals of Cleveland are located next to this complex.

The School of Nursing Building is open from 7:00 am to 7:00 pm, Monday – Friday. For all other hours, you must access the building with your CASE Identification card through the security check at each entrance.

The building consists of five floors, as follows:

Basement “B”	Science labs, research project offices, storage
Ground Floor “G”	Classrooms, lecture halls, Learning Resource Center, Cyber Café, vending machines, lockers, student mailboxes, Registrar, Student Services, access to Health Science Library Parking Garage, underground access to Medical School and BRB cafeteria
First Floor	Main reception desk, BSN, Graduate Entry (MN), MSN, DNP, and PhD Program Offices, First Floor Lounge, faculty mailboxes, Dean’s offices, World Health Organization Collaborating Center, Development, Alumni Services, Faculty/Staff Lounge, conference rooms and Center for Aging
Second Floor	Center for Research and Scholarship, computer lab, Graduate Student Lounge, PhD Student Lounge, conference rooms, classrooms, copy center, faculty offices, the Sarah Cole Hirsh Institute of Best Nursing Practices Based on Evidence, and the Lactation Center
Third Floor	Faculty offices and the Alumni Center

CENTER FOR RESEARCH AND SCHOLARSHIP

The Center for Research and Scholarship provides a variety of services to support the research efforts of faculty, students and postdoctoral fellows, including management of the internal and external funding process. The Center provides faculty and students with current funding opportunities that are available, assists in the development of research proposals, and disseminates research results regionally, nationally, and internationally. This includes the necessary information for submitting manuscripts to over 125 various nursing, interdisciplinary and international research and clinical journals. The Center provides support for all stages of faculty members’ manuscript submission including, submission and tracking. Staff members include a manager, administrative assistant, department assistant, undergraduate and graduate student assistants. A conference room and a workroom are available within the Center for both faculty and student investigators.

THE SARAH COLE HIRSH INSTITUTE

Through the integration of research and practice, the Hirsh Institute stimulates the use of best nursing practices based on evidence as a basis for delivering superior health care, shaping the next phase of nursing research, and providing standards for nursing education and practice.

The goal of the Hirsh Institute is to enhance nursing practice and health care delivery by:

- Building a repository of best nursing practices based on research findings
- Disseminating the most current scientific evidence on best nursing practices to practicing nurses, educators, administrators, health care facilities, insurers, and policy makers
- Guiding nursing research by identifying areas where scientific evidence is lacking
- Conducting a certificate program in implementing best nursing practices based on evidence
- Focusing attention on nursing excellence through its State of the Evidence Reviews with recommendations for practice

WORLD HEALTH ORGANIZATION COLLABORATING CENTER

The Frances Payne Bolton School of Nursing World Health Organization Collaborating Center is part of an inter-institutional collaborative network of centers established to provide technical cooperation by supporting the respective WHO Programs at the national, regional, and global levels. The global network is geared to nursing development (education, practice, research, and leadership) for primary health care. The WHO Collaborating Center at the School Nursing is designated for training and research in home-care nursing.

Current World Health Organization activities include:

- Special projects funded internally and externally
- Serving as a resource for international students in all FPB programs
- Sponsoring international workshops and conferences
- Providing technical assistance on nursing research and home-care

UNIVERSITY CENTER ON AGING AND HEALTH

The University Center on Aging and Health, as a community of scholars with national and international recognition, and professional practitioners dedicated to critical thinking, fulfills a unique mission of encouraging and coordinating innovative inter-disciplinary research, education, and service programs relevant to the health and well-being of elderly persons.

Since its inception in 1978, the Center has been dedicated to the premise that aging is a developmental process spanning the entire life cycle and has sought to build on the existing strengths of those approaching old age.

To prepare for the 21st century and the dramatic growth in the aged population, the Center gives primary attention to enhancing the quality of life and improving the quality of care for older persons. The Center's programs emphasize research and training in factors that promote health, including practices that maintain vigor and prevent illness, as well as services that deal with the diagnosis and treatment of disease and the management of disability.

The Center offers a Graduate Certificate Program in Gerontology. To be eligible, a student must either be currently enrolled in a masters or doctoral program at CASE or hold, at least a master's degree, and be enrolled as a non-degree graduate student at CASE. Certificate recipients must complete 12 credit hours of coursework with two courses from within their discipline, one course outside their discipline, and a research seminar in gerontology.

For further information, please check out the website at: <http://fpb.case.edu/Centers/UCAH/index.shtm>.

STUDENT MAILBOXES

BSN, Graduate Entry (MN), MSN, and DNP student mailboxes are located on the Ground Floor. These mailboxes are reserved for mail related to school matters. Personal mail from family and friends should be addressed to your local places of residence. This also applies to magazines and newspapers.

PhD student mailboxes are located in the Graduate Student Lounge on the Second Floor.

STUDENT LOUNGE

Campus phones, small refrigerators, and microwaves may be found in the student lounge. The lounge is located on the ground floor (Cyber Café).

COMPUTER LAB

The School of Nursing computer lab is located on the **Second Floor**, at the opposite end, from the elevators. You must have an activated CASE Identification Card to access the room. Lab assistants are available during normal working hours.

The telephone extension to the lab is **6308** from campus or **368-6308** from off-campus. If you have difficulties while in the Computer Lab, please call the help desk at **Ext. 6322**.

LOCKERS

Each academic year, students can sign-up for lockers in the Office of Student Services on the Ground Floor. They are available on a first-come first-serve basis. **Students provide their own locks. Lockers are to be emptied at the end of each academic year or the locks may be cut off.** Lockers may have to be shared. Lockers are located on the Ground Floor, near the vending machines.

PUBLIC PHONE

A public phone is available outside the Cyber Café, Ground Floor.

LACTATION CENTER

The School of Nursing maintains a Lactation Center in the Second Floor, Women's Room. Breast pumps and comfortable chairs are provided in a private setting. Refrigerators for storage are located in the lactation center, outside the first floor kitchen, in the second floor copy room and the ground floor student lounge.

LOST AND FOUND

The Lost and Found is located at the Reception Desk, on the First Floor.

PHOTOCOPYING

A photocopy machines is available for student use on the Ground Floor of the School of Nursing, near the student mailboxes. The charge is \$.10 per copy. Campus libraries also have photocopying machines available. Both the Kelvin Smith and Health Center libraries charge \$.10 per page. The machines take \$1 and \$5 bills.

Students can obtain copy cards or activate their ID cards for up to \$25 per semester in campus copying. To activate your ID card or to obtain a photocopying card you can go to Access Services (Crawford Building, Rm. 18).

FINANCIAL AID

The School of Nursing Financial Aid Office is located on the **ground floor of the School of Nursing, Office of Student Services, Rm. NOA 44H**. Prospective and enrolled students, may visit the office for information on applying for financial aid at CASE, submit financial aid documents, and get answers to question regarding loan processing. Our Director of Financial Aid can also share some tips on locating outside scholarship. For more information on how to apply for financial aid, visit our website at: <http://fpb.case.edu/StudentServices/financialaid.shtm>

Financial aid funds are applied to your student account. The amount of aid (scholarship, grant, and loans) that exceeds the amount on your total bill is mailed to you in the form of a refund check. Your tuition must be paid in full before any refund checks are mailed. Refund checks are mailed at the end of late registration. For more information about the University's policies governing financial aid disbursements, refunds, and student financial obligations, visit the University Financial Aid website at: <http://finaid.case.edu/>.

Financial Aid Refund Advance: Need money to buy books or pay rent? If you have been awarded and accepted your financial aid award, and you expect a refund to assist you with living expenses, you may request an advance on your financial aid. Request forms are available in the School of Nursing Financial Aid Office.

REGISTRAR

All registration must be pre-approved by the student's advisor. The School of Nursing Registrar's Office is located on the **Ground Floor, Rm. 390**. All nursing students may register for classes with your PIN via SIS at one of our self-service stations, if you do not have any outstanding debts to the university. Under certain circumstances, a registration form signed by the advisor, can be submitted to this office to register. This form is online at: <http://fpb.Case.edu/StudentServices/forms.shtm>.

Students may pay tuition and fees at the Bursar's office located in Yost Hall, Rm. 115, or you may pay online with Discover or E-check using QuikPay. To use E-check, you must know your bank's Routing Number and your Bank Account Number. The FPB Registrar's Office can assist you in using QuikPay.

Registration information, including dates for registration and late registration, the drop/add period, and a complete list of courses offered, are available on the Case Registrar's website at: <http://www.case.edu/registrar/>.

COURSE REFUNDS

If you withdraw from all courses, you **may be entitled to a partial refund**. There is no refund for dropping individual courses after the Drop/Add deadline. Go to the Case Registrar's website (<http://www.case.edu/registrar/>) for more information on Drop/Add deadlines and withdrawal procedures. You may also call the FPB Registrar's Office for additional information.

RECYCLING

The School of Nursing adheres to the University's recycling program. Recycling blue bins are located throughout the building. Whenever possible, please use these receptacles for papers, cans, plastic and glass, as indicated on the exterior of the recycling bin.

NOTARY PUBLIC

There may be an occasion where you will need access to a Notary Public. Students may contact the Office of Student Services (x2529) to be directed to a Notary.

STUDENT HEALTH AND SUPPORT SERVICES

STUDENT HEALTH CENTER

All students who are registered for one or more credit hours are eligible to make use of the services offered within the **University Health Service**, located at **2145 Adelbert Road**. Students are seen on an appointment basis only, except in Case of an emergency. They maintain records of student immunizations and TB testing and offer specialty clinics, such as dermatology, allergy, and women's health. **Appointments** can be made by calling **368-4539**. Appointments for women's health may be made by calling **368-2453**.

For medical or mental health **emergencies** after business hours, weekends, or holidays, a nurse, physician and member of the staff are always available by calling **368-2450**. This service assists students and resident advisors in making decisions about illnesses, injuries and the use of emergency services.

COUNSELING SERVICES

College years mark a time when students face new challenges and undergo significant personal and social changes that can affect their academic performance, career plans, personal lives or their relationship. Understanding and adjusting to these challenges and changes is not always easy, and students **often seek help** from others. University Counseling Services offers help to students who experience a variety of difficult personal and interpersonal challenges.

The University Counseling Services provides individual and group counseling and referrals for all full-time undergraduate, graduate and professional school students and their spouses at no charge. There are **two locations, the Mental Health Services at 2145 Adelbert Road, Second Floor, 368-2510 or the Counseling Services at Sears, Rm. 201, 368-5872**. Confidentiality is absolutely adhered to. Counselors will not disclose information to any other person, e.g., faculty, parents, or employers without the student's written consent. The release of information without the written consent of the student would occur only in Cases of imminent danger to oneself or another person.

Counseling Services provide free workshops, seminars and groups on topics such as test anxiety management, drug/alcohol education, women's issues, stress reduction, couples enrichment, students with children, overcoming shyness and eating disorders.

Emergencies and after hours services are provided for student in crisis who do not have an upcoming appointment or feel the need to speak with a counselor, as soon as possible. Walk-in hours are Monday – Friday, 3:00 pm to 4:30 pm, at the Sears location.

For emergencies that arise after regular office hours, call 844-8892 and ask to speak with the University Counselor on call. This counselor can be reached 24 hours a day, 7 days a week.

DENTISTRY

The CASE School of Dentistry maintains a clinic that offers complete dental services. The cost is significantly lower than services elsewhere. **Call 368-3200** for an appointment or information.

WRITING TUTORIAL SESSIONS

Writing tutorial sessions for School of Nursing students are provided by teaching assistants from the English Department. Sessions are held in the School of Nursing. The **free** services are available on a first-come first-serve basis. For a schedule of sessions or to sign-up for a session, please visit the Office of Student Services.

WRITING CENTER

The University's Writing Center provides **free** tutoring in basic writing skills for **undergraduate students only**. Students with writing problems may be referred to the Writing Center by any professor or may go to the center on their own. Call the Writing Center for more information at **368-3798**.

STUDENT SERVICES

The School of Nursing Office of Student Services is dedicated to enhancing the nursing education experience of each and every student through advocacy and opportunities for growth and self-improvement. The office provides referrals from housing to child-care to job-related issues. Its staff provides an informal and confidential avenue for students to bring problems and concerns. They offer information, workshops and guidance to students regarding all issues of student life. Students can feel free to stop by any time on the Ground Floor of the School of Nursing or call **368-2529**.

EDUCATIONAL SERVICES FOR STUDENTS

Educational Services for Students (ESS) assists students from the beginning of their academic careers through graduation. ESS provides students with opportunities to improve their study habits and learning strategies by providing multiple services, such as individual consultations to improve test taking, time management and study strategies, tutoring, and supplemental instruction. For more information, contact **ESS at 368-5230**.

DISABILITIES

Students with documented physical or mental disabilities are eligible for individualized services and arrangements. Students should identify themselves to the Educational Services for Students. This applies to students who are temporarily disabled by short-term medical problems. A disability is a physical or mental impairment that substantially limits one or more major life activity. This includes specific learning disabilities, as well. In order to proceed with a determination of eligibility for special services, contact **ESS at 368-5230**. All information is strictly confidential.

CAREER PLANNING AND PLACEMENT

All CASE students are eligible to access the services provided by the Career Center. The office provides individualized assistance and technologically advanced resources to enable students and alumni to develop lifelong career management skills, obtain work experience and integrate academic and career plans. Services include job search counseling, videotaped mock interviews, and specific career information. The Career Center is located in **Sears Building, Rm. 206 (368-4446)**.

LEGAL CLINIC

The University Law Clinic makes available legal counseling and representation. CASE law students, under the supervision of attorneys, staff the center. There is an extensive waiting list. They can be reached at **368-2766, 1901 Ford Drive.**

HOUSING

For a complete list of updated available off-campus housing or list of temporary housing, visit our Case's website at <http://housing.cwru.edu>. A section of the Ground Floor Bulletin Board is also dedicated to finding roommates.

INTERNATIONAL STUDENT SERVICES

The Office of International Student Services (ISS) helps graduate and undergraduate international students with all non-academic concerns. The office helps student with immigration procedures, as well as housing and legal, financial, social and cultural adjustments. Activities planned through the office include an International Club, cross-cultural workshops and field trips. Student lounge and study areas are also provided. The office is located at the **Sears Building, Rm. 210, 368-2517. Before traveling outside the U.S., you must contact ISS at least one week before departure.**

The WHO Collaborating Center, located on the First Floor of the School of Nursing, serves as the resource for all international students and post doctoral scholars. The International programs sponsor orientation for new students and a variety of social and cultural programs.

STUDENT HEALTH AND SUPPORT SERVICES

Information on Student Activities and Organizations can be found at their website, <http://www.cwru.edu/studentorgs/>. The following are those that are related to the School of Nursing.

SIGMA THETA TAU INTERNATIONAL

Sigma Theta Tau is an international professional nursing honor society with constituent chapters in North America and abroad. It is committed to fostering excellence in scholarship and leadership to improve health care worldwide. The chapter at Frances Payne Bolton School of Nursing is Alpha Mu. Candidates for membership are selected from the BSN, Grad Entry (MN), MSN, DNP and PhD programs on the basis of superior scholastic achievement, evidence of professional leadership potential and desirable personal qualities. Contact the Office of Student Services for more information.

NATIONAL STUDENT NURSES ASSOCIATION (NSNA) OHIO NURSING STUDENT ASSOCIATION (ONSA)

The School of Nursing is a constituent member of the National Student Nurses Association (NSNA). BSN students are automatically enrolled in the NSNA and must notify the School of Nursing if they do not wish to be members. Upon payment of dues, students become members of this chapter of the NSNA and OSNA. Membership in NSNA connects you to other nursing students across the country and within Ohio Nursing Student Association (OSNA), as well as provides student liability insurance coverage. NSNA's and OSNA's programs and activities include: Leadership and professional development opportunities, legislation education programs, community health projects, Breakthrough to Nursing (recruitment into nursing), help with passing state boards, products and services discount programs, injury and sickness insurance for members, and career development opportunities. NSNA has an annual convention and career planning conference. For more information, visit NSNA's website at: <http://www.nсна.org>.

UNDERGRADUATE STUDENT NURSES ASSOCIATION (USNA)

The Undergraduate Student Nurses Association (USNA) is the undergraduate student government organization of the School of Nursing to provide a medium for social, educational, and cultural activities. Undergraduate nursing students are automatically members. The activity fee pays for membership. Students are invited to participate in the social, educational, and cultural activities. The undergraduate students elect officers in the spring of each academic year.

MINORITY STUDENT NURSES ASSOCIATION

All minority undergraduate nursing students are automatically members of this organization. The goal of this organization is to develop a network for academic and social support, retention and professional development for minority students enrolled in the school. Students are invited to participate in meetings and activities. The minority undergraduate students elect officers in the spring of each academic year.

GRADUATE STUDENT NURSES ASSOCIATION (GSNA)

The Graduate Student Nurses Association (GSNA) is an organization of the School of Nursing to promote collegiality among graduate students and provide a medium for social, educational, and cultural activities.

GSNA provides fund for graduate (Graduate Entry (MN), and MSN) students to attend professional activities. Graduate nursing students are automatically members. The activity fee pays for membership. Students are encouraged to participate in programs. The graduate students elect officers in the spring of each academic year.

PHD STUDENT COUNCIL

PhD students at the School of Nursing have established their own student organization. The group meets on a monthly basis. From this group, three student representatives to the PhD Council meetings are chosen. One student representative to the Graduate Student Senate is also chosen from this group.

NURSES' CHRISTIAN FELLOWSHIP

The Nurses' Christian Fellowship is an affiliate of the Inter-Varsity Christian Fellowship. It is open to all nursing students. The organization fosters individual spiritual growth, Christian outreach and spiritual care in nursing. The organization meets weekly and sponsors fellowship, community and social service activities. Activities include small groups, retreats, outings, outreach and fellowship.

CLASS OFFICERS (UNDERGRADUATE)

Each spring semester, the Freshman, Sophomore, and Junior year classes elect officers for the next academic year. The new incoming Freshman class elect officers during fall semester. Each class selects a faculty advisor. The officers represent their class on the Board of USNA.

STUDENT MEMBERSHIP ON FACULTY COMMITTEES

Curriculum Committee

Students are selected by the Student Associations to serve with vote on the Committee on Curricula. These student representatives are responsible for communicating to their respective groups about the issues being deliberated by the committee. All students have the responsibility to provide ideas, concerns, and feedback to their representatives on the committee. One BSN, one Graduate Entry (MN), one MSN, and one DNP student shall be selected to serve on this committee.

The functions of the committee are:

- 1) Evaluate the curricula of the BSN, Graduate Entry (MN), MSN, and DNP programs and recommend changes to the Faculty
- 2) Recommend policies to the Faculty regarding the progression and graduation of students
- 3) Establish guidelines (based on criteria stipulated by donors) for prizes and awards and select students to receive such prizes and awards
- 4) Arrange meetings of regular and clinical faculty teaching in the programs to discuss and draft recommendation to the Faculty regarding the curricula
- 5) Appoint ad hoc committees, as needed, from among the regular and clinical Faculty.

Board of Appeal: Grievance Procedure

Student members are appointed by GSNA to serve on the Board of Appeal. These students participate with faculty in attempts to assure that the rights and responsibilities of students and the integrity of the institution are maintained (See Grievance Process).

Evaluation Committee

Students are appointed by USNA and GSNA to serve on the Evaluation Committee which develops, implements, and evaluates tools that evaluate the BSN, Graduate Entry (MN), MSN, DNP, and PhD programs.

MIDWEST NURSING RESEARCH SOCIETY

The Midwest Nursing Research Society (MNRS) is an organization whose function is to support, encourage and improve the quality of nursing research through the Midwest. It facilitates networking among nurse researchers and promotes the image of nursing as a scientific discipline. It stages an annual conference giving nurses opportunities to share research through symposia and poster presentations. Membership is open to all individuals within and outside the MNRS's 13-state region including Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Ohio, Oklahoma and Wisconsin. Contact MNRS via the Internet at: www.mnrs.org or call (847) 375-4711.

RIGHTS AND RESPONSIBILITIES

NSNA CODE OF PROFESSIONAL CONDUCT

The Code of Professional Conduct provides a high standard of behavior, guided by ideals and values, that is expected of students who participate in NSNA activities. The document introduces students to the principles of professional and personal conduct and prepares them to become involved in professional societies and associations. The Code of Ethics taken in concert with the NSNA Student Bill of Rights and Responsibilities for Students of Nursing provides comprehensive guidelines that set the tone for professional development.

I pledge myself to:

- Maintain the highest standard of personal and professional conduct
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association
- Uphold all Bylaws and regulations relating to the student nurses' association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail
- Strive for excellence in all aspects of decision making and management at all levels of the student nurses' association
- Use only legal and ethical principles in all association decisions and activities
- Ensure the proper use of all association funds
- Serve all members of the student nurses' association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association
- Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability
- Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses' association
- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing
- Use every opportunity to improve faculty understanding of the role of the student nurses' association
- Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level
- Promote and encourage entering nursing students to join and become active in NSNA
- Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as Registered Nurses

Adopted by the 1999 House of Delegates, Pittsburgh, PA at the 47th Annual NSNA Convention

CASE CODE OF CONDUCT

The following rules, applicable to all, are designed to preserve freedom of expression and association on the Case Western Reserve University campus and to reaffirm the civil, personal, and property rights of the University and its members. University members who violate one or more of these rules will be subject to disciplinary action.

Conduct which is subject to University disciplinary action includes:

- Interference with freedom of speech or movement, or intentional disruption or obstruction of teaching, research, administration, or other functions on University property
- Actual or threatened physical or mental abuse of any person on University premises or at functions sponsored or supervised by the University
- Refusal to comply with the directions of University officials, instructional or administrative, acting in performance of their duties
- Theft or vandalism of University property or that of a member of the University community or a campus visitor
- All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the University, forgery, and the alteration or misuse of University documents, records, or instruments of identification
- Unauthorized carrying or possession on University premises of firearms or of any weapon with which injury, death, or destruction may be inflicted
- Violations of civil law on University premises or in connection with University functions
- Violation of published University rules and regulations

There are also other specific rules and regulations within the University and its several components, violations of which are subject to disciplinary action. Any member of the University community accused of violating a rule or regulation is entitled to adequate notice of all charges and to a fair hearing. Specifically, students accused of violating this Code of Conduct shall be referred to the Academic Integrity Board, the University Judicial Board, or the University Administrative Hearing Officer for resolution in accordance with the procedures set forth in the Handbook for Undergraduate Students. While the University's rules and regulations exist to affirm the special values and functions of the academic community, it should be noted that, as citizens, all members of the University are subject to civil laws, including those governing the use of alcohol and drugs.

SEXUAL ASSAULT POLICY

Case Western Reserve University is a community dependent upon trust and respect for its constituent members: students, faculty, and staff. Sexual assault is a violation of that trust and respect – it will not be tolerated. The University strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance and to pursue judicial action or sanctions for their own protection and that of the entire campus community. Complete details on the University's policy and reporting procedure are included in the Case Student Services Guide, published annually by the University Office of Student Affairs.

SEXUAL HARASSMENT POLICY

It is the policy of Case Western Reserve University to provide a positive, discrimination-free, educational and working environment. Sexual harassment is unacceptable conduct, which will not be tolerated. All members of the University community share responsibility for avoiding, discouraging, and reporting any form of sexual harassment.

Members of the University community found in violation of this policy may be disciplined, up to and including being discharged for cause or being expelled from the University. Retaliation against persons raising concerns about sexual harassment is prohibited and will constitute separate grounds for disciplinary action, up to and including discharge or expulsion from the University.

This policy and the accompanying procedures shall serve as the only internal University form of resolution and appeal of sexual harassment complaints.

The University has passed and disseminated to all parties on this campus – students, faculty and staff – a detailed statement titled Policies and Procedures Regarding Sexual Harassment and Sexual Assault. Copies are available in the Provost’s Office, all the deans’ offices and at many of the University offices throughout the campus. Consultation and advice are available in the offices of the Provost, Affirmative Action and Student Affairs.

UNIVERSITY APPEALS BOARD

The University Appeals Board has jurisdiction over undergraduate student appeals of disciplinary actions. Appeals to the board must be presented in writing to the Vice President of Student Affairs. The board normally reviews the case on the record alone.

GUIDELINES ON ALCOHOL

The University will conform to all state and local laws controlling the sale and use of alcoholic beverages. It is illegal to sell, provide, or serve beer, wine, or liquor to anyone who is under the legal age (21). Servers of alcohol and sponsors of social events must be aware of and comply with all state statutes and with Case policies and procedures.

The following regulations apply to all events at which students are present:

- 1) The sponsors of events where alcohol is served must file a Case Alcohol Use Permit in the Office of Student Affairs at least three business days prior to the event. A copy of this form will be needed for student groups to reserve any University facility for events where alcohol is served.
- 2) Open containers of alcoholic beverages are generally prohibited in public places according to state law and are specifically restricted in some University areas including Squire Valleevue Farm, Harkness and Amasa Stone Chapels, and at University athletic events.
- 3) At all events where alcohol is served, an effective procedure must be established and adhered to for certifying those legally of age to drink. To obtain alcoholic beverages, a valid driver’s license or other valid legal document showing proof of age must be presented. A Case I.D. card may be required for admission.
- 4) The quantity of alcohol will be determined by using the following formula: No. of servings = No. of legal drinkers in attendance x hours of event). This also applies to BYOB events.
- 5) When alcohol is sold, temporary F or F-2 permits will be required in accordance with state laws. The sale of alcohol is defined to include such methods for defraying the cost of the beverage or event as sale by the glass or container, advance ticket sales, and cover charges at the door.
- 6) The sponsor of the event must provide non-alcoholic beverages at all events where alcohol is served. The amount of alcoholic beverage provided should reflect the proportion of those attending the event who are legally eligible to drink; the amount of non-alcoholic beverages provided should be sufficient to serve the number of people attending the event who are too young to drink or choose not to drink alcohol.
- 7) No one should be coerced, even subtly, to drink or overindulge, and the rights of those who choose to abstain must be respected.
- 8) When alcohol is served, food must be provided by the sponsor of the event in adequate amounts to last through the event.
- 9) The kind and amount of security required for an event will be determined according to the following factors: the nature of the event, the number of people attending the event, whether an alcoholic beverage is served, and whether cash will be on hand.

- 10) Social events, which encourage drinking or drunkenness, as themes and the advertisement of such events, are considered inappropriate and will not be permitted. Neither the cost nor brand of alcoholic beverage may be advertised in Ohio.
- 11) When beer is provided, it must be served to individuals in single servings in containers of 16 ounces or less. When wine or liquor is provided, it must also be served in appropriately sized glasses.
- 12) The serving of alcohol must cease at least one-half hour before the scheduled end of an event.
- 13) When entertainment is included in the event, the type of entertainment and the duration must be listed on the Alcohol Use Permit.
- 14) The gift of alcohol, as a reward for any student activity or contest, is prohibited.
- 15) Individuals or groups violating state law or University student alcohol policy will be subject to disciplinary action.

Additional information on the Student Alcohol Policy and the University's commitment and expectation are included in the Case Student Services Guide.

DRUG POLICY

Case has the responsibility to provide its students, employees, and the public with the safest environment possible. The University also has an interest in promoting the highest standard of health and welfare among its students, staff, and faculty. It is therefore, the policy of Case Western Reserve University to discourage the use of controlled substances. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in and on property owned or operated by Case Western Reserve University.

SMOKING POLICY

The state smoking ban states that there is no smoking inside buildings and that smoke must be prevented from infiltrating the building through any door, window, vent, etc. In order to ensure the university's compliance with the law, smoking will not be permitted within 30 feet of any university building.

All smoking urns have been removed from building entrances and a small number of trashcans with ashtrays have been placed throughout the campus. These trashcans have been placed in areas that comply with the new smoking policy. We ask that you confine smoking to these dedicated locations to maintain the cleanliness of the campus. A map of the location of the designated smoking areas within the residential areas can be found at: <http://studentaffairs.case.edu/handbook/policy/university/smoking.html>.

Students who are found smoking within non-smoking areas will first be given a warning. Subsequent violations will be forwarded to the university judicial process and/or Case Western Reserve Police and Security Services. If students have concerns about incidents of smoking in non-smoking areas, please contact a Housing, Residence Life or Greek Life staff member, for assistance.

IMPAIRED STUDENT POLICY

Students in the clinical area suspected of being under the influence of alcohol or other chemical substance that might impair the student's judgment will be immediately removed from classes and/or the clinical area and taken for a pharmacological screen. Refusal to comply with such screening(s) will result in the student not being allowed to attend any class or clinical experiences. Days in which the student is not present will be counted as "absence" days. If the screen is found to be negative, the student will return to classes and the clinical area without penalty but lost clinical time must be made up. If the screen is positive, the student will be referred to the University Counseling Service for the development of a treatment plan, and upon successful completion of the treatment program, a plan for return to classes

and/or the clinical area will be developed and approved by the appropriate program director. A student will be separated from the program upon a third positive screen.

Contestability

Any student receiving a positive drug and/or alcohol test result may contest or explain the result of that test to the appropriate program director within three (3) business days after notification of the positive test results. If the student's explanation or challenge is unsatisfactory to the program director, the student will be referred to the University Counseling Center for appropriate treatment and/or, if indicated, disciplinary action up to and including separation, will be taken.

All students have the right to consult the testing laboratory regarding technical information for prescription and non-prescription medications.

This policy does not negate the School's or University's right to take disciplinary action for any violations of the University's and/or the School's codes or policies in accordance with applicable procedures.

Confidentiality

All results of drug and/or alcohol testing and all matters related to such shall be kept confidential except such information that may be disclosed to the extent necessary to implement this policy. This includes such information that may need to be given to third parties who need to be consulted, need to know about test results, disciplinary actions, treatment, or when the school is required to notify legal authorities.

Financial Responsibility

The cost of the first screen will be the responsibility of the School of Nursing. Thereafter, all costs for required screens and treatment will be the responsibility of the student.

PERSONAL PROPERTY INSURANCE

Each student is responsible for his or her personal property while on campus. The University assumes no responsibility for loss of or damage to a student's personal property and the University insurance program does not cover such loss or damage.

Many homeowners' policies purchased by students' families provide coverage for such perils as fire, flood, and theft. If a student does not have such coverage, he or she may want to consider purchasing a separate policy.

GRIEVANCE PROCESS

The overall intent is to improve the environment of trust, provide adequate counseling, identify problems before they intensify, and protect the integrity of the academic environment. It is desirable to resolve identified grievances in an orderly fashion and at the level of the organization closest to the origin of the problem. Students are guaranteed access to a Board of Appeal to facilitate the resolution of school-related grievances. The process is implemented through procedures designed for the attainment of mutually acceptable solutions to problems, which may arise for a graduate student within the School.

Consult the Case bulletin and Case Undergraduate Student Handbook for clarification of issues that are processed through University committees.

School-related grievances may include, but are not necessarily limited to:

- 1) All aspects of the educational process, involving student performance, evaluation, grading, status, and/or progression
- 2) Data pertaining to student records, grades, etc., which are not covered by the Federal Family Educational Rights and Privacy Act regulations and procedures
- 3) Questions of professional conduct by or toward students
- 4) Actions perceived by students as unfair, discriminatory, or intimidating
- 5) Discipline or other action taken, as a result of allegations of misconduct, such as plagiarism, cheating, fabrication, falsification of records or official documents, intentional misuse of equipment or materials, and aiding and abetting the perpetration of such acts

GRIEVANCE PROCEDURE

To provide procedures which assist in maintaining the rights and responsibilities of students and which enhance the academic environment of the School of Nursing. The Policy is implemented through procedures designed for the attainment of mutually acceptable solutions to problems which may arise for any student within the School. It is desirable to resolve identified grievances in an orderly fashion and at the level of the organization closest to the origin of the problem. The policy is designed to give student access to a Board of Appeal to facilitate the resolution of school-related grievances. The overall intent is to improve the environment of trust, provide adequate counseling, identify problems before they intensify, and protect the integrity of the academic environment.

The procedures provide for review of school-related grievances including, but not necessarily limited to:

1. All aspects of the educational process, involving student performance, evaluation, grading, status, and/or progression;
2. Questions of professional conduct by or toward students;
3. Actions perceived by students as unfair, discriminatory, or intimidating; and
4. Discipline or other action taken as a result of allegations of misconduct, such as plagiarism, cheating, fabrication; falsification of records or official documents, intentional misuse of equipment or materials, and aiding and abetting the perpetration of such acts.

Harassment, sexual harassment and sexual assault complaints shall follow the University policies and processes available at <http://www.case.edu/provost/sexualconduct/>.

Allegations of Standards of Conduct violations are also subject to other appropriate board's or hearing officer's processes. Specifically, the applicable University processes are set forth at <http://studentaffairs.case.edu/office/handbook/policy/standards.html>. The School of Nursing Student Services Office and the University Office of Student Affairs shall notify each other and other School offices in which the student is currently enrolled whenever an alleged violation of a Standard occurs by a student, and those offices shall work collaboratively to address such matter. In addition, it should be noted that the decision by one board and/or hearing officer with respect to student conduct does not divest the jurisdiction or authority of any other board or hearing officer to appropriately address such matter. Further, the more severe disciplinary measures imposed by any hearing officer shall prevail.

Many concerns can be resolved by informal discussion between the parties involved. Careful consideration of the following is important:

1. What is the specific nature of the problem?
2. Who is involved in the problem situation?
3. What previous attempts have been made to resolve the problem?
4. What actions can be proposed to resolve the situation?

The student is encouraged to discuss concerns with his/her academic faculty advisor. The role of the advisor is to provide information, clarify procedures, and bridge gaps in communication. The academic advisor has the option of deciding whether or not to serve in an advocacy role for the student.

I. Grievance Procedure

A. Course Evaluations or Grades

Students who object to a given evaluation in a Nursing course should consult with the instructor(s) involved to determine whether an error was made in computing, recording, or if other circumstances warrant a change. Consultation with the instructor should take place within four weeks.

If, after consultation with the instructor(s), the student remains dissatisfied, the student should consult the appropriate Nursing Program Director who will arrange for a meeting with the student and instructor(s) involved in an attempt to resolve the student's concerns. The student's consultation with the Program Director should take place within a reasonable time period after the student's initial contact with the course instructor. The Nursing Program Director should try to provide a written summary of the meeting including resolution or concerns.

B. Status, Progression, and Retention or Other Types of Grievances

Students who object to a decision concerning status, progression, or retention in a Nursing program should consult with the appropriate Program Director within two weeks to determine whether an error was made or if other circumstances warrant reconsideration of the decision. The Nursing Program Director should try to provide a written summary of the consultation including resolution of concerns. A student who remains convinced of the injustice after meeting with the Program Director may present a formal statement in writing to the Associate Dean for Academic Programs. If the matter is not solved, then a formal request for appeal may be made to the Dean.

II. Appeal of Grievance Procedure

A. Initiation of Appeal of Grievance

1. The student(s) appealing the grievance prepares a formal written statement on the "Appeal of Grievance" form which may be obtained from the Office of the Dean. The statement will include:
 - a. The specific nature of the grievance;
 - b. The names of the appealing student(s) in the grievance situation;
 - c. The nature of the previous attempts to revolve the grievance; and;
 - d. The actions, which the student(s) believe, are necessary to resolve the grievance.
2. Counsel with the academic advisor is encouraged if it has not been sought before his step.

3. The student(s) takes the written statement and "Appeal of Grievance" form to the Office of the Dean.
- B. Hearing Before Student Faculty Board of Appeals
1. The Dean will notify the Chair of the Board of Appeals of the receipt of the "Appeal of Grievance" form within a reasonable amount of time after its receipt.
 2. The Dean will distribute a copy of the "Appeal of Grievance" document to the Chair of the Board of Appeals and to the involved parties.
 3. The Board of Appeals shall schedule a hearing within a reasonable amount of time after receipt of notification from the Dean. A minimum of two full time faculty and two students from the Board of Appeals are required for a hearing.
 4. The Board of Appeals shall make a recommendation to the Dean upon adequate deliberations following the hearing.
 5. The final resolution of the grievance shall be by the Dean after review of the "Appeal of Grievance" document and recommendations of the Board of Appeals within a reasonable amount of time after receipt of the recommendation.

III. The Board of Appeals

- A. Composition and Selection
1. The Board of Appeals is composed of an equal representation of students and faculty.
 2. Faculty members are elected each spring by the regular mechanism for election of the faculty. All shall be full time faculty members. One faculty member shall be designated by the Dean as Chairperson.
 3. Student members are appointed by the Undergraduate Student Nurses Associate and the Graduate Student Nurses Association.
- B. Exemption and Disqualification
1. Following receipt of the "Appeal of Grievance" document by all Board of Appeals members, any member who feels a need to disqualify him/herself from serving on the Panel must notify the Chairperson of the Board of Appeals within a reasonable period of time.
 - a. Faculty members should not serve if they are currently teaching the student who filed the grievance.
 - b. Faculty should not serve if they are closely associated with the faculty member against whom the grievance is filed or if circumstances or their beliefs prevent objectivity in the grievance procedure.
 - c. If the grievance involves a clinical practice course, the faculty members should have had at least 2 years of experience as a clinical preceptor for nursing students.
 - d. Students should not serve if they are currently in a class with or closely associated with the student filing the grievance or if circumstances prevent objectivity in the grievance procedure.
 - e. A student should not serve if the faculty member against whom the grievance is brought, is that student's academic advisor or the student's clinical instructor (preceptor).
 2. If for any reason there are not two faculty and two student members of the Board of Appeals available to hear the appeal, the Executive Committee of the faculty designates

faculty member(s) as replacements and the Executive Committee of the Student Association designates student member(s) as replacements. The replacements should meet the criteria for serving on the hearing panel.

3. Exempted or disqualified Board members should return as soon as reasonably possible the "Appeal of Grievance" documents to the Board Chairperson.

IV. Hearing Procedures

A. Guidelines

1. At the first convening of a hearing, the Chairperson reviews the procedures and clarifies the functions of the Board of Appeals.
2. The appeal hearing is closed to all but the parties concerned.
3. The parties concerned, in addition to the Board of Appeals, are (1) the student(s) (or group representatives) with grievance, (2) person(s) against whom grievance placed, and (3) witnesses, as necessary.
 - a. Either party (the student or person against whom the grievance is placed) may request that an additional person be present at the hearing for the purpose of providing advice and support.
 - b. The support person for either party must agree to respect the confidential nature of the Appeal hearing.
 - c. It is understood by all parties that this Hearing is an internal review procedure. Therefore, it is not necessary at this time for either party to retain legal counsel.
4. All materials and deliberations shall be held in strictest confidence.

B. Conduct of the Hearing

1. The grievant shall present his/her case. The grievant may be interrupted for clarification and direction by the Chairperson. Presentation of the case includes the presentation of factual evidence related only to the original written statement of the grievance.
2. The party against whom the grievance is placed shall present his/her case. The defendant may be interrupted for clarification and direction by the Chairperson. Presentation of the case includes the presentation of factual evidence related only to the original written statement of the grievance.
3. Supporting witnesses shall only be present during their own period of testimony unless both parties request their presence at another time.
4. After both parties have presented their case, the grievant has the right to question the defendant and/or his/her witnesses. Following this, the defendant shall have the right to question the grievant and/or his/her witnesses.
5. Following this questioning period, members of the Hearing Panel shall have the right to direct questions to either party or their witnesses or request additional information.
6. Either party may refuse to answer a question and this refusal may be used as evidence against him/her if deemed appropriate by the hearing panel.
7. If new evidence or allegations are presented which are related to the original grievance and which may affect the outcome of the case, the Board of Appeals may at its discretion continue the hearing, allowing sufficient time for both parties to prepare a response.
8. The Board of Appeals has full discretion over the manner in which the hearing is conducted, including what testimony or factual evidence will be allowed to be submitted.

C. Deliberation

1. When there is no further testimony, the Board of Appeals enters into deliberations which shall be conducted in private and shall remain confidential.
2. The Board of Appeals shall consider only evidence presented during the hearing when making its decision.
3. The Board of Appeals shall then reach a decision on recommendations to be forwarded to the Dean. A motion regarding the recommendations will be taken and shall require a simple majority to pass.
4. All parties concerned and the Dean will receive a written statement which includes recommendations within a reasonable amount of time following conclusion of the hearing and deliberations.
5. The Dean will issue the final decision within a reasonable amount of time after receipt of the recommendations from the Board of Appeals.
 - a. Any public statement is to be made only by the Dean.
 - b. A copy of the written statement sent to each party involved will be placed in that party's record for a period of 15 years.
 - c. The decision will be communicated to both parties personally or by certified mail.

All copies of documents received by each member are returned to the Chairperson at the end of the deliberations. One copy of each document is placed in the Grievance file in the Administration Office of the School of Nursing. Any original documents submitted for evidence are returned to the complainant and defendant. All other documents are destroyed. Documents in the Grievance file will be retained for 15 years and then destroyed.

FORMAL APPEAL PROCEDURE

This procedure does not apply when the student has been accused of violating the Code of Conduct.

A student, who remains convinced of the injustice after meeting with the Program Director, may present a formal statement to the Executive Associate Dean for Academic Programs. If the matter is not resolved, then a formal request for appeal may be made to the Dean. Forms and an explanation of the procedures are attached to this Handbook.

GENERAL SAFETY PRECAUTIONS

SAFETY TIPS

- 1) Take your purse and other valuables with you or secure properly when leaving an office or classroom. Lock doors when anticipating other than a short absence.
- 2) Be alert to potential hazards and report promptly to the first floor receptions when you observe anything which is out of order (such as exit or other lights out, absence of No Smoking signs in restricted areas, wet floors, broken electrical wires, etc.).
- 3) Do not walk alone, especially after dark. Call the Case Escort Service at **368-3333**.

FIRE PREVENTION AND PROCEDURES

On each floor, you will find at least two alarms (front and back of building) and a number of pressurized water fire extinguishers for use on paper, wood, and rubbish type fires. These are usually labeled Type A. Instructions are printed on the container. In laboratories and areas where the potential for an electrical fire exists, there are carbon dioxide extinguishers (Type C). The ground floor has been equipped with extinguishers labeled ABC, good for fires of all types.

Fire alarms are tested at intervals throughout the year. Notices will be posted when routine tests are scheduled. When the alarm rings at other times, follow procedures for evacuating the building. These exit procedures are posted on each floor of the building. You will usually be guided by a fire and safety floor monitor. Remember: In case of fire, do not exit by way of the elevators. Exit by way of the garage only when no other exit is accessible.

Should you discover a fire:

- 1) Activate the nearest building fire alarm
- 2) Call Case Security (Ext. 333 or 368-3333) and give exact campus location
- 3) Call the First Floor Receptionist (Ext. 4700)
- 4) Follow procedures for evacuating building

MEDICAL EMERGENCIES

All emergency situations occurring within the University should be immediately reported to Case Security at **368-3333**. The Security dispatcher will contact the appropriate emergency response agency and Security personnel will coordinate response. In the event of an accident or illness of any sort (including mental health emergencies), observe the following procedure:

- 1) Call Case Security at **368-3333**
- 2) Give the following information:
 - a) Your name
 - b) Location of situation
 - c) Type of injury/illness
 - d) Approximate age of victim
 - e) Is victim conscious?
 - f) Is victim breathing?

- g) A call back phone number, in case there is a need for more information or finding your location, presents a problem
- 3) Do not move the sick or injured person(s)
- 4) Stay with the victim and reassure him/her that help is on the way

Security personnel will respond and coordinate the necessary emergency response. If the person is ambulatory, University Circle Police Department will transport him/her; if not, Emergency Medical Service will be notified.

Depending on where you are located, it may be wise to send someone outside to wait for assistance and escort them to the scene while another person waits with the injured person.

You should also protect the student's privacy by clearing the area of others, and follow-up by reassuring others that the student has been attended to and assisted.

911

The 911 Emergency System can be accessed from most offices or Residence Halls by dialing 9 prior to 9-1-1. If you do call 911 in the event of any emergency, we ask you to please notify Case Security (Ext. 3333) as soon as possible and provide us with the details of the emergency. **DO NOT ATTEMPT TO DIAL 911 FROM ANY OF THE OUTDOOR CAMPUS PHONES. THE 911 EMERGENCY SYSTEM CANNOT BE ACCESSED FROM THE OUTDOOR CAMPUS PHONES.**

EMERGENCIES RELATING TO THE PHYSICAL PLANT

During normal working hours on weekdays, 8:00 am to 4:30 pm, call Maintenance (Ext. 2580). At all other times, call Ext. 2111.

RIGHTS AND RESPONSIBILITIES

NAME AND ADDRESS CHANGES

Name and address changes must be reported to the University Registrar as soon as possible so that university information can be sent to you in a timely manner. Name and address change information is available at: <http://www.cwru.edu/provost/registrar/nameaddr.html>. Address changes may be submitted electronically. Name changes must be submitted by printing a Change of Name form and attaching it to the appropriate documentation such as a court order, marriage license or a divorce decree. For licensed nurses, the Ohio Board of Nursing must also be notified of name and/or address changes.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) contains several provisions that are important to students.

First, the University may not release personally identifiable student records to a third party, with certain specific exceptions, unless the third party has requested the information in writing and the student has consented, again in writing, to its release. The University may release directory information about a student, however, unless the student submits a written request that any or all such information not be released.

Second, a student may request, in writing, an opportunity to inspect and review the student's official files and records maintained by the University and may, if appropriate, challenge the accuracy of those records. The University is permitted a reasonable time, not to exceed 45 days, to respond to such a request.

Third, a student may file with the Family Policy and Regulations Office of the U.S. Department of Education, a complaint concerning what he or she believes to be the University's failure to comply with FERPA.

Finally, a student may obtain from the Office of the Provost, a copy of the policy, which the University has adopted to meet the requirements of FERPA. The information below is presented, in compliance with the provisions of FERPA, which require the University to notify students annually of their rights and the University's policies and procedures. Specific procedures may vary slightly among the schools and colleges of the University, and each student is encouraged to inquire at his or her own dean's office, if any question arises.

ACCESS TO RECORDS

A student may request, in writing, an opportunity to review the contents of his/her educational file. Certain materials are excluded from review, as specified in FERPA. Among these are:

- Records that are created by, and that are the sole possession of, faculty, staff, and other personnel, and that are not accessible to any other persons except a substitute.
- Records created and maintained by law enforcement units solely for law enforcement purposes that are not made available to persons other than law enforcement officials of the same jurisdiction
- Records created and maintained by a physician, psychiatrist, psychologist, or other professional or paraprofessional acting in that capacity in connection with the provision of treatment to a student. Such

records can, of course, be reviewed by a physician or other appropriate professional of the student's choice

- Employment records of a student made and maintained in the normal course of business
- Financial records of a student's parents, or any information contained therein; Confidential letters and statements of recommendation placed in the file before January 1, 1975
- Records for which the student previously waived his or her right of access
- Records that contain only information about a person after that person is no longer a student, such as alumni records

The office to which the request is made will arrange an appointment within a reasonable period of time (not to exceed 45 days) for the student to review the file in the presence of a member of the office staff.

If, during the course of this review, the student questions the accuracy of a record contained in the file, the staff member will attempt to resolve the problem informally. Should this attempt at the resolution be unsuccessful, a formal hearing will be set up and a decision made by a University official or other party chosen by the University who does not have a direct interest in the outcome of the hearing. At this hearing, the student will be given a full and fair opportunity to present evidence relevant to the issue under consideration, and the decision will be given in writing within a reasonable period of time after the hearing.

If, as a result of the hearing, the University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will amend the educational records of the student accordingly and inform the student in writing.

If, as a result of the hearing, the University decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will inform the student of the right to place in the student's educational records, a statement commenting on the information in the records or setting forth any reasons for disagreeing with the University's decision.

The purpose of this provision of FERPA is to "insure that records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation . . . respecting the content of such records." This provision of the act was not intended, in the words of the Secretary of Health, Education, and Welfare, "to overturn established standards and procedures for the challenge of substantive decisions made by the institution," nor "to permit a parent or student to contest the grade given the student's performance in a course."

The student may request copies of those records to which he or she has access under the terms of FERPA. The student will be charged a nominal fee per page for these copies.

RELEASE OF PERSONALLY IDENTIFIABLE RECORDS

In general, the University will not release personally identifiable student record information to a third party unless the information has been specifically requested in writing and the student has consented to its release in writing. At the student's request and expense, the University will furnish a copy of the information whose release has been requested. FERPA provides for certain exceptions to the requirement of prior student consent for the release of student record information. These include the release of information:

- To other University officials who are determined by the University to have legitimate educational interests. University officials are persons who are employed by the University and whose job descriptions include duties the performance of which may require access to student files. The University considers a legitimate educational interest to be any interest that is reasonably related to the educational process and overall functioning of the University.
- To officials of other schools, in which the student wishes or intends to enroll, upon written authorization by the student, provided that the student is notified of the transfer, receives a copy of the record, if desired, and has an opportunity to challenge the content of the record
- In connection with financial aid for which the student has applied or, which he or she has received, in order to determine eligibility, amount of or conditions for aid or enforce these conditions
- Subject to certain limitations as outlined by the University, to authorized representatives of the Comptroller General of the United States, the Secretary of Education, to certain state education authorities, or to state or local officials to whom information is specifically required to be disclosed by virtue of state statutes adopted before November 19, 1974
- To organizations conducting studies for educational agencies or institutions, provided that these studies are conducted in a manner that will not permit the personal identification of students or their parents by persons other than representatives of these organizations
- To accrediting organizations that need the information to carry out their accrediting functions
- To the parents of a dependent student, as defined in the Internal Revenue Code of 1954
- In compliance with judicial order or subpoena, provided that the student is notified in advance of compliance
- To appropriate persons in connection with an emergency, if the knowledge of such information is necessary, to protect the health or safety of a student or other persons
- As specified under "Director Information" below

Under the terms listed above, personal information will be released from a student's file to a third party only on the condition that the third party will not share the information with any other party without the consent of the student. Case Western Reserve University will maintain a record of requests for access to and disclosure of personally identifiable information.

DIRECTORY INFORMATION

For the convenience of faculty and fellow students, FERPA provides for a category known as directory information which may be released without requesting the student's or parent's specific prior consent. Rather, the act requires that students be notified annually of the types of information included in this category and be given an appropriate period in which to express, in writing, any preference that such information about themselves not be released. For this purpose, directory information is defined to include:

- Name (including both maiden name and married name, where applicable)
- Address, telephone listing and electronic mail address
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Participation in officially recognized sports and activities
- Weight and height (members of athletic teams)

Any student who would prefer that the University not release such information about himself or herself should notify the Office of the University Registrar, in writing, prior to the first week of classes in the fall semester. The student should also inform the Office of University Communication, **Adelbert Hall (368-4440)**, in writing, as it is the responsibility of that office to provide the student's home-town newspapers with news stories. Students entering the University at mid-year may submit such notice during the first week of classes of the spring semester.

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