

STUDENT HANDBOOK 2019-2020



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Baptist Memorial College of Health Sciences is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Doctor of Nursing Practice, Bachelor of Science in Nursing, the Bachelor of Health Sciences, and the Associate of Science. Contact the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097, telephone 404-679-4500, at <http://www.sacscoc.org> for questions about the accreditation of Baptist Memorial College of Health Sciences. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's office.

The Baptist Memorial College of Health Sciences at 1003 Monroe Ave., Memphis, TN 38104 maintains an academic environment free of discrimination. Discrimination, harassment, and retaliation on the basis of race, color, national or ethnic origin, sex, disability, or age are prohibited in the College's programs and activities. Inquiries regarding the College's nondiscrimination policies can be addressed to the Vice President of Administrative Services at 901-572-2592 or 1115 Union Avenue, Room 201A, Memphis, TN 38104.

STUDENT'S RESPONSIBILITY FOR CONTENT

Welcome to Baptist Memorial College of Health Sciences (ed. beyond this, "Baptist College" will mean one and the same.) We are glad you have chosen our College to pursue your academic studies in health care. You will find many valuable resources in this handbook to assist you during your time here as a student at Baptist College.

As in any organization, we have rights, responsibilities, and a corporate culture to which our faculty, staff, and students all subscribe. The *Student Handbook* is designed as a reference for you in understanding these policies and procedures of the College. As a student, you have the responsibility and accountability for understanding and applying the information contained in the *Student Handbook* throughout your enrollment.

Whenever the word "campus" is mentioned in the *Student Handbook*, it may refer to any and all sites associated in any way, either directly or indirectly, with Baptist College, Baptist Memorial Hospital, and/or Baptist Memorial Health Care Corporation.

Disclaimer: Baptist Memorial College of Health Sciences reserves the right to change, remove or supplement any material contained in this handbook as necessary. Any changes apply to both current and new students. The College will make reasonable effort to notify students of changes.

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DEAN'S WELCOME

Dear Students,

Welcome to Baptist Memorial College of Health Sciences. As a Baptist College student, you are a member of a special community that began over 100 years ago, and has launched over 7,000 alumni serving others in communities locally, regionally, and around the world. You are now a part of our College's mission which is "to prepare graduates for careers of service and leadership by providing a comprehensive health education within an integrated environment of learning and Christian principles."

This year has marked a milestone for our institution—the establishment of its first graduate degree, the Doctor of Nursing Practice. This addition underscores the strength of our academic programs at Baptist College, and ultimately the value of your own Baptist College degree. Whether pursuing an associate degree, undergraduate, or doctoral degree, opportunities for leadership, ministry, student activities, community service, and professional development abound. It is our hope that you will engage in campus life at many levels so that your college learning extends beyond the classroom, and you are exceptionally prepared to step into the opportunities that lie ahead.

The *Student Handbook* is designed to present an overview of campus life, and to outline the responsibilities and privileges of your decision to become a student at Baptist College. As part of its mission, the Office of Student Services works with students to realize these important components—personal, spiritual, and professional growth and development while pursuing academic goals for challenges far beyond our borders.

On behalf of the Student Services team, I wish you a successful year in your journey of growth, change, and ultimately making an impact in the world under the direction and leadership of Jesus Christ.

Best Regards,

Nancy L. Reed

Dean of Student Services

BAPTIST COLLEGE OF HEALTH SCIENCES

COLLEGE MISSION

Baptist Memorial College of Health Sciences prepares graduates for careers of service and leadership by providing a comprehensive health sciences education within an integrated environment of learning and Christian principles.

Building on the legacy of education since 1912, Baptist College is a private institution which seeks to attract a diverse student population who shares commitments to Christian values and ethics, academic excellence, and lifelong professional development. In response to the trust expected of institutions preparing future health care professionals, the academically rigorous environment requires students' active engagement in learning through a variety of instructional modes.

In partnership with Baptist Memorial Health Care, Baptist College extends the learning environment beyond the classroom to include experiences found in health care settings throughout the Mid-South.

To fulfill its mission, Baptist Memorial College of Health Sciences is committed to:

- Educating individuals to value competence, caring and collaboration in their roles as members of the interprofessional health care team.
- Developing students to become engaged learners, scholars and leaders in their chosen professions.
- Creating a collaborative and supportive learning environment in which students are encouraged to develop intellectually, socially, and spiritually.
- Providing a curriculum that reflects a strong general education and scientific foundation.

- Promoting and rewarding excellence in teaching, professional practice and scholarly activity.
- Contributing positively to the health status of the community.
- Fostering an atmosphere of respect for cultural diversity and the dignity of all persons.

COLLEGE VISION

To be distinguished regionally for innovation and excellence in health sciences education which prepares graduates to transform health care.

COLLEGE VALUES

The shared values of our learning community are:

- **Integrity**

Aspiration Statement: Baptist College of Health Sciences models high ethical standards in all aspects of learning, teaching, service, and business.

- **Professionalism**

Aspiration Statement: Baptist College of Health Sciences provides an environment that promotes the competence, character, and commitment of faculty, staff and students to their careers and vocations.

- **Service as an expression of Christian values**

Aspiration Statement: Baptist College of Health Sciences fosters a Christian environment where servant leadership is modeled in all aspects of learning, teaching, service, and business.

- **Continuous Improvement**

Aspiration Statement: Baptist College of Health Sciences strives to be innovative and promotes ongoing assessment as a means to achieve organizational and personal excellence.

COLLEGE SEAL



The official seal of Baptist Memorial College of Health Sciences, displayed above, represents the College's rich heritage and exciting future. The seal has two dates: 1912 commemorates the establishment of the Baptist Memorial School of Nursing and 1994 signifies the incorporation of the College.

The emblems at the heart of the seal are those engraved over the Madison Avenue entrance to the original Baptist Memorial Hospital in Memphis. The three images are the hand resting upon an open Bible, the hand of service raised in commitment, and a branch of the tree of knowledge.

These images portray our belief in *Higher Education With A Higher Purpose* and our conviction that people who choose the health care professions have been called to the mission of extending Christ's work of compassionate healing. With this seal, Baptist College demonstrates its foundation in tradition as well as its futuristic vision.

ALMA MATER

The Alma Mater for Baptist Memorial College of Health Sciences was written in 1998 by Mr. Ray D. Hatton, the former Minister of Music at First Baptist Church of Memphis. Mr. Hatton served as a faculty member in music for Baptist College when it opened in 1995, and had responsibility for musical selections at academic ceremonies and chapel services. Baptist College acknowledges its gratitude to Mr. Hatton for his gift of the Alma Mater which beautifully expresses the College's foundational principles.

We gather here today
To lift our voice in prayer
And for our college give God thanks,
A place of growth and care.

On her traditions strong
We build for future days.
With life-long learning as our goal,
We raise our song of praise.

To higher purpose called,
We go from here to give
A helping hand, a healing touch,
A life of love to live.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Students enrolled in any program or course at Baptist College have the right to:

1. A course syllabus that includes learning outcomes, course requirements, and evaluation process.
2. The opportunity to discuss, inquire, and express their views in the classroom, in conference, and in the practice setting through appropriate forums, or through written communication, provided the student does so with civility, and in accordance with the Baptist College Standards of Student Conduct.
3. A fair and timely academic and performance evaluation based upon the course learning outcomes and course requirements.
4. Protection of confidentiality regarding release of information from student files in accordance with institutional, state, and federal guidelines.
5. Be respected as a unique individual and to be treated fairly.

STUDENT RESPONSIBILITIES

Students' responsibilities include, but are not necessarily limited to:

1. Abiding by all published policies, regulations and standards of Baptist College, including any revisions published during the academic year.
2. Attending planned learning experiences (both classroom and clinical) to achieve course student learning outcomes and successful application of knowledge in the practice setting.
3. Satisfying all financial obligations to the College.

4. Demonstrating respect for the rights of others in interactions with administration, faculty, students, and patients and staff of College-affiliated outside agencies.
5. Participating in the purposeful evaluation of courses, programs and/or activities.

STANDARDS OF STUDENT CONDUCT

Persons preparing to enter the health care professions are expected to exhibit high moral standards and values. Acceptable conduct is based upon consideration for the rights of others and self-respect. The Golden Rule - "*Do unto others as you would have them do unto you*" -- is a basis for the *Standards of Student Conduct*. These *Standards of Student Conduct* cover both academic and non-academic behaviors. Failure to comply with these *Standards of Student Conduct* subjects the student to disciplinary action up to and including dismissal from the College. In all cases, violations of the *Standards of Student Conduct* will be documented in the appropriate College file.

The *Standards of Student Conduct* as well as other rules and regulations governing student behavior and academic progression are in place to ensure that a safe and secure learning environment exists and so that individual rights are protected. These policies, and disciplinary sanctions concerning such infractions, are administered by the appropriate dean responsible for the area or course in which the infraction occurred. Issues addressing violations of academic policy, and matters concerning academic progression, will be handled by the appropriate academic dean.

A student who commits a violation of College rules or policies, whether of an academic or non-academic nature, including those listed in the *Standards of Student Conduct*, will be subject to the College's disciplinary process. The nature of the sanction will depend upon the violation, and the surrounding circumstances. A Student Appeal Process is available to address student's concerns regarding disciplinary actions taken in response to violations of College policy or Standards of Student Conduct.

1. All students are expected to abide by the Honor Code (See the Honor Code in this handbook).
2. Dishonesty, including lying, falsifying information, misrepresenting the truth, or withholding material information is contrary to the values and spirit of the College, and is prohibited.
3. Respect is required for the property of the College and others. Such respect includes, but is not limited to, abstaining from property destruction or vandalism, theft or unauthorized use or possession of College or other property.
4. Respect must be exhibited for the life and bodily safety of any student, patient, staff member, or guest of the College or any other person. Such respect includes, but is not limited to, abstaining from fighting, verbal/physical abuse, or hostile/threatening behavior or language directed toward another person.
5. Gambling is prohibited on campus or at any function sponsored by the College or while representing the College.
6. Profane language is not to be used, lewd or indecent conduct is not to be exhibited nor obscene literature possessed or displayed on campus or at any function sponsored by the College or while representing the College.
7. Academic dishonesty will not be tolerated. Examples of academic dishonesty include, but are not limited to, cheating, giving false or misleading information, and plagiarism (misrepresenting the work of another person as your own).
8. Misuse of College or clinical agency computers, or the improper use or abuse of the Internet while on campus or while using the College website or College e-mail address is prohibited.
9. Students are expected to exhibit mature and responsible behaviors on campus, in the clinical setting, and in the classroom. Appearance or

behaviors which cause a distraction or disturbance will not be tolerated in the classroom, in the clinical site, on campus, at any College-sponsored function or when representing the College.

10. Smoking and/or smokeless tobacco, and electronic cigarettes are prohibited on campus and in clinical facilities.
11. Refusing to follow a directive of a College or civil official is not permitted.
12. Fire exit doors are to be used only in case of emergency. These doors are not to be used for entry or exit of the building, and should never be propped open. Such action poses a severe safety and security risk for all students.
13. Loaning an ID badge to others to access College facilities is not permitted.
14. Open flames of any type are prohibited on College property.
15. Unauthorized entry onto campus, into the living area of the residence hall or into affiliated agencies is prohibited. Unauthorized presence in clinical or treatment areas is further prohibited.
16. Students must abide by all Baptist College and Baptist Memorial Health Care parking policies.
17. Students must abide by all housing procedures and policies as defined in the *Residence Hall Handbook*.
18. Students must abide by a College disciplinary sanction, take no action to influence or coerce testimony, knowingly provide false or misleading information, nor withhold material information in a College judicial proceeding or hearing. Additionally, students must refrain from any form of retaliation toward individuals involved in the judicial process, investigation, or outcome of a policy violation.

19. Violations of state or federal law(s), other than minor traffic violations, committed on or off campus are prohibited.
20. Any circumstance by which a patient may be put at risk, including, but not limited to, abuse, neglect, or abandonment is prohibited.
21. Students must maintain confidentiality of agency/client information in all settings to included, but not limited to, clinical and classroom settings, as well as refrain from posting or communicating any type of identifiable patient information on social networks or other forms of electronic media.
22. Falsification of personal records, academic records or clinical documents is prohibited.
23. Students must not alter or misuse safety equipment, nor tamper with or otherwise render useless safety equipment such as exit signs, fire extinguishers, fire alarms, fire boxes, first aid equipment, emergency phones or other such equipment. Neither shall a student render a false report of an emergency or sound a false alarm.
24. Students are prohibited from being under the influence of, or in possession of, illegal drugs, unprescribed controlled drugs, alcohol, or inhalants, or participating in the sale, manufacture, or distribution of these while in the classroom, the clinical setting, on campus and/or off-campus housing, or while participating in College sanctioned or sponsored activities.
25. Use and/or possession of weapons, firearms, or explosive devices is prohibited on campus or at any function sponsored by the College or while representing the College.

HONOR CODE

All students are expected to abide by the Baptist College Honor Code, as inscribed below. Each student acknowledges their pledge to uphold the

Honor Code when they register for classes each trimester, and at other times during the year.

“In support of the Christian mission of Baptist College, I commit myself to honesty and integrity. I will not cheat, lie, or commit plagiarism and I will hold others accountable to these standards.”

REPORTING AN HONOR CODE VIOLATION

Academic Matters

Students witnessing a violation of the Honor Code in a classroom or clinical setting must report the incident promptly to the faculty member in charge. The faculty member will report the incident to the Academic Dean of the division for investigation.

Non-academic Matters

Students witnessing a violation of the Honor Code in non-academic settings other than in the Residence Hall must report the incident promptly to the Dean of Student Services for investigation.

Residence Hall Matters

Students witnessing a violation of the Honor Code in the Residence Hall must report the incident promptly to the Residence Life Specialist or Director of Student Services and Campus Housing, who will report the incident to the Dean of Student Services for investigation.

In each case, specific details such as the name of the person(s) involved, time, date, location of the violation must be reported in writing. If others also witnessed the violation, their names should be provided to the Academic Dean (academic matters) or the Dean of Student Services (non-academic and residence all matters) for investigative purposes.

ACADEMIC INTEGRITY

The purpose of the Academic Integrity policy is to define academic integrity and provide guidelines for reporting when academic integrity is not met by the student.

Policy

A student is expected to demonstrate academic integrity, respect for others and civility to remain in good standing with the College. Baptist College recognizes that lack of academic integrity may include, but is not limited to, cheating, plagiarism, collusion, falsifying data, personation, and ghosting.

The faculty member is responsible for maintaining an environment that is conducive to learning. When academic integrity is not upheld, the learning environment is disrupted. Faculty members have the authority to determine grading penalties for lack of academic integrity in their own courses; penalties and consequences pertaining to the final course grade will be outlined in the course section of the syllabus. Faculty members are responsible for reporting all incidents associated with academic integrity to the Academic Dean of their Division.

Students witnessing a lack of academic integrity are responsible for reporting all incidents to the appropriate faculty member in adherence with the College Honor Code.

Students demonstrating a lack of academic integrity in any classroom, clinical work, or program progression requirements are subject to disciplinary action up to and including dismissal from the College.

All students are expected to uphold the Honor Code of Baptist College.

Definitions

Academic integrity is a commitment, even in the face of adversity, to the five basic principles: Honesty, Trust, Fairness, Respect, and Responsibil-

ity. Academic integrity is defined as implicit and explicit behaviors that exemplify honesty and truthfulness when presenting one's academic work. Academic integrity is further defined as constructive and ethical behaviors that are reflected in one's academic work.

Cheating: Examples of cheating are:

1. Communicating with or copying from any other individual during any type of assessment (exam, test, quiz, assignment, paper, presentation, competency, etc.) except as the assessment rules specifically permit this (e.g., group assessments) or with any person other than a properly authorized instructor or authorized proctor.
2. Taking a picture or otherwise copying an exam or other type of assessment, or providing such a picture to another person.
3. Introducing any written, printed or electronically accessed, or photographed materials into an examination area, unless expressly permitted by the assessment or program rules.
4. Gaining access to unauthorized material related to an examination during or before the examination.
5. Communicating with or copying from any other individual during any type of assessment (exam, test, quiz, assignment, paper, presentation, competency, etc.) except as the assessment rules specifically permit this (e.g., group assessments) or with any person other than a properly authorized instructor or authorized proctor.
6. Taking a picture or otherwise copying an exam or other type of assessment, or providing such a picture to another person.
7. Introducing any written, printed or electronically accessed, or photographed materials into an examination area, unless expressly permitted by the assessment or program rules.
8. Gaining access to unauthorized material related to an examination during or before the examination.

Plagiarism: Examples of plagiarism are:

1. The inclusion in an individual's work of more than a single phrase from another person's work without the use of quotation marks and/or appropriate acknowledgement of the source.
2. The summation of another person's work or ideas by simple changing a few words or altering the order of presentation.
3. The summation of another person's work without appropriate acknowledgement of the source.
4. The substantial and unauthorized use of the ideas of another person without appropriate acknowledgement of the source.
5. Copying all or part of the work of a student(s) or other individual, with or without that individual's knowledge or agreement.

Collusion: Examples of collusion include:

1. Submission of work done in collaboration with another person as entirely one's own with the intention to gain an unfair advantage.
2. Collaboration with another individual in the completion of work which is intended to be submitted as one's own unaided work.
3. Allowing another individual(s) to copy part or all of one's own work.

Falsifying Data: Examples of falsifying data include:

1. Presenting false data or data obtained by unethical methods, in clinical time records, competency reports, assignments, research, etc.

Personation: Examples of personation include:

1. Assuming the identity of another individual, with the intention of gaining unfair advantage for that individual.
2. Knowingly and willingly allowing the impersonation of oneself, with the intention of gaining unfair advantage for himself/herself.

Ghosting: Examples of ghosting include:

1. Submitting work which has been produced in whole or part by another person on their behalf (e.g., the use of a ghost writing service).
2. Making available one's own work to another for financial or other gain.

Procedure

All faculty members will include in the course section of the syllabus grading penalties for lack of academic integrity. All faculty members will report all incidents associated with academic integrity to their Academic Dean.

All students will report all witnessed incidents related to lack of academic integrity to the appropriate faculty member.

For specific sanctions and disciplinary actions related to a lack of academic integrity, refer to the “Violations of College Policies or Standards of Student Conduct: Disciplinary Process and Sanctions” policy in the *Student Handbook* under Campus Disciplinary Process.

**This policy, “Academic Integrity,” may be found in its full version at https://mycampus.bchs.edu/ICS/icsfs/Academic_Integrity.pdf?target=f97db7ef-78c1-4cda-a61f-50e856446dc7 or on My Campus under the tab Students/Student Policies.*

Test Taking Guidelines

Classroom Setting

Faculty members have the authority to implement test administration in such a way as to minimize the possibility of academic dishonesty by students (e.g. spacing of students, removal of hats or caps, turning off all electronic devices such as phones and handheld computers, and vigilant test proctoring procedures). If a student is observed behaving inappropri-

ately or suspiciously with regard to expected behaviors during a test, the faculty member proctoring the exam may ask the student to step outside the classroom and inform the student of the observed behavior. Based upon the observed behavior, the faculty member may take further action which includes, but is not limited to the following:

1. A verbal warning to the student to cease the inappropriate behavior
2. Relocation of the student
3. Provision of a fresh answer sheet and/or requiring the student to start over without additional time allocated for the exam
4. Taking up the test paper and assigning a grade of zero for the test, with no option to retake the exam.

The faculty member observing inappropriate or suspicious test taking behaviors will, after talking with the student, consult with the Academic Dean of the division to determine if further disciplinary action is warranted.

Remote Proctored Online Testing

1. At the beginning of each test, the student is required to establish their identity following the procedures outlined in the testing instructions, including scanning the testing room and the testing surface (desk or table). The student must use the Baptist College issued Student Identification Badge to verify identity with the proctoring service; no other pieces of identification are acceptable (e.g., driver's license).
2. The online testing environment should copy the 'in class' testing environment, therefore it must comply with the following:

Testing Area

- A quiet, fully lighted room.
- The student is to use a desk or table (flat surface) as the testing

surface; a couch or bed is not suitable.

- Webcam (either built-in or attached to testing computer) to be focused on the student taking the test, where there will be a constant, uninterrupted view of the student (zoom out to capture the entire room, not just the student face).
- Nothing can cover the lens of the webcam (either built-in or attached to the testing computer) at any time during the test.
- The student is to dress as if taking the test in a classroom testing, and will not be allowed to wear hats, hoodies, or have blankets during the test.
- Nothing except the testing computer/webcam is allowed on the desk or table where the test will be taken. Therefore, remove all books, cellphones, smart phones, and all other types of smart devices/watches (such as Apple watches), paper, pens, notebooks, calculators, or other materials, including food or drink, unless they are specifically permitted by the instructor, as outlined in the guidelines for that particular test.
- No sound or music from a radio, television, or other devices should be playing in the background.
- No other individual(s) except the student taking the test is allowed in the room.
- No talking or other types of communication with other individuals is allowed.
- No use of headphones, ear plugs, or similar audio devices.
- No writing on the desk or walls where the test is taking place is allowed.
- No accessing materials within other computer applications, such as browser searches.

- No additional monitors or computers running in the testing room.
- Close all other programs and/or windows, including Excel, Word, and Power Point on the testing computer.
- Cannot leave the room during testing including not being allowed to take the computer into another room to finish the test, unless specifically permitted to do so by your instructor as outlined in the guidelines for that particular test. The only exception is for restroom breaks. If you need a restroom break, please state so, upon leaving, so that it is recorded, and do likewise upon your return. The time taken for this break will be deducted from the overall testing time, unless specifically permitted by the instruction, as outlined in the guidelines for that particular test.
- No use of a phone (cell phone, smart phone, etc.) for any purpose, except to contact technical support and/or your instructor, and only if there is a technical issue hindering the student to take/complete the test.

If a student violates test administration rules, engages in suspicious test-taking behaviors, or is flagged for cheating, he/she will be contacted directly by the course instructor, and if warranted, may be subject to disciplinary action outlined in the Standards of Student Conduct.

Testing Center

The Testing Center is located in the Health Sciences Building, Room 103, and has specific guidelines for test taking and administration.

All students must abide by Testing Center administration rules and the Standards of Student Conduct in a proctoring environment.

The following activities are strictly prohibited in the Testing Center:

- Giving or receiving assistance of any kind;
- Attempting to remove test materials from the Testing Center;
- Using non faculty-approved testing aids;
- Attempting to take a test for someone else;
- Failing to follow testing procedures;
- Causing a disturbance of any kind.

If a student violates test administration rules, or engages in any type of misconduct, he/she will be required to submit the examination in progress to the proctor followed by dismissal from the Testing Center. The faculty will be notified of such event and may file a violation of the Standards of Student Conduct, as set forth in the Baptist College *Student Handbook*.

Before Test Starts

- Students should use restroom facilities before entering the Testing Center.
- Students are required to turn off all digital devices.
- Students are required to place personal belongings, including jackets, hats, cell phones and digital devices, against the Testing Center walls.
- Students are not allowed to have food or drink in the Testing Center.
- Students may only have faculty-approved materials at testing desk, such as scratch paper provided by proctor, calculators, pens, and pencils.
- Students should arrive 10 minutes before start of test.

After Test Starts

- Students are not allowed to talk with other students during the test.

- Students with questions are required to raise their hand to notify proctor. Students in private rooms may leave the room to ask for assistance.
- Students are not allowed extra test time, unless approved by the faculty.
- Students who arrive after exam's scheduled start time will not be given extra time, unless approved by faculty.
- Students are required to notify the proctor to use the restroom facility.

**The Testing Center Administration Rules can be found in full at https://mycampus.bchs.edu/ICS/icsfs/Testing_Center_Administration_Rules.pdf?target=8e511ff4-e7bf-4538-be0c-1cff960c4697 or on My Campus under the tab How To's/Student Resources/Testing Center.*

STUDENT DRUG AND ALCOHOL POLICY

Students are prohibited from being under the influence of, or in possession of, illegal drugs, unprescribed controlled drugs, alcohol or inhalants, or participating in the sale, manufacture, or distribution of these while in the classroom, the clinical setting, on campus, and/or off-campus housing or while participating in Baptist College sanctioned or sponsored activities.

Drug Testing

It is the policy of Baptist College to test students in an unbiased and impartial manner for any of the following reasons:

1. Prior to enrollment (graduate programs only)
2. Randomly throughout enrollment
3. Prior to entering the clinical portion of a professional program
4. Reasonable suspicion
5. Post-incident/unusual occurrence

**This policy, "Student Drug and Alcohol Policy," can be found in its full version at https://mycampus.bchs.edu/ICS/icsfs/Student_Drug_and_Alcohol_Policy.pdf?target=88c729dc-acd1-4a70-8ba1-e67b470b7001 and on My Campus under the tab Students/Student Policies.*

CAMPUS DISCIPLINARY PROCESS

VIOLATIONS OF COLLEGE POLICIES OR STANDARDS OF STUDENT CONDUCT: DISCIPLINARY PROCESS AND SANCTIONS

The College ensures a fair process is followed for handling of student misconduct issues.

College disciplinary process is administered by the appropriate dean responsible for the area or course in which the infraction occurred. For academic violations of the Standards of Student Conduct or other violations of academic and course-specific policies, the appropriate dean is the academic dean responsible for the Division in which the violation occurred.

For non-academic violations of the Standards of Student Conduct or other non-academic policies, the appropriate Dean is the Dean of Student Services.

The time frames in which Baptist College intends to act, as prescribed in this policy, indicate the College's desire to proceed expeditiously, and these time frames may be expanded in order to allow Baptist College to exercise care and to act prudently.

As required by federal law, one who claims to be a victim of sexual assault by a student shall have, in the appeal as in all phases of the disciplinary proceeding, the same opportunities as the accused to have others present and to be informed of the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

Sanctions

Types of sanctions include, but are not limited to one or more of the following:

Written Warning

Disciplinary Probation

Institutional Scholarship Suspension

Investigative Suspension

Disciplinary Suspension

Administrative Dismissal

Procedure for Disciplinary Matters

A student who commits a violation of Baptist College policies or Standards of Student Conduct will be subject to sanctions administered through Baptist College disciplinary process expeditiously. The nature of the sanction(s) will depend upon the severity, frequency, and number of violations and the surrounding circumstances determined by the appropriate dean. The following steps outline the procedure for dealing with non-academic and academic student disciplinary matters:

Step 1

The student violating College policy or the Standards of Student Conduct should be immediately informed of the inappropriate behavior immediately upon observance or, in unusual circumstances when such action is not possible or appropriate, within two class days of the observance, unless such circumstances exist to prohibit a meeting in the exact timeframe. Resolution is to be sought between the parties involved.

For academically-related matters, faculty members must take action in a timely manner when a student is observed to be in violation of Baptist College academic and course specific policies or the Standards of Student Conduct. The appropriate academic dean (or designee) must be notified immediately by the faculty member, regarding the action taken. In consultation with the faculty member, the academic dean may take additional action at this time, for the protection of the student, other stu-

dents, faculty, staff, affiliated agencies or patients or others in a campus or clinical setting. Such action may remain in effect until full resolution of the issue is reached. The Academic Dean will also verify with the Dean of Student Services if previous disciplinary sanctions are on file for this student who has violated a College policy and/or the Standards of Student Conduct, in order to determine if further disciplinary actions are deemed necessary.

For non-academic matters, the Dean of Student Services must be notified immediately by the individual(s) observing the violation of Baptist College policies or the Standards of Student Conduct. The Dean of Student Services may take action at this time, in consultation with the appropriate Academic Dean, for the protection of the student, other students, faculty, staff affiliated agencies, or patients or others in a campus or clinical setting. Such action may remain in effect until full resolution of the issue is reached.

If resolution is not obtained, or if the offense is serious enough to warrant further disciplinary action, the appropriate dean proceeds to Step 2.

Step 2

The appropriate dean (or designee) contacts the person or persons observing the behavior to investigate the occurrence.

The person(s) observing the behavior must submit a written summary stating the issue in sufficient detail and the action taken thus far. If it is an academic matter, this step (Step 2) must occur within two (2) class days from the completion of Step 1.

Step 3

The appropriate dean (or designee) will contact the student to set up an interview to discuss the charges. Following the meeting, the dean will provide a written notice to the student of the charges via Baptist College of Health Sciences e-mail.

The appropriate dean (or designee) will also interview the involved staff member(s) faculty member(s) or other person(s) observing the behavior, unless unusual circumstances prohibit such interviews. If it is an academic matter, this step (Step 3) must occur within two (2) class days from the completion of Step 2.

In lieu of, or in addition to individual interviews, the appropriate dean (or designee) may choose to schedule a meeting with all of the involved parties within four (4) days of completing Step 2. Additional materials may be requested by the dean prior to the meeting. Only the dean, the person(s) observing the behavior, the student involved, and if applicable, the faculty member(s), together with any person the student wishes to offer as a witness will be allowed to attend the meeting which is considered a closed College proceeding.

Step 4

A decision will be rendered within two (2) class days after completion of Step 3, which will be sent via US Post Office, certified-signature required, to the last mailing address which the student provided to Baptist College. The type of infraction (non-academic vs. academic in nature) will determine whether the Dean of Student Services or the Academic Dean will render the final decision. In certain circumstances, both the Dean of Student Services and the Academic Dean will need to be involved prior to a final decision being made. In all instances, documentation regarding the rendered decision will be placed in the student's file, to be held in the office of the Dean of Student Services.

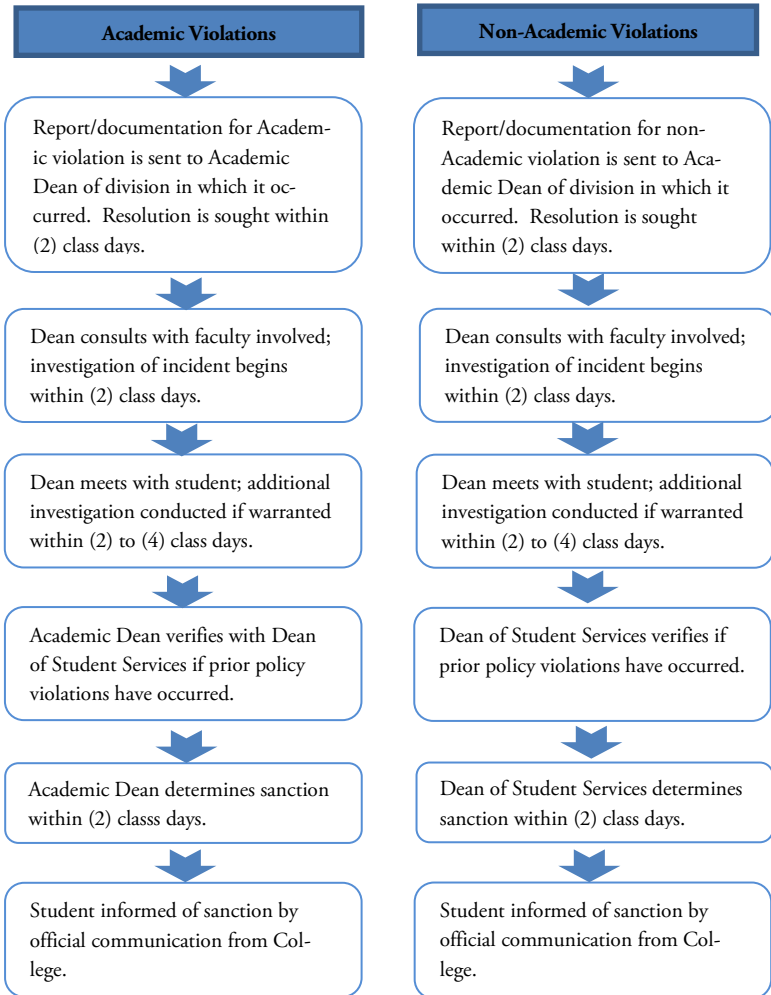
Step 5

If the student does not concur with the action taken by the dean in Step 4, the student has the option of initiating the "Student Appeal Process" in the *Student Handbook* under Campus Disciplinary Process. This process must be initiated within one (1) week of receipt of the dean's decision, or, if the letter is returned by the post office to Baptist College

without the student's signature showing receipt of the letter, from the date the letter was mailed.

Student Disciplinary Process Flow Chart

Incident Occurs



If a student does not concur with the action taken by the Dean, the student has the option of initiating the Student Appeal Process.

Procedural Steps for Specific Sanctions

Administrative Dismissal

In the case of Administrative Dismissal, Baptist College transcript will reflect that the student received an Administrative Dismissal, and a grade of “W”, “WP” or “WF” will be issued for each course according to the grade earned at the time of administrative dismissal.

Disciplinary Suspension

Following the prescribed term of Disciplinary Suspension, the student must submit notification of intent to re-enroll to the Registrar prior to their return; meet with the appropriate academic dean or program chair to develop a new progression plan toward their degree and determine placement for clinicals, if applicable; and, have an updated criminal background screen completed.

After completion of the disciplinary suspension, upon the student’s return, he/she is placed on a one (1) year period of disciplinary probation.

Investigative Suspension

During an investigative suspension, the student may be ineligible to participate in activities of Baptist College. A resident student may be asked to leave the residence hall during this suspension.

Institutional Financial Assistance Suspension

During an institutional financial assistance suspension, the student may be ineligible for institutional financial assistance in subsequent trimesters.

**This policy, “Violations of College Policies or Standards of Student Conduct: Disciplinary Process and Sanctions,” can be found at https://mycampus.bchs.edu/ICS/icfs/Violations_of_College_Policies_or_Standards_of_Stu.pdf?target=0bc05f26-b069-42da-ac3e-9c5c1d351835 or in its full version on My Campus under the tab Students/Student Policies.*

DISCIPLINARY PROCEEDING DISCLOSURES

The results of campus disciplinary action are considered a confidential matter between the institution and the student involved in the proceeding. Outcomes of College disciplinary procedures are not disclosed to other parties, with the exception of College staff on a need-to-know basis, and those designated by law.

The College will provide, upon request, the final results of any institutional disciplinary proceeding dealing with a crime of violence or a non-forcible sex offense to the alleged victim, or their next of kin if the victim dies as a result of the crime or offense.

STUDENT APPEAL PROCESS

The purpose of the Student Appeal process is to provide an opportunity to address student's concerns regarding disciplinary actions taken in response to violations of College policy or Standards of Student Conduct.

A student may initiate the Student Appeal Process after receiving disciplinary action resulting from a violation(s) of College policy or Standards of Student Conduct. The Vice President of Enrollment Management and Student Affairs manages the Student Appeal Process.

This appeal process does not cover instances where students are alleging discrimination, harassment or retaliation in violation of Non-Discrimination - Student Policy. If the student believes he or she is a victim of discrimination, harassment or retaliation, the student should contact the Vice President of Administrative Services as outlined in the Non-Discrimination Policy - Student or file a complaint using the College's grievance procedures.

As required by federal law, one who claims to be a victim of sexual assault by a student shall have, in the appeal as in all phases of the disciplinary proceeding, the same opportunities as the accused to have others present and to be informed of the final determination with respect

to the alleged sex offense and any sanction that is imposed against the accused.

Class days for the Student Appeal process are defined as Monday through Friday when classes are in session, excluding officially recognized College holidays.

The following steps outline the procedure for the Student Appeal Process:

Step 1

To initiate the process, the student must submit a written request to the Vice President of Enrollment Management and Student Affairs (or designee in his/her absence) that includes the reason for the appeal described in sufficient detail to support the student's claim, and the resolution desired. The student must initiate the Student Appeal Process within five class days of the Dean's decision. The student forfeits any appeal rights beyond this time period.

The time frames in which the College intends to act, as prescribed in these procedures, indicate the College's desire to proceed expeditiously, and these time frames may be expanded in order to allow the College to take care and to act prudently.

Step 2

The Vice President of Enrollment Management and Student Affairs (or designee) shall review the matter, and may, if he/she (or designee) thinks it is appropriate, conduct further investigation and/or engage in additional hearings.

Step 3

The decision will be rendered by the Vice President of Enrollment Management and Student Affairs (or designee) in consultation with the President. The decision of the Vice President is final and will be sent via

U.S. postal service, certified-signature required, to the last mailing address which the student provided to the College.

**This policy, "Student Appeal Process," can be found at https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=fd856012-0a03-4435-ada2-a721cbaf7905 or in its full version on My Campus under the tab Students/Student Policies.*

POLICIES, PROCEDURES, AND GUIDELINES

ALLEGED DISCRIMINATION GRIEVANCE/COMPLAINT—STUDENTS

It is the policy of the College to maintain an academic and work environment free of discrimination, including harassment. Any individual that believes that he/she is a victim of discrimination, harassment and/or retaliation on the basis of race, color, national origin, sex, disability, or age carried out by the College's employees, other students or third parties may address his or her concerns by seeking informal resolution and/or filing a formal complaint.

All information related to the complaint and its investigation will be treated as confidential. Complaints will remain confidential to the extent allowed by law and to the extent that a complete investigation can be conducted. Retaliation against a person who files a complaint or the individuals who participate in the investigation proceedings is prohibited. Anyone who believes that he or she is the victim of retaliation should advise the Vice President of Administrative Services, 1115 Union Avenue, Room 201A, Memphis, TN 38104 (572-2592 or via email) immediately.

The definition of "class days" as used herein is found in the *Student Handbook* and is defined there as Monday through Friday when classes are in session, excluding officially recognized College holidays.

Informal Complaint Resolution

Individuals who feel they have been the victims of discrimination, harassment and/or retaliation on the basis of race, color, national origin, sex, disability, or age may contact the Vice President of Administrative Services, 1115 Union Avenue, Room 201A, Memphis, TN 38104 (572-2592 or via email) in an effort to resolve the complaint informally. The responsible official will attempt to resolve the matter within five (5) class days of receiving the complaint.

At any point during the informal resolution process, the individual may elect to file a formal complaint.

Formal Complaint Procedures

Step 1

An individual has the right to file a formal complaint to address any incident of alleged discrimination, harassment and/or retaliation. Complaints must be in writing (assistance with preparing the written complaint will be provided upon request). The complaint process is initiated by the individual submitting a signed Alleged Discrimination Grievance/Complaint form to the Dean of Student Services in the Campus Hub Building (572-2662 or via email). Forms may be obtained from the Dean of Student Services, or downloaded from MyCampus under Students/Student Policies.

The form must be submitted within ten (10) class days following the alleged incident (the day of the incident or action does not count). The definition of “class days” as used herein is found in the student handbook and is defined there as Monday through Friday when classes are in session, excluding officially recognized college holidays. (This gives the equivalent of fourteen (14) calendar days). At the discretion of the Vice President of Administrative Services, under certain circumstances, a complaint filed beyond the stated deadline may be investigated.

Step 2

All complaints will be promptly and impartially investigated. The investigating official is the Dean of Student Services or a designee. The complainant will be advised in writing when the investigation is initiated which will be not later than two (2) class days following receipt of the completed complaint form. If the initiation of the investigation will be delayed beyond the stated time period, the complainant will be advised of the delay and the reason in writing.

Step 3

The investigation will include interviews with the complainant, the accused party and any named witnesses. Both the complainant and the accused will be permitted to submit any documentation or other evidence they consider relevant. The investigation will be completed within ten (10) class days following initiation. If the completion of the investigation will be delayed beyond the stated time period, the complainant will be advised of the delay and the reason in writing.

Step 4

The complainant and other relevant parties will be advised of the outcome of the investigation in writing. If the conclusion is that discrimination occurred, the written disposition will also include information regarding the corrective and/or remedial action that will be taken to address the discrimination and to prevent recurrence.

Step 5

If the complainant disagrees with the investigative findings or the recommended corrective/remedial action he or she may appeal the case to the Provost (572-2591 or via email). Appeal requests must be submitted in writing within seven (7) class days of receiving the written disposition of the investigation. Anyone needing assistance in the filing an appeal (writing support or procedural questions) may contact either the College Counselor in the Campus Hub Building (572- 2660 or via email), or the Vice President of Administrative Services (572-2592 or via email).

Step 6

Appeals will be heard by the Provost or a designee. The appeal process will involve a review of the investigative findings. If deemed necessary, additional interviews with the complainant, the accused and/or witnesses will be conducted. Within five (5) class days of receiving the appeal request, the final resolution of the complaint will be provided in writing to the complainant. If a delay is necessary, the complainant will be advised of the extent of the delay and the reason in writing.

**This policy, "Alleged Discrimination Grievance/Complaint Policy—Students," can be found at*

https://mycampus.bchs.edu/ICS/icfs/Alleged_Discrimination_Grievance_Complaint_Student.pdf?target=bf52c9d5-e608-4c43-9b20-d79191650347 or in its full version on My Campus under the tab Students/Student Policies.

AIRBORNE PATHOGEN EXPOSURE

The purpose of this policy is to prevent exposure from airborne transmission during students' participation in clinical education, including but is not limited to the following infectious disorders: tuberculosis, measles, chickenpox (until lesions have crusted over), as well as to provide evaluation, counseling, and follow-up to students at their request, who are exposed to airborne pathogens during clinical activities.

Students assigned to patients requiring the use of airborne precautions must be fit-tested with the National Institute for Occupational Safety and Health (NIOSH) approved particulate filtering face piece respirator such as the N-95 respirator.

Students who have not been fit-tested should not enter patient rooms or participate in procedures which require the use of a NIOSH approved particulate filtering face piece respirator.

All students who sustain unprotected exposure to airborne pathogens should be evaluated promptly.

For students with suspected exposure to *Mycobacterium tuberculosis*, a baseline tuberculin skin test (TST) and symptom screen should be administered to exposed students as soon as possible after exposure. If the initial test is negative, administer a second test and symptom screen 8-10 weeks after exposure was terminated. Students with previously known positive TST who have been exposed to an infectious patient do not require a repeat TST or chest x-ray unless they have symptoms of TB.

If an exposure should occur, the student should report this to the faculty member and appropriate representative of the agency where it occurred. The agency's infection Control Employee Health Nurse should be notified so that patient evaluation can begin. The faculty member should facilitate completion of the agency's unusual occurrence/incident form, and notify UT Health Services at 901-448-5630 of the occurrence. UTHS will provide counseling and follow-up appropriate to the injury.

The student must report to UT Health Services, 910 Madison Avenue Suite 922, after an exposure if it happens during regular business hours (8:00 am - 4:30 pm; Monday through Friday). If the exposure happens after hours, on weekends or holidays, the student should report to the facility's Employee Health Office or Emergency Department of the facility where the exposure occurred.

If the student was not seen at UT Health Services for the initial visit, the facility should file all charges on the student's insurance. It is very important that these procedures are followed, as the student is responsible for any bills incurred from other agencies outside of UT Health Services. The student should contact UT Health Services at 901-448-5630 for follow-up care.

The faculty member should notify the appropriate Academic Dean of the occurrence. The Academic Dean or his or her designee will complete an electronic occurrence report (EOR) for Baptist College which can be found at <http://risk.bmhcc.org/begin.asp> .

Students are expected to maintain health insurance while enrolled at the college, and are responsible for out-of-pocket expenses related to the exposure.

**This policy, "Airborne Pathogen Exposure," can be found at https://mycampus.bchs.edu/ICS/icsfs/Airborne_Pathogen_Exposure.pdf?target=a172ba8c-0317-4e64-817c-6b3032ef08c6 or in its full version on My Campus under the tab Students/Student Policies.*

APPEARANCE STANDARDS

Students should wear clothing that is appropriate in a learning environment and aligns with the mission and policies of Baptist College. Baptist College identification badges must be worn while on campus or at affiliated agencies. Students enrolled in clinical courses will be expected to maintain a professional appearance as defined by the program and clinical agency. Student uniforms are to be worn only when students are participating in assigned clinical learning experiences of Baptist College.

**This policy, "Appearance Standards," can be found at https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=0d7b2878-9df5-4a04-9d2c-025ed5af416d or in its full version on My Campus under the tab Students/Student Policies.*

BLOOD AND BODY FLUID/ NEEDLESTICK EXPOSURE

The purpose of this policy is to provide guidelines to students who sustain percutaneous or mucous membrane exposure to blood or body fluids during classroom, laboratory, and clinical activities. All students who sustain such exposure should be evaluated promptly, with post-exposure treatment for HIV exposure initiated within one to two hours.

Upon an exposure, a student should report the incident to the faculty member and the appropriate representative of the health care agency where it occurred. The agency's infection control or employee health nurse should be notified so that patient evaluation can begin. If a needle stick or other possible exposure occurs, wash the area well with soap and

water. For mucous membrane exposure, the area should be rinsed thoroughly with water or saline.

The faculty member should complete the agency's unusual occurrence or incident report form, as well as notify Baptist Minor Med at 901-327-8188 of the occurrence. The Minor Med will provide counseling and follow-up appropriate to the injury. **The student must report to the Baptist Minor Med at 3295 Poplar Avenue, Suite 105, after an exposure if it happens during regular business hours (8:00 am to 7:30 pm Monday through Friday or 8:00 am to 2:00 pm Saturday and Sunday.)** If the exposure happens after hours, or on weekends or holidays, the student must report to the Employee Health Office or Emergency Department of the facility where the exposure occurred. It is very important these procedure are followed, as the student is responsible for any bills incurred from other agencies outside of the Baptist Minor Med. Contact the Baptist Minor Med located on Poplar Avenue for follow-up care.

The faculty member should notify the appropriate Academic Dean of the occurrence. The Academic Dean or his or her designee will complete an electronic occurrence report (EOR) for Baptist College which can be found at <http://risk.bmhcc.org/begin.asp>.

Students are strongly encouraged to maintain health insurance while at the college, and are responsible for out-of-pocket expenses related to exposure.

**This policy, "Blood and Body Fluid/Needlestick Exposure," can be found at https://mycampus.bchs.edu/ICS/licsfs/Blood_and_Body_Fluid_Needlestick_Exposure.pdf?target=02a13357-7404-494b-bb92-4e0b0d4f031f or in its full version on My Campus under the tab Students/Student Policies.*

CHILDREN ON CAMPUS

The purpose of this policy is to define appropriate campus visitation parameters for children, in order to maintain a focused educational environment conducive to work and learning, and to protect the health and safety of children visiting on campus.

Children accompanied by a parent, or student or employee host, may make occasional brief visits to the campus. These children must remain with the parent/host at all times including when in the library, hallways, food service areas, or other common areas of the College. Children may also be on campus for activities that encourage participation by family members. Children 16 or older may use the gym and racquetball court, and those 18 and older may use the pool and fitness center, provided they remain with their parent, or student or employee host at all times, as outlined in the college's policies on guest behavior and recreation areas. Additionally, children are not allowed in residence areas except at the time of resident move-in and move-out days, or in classrooms or labs at any time.

The College reserves the right to ask the parent or guardian to remove children from campus at any time to ensure a safe and appropriate learning environment.

COMMUNICATION WITH STUDENTS

The official method of communication with students is through the student's College e-mail account. A campus e-mail account is assigned to each student as the College's primary means of getting administrative and campus life information to students. Since communication from campus offices is sent through students' e-mail addresses, students are expected to check their e-mail on a regular basis.

For questions or problems with the college e-mail account, call the Baptist Help Desk at 227-7777.

COMPLAINTS OR CONCERNS FROM STUDENTS

Students have an opportunity to express complaints or concerns in a structured manner to the appropriate College official.

Written complaints from students will be reviewed and appropriate follow-up provided. The College encourages students to share their con-

cerns and will treat, to the extent allowed by applicable local, state or federal laws, such information as confidential. College officials reserve the right to share the information if they believe keeping such information confidential has the potential for harm to a student, others at the College, or the community. Anonymous complaints may be investigated based upon the seriousness of the concern expressed and the availability of follow-up information. A record of complaints will be maintained by the appropriate individual, as noted below.

If the student believes he or she is a victim of discrimination, harassment or retaliation, the student should contact the Vice President of Administrative Services as outlined in the Non-Discrimination Policy – Students, or file a complaint using the College’s grievance procedures under Alleged Discrimination Grievance—Complaint Policy—Students found in the section of the *Student Handbook* titled “Policies, Procedures, and Guidelines.”

Students should forward complaints or concerns in writing to the following individuals who will review and provide appropriate follow-up:

Financial Aid – Director, Financial Aid

Campus Housing – Director, Student Services and Housing

Academic – appropriate Academic Dean

Other matters – triaged by the Dean of Student Services for further action.

OFF-CAMPUS AUTHORITIES

Depending on the nature of the complaint, students who are not satisfied with an outcome may forward their complaint to one of the following outside agencies:

- Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Col-

leges and Schools Commission on Colleges (SACSCOC). (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>)

- Complaints related to the application of state laws related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e. State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for appropriate division).
- For students attending programs in Tennessee, complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>). For out-of-state students using distance learning programs, complaints related to consumer protection laws shall be filed using the Tennessee NC-SARA Portal form: <http://tn.gov/assets/entities/thec/attachments/ComplaintForm.pdf>

**This policy, "Complaints or Concerns from Students," can be found at https://mycampus.bchs.edu/ICS/icsfs/Complaints_or_Concerns_from_Students.pdf?target=307e2189-8747-4117-aa8a-8bb76313e8c7 or in its full version on My Campus under the tab Students/Student Policies.*

COMPLIANCE WITH ALL APPLICABLE LAWS

The College will act in compliance with any and all applicable federal and state laws, including any amendments to existing laws and any new laws that may become effective subsequent to the publishing of this *Student Handbook*. The College is committed to making a good faith effort to comply with each and every applicable law. If a student suspects that someone is violating the Standards of Conduct, a law or regulation or is committing an act of patient abuse, the student has an obligation to re-

port it immediately. There are four ways a student can do this:

- Tell your instructor or the person your instructor reports to.
- Call the Corporate Compliance office at 901-227-5920, or College Compliance Officer at 901-572-2592.
- If the situation is sensitive, or you feel uneasy about it, you can report it confidentially to the Helpline/Hotline at 1-877-BMH-TIPS (1-877-264-8477).
- Talk with Corporate Legal Counsel at 901-227-5233.

As part of the College's commitment, to the extent any part of this *Student Handbook* is in conflict with an applicable federal or state law, said law shall control. Should any provision of this *Student Handbook* be found to be invalid, such finding does not invalidate the entire *Student Handbook*, but only the subject provision.

CONFIDENTIALITY IN HEALTH CARE SETTINGS

All Baptist College of Health Sciences students in clinical courses will complete the Tennessee Clinical Placement System (TCPS) general orientation which delineates patient confidentiality, the Baptist Confidentiality Statement, and/or other facility-specific requirements delineating confidentiality before entering the health care setting, and on a yearly basis thereafter, as applicable.

All students participating in non-clinical shadowing or internship experiences will complete agency-specific requirements delineating patient confidentiality, including the Baptist Confidentiality Statement, before entering the health care setting, and on a yearly basis thereafter, as applicable.

Students must maintain confidentiality of clinical agency and client information, including but not limited to clinical and classroom settings, as well as refrain from posting or communicating any type of identifiable

patient information on social networks or other forms of electronic media.

**This policy, "Confidentiality – Students in Clinical Settings," can be found at https://mycampus.bchs.edu/ICS/icsfs/Confidentiality_Students_in_Clinical_Settings.pdf?target=35506028-cd15-42c2-9ec4-2edccd9a8f7c or in its full version on My Campus under the tab Students/Student Policies.*

CRIMINAL BACKGROUND CHECKS OR DISCLOSURES

Students applying to all undergraduate and graduate programs must submit to and demonstrate satisfactory completion of a criminal background check as a requirement for enrollment to Baptist College. A mandatory update must be completed prior to initial placement in a clinical course or internship. Students applying to completion programs who are practicing in the field in which they are applying and hold an unencumbered license are required to complete a full background check prior to entering clinicals.

Students who refuse to submit to a background check or refuse to allow Baptist College access to the report will be dismissed from Baptist College and will be ineligible for readmission. Those who do not pass the background check are afforded the opportunity to explain the circumstances surrounding the situation. If the student is ineligible for clinical placement/internship, he/she will be dismissed from Baptist College.

Students are required to sign a statement of disclosure acknowledging that the College may be requested to disclose the outcomes of background checks to clinical agencies during the course of the student's enrollment at Baptist College. Students who are no longer enrolled for more than one academic term will be considered withdrawn, and must apply for readmission to the College. Students must submit a background check prior to registration for classes.

**This policy, "Criminal Background Checks," can be found at https://mycampus.bchs.edu/ICS/icsfs/Criminal_Background_Check_Policy.pdf?target=*

[1faf7b81-3500-476f-b11b-b76b5afb2906](#) or in its full version on My Campus under the tab Students/Student Policies.

The Statement of Disclosure can be found at https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.aspx?handout_id=55fcb554-1bf2-45fa-86fc-8ac167983e45 or on My Campus under the tab Students/Student Policies.

ELECTRONIC COMMUNICATIONS AND OTHER MEDIA

Internet Access

Internet access is provided on campus to be of assistance in meeting academic learning outcomes, and is considered a privilege. The Internet should be utilized for legitimate educational purposes. Computer communications must meet conventional standards of ethical and proper conduct, behavior, and manners and are not to be used to create, forward, or display any offensive, disruptive, illegal, or harassing/discriminating messages, including photographs, graphics, and audio materials.

Wireless Internet access is available across the campus if a student completes the appropriate online form to enter the encryption key on their laptop or portable device. Student use of College network resources including Internet access, is monitored and subject to review by the College administration.

Guidelines on copyright and peer-to-peer file sharing may be found under the policy "Intellectual Property Ownership and Copyright Considerations" found in its full version at

https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.aspx?handout_id=ee829a96-062a-4e7c-82d1-1d71435339bc or on My Campus under the tab Students/Student Policies.

E-MAIL GUIDELINES

The use of e-mails is encouraged when appropriate because it can make communication more efficient and effective. However, e-mail is the

property of the College, is to be used for educational purposes, and may be subject to review under certain circumstances. Every user has a responsibility to maintain and enhance the College's public image, and to use e-mail in a productive and professional manner.

College users will never be contacted by the College or BMHCC via email and asked to provide their user ID and password. Likewise, they will never be asked to go to a link and login to receive services or perform maintenance on their account. These are common tactics used in identity theft and/or other types of malicious emails. College users who supply their information in response to these types of email can have their email privileges restricted or suspended, as well as be liable under the College's student disciplinary process.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

CONFIDENTIALITY OF RECORDS

Baptist College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). Student rights covered by this Act include the right to:

- Inspect and review information contained in educational records.
- Request amendment of educational records, as per designated procedure.
- Consent to disclosure, with certain exceptions specified in the Act.
- Secure a copy of the College policy.
- File complaints with the Department of Education concerning alleged failure to comply with this Act.

Under the Family Education Rights and Privacy Act, also known as the Buckley Amendment, students may, upon request, review their permanent records after making a formal written request to the Registrar's Of-

fice.

CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. For specific procedures, contact the Registrar's Office.

PARENTAL NOTIFICATION

Parents of tax-dependent students may be notified when a student is placed on probation or suspended. Parents may also be notified if certain policies and procedures are violated. Documentation of tax dependent students is required on an annual basis.

DIRECTORY INFORMATION

Baptist College designates the following items as Directory Information. The College may disclose any of the directory information items without prior written consent, unless notified in writing during registration during each academic year.

- Student name
- College email address(s)
- Telephone number
- Date and place of birth
- Major field of study
- Past & present participation in officially recognized activities
- Dates of attendance (past & present)
- Honors and awards (including Dean's List)
- Degrees conferred (including dates)

- Most recent previous institutions attended .

PERMISSION TO SHARE/DISCLOSURE

Students who wish to designate someone (i.e. parents, spouse) to have access or involvement with their educational and/or financial records must complete and submit a “Permission to Share” form to the Registrar’s Office. This form can be obtained in the Registrar’s Office in the Enrollment Services area. Students may revoke this permission at any time during their enrollment at Baptist College by contacting the Registrar’s Office.

Details regarding procedures and disclosures may be found in full under the policy “Family Educational Rights and Privacy Act (FERPA) Policy Statement” found in its full version at

https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.aspx?handout_id=05825b0f-7f0f-454b-b659-273c3cc79e8e or on My Campus under the tab Students/Student Policies.

FINAL GRADE APPEALS

A student has a right to appeal a final grade when there is a legitimate indication that the grade does not accurately reflect the quality of his or her academic work in the course, that the grade was calculated in error, or that the grade was determined in a manner inconsistent with the course syllabus.

Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Grading methods for the course should be explained to the students at the beginning of the term.

A final grade appeal shall deal with charges that the grade was impermissibly or arbitrarily assigned. It is recognized that there are varied standards and individual approaches to grading which are valid. Only a final course grade may be appealed. The final grade appeal may not involve a challenge of an instructor’s grading standard, another faculty member’s grading policy, the difficulty of a course, or other comparable matters.

The grade assigned by the faculty will stand as the grade of record until the appeal is either resolved or finalized. Eligibility for enrolling in future courses will be determined by the grade of record.

Appeals from students who have been assigned grades based on academic dishonesty or academic misconduct will be reviewed through the Campus Disciplinary Process – Violations of College Policy or Standards of Student Conduct found on page 14 of the *Student Handbook*.

Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of the Non-Discrimination – Students policy. If the student believes he or she is a victim of discrimination, harassment or retaliation, the student should contact the Vice President of Administrative Services as outlined in the Non-Discrimination Policy – Students, or file a complaint using the College’s grievance procedures under Alleged Discrimination Grievance—Complaint Policy—Students found in the section of the *Student Handbook* titled “Policies, Procedures, and Guidelines.”

Class days for the *Final Grade Appeal* process are defined as Monday through Friday when classes are in session, excluding officially recognized College holidays. The time frames in which the College intends to act, as prescribed in these procedures, indicate the College’s desire to proceed expeditiously, and these time frames may be expanded in order to allow the College to take care and to act prudently.

Students who wish to appeal a final grade should follow the procedure noted below.

Step 1

If the student wishes to question a final grade, he or she must confer with the instructor on how the grade was determined. This informal step must be initiated by the student within three (3) class days after receiving the final grade. In most circumstances, the discussion between the instructor and the student results in a resolution.

Step 2

If the student concerns are not resolved by discussion with the instructor, the student may submit a written request to the Academic Dean (or designee) administratively responsible for the academic division in which the course grade was given. This written request to the Academic Dean must be made within three (3) class days of meeting with the instructor. The written request must include specific reasons on how the grade does not accurately reflect the quality of his or her academic work in the course, that the grade was calculated in error, or that the grade was determined in a manner inconsistent with the course syllabus.

Step 3

The Academic Dean will meet with the student within three (3) class days of receiving the final grade appeal written request. The decision will be rendered by the Academic Dean (or designee) within three (3) class days after the meeting and sent via U.S. postal service, certified-signature required, to the last mailing address which the student provided to the College.

Step 4

If the student does not concur with the action taken by the Academic Dean in Step 3, the student has the option of appealing the decision to the Provost (or designee) within one week of receipt of the Academic Dean's decision, or, if the letter is returned by the post office to the College without the student's signature showing receipt of the letter, from the date the letter was mailed. The student forfeits any appeal rights beyond this time period.

To initiate the process, the student must submit a written request to the Provost (or designee in the Provost's absence) with specific reasons on how the grade does not accurately reflect the quality of his or her academic work in the course, that the grade was calculated in error, or that

the grade was determined in a manner inconsistent with the course syllabus.

Step 5

The Provost (or designee) shall review the matter, and may, if the Provost (or designee) thinks it is appropriate, conduct further investigation and/or engage in additional hearings.

Step 6

The decision will be rendered by the Provost (or designee) in consultation with the President. The decision of the Provost is final and will be sent via U.S. postal service, certified-signature required, to the last mailing address which the student provided to the College.

**This policy, "Final Grade Appeals," can be found in its full version at https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.aspx?handout_id=9fa41950-dfd1-4ced-9e3e-e8128fff60bc or on My Campus under the tab Students/Student Policies.*

GUEST BEHAVIOR

Guests of students must check in at the Information Center of the Campus Hub Building, and obtain and wear a Visitor badge while they are on campus. Additionally, guests are required to remain with their student host at all times while on campus, and abide by the same college policies and *Standards of Student Conduct* as students. Students will be held responsible for their guest's behavior while on campus, or while attending College-sponsored events.

Guests in the College's recreation areas are limited to 5 per student in the gym and racquetball court, and are required to be at least 16 years of age. For the fitness center and pool areas, guests are limited to 3 per student and must be 18 years of age, as outlined in the rules and information for these areas found in the Campus Life section of the *Student Handbook* under Fitness Center.

HARASSMENT

It is the policy of the College to maintain an academic and work environment free of discrimination, including harassment. Any individual that believes that he/she is a victim of discrimination, harassment and/or retaliation on the basis of race, color, national origin, sex, disability, or age carried out by the College's employees, other students or third parties may address his or her concerns by seeking informal resolution and/or filing a formal complaint.

Harassment consists of unwelcome conduct whether verbal, physical, or visual that insults or shows disrespect toward a person's protected status as defined above.

If the student believes he or she is a victim of discrimination, harassment or retaliation, the student should contact the Vice President for Administrative Services, Room 244A, Campus Hub, 572-2592 or via email as outlined in the Non-Discrimination Policy – Students found on page 56 of the *Student Handbook*, or file a complaint using the College's grievance procedures as outlined in the Alleged Discrimination Grievance – Complaint Policy – Students found on page 31.

**This policy, "Harassment," can be found in its full version at https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.aspx?handout_id=d66ac945-74e9-4cd7-b3f8-00db0171b1ef or on My Campus under the tab Students/Student Policies.*

HEALTH INSURANCE

The College expects all students to maintain health insurance coverage. Should you wish to pursue a "healthcare marketplace" option, please refer to the guidelines and enrollment periods that can be found on www.HealthCare.gov. You may also wish to contact a private insurance agent who can assist you with finding a plan to meet your needs. Baptist College does not offer a student health insurance plan through the College.

IMMUNIZATION AND EDUCATIONAL REQUIREMENTS

Baptist College is committed to education and practices which contribute to preventing illness and the maintenance of health. It is expected that all degree-seeking students admitted to the College will have met the health immunization requirements for enrollment, and appropriate requirements for clinical settings. In the case of documented medical or religious reasons, a waiver may be requested by completing an immunization exemption at the time of submission of required health records.

Immunization requirements for enrollment: documentation of immunity for measles, mumps, rubella, varicella (chicken pox), tetanus, diphtheria, pertussis, a negative TB screening, and initiation of the hepatitis B series. Documentation of meningitis immunization is required for students living in campus housing under the age of 22.

All residents under the age of 22 in campus housing are required to be immunized for meningitis prior to moving in.

In the event of medical reasons because of the risk of harm, or due to a conflict with the individual's religious tenets or practices, a student may request an exemption from immunizations. This immunization waiver may be found on My Campus under Students/Student Policies/Waiver. Students should be aware that not completing immunizations may impact requirements of clinical placement sites and subsequent course and program completion as a student progresses in professional programs.

Health requirements prior to the start of clinical courses include completion of the hepatitis B series, unless a documented medical and/or religious exemption has been approved. The College's Immunization Exemption form must be completed in this instance; documentation of a current tuberculosis skin test at time of enrollment, and annually thereafter; documentation of flu immunization; and documentation of a negative urine drug screen prior to entrance into clinical coursework. Failure to comply or cooperate with the pre-clinical drug screen process as re-

quired will result in disciplinary action, up to and including dismissal from the College.

Educational requirements required prior to the start of clinical courses include orientation to the health care environment, including facility-specific and program-specific educational requirements, as applicable.

**This policy, "Immunization and Educational Requirements," can be found in its full version at*

https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=ea1e195f-4c41-4586-882b-6d078371e0ce or on My Campus under the tab Students/Student Policies.

The policy "Pre-Clinical Drug Screens" can be found in its full version at https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=0020b093-f036-4565-acf5-751af1a124e4 or on My Campus under the tab Students/Student Policies.

INCLEMENT WEATHER CLOSINGS

The decision to cancel classes and/or campus activities due to inclement weather will be made by the President or the President's designee. Closing decisions made overnight will be distributed to local radio and television news media. Information will also be sent via Omnilert which comes in the form of a text message and email to those who have signed up for (see the section of the *Student Handbook* titled Campus Safety and Security for information on how to sign up.) The College Services Coordinator will place a recorded message on the Information Center voice mail if the College is closed. Call 901-572-2468 to listen to the message.

INTELLECTUAL PROPERTY OWNERSHIP AND COPYRIGHT CONSIDERATIONS

It is the intent of Baptist College to delineate ownership of authored materials and courses, and to define copyright compliance expectations. Baptist College is committed to complying with all Federal laws relating to copyright and other ownership of intellectual property.

Use of Copyright Materials

All materials, regardless of format or creator, are subject to compliance with Tennessee and United States copyright laws, and all appropriate permissions will be secured by the users of the copyrighted materials.

Employees and students must use only lawfully acquired copyrighted works when incorporating any other party's materials into their work product. This would include the use of student-created materials by Baptist College employees.

Ordinarily, use of copyrighted material without the permission of the copyright owner is a violation of the rights of the copyright owner. The particular use of a copyrighted work will not be an infringement of the copyright if it is considered a "fair use" under Section 17 U.S.C. § 107, et seq. The determination as to whether a given use amounts to a fair use is made on a case-by-case basis and is very much dependent on the specific facts of the use. No single factor is determinative; that is, there is no one fact about the use at issue that will automatically make it fair or unfair. All factors must be examined and the conclusions as to each weighed and balanced.

Employees and students are advised to exercise great caution in using digital material downloaded from the Internet. Source pages on the Internet frequently contain both copyrighted works and works in the public domain. Access to work on the Internet does not automatically mean that these can be reproduced or reused without permission or royalty payment. Furthermore, some copyrighted works may have been posted to the Internet without authorization of the copyright holder.

Students should seek assistance from a librarian if there is a question regarding material incorporated in a course assignment being copyrighted and/or requiring appropriate permission. Students will find additional instructional information about copyright compliance through library resources posted on the Library home page of the College's website.

COPYRIGHT INFRINGEMENT

Unauthorized distribution of copyrighted material in various electronic and print formats may subject the person distributing the material to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also access costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

PEER-TO-PEER FILE SHARING

Peer-to-peer file sharing programs allow an unknown individual to search and download files from your computer, and are most often used to share copyrighted, illicit, or illegal material anonymously. Use of any such program on the Baptist College or Baptist Memorial Health Care Corporation networks is strictly prohibited.

If such a program is determined to be on any computer under the control of Baptist College or Baptist Memorial Health Care Corporation, the program will be removed. Sanctions may include computer privileges being terminated, and the employee or student being subject to further campus disciplinary action, up to and including dismissal from Baptist College and/or termination of employment.

Employees and students must contact the Customer Support Center at 901-227-7777 before installing any program that may contain peer-to-peer program functionality.

**This policy, "Intellectual Property Ownership and Copyright Considerations," can be found in its full version at*

https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.aspx?handout_id=ee829a96-062a-4e7c-82d1-1d71435339bc or on My Campus under the tab

Students/Student Policies.

LAPTOP /PORTABLE COMPUTING DEVICE REQUIREMENTS

It is required that all students of Baptist College of Health Sciences (Baptist College) have a computing device. The general recommended specifications for the device are as follows:

1. A device that allows the student to access wireless Internet, and ability to submit homework and assignments online.
2. A full QWERTY keyboard that allows the student to type, edit, and complete lengthy word-processing documents in class.
3. 8GB of RAM minimum and 256GB hard drive and solid state (SSD) preferred.
4. A screen (at least 11”) that allows the student to comfortably read documents and view images.
5. A battery life that allows the student to work for at least 2 hours.
6. A device that allows the student to download browsers (e.g. Internet Explorer, Mozilla Firefox).
7. A device that allows the student to view and create PowerPoint (.ppt or .pptx).
8. Software capable of creating documents that conform to a formatting style (such as MLA, APA, or AMA) and can be saved in Microsoft Word form (.doc, or .docx).
9. A camera and a microphone.

****Google Chromebooks and Netbook computers do not meet the recommended specifications.****

Note: Baptist College will provide a copy of the Microsoft Office (PC and MAC versions available) software currently used on campus.

NON-DISCRIMINATION POLICY – STUDENTS

It is the policy of the College to maintain an academic environment free of discrimination, including harassment. Discrimination, harassment and retaliation on the basis of race, color, national or ethnic origin, sex,

disability, or age are prohibited in the College's programs and activities. If you believe you are a victim of discrimination, harassment and/or retaliation you may contact the Vice President of Administrative Services at 901-572-2592 and/or file a complaint using the College's grievance procedures. Information on the grievance procedures can be found in the *Student Handbook, Faculty & Staff Handbook*, and on the College intranet (My Campus/Students/Student Policies/Alleged Discrimination Grievance—Complaint Policy—Students) and website.

The Vice President of Administrative Services is the designated College official responsible for handling any complaints related to discrimination, harassment and/or retaliation. She may be contacted at 901-572-2592 or at Adonna.caldwell@bchs.edu. Employees or visitors who have questions should contact the Vice President of Administrative Services in the same manner.

**This policy, "Non-Discrimination Policy—Students," can be found at https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.aspx?handout_id=c5ced8a9-eebb-4b0f-99a2-f6a06d386698 or in its full version on My Campus under the tab Students/Student Policies.*

PERSONAL STATUS CHANGE

Students must provide the Registrar's Office with emergency contact information as part of the Registration process. Additionally, students must notify the Registrar's Office of any changes in their personal status. This includes name, address, and telephone number. Requests for changes in student records beyond address or telephone number may require additional documentation. Contact the Registrar's Office at 572-2452 for details.

PROFESSIONAL LICENSURE/CREDENTIALS

Students should be aware that laws regulating the practice of nursing and many allied health professions state that individuals may be denied a

license or the privilege of sitting for state and/or national examinations under circumstances of:

- Falsification of application for licensure or registration;
- Conviction of a crime other than a minor traffic violation (convicted or pled guilty);
- Other moral and legal violations specified in Tennessee law, or the state law where licensure or registration is being sought.

Students who think they may have an applicable situation should consult with the appropriate Academic Dean early in their program of study.

RADIATION SAFETY

The purpose of this policy is to ensure that all work activities and operations involving the use of radioactive materials/x-rays are performed in such a way as to protect users, staff, students, and the general public from exposure, and to conform with the Baptist College operating standards to maintain all radiation exposures As Low As Reasonably Achievable (ALARA).

All workers, including faculty, staff, and students, who work with radioactive materials and radiation-producing equipment are required to comply with all requirements and operating procedures specified in the manuals applicable to their department and Baptist Memorial Health Care (BMHCC.) To this end, this policy applies directly to all employees who receive, possess, use, transfer, own, or acquire any source of ionizing radiation or radioactive material.

I. Radiation Safety Manuals

Baptist College has Radiation Safety Manuals for the applicable use of ionizing radiation. These manuals are written descriptions of the radiation safety programs. The manuals identify the procedures, record keeping, material control and accounting. All workers are required to comply

with all requirements and operating procedures specified in these manuals.

Baptist Memorial Health Care (BMHC) Radiation Safety Policy and Procedure Manual. This manual serves as a statement of policy and explanation of procedures and practices regarding use of all radioactive materials and radiation-producing equipment at Baptist Memorial Hospital. Baptist College is included in the Radioactive Material License for Baptist Memorial Hospital and must comply with the requirements and operating procedures specified in the manual. The Radioactive Material License is issued by the Tennessee Division of Radiological Health. Tennessee is an Agreement State with the NRC (Nuclear Regulatory Commission). The BMHCC Radiation Safety Policy and Procedure Manual is located on the BMHCC Intranet.

Nuclear Medicine Technology (NMT) Laboratory Radiation Safety Manual. This manual contains information specific to the Nuclear Medicine laboratory at Baptist College. Based on the Baptist Memorial Healthcare Radiation Safety Policy and Procedure Manual, the manual contains the procedures, record keeping, material control and accounting for the use of radioactive material as it relates to laboratory assignments and exercises performed by faculty and students at Baptist College in the nuclear medicine laboratory. The NMT Laboratory Radiation Safety Manual is located in the nuclear medicine technology laboratory on campus at Baptist College.

The Medical Radiography Program follows the procedures and practices specific to their program as outlined in the *Baptist Memorial Healthcare Radiation Safety Policy and Procedure Manual*. Medical Radiography faculty and students must comply with requirements and operating procedures specified in this manual regarding the use of ionizing radiation equipment in the medical radiography energized laboratory on campus at Baptist College.

II. Training

All individuals who wish to work with ionizing radiation, including radionuclides or x-rays, receive appropriate instruction in radiation safety. This training includes completion of annual radiation safety mandatory training. In addition to the mandatory training, students in Radiation Therapy, Medical Radiography, and Nuclear Medicine Technology complete additional training in radiation safety as a part of their program curriculum. This training is reinforced during laboratory assignments and in the clinical setting.

III. Surveys and Audits

Upon completion of laboratory exercises involving radioactive material, Nuclear Medicine Technology (NMT) faculty and students conduct personal surveys and monitor workspaces before leaving the NMT laboratory and take any necessary remedial or control measures. The NMT faculty conducts periodic radiation surveys of the areas where radioactive materials are used or stored. The inspections are conducted in accordance with the requirements of the regulations or license condition.

Radiation-producing machines at Baptist College are under the regulatory control of the Tennessee State Department of Environment and Conservation, Division of Radiological Health. The simulator and x-ray machines at Baptist College are registered with the Tennessee Division of Radiological Health (TNDRH) and are inspected by registered inspectors from Baptist Memorial Hospital approved by the TNDRH.

IV. Radioactive Waste

Baptist College handles and processes radioactive waste in a cost effective and environmentally safe manner in accordance with all applicable regulations.

V. Spills and Emergencies

In the event of a spill in the NMT laboratory, all radioactive material used in the NMT laboratory assignments is classified under the category of a minor spill. The nuclear medicine faculty is responsible for implementing the minor spill procedure as outlined in the *Nuclear Medicine Technology Laboratory Radiation Safety Manual*.

In the event of an emergency in the Medical Radiography laboratory or the Nuclear Medicine Technology laboratory, contact the appropriate Allied Health faculty. Emergency numbers are posted inside each laboratory.

Baptist College is responsible for all remedial actions in responding to emergencies. The Radiation Safety Officer must be notified under the following conditions:

- Radioactive contamination outside a licensed area
- Deliberate misuse of radioactive materials. All inquiries will be kept in confidence. (Deliberate misuse of RAM will result in disciplinary action up to and including termination and possible criminal action.)
- Any accident resulting in direct exposure to personnel.
- Known or suspected loss of radioactive material.
- Contaminated or damaged radioactive material shipments.

**This policy, "Radiation Safety," can be found at https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=41535296-b5aa-416d-920f-e5457885b9af or in its full version on My Campus under the tab Students/Student Policies.*

SELECTION TO A PROFESSIONAL PROGRAM: APPEAL POLICY

Baptist College wishes to provide students with the opportunity to appeal denial decisions regarding selection to a professional program.

It is the policy of the College that a student has the right to appeal denial of selection to a professional program when the denial decision is arrived at in a manner that is inconsistent with the published selection process.

Special Note: General dissatisfaction with the outcome of the decision shall not be accepted as a basis for granting an appeal. Students cannot appeal if they lack the necessary grade point average.

Students who wish to appeal shall follow the procedure noted below in the order set forth below:

Step 1

The student must submit a written request to the Academic Dean (or designee in the Dean's absence) administratively responsible for the professional program to which the student was denied selection. The written request must explain in detail exactly why the student believes that the selection was determined in a manner that is inconsistent with the published selection process, and include all pertinent facts that support that belief. The written request must be made within three(3) class days of the student receiving the notification (letter) that selection to the professional program has been denied. For purposes of this procedure, "class days" shall have the same meaning as set forth in the Student Appeal Process, Operational Policies, Student Affairs.

Absent exigent circumstances, the Academic Dean will meet with the student within three (3) class days of receiving the written appeal form the student. The Academic Dean shall review the matter, and may conduct an investigation and/or engage in additional meetings if deemed necessary.

Absent exigent circumstances, a decision to uphold or overturn the denial will be rendered by the Academic Dean within three (3) class days after the meeting and sent to the student simultaneously via certified

mail, return receipt requested and regular mail to the last mailing address which the student provided to the College.

Step 2

If the student does not agree with the Academic Dean's decision, the student may appeal in writing the Academic Dean's decision to the Provost (or designee in the Provost's absence) within five (5) class days of the student receiving the Academic Dean's decision, or, if the letter is returned by the post office to the College without the student's signature showing receipt of the letter, within fifteen (15) class days from the date the letter was mailed. The student forfeits any appeal rights beyond this time period. The Provost (or designee in the Provost's absence) shall review all information provided by the student or collected by the Academic Dean in Step 1 and may conduct further investigation and/or engage in additional meetings if deemed necessary.

A decision will be rendered by the Provost in consultation with the President. The decision of the Provost is final and will be sent to the student simultaneously via certified mail, return receipt requested and regular mail to the last mailing to the last mailing address which the student provided to the College.

**This policy, "Selection to a Professional Program: Appeal Policy," can be found at https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=5a24303f-6a21-4781-bf1a-1a7815c52d6c or in its full version on My Campus under the tab Students/Student Policies.*

SERVICE ANIMALS AND COMFORT ANIMALS

Baptist College recognizes the importance of Service Animals and Comfort Animals for students with documented disabilities for which such an animal represents a reasonable accommodation for their disability to receive the benefit of the work, tasks, or therapeutic support performed by such animals.

A Service Animal is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a documented disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

Service animals are permitted on campus, provided the student seeks appropriate prior approval, and agrees to follow all applicable laws, rules, regulations and regulatory advisory opinions as well as the procedures, responsibilities, and guidelines set forth concerning Service Animals and Comfort Animals.

A Comfort Animal is an animal that provides emotional support which alleviates one or more identified symptoms or effects of a resident's documented disability.

Comfort Animals are permitted on campus as determined on a case-by-case basis for students with documented disabilities for which such an animal represents a reasonable accommodation for their disability, provided the student seeks appropriate prior approval, and agrees to follow all applicable laws, rules, regulations and regulatory advisory opinions as well as the procedures, responsibilities, and requirements set forth below concerning Comfort Animals.

Requests for Service Animals and Comfort Animals should be made by following established policies for submitting documentation of a disability and requesting accommodations to the Section 504/ADA Academic Coordinator located in the Health Sciences Building –Room 101 at 901-572-2570 or by sending an email to Disability.Accommodations@bchs.edu.

If the animal will reside with a student in campus housing, a “Request for Service Animal or Comfort Animal in the Residence Hall” must be obtained and approved through the Office of Student Services.

**This policy, “Service Animals,” can be found at https://mycampus.bchs.edu/ICS/icsfs/Service_Animals.pdf?target=986bd80c-2279-4862-b639-1d98f2788326.*

This policy, “Comfort Animals” can be found at

https://mycampus.bchs.edu/ICS/icsfs/Comfort_Animals.pdf?target=42295b11-818e-488b-9b99-8867cffb0613, or in their full versions on My Campus under the tab Students/Student Policies.

SOLICITATION AND DISTRIBUTION

Solicitation and distribution of any kind by outsiders, individual students, or College employees is not permitted on College premises.

SMOKING AND TOBACCO USE—TOBACCO FREE POLICY

Baptist College is committed to the health and well-being of all students, visitors, employees, and the community we serve through the prohibition of tobacco products anywhere on the Baptist campus. This includes usage inside, outside, or around Baptist buildings, and on any Baptist property.

It includes any form of tobacco including cigarettes, cigars, chewing tobacco, snuff, pipe tobacco, and the use of electronic cigarettes.

Baptist College is committed to providing support and educational materials to individuals who use tobacco products and wish to quit. Smoking cessation assistance is available through the CONCERN student assistance program for students who would like support in this area.

This tobacco-free campus policy applies to all students, staff members, faculty, visitors, vendors, and contractors/subcontractors on the college property. Employees and students of Baptist College who violate this policy subject themselves to disciplinary action, up to and including dismissal/termination from the College.

Staff and students representing Baptist College at clinical sites are expected to abide by the policies of that facility.

STUDENT PUBLICATIONS

Before distribution, all student-generated publications must be reviewed by the Dean of Student Services or an appointed designee to ensure compatibility with the stated mission and values of Baptist College. The College assumes no responsibility for the factual accuracy of the information found in student-generated publications.

STUDENT REPRESENTATION

Baptist College students are involved in institutional decision-making processes through representation at the College's annual Planning Advance, and on institutional and divisional boards and/or committees.

STUDENTS WITH DISABILITIES-PROCEDURES FOR RECEIVING ACADEMIC ACCOMMODATIONS

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Baptist College of Health Sciences provides academic accommodations for students with disabilities on an individual basis. Baptist College will adhere to all applicable federal and state laws with respect to providing reasonable accommodations to give equal educational opportunities to qualified disabled individuals.

Students requesting academic accommodations should contact the Section 504/ADA Academic Coordinator located in Health Sciences Building—Room 101, at 572-2570 or by sending an email to Disability.Accommodations@bchs.edu. Documentation and diagnosis of a specific disability must be completed by a qualified examiner. Requests for accommodations will be evaluated on an individual basis based on a review of the documentation presented and the recommendation of the qualified examiner.

During the academic accommodation evaluation, the College's Section 504/ADA Academic Coordinator will work with the student to develop the most appropriate accommodations to meet the student's documented

need.

Accommodations may involve modifications of the ways in which material is presented or learning is evaluated. Examples of possible accommodations include: additional testing time; special assistance; modified testing format; or a separate testing room. Baptist College of Health Sciences is not obligated to provide accommodations that would affect the essential nature of the instruction being pursued by the student requesting an accommodation or any directly related licensing requirement.

Students who request accommodations and are not satisfied with the outcome have the right to appeal the decision utilizing the Alleged Discrimination/Grievance—Complaint Policy—Students found in the section titled “Policies, Procedures, and Guidelines” of the *Student Handbook*. Students should initiate the appeal process within ten (10) class days from the receipt of the decision.

Procedure for Receiving Academic Accommodations

Baptist College of Health Sciences has an identified College staff member who serves as the Section 504/ADA Academic Coordinator. The Section 504/ADA Academic Coordinator is located in Health Sciences Building—Room 101, or by sending an email to Disability.accommodations@bchs.edu.

Student’s Responsibilities

The student initiates the request for accommodations by contacting the Section 504/ADA Academic Coordinator located in Health Sciences Building—Room 101, at 901-572-2570 or by sending an email to Disability.Accommodations@bchs.edu as soon as the need for an accommodation is identified, and completes the required forms which can be found on MyCampus under the tab How To’s /Student Resources/Academic Accommodations including the Academic Accommodations Application and the Release of Information to Faculty for Aca-

ademic Accommodations. The student must provide documentation and diagnosis of a specific disability which has been completed by a qualified examiner, to the Section 504/ADA Academic Coordinator. Additionally, the student must ensure that the Section 504/ADA Academic Coordinator receives a current, adequate and comprehensive medical and/or psychological evaluation and documentation of the claimed disability.

The student will communicate with faculty for scheduling or making other arrangements for the provision of academic accommodations, and to avoid delays in implementation. He or she is also encouraged to confer with faculty and the Section 504/ADA Academic Coordinator regularly regarding the effectiveness of academic accommodations.

The student should advise the Section 504/ADA Academic Coordinator of any changes that may affect their academic accommodations, and contact the Coordinator in writing for any need for modification of existing academic accommodations. He or she should also contact the Section 504/ADA Academic Coordinator immediately if a faculty member refuses to provide an agreed upon academic accommodation or unilaterally modifies an agreed upon academic accommodation.

Students who receive academic accommodations and would like accommodations to be continued in the next term must email his/her course schedule for the next term to the Section 504/ADA Academic Coordinator no later than one week prior to the start of the next term's classes.

ADA Academic Coordinator's Responsibilities

The ADA Academic Coordinator is the primary intake person for ADA-related issues. The Coordinator reviews the evaluative documentation, determines reasonable academic accommodations on an individual basis, and consults with the student to develop the most appropriate academic accommodations to meet the student's documented needs.

The Section 504/ADA Academic Coordinator communicates, in writing, the decision regarding type(s) of academic accommodations approved to

both the student and to the appropriate instructional faculty.

He or she provides faculty with information about the disability where necessary and within the limitations of privacy laws to implement the recommended academic accommodations. The Coordinator also modifies agreed upon academic accommodations as appropriate, and maintains all records pertaining to accommodations.

Other responsibilities of the Section 504/Academic Coordinator are to provide information and updates on ADA issues to members of the campus community, and to serve as a liaison between students, faculty, staff, facilities, the Center for Academic Excellence, housing, and administration.

Faculty Member's Responsibilities

The role of the faculty member is to provide agreed upon academic accommodations; communicate with the Section 504/ADA Academic Coordinator concerning questions about accommodations; implement accommodations as soon as reasonably possible after receiving the recommendations in writing from the Section 504/ADA Academic Coordinator; and suggest alternative accommodations they think are more appropriate and equally effective to the Section 504/ADA Academic Coordinator.

**This policy, "Disability Services," can be found at https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.aspx?handout_id=90646068-a70e-4405-8382-bdd24b3d64f9 or in its full version on My Campus under the tab Students/Student Policies.*

TRANSCRIPTS

A transcript is a copy of the academic record of all courses for which a student has registered. All transcript requests from students who have attended or currently attend Baptist College of Health Sciences must request their transcripts online at <http://www.nationalstudentclearinghouse.com>. There is a fee for each

official transcript. Official transcripts bearing the College seal and signature of the Registrar can be picked up on campus, mailed, or sent as a secure PDF. Current students can also access unofficial transcripts through MyCampus. The Registrar's Office cannot issue transcripts from other colleges or institutions. No transcript will be issued for a student who has not met their financial obligation to the College.

TRAVEL/LIABILITY

Students are responsible for providing their own transportation as required by the curriculum or participation in college-sponsored activities. Public transportation is available and convenient to most locations.

Personal auto liability insurance is the student's responsibility. The College is not responsible for liability that occurs during travel required for College-related activities.

CAMPUS LIFE

CAMPUS ACTIVITIES

As part of a comprehensive educational experience, students are encouraged to engage in College programming, activities, and events. There are opportunities for student involvement offered at various times and in a variety of formats in order for all students to have access to educational opportunities outside of the classroom. Throughout the year, the Office of Student Services and campus organizations sponsor activities and events on campus and in the community. Students can find out about these through the Baptist College app, Facebook, Twitter, Instagram, My Campus, email, video monitors, bulletin boards, and other print media on campus.

Activities include the professional, personal, social, emotional, and spiritual aspects of life, as well as health and wellness, community service, and other out-of-classroom learning opportunities. Programs include educational workshops, concerts, movies, social and sporting events, seminars, comedians, speakers, and recreational sports. Annual events such as Family Day, Octoberween, Yuletide Euphoria, Spring Fling, Summer Sizzler, and Stress Free Zones are uniquely Baptist College, and opportunities to form new friendships and have fun are at the center of these events.

Opportunities to develop leadership skills through LeadersLive help students discover leadership within, and provide connections with others who are already in leadership roles. The Café Corner series brings information about areas of interest in convenient formats and times.

In addition, the College provides a fitness center, including free weights and cardiovascular equipment, half-court basketball, and an outdoor swimming pool. Students are encouraged to make use of this recreational equipment and facilities.

Participating in community service projects is also encouraged at Baptist College. Through the collaboration of student organizations, numerous opportunities are made available to serve our neighbors in the Memphis area. These organizations frequently work together to support various faith- and need-based organizations within the Memphis Metro area. Typical service projects include walk/runs, clothing drives, fund raising, hands-on work, and other events.

STUDENT ORGANIZATIONS

Students are encouraged to become involved in various leadership, social, and professional opportunities available through student organizations. Recognized organizations on campus include:

- Student Government Association (SGA)
- Active Minds
- Allied Health Student Association (AHSA)
- National Student Nurses Association (NSNA)
- Brothers and Sisters in Christ (BASIC)
- Cultural Exchange Club
- Residence Hall Council
- Pre-Meds Without Borders
- Colleges Against Cancer
- Student Veterans of America
- American Chemical Society

Qualified students are selected to become members of honor societies on campus:

- Alpha Eta Honor Society (Allied Health)
- Sigma Theta Tau (Nursing)
- Sigma Zeta (Math and Science)

All campus organizations must register at the beginning of each academic year by providing a new list of current officers to the Director of Student Services and Campus Housing.

Student organizations may not use the College seal or name of Baptist College unless written consent is obtained by the organization. Permission should be requested through the Director of Student Services and Campus Housing.

Membership in student organizations is limited to full-time or part-time students who are currently enrolled at Baptist College.

Student organizations must comply with all policies, regulations, and procedures established by Baptist College, and align with the mission, vision, and values of the College.

Baptist College shall not be responsible for damages or injuries to individuals or property resulting from student activities or organizations.

PROCEDURES FOR ESTABLISHING NEW STUDENT CLUBS OR ORGANIZATIONS

New student organizations may be established at Baptist College with the purpose of enhancing the overall experience for students at the College, and to build community among students with specific interests. All students have the opportunity to start a new student club or organization that aligns with the vision, mission, and values of Baptist College. Students wishing to establish a new student club or organization should use the following steps:

1. To obtain approval, the following information must be provided to the Student Government Association (SGA) and the Director of Student Services and Housing:

- Name of organization
- Name of faculty /staff advisor
- Names and contact information of proposed officers
- Statement of Purpose
- Copy of constitution, charter, by-laws, as applicable
- List of interested prospective members
- Budget proposal (plans for use of requested funding, and how these would be used)

2. SGA will request approval from the Dean of Student Services to recognize the new organization. Once the Dean of Student Services has approved the organization, s/he will inform the President's Council of its approval, and submit a copy of the organization's constitution.

3. Once established, organizations must set up their business account with the Director of Business Services. The leadership of the organization will work together with the Director of Student Services and Housing to establish this account with the Director of Business Services.

**This policy, "Establishing a New Student Club or Organization," can be found in its full version at*

https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?bandout_id=f845f7c-457e-4cce-a159-bbe57b5bf2f1 or on My Campus under the tab Students/Student Policies.

FUNDRAISING POLICIES FOR STUDENT ORGANIZATIONS

All student organizations must complete and submit to the Student Activities Officer a Student Organization Event Request Form signed by the group's faculty or staff advisor seven (7) days prior to an event. No student organization may solicit donations from any outside person, business, or organization without written approval from the Director of Student Services and Housing.

Fundraising related to community service should support the activities and initiatives of the Baptist Memorial Healthcare Corporation. Any fund-raising activity shall be for the benefit of the student organization as a whole and to support its organization's mission and goals, or for charity. Funds shall not be distributed to the officers or members of an organization for personal profit or gain. Any advertisement for any fund-raising activity must state how the funds from the event will be used.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the official mechanism through which students participate in decision-making at Baptist College. The scope, authority, and membership of SGA is found in the SGA constitution which is available upon request from the SGA President, the Student Activities Officer, the Director of Student Services and Housing, and on MyCampus. SGA is empowered to act as a liaison between the student population and the faculty, staff, and administration of the College. SGA has input into the development and execution of non-academic programs which impact student life at the College. Upon enrollment at the College, all students become members of SGA.

ACTIVE MINDS

Supporting Mental Health and Wellness

The mission of Active Minds is to reduce the stigma surrounding mental

health. The group seeks to increase campus awareness on issues surrounding mental health, symptoms related to mental health disorders, and resources available on campus and in the surrounding community. Active Minds provides a forum for students to speak up about mental health, and support their peers by teaching skills and providing resources needed to increase healthy coping and personal wellness.

ALLIED HEALTH STUDENT ASSOCIATION (AHSa)

Unique Professionals, United in Health Care

The mission of the Allied Health Student Association is to develop future leaders of Allied Health professions and encourage life-long learning within their chosen profession. The goal of this association is to promote community service opportunities that increase awareness of Allied Health professions.

AMERICAN CHEMICAL SOCIETY

Having Fun with Science

The goal of ACS student chapters is to create an environment where students who are interested in chemical sciences connect through participation in programs and activities related to science. Members are afforded opportunities to enhance their college experience and to foster professionalism and leadership through affiliation with a national organization.

B.A.S.I.C.

Brothers and Sisters in Christ

B.A.S.I.C. (Brothers and Sisters in Christ) is an ecumenical student-led religious group. The purpose of this group is to provide programs aimed at encouraging spiritual growth in students and to aid in the development of the whole person and his/her responsibility for the spiritual care of people in all walks of life. This purpose is accomplished through many different activities such as weekly devotions and prayer times held in the

Chapel, Bible studies held in the residence hall, and mission opportunities both home and abroad.

COLLEGES AGAINST CANCER

Committed to Curing Cancer

Colleges Against Cancer works to reduce total cancer incidence and mortality through establishing advocacy programs on campus, and promoting cancer awareness, prevention, and support services for cancer survivors and caregivers.

CULTURAL EXCHANGE CLUB

Promoting Cultural Understanding

The goal of the Cultural Exchange Club is to provide opportunities to share and experience various cultural practices with fellow students and with the Baptist College community within the mission, vision, and values of Baptist College of Health Sciences. Many cultures make up the United States, and being culturally understanding and aware will contribute to becoming more competent health professionals, as well as better-informed citizens.

NATIONAL STUDENT NURSES ASSOCIATION (NSNA)

Committed to Nursing Education and Professional Development

The National Student Nurses Association (NSNA) is committed to serving as the nursing student body professional organization, sharing a commitment with the nursing faculty and College to promote interest in professional nursing organizational membership and involvement, foster a value for life-long learning and professional development, and serve the communities in which we live. Goals are to contribute to nursing educa-

tion in order to provide for the highest quality of health care, to support and provide programs of interest to the student body, including the student nurse mentoring program and community service activities, and to promote involvement in professional nursing organizations after graduation.

PRE-MEDS WITHOUT BORDERS

Promoting Health Care at Home and Beyond

Pre-Meds Without Borders provides a platform for emerging leaders in healthcare to make meaningful contributions through understanding the principles that govern healthcare, providing a platform for distinguished speakers in medicine and healthcare, participating in community service and volunteer initiatives locally and beyond, and advocating for preventative health measures.

RESIDENCE HALL COUNCIL

Enhancing Residence Life, Through Our Residents

The Residence Hall Council (RHC) serves the growing population of residence hall students by providing programs, and serving as a voice for students living on campus. The RHC contributes to building a positive living and learning community by promoting cultural, educational, and social activities among residents.

STUDENT VETERANS OF AMERICA

Support to Local Student Veterans

Baptist College Student Veterans of America is part of a national organization that provides programs, resources, and support to the ever-evolving network of local student veterans. It is an advocate for addressing the needs of the 21st century active duty students, those serving in reserve status, retired and honorably discharged student veterans, and student spouses.

CAMPUS MINISTRIES

In the atrium area of the Campus Hub is a beautiful stained glass window of a cross. There is a large plaque that is located next to the window that states, "Surely the Lord is in this place." These are visual spiritual reminders of how important faith is to the College. It is the belief of the faculty, staff, and administration that the majority of students that attend the College come due to a calling from God to be health care providers. Interweaving academic excellence with faith is a priority of the College. As our vision states, "Baptist College of Health Sciences will excel as a health sciences college distinguished by its faculty, staff and graduates and their careers of service and leadership."

Faith has many faces at the College. In the classroom, a faculty member might share a faith story or begin class with prayer. Students can be seen praying for one another in the hallway or in the small Chapel located in the Campus Hub. Each trimester Chapel services are designed to illustrate faith in a variety of ways: ministers, artists, musicians, educators, videos, and students. Another event that is planned in the spring trimester is Spiritual Renewal Days. During this week, speakers and artists are brought in for a time of challenging reflection. Students' hands are anointed and prayed for when beginning their clinicals during a special ceremony called Blessing of the Hands. Students engage in mission both near and far. Each year, medical mission trips are taken where faith and academics merge as an expression of compassion through mobile medical clinics. Locations for the trips have included Mexico, Belize, and the Dominican Republic.

Pastoral care and counseling is also provided by Campus Ministries. The Director of Campus Ministries may be contacted by calling 901-572-2475, or visiting one of the two offices located on campus: Campus Hub Room 200B or Room 123 in the Collaboration Building.

STUDENT SUPPORT NETWORK

The Student Support Network, or SSN, is a collection of seminars, social events, and educational opportunities designed to build community on campus, provide information on topics that promote psychological, physical, and spiritual wellness, and provide opportunities for connections between students and faculty. These are hosted by the Student Services team, and are aimed at providing students with the tools to become successful in college, and in the future as a health care professional.

CAFÉ CORNER SERIES

Recognizing that a significant number of Baptist College students are adults with specialized interests and tight schedules, the College presents the Café Corner series, based on results from targeted surveys. The topics and times that these are offered are based on feedback from students at Baptist College, and are open to all students. Programs include areas such as work/life balance, nutrition, and finances, and as the series name suggests, coffee, snacks, and an opportunity to exchange ideas with the presenter and other students in an informal format are provided.

CAMPUS HOUSING

Campus housing provides a living/learning environment with a focus on studying and developing relationships with classmates who share similar goals and interests. Over 150 spaces for men and women located in the Campus Hub building connect academics with a place to interact, form study groups, and learn life skills outside the classroom. Each room includes amenities such as a private bathroom, WiFi, and easy access to the College's workout facilities and student lounge. More information on residence life at Baptist College can be found on the College's website and in the *Residence Hall Handbook*.

FOOD SERVICE

Good Eats Memphis is the Baptist College café located in the Annex

building of Baptist College, and is conveniently open from 7:30 am to 6:00 pm during the fall and spring trimesters, with amended hours on Fridays and during the summer. Quick access to salads, soups, sandwiches, breakfast items, and Ugly Mug coffee makes getting refueled before or between classes a positive option. As part of residing on campus, residents purchase a reloadable dining card which can be used for hot breakfasts and lunches Monday through Thursday, or to stock up on a variety of ready-to-go choices that include salads, regular and vegetarian entrees, organic, dairy-free, gluten-free, and non-GMO-options. Commuters can also purchase pre-paid, reloadable cards useable at Good Eats.

COUNSELING SERVICES

The purpose of our campus counseling services is to assist students in adjusting to academic life, provide assistance for personal concerns, support problem-solving skills, and provide resources for areas that can affect personal and academic success. A licensed professional counselor is on staff to assist students with personal and academic matters, as well as provide workshops on time and stress management, test anxiety, suicide prevention, and other topics of interest. The College counselor maintains regular office hours throughout the week, with limited availability after hours by appointment. The counselor's office is located in the Campus Hub building. Appointments can be made by calling 901-572-2660 or sending an email to counselor@bchs.edu.

The College provides additional psychiatric mental health services to students through a psychiatric nurse practitioner who is available on campus by appointment by calling 901-574-0383. In addition, CONCERN, an off-campus student assistance program for counseling needs, is available for students and members of their immediate household. They can be reached for appointments at 901-458-4000, and are available 24/7 at the same number for emergencies.

On-campus counseling, psychiatric mental health services, and assistance through CONCERN are confidential and free of charge.

CENTER FOR ACADEMIC EXCELLENCE (CAE)

The Center for Academic Excellence (CAE) strives to create a culture of learning where student engagement, quality instruction, assessment and the effective use of appropriate technology to enhance student competencies are supported. The CAE provides the following support service areas: Learning Center, Testing Center, Health Sciences Library, and Disability Services.

The Learning Center

The Learning Center (LC) provides students with resources and assistance in course content and activities necessary for academic success. The LC assists students to become self-directed learners, emphasizing best practices for learning, with the assistance of computers, software programs, textbooks, models, 24/7 on-line tutoring access (Smarthinking) and a tutoring program that offers face-to-face tutoring in math, science, writing, and supplemental instruction for select nursing courses.

Please call 572-2570 for more information, or visit the Learning Center located in the Health Sciences Building, 22 N. Pauline, Room 102.

Testing Center

The Testing Center, located on the first floor of the Health Sciences Building in room 103, provides a centralized location for online standardized testing, class and makeup exams. The facility also offers a reduced-distraction, reduced-noise environment for disability accommodations testing. It features 38 computers with retractable monitors, four private testing rooms, plus a proctoring station. Email testingcenter@bchs.edu for more information or to make reservations.

The Health Sciences Library

The Health Sciences Library (Library), located on the first floor in the Campus Hub Building of the College, general education and professional studies. Library resources, accessible through MyCampus, offer access

to thousands of full-text articles, citations, abstracts, eBooks, and streaming videos.

Books, copies of articles, and additional resources may be requested from local public, college, and university libraries. Under our reciprocal borrowing agreement, Baptist College faculty, staff, and students, are able to visit local college campuses and check out materials at no additional cost. Borrowing privileges will vary at each college. See a librarian for additional information on reciprocal borrowing.

Library staff are also available to assist students and faculty with research questions, effective database searches, and tutorials on how to successfully navigate resources.

For more information, contact the library at 901-572-2677 or email bchs.library@bchs.edu.

DISABILITY SERVICES

Baptist College provides academic accommodations for students with disabilities on an individual basis. Documentation and diagnosis of a specific disability must be completed by a qualified examiner. Requests for accommodations will be evaluated on an individual basis based on a review of the documentation presented and the recommendation of the qualified examiner. Students requesting academic accommodations should contact the Section 504/ADA Academic Coordinator located in Health Sciences Building—Room 101, at 572-2570 or by sending an email to Disability.Accommodations@bchs.edu.

TECH SUPPORT

The Customer Support Center is a "one-stop shop" concept to provide seamless and timely responses and services for technology needs and requests (hardware/software, telephone, printers, email, internet, online courses). All requests for assistance are handled by the Customer Support Center at 901-227-7777, or email IS.support@bmhcc.org.

STUDENT HEALTH SERVICES

Primary care health services for Baptist College students are provided through the Baptist Minor Med located at Poplar Avenue and Holmes, at the following address.

Baptist Minor Medical Center
3295 Poplar Avenue, Suite 105
Memphis, TN
Phone: 901-327-8188

Regular office visits are provided at no charge to students, and include many common primary care conditions. No appointment is necessary to be seen, and students may go on a walk-in basis. Students need to present their Baptist College ID to receive services.

Health services for Baptist College are available at the Minor Med location on Poplar only.

Other services covered by Baptist College students' health fee include free TB skin tests, free flu shots, and blood borne pathogen evaluation. Please note some services such as lab work and xrays may have additional fees for which the student is responsible.

This is also the location for random, pre-clinical, and reasonable suspicion drug screens.

The Baptist Minor Med is open Monday through Friday, 8:00 am until 7:30 pm, and Saturday and Sunday, 8:00 am until 2:00 pm. It is also open on holidays except Christmas Day, Thanksgiving, and Easter.

Immunization Records

At the time of enrollment to Baptist College, students are required create an account through SentryMD, and upload their immunization records to track ongoing compliance. These records are accessible through the SentryMD site for a period of 10 years. In the event of medical reasons

involving the risk of harm, or religious reasons due to a conflict with the individual's religious tenets or practices, a student may request an exemption from immunizations. This waiver may be found on My Campus under Students/Student Policies/Immunization Waiver. Students classified as "Special Students" are not required to complete immunizations. Students should understand that not receiving immunizations may impact placement at clinical sites, and subsequent course and program completion as a student progresses in professional programs.

Required Immunizations for Baptist College Students

- Tdap (tetanus, diphtheria, and pertussis). Tdap is required every 10 years.
- MMR (measles, mumps and rubella). One of the following is required (not applicable if born before January 1, 1957):
 - Serum antibody titers
 - MMR #1 and #2
- Varicella (chicken pox). One of the following is required:
 - Varicella-Zoster IgG serum antibody titer (to prove immunity if you had chicken pox as a childhood disease)
 - Varicella vaccine #1 and #2.
- Hepatitis B series (HBV vaccine) #1, #2, #3 or documentation
- Hepatitis B surface antibody titer or documentation
- Meningococcal (meningitis)—required for students under the age of 22 living in campus housing, but strongly recommended for all students.
- TB skin test (required annually for all students)

Flu immunization (required annually for all students in clinicals, and all Baptist College student workers) In addition to required flu vaccinations for clinical students and student workers, all Baptist College students are strongly encouraged to be immunized against the flu when vaccine becomes available each fall. Students who live in the residence hall are particularly urged to get a flu shot, which are available free of charge each fall on campus, and through the Baptist Minor Med.

**This policy, "Immunization and Educational Requirements," can be found in its full version at*

https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.aspx?handout_id=ea1e195f-4c41-4586-882b-6d078371e0ce or on My Campus under the tab Students/Student Policies.

FITNESS CENTER

Rules and Information

The Fitness Center, pool, basketball court, racquetball court and other Baptist College recreation areas are open for use during regularly scheduled hours to all currently enrolled students, their guests, and Baptist College employees.

Children 16 or older may use the gym and racquetball court, and those 18 and older may use the pool and fitness center, provided they remain with their student or employee host at all times, as outlined in the policies on Guest Behavior, and observe rules and information on these areas described in the *Student Handbook* under Campus Life. Please note that children under 16 are not permitted in these areas except during specific, advertised campus activities for families.

A maximum of 5 guests is permitted for each host for the gym and racquetball court, and 3 guests for the fitness center and pool. All guests must be properly checked in at the Information Center, leave a photo ID showing proof of age, and be escorted by their student or employee host at all times while present in the building.

This is a "USE AT YOUR OWN RISK" facility.

Hours of Operation

- The Fitness Center and other recreational areas are open daily from 6:00 a.m. to 10:30 p.m., unless the College's hours are adjusted due to breaks or holidays.

Dress Code

- Shirts and shoes are to be worn at all times while utilizing indoor facilities.
- No shoes with open toes are permitted while using the Fitness Center.
- Students must wear cover-ups over bathing suits when not swimming or sunbathing.
- Conservative swimming attire is required.

Guests

- Please observe the policies regarding guests in the recreation areas.
- Guests in the College's recreation areas are limited to 5 per student in the gym and racquetball court, and are required to be at least 16 years of age. For the fitness center and pool areas, guests are limited to 3 per student and must be 18 years of age.

Locker Rooms

- Both men's and women's locker rooms are available. They are equipped with showers, restrooms, and lockers.
- Lockers are for daily use only. Locks should not be left on lockers overnight.

- You must provide your own lock.

Pool Area

- No one under 18 may use the pool or pool area unless a lifeguard is on duty at College sponsored events. Please observe all policies regarding guest in the pool area.
- Memphis Health Department requires anyone using the pool to shower before entering.
- No glass containers, chewing gum, or running are permitted in the pool area.
- Individuals with open wounds or sores should not enter pool.
- No oil-based tanning products are allowed in pool.
- No diving is allowed.
- If you remove the lane rope between deep and shallow areas, please replace it.
- The Creepy Crawler cleaning device can be taken out of the pool. First, unhook from wall in the pool, then slowly pull the crawler to you, and out of the pool. Please place it back in the pool when leaving the pool area.
- All floats or other recreational items must be removed from the pool before leaving the area.
- Non-swimmers are not permitted in the deep end of pool.
- There is no lifeguard on duty. Swim at your own risk.

Basketball Court

A half-court size basketball court is available in the gym. Please observe policies regarding guests in the basket court area

Racquetball Court

- The court may be used anytime unless it has been reserved.
- Please observe the policies regarding guests in the racquetball court area.
- Eye protection is recommended. Racquets, goggles, and balls are available through the Information Center.
- Play at your own risk.

Weight Area

- Keep area free of obstructions.
- Replace all dumbbells and weights on appropriate racks after use.
- Remove all weight plates from bars.
- Please wipe off all pads with wipes provided.
- Use weight area at your own risk.

Cardio Area

- Please wipe down equipment with wipes provided.
- Use cardio area at your own risk.
- Please observe all policies regarding guests in the fitness center area.

CAMPUS SAFETY AND SECURITY

SECURITY

Maintaining a safe and secure environment requires a partnership between students, staff and the College. Suspicious conduct should not be ignored or taken lightly. It is the responsibility of every student or employee to report actions which are, or appear to be, threatening or have the potential for violence. Threats or the knowledge of threats directed toward any individual, and suspicious people or situations on Baptist College property should be reported immediately to Security through the Information Center using the campus **emergency number 901-572-2911**. In the event of a situation which poses immediate danger, individuals should call **911**.

The College maintains security measures which serve both employees and students. It is the expectation that students will participate in security awareness. As part of this awareness, students must wear their ID badge at all times while on campus. The College has an extensive security camera system campus-wide, outside areas are well lighted, and the Security staff patrols around the clock. If there is a need for general assistance from Campus Security, please call the College's Information Center at 901-572-2468. Security staff is available at designated times for escorts to vehicles and to other campus buildings.

BUILDING HOURS

Campus Hub Access Times:

M-F 6:00 a.m. - 10:30 p.m.

Sat. 6:00 a.m. - 10:30 p.m.

Sun. 1:00 p.m. - 6:00 p.m.

Annex Building Access Times:

Student Center-Open 24/7 for all students. If after 10:30 p.m., a non-resident student must press the button at the entrance gate of the Monroe Lot to gain access (only while visiting the Annex student center) and must sign-in at the Campus Hub Information Center before going into the Annex.

Annex Classroom:

M-F 6:00 a.m. - 10:30 p.m.

Sat. 6:00 a.m. - 6:00 p.m.

Sun. CLOSED

Health Sciences Building Access Times:

M-F 6:00 a.m. - 10:30 p.m.

Sat. 6:00 a.m. - 6:00 p.m.

Sun. CLOSED

Nursing Building Access Times:

M-F 6:00 a.m. - 10:30 p.m.

Sat. 6:00 a.m. - 6:00 p.m.

Sun. CLOSED

Collaboration Building Access Times:

M-F 6:00 a.m. - 10:30 p.m.

Sat. 6:00 a.m. - 6:00 p.m.

Sun. Closed

CAMPUS CRIME AND FIRE SAFETY REPORTS

Campus crime reports and fire safety reports are available for review on the college's website at <http://www.bchs.edu/campus-life/campus-safety-security/safety-reports>.

FOR EMERGENCIES CALL 572-2911.

PARKING GUIDELINES

Baptist College offers ample parking for all students, faculty, staff, and visitors. **All students and employees are required to register any vehicle that they may be driving to campus.** Each individual that registers a vehicle is issued a parking decal. This decal is to be visible when your vehicle is parked on campus.

Parking Fees

All students pay a \$25 fee per trimester for parking access to the East, Court, and Camilla lots. Use of the Monroe Lot is limited to residential students who live on campus. Any non-resident students with special circumstances who receive administrative permission to use the Monroe Lot will pay an additional \$50. Replacement decals are \$10 each.

Parking Lots

Baptist College has five main parking lots.

Monroe Lot (the Campus Hub parking lot) is the lot that enters off Pauline at Monroe and is where the Campus Hub Building and the Annex are located. This lot is available to residential students, employees, and individuals with special needs (determined by College administration).

East Lot (Union Avenue lot entered off of East Street), **Court Lot** (Pauline and Madison near UT, entered off of Court Street), and **Camilla Lot** (Health Sciences Center lot, entered from Camilla) are open to all Baptist College individuals that register their vehicles and pay the allot-

ted fee.

Union Lot is for faculty, staff, students, and registered guests.

No Parking Areas

Baptist College has a number of spaces that are reserved for specific purposes. All spaces just outside the Campus Hub entrance gate are for visitors. There are other reserved spaces that are designated as handicapped, security, administration or faculty, and fire lanes. Please park vehicles in one designated space. Parking on sidewalks and grassy areas is also prohibited. Do not back into parking spaces or pull through.

Parking Tickets

Baptist College reserves the right to ticket vehicles that are in violation of parking regulations or policies. In addition to previously stated policies, tickets can be given for entering an exit gate, failure to comply with a security officer, not having a proper decal, double parking, parking in an unassigned lot, and any other parking related violation. Parking fines must be paid within two weeks. Failure to do so will result in the fine being placed on your student account.

**This policy, "Student and Employee Parking," can be found at https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.aspx?handout_id=779dbf41-7f11-43e7-89af-cff007ec9a7e or in its full version on My Campus under the tab Students/Student Policies.*

Parking Appeals

All appeals must be submitted in writing within 48 hours of the ticket being issued. Appeals can be addressed to Security and left at the Information Center in the Campus Hub. If you parked in any area mentioned in the "No Parking Areas" and were ticketed, your appeal must be compelling.

Security Reminders

- Baptist College offers security escorts to and from parking lots during hours of darkness. Contact the Information Center for assistance at 901-572-2468.
- If your decal is lost or stolen, report it immediately to Security. Parking tickets can be assigned to your decal even if it is not on your vehicle.
- Be smart and take precautions as you walk to and from your vehicle. Walking in groups is encouraged. Security is available to escort students to and from vehicles.
- Make sure you have your ID badge with you at all times while on campus. It provides the fastest access to your parking in the Monroe Lot and the buildings.
- ID badges grant access to buildings only during specific times. Contact the Information Center for those times.
- The Honor Code applies to all aspects of Baptist College life including parking.

For general assistance from Security, call 901-572-2468. For campus emergencies, call 901-572-2911.

SEXUAL ASSAULT PREVENTION AND RESPONSE

Title IX Sexual Misconduct Policy

Acts of sexual misconduct, sexual assault, stalking and relationship (dating or domestic) violence (collectively, “Prohibited Sexual Conduct”) are unacceptable and will not be tolerated at Baptist College of Health Sciences. Baptist College investigates or responds to reports of Prohibited Sexual Conduct under circumstances in which the accused person is subject to this policy (student, faculty, staff, visitor or other third party).

In all instances in which Prohibited Sexual Conduct is found to have occurred under this policy, the Title IX Coordinator, Adonna Caldwell, 1115 Union Avenue, Memphis TN 38104 Room 201A Collaboration Building, along with the Dean of Student Services and Baptist Memorial Health Care Corporation (BMHCC) Human Resources, where applicable, will take appropriate steps to end such conduct, prevent its recurrence, and redress its effects.

Students, faculty and staff found to be in violation of this policy will be subject to disciplinary actions up to and including termination, dismissal or other appropriate institutional sanctions; affiliates and program participants may be removed from Baptist College programs and/or prevented from returning to campus.

For specific guidelines, definitions, procedures and resources supporting this policy, please see:

<http://www.bchs.edu/campus-life/campus-safety-security/title-ix>

Our Commitment

Baptist College is committed to the safety and security of the students in our campus community. It is the College's intent to provide appropriate treatment, support, and information to any student who may be a victim of sexual assault.

The College educates the student community about sexual assault through mandatory orientations for new students entering the college each fall and spring trimester. Additional information and education is available through the Office of Student Services. The Memphis Police Department and the Shelby County Sheriff's Office also offer sexual assault education and information programs to college students and employees upon request.

If You Are a Victim

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. It is also important to make an informed decision of whether or not to report the assault. While it is your choice, the College strongly recommends that any victim of a sexual assault report the incident in a timely manner to Campus Security and to College authorities through the Dean of Student Services. Campus Security can be reached for **emergency assistance** by calling 901-572-2911, and the Dean of Student Services at 901-572-2662. If you wish to have assistance from a member of the college staff in reporting the incident to law enforcement officials, Baptist College personnel will assist in notifying authorities.

Please note that filing a police report of the incident with Campus Security is a separate step from choosing to prosecute, and does not obligate the victim to continue with legal proceedings or college disciplinary action. The Memphis Police Sex Crimes Unit, which is specially trained to assist in cases involving sexual assault and the special needs of victims, is also notified. Again, this does not obligate the victim to prosecute, but provides valuable assistance from individuals specially trained to assist victims in the event of a sexual assault.

Time is a critical factor for evidence collection and preservation. Therefore, it is important that a victim of a sexual assault does not bathe, douche, or change clothes.

Whether or not you choose to report, you should seek medical treatment and/or counseling for the following reasons:

- To ensure that you receive any necessary treatment and tests, and to minimize emotional and physical trauma
- To provide the opportunity for collection of evidence helpful in prosecution which cannot be obtained later

- To assure access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

Crisis intervention and counseling for sexual assault victims is available through the Rape Crisis Center at 901-222-4350. Services provided through the Center include:

- Emotional, legal, and medical support
- Collection of physical and material evidence
- Crisis counseling/individual or group counseling
- Equitable access to the criminal justice system
- Court escort service

Counseling is also available through the College's counselor, who is available on campus Monday through Friday during regular business hours at 901-572-2660, and can be reached after hours through the Information Center at 901-572-2468. In addition, CONCERN is also available to students as a resource both during business hours and after hours at 901-458-4000.

Follow-Up

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College's disciplinary process, or only the latter. The Dean of Student Services has the discretion to suspend a student accused of sexual assault, pending further investigation.

Both the person filing the complaint and the person accused have certain rights in the College's disciplinary process. This includes, in part, that the victim and the accused will each be allowed to choose one person to accompany them through the investigation. Both the victim and accused will be informed of the outcome of campus disciplinary proceedings, including any sanction that is imposed. The College will also provide,

upon written request, the final results of any institutional disciplinary proceeding dealing with a crime of violence including but not limited to sexual assault, or a non-forcible sex offense, to the alleged victim, or their next of kin if the victim dies as a result of the crime or offense.

A student found guilty of violating the College's policies in regard to sexual assault could be criminally prosecuted, and may be suspended or expelled from the college on the first offense.

Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available. Examples of such accommodations would include requesting a room change, terminating a housing contract to seek off-campus housing, or changing to a different section of a scheduled course.

Contact Information

Contact Information	Extension or Phone Number
Campus Security	22911 or 901-572-2911
Dean of Student Services	22662 or 901-572-2662
Title IX Coordinator	22592 or 901-572-2592
Sex Crimes Unit, MPD	901-545-5330
Rape Crisis Center	901- 222-4350
College Counselor	22660 or 901-572-2660

**In addition to the Title IX Sexual Misconduct Policy links noted above, "Sexual Assault Prevention and Response" can be found at https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=62358853-c2f1-484b-aa54-f3806e7c8267 or in its full version on My Campus under the tab Students/Student Policies.*

MISSING PERSON PROCEDURE FOR STUDENTS RESIDING ON CAMPUS

The purpose of this policy is to provide guidelines in regard to students residing in campus housing who are determined to be missing, and to ensure compliance with federal regulations regarding the reporting of missing persons who live on campus.

Students residing in campus housing will provide at the time of check-in information regarding who to contact in the event the student is determined to be missing. This information will be considered confidential, and may only be accessed on a need-to-know basis. A form will be provided in the resident's check-in packet, and forms will be collected by RA's and filed at the Information Center in a confidential file marked "Missing Persons Contact Information - Residence Hall."

When a resident has been determined to be missing for 24 hours, appropriate College personnel will be notified, beginning with the Residence Life Specialist or Director of Student Services and Housing. He or she will immediately submit a Missing Person Report to Baptist College campus security.

If investigation shows the student has been missing for 24 hours, the College will notify the contact person whom the student provided. Additionally, if the student is under 18 years of age and not considered emancipated, the college will immediately contact the custodial parent or legal guardian.

In the event the student is over 18 or is emancipated and no contact per-

son has been registered, campus security will inform the appropriate law enforcement agency.

**This policy, "Missing Person Procedure for Students Residing on Campus," can be found at*

https://mycampus.bchs.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.aspx?handout_id=6a8e41a9-128b-4e62-b22c-42496c0443a5 or in its full version on My Campus under the tab Students/Student Policies.

ID BADGES AND ACCESS TO CAMPUS

Access to all College facilities requires a College-issued identification badge.

1. At the Campus Hub facility, a College Services Coordinator is on duty at the Information Center 24 hours a day when classes are in session. The building closes at 10:30 p.m. Monday-Saturday, and at 6:00 p.m. on Sunday, and is only open to residents after that time. Please see section on "Building Hours" for full information on hours of operation in all buildings on campus.
2. Students, faculty or staff members who are expecting a guest or a delivery must meet the guest or delivery personnel at the entrance to the building.
3. The intercom at the front entrance can be used for assistance by contacting the College Services Coordinator.
4. Identification badges **are not** to be given or loaned to anyone else. ID badges must be worn while attending classes, at clinical sites, and when using the library, and for accessing College parking lots.
5. Violation of a security policy will be viewed as a serious offense. Disciplinary action may include immediate loss of campus housing or other college privileges and other appropriate action up to and including dismissal from Baptist College.

6. Guests must sign in at the Information Center at all times and **must** be escorted by their student or faculty/staff host while in the building.
7. Charges for damaged/or lost ID badges:
ID badges which are returned intact but are non-functional will be replaced at no cost. Lost ID badges will be replaced for a \$10.00 fee.
8. The College ID badge also serves as the access card for College parking lots.
9. If you have questions or a problem with your badge, contact the Information Center College Services Coordinator or call 901-572-2468.

FIRE ALARM

When a fire alarm sounds all occupants of the building should proceed to the nearest designated exit. If that exit is blocked by fire, heavy smoke, or debris, make your way to the next closest exit. After exiting, make your way to the designated assembly area outside of your building.

When an alarm sounds, occupants should always take action as if there is an actual emergency. The main concern is to get all occupants out of the building in a safe and timely manner. Stay clear of fire lanes to avoid critical delays for fire fighters, firefighting equipment, and first responders.

Residents of campus housing need to be prepared for the weather. Wearing shoes is highly recommended.

IMMEDIATE FIRE EMERGENCY RESPONSE

This plan consists of a four-step procedure that all occupants should follow during a fire. All occupants, faculty, and staff should memorize this procedure. This procedure recognizes that the best response to a fire is to (1) rescue anyone in immediate danger of smoke or flames, (2)

sound the alarm, (3) confine the fire, and (4) extinguish the fire if possible, and evacuate. This procedure can be easily recalled when expressed as the acronym RACE.

- R - Rescue anyone in immediate danger. Quickly tell others in the fire area. Do this in a calm, but firm manner.
- A - Sound the ALARM. Either activate the pull station yourself or call out to someone to pull it for you. Sounding the alarm will get the Fire Department on its way while the building is evacuated. Call the front desk at 572-2911 and confirm the location of the fire.
- C - Confine the fire. Close all doors and windows to prevent the spread of smoke and flames.
- E - Extinguish and Evacuate the building.

HOW TO REPORT A FIRE

1. The individual discovering a fire will immediately send in an alarm by activating a pull station, located at the stairwell exits on each floor. In addition, call the Information Center at the emergency number, 901-572-2911. Tell the staff member that there is a fire, the location of the fire, and the size and type of fire.
2. When a pull station is activated, the alarm will sound throughout the building. All occupants will evacuate.
3. When the alarm sounds, all persons are to leave their areas via the nearest stairwells, walk down the stairs, and evacuate the building.
4. Any time a fire extinguisher has been used or tampered with, the Information Center should be notified at 901-572-2468.

Participation of Students

1. All students should learn the location of fire extinguishers and their proper usage for each type of fire. In addition, students should learn the location of the manual fire alarm pull stations on each floor.
2. Resident students should make sure that their roommate leaves the building. The buddy system works!
3. Students should familiarize themselves with the shortest route to the stairwell exits, and know the procedure to follow when a fire emergency occurs.
4. Upon being notified of a fire emergency, each student should immediately evacuate the building.
5. It is the responsibility of all occupants of campus housing to see that the corridors to the stairwells are unobstructed at all times. If any objects or materials are placed where they block the means to exit, this should be reported promptly to the Information Center at the non-emergency number, **901-572-2468**.
6. Do not use elevators in the event of a fire or alarm.

Automatic Elevators

1. Upon activation of the fire alarm system, the elevators will automatically go to the first floor.
2. Security will stand by the elevator and operate them for the Fire Department.

In the Event of a Fire

1. Do not panic.
2. Know how to activate the fire alarm.
3. Know the location of fire exits.

4. Do not use the elevators.
5. If there is smoke and heat, stay close to the floor.

What to Do if Trapped by Fire

1. Go to the door and feel the door before opening it. If it is hot, do not open it.
2. If the door is not hot to the touch, open it slowly, cautiously, and proceed to the exit.
3. If you are trapped by fire, get as many doors closed as possible between you and the fire.
4. If smoke enters the area in which you are trapped, stuff towels, clothing, or other materials under and around doors to keep smoke out. Wet them if possible.
5. Stay low to the floor. That is where the fresh air will be.
6. If you leave the area, stay very low to the floor, and feel your way along the floor to the nearest exit.

FIRE EXTINGUISHERS

Fire extinguishers located in buildings at the College can be used on all types of fires. These are ABC extinguishers and are made of dry chemical.

Learn How to "PASS"

PULL the pin. Some units require the releasing of a lock latch, pressing a puncture lever, or other motion.

AIM the extinguisher nozzle (horn or hose) at the base of the fire.

SQUEEZE or press the handle.

SWEEP from side to side at the base of the fire until it goes out. Shut off the extinguisher. Watch for reflash, and reactivate the extinguisher if

necessary.

COLLEGE EMERGENCY NOTIFICATION AND EVACUATION PLAN

Notification of Campus Emergencies

In the event of a significant campus emergency or dangerous situation involving an immediate threat, the campus community will be notified by campus email of any pertinent information, actions, or precautions that should be taken. In addition, students who have signed up for the Omnilert emergency notification system will also be contacted at their designated email address and by text message.

Evacuation Procedures

The order to evacuate a College building will come from Security, the Supervisor of Maintenance and Operations, the Administrator on-call, or a College Safety Officer. In event of a fire, coordination will occur with the Memphis Fire Department.

Evacuation plans are posted on each floor in all campus buildings. In the event of an alarm or notice to evacuate students and staff are to assemble in a designated area outside the area of danger:

- Campus Hub Building--northwest corner of the Monroe Parking Lot (intersection of Madison and Pauline)
- Annex--same as for Campus Hub Building
- Health Sciences Building--from rear of the building: rear of parking lot; from street entrance: parking East Lot by Landau Uniform Company.
- Nursing Building—northwest corner of the Union lot.
- Collaboration Building—southeast corner of the Union lot.

Evacuation of a building should be immediate, and complete. If the building cannot be reoccupied, students and staff should proceed to the nearest unaffected College building as directed by Security or Facilities personnel.

A determination for closing College buildings will be made by the President and Vice President of Administrative Services in collaboration with Security, the Manager of Maintenance and Operations, and appropriate civil officials. If the closing determination is made during non-business hours, notification will occur through implementation of the College's call tree, including media notification.

OMNILERT EMERGENCY NOTIFICATION/TIMELY WARNING NOTICES

All students are encouraged to sign up for the Omnilert emergency notification system, which sends text and email messages in case of a campus emergency, or closing due to inclement weather. Instructions for signing up are located on MyCampus under "How To's."

In order to aid in the prevention of crimes, the Vice President of Financial and Business Services or any Administrator on Call will issue timely warnings via electronic format regarding crimes or other incidents considered to be a threat to students and employees.

LOCKDOWN

In the event of an emergency and notification of a campus lockdown, follow the procedures below.

- Immediately put all cell phones on "Vibrate" or "Silent" mode. Calls to Campus Security or the Emergency Phone line should be made only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes.

- Remain calm. Encourage others to remain calm. Be as quiet as possible.
- Immediately cease all activity (i.e., teaching, group work, meetings, etc.)
- Lock or barricade all doors where possible; use furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into a hallway.
- Turn off the lights and try to give the impression that the room is empty.
- Stay low, away from windows and doors.
- DO NOT respond to anyone at the door until an “all clear” message is received via campus notification systems.

BOMB THREAT

1. Make detailed notes of everything the caller says, particularly in regard to time when the bomb might explode and the location of the bomb.
2. Attempt to identify the caller, taking note of the following characteristics: Was the caller male or female? Can you determine the approximate age of the caller by the sound of the voice? Did the caller have an accent? Did the caller sound certain and firm?
3. Note the number on the phone’s caller ID, and have someone do a reverse phone search using www.whitepages.com.
4. Attempt to identify any background noise.
5. Ask as many questions as possible to gain further information about the bomb’s location or clues to the caller’s identity.
6. Note the time the call was received.
7. Report the call to Information Center’s emergency number at 901-572-2911 immediately.

8. Follow directions for evacuation if needed.
9. Do not use cell phones or radios.
10. Do not touch or disturb any suspicious items, regardless of how they appear.

UTILITY FAILURE

Electricity/Heat/Cooling

1. Report a utility failure to Information Center at 901-572-2468.
2. Utilize flashlights.

GENERAL EARTHQUAKE PROCEDURES

During the Quake

If You Are Indoors--Stay there. Get under a sturdy desk or table or against an inside wall. Do not stand in a doorway, and stay clear of windows, bookcases, mirrors, fireplaces, or any object that could fall on top of you.

If You Are Outside--Get into the open, away from buildings, trees, walls, or power lines.

After the Quake

Remain Calm. Prepare for possible aftershocks. Stop and take time to think.

Check for injuries, and provide first aid if needed. Cover the injured with blankets to keep them warm.

Put on heavy shoes and work gloves if available.

- **Check for fires, and fire hazards.** Do not search for gas leaks with a lighted match.

- Do not use electrical switches or appliances if gas leaks are suspected -- sparks can ignite gas from broken lines.
- Do not switch on the gas or electricity until the utility officials have checked your area.
- Do not touch downed lines or electrical wiring of any kind.

Replace telephone handsets that may have been shaken off. Do not use the telephone unless there is a life or death emergency.

Do not use your vehicle unless there is an emergency.

Check food and water supplies. Do not eat or drink anything from opened containers near shattered glass.

Turn on your battery-powered radio or car radio for damage reports and information.

Practice strict sanitation and keep fingers out of the mouth.

Be prepared for aftershocks.

Cooperate with public safety officials.

Earthquake information is provided by the Memphis and Shelby County Emergency Management Agency at 901-528-2780.

TORNADO WARNING RESPONSE PLAN

1. Close windows and blinds, and then move away from windows. Do not open windows.
2. Disconnect electrical appliances.
3. All occupants should report to the following designated tornado shelters:
 - **Campus Hub** -- interior classrooms without glass panels (Room 101 & 103)

- **Annex**--inside hallway
- **Health Sciences Building**--basement
- **Nursing Building**—Room 147
- **Collaboration Building**—first floor B and C hallways

4. Stand by for instructions, and prepare to evacuate if necessary.

The College Services Coordinators (Information Center staff) and Security Officers monitor weather conditions regularly. Memphis and Shelby County have a tornado warning system utilizing tornado-warning sirens. When these sirens sound, the following action will take place.

Security and the College Services Coordinators will:

- notify students and staff of the danger
- direct students and staff to the safest possible location
- inform students and staff when it is safe to leave

If a tornado **watch** is issued for your area, it means that a tornado is possible.

If a tornado **warning** is issued, it means that a tornado has been spotted, or is strongly indicated on radar, and it is time to take shelter immediately.

ACTIVE SHOOTER RESPONSE PLAN

In the event of an emergency involving an active shooter on campus, the College will initiate emergency communications to students and staff. This may be in the form of emails, phone calls, or announcements.

The following protocols have been established to provide the greatest potential for safety.

If the Shooter is Outside the Building

- Turn off all lights, close blinds, and lock doors.
- If you can do so safely, get on the floor and out of the line of fire and sight.
- Move to a core area of the building if it is safe to do so, and remain until the "all clear" is given by law enforcement or security patrolmen.
- If staff or students do not recognize the voice that is giving the "all clear," do not change your status.
- Unknown or unfamiliar voices may be false, and designed to give false assurances.

If the Shooter is Inside the Building

- If it is possible to flee the area safely and avoid danger, do so.
- Contact 911 and the Information Center emergency number at 901-572-2911 with the location if possible, using your cell or other phone.
- Silence cell phones
- If flight is impossible, lock all doors and windows, and get out of the line of fire and sight.
- Get down on the floor or under a desk, out of the line of sight of a window or door window, and remain silent.
- Wait for the "all clear" instruction, only from law enforcement or security patrolmen.

If the Shooter Comes Into Your Class or Office

- There is no one protocol that authorities recommend in this situation.
- Attempt to get the word out to others if possible, and call 911 and the Information Center emergency number at 901-572-2911 if it is practical.
- Use common sense. If hiding or flight is impossible, negotiation may be the only counter measure.
- Attempting to overcome the shooter with force is a LAST RESORT that should only be initiated in the most extreme circumstances.
- Remember that there may be more than one active shooter.
- Wait for the "all clear" from the proper authorities.
- In case you are able to flee, run as far and fast as you can away from the target building.

EMERGENCY KITS

The Red Cross suggests that you assemble a "disaster supplies kit" that you keep in your room, office or car. It should contain:

- A first aid kit with essential medication in addition to the usual items.
- A battery powered radio, flashlight, and extra batteries
- Canned and other non-perishable food and a hand operated can opener.
- Bottled water
- Sturdy shoes and work gloves
- First aid manual
- List of important telephone numbers.

The above list has been adapted from Federal Emergency Management Administration (FEMA) information.

