



Oak Point University

2021-2022 University Catalog

The 2021-2022 Oak Point University Catalog includes academic programs which will take effect for students admitted on or after the Fall 2021 semester. All policies and procedures are in effect for all members of the Oak Point University Community as of the beginning of the Fall 2021 semester. All information is subject to change.

Contents

About the University	5
University Mission	5
Accreditation	6
Admission.....	7
Undergraduate Admission Policies.....	8
Bachelor of Science in Nursing Admission Requirements.....	9
Bachelor of Science Degree in Imaging Technology Admission Requirements	10
Bachelor of Science Degree in Imaging Technology – Post-Certification Admission Requirements.....	10
Graduate Admission Policies	11
Master of Science in Nursing Admission Requirements.....	12
Doctor of Nursing Practice Admission Requirements.....	12
Transfer Credit Policy.....	13
Remotely Proctored Exam Expectations and Process.....	14
Student Experience	16
University Campus Facilities	16
Wicker Park Campus.....	16
Oak Brook Campus	16
Parking	17
Academic Center for Excellence (ACE)	17
Library	17
Foglia Family Foundation IPE Simulation Learning Center	21
Student Life	21
Student Organizations	22
Career Services.....	22
Counseling & Wellness Services	22
Oak Point University Alumni Association	23
Student Financial Services	24
Billing	24
Financial Aid	25
Veteran’s Educational Benefits	30
Academic Programs and Curriculum	31

General Education Requirements	31
College of Health Sciences	31
Bachelor of Science in Imaging Technology (123.5 credits)	31
Bachelor of Science Degree in Imaging Technology (Post-Certification) (123.5 credits)	33
College of Nursing	34
Bachelor of Science in Nursing (Pre-Licensure)	35
Master of Science in Nursing	36
Nurse Practitioner Concentrations	37
Master of Science in Nursing: Nurse Educator	42
Post-Master Certificates	43
Doctor of Nursing Practice	44
Non-Credit Options	45
Course Descriptions	46
College of Health Sciences	46
College of Nursing	52
Policies and Procedures	71
Academic Policies	71
Definition of a “Student”	71
Grade Appeal	71
Academic Dismissal Appeal	72
Academic Credit	73
Academic Development Referral and Early Intervention Program	73
Academic Freedom	73
Class Attendance	74
Classification of Academic Standing or Class	74
Registration and Student Statuses	75
University Residency Requirement	77
University Assessment Program	78
Grading Policies	78
Graduation	81
Recording of Class Sessions	83
Student Complaints	83
Student Standards	85

Professional Appearance Standards	86
Student Code of Conduct	88
Student Health Requirements	96
Alcohol and Substance Use and Abuse	100
Campus Safety	110
Concealed Carry	110
Dangerous & Disruptive Student Conduct	110
Non-Discrimination Policies	122
Equal Employment Opportunity	122
Title IX	122
Disability Services	136
Anti-Harassment, Anti-Bullying, Anti-Hazing and Discrimination	144
Sexual Harassment Policy and Procedures	146
University Faculty	172
College of Health Sciences Faculty	172
College of Nursing Faculty	173
Disclaimer	178

About the University

Oak Point University is an upper division University. An upper division University begins with the junior year courses of an undergraduate degree up through graduate level courses. After 98 years in Oak Park, in 2013 Oak Point University moved to AMITA Saint Elizabeth Hospital in the heart of Chicago's historic Wicker Park neighborhood. The Chicago campus offers expanded classrooms and includes a state-of-the-art simulation learning center modeled after a hospital unit. In May 2021, Oak Point opened a second campus in Oak Brook, IL further expanding our educational space and technology with a second simulation learning center, providing additional opportunities for hands on simulation experiences. Even with a new campus, our commitment remains unchanged: At Oak Point University, we provide the highest quality education available. Our faculty is experienced, accessible, and supportive of every student they instruct and our facilities feature the advanced technologies you would expect from a world-class university.

UNIVERSITY MISSION

Oak Point University inspires, educates and forms life-long learners who meet the world's changing needs with curiosity, ingenuity and grace.

Our Purpose

Creating a Healthy Tomorrow

Our Value Statement

As a student-focused University, we value human dignity, diversity and expanding personal potential to its fullest capacity. In all of our work and encounters, we demonstrate personal, professional and academic excellence.

Our Vision

Inspiring and leading a learning community that thinks critically, embraces change and explores new ways of delivering higher education by:

- Discovering knowledge and developing skills that exceed the demands of dynamic learners and the ever-changing world around us
- Revolutionizing learning through the delivery of education and student services that stand out from the rest
- Transforming the lives of our students, peers and our community

All members of our community must embody these values, hold each other accountable for them, and not tolerate behaviors that disregard them.

ACCREDITATION

Oak Point University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

- Higher Learning Commission
230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; (800) 263-0456
<https://www.hlcommission.org>
For more information visit: <https://oakpoint.edu/about-oakpoint/accreditation/>

Approved by the Illinois Board of Higher Education for degree granting and operating authority

The College of Nursing

- The baccalaureate degree in nursing, master's degree in nursing, and doctor of nursing practice degree at Oak Point University's College of Nursing are accredited by the [Commission on Collegiate Nursing Education](#).
- The college's baccalaureate is also approved by the Illinois Department of Financial and Professional Regulation.
- The baccalaureate degree program in nursing at Oak Point University is approved by the Illinois Department of Financial and Professional Regulation, 320 West Washington Street, 3rd Floor, Springfield, IL 62786; www.idfpr.state.il.us, (217) 785-0800

The College of Health Sciences

- The baccalaureate degree in Imaging Technology is accredited by the [Joint Review Committee on Education in Radiologic Technology \(JRCERT\)](#), 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606.

The University is a member of the following organizations:

- American Association of Colleges of Nursing
- American Registry of Radiologic Technologists
- American Society of Radiologic Technologists
- Federation of Independent Illinois Colleges and Universities
- National Association of Independent Colleges and Universities
- National League for Nursing

Admission

	BSN	Imaging Technology	Imaging Technology (Post-Certification)	MSN	DNP
Summer	February 1	N/A	Rolling Admission	N/A	N/A
Fall	April 1	Rolling Admission	Rolling Admission	July 15	June 15
Spring	September 1	Rolling Admission	Rolling Admission	November 15	N/A

The University accepts applications on an ongoing basis until all seats are filled; however, if seats are still available after the deadline seats will be filled until the capacity is reached.

All students are strongly encouraged to contact the Office of Admissions for an appointment to speak with an Enrollment Ambassador before submitting the application. Degree requirements for each program can be found in the curriculum section of this catalog.

Admission to Oak Point University is contingent upon successful completion of all admission requirements prior to the start of the term. These include, but are not limited to, completion and documentation (submit final official transcripts) of all prerequisite class requirements, as well as completion of health document requirement by the assigned due date.

International Student Applicants

We do not accept international students who require the issuance of a student visa.

Non-Degree Seeking Students

Students who wish to enroll in courses, but will not seek a degree at the University, may apply as a non-degree seeking student. Students may apply as a non-degree seeking student if they:

- Have not been denied admission to a degree seeking program at the University
- Have met the prerequisites for the class or classes in which he or she intends to enroll
- Will transfer the course to another institution; or
- Are taking a course or courses for personal or professional development

Students wishing to apply as a non-degree seeking student may apply online, and must submit the required application fee and official transcripts from all institutions previously attended.

Those admitted as non-degree seeking students may not earn more than 12 hours of credit. Non-degree seeking students wishing to change to degree seeking status must reapply to the program and meet degree requirements.

New Student Orientation

During the mandatory New Student Orientation session, a student will register for classes (if compliant), receive general information about the University and student life. Students will also have their picture taken for their student identification (ID) card, receive a computer login ID, and email account information. Students RSVP for their Orientation session by visiting their MYOAKPOINT page and clicking on Events.

Readmission

Students who have withdrawn from the University or have not been enrolled at the University for the previous academic year may apply for readmission. Applicant is subject to current admissions criteria.

Re-Entry

Admission of re-entry students is dependent upon available space.

Students qualify to apply for re-entry if they:

- Were in good standing at the time of withdrawal from the University;
- Have met all financial obligations to the University at the time of withdrawal; or
- Were in good standing at all institutions subsequently attended.

Students who have enrolled in another college or university subsequent to leaving the University must submit official transcripts from that school or schools to the Office of the Registrar.

Students who have not been enrolled in clinical courses for at least one semester will be required to repeat selected clinical courses and/or demonstrate clinical/practicum skill proficiency prior to returning to the program. Students enrolled in the Bachelor of Science in Imaging Technology program may have additional testing requirements prior to returning.

Students who were suspended or dismissed from the University for an academic or disciplinary reason are not eligible for re-entry.

UNDERGRADUATE ADMISSION POLICIES

1. The University ensures that students admitted into its academic programs are fully prepared and qualified to engage with a reasonable expectation of success.
2. Oak Point University does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, age or disability.
3. Admission for undergraduate students to all programs within the College of Nursing and the College of Health Sciences at Oak Point University is administered by the Office of Admissions
4. Admission criteria for all University programs are found within the academic catalog.
5. All applicants must complete program prerequisites in both general education and support course categories prior to the applicant's intended start date unless an exception has been made by the Program Director or Dean of the Program.
6. To be considered for admission in to all university undergraduate programs, candidates must:
 - a. Complete an Online Application and pay the application fee online through the University's designated application system;
 - b. Submit official transcripts from all colleges and universities attended;
 - c. Post-Licensure and Certification candidates must also submit a copy of a current and valid license/certification.

7. All BSIT pre-certification applicants and BSN pre-licensure applicants must complete the applicable designated entrance test.
8. The Office of Admissions reserves the right to request additional documents from applicants in instances where aspects of the applicant's admission profile remain unclear.
9. In certain cases, applicants who do not meet the minimum requirements for the specific program to which they are applying may have their applications considered and reviewed by the Academic Admissions Review Committee.
10. The Academic Admissions Review Committee (the "Committee") reviews all applications for admission to undergraduate programs. The Committee is comprised of not less than three members, including one representative from the Office of Admissions and two representatives from the College to which the student is seeking admission.
11. A majority of voting members must agree to admit a student in order for an application to move forward in the admissions process. The representative from the Office of Admissions has no vote in the decision to admit or deny the applicant. The Academic Admissions Review Committee makes the final admissions decision.
12. The Committee shall give each applicant's file an individualized, holistic review in order to evaluate the applicant's potential to complete the program successfully. The Committee will consider the broad range of qualities and experiences that would be considered valuable contributions to a diverse student body and which in turn would enrich the educational experience of all its members, including but not limited to working to help put oneself through school, being the first from one's family to attend college, or overcoming handicaps or disadvantages.
13. The Committee may not use quotas for any particular category of applicants. Rather, in each case in which admission is granted notwithstanding the applicant's failure to meet the minimum requirements for the specific program to which they are applying, the Committee shall identify in writing the particular strengths, achievements, qualities or characteristics of the applicant (or some combination thereof) that would enable that applicant to succeed at Oak Point University and contribute to the enrichment of the rest of the student body.

Bachelor of Science in Nursing Admission Requirements

Students who have completed all general education requirements and nursing support courses may apply for the bachelor degree in Nursing. An applicant will be considered for admission into the pre-licensure nursing program if the following criteria are met:

1. Earned a minimum cumulative grade point average (GPA) of at least 2.75 on a 4.00 scale
2. Earned a minimum cumulative science grade point average (GPA) of 2.75 (in Anatomy and Physiology I and II, General Chemistry, and Microbiology)
3. Successfully complete the ATI - Test of Essential Academic Skills (TEAS) exam with a comprehensive score of 68% or better, and with sub-scores in Math, Science, and Reading of 68% or better.
4. Held in good standing at previous colleges and universities attended

Application Requirements:

1. Submit a completed online application
2. Submit the required application fee
3. Submit ATI-TEAS score(s)
4. Submit official transcripts from all colleges and universities attended

Once accepted into the University, a student's file must be completed before the start of classes and includes the following:

1. Enrollment Fee
2. Satisfactory completion of criminal background check
3. Satisfactory completion of Drug Screening Test
4. Proof of Completion of all required health documentation
5. Complete clinical compliance documentation

Bachelor of Science Degree in Imaging Technology Admission Requirements

Students who have completed all general education and the Imaging Technology program prerequisites from a regionally-accredited institution may apply for the Bachelor of Science degree in Imaging Technology program under the Saint Francis School of Radiography (SFSOR).

An applicant will be considered for admission into the program if the following criteria are met:

1. Earned a minimum cumulative college grade point average (GPA) of at least 2.00 on a 4.00 scale
2. Successfully complete TEAS Exam (minimum score of 60% required overall as well as a score of 60% in the Science section)
3. Held in good standing at previous colleges and universities attended

Application Requirements:

1. Submit a completed online application
2. Submit the required application fee
3. Submit official transcripts from all colleges and universities attended
4. Submit completed TEAS Exam score

Once accepted into the University, a student's file must be complete before the start of classes and include the following:

1. Enrollment Fee
2. Satisfactory completion of a criminal background check
3. Satisfactory completion of a drug screen
4. Proof of Completion of all required health documentation
5. Complete clinical compliance documentation

Bachelor of Science Degree in Imaging Technology – Post-Certification Admission Requirements

Students who have completed all general education requirements from a regionally-accredited institution and hold a current ARRT certification may apply for the Bachelor of Science degree in Imaging Technology (Post-Certification) program under the Saint Francis School of Radiography (SFSOR).

An applicant will be considered for admission into the program if the following criteria are met:

1. Earned a minimum cumulative college grade point average (GPA) of at least 2.00 on a 4.00 scale
2. Hold a valid and unrestricted ARRT Certification
3. Held in good standing at previous colleges and universities attended

Application Requirements:

1. Submit a completed online application
2. Submit the required application fee

3. Submit official transcripts from all colleges and universities attended
4. Submit a copy of applicant's current ARRT Certification

Once accepted into the University, a student's file must be complete before the start of classes and include the following:

1. Enrollment Fee

GRADUATE ADMISSION POLICIES

1. The University ensures that students admitted into its academic programs are fully prepared and qualified to engage with a reasonable expectation of success.
2. Oak Point University does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, age or disability.
3. Admission for graduate students to all programs within the College of Nursing and the College of Health Sciences at Oak Point University is administered by the Office of Admissions.
4. Admission criteria for all University programs are found within the academic catalog. All candidates for College of Nursing graduate admissions must have earned at least a Baccalaureate Degree in Nursing from a regionally accredited program or diploma school of nursing accredited by the National League for Nursing Commission for Nursing Education Accreditation (CNEA).
5. To be considered for admission in all graduate and doctoral University programs, candidates must:
 - a. Complete an Online Application and pay the application fee online through the University's designated application system.
 - b. Submit official transcripts from all colleges and universities attended. Doctoral students may submit only official transcripts from all graduate (MS and MSN) level colleges and universities.
 - c. Submit a current and unencumbered Illinois RN license or an unencumbered nursing license from the state in which the student resides (for out-of-state students enrolling in the online program) (Nursing Programs Only)
 - d. Submit a Resume or Curriculum Vita
 - e. Doctoral candidates must also submit one (1) Letter of Recommendation.
6. Doctoral candidates that meet the admissions criteria and complete the application process will have an admissions interview with the doctoral faculty.
7. In certain cases, applicants who do not meet the minimum requirements for the specific graduate program to which they are applying may have their applications considered and reviewed by the Academic Graduate Admissions Committee.
8. The Office of Admissions reserves the right to request additional documents from applicants in instances where aspects of the applicant's admission profile remain unclear.
9. The Academic Graduate Admissions Committee (the "Committee") reviews all applications for admission to graduate programs. The Committee is comprised of not less than three members, including one representative from the Office of Admissions and two representatives from the College to which the student is seeking admission.
10. A majority of voting members of the Committee must agree to admit a student in order to an application to move forward in the admissions process. The representative from the Office of Admissions has no vote in the decision to admit or deny the applicant. The Academic Graduate Admission Committee makes the final admissions decision.
11. The Committee shall give each applicant's file an individualized, holistic review in order to evaluate the applicant's potential to complete the program successfully. The Committee will consider the broad range of qualities and experiences that would be considered valuable contributions to a diverse student body and which in turn would enrich the educational experience of all its members, including but not

limited to working to help put oneself through school, being the first from one's family to attend college, or overcoming handicaps or disadvantages.

12. The Committee may not use quotas for any particular category of applicants. Rather, in each case in which admission is granted notwithstanding the applicant's failure to meet the minimum grade point average, the Committee shall identify in writing the particular strengths, achievements, qualities or characteristics of the applicant (or some combination thereof) that would enable that applicant to succeed at Oak Point University and contribute to the enrichment of the rest of the student body.

Master of Science in Nursing Admission Requirements

Admission Criteria:

1. Earned minimum cumulative undergraduate grade point average (GPA) of at least 3.00 on a 4.00 scale
2. Earned a minimum cumulative grade point average (GPA) of 3.00 on a 4.00 scale in previous undergraduate nursing course work
3. Must have a valid and unrestricted RN license
4. Held in good standing at all previous colleges and universities attended

Application Requirements:

1. Submit a completed online application
2. Submit the required application fee
3. Submit official transcripts from all colleges and universities attended
4. Submit a valid and unrestricted Illinois RN or an unencumbered nursing license from the state in which the student resides (for out-of-state students enrolling in the online program)
5. Submit a copy of a resume or curriculum vitae

Once accepted into the University, a student's file must be completed before the start of classes and include the following:

1. Enrollment Fee
2. Satisfactory completion of criminal background check
3. Satisfactory completion of Drug Screening Test
4. Proof of Completion of all required health documentation
5. Complete clinical compliance documentation

Doctor of Nursing Practice Admission Requirements

Admission Criteria:

1. Cumulative grade point average (GPA) of 3.25 in all graduate nursing coursework
2. Must hold a current and unencumbered Illinois nursing license or an unencumbered nursing license from the state in which you reside (for out-of-state students enrolling in online program)
3. Held in good standing at all previous colleges and universities attended

Application Requirements:

1. Submit an online application and nonrefundable application fee
2. Submit official transcripts from all graduate level courses in nursing
3. Submit a copy of your current Illinois Nursing License or license from the state in which reside (for out-of-state students enrolling in online program)
4. Submit a current resume or curriculum vitae

5. Submit one letter of recommendation. It is suggested that this come from a nursing professor or nursing supervisor. The letter should detail the reasons the recommender feels the candidate would be successful in a DNP program.
6. The GRE is required for all candidates whose cumulative graduate GPA is under a 3.25.
7. Once all of the above are submitted and reviewed, candidates will be contacted for a face to face interview with members of the academic faculty.

Once accepted into the University, a student's file must be completed before the start of classes and include the following:

1. Enrollment Fee
2. Satisfactory completion of criminal background check
3. Satisfactory completion of Drug Screening Test
4. Proof of Completion of all required health documentation
5. Complete clinical compliance documentation

TRANSFER CREDIT POLICY

Oak Point University offers educational programs beginning at the upper division course level. As a result, students must complete the general education, pre-requisite, and discipline specific support courses at another regionally accredited institution of higher education. These courses are transferred into the degree program of choice.

Undergraduate Programs

A transfer credit evaluation is conducted on all transcripts in a candidate's file during the undergraduate application review process. Applicants and potential students may access their transcript evaluation through their application portal. Courses considered for credit in lower division requirements must:

1. Be comparable in breadth and depth to those in the Illinois Articulation Initiative descriptions or the course offered on campus. Comparability is determined by the Office of the Registrar in collaboration with the deans and program directors.
2. Have been successfully completed at a regionally accredited college or university with a grade of C or better at the undergraduate level.
3. Meet the requirements for support courses in specific programs:
 - a. For BSN pre-licensure applicants, science courses factored into the science GPA admission criterion (General Chemistry, Microbiology, Anatomy & Physiology I and II only) must have been completed within the previous seven years at the undergraduate level.
 - b. For Imaging Technology pre-certification applicants, science and math courses factored into the GPA admission criterion (Anatomy & Physiology and College Math only) must have been completed within the previous five years at the undergraduate level.
4. Courses from other institutions considered for credit to fulfill upper-division or program requirements must:
 - a. Have been completed within the timelines specified by program:
 - i. For BSN, previous two years at the undergraduate level or graduate level at the time of enrollment
 - ii. For Imaging Technology, previous 12 months at the undergraduate level at the time of enrollment
 - b. Have clear relevance to the degree requirements.
 - c. Be submitted on an official transcript, with a completed Transfer Credit Approval Form prior to the first day of the semester. Courses not submitted by that time will not be awarded transfer

- credit without approval from the Program Director, Dean, or Chief Academic Officer.
- d. Be reviewed by the Dean and/or Program Directors of the respective program through an analysis of the syllabus and other related documentation of the transferred course.
5. Candidates may receive a limited number of course credits in transfer. Transfer credit may be achieved through:
- a. Coursework taken at other regionally accredited colleges and universities
 - b. Developing a prior-learning portfolio to demonstrate mastery of course objectives
 - c. Successful achievement of a score of 3 or higher on the Advanced Placement examinations
 - d. Successful achievement of a score of 5 or higher on the International Baccalaureate examinations
 - e. Successful achievement of the American Council on Education (ACE) recommended passing score on the College Level Examination Program (CLEP) examination
 - f. Successful achievement of the ACE recommended score on the DANTES (Dantes Subject Standardization Test) examination
 - g. Successful achievement of Credit for Prior Learning (subject to departmental evaluation)
 - i. AP, CLEP and International Baccalaureate scores must be listed with a grade or score on an official transcript. If the AP, CLEP or International Baccalaureate scores are not listed on the official transcript, they may be sent directly from the agency to Oak Point University. All CLEP, DANTES/DSST, AP and IB tests should be taken a minimum of 6 weeks prior to matriculation to ensure official scores are received.
 - ii. Policies that determine the amount of transfer credit awarded vary among programs.

Graduate Programs

1. Transfer credit at the graduate level of study are very limited and awarded on a case-by-case basis. A petition with the relevant documentation must be submitted to the Dean, Program Director or Chief Academic Officer before the student matriculates in courses. A maximum of six (6) semester hours may be transferred from regionally accredited colleges or universities.

REMOTELY PROCTORED EXAM EXPECTATIONS AND PROCESS

1. Oak Point applicants and students are required to have the following at the time of each remote proctored exam:
 - a. a valid ID;
 - b. a personal computer with a web camera and microphone;
 - c. internet access;
 - d. a quiet space without distractions (which may include but is not limited to roommates, family members, music, etc.) to complete any remote proctored exam; and
 - e. a clear space with no technology such as ear/head phones, smart watches, and mobile phones.
2. If a student or applicant is unable to meet the requirements stated above, they must communicate with Testing Services, their instructor, and/or their academic advisor about their specific issue prior to the scheduled exam date.
3. During testing, Oak Point applicants and students utilize screen-sharing and microphone technology as required by the University and are recorded by the technology during remotely proctored exams.
4. Valid remote proctored exam attempts meet the following three conditions:
 - a. the applicant or student shows a valid ID;
 - b. the applicant or student performs a full 360° environmental scan; and
 - c. the applicant or student maintains full facial recognition throughout the entire exam.

5. The University promotes standards of academic integrity in all circumstances and allegations of misconduct are reviewed accordingly.
6. Upon review, only validated attempts by applicants are considered for admission.
7. Upon review of remote proctored exam attempt, students found in violation of the Student Code of Conduct are subject to disciplinary actions as outlined in the Student Code of Conduct policy.

Definitions

Remote Proctored Exam – an exam that is taken online, utilizing recording software and/or an online proctor who is not visible to the student.

Student Experience

The goal of Student Experience is to provide students with an exceptional Oak Point University experience. The Student Experience staff provides services, programs, and experiences that will support student's success at the University. From tutoring and counseling to extracurricular activities and library resources, Student Experience wants to ensure that students' academic and personal development needs are met.

UNIVERSITY CAMPUS FACILITIES

Wicker Park Campus

1431 N. Claremont Avenue, Chicago, IL 60622

Our Wicker Park campus currently occupies floors 6, 7, and 8 exclusively while sharing space with Amita St. Elizabeth Hospital on floors 1 and 4. The 4th floor is home to the Simulation Center. Classrooms are housed on each of the 1st, 6th, 7th, and 8th floors. The cafeteria, Resource Center, Student Lounge, and Enrollment Management are all located on the 1st floor. The Student Lounge includes study areas for student use. Students are responsible for keeping the lounge clean and free of food items or other debris.

Requests for use of Student Lounge equipment (tables, table coverings, etc.) must also be made in advance. Facility use, set up, clean up, and care of equipment are the responsibility of the students utilizing the area. Food may be catered from outside vendors. All requests require the approval of the program administrator responsible for the event and the Executive Vice President.

Cafeteria

On the Oak Point University Campus, students may purchase meals or snacks in the Amita St. Elizabeth Hospital cafeteria located on the first 1st floor. The cafeteria seating area is available for student use 24 hours a day, 7 days a week.

Oak Brook Campus

Our new campus located in Oak Brook — contains state-of-the-art simulation spaces, where students can get real experience. This new facility provides additional student areas, new labs and simulation spaces, and adaptable learning environments throughout that mirror the same state-of-the-art technology found on our Chicago campus. Through this expansion, Oak Point is creating more opportunities for our students, and making a larger impact in the field of healthcare and in the communities we serve.

The new facility opened in May 2021 at 2122 York Road, Oak Brook, IL.

Bookstore

- Oak Point University provides students the option to purchase their course materials from the seller of their choice or through the University Virtual Bookstore. Students can access the bookstore through the Oak Point website or at: <https://bncvirtual.com/OakPoint>. Oak Point will publish the list of courses and corresponding course materials at least one month prior to the start of the term.
- Please see the Book Vouchers section of the catalog for information regarding using Financial Aid to purchase course materials.

Housing

The University offers no campus housing. Housing is available in local communities.

Parking

Student parking on campus is available at the Amita St. Elizabeth Hospital in the parking garage and in a surface lot at our Oak Brook location. Please seek assistance from Student Experience or the University Administration office on the 6th floor with questions about parking or garage access.

Academic Center for Excellence (ACE)

The University has an Academic Center for Excellence which provides academic tutoring and services in the areas of math, science, reading, writing and test taking skills. Individual and group tutoring is available free of charge to all students. Tutoring is available via email and phone for students enrolled in online courses.

Math & Science Support

Individual and group tutoring sessions are available for students in the fundamental academic skills of science and math. Tutoring will occur in person or virtually (TEAMS or ZOOM) and phone for students in courses, with individuals or small groups.

Reading & Writing Support

Students enrolled in courses at Oak Point University may utilize this service via the TutorMe Management System. Students are assisted virtually and learn to improve writing and language usage, how to cite reference sources, and how to compose papers according to course requirements and APA style guidelines.

Peer Tutors

Individual sessions with an advanced level peer tutor are available for BSN and Imaging Technology students to increase knowledge and understanding of the nursing courses. Peer tutors are hired based on academic excellence. Peer tutors have the opportunity to develop and enhance their own leadership and teaching skills through peer tutoring.

Testing & Disability Services

In accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the principles of the Americans with Disabilities Act of 1990, as amended, Oak Point provides reasonable accommodations for students who have submitted the appropriate documentation and have been approved to receive accommodations. The Oak Point community must comply with these requirements and must maintain confidentiality regarding all information pertaining to students who receive accommodations.

In partnership with Enrollment Management, the Disability Services office facilitates and proctors all program entrance examinations. In partnership with Academic Affairs, the Disability Services office also facilitates and proctors ADA and miscellaneous exams as necessary and requested by program directors and assistant deans.

Library

Library and Resource Center

The **Oak Point University Library** is a professional health science library that supports the students of the University in locating and obtaining information to further their education. The Library has a presence at both

the Chicago Wicker Park campus and the Oak Brook campus. A full list of our services can be found on the university website.

The Library at the **Chicago Wicker Park campus** is located on the 1st floor of the St. Elizabeth Treatment Center. Adjacent to the Library is the Quiet Study Room which offers a silent study space for students. Also connected to the Library is the Student Lounge.

The Library at the **Oak Brook campus** is located inside the Resource Center on the 1st floor. The Library shares its space with IT and tutoring services. The Resource Center is also home to a practice room, podcast media rooms, study tables and booths, and white boards.

Library hours are the same at both campuses. The Library maintains daytime and evening hours throughout the week, with limited hours on the weekend. **Library hours are subject to change and can be verified by visiting the intranet or LibGuides.**

Contact Information:

Email: library@oakpoint.edu

Phone: (630) 537-9609

Library Services

Research Instruction - The Library team instruct students to locate, examine, and analyze health science literature using online and print resources. Research assistance is available to individuals or groups. Contact the librarians at library@oakpoint.edu for questions.

Interlibrary Loans - Items not available on-site can be ordered via Interlibrary Loan at library@oakpoint.edu. Requests are processed by the university librarians. Article request retrieval may take up to 3 business days, or 1-2 weeks for interlibrary loan books. Students should plan accordingly as arrival time can vary, depending on the lender. This is a free and unlimited service to everyone in the university.

Online access to eBooks, videos, and databases - Oak Point University Library offers a wide variety of nursing, medical, and allied health databases for all Oak Point personnel to access on and off campus. The databases contain thousands of full-text journals, videos, eBooks, patient education information, and more. Access to the databases is provided through the Oak Point University Library webpage and applicable course LibGuides.

Circulation

All items available on the shelves count as circulation and may be checked out, unless stated as otherwise. Current university students, faculty, and staff may check out materials from the circulation collection. Circulating library items may be checked out for a period of three weeks. On the item's due date, provided there are no requests placed by another student, the item will be automatically renewed. A library staff member will notify the patron of an overdue item through an automated email. **No items may be kept past the end of the semester, except for Faculty.**

The Library also maintains an Object Collection of items such as headphones, dry erase markers, calculators, phone chargers, bone bags, and other small items to assist in studying while on campus or in class. Most of these are located behind the library desk and may be checked out for the day.

All circulating items must be returned to the return bins at either location. At Chicago, there is a return bin beside the security desk, as well as one inside the Library itself near the main door. At Oak Brook, there is a return bin directly next to where library staff sit at the Resource Center desk.

Non-Circulating Collection

Required Textbooks may only be used in-house. These cannot leave the campus, except with permission by the Library Manager. Students must leave a form of ID at the library desk with the book card while using the required book. Students may make photocopies of up to 10% of any required textbook.

Only Faculty may check out books from the Faculty collection. These books may be borrowed for a full semester, and must be physically returned to the library for a condition check before renewing an additional semester(s).

All non-circulating materials must be returned directly to library staff during open hours.

Missing Materials

In the event that a student claims to have returned an item, but the material was never checked in, the following steps should be executed:

1. A one-week extension for the missing item will be granted to the student, in hopes that they will locate the material
2. Library staff will scan all collections for the missing material
3. If a week has gone by and neither the library staff nor the student can locate the missing material, it will be marked "LOST." Depending on the item's currency, circulation statistics, and otherwise value of the material, the student may be charged the full replacement fee.

Repeat offenders may face restrictions to future check outs and Library Holds placed on their student account until items are replaced.

Damaged Materials

In the event that an item is returned damaged and unable to be fixed or circulated for future students, the student who returned the item has two options. They will either be charged the entire cost of purchasing a replacement which will be charged to the student's account, or the student may purchase a replacement through a third party and give the new item to the library no later than two weeks after the material has been deemed damaged.

The following criteria are used to determine damaged status:

1. Water damage which severely warps the material
2. Missing pages, cover, case, cards, or pieces from a set
3. Spine of book is broken beyond repair
4. Obvious animal bite marks
5. Stains that obscure writing
6. Permanent writing within pages including but not limited to: pen, permanent marker, highlighter, or extensive pencil.

Damages that students will **not** be charged for:

1. Normal wear and tear
2. Tear in a page and/or cover
3. Outside stains that have not warped pages
4. Pencil writing on fewer than 10 pages (dependent on extent of writing)

Late Materials

All due materials must be returned at the end of the semester, or if another student has requested the item. If the semester ends and materials are still not returned, a **Library Hold** will be placed on the student's account via the Registrar. Students may be responsible for paying damaged or lost materials. If items are still not returned to the library after two weeks into the new semester, each material will be marked "LOST" and the entire cost of purchasing a replacement will be charged to the student's account.

Until all materials are returned to the library, the Library Hold will not be lifted and the student will be **unable to register for courses, nor will they receive any transcripts, grades, or diplomas.**

Copyrighted Material

Materials may be print, electronic, or another format. The U.S. Copyright Act applies to books, articles, drama, verse, movies, videos, audio, games, and other content. The Act has four factors to assist with determining if a particular use is fair use:

1. The purpose and character of the use
2. The nature of the copyrighted work
3. The amount and substantiality of the portion of the original work
4. The effect of the use on the market for the original work

A provision for fair use is found in the Copyright Act (Section 108). Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair use if it is for personal use in: teaching, scholarship, research, criticism, and news reporting, but is not limited to these areas.

The act also extends to include unpublished works. For detailed information about Section 108, visit:
www.copyright.gov/fls/fl102.html

Students, faculty, and staff using photocopied or electronic copies of articles, selected books sections, or other content are expected to comply with the U.S. Copyright Act.

- The Library provides copies of articles, selected sections of books, or other content upon request, as long as the following criteria are met:
- The Library makes one reproduction of an article from a periodical or a small part of any other work
- The reproduction becomes the property of the recipient
- The Library has no reason to believe that the reproduction will be used for purposes other than private study, scholarship, or research

More information about copyright reproduction rights granted to libraries and archives can be located at:
<http://www.copyright.gov/fedreg/2006/71fr70434.html>.

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

No further reproduction or distribution of this copy is permitted by electronic transmission or by any other means.

Section 108 of the U.S. Copyright law (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Fair use also applies to the photocopying (or reproduction) of articles, book sections, and other library materials when the copy is made by students, faculty, and staff.

Notices are visibly posted by library photocopier and printers, reminding users of the need for compliance with the U.S. Copyright Act. For more information regarding Copyright laws and regulations, Oak Point University personnel may visit: <http://libguides.oakpoint.edu/copyright>

Please contact the Library at library@oakpoint.edu if you have questions about copyright and fair use.

Foglia Family Foundation IPE Simulation Learning Center

Simulation is utilized to provide a safe environment for students to learn the skills associated with the profession. This is also done to foster clinical competence and, therefore, safe clinical experiences. The Simulation Center is heavily utilized for lab classes and clinical simulation. All requests must be done through the Simulation Center. Students will be able to use the Simulation Center with the presence of their instructor or the discipline specialist. Due to the volume and types of equipment located in the Simulation Center, it is important that the area remain secure, neat, clean, and organized. To that end, faculty and students have specific expectations which are shared through the Simulation Center. More information will be provided in courses and in the Simulation Center.

Open Lab

Open lab hours are offered at Wicker Park and Oak Brook campus. For more information, contact the Simulation Team at simulationcenter@oakpoint.edu.

Student Life

Student life at the University is rich in experiences, challenges, and friendships. Many opportunities exist for social activity, personal growth, and development of new interests and skills. Student Life is designed to address students' needs and facilitate student involvement in University life.

Students are encouraged to become involved in associations and organizations, take the opportunity to be involved on campus among peers, and, use the support and resources that are available. The University experience should be well rounded, as learning goes beyond the classroom, regardless of where it takes place – whether online, in clinical or lab, in a study group on campus, or at an association meeting.

Student Organizations

The University is supportive of student organizations formed on campus to strengthen student interests. The current student organizations on campus include the Student Government Organization (SGO), and the Oak Point Student Nurse Association (RUSNA) and the United Nations Association (UNA). The Director of Student Life serves as the liaison to the Student Government Organization. Faculty advisors are appointed to serve with the RUSNA and UNA.

Career Services

Career services are available to students and alumni seeking assistance in establishing career goals, developing career management skills, and finding meaningful employment. These services include:

- Career counseling and advisement
- Résumé and cover letter assistance
- Interviewing skills training
- Job opportunities and listings
- Career development workshops

Career Services informs students of employment opportunities and career events via the CareerLink career services management tool, email, LinkedIn, and postings on Student Experience bulletin boards. Career Services also gathers data on graduate employment. Students and alumni are encouraged to notify Career Services when they obtain employment in their field.

Counseling & Wellness Services

Counseling & Wellness Services (CWS) is dedicated to supporting the mental health and wellness of Oak Point University students. Students may seek counseling for a variety of reasons including, but not limited to, assistance with personal growth, stressors, depression, anxiety, self-esteem, relationship issues, grief, self-care, and life transitions. Services offered include:

- Short-term individual counseling
- TeleMental Health (in state)
- Crisis intervention
- Consultation
- Referrals to community resources and other providers (in and out of state)
- Workshops and presentations
- Growth and support groups

Services are provided to students at no charge. Sessions are typically 50 minutes or less in length and appointments are recommended.

All information is kept strictly confidential in accordance with state and federal laws and professional ethical standards. Exceptions to confidentiality might occur when there is a threat of harm to self or others, an indication of child or elder abuse/neglect, or a signed judge's subpoena for information.

Counseling is provided with respect for any sex, gender, sexual orientation, race, ethnicity, religion, spirituality, age, or disability. For more information, please visit: <https://oakpoint.edu/student-resources/counseling/>

Oak Point University Alumni Association

The Oak Point University Alumni Association exists to benefit alumni by developing a strong organization able to facilitate career goals, increase visibility, improve communication with graduates, provide continuing education and other services, and foster philanthropic support to help meet the University's programmatic and financial needs.

Membership in the alumni association includes all alumni and former students of Oak Point University or its predecessors, the West Suburban Hospital College of Nursing, Concordia/West Suburban, Wheaton College/West Suburban, Resurrection University, and the Saint Francis School of Radiography.

The alumni association members represent the University, and have a responsibility to conduct themselves in such a manner as to give a positive impression of Oak Point University to the public, students, and fellow graduates.

For more information about the Oak Point University Alumni Association, please contact the Director of Development and Alumni Relations.

Student Feedback

An online suggestion box is located on the Oak Point webpage, located at the following address:

<http://www.oakpoint.edu/suggestions/>

The online suggestion box allows students to submit feedback to University administration anonymously

Student Financial Services

BILLING

Tuition Rates/Fees

For updated tuition rates and fees, please visit [Ollienet](#) or the Oak Point website.

Tuition and Fee Deadlines

All charges not covered by financial aid (including loans), the institutional payment plan (see below) or scholarships are expected to be paid in full one week before the first day of the semester. Students who have enrolled in a FACTS payment plan will not be considered delinquent. A Student Account hold will be placed on any delinquent account. This hold will prevent registration as well as release of transcripts.

Tuition and Fee Payment Options

Students can pay using cash, check, money order, MasterCard, Discover, VISA, and American Express. Payments can be made:

- Online through the Student Portal (credit cards only)
- In person with your Enrollment Ambassador in Student Experience on the 1st floor
- Over the phone or virtually through online booking during business hours (8:00am to 4:30pm)

Flexible Payment Plans

The Nelnet Fast Automated Cash Transfer System (FACTS) is designed to give students flexibility in meeting their financial obligation. Payment plans are offered every semester. Deadlines, terms, and sign-up Information about Nelnet FACTS enrollment is available online at [Ollienet](#) or by clicking on the “Nelnet Payment Plans and Refund” tab under My Finances in the student portal.

Withdrawn/Graduate with a Balance

Students who graduate or withdraw from Oak Point University with a balance, regardless of an active payment plan, will have a hold placed on their account. This hold will prevent release of transcripts, release of information for employment, and will also prevent the release of a diploma. The hold will be released at time of balance paid in full.

Collection Agency Fees

Oak Point University may turn all student accounts that are delinquent for more than one term over to a designated Collection Agency. Before this occurs, Oak Point will bill a student multiple times reminding them of their obligation. In addition, the University may bill a student immediately prior to sending the account to collection to arrange for payment by a particular date.

Once a student's account has been remitted to a Collection Agency it CANNOT be settled at the University. The student will be required to pay the Collection Agency directly. The amount due the Collection Agency will include their original debt with the University and collection agency fees.

Credit Balances & Stipends

With the exception of Federal Work-Study, all other fund sources will be applied to the student's account as they are received. Students with credit balances after their funds have been applied and school charges have been deducted will have a stipend issued. Students will receive this stipend in the form of a check 14 days after the surplus funds have been posted to their account. Should a student wish to apply a credit balance to a

future semester, the student will need to send written authorization, electronic or paper, to the Office of Student Accounts. Students can monitor the receipt of funds on the Student Portal under My Finances > Account Information or contact the Office of Student Accounts.

Tuition Refund Policy

Tuition refunds, when approved, will be granted according to the following schedule:

Refunds for any 5 & 7-week course are as follows:

Prior to second week of class	100%
During second week	50%
After second week	0%

Refund for any 10 & 15-week course is as follows:

Prior to second week of class	100%
During second week	75%
During third week	50%
After third week	0%

FINANCIAL AID

The Financial Aid Office administers a variety of federal, state and institutional programs. Students who are in need of financial assistance are highly encouraged to complete the necessary paperwork by the appropriate deadlines.

Students interested in financial aid should complete the Free Application for Federal Student Aid (FAFSA), listing Oak Point University (school code 022141) as the institution to receive the information. The FAFSA can be accessed at www.fafsa.ed.gov. The FAFSA is now available October 1st of each year.

Book Vouchers

Book vouchers are usually available two weeks before classes start for eligible students. Students who have at least \$100.00 remaining in their financial aid funds after the deduction of school charges and have completed an authorization release for a book voucher are considered an eligible student. **Books for the entire semester, not the session, should be ordered when using the voucher.** Book voucher purchases can only be made from the MBS Bookstore, online at <https://bncvirtual.com/oakpoint> or through (800) 325-3252. The amount spent will be deducted from the student's financial aid awards.

Summer Aid

Students enrolling for the summer semester should complete a Free Application for Federal Student Aid (FAFSA) for the current award year (if they have not done so) and the subsequent award year. The school's summer Financial Aid Application may also have to be completed. The summer Financial Aid Application is emailed to current students. Financial aid during any summer semester is limited. Financial aid assistance for the summer usually consists of the Pell Grant, Scholarships, Stafford loans and private student loans. Any remaining funds eligibility for the current award year will be considered first. If none remains, the summer will be packaged using funds from the new award year. Summer disbursements are eligible on or after July 1st. Students must maintain enrollment through July 1st to received offered federal aid. Summer financial aid awards may affect the student's following fall and/or spring financial aid awards.

Student Budget Calculation

The Cost of Attendance (COA) reflects a student's anticipated allowable educational expenses for a nine-month academic year. The COA is basically a budget which includes tuition and fees, books and supplies, room and board, transportation, and miscellaneous/personal expenses. The Office of Financial Aid uses the COA when calculating a student's eligibility for financial aid. The student's total amount of financial aid (grants, loans, scholarships, and outside assistance) cannot exceed their COA.

To view Student Budget Calculation by program, please visit: <http://www.oakpoint.edu/costs-financial-aid/>

Federal Financial Aid Sources

Federal Pell Grant:

Eligibility for this grant is determined by the U.S. Department of Education which includes demonstration of "great" financial need, enrollment as an undergraduate student, and seeking an initial baccalaureate degree or its equivalent. The funds received under this program are grant funds and do not have to be repaid. The award amounts are based on the student's Expected Family Contribution (EFC) and enrollment hours. An eligible student has to be registered for at least three credit hours per semester to receive the Pell Grant.

A student cannot exceed their annual Pell Grant award. A new federal law has limited the lifetime funding of Pell Grant a student can receive while attending school to the equivalent of six years or 600%. Once this limit is reached the student is no longer eligible to receive the Pell Grant.

Federal Supplemental Educational Opportunity Grant:

Students eligible for this grant are undergraduate students demonstrating great financial need as determined by the U.S. Department of Education who have not earned a bachelor's degree or its equivalent. The funds received under this program are grant funds and do not have to be repaid. The amount of the awards per semester ranges from \$100.00 to \$750.00.

Federal Work-Study Program:

This program allows eligible students to work for a maximum of 20 hours each week. Students must be enrolled at least half time (6 credit hours) per semester to participate in this program. The funds earned from this program do not have to be repaid.

Federal Direct Loan Program:

Subsidized Direct Loan: This loan program is available to undergraduate students. Because this is a loan, it will have to be repaid. Repayment begins six months after ceasing at least 6 credit hours (three credit hours for graduate students) of enrollment. While enrolled at least as a half time student, the interest on this loan is paid by the federal government. There is a limit on what a student can receive per semester. First-time borrowers on or after July 1, 2013 are limited to the period of time they can receive the Direct subsidized loan. The maximum period of time is 150% of the published length of their program. This will include subsidized loans first borrowed at other colleges or universities on or after July 1, 2013.

Unsubsidized Direct Loan: This loan program is designed for undergraduate and graduate students. This is a loan and will have to be repaid. Interest begins accruing from the date of disbursement. Students have a choice of paying the interest while attending school or deferring the interest payments until the loan enters into repayment status after six months of ceasing at least 6 credit hours (three credit hours for graduate students) of enrollment. There is a limit on what a student can receive per semester.

Parent Loan for Undergraduate Students (PLUS):

Parents of undergraduate dependent students can borrow loan funds to assist in the payment of their dependent child's school expenses. The interest and principal payments begin 60 days after the loan funds are disbursed to the University. Parents have the option of deferring repayment of the loan if the student is enrolled at least 6 credit hours per semester.

Graduate PLUS Loan for graduate Students (GRAD PLUS):

Graduate students can borrow loan funds to assist in the payment of their school expenses. The interest and principal payments are deferred until six months after graduation, or after the student's enrollment is less than half-time, whichever comes first.

Nurse Faculty Loan Program:

The Nurse Faculty Loan Program offers graduate nursing students enrolled in MSN Nurse Educator or MSN Nurse Practitioner program, interested in becoming full-time faculty members at an accredited school of nursing, the opportunity for loan funding. The program provides for up to 85% loan forgiveness over the course of a four-year period of service after graduation from the program. The remaining 15% of the loan balance is to be repaid after the forgiveness period. The program is funded through the Health Resources and Services Administration (HRSA). Please contact the Financial Aid Office for more information. This program is presently on hold.

State of Illinois Financial Aid Sources**Monetary Award Program (MAP) Grant:**

Undergraduate students, with great financial need as determined by the State of Illinois may be eligible for the funds. The grant amount is determined by the State and can only be applied to tuition. The student or their parent (if parent information was required on the FAFSA) must be a resident of Illinois as defined by the State. The student must be enrolled at least 15 credit hours to receive the maximum MAP award per semester. The grant will cover a maximum of 75 credit hours for freshman and sophomore level students, junior and senior students are eligible for a maximum of 135 credit hours. The MAP award is only available for the Fall and Spring semesters.

Effective July 1, 2012, a student will not receive a MAP payment for any repeated course which was paid previously by the MAP grant.

University Grants**The OAK POINT Need Award**

The Oak Point Need Award is given to eligible students with a financial need based on the results of filing a FAFSA. The amount varies per semester. Grant money is limited. It is awarded to eligible students with a complete file until the funds are exhausted for the academic year. The amount the student is awarded for the academic year depends on their financial need minus any other accepted need-based aid, not to exceed the maximum amount for the semester. Incoming students are provided priority in awarding this resource.

Scholarships

Oak Point University is proud to offer numerous scholarship opportunities that are funded by private gifts from individuals, groups and institutions. These scholarships are considered gift aids – they do not have to be repaid if the required eligibility is met. For a full list of scholarships, please visit <https://oakpoint.edu/costs-financial-aid/types-of-aid/scholarships/>.

Return of Title IV Federal Financial Aid Funds

This policy governs all federal grant and loan programs (Pell, SEOG, Stafford loans, PLUS loans) but does not include Federal Work Study programs. For any student who receives Title IV federal funds from these programs and withdraws completely from a semester, the University must calculate the portion of scheduled Title IV financial assistance that the student has earned and is therefore entitled to retain, until the time the student withdrew. **If a student is registered for a second term within the semester, they will have to withdraw from that term before their last day of attendance in the first term otherwise that period may also be included in the calculation.**

The withdrawal date is the date the student began the official withdrawal process by notifying the Office of the Registrar, in writing, of his or her intent to withdraw. For an unofficial withdrawal (student failing to inform the school they are withdrawing) it is the midpoint of the semester.

If a student receives more financial assistance than he or she earns the unearned funds must be returned to the Department of Education within 45 days of the determined date of the student's withdrawal, in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Parent PLUS Direct Loan
4. Federal GRAD PLUS Direct Loan
5. Federal Pell Grant
6. Federal Supplemental Education Opportunity Grant (FSEOG)

If a student's charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. If it is determined a student is eligible for a post-withdrawal disbursement of grant or loan funds, the funds will be added to the student's account within 30 days of the date the school determined the student's withdrawal. The student (or parent for PLUS loan) will be sent an acceptance letter notifying them of the amount available. The letter will have to be returned within 14 days indicating whether they wish to receive the available funds and the amount.

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he or she withdrew. For example, if the student completes 30 percent of the semester, he or she earns 30 percent of the approved federal aid that was originally scheduled for disbursement in the semester. This means that 70 percent of the student's schedule of disbursed aid remains unearned and must be returned to the federal programs. Adjustments will not be made subsequent to the point at which a student has completed 60 percent of the semester in accordance with federal regulations.

This policy does not affect the student's tuition and fee charges. The University's refund policy will be used to determine the reduction in the student's tuition and fee charges.

Satisfactory Academic Progress

All students at Oak Point University are expected to maintain satisfactory academic progress whether they are receiving financial aid or not for each semester of attendance. Satisfactory academic progress criteria contained in this policy are applied each term to all students and are evaluated at the intervals specified for each criterion below.

If a student pursues a second degree, credits and grades not related to the second degree will not be included in determining their satisfactory progress. All other satisfactory academic requirements will have to be met for the second degree program.

If a student changes majors or degrees, credits and grades not related to the new major/degree will not be included in determining their satisfactory progress. All other satisfactory academic requirements will have to be met in the new major or degree program. If a student only registers for non-graded courses while on a SAP Warning, the student is subject to a SAP Hold regardless of passing the courses.

Satisfactory academic progress has four components: quantitative, qualitative, degree completion and academic progression. Students must satisfy all components.

1. **Quantitative:** Students must complete at least 67% of the courses attempted.
2. **Qualitative:** Undergraduate students must have a cumulative grade point average (GPA) of 2.0 on a 4.0 scale. Graduate Students must have a cumulative GPA of 3.0 on a 4.0 scale.
3. **Degree Completion:** Students must complete a bachelor's degree in no more than 150% of the stated number of credit hours for an academic program. As an example, undergraduate students must complete the 120 hours for their baccalaureate degree with less than 180 attempted hours.
4. **University Academic Progression Policy:** Students must meet the standards of the University Academic Progression policy.

This policy applies to undergraduate and graduate students who are enrolled in full-time or part-time programs.

1. Quantitative Requirements (Quantity of Academic Work Completed)

1. A student must successfully complete at least 67% of the cumulative hours attempted each semester.
2. "Attempted hours" are defined as any course in which the student is enrolled after the University's add/drop period expires.
3. "Successfully completed hours" are defined as the number of hours in which an undergraduate student received a grade of A, B, or C, and a graduate student received a grade of A or B.
4. Withdrawals, D and F grades, and repeated courses are handled as follows:
5. Withdrawals are counted as hours attempted if they occur after the add/drop period has ended.
6. D and F grades are included as hours attempted, but not completed.
7. Initial and repeated enrollments in the same course count as hours attempted each time the course is taken.
 1. Incompletes and missing grades, are counted as attempted, but not completed.
 2. The cumulative 67% completion rate is monitored at the end of each semester.
 3. The completion rate applies to all semesters.
 4. All transfer courses that count toward the student's current program from prior institutions are used in the calculation of the 67% completion rate.

2. Qualitative Requirements (Quality of Academic Work Completed)

1. Students' cumulative grade point average (GPA) will be evaluated at the end of each semester.
2. Undergraduate students must have a minimum GPA of 2.0 (A=4.0). Graduate students must have a minimum GPA for 3.0 (A=4.0).
3. Transfer GPAs are not used in calculation of the GPA at Oak Point.

3. Degree Completion Requirements

- The maximum timeframe for which a student is allowed to complete their program of study may not exceed 150% of the published length of the program measured in credit hours.

- For instance, if the published length of an academic program is 120 credit hours, the maximum timeframe during which a student will be eligible for financial assistance must not exceed 180 total attempted credit hours (including accepted transfer hours).
- The maximum timeframe will be evaluated at the end of each semester.
- Whether a student has withdrawn from a course they are passing or failing, it is counted toward the maximum timeframe.

4. University Academic Progression Policy

1. Students must maintain all requirements outlined in the Academic Progressions policy.
2. Academic progression will be evaluated at the end of each term

Veteran's Educational Benefits

Oak Point University is an approved University for the use of GI Bill® benefits. For more information, please contact the Office of the Registrar.

VA Pending Payment Compliance Agreement

Compliance with 38 USC 3679(e) - VA Pending Payment Compliance

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

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

Academic Programs and Curriculum

GENERAL EDUCATION REQUIREMENTS

Oak Point has established its general education requirements to ensure students have a strong educational foundation, grounded in the liberal arts, that supports student success. Specific units in communications, mathematics, physical and life sciences, humanities and fine arts, behavioral and social sciences, and general electives serve the purpose of ensuring students develop strong communication abilities in a diverse society, build critical thinking and problem-solving skills, achieve a solid foundation for the science-based professional healthcare programs at Oak Point, and embrace lifelong learning.

University Outcomes

Upon completion of the program of choice, all graduates of the University will:

- Demonstrate effective verbal and non-verbal communication skills.
- Formulate and compose accurate, clear, and professional written communication.
- Demonstrate critical thinking by clarifying, integrating and evaluating knowledge.
- Engage in collaborative practices with other health-care providers; patients, families, and communities.
- Use evidence based practice from within the profession and other disciplines to guide practice and professional activities.
- Demonstrate professional behaviors within practice settings and to the public at large that reflect the standards of the profession.
- Demonstrate attributes and qualities of professional leadership.
- Provide culturally competent, effective, and patient-centered professional healthcare services to individuals, families and communities across the lifespan.

COLLEGE OF HEALTH SCIENCES

Bachelor of Science in Imaging Technology (123.5 credits)

Programs of Study

In the Saint Francis School of Radiography, there are two programs leading to the Bachelor of Science degree in Imaging Technology. The Imaging Technology Program option is designed for the student who has not completed a formal radiography program previously. The Imaging Technology (Post-Certification) Program option is designed for a registered radiographer (RT) who is seeking a baccalaureate degree.

Baccalaureate Imaging Technology Program Outcomes

- Students will demonstrate effective communication skills.
- Students will develop critical thinking skills for application in the clinical setting.
- Students in the program will be clinically competent
- Students will model professionalism

Imaging Technology General Education and Support Required Courses (53 Credits)		
General Education Courses (46 Credits)		Credits (in Semester Hours)
English/Communication		9
Social and Behavioral Science		9
Humanities and Fine Arts		9
†College Math or Statistics		3
Physical and Life Sciences		7
General Electives		9
Imaging Technology Support Courses (7 Credits)		Credits (in Semester Hours)
†Human Anatomy and Physiology I (with lab)		4
Medical Terminology		3
Imaging Technology Required Courses (70.5 Credits)		
Course Number	Course Title	Credits (in Semester Hours)
IMT 310	Radiographic Anatomy and Physiology: Skeletal	3
IMT 311	Introduction to Radiography	0
IMT 312	Principles of Radiation Protection	3
IMT 313	Ethical, Legal & Physical Methods of Patient Care	3
IMT 315	Radiographic Procedures I	4.5
IMT 316	Radiographic Clinical Education I	3
IMT 321	Principles of Radiographic Exposure	3
IMT 322	Radiographic Image Processing	3
IMT 324	Radiographic Cross Sectional Anatomy	3
IMT 325	Radiographic Procedures II	4.5
IMT 326	Radiographic Clinical Education 2	3
IMT 331	Principles of Radiographic Exposure II	3
IMT 335	Radiographic Procedures III	3
IMT 336	Radiographic Clinical Education 3	4
IMT 412	Radiographic Imaging	2
IMT 414	Radiographic Physics	3
IMT 415	Radiographic Procedures IV	3
IMT 416	Radiographic Clinical Education 4	4
IMT 421	Computer Application in Radiography	2
IMT 422	Introduction to Radiographic Quality Assurance	2
IMT 423	Image Presentation & Evaluation	2
IMT 424	Radiation Biology	2.5
IMT 425	Radiographic Procedure V	3
IMT 426	Radiographic Clinical Education 5	4
IMT 438	Registry Review	0
TSS 001	Transition Success Seminar	0

†Please note these courses must have been completed no more than five years prior to your intended semester of enrollment. Physical and Life Sciences must include 1 course from each area. One course from either Physical Sciences or Life Sciences must have a lab (L) designation. General education physical and life sciences credits that have been fulfilled by Imaging support coursework may be substituted with general elective coursework.

Bachelor of Science Degree in Imaging Technology (Post-Certification) (123.5 credits)

This program is designed for radiography technologists who desire a Bachelor of Science degree in Imaging Technology. Students pursuing the post-certification option must complete the imaging technology support and general education requirements before or simultaneously with courses in this program. The courses are designed with an emphasis on current healthcare leadership measures while being delivered thru an integrated educational model. Classes fit together to comprise a program with a diverse foundation to prepare students for the responsibility of being knowledgeable to those they lead and those they report to.

Upon completion of this program of study, graduates will/ will be able to:

- Articulate effective modes of communication both verbal and nonverbal approaches
- Engage in collaborative practices with patients, families, communities, and other health care providers to improve health care delivery methods
- Analyze nuclear energy and its impact on environmental concerns with a comparison to medical radiation and other forms of energy
- Integrate attributes and qualities of leadership to enhance their professional roles in a dynamic and challenging healthcare landscape
- Initiate process improvement plans using innovative approaches

The following 47.5 semester hours of imaging technology credit will be awarded to students based upon the successful attainment of Certification in Radiography (RT-R) pending successful completion of the first course taken in the program.

Imaging Technology (Post-Certification) Registered Radiography Technologist Transfer Courses (47.5 Credits)		
Course Number	Course Title	Credits (in Semester Hours)
IMT 315	Radiographic Procedures I	4.5
IMT 321	Principles of Radiographic Exposure I	3
IMT 324	Radiographic Cross Sectional Anatomy	3
IMT 325	Radiographic Procedures II	4.5
IMT 322	Radiographic Image Processing	3
IMT 331	Principles of Radiographic Exposure II	3
IMT 335	Radiographic Procedures III	3
IMT 412	Radiographic Imaging	2
IMT 414	Radiographic Physics	3
IMT 415	Radiographic Procedures IV	3
IMT 422	Introduction to Radiographic Quality Assurance	2
IMT 423	Image Presentation II	2
IMT 424	Radiation Biology	2.5
IMT 425	Radiographic Procedures V	3
IMT 312	Principles of Radiation	3
IMT 313	Ethical, Legal & Physical Methods of Patient Care for Radiographers	3

Imaging Technology (Post-Certification) General Education and Support Required Courses (53 Credits)

General Education Courses (46 Credits)		Credits (in Semester Hours)
English/Communication		9
Social and Behavioral Science		9
Humanities and Fine Arts		9
College Math or Statistics		3
Physical and Life Sciences		7
General Electives		9
Imaging Technology Support Courses (7 Credits)		Credits (in Semester Hours)
Human Anatomy and Physiology I (with lab)		4
Medical Terminology		3

Imaging Technology (Post-Certification) Required Courses* (23 Credits)

Course Number	Course Title	Credits (in Semester Hours)
IMT 304	Health Care Systems	4
IMT 307	Global Impact of Radiant Energy and the Environment	5
IMT 420	Teamwork Collaboration in Healthcare	4
IMT 430	Strategic Leadership (Capstone Project)	6
IMT ELECTIVE†	IMT ELECTIVE†	4

†Physical and Life Sciences must include 1 course from each area. One course from either Physical Sciences or Life Sciences must have a lab (L) designation. General education physical and life sciences credits that have been fulfilled by Imaging support coursework may be substituted with general elective coursework.

*Note: All 21 hours of Imaging Technology credit must be taken at Oak Point University. IMT 430 Strategic Leadership (Capstone Project) must be completed as the final course of the program.

† Additional Elective Courses to fulfill Graduation Requirements:

Course		Credits
IMT 301	Health Care Systems	4 SH
IMT 302	Health Care Delivery	4 SH
IMT 305	Health Care Law and Ethics	4 SH

COLLEGE OF NURSING

Purpose of the Undergraduate Nursing Program

The baccalaureate nursing program is designed to prepare students as professional registered nurses who function within a healthcare team. Graduates of this program will be prepared to engage in health promotion, health maintenance, provision of direct and indirect care, and other professional activities.

Baccalaureate Nursing Program Outcomes

Upon completion of this program of study, graduates will:

- Use effective modes of communication with patients, and healthcare providers in order to provide quality healthcare.
- Compose effective sentences, paragraphs, and theoretic papers to express ideas, information, and opinions.
- Integrate critical thinking processes in professional nursing practice in an effort to make logical decisions.
- Engage in collaborative practices with patients, families, communities, and other health care providers

to improve health care delivery.

- Evaluate and apply evidence based data as a basis for effective nursing practice and professional activities.
- Model professional behaviors that adhere to standards, practice and ethical codes.
- Apply personal attitudes and skills critical to leadership in professional nursing.
- Provide culturally competent, effective and patient centered professional nursing care to individuals, families, and communities across the life span.
- Articulate the role of the nurse in relation to healthcare policy.

Bachelor of Science in Nursing (Pre-Licensure) (123 credits)

This program is designed for students enrolling in an initial nursing program. Students will complete the following courses:

Nursing (Pre-Licensure) General Education and Support Required Courses (61 Credits)		
General Education Courses (39 Credits)		Credits (in Semester Hours)
English/Communication		9
Social and Behavioral Science		9
Humanities and Fine Arts		9
College Math or Statistics		3
Physical and Life Sciences		7
General Electives		2
Nursing Support Courses (22 Credits)		Credits (in Semester Hours)
†General Chemistry		4
†Human Anatomy and Physiology I (with lab)		4
†Human Anatomy and Physiology II (with lab)		4
†Microbiology (with lab)		4
Statistics		3
Lifespan Development		3
Nursing (Pre-Licensure) Required Courses (62 Credits)		
Course Number	Course Title	Credits (in Semester Hours)
NUR 3020	Pathophysiology for Nursing Care	3
NUR 3025	Health Assessment for Nursing Care	4
NUR 3030	Fundamentals of Nursing Care	5
NUR 3035	Pharmacology for Nursing Care	3
NUR 3040	Nursing Care of Adults Across the Life Span	9
NUR 3045	Nutrition for Nursing Care	2
NUR 3050	Ethics for Nursing Care	2
NUR 3055	Evidence Based Practice for Nursing Care	2
NUR 4015	Nursing Care of Communities and Populations	5
NUR 4020	Nursing Care of Mental Health Patients	5

NUR 4025	Nursing Care of the Childbearing Family	5
NUR 4050	Nursing Care of Critically Ill Patients	4
NUR 4055	Nursing Care of Children and Families	5
NUR 4060	Senior Seminar: Licensure Preparation	1
NUR 4505	Professional Nursing Leadership and Management	3
NUR 4510	Transition to Professional Nursing Practice	4
TSS 001	Transition Success Seminar	0

† Please note these courses must have been completed no more than seven years prior to your intended semester of enrollment.

Physical and Life Sciences must include 1 course from each area. A course from Physical Sciences or Life Sciences must have a lab (L) designation. General education physical and life sciences, college math, and social and behavioral sciences credits that have been fulfilled by nursing support coursework may be substituted with general elective coursework.

Master of Science in Nursing

Purpose of the Graduate Nursing Program

Graduate students are prepared as advanced generalists or specialists who will care for patients throughout the full spectrum of healthcare delivery settings and across various stages of health and wellness.

Graduate Nursing Program Outcomes

Upon completion of this program of study, graduates will:

- Apply effective modes of communication in the provision of care to patients and aggregates.
- Meet professional writing standards for usage, structure, format, content, stylistic criteria, and audience.
- Synthesize critical thinking processes used to make logical decisions in advanced nursing practice.
- Participate in and lead, when appropriate, collaborative teams to improve healthcare delivery and outcomes.
- Demonstrate inclusion of evidence based and translational science practices in efforts to guide professional activities and improve patient and institutional practices.
- Demonstrate professional behavior within practice settings and to the public that is consistent with standards, regulatory and ethical codes in the profession and community.
- Demonstrate leadership roles within the profession and community.
- Design, implement and evaluate innovative individual or population-based programs of care/administration/education to achieve quality outcomes.
- Participate in the development, implementation of, and advocate for policies that improve the profession of nursing and health of the public.
- Model Interprofessional education through communication, teamwork, values and ethics and roles and responsibilities

Oak Point University offers the following graduate nursing majors:

- **Nurse Practitioner (NP).** As a primary care provider, the NP is responsible for health assessment, health promotion, risk reduction, and management of health and common health alterations addressed in a primary care setting. The concentrations within this major are:
 - Adult Gerontology Acute Care Nurse Practitioner (48 credits/540 residency hours)
 - Adult Gerontology Primary Care Nurse Practitioner (48 credits/670 residency hours)
 - Family Nurse Practitioner (48 credits/670 residency hours)
 - Psychiatric Mental Health Nurse Practitioner (46.5 credits/510 residency hours)

- **Nurse Educator (NE).** The NE contributes to the education of the patient, community, staff nurses, and nursing student in an academic setting.

Graduates will be prepared to take the appropriate certification exam offered through national certifying bodies.

Academic Progression Requirements for the Graduate Nursing Program

The normal full-time graduate student credit load is six to nine semester hours per semester. A student who carries less than six hours per semester is considered a part-time student. For academic progression requirements, please see the Academic Progression section of the catalog.

When a course is repeated, only the grade and credit hours for the last attempt will be used in computing GPA, quality points, and credit. However, both attempts will be recorded and remain on the official transcript.

The graduate program consists of a series of courses known as the MSN Core, MSN Business or APN Clinical Core, and the Specialty courses. The program outcomes, curriculum, and program of study for each major are projected below.

Students must complete all degree requirements for the MSN program within four years of beginning the program.

Nurse Practitioner Concentrations

The College of Nursing offers four concentrations. Each concentration also has population specific foci.

Major Outcomes

- Synthesize and apply theories and conceptual models from nursing and other related disciplines to facilitate clinical practice decision making.
- Integrate the use of communication skills, information systems and standardized languages in relation to clinical outcomes and continuous performance measures.
- Develop collaborative, interdisciplinary relationships that improve the delivery of healthcare to selected populations.
- Interpret and apply evidenced-based data to assess cohort risk, implement interventional strategies and evaluate outcomes as part of an interdisciplinary healthcare team.
- Design, implement and evaluate innovative individual or population-based programs of care to achieve quality outcomes.
- Pursue continuous quality improvement through the NP role.
- Serve as a primary care provider and critical member of an interdisciplinary team managing the health of the selected population.
- Model Interprofessional education through communication, teamwork, values and ethics and roles and responsibilities

Master of Science in Nursing: Adult Gerontology Acute Care Nurse Practitioner

Master of Science in Nursing Required Core Courses (11 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 5000	Theoretical Foundations of Nursing Practice	3
NRG 5002	Health Care Delivery	3
NRG 5005	Evidence Based Practice for the Advanced Nursing Role	3
NRG 5910	Leadership Roles in Healthcare Organizations	2

Master of Science in Nursing Required Clinical Core Courses (11 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 5101	Advanced Health & Physical Assessment	3
NRG 5102	Advanced Pathophysiology	3
NRG 5103	Advanced Pharmacology	3
NRG 5105	Advanced Health & Physical Assessment Lab with APN Skills	2

Adult Gerontology Acute Care Nurse Practitioner Required Specialty Courses (26 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 5811	Acute Care Adult Gerontology I	3
NRG 5811R	Acute Care Adult Gerontology Residency I	1
NRG 5804	Advanced Acute Care Adult Gerontology II	3
NRG 5804R	Advanced Acute Care Residency II	4
NRG 5806	Acute Care Pharmacotherapeutics	3
NRG 5807	Advanced Acute Care Adult Gerontology III	3
NRG 5807R	Advanced Acute Care Adult Gerontology Residency III	4
NRG 5813	Wound Care/Suturing	2
NRG 5815	Diagnostics & Procedures	3

Master of Science in Nursing: Adult Gerontology Primary Care Nurse Practitioner

Master of Science in Nursing Required Core Courses (11 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 5000	Theoretical Foundations of Nursing Practice	3
NRG 5002	Health Care Delivery	3
NRG 5005	Evidence Based Practice for the Advanced Nursing Role	3
NRG 5910	Leadership Roles in Healthcare Organizations	2

Master of Science in Nursing Required Clinical Core Courses (11 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 5101	Advanced Health & Physical Assessment	3
NRG 5102	Advanced Pathophysiology	3
NRG 5103	Advanced Pharmacology	3
NRG 5105	Advanced Health & Physical Assessment Lab with APN Skills	2

Adult Gerontology Primary Care Nurse Practitioner Required Specialty Courses (26 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 5709	APN Management of Adult Health	6
NRG 5709R	APN Management of Adult Health Residency (180 hrs)	3
NRG 5706	APN Management of the Geriatric Population	3
NRG 5706R	APN Management of the Geriatric Population Residency (120 hrs)	2
NRG 5704	APN Management of Women's Health	3
NRG 5704R	APN Management of Women's Health Residency (120 hrs.)	2
NRG 5710	APN Role Transition	3
NRG 5720R	Intensive APN Residency (250 hrs.)	4

Master of Science in Nursing: Family Nurse Practitioner

Master of Science in Nursing Required Core Courses (11 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 5000	Theoretical Foundations of Nursing Practice	3
NRG 5002	Health Care Delivery	3
NRG 5005	Evidence Based Practice for the Advanced Nursing Role	3
NRG 5910	Leadership Roles in Healthcare Organizations	2

Master of Science in Nursing Required Clinical Core Courses (11 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 5101	Advanced Health & Physical Assessment	3
NRG 5102	Advanced Pathophysiology	3
NRG 5103	Advanced Pharmacology	3
NRG 5105	Advanced Health & Physical Assessment Lab with APN Skills	2

Family Nurse Practitioner Required Specialty Courses (26 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 5709	APN Management of Adult Health	6
NRG 5709R	APN Management of Adult Health Residency (180 hrs)	3
NRG 5704	APN Management of Women's Health	3
NRG 5704R	APN Management of Women's Health Residency (120 hrs.)	2
NRG 5705	APN Management of Pediatric & Adolescent Health	3
NRG 5705R	APN Management of Ped. & Adol. Health Residency (120 hrs.)	2
NRG 5710	APN Role Transition	3
NRG 5720R	Intensive APN Residency (250 hrs.)	4

Master of Science in Nursing: Psychiatric Mental Health Nurse Practitioner

Master of Science in Nursing Required Core Courses (11 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 5000	Theoretical Foundations of Nursing Practice	3
NRG 5002	Health Care Delivery	3
NRG 5005	Evidence Based Practice for the Advanced Nursing Role	3
NRG 5910	Leadership Roles in Healthcare Organizations	2

Master of Science in Nursing Required Clinical Core Courses (11 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 5101	Advanced Health & Physical Assessment	3
NRG 5102	Advanced Pathophysiology	3
NRG 5103	Advanced Pharmacology	3
NRG 5105	Advanced Health & Physical Assessment Lab with APN Skills	2

Psychiatric Mental Health Nurse Practitioner Required Specialty Courses (24.5 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 5313	Neuroscience and Psychopharmacology	4
NRG 5314	PMHNP Psychopathological Disorders & Psychotherapy	3
NRG 5315	PMHNP Psychotherapy for Individuals, Groups, & Families Residency	2
NRG 5316	PMHNP Diagnosis and Management Across the Lifespan I	3
NRG 5316R	PMHNP Diagnosis and Management Across the Lifespan Residency I	2
NRG 5317	PMHNP Diagnosis and Management Across the Lifespan II	3
NRG 5317R	PMHNP Diagnosis and Management Across the Lifespan Residency II	2
NRG 5318	PMHNP Diagnosis and Management Across the Lifespan III	3
NRG 5318R	PMHNP Diagnosis and Management Across the Lifespan Residency III	2.5

Master of Science in Nursing: Nurse Educator (40 credits/300 residency hours)

Major Outcomes

- Synthesize and apply theories, conceptual models and principles from nursing and other related disciplines to facilitate decision making related to nursing education.
- Integrate the use of communication skills, information systems, and technology in relation to nursing education.
- Develop and maintain collaborative relationships required in the delivery of effective nursing education programs.
- Interpret & apply evidenced-based data to assess cohort risk, implement interventional strategies, & evaluate outcomes part of an educational team.
- Design, implement and evaluate innovative teaching, learning and evaluation strategies used in educational programs to achieve quality outcomes.
- Pursue continuous quality improvement through the nurse educator role.
- Serve as a leader, consultant, mentor or change agent to advance nursing education and facilitate learner development and socialization.
- Participate in innovative curriculum design and evaluation of program outcomes.
- Create a capstone project for oral and written presentation on a nursing education topic.
- Model Interprofessional education through communication, teamwork, values and ethics and roles and responsibilities

Residency hour breakdowns are subject to modification.

Master of Science in Nursing: Nurse Educator		
Master of Science in Nursing Required Core Courses (11 Credits)		
Course Number	Course Title	Credits (in Semester Hours)
NRG 5000	Theoretical Foundations of Nursing Practice	3
NRG 5002	Health Care Delivery	3
NRG 5005	Evidence Based Practice for the Advanced Nursing Role	3
NRG 5910	Leadership Roles in Healthcare Organizations	2
Master of Science in Nursing Required Clinical Core Courses (11 Credits)		
Course Number	Course Title	Credits (in Semester Hours)
NRG 5101	Advanced Health & Physical Assessment	3
NRG 5102	Advanced Pathophysiology	3
NRG 5103	Advanced Pharmacology	3
NRG 5105	Advanced Health & Physical Assessment Lab with APN Skills	2

**Nurse Educator Required Specialty Courses
(18 Credits)**

Course Number	Course Title	Credits (in Semester Hours)
NRG 5601	Clinical Management for Nurse Educators	3
NRG 5601R	Clinical Mgmt. Residency (60 hours)	1
NRG 5602	Teaching/Learning in Nursing Education	3
NRG 5602R	Teaching and Learning Residency (30 hours)	0.5
NRG 5603	Curriculum Development in Nursing Education	3
NRG 5604	Evaluation & Testing in Nursing Education	3
NRG 5606	Legal and Ethical Issues in Nursing Education	1
NRG 5607R	Nurse Educator Residency (60 hours)	1
NRG 5608R	Nurse Educator Residency (60 hours)	1
NRG 5609R	Nurse Educator Residency (90 hours + seminar)	1.5

Post-Master Certificates

**Certificate – Adult Gerontology Acute Care Nurse Practitioner Required Courses
(26 Credits)**

Course Number	Course Title	Credits (in Semester Hours)
NRG 5811	Acute Care Adult Gerontology I	3
NRG 5811R	Acute Care Adult Gerontology Residency I	1
NRG 5804	Advanced Acute Care Adult Gerontology II	3
NRG 5804R	Advanced Acute Care Residency II	4
NRG 5806	Acute Care Pharmacotherapeutics	3
NRG 5807	Advanced Acute Care Adult Gerontology III	3
NRG 5807R	Advanced Acute Care Adult Gerontology Residency III	4
NRG 5813	Wound Care/Suturing	2
NRG 5815	Diagnostics & Procedures	3

**Certificate – Psychiatric Mental Health Nurse Practitioner Required Courses
(24.5 Credits)**

Course Number	Course Title	Credits (in Semester Hours)
NRG 5313	Neuroscience and Psychopharmacology	4
NRG 5314	PMHNP Psychopathological Disorders & Psychotherapy	3
NRG 5315	PMHNP Psychotherapy for Individuals, Groups, & Families Residency	2
NRG 5316	PMHNP Diagnosis and Management Across the Lifespan I	3

NRG 5316R	PMHNP Diagnosis and Management Across the Lifespan Residency I	2
NRG 5317	PMHNP Diagnosis and Management Across the Lifespan II	3
NRG 5317R	PMHNP Diagnosis and Management Across the Lifespan Residency II	2
NRG 5318	PMHNP Diagnosis and Management Across the Lifespan III	3
NRG 5318R	PMHNP Diagnosis and Management Across the Lifespan Residency III	2.5

Doctor of Nursing Practice (32 Credits)

Program Outcomes

- Use an ethical framework to guide the integration of nursing science, evidence based practice, and population health to inform practice.
- Demonstrate critical thinking at the highest level of practice and accountability in the management of healthcare considering ethical, legal, cultural, and socially just patient-centered care.
- Institute a role within the healthcare delivery system that provides for interprofessional collaboration, interdependence, and a professional identity as an advanced nursing professional with specialized knowledge.
- Lead interprofessional teams by initiating and maintaining effective working relationships using mutually respectful communication and collaboration.
- Serve in the role of patient health care coordinator/facilitator across health determinants and health care settings with an emphasis on urban/regulatory environments.
- Integrate clinical expertise with political skills, systems thinking and business insight to transform the evolving healthcare system at local, regional, national, and international levels.

Doctor of Nursing Practice

Doctor of Nursing Practice Core Courses (32 Credits)

Course Number	Course Title	Credits (in Semester Hours)
NRG 7101	Foundations for Advanced Clinical Scholarship	3
NRG 7103	Urban Health	3
NRG 7105	DNP Practicum Independent Study (as needed)	0
NRG 7202	Informatics	2
NRG 7203	Epidemiology & Biostatistics	3
NRG 7204	DNP Project I	0.5
NRG 7205	DNP Practicum I	0.5
NRG 7302	Population Health	2
NRG 7303	Leadership, Economics and Finance	3
NRG 7304	DNP Project II	1

NRG 7401	Nursing Policy, Regulation and Public Protection	3
NRG 7404	DNP Project III	1
NRG 7502	Healthcare Innovations	1.5
NRG 7503	Ethical Dimensions of the DNP Role	3
NRG 7504	DNP Project IV	0.5
NRG 7505	DNP Practicum II	1
NRG 7602	Professional Communication	2
NRG 7604	DNP Project V	0.5
NRG 7605	DNP Practicum III	1.5

Non-Credit Options

Interprofessional Education (IPE) Scholar Program

The Interprofessional Education (IPE) Scholar program is a non-credit hybrid program designed to enhance students' knowledge of interprofessional education. The didactic component is comprised of asynchronous online modules that cover four competency domains: values/ethics; roles/responsibilities; communication; and teamwork. The program also includes onsite simulations and open labs that correspond to the specialty IPE area studied by the student and the elective taken. Upon successful completion of each module, the IPE Scholar student is awarded a corresponding badge. Once the IPE scholar student earns all 6 badges, they are awarded the micro credential titled "IPE Scholar," which is noted on their transcript.

Course Descriptions

Prerequisite — A course required to be taken before another course.

Corequisite — A course required to be taken simultaneously with another course.

Course credits code — (Didactic credit: Lab credit: Clinical credit)

COLLEGE OF HEALTH SCIENCES

* Denotes a BSIT Post-Certification course

IMT 301 Health Care Systems*

4 credit hours (4:0:0)

This introductory course encompasses a policy and politics angle of health care's three persistent issues - access, cost and quality. The roles of patients, physicians, hospitals, insurers, and pharmaceutical companies will be established. The interaction between the government and these different groups will also be covered. Current national health care policy initiatives and the interests of class members will drive the class. In addition, this course is designed to inform the manager of key metrics that all employees are responsible for in which the manager must report. Topics include Customer Satisfaction, Employee Engagement, Safety, and financial outcomes. The importance of Dashboards and their expanded use for application of metric tracking will be addressed.

Prerequisite(s):

Admission to the Imaging Technology Program

IMT 302 Health Care Delivery*

4 credit hours (4:0:0)

Introduces a broad overview of the concepts, theories and practices integral to the basic understanding of health care delivery in the United States. Topics focus on the various forms and function of the U.S. health care system including hospital care, health care education and personnel, financing health care, declining reimbursement rates, long term care, mental health, and public health. Various styles of effective leaders and workplace environments will be addressed.

Prerequisite(s):

Admission to the Imaging Technology Program

IMT 304 Strategic Communication*

4 credit hours (4:0:0)

This course provides students with the skills necessary to formally present in health care and other business settings. Appropriate forms of interpersonal communication and an overview of effective media use will be presented. Verbal and nonverbal communication will be explored. Students will have the opportunity to apply these principles in critiquing media and in producing visuals through computer graphics. Students will become versed in effective presentation utilizing speaking and computer aptitude. Students will design and present an effective presentation about a specific subject matter. *Cross-listed with HSC 3004.*

Prerequisite(s):

Admission to the Imaging Technology Program

IMT 307 Global Impact of Radiant Energy and the Environment*

5 credit hours (5:0:0)

Foundation of radioactive energy and uranium mining's impact on energy as a resource. Analysis will focus on nuclear energy and its impact on environmental concerns such as soil, the water table and wind current as a carrier of destructive radiation. Comparisons will be made as a positive resource in comparison to cataclysmic global events that impact civilization.

Prerequisite(s):

Admission to the Imaging Technology Program

AH / IMT 310 Radiographic Anatomy and Physiology: Skeletal

3 credit hours (3:0:0)

This course will provide the student with a complete understanding of the skeletal system. Bone development will also be covered. Identification of bony anatomy through radiographic images for the upper and lower extremities, thorax, vertebral column, pelvis and skull will be covered as well as function and articulation.

Prerequisite(s):

Admission to the Imaging Technology Program

IMT 311 Introduction to Radiography

0 credit hours (0:0:0)

This course is an introduction to imaging technology. The content is designed to prepare students for the upcoming educational studies and clinical experiences. Topics include policies and procedures of the program and radiology departments, medical terminology, introduction to imaging, equipment, radiation protection, safety measures, basic patient care methods, positioning principles, and roles of medical imaging professionals as members of the health care team.

Prerequisite(s):

Admission to the Imaging Technology Program

IMT 312 Principles of Radiation Protection

3 credit hours (3:0:0)

This course will acquaint the student with the principles of basic radiation protection practices including different sources of ionizing radiation and hazards involving the technologist, patient, and the general public. Proper protective measures will be introduced. Radiation monitoring and survey equipment are also presented. Application of radiation protection methods learned in the classroom are emphasized in clinical education courses.

Prerequisite(s):

Admission to the Imaging Technology Program

IMT 313 Ethical, Legal, and Physical Methods of Patient Care for Radiographers **3 credit hours (3:0:0)**

This course will familiarize the student with basic concepts of techniques used in general patient care as it relates to Radiography. It will emphasize the radiographer's role in multiple clinical settings, emphasizing patient safety. It will also acquaint the student with the ethical and legal responsibilities of the radiographer as part of the health care team. Consideration for the physical and psychological needs of the patient and family will be reviewed and the art of effective communication explored. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions.

Prerequisite(s):

Admission to the Imaging Technology Program

IMT 315 Radiographic Procedures I

4.5 credit hours (4:0.5:0)

The student is introduced to positioning principles, terminology and topographical landmarks. Anatomy, pathology, positioning, proper patient care methods, and radiographic examinations of the thorax and abdomen, including GI contrast examinations are covered. Correlation of radiographs with positioning of the anatomical part for optimal diagnostic images, pathology identification, technique selection and radiation safety is explored.

Prerequisite(s):

Admission to the Imaging Technology Program

Corequisite(s):

IMT 316

IMT 316 Radiographic Clinical Education I
3 credit hours (3:0:0)

Using the competency - based education model, students will be supervised with both direct and indirect supervision. Students will gain experience to become competent entry-level radiographers. Students will become acquainted with medical imaging procedures addressed in Procedures I coursework, appropriate patient care methods, radiation safety, technique selection, and equipment operation. The students will learn the importance of correct date, patient identification, and position markers on all radiographs. Image critique will include proper positioning and technical factors, collimation and shielding, and anatomic structures identified on completed images.

Prerequisite(s):

Admission to the Imaging Technology Program

Corequisite(s):

IMT 315

IMT 321 Principles of Radiographic Exposure I
3 credit hours (3:0:0)

This course is intended to educate the student in factors that affect radiographic exposures and the principles and devices involved in technique formation. Basic fundamentals of exposure concerned with production of the radiography image will be presented. Clinical correlation of these principles through laboratory experience will be employed. Radiation production methods and radiation control to produce quality radiographs will be explored. The interaction of radiation and matter is included. Radiation protection of both personnel and patient will be correlated.

Prerequisite(s):

Completion of all semester 1 courses

IMT 322 Radiographic Image Processing
3 credit hours (3:0:0)

This course is designed to acquaint the student with an understanding of the components and operating principles of image processing, basic maintenance and troubleshooting techniques. Radiographic image artifacts will be identified. Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Older imaging methods utilizing radiographic film and processing will be briefly highlighted.

Prerequisite(s):

Completion of all semester 1 courses

IMT 324 Radiographic Cross Sectional Anatomy
3 credit hours (3:0:0)

This course is designed to introduce cross sectional anatomy including identification of vital anatomy and physiology presented through lectures and sample radiography. Radiographic anatomy of head, thorax, abdomen, and extremities will be presented.

Prerequisite(s):

Completion of all semester 1 courses

IMT 325 Radiographic Procedures II
3 credit hours (3:0:0)

The student is introduced to positioning principles, terminology and topographical landmarks. Anatomy, pathology, positioning, proper patient care methods, and radiographic examinations of the upper and lower extremities are covered. Correlation of radiographs with positioning of the anatomical part for optimal diagnostic images and pathology identification, technique selection and radiation safety is explored.

Prerequisite(s):

Completion of all semester 1 courses

Corequisite(s):

IMT 326

IMT 326 Radiographic Clinical Education II
4.5 credit hours (0:0.5:4)

Building upon the competency-based education model, students will be supervised with both direct and indirect supervision. Students will continue to become acquainted with radiologic imaging procedures, appropriate patient care methods, radiation safety, technique formulation, and equipment operation. Students will complete clinical competencies and objectives taught in Procedures I relating to GI contrast studies and upper extremities. Image critique will include proper positioning and technical factors, collimation and shielding, and anatomic structures identified on completed images.

Prerequisite(s):

Completion of all semester 1 courses

Corequisite(s):

IMT 325

IMT 331 Principles of Radiographic Exposure II
3 credit hours (3:0:0)

This course is a development of the fundamentals learned in Principles of Exposure 1. This course focuses on the formulation of radiographic techniques based on established principles, formulas, and conversions. Beam restriction and radiographic grids will be discussed. The relationship of techniques, equipment and pathology will be explored. Math formulas specific to radiation are the focus of the final portion of the course.

Prerequisite(s):

Completion of all semester 1 and semester 2 courses

IMT 335 Radiographic Procedures III
3 credit hours (3:0:0)

Didactic and laboratory education continues with emphasis on the bony thorax and the vertebral column. Correlation of radiographs with positioning of the anatomical part for optimal diagnostic images and pathology identification, technique selection and radiation safety is explored while maintaining proper patient care and safety.

Prerequisite(s):

Completion of all semester 1 and semester 2 courses

Corequisite(s):

IMT 336

IMT 336 Radiographic Clinical Education III
4 credit hours (0:0:4)

Building upon the competency - based education model, students will be supervised with both direct and indirect supervision. Students will continue to become acquainted with radiologic imaging procedures, appropriate proper patient care methods, radiation safety, technique formulation, and equipment operation. Students will complete clinical competencies and objectives taught in Procedures II and III relating to upper and lower extremity work, trauma extremities, pediatric chest and extremity work, and vertebral column. Clinical trauma shifts will be introduced. Image critique will include proper positioning and exposure factors, collimation and shielding, and anatomic structures identified on completed images.

Prerequisite(s):

Completion of all semester 1 and semester 2 courses

Corequisite(s):

IMT 335

IMT 412 Radiographic Imaging
2 credit hours (2:0:0)

This course will provide the student with a basic understanding of the concepts of different modalities of Imaging within the Diagnostic Imaging Department including Special Procedures/Angiography, Computed Tomography, MRI, Ultrasound, Nuclear Medicine, Mammography and Bone Densitometry. A Research Paper and Presentation will be addressed. Formal lecture will be used with guest speakers and videos on specific topics will be viewed.

Prerequisite(s):

Completion of all semester 1 and semester 2 courses

IMT 414 Radiographic Physics
3 credit hours (3:0:0)

This course discusses the fundamental concepts of energy and measurements, atomic structure, electricity, and electromagnetism. It will also discuss circuitry panels, transformers, generators, rectifiers, and mathematical considerations of each. Quality assurance for specific equipment will also be addressed.

Prerequisite(s):

Completion of all semester 1 and semester 2 courses

IMT 415 Radiographic Procedures IV
3 credit hours (3:0:0)

The student studies advanced radiographic positioning including cranium and additional contrast studies. Many non-routine radiographic views are covered. Specialized radiographic procedures include radiography of selected anatomical systems and trauma radiography. Specialty modalities will also be identified. Correlation of radiographs for positioning of the anatomical part for optimal diagnostic images and pathology identification, technique selection and radiation safety while using proper patient care methods is addressed.

Prerequisite(s):

Completion of all semester 1, semester 2, and semester 3 courses

Corequisite(s):

IMT 416

IMT 416 Radiographic Clinical Education IV
4 credit hours (0:0:4)

Continuing to build upon the competency - based education model, students will be supervised with both direct and indirect supervision. Students will continue to familiarize themselves with radiologic imaging procedures, appropriate patient care methods, radiation safety, technique formulation, and equipment operation. Students will complete clinical competencies and objectives taught in all Procedures courses. Clinical trauma shifts will continue allowing the student to critically think and problem solve while in the clinical setting. Image critique will include proper positioning and technical factors, collimation and shielding, and anatomic structures identified on completed images.

Prerequisite(s):

Completion of all semester 1, semester 2, and semester 3 courses

Corequisite(s):

IMT 415

IMT 418 Budget and Financial Stability of Healthcare Organizations*
4 credit hours (4:0:0)

An effective overview to the application of overall financial management will be explored. The importance of budgeting daily, monthly and annually will be studied. A workload analysis will be presented in class.

IMT 420 Teamwork Collaboration in Healthcare*
4 credit hours (4:0:0)

This course places an emphasis on collaboration with other health professionals as a key strategy in successful healthcare delivery. Exploration of effective team building, conflict management and problem solving will be addressed. The course explores the challenging landscape of the future of healthcare. Different philosophical styles of leadership will be researched.

IMT 421 Computer Applications in Radiography
2 credit hours (2:0:0)

This course gives the student a basic overview of specific content areas in Radiography. It affords the student the opportunity to complete an understanding of the basic concepts of medical imaging technology.

Prerequisite(s):

Completion of all semester 1, semester 2, and semester 3 courses

IMT 422 Introduction to Radiographic Quality Assurance
2 credit hours (2:0:0)

This course is designed to acquaint students with quality assurance and quality control measures used within a Radiology department. Governing organizations, regulations, test tools and methods of application are explored. Fixed and variable kVp systems, AEC devices, and fluoroscopy equipment will all be addressed.

Prerequisite(s):

Completion of all semester 1, semester 2, and semester 3 courses

IMT 423 Image Presentation and Evaluation
2 credit hours (3:0:0)

This course is intended to expand the necessary skills to determine a radiograph's acceptability and to learn to correct errors on the image. It is to accustom the student to be independently responsible for assessing radiographic images, and then presenting them to the class. This evaluation will be used to improve radiographs for future studies. Case studies will include chest, abdomen, contrast studies, extremity work, spine, ribs and skull work. Challenge work will also be assigned to increase the student experience.

Prerequisite(s):

Completion of all semester 1, semester 2, and semester 3 courses

IMT 424 Radiation Biology
2.5 credit hours (2.5:0:0)

This course deals with the effects of ionizing radiation on living tissue. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are included in this course work. This course is designed to provide a basic background in radiation biology radiographers. Many examples of accidental human exposure are included.

Prerequisite(s):

Completion of all semester 1, semester 2, and semester 3 courses

IMT 425 Radiographic Procedures V
3 credit hours (3:0:0)

The students study advanced radiographic procedures including specialized radiographic procedures, additional pediatric and trauma radiography. There will be correlation of radiographs with positioning of the anatomical part for optimal diagnostic images, pathology, technique selection and radiation safety, while confirming proper patient care method were used.

Prerequisite(s):

Completion of all semester 1, semester 2, semester 3, and semester 4 courses

Corequisite(s):

IMT 426

IMT 426 Radiographic Clinical Education V
4 credit hours (0:0:4)

The final clinical course will continue to allow students to familiarize themselves with all aspects of radiologic imaging procedures, patient care methods using all appropriate safety measures and technical exposure applications to achieve professionalism in radiography. Students will complete clinical competencies and objectives taught in Procedures IV relating to cranial work and complete any other mandatory examinations required by the program. Terminal competencies assessing the students' progress will also be used. Students will completely review all phases of radiology previously learned and put them to practice during the clinical experience. Final competency exams will be performed as a conclusive evaluation of a student's clinical skills. Image critique will include everything necessary to be competent entry level radiography professionals.

Prerequisite(s):

Completion of all semester 1, semester 2, semester 3, and semester 4 courses

Corequisite(s):

IMT 425

IMT 430 Strategic Leadership (Capstone Project) *
6 credit hours (3:0:3)

This course provides the student an opportunity to integrate acquired knowledge of previous program courses. The student will be responsible for developing and applying a Capstone Project by participating in the practical application of administration and management skills in the workplace setting. The student will be responsible for a project reflective of the required coursework of the entire program. Analysis of different management styles will be researched. Workplace management shadowing will be a component of this course. The Course Instructor must approve the Capstone Project outline.

Prerequisite(s):

Completion of all semester 1, semester 2, and semester 3 courses

IMT 438 Registry Review
0 credit hours (0:0:0)

This provides a review of the major content areas appearing in the national certification examination. This course requires class participation, review of radiation protection, equipment operation and maintenance, image acquisition and evaluation, radiographic procedures, and patient care. Students will be given multiple content area examinations and multiple mock registry examinations and assignments based on those specific areas of concentration.

Prerequisite(s):

Completion of all semester 1, semester 2, semester 3, and semester 4 courses

COLLEGE OF NURSING

TSS001 Transition Success Seminar
0 credit hours (0:0:0)

This is a zero-credit, pass/fail course designed to facilitate academic success and promote retention for new undergraduate students. The focus is on the development and application of study skills required for college-level work, as well as the identification and minimization of barriers that impede individual student achievement. This course is taught using a combination of classroom presentation and discussion, small group activities, ongoing personal reflection, independent readings and assignments, guest speakers, and individual meetings with the Student Affairs staff.

Prerequisite(s):

Admission to the university

NRG 5000 Theoretical Foundations of Nursing Practice
3 credit hours (3:0:0)

Theoretical frameworks of nursing are examined and critiqued. The evaluation of theory from social, behavioral, organizational and biological sciences are related to nursing practice. Content incorporates nursing theory development from an historical perspective. Emphasis is placed on the analysis of theory and its application to clinical practice.

Prerequisite(s):

Admission to MSN program

NRG 5002 Health Care Delivery
3 credit hours (3:0:0)

This course surveys healthcare services across the healthcare continuum. The impact of healthcare policy, organization of healthcare delivery systems, and healthcare economics and finance are discussed in relation to the consumer, provider, and policy makers. Students think critically about and discuss health and health care within traditional and emerging delivery practices and paradigms.

Prerequisite(s):

Admission to MSN Program

NRG 5005 Evidence Based Practice for Advanced Nursing Practice
3 credit hours (3:0:0)

The focus of this course is the appraisal and utilization of evidenced based research and practice standards or guidelines in advanced nursing practice. Building on undergraduate courses, this course deepens understanding of the research process, interpretation of research outcomes, and the creation of a culture of evidence based practice.

Prerequisite(s):

Admission to MSN Program

NRG 5101 Advanced Health and Physical Assessment
3 credit hours (3:0:0)

This course addresses the knowledge and skills associated with assessing all aspects of the patient's health status. Health assessment, health risk analysis, and health protection are emphasized. Differentiation and interpretation of normal and abnormal findings, and selected laboratory techniques are included.

Prerequisite(s):

NRG 5102

NRG 5103

Corequisite:

NRG 5105

NRG 5102 Advanced Pathophysiology
3 credit hours (3:0:0)

Building upon students' foundational knowledge regarding anatomy, physiology, and basic pathophysiology, pathophysiological content at the cellular, tissue, organ and system levels are related to alterations in homeostasis in humans. Cellular dynamics, bodily defense mechanisms and organ system mechanisms are explored. Frequently encountered primary care conditions are used to illustrate pathologic concepts.

Prerequisite(s):

Admission to MSN program

Corequisite(s):

NRG 5000

NRG 5103 Advanced Pharmacology
3 credit hours (3:0:0)

The advanced study of the pharmacotherapeutics of select drug groups commonly employed in the management of health and illness occur in this course. Emphasis is placed on synthesis of pharmacokinetic and pharmacodynamic principles for the prevention and treatment of acute and chronic illnesses commonly seen in primary care practices. Students acquire advanced knowledge as a foundation for prescribing and monitoring pharmaceutical and alternative therapeutic agents.

Prerequisite(s):

NRG 5102

NRG 5105 Advanced Health and Physical Assessment Lab and Skills Intensive 2 credit hours (0:2:0)

This course is the Simulation Center component of NRG 5101. It provides the opportunity to practice assessment techniques and interpret clinical findings, as well as introduces the student to advanced clinical skills commonly utilized in primary care clinical practice. Principles and practices of health education and diagnostic test selection, and the interpretation of results, are addressed. This lab includes simulation center activities.

Prerequisite(s):

NRG 5000

NRG 5102

NRG 5103

Corequisite(s):

NRG 5101

NRG 5201 Informatics and Healthcare Technologies
3 credit hours (3:0:0)

This course focuses on developing and understanding concepts relevant to health care technologies, nursing informatics, and the use of computerized health information systems and applications that support clinical and administrative decision making.

Prerequisite(s):

Admission to MSN Program

Corequisite(s):

NRG 5000

NRG 5202 Advanced Leadership and Management
3 credit hours (3:0:0)

This course focuses on development of leadership and management skills applicable for nurse administrators. Organizational health and leadership from within are explored as foundations for understanding politics, power, and decision-making within institutions. Concepts addressed in this course include systems thinking, change theory, high performance teams, high reliability organizations, and relationship management.

Prerequisite(s):

NRG 5000

NRG 5201

Corequisite(s):

NRG 5002

NRG 5203 Business Communication
3 credit hours (3:0:0)

Exploration of the theories and principles of communication and skill development in professional communication within the workplace occur within this course. Focus includes social, technical, and report writing; feature and media communication, and proficiency in professional presentations.

Course Requirements:

Admission to MSN Program

NRG 5204 Economics and Finance
3 credit hours (3:0:0)

Analysis and evaluation of classical and modern economic theory, principles and procedures applicable to the healthcare delivery system are addressed. Survey of financial concepts related to healthcare administration for nurse managers provide an understanding of cost analysis, project management, operational and strategic planning, and forecasting techniques. Policy information and implications are discussed.

Prerequisite(s):

NRG 5000

NRG 5002

NRG 5005

NRG 5201

NRG 5203

NRG 5501 Human Resources Management
3 credit hours (3:0:0)

This course explores the knowledge and skills required for effective and strategic management of an institution's workforce. Concepts such as recruitment and selection, orientation and training, performance appraisal, compensation and rewards, and disciplining and termination of employees are examined. Human resource development, conflict resolution, compliance with employment and labor laws, and the impact of collective bargaining units are addressed. Strategic initiatives such as workforce planning, talent management, and succession planning are explored. Challenges such as managing organizational cultures, transformational change, re-engineering, and mergers and acquisitions are discussed.

Prerequisite(s):

NRG 5000

NRG 5002
 NRG 5201
 NRG 5202

NRG 5503 Quality, Utilization, & Outcomes Management

3 credit hours (3:0:0)

This course explores theories and methods related to utilization and outcomes management for quality improvement in healthcare. Concepts include improvement science, patient safety and quality, health care metrics, evidence-based practice, and translation research.

Prerequisite(s):

NRG 5000
 NRG 5002
 NRG 5005
 NRG 5203

NRG 5601 Clinical Management for Nurse Educators

4 credit hours (3:1:0)

This course focuses on selected common acute and chronic health problems found throughout the body systems of adults. Health promotion, health risk reduction, and health alteration management are integrated into the plan of care for individuals using critical thinking and clinical decision making strategies.

Prerequisite(s):

NRG 5101/5105

Corequisite(s):

NRG 5601R

NRG 5602 Teaching and Learning in Nursing Education

3.5 credit hours (3:0.5:0)

Focus is upon selected teaching and learning theories with application to nursing education. Examination of adult learning concepts with teaching strategies and tools that facilitate adult learners' preferred learning styles occurs. Innovative classroom and clinical teaching strategies, trends and issues in nursing education including technology and the role of the nurse educator will be explored.

Prerequisite(s):

NRG 5601/5601R

Corequisite(s):

NRG 5602R

NRG 5603 Curriculum Development in Nursing Education

3 credit hours (3:0:0)

The curriculum development process will be the focus of this course including an examination of the history of curricula development in nursing education. Innovative approaches to nursing curricula will be explored including creative techniques for web-enhanced and online course development.

Prerequisite(s):

MSN Core and Clinical Core Courses

NRG 5602

NRG 5606

NRG 5604 Evaluation and Testing in Nursing Education

3 credit hours (3:0:0)

This course will focus primarily on classroom and clinical assessment techniques such as test development, interpreting test results, and evaluating performances in the simulated laboratory and clinical areas. Philosophical and ethical issues in assessment and evaluation will be discussed. Program and institutional assessment and evaluation will also be explored.

Prerequisite(s): NRG 5601/5601R

NRG 5606 Legal and Ethical Issues in Nursing Education
1 credit hour (1:0:0)

This course involves the examination of power and influence as a teacher, application of ethical and moral reasoning and behaviors in the practice of teaching. It also encompasses exploration of higher education law, commonly encountered legal issues and challenges and the implication of these on the practice of teaching.

NRG 5608R Nurse Educator Residency
1 credit hour (0:1:0)

This Nurse Educator Residency will provide students with classroom and clinical experiences for implementation of the role of a nurse educator. Students will choose their clinical specialty area for the residency. Credit distribution occurs through the allocation of residency time in 5601R (1 SH), 5602R (0.5 SH), 5607 (1 SH), 5608 (1.5 SH) and NRG 5609 (1.5 SH) and NE Intensive Residency (NRG 5609).

NRG 5704 APN Management of Women's Health
5 credit hours (3:2:0)

This course continues to build a holistic primary care approach to the management of women's health across the lifespan. Topics include: system health alterations common in women, gynecological and reproductive, fertility management, preconception and prenatal care. Skill development included: Residency experiences (NRG 5704R for 120 hours) are completed with the focus of health assessment, differential diagnosis, and managing common acute and chronic health alterations experienced by women.

Corequisite(s):

NRG 5704R

NRG 5705 APN Management of Pediatric & Adolescent Health
5 credit hours (3:2:0)

This course addresses a holistic primary care approach to the management of children and adolescents. Significant emphasis is placed on family systems theory, anticipatory guidance, and developmental milestone assessment. Topics include: family assessment, developmental and behavioral screening, physical system evaluations, and management of common acute and chronic health alterations seen in children and adolescents. Skill development included. Residency experiences (NRG 5705R for 120 hours) focus on health promotion, risk reduction, and managing common acute and chronic health alterations experienced by children and adolescents.

Corequisite(s):

NRG 5705R

NRG 5706 APN Management of the Geriatric Population
5 credit hours (3:2:0)

This course addresses a holistic, primary care approach to the management of the older adult. Emphasis will be placed on guidance of the patient toward healthy aging while exploring the underlying pathologic issues encountered by the aging adult. Students explore physiological, functional, cognitive, affective, cultural, ethical and social aspects of the aging process. Research and theoretical perspectives related to the medical management of selected aspects of aging are examined. Skills development included. Residency experiences: (NRG 5706 R for 120 hours) focus on health promotion, risk reduction, and managing acute and chronic health alterations experienced by the aging adult.

NRG 5709 & 5709R APN Management of Adult Health
6 credit hours (3:3:0)

Knowledge of physiology, pathophysiology and pharmacotherapeutics will be expanded and related to specific health alterations. Concept of health promotion, risk reduction and disease prevention are incorporated into each system examined. Critical thinking and clinical reasoning for primary care management of health and common health alterations are examined for these systems: integument, sensory, renal, musculoskeletal and immune. Alterations are examined as related to neurologic. Common communicable and infectious diseases as well as common mental health alterations seen in primary care are addressed. Skill development include residency experience 5609R (180 hours for 3 credits) with the focus on planning, monitoring and managing common acute and chronic health alterations. The Nurse Practitioner Residency provides the student with

opportunities to implement the nurse practitioner role. Each student will select a health care practice site for NP clinical skill refinement and role fulfillment. Credit distribution occurs through the allocation of residency time in 5704 (2 SH), 5705R (2 SH), NRG 5706R (2 SH), NRG 5709R (3SH-effective Summer 2020) and NRG 5720R (3 SH) as delineated by the program.

Prerequisite(s):

NRG 5101
NRG 5105

NRG 5710 APN Role Transition

3 credit hours (3:0:0)

The process of socialization to the role of APN continues. During this course, students examine the bodies which influence or control APN practice as well as ways they can influence the health care system. Professional issues such as provider-patient relationships, collegial relationships with other health care providers, organizational structures which promote and inhibit role performance, and health care policy and activism are explored. Legal and ethical considerations of APN practice and business practices associated with the role are examined. The Nurse Practitioner Residency provides the student with opportunities to implement the NP role. Each student will select a healthcare practice site for NP clinical skill refinement and role fulfillment.

Prerequisites:

NRG 5704/5704R
NRG 5705/5705R (for FNP students) NRG 5706/5706R (for AGNP students) Corequisites:
NRG 5720R Nurse Practitioner Residency

5720R Intensive NP Residency

3-4 credit hours

The Nurse Practitioner Residency provides the student with opportunities to implement the NP role. Each student will select a healthcare practice site for NP clinical skill refinement and role fulfillment.

Prerequisites:

NRG 5704/5704R
NRG 5705/5705R (for FNP students) NRG 5706/5706R (for AGNP students)

NRG 5900 Independent Study in Nursing

1-3 credit hours (1-3:0:0)

In-depth study of various topics relevant to nursing administration, education and clinical practice areas.

Prerequisite(s):

Graduate student standing and Consent of Dean of College of Nursing

NRG 5910 Leadership Roles in Healthcare Organizations

2 credit hours (2:0:0)

As a culminating experience, this course provides the student with the opportunity to integrate content from previous courses to advance health care quality and safety for local, national and global communities. Students will strengthen their leadership skills, which are critical for advanced nursing practice in complex systems. The student will complete a major scholarly clinical project, which aims to promote better patient care, support healthy people and community initiatives, and/or contribute to quality improvement in health care systems

Doctor of Nursing Practice Courses

NRG 7101 Foundations of Advanced Clinical Scholarship

3 credit hours (3:0:0)

This course builds a foundation for advanced clinical scholarship and healthcare improvement. Students will analyze emerging EBP, quality improvement, and patient safety paradigms to translate research into practice and examine methods for determining clinical effectiveness, including engaging in critical appraisal of research

and systematic reviews. Identify core concepts and methods of statistical analysis. Students will examine professional issues and consensus on key aspects of measurement of nursing performance, organizational factors, and nursing sensitive outcomes, including impact of public reporting.

Prerequisite(s):

Admission to the DNP Program

NRG 7103 Urban Health

3 credit hours (3:0:0)

Urban Health will examine environmental health risks related to chemical, biological, social, and physical exposures to urban dwellers. Focus is placed upon health determinants, vulnerable populations, underserved populations, and barriers to healthcare. Analysis of social, cultural, generational, and ecological influences on urban healthcare and healthcare delivery systems occurs. Innovative and integrative population and disease management care models within the urban setting are created.

Prerequisite(s):

NRG 7102

NRG 7105 DNP Practicum Independent Study

0 credit hours (0:0:0)

DNP Practicum required elective if student enters program with less than 500 MSN practicum hours. It includes a self-directed analysis of extant knowledge, skills, and competencies which is shared with the practicum advisor. This analysis serves as the basis for a personalized practice enhancement plan. Engagement in 100 hours of the negotiated skill enhancement will occur.

NRG 7202 Informatics

2 credit hours (2:0:0)

Informatics will build the knowledge and skills related to information systems and technology essential for providing leadership in healthcare delivery. Emphasis will be on the use of information systems and technology to manage healthcare delivery systems, evaluate patient and system outcomes, and assess population needs.

Prerequisite(s):

NRG 7103

NRG 7203 Epidemiology & Biostatistics

3 credit hours (3:0:0)

This course explores epidemiological principles, concepts, and procedures used in the surveillance and investigation of determinants and distribution of health and disease in populations. Concepts that pertain to clinical practice including implications for screening, prevention, and disease control will be examined. Emphasis is placed on basic concepts of biostatistics, appropriate summaries and displays of data, and the use of classical statistical approaches to describe the health of populations.

NRG 7204 DNP Project I

0.5 credit hours (0.5:0:0)

DNP Project I will introduce the scholarly DNP project and guide the student in identification of a problem, concern, or phenomenon of interest within the relevant focus area of Healthcare Policy or Urban Health for their project. The meaning of scholarship will be discussed. Concepts related to evidence-based practice will be reviewed with an emphasis on patient and systems outcomes. The purpose and structure of project development will be presented.

Prerequisite(s):

NRG 7103

NRG 7205 DNP Practicum I
0.5 credit hours (0:0:0.5)

DNP Practicum I includes a self-directed analysis of extant knowledge, skills, and competencies which is shared with the practicum advisor. This analysis serves as the basis for a personalized practice enhancement plan. Engagement in 50 hours of the negotiated skill enhancement will occur.

Prerequisite(s):

NRG 7102

NRG 7302 Population Health
2 credit hours (2:0:0)

Theories and principles of population and global health are explored with a focus on current and evolving U.S. healthcare trends. Population impacts of overpopulation, environmental degradation, migration, world travel, bioterrorism, violence, emergency preparedness and war are discussed. A global health perspective and the complex interactions between economy, ecology, geography, politics, and culture are utilized in the construction and implementation of global health initiatives.

Prerequisite(s):

NRG 7204 and 7205

NRG 7303 Leadership, Economics & Finance
3 credit hours (3:0:0)

Organizational and systems leadership are critical for nurses in advanced nursing practice. Leaders assess the value and effectiveness of healthcare interventions and organizational systems. Cost effectiveness and benefit of therapies in healthcare delivery will be examined. Skills learned include promotion of patient health and safety, excellence in practice, improvement of patient outcomes and practice management.

Prerequisite(s):

NRG 7302

NRG 7304 DNP Project II
1 credit hours (1:0:0)

This course builds on NRG 7204 DNP Project I. Translational research as a concept and essential component to advancing nursing practice is addressed. During this course, students complete the literature search begun in NRG 7304 DNP Project I. The integrated review of literature will be completed and the integrated literature report will be written during this semester. In addition, the DNP project proposal will be written and submitted for IRB review. Students will have 100 hours of residency during this course for clinical application of the project. Assignments will be specific to the student's area of focus: Urban Health or Policy & Regulation.

Prerequisite(s):

NRG 7203, 7204 and 7205

NRG 7401 Nursing Policy, Regulation and Public Protection
3 credit hours (3:0:0)

This course provides the learner with the foundation, tools, and concepts to effectively lead healthcare policy and policy analysis within a regulatory framework. The concepts of public protection, patient safety, administrative law, governance within the non-profit public sector, and ethics as applied to the nursing profession are explored. It focuses on leadership concepts, such as strategic thinking, generative thinking, and the use of evidence-based approaches to regulatory decision-making and policy development. Throughout the course, learners will explore healthcare laws and regulations, as well as the key role of boards of nursing in regulating the profession of nursing and protecting the public. Students with focus in Urban Health will examine policy from an Urban Health perspective and students with focus in Policy will analyze, evaluate, and critique healthcare policies and develop strategies in a variety of healthcare policy and regulatory environments.

Prerequisite(s):

NRG 7304

NRG 7404 DNP Project III
1 credit hours (1:0:0)

This course builds on NRG 7204 DNP Project I and NRG 7304 DNP Project II. The focus of this course includes project management and the activities associated with it. During this course, students will initiate implementation of the approved DNP project. 100 hours of residency are completed in the process of project implementation during this semester. Students will complete all project activity from an Urban Health or Policy & Regulation focus.

Prerequisite(s):

NRG 7304

NRG 7502 Healthcare Innovations
1.5 credit hours (1.5:0:0)

Healthcare Innovations provides students with an overall understanding of the intrapreneurship and entrepreneurship processes. Dimensions of creativity, innovation, technology and opportunities for change within a healthcare organization are explored. The DNP will transform healthcare delivery through the use of the practical skills of business venture development, planning, and evaluation in order to maximize healthcare outcomes. Students will complete all project activity from an Urban Health or Policy & Regulation focus.

Prerequisite(s):

NRG 7403 and 7404

NRG 7503 Ethical Dimensions of the DNP Role
3 credit hours (3:0:0)

This course will explore the ethical concepts, ethical decision-making, and their impact on clinical practice and health care. Concepts of complex care, use of technology, and healthcare economics and financing are analyzed. Consequences of policy, social issues common to vulnerable populations, and health disparities within urban environments will be examined using ethical frameworks. Individual, community, population, and global health perspectives are emphasized.

Prerequisite(s):

NRG 7502

NRG 7504 DNP Project IV
0.5 credit hours (0.5:0:0)

This course builds on NRG 7204 DNP Project I, NRG 7304 DNP Project II, and NRG 7404 DNP Project III. The focus of this course includes project outcomes analysis and evaluation. During this course, students will analyze collected data. Students will complete all project activity from an Urban Health or Policy & Regulation focus.

Prerequisite(s):

NRG 7404

NRG 7505 DNP Practicum II
1 credit hours (0:0:1)

The breadth and/or depth of clinical knowledge and skills in an area of expert nursing practice is expanded. Using the assessment completed in NRG 7205 of areas in which practice skills and competencies need development, the student selects and creates a personalized skill enhancement plan. Engagement in 100 hours of the negotiated skill enhancement will occur.

Prerequisite(s):

NRG 7205, 7402, 7403 and 7404

NRG 7602 Professional Communication
2 credit hours (2:0:0)

Theories and principles of communication and skill development in professional communication are examined. Focus includes social, technical, and professional writing; feature and media communications; written, verbal and non-verbal communication; and, proficiency in professional presentations. Students in Urban Health and Policy & Regulation focus areas will explore course content and learning objects

from the perspective of their focus area in order to gain broader depth in the communication principles supporting their professional development.

Prerequisite(s):

NRG 7503, 7504 and 7505

NRG 7604 DNP Project V

0.5 credit hours (0.5:0:0)

This course builds on NRG 7204 DNP Project I, NRG 7304 DNP Project II, NRG 7404 DNP Project III, and NRG 7504 DNP Project IV. The focus of this course is on dissemination of scholarly work. During this course, students will prepare a manuscript for publication and an abstract, and present their DNP project to the University community.

Prerequisite(s):

NRG 7503, 7504, and 7505

NRG 7605 DNP Practicum III

1.5 credit hours (0:0:1.5)

The DNP Practicum III course expands the breadth and/or depth of clinical knowledge and skills in an additional area of expert nursing practice in healthcare Policy/Urban studies. Using the assessment completed in NRG 7205 of areas in which practice skills and competencies need development, the student selects and creates a personalized skill enhancement plan. Engagement in 150 hours of the negotiated skill enhancement will occur. The course may be repeated up to an additional 2 SH.

Prerequisite(s):

NRG 7503, 7504 and 7505

NUR 3020 Pathophysiology for Nursing Care

3 credit hours (3:0:0)

This course focuses on the nature of disease beginning with an understanding of the principles and processes of alterations in cellular dynamics. Pathophysiology, etiology, risk factors, and associated clinical findings for specific diseases are explored along with a brief review of treatment modalities.

Prerequisite(s):

Admission to College of Nursing

NUR 3025 Health Assessment for Nursing Care

4 credit hours (2:2:0)

This course introduces the nursing student to health assessment and critical reasoning. This course focuses on the concepts, knowledge, and skills necessary to complete and interpret a holistic health assessment and physical examination for patients across the lifespan. Emphasis is placed on the major elements, sequence, and methodology for health assessments and health promotion and disease prevention strategies.

Prerequisite(s):

Admission to College of Nursing

NUR 3030 Fundamentals of Nursing Care

5 credit hours (2:2:1)

This course introduces entry level nursing students to essential nursing concepts, theories, skills, and processes that are fundamental to delivering professional nursing care across all ages and practice settings. The student begins to develop their identity as a professional nurse by examining the role and responsibilities of the nurse including the standards of professional practice and the code of ethics. Throughout this course, students develop skill competence, critical thinking, and clinical judgment, all while keeping the focus on providing safe, effective, holistic, and individualized patient care.

Prerequisite(s):

Admission to College of Nursing

NUR 3035 Pharmacology of Nursing Care
3 credit hours (3:0:0)

This course will provide the student with an understanding of the essential pharmacological principles of the major drug classifications and prototype drugs associated with each of the main organ system in the human body.

Prerequisite(s):

Admission to College of Nursing

NUR 3040 Nursing Care of Adults Across the Lifespan
9 credit hours (6:0:3)

This course focuses on health care needs of patients throughout adulthood with particular attention to older adults. Emphasis is placed on the nursing process, critical judgement, development of professional relationships, planning, provision, and evaluation of care to adults experiencing physiologic alterations. The responsibilities of the professional nurse for health promotion, risk assessment, diagnosis, treatment, and patient education are examined.

Prerequisite(s):

NUR 3030 Fundamentals of Nursing Care

NUR 3045 Nutrition for Nursing Care
2 credit hours (2:0:0)

This course focuses on the importance of nutrition and nutritional science for health promotion, disease prevention, and healing. Metabolism and dietary requirements will be explored. Students will examine cultural, ethnic, and religious influences on nutrition. Students use the nursing process to develop nutritional interventions across the life span and the wellness/illness continuum.

Prerequisite(s):

NUR 3020 Pathophysiology for Nursing Care

NUR 3050 Ethics for Nursing Care
2 credit hours (2:0:0)

This course provides the framework needed to critically investigate ethical, cultural and legal concepts, issues, and regulations, their interconnecting relationship, and the ethical-legal-moral dilemmas that may occur in delivering safe, competent, and compassionate care in diverse healthcare settings and with vulnerable populations. Legal issues and their underlying implications, ethical theories, values, and decision-making processes, and the ANA's Code of Ethics for Nurses will also be examined. Emphasis is on the ethical obligations of professional nurses in their roles as global citizens, members of a profession, providers of care, and designers and managers of care.

Prerequisite(s):

NUR 3030 Fundamentals of Nursing Care

NUR 3055 Evidence-Based Practice for Nursing Care
2 credit hours (2:0:0)

This course focuses on the research process and evidence-based practices in nursing and their significance to nursing as a discipline and a profession. Emphasis is placed on understanding the nurses' role as a discriminating consumer of research, critiquing published nursing research, and utilizing research for continuous quality improvement in nursing practice. This course incorporates ethical, cultural, and collaboration issues in healthcare research.

Prerequisite(s):

NUR 3030 Fundamentals of Nursing Care

NUR 3140 Pathophysiologic Mechanisms
3 credit hours (3:0:0)

This course focuses on the pathophysiology, etiology, and associated clinical findings of selected diseases. Diseases include those selected, according to their prevalence. Clinical application of this knowledge is emphasized.

Prerequisite(s):

Admission to College of Nursing

Corequisite(s):

NUR 3233 Health Assessment

NUR 3240 Pharmacotherapeutics in Nursing

NUR 3141 Foundations of Nursing Practice

4 credit hours (2:1:1)

The essential concepts of nursing and nursing practice are introduced. Core concepts introduced in this course include nursing process, therapeutic communication, critical thinking, professionalism, professional role, and standards of practice and performance. Foundational nursing skills and technologies required for safe and competent nursing care are developed. Students actively learn through classroom, Simulation Center, and clinical experience.

Prerequisite(s):

Admission to College of Nursing

Prerequisite(s)/Corequisite(s):

NUR 3233 Health Assessment

NUR 3140 Pathophysiologic Mechanisms

NUR 3240 Pharmacotherapeutics in Nursing

Corequisites:

NUR 3141L Foundations of Nursing Practice Lab

NUR 3141C Foundations of Nursing Practice Clinical

NUR 3233 Health Assessment

3 credit hours (2:1:0)

This course focuses on the holistic health assessment of the client throughout the lifespan. Health promotion, primary and secondary prevention strategies are incorporated into the assessment process. Students will practice communication, interviewing and assessment skills in the laboratory setting. This course includes a clinical lab.

Prerequisite(s):

Admission to College of Nursing

Corequisite(s):

NUR 3140 Pathophysiologic Mechanisms

NUR 3241 Adult Health Nursing I

5 credit hours (3:0:2)

This course focuses on nursing and collaborative healthcare in the acute care setting. The concepts of health assessment, health promotion, pathophysiology and pharmacology will be integrated. Students continue to expand their foundation for the nursing care of adult clients. The nursing process, development of professional relationships, planning, and provision of care to adults with health alterations are emphasized in the class and clinical area.

Prerequisite(s):

NUR 3141 Foundations of Nursing Practice

Pre or Corequisite(s):

NUR 3233 Health Assessment

NUR 3240 Pharmacotherapeutics in Nursing

NUR 3140 Pathophysiologic Mechanisms

NUR 4015 Nursing Care of Communities and Populations

5 credit hours (3:0:2)

The purpose of this course is to prepare nursing students to understand population-focused clinical practice in community health nursing. Theories from nursing, public health, social, and behavioral sciences are utilized to prepare students to provide culturally competent, safe, and effective nursing care to total populations, or to individuals, families, and groups. Special emphasis is placed on the social determinants of health and how they affect health outcomes in vulnerable populations. Primary prevention strategies for populations at risk are

emphasized to promote and protect health and prevent disease across the life span. Local, state, and global health policies and economic influences will be part of the analysis of community issues and activities. An evidence-based, interprofessional, collaborative approach is taken in community assessment, decision-making, planning, implementation, and evaluation throughout community health nursing practice.

Prerequisite(s):

NUR 3040 Nursing Care of Adults Across the Lifespan

NUR 4020 Nursing Care of Mental Health Patients

5 credit hours (3:0:2)

This course focuses on the role of the professional nurse in meeting the mental health care needs of individuals, families and groups in their communities. Theoretical concepts including biopsychosocial and cultural responses to mental illness, promotion of mental health and risk reduction, psychopharmacology, and multidisciplinary mental health care management are explored. Emphasis is placed on development of self-awareness, effective communication techniques, therapeutic use of self, and ethical nursing practice. Throughout this course, students develop skill competence, critical thinking, and clinical judgment, all while keeping the focus on providing safe, effective, holistic and individualized patient care.

Prerequisite(s):

NUR 3040 Nursing Care of Adults Across the Lifespan

NUR 4025 Nursing Care of the Childbearing Family

5 credit hours (3:0:2)

This course focuses on the health care needs of the childbearing family in a variety of settings. The role and responsibilities of the professional nurse from conception to post-partum are the focus for discussion and experiences. Selected topics in women's health are included.

Prerequisite(s):

NUR 3040 Nursing Care of Adults Across the Lifespan

NUR 4050 Nursing Care of Critically Ill Patients

4 credit hours (3:0:1)

This course focuses on the synthesis of nursing knowledge and advanced critical care skills to address the complex health problems of critically ill patients and their families. The role of the nurse in collaborative care that promotes continuity and quality is discussed. Clinical management is explored with an emphasis on cultural sensitivity and respect for diversity.

Prerequisite(s):

NUR 4015 Nursing Care of Communities and Populations

NUR 4020 Nursing Care of Mental Health Patients

NUR 4025 Nursing Care of the Childbearing Family

NUR 4055 Nursing Care of Children and Families

5 credit hours (3:0:2)

The focus of this course is to examine social and physical environments that influence pediatric growth and development, while also exploring key determinants of health in early life. Core concepts and constructs include health promotion of the developing child, identifying common variations of health parameters, and engaging with families and communities utilizing developmentally and ethically appropriate decision-making. Strategies to promote pediatric health and wellness, advocacy, policy, and teaching will be explored to promote the safe care of children and their families.

Prerequisite(s):

NUR 4015 Nursing Care of Communities and Populations

NUR 4020 Nursing Care of Mental Health Patients

NUR 4025 Nursing Care of the Childbearing Family

NUR 4060 Senior Seminar: Licensure Preparation
1 credit hours (1:0:0)

This course focuses attention on the knowledge and skills necessary to successfully pass the NCLEX-RN examination and become a registered nurse. Test-taking strategies, study skills, and content review and assessment with remediation are emphasized. The NCLEX-RN test blueprint is reviewed as well as the application process and test procedure.

Prerequisite(s):

NUR 4015 Nursing Care of Communities and Populations

NUR 4020 Nursing Care of Mental Health Patients

NUR 4025 Nursing Care of the Childbearing Family

NUR 4145 Community and Population Focused Health
5 credit hours (3:0:2)

This course includes health promotion and primary, secondary and tertiary prevention of health alterations as applied to the care of individuals, families and groups in the community. Family theory, family structure, and issues important to the family are discussed. Evidence-based nursing practice with groups and populations are emphasized. Community health and public health theories/frameworks including *Healthy People 2020* are addressed. Community assessment and collaboration with community partners are explored as essential components in community-based clinical decision-making. Community-based clinical experiences occur at a variety of settings. The role of the professional nurse in the promotion of family health and the prevention of disease is explored.

Prerequisite(s):

Completion of all Level 1 Courses

Corequisites:

NUR 4145C Community and Population Focused Health Clinical

NUR 4225 Pediatric Health Nursing
5 credit hours (3:0:2)

This course focuses on the healthcare of children and their families in acute, primary and community settings. Students gain knowledge of the comprehensive scope of healthcare for children and the role of the nurse. Core concepts and constructs include health promotion of the developing child, common variations of health parameters, and engagement with families and communities. Contemporary issues affecting the child and the family are discussed. Clinical experiences occur in pediatric focused healthcare sites.

Prerequisite(s):

Completion of all Level 1 Courses

NUR 4242 Ethics in Nursing
2 credit hours (2:0:0)

This course explores theories, models and principles of ethical decision-making in nursing situations across the lifespan and in a variety of settings. Nursing and healthcare dilemmas are identified and analyzed. Critical and analytical thinking skills and the advocacy role of the nurse are emphasized.

Prerequisite(s):

NUR 3141 Foundations of Nursing Practice

NUR 4440 Research in Nursing
2 credit hours (2:0:0)

This course focuses on the research process and evidence based practices in nursing and their significance to nursing as a discipline and a profession. Emphasis is placed on understanding the nurses' role as a discriminating consumer of research, critiquing published nursing research, and utilizing research for continuous quality improvement in nursing practice. This course incorporates ethical, cultural, and collaboration issues in healthcare research.

Prerequisite(s):

NUR 3141 Foundations of Nursing Practice

NUR 4445 Mental Health Nursing
5 credit hours (3:0:2)

The focus of this course is the role of the professional nurse in meeting the mental health and psychiatric needs of individuals, families and groups in their communities. Theoretical concepts related to client's biopsychosocial and cultural responses, mental health promotion, risk reduction, and multidisciplinary psychiatric illness management are explored. Clinical experiences promote development of self-awareness, effective communication techniques, and therapeutic use of self.

Prerequisite(s):

Completion of all Level 1 Courses

NUR 4505 Professional Nursing Leadership and Management
3 credit hours (3:0:0)

This course prepares students for the changing role of the professional nurse in complex and diverse health care settings. This course introduces the management functions and leadership roles of professional registered nurses within the structure of an organization and is grounded in evidence-based leadership principles. Accountability for quality improvement in the provision of nursing care, interprofessional communication, and collaborative relationships are emphasized. Legal authority for nursing practice, the impact of political and legislative processes and ethical issues in management are also discussed. Various modes of inquiry, including nursing process, problem solving models and decision-making tools are explored. There is an emphasis on team building, communication, priority setting, collaborative decision-making, systems thinking, and advocacy.

Prerequisite(s):

NUR 4050 Nursing Care of Critically Ill Patients

NUR 4510 Transition to Professional Nursing Practice
4 credit hours (1:0:3)

This course prepares students for the changing role of the professional nurse in complex and diverse health care settings. This course introduces the management functions and leadership roles of professional registered nurses within the structure of an organization and is grounded in evidence-based leadership principles. Accountability for quality improvement in the provision of nursing care, interprofessional communication, and collaborative relationships are emphasized. Legal authority for nursing practice, the impact of political and legislative processes and ethical issues in management are also discussed. Various modes of inquiry, including nursing process, problem solving models and decision-making tools are explored. There is an emphasis on team building, communication, priority setting, collaborative decision-making, systems thinking, and advocacy.

Prerequisite(s):

NUR 4050 Nursing Care of Critically Ill Patients

NUR 4540 Gerontological Health Nursing
2 credit hours (2:0:0)

This course focuses on healthy aging and the nursing care of older adults. Students explore physiological, functional, cognitive, affective, cultural, ethical and social aspects of the aging process. Research and theoretical perspectives related to nursing management of selected aspects of aging are examined.

Prerequisite(s):

Completion of all Level I Courses

NUR 4545 Women & Newborn Health Nursing
5 credit hours (3:0:2)

This course focuses on the healthcare needs of the childbearing family in a variety of settings. The role and responsibilities of the professional nurse from conception to post-partum are the focus for discussion and experiences. Care of the newborn infant and common gynecological alterations are included. Clinical experience with the childbearing family occurs.

Prerequisite(s):

Completion of all Level 1 Courses

Corequisites:

NUR 4545C Women & Newborn Health Nursing Clinical

NUR 4640 Leadership and Management in Nursing
3 credit hours (3:0:0)

This course focuses on the role of the professional nurse as a leader and manager. Orientation structures and leadership and management theories are examined. Healthcare economics, policy, and regulatory environment issues inherent in leadership and management are analyzed. Critical thinking, research, and decision making in diverse healthcare settings are discussed.

Prerequisite(s):

Completion of all Level 2 courses

Corequisite(s):

NUR 4641 Adult Health Nursing II

NUR 4641 Adult Health Nursing II
5 credit hours (3:0:2)

This course builds on the knowledge and skills developed in previous nursing courses. Adult Health Nursing II focuses on nursing and collaborative care of adult clients with complex health problems. Clinical management within acute, long-term or home care settings are incorporated. Clinical experiences integrate more complex knowledge and skills, and priority setting activities during nursing care.

Prerequisite(s):

Completion of all Level 2 courses

Corequisite(s):

NUR 4640 Leadership and Management in Nursing

NUR 4641C Adult Health II Nursing Clinical

NUR 4642 Professional Role Transition
5 credit hours (1.5:0:3.5)

This course is designed to assist students with transition to the professional nurse role through a preceptor based clinical experience. The focus of clinical practice is centered on the use of the nursing process, refinement/expansion of clinical skills, time management and priority setting skills, and consistent application of professional behaviors. This experience fosters professional socialization through the process of self-evaluation and self-directed professional development.

Prerequisite(s):

NUR 4640 Leadership and Management in Nursing

NUR 4641 Adult Health Nursing II

Corequisites:

NUR 4642C Professional Role Transition Clinical

NUR 4710 Health Promotion and Prevention
3 credit hours (3:0:0)

Health promotion and disease, illness and injury prevention of individuals across the lifespan, families, and communities are the foci of this course. Concepts examined include wellness, optimal health, epidemiology, and disease, illness and injury prevention. Students will address components of health, health promotions strategies and available resources to foster a healthy lifestyle.

Prerequisite(s): Admission to BSN for RN or RN-MSN program or consent of the College of Nursing Dean

NUR 4720 Professional Values
3 credit hours (3:0:0)

Analysis and development of professional values and value-based behaviors are the foci of this course. Practice situations, issues and dilemmas are analyzed utilizing a professional ethical framework. Students will select a professional practice issue or dilemmas arising from their scope of practice, critique the literature relate to it, analyze the situation, and design proposal to resolve.

Prerequisite(s): Admission to BSN for RN or RN-MSN program or consent of the College of Nursing Dean

NUR 4730 Health Information Management Systems
3 credit hours (3:0:0)

Patient care technology and technological supports for patient care are the major foci of this course. Information systems that promote a safe environment for patients and healthcare workers will be explored. Systems that provide data about quality of care, quality improvement, and required regulatory reporting will be examined. The student's major product for this course will focus on information systems as related to nursing workload, quality improvement, resource utilization, and/or data management **Prerequisite(s):** NUR 4710 and NUR 4720

NUR 4740 Evidence Based Practice
3 credit hours (3:0:0)

Scholarship in this course incorporates the identification of practice issues; appraisal and integration of evidence, and evaluation of outcomes. Students will complete the Protection of Human Subjects Training through the National Institute of Health. Students will integrate reliable evidence within their practice as they examine a current policy or procedure related to their setting.

Prerequisite(s): NUR 4710, NUR 4720, NUR 4730

NUR 4750 Organizational System Leadership
3 credit hours (3:0:0)

The role of the nurse in organizational and systems leadership, quality improvement, and safety within the patient care setting is the foci of this course. Quality improvement concepts, processes, and outcome measures are used to evaluate the practice environment. The student's major product for the course focuses on creative strategies to promote a system change.

Prerequisite(s): NUR 4710, NUR 4720, NUR 4730

NUR 4760 Healthcare Policy, Finance, and Regulatory Environments
3 credit hours (3:0:0)

This course covers key concepts in the formulation and implementation of health policy and regulatory affairs on quality and cost effective healthcare for individuals and populations. The course includes an overview of financing of healthcare, policy analysis skills, and the ethical and regulatory concepts that govern healthcare in the US.

Prerequisite(s): NUR 4710, NUR 4720, NUR 4730

NUR 4770 RN Capstone Project
3 credit hours (3:0:0)

As a culminating experience, this course addresses incorporation of one's new knowledge and skills in the student's career management. Strengthening skills in issue analysis, project management, and quality improvement relevant to nursing's scope of practice is emphasized. Students will develop a practiced-based quality improvement project which integrates knowledge and skills acquired across their baccalaureate education.

Prerequisite(s): NUR 4710, NUR 4720, NUR 4730, NUR 4740, NUR 4750, NUR 4750, NUR 4760

NUR 4915 Critical Reasoning for Nurses
2 credit hours (2:0:0)

Explore the many skills, qualities and attitudes required for the art of thinking. In this course, students will develop a disciplined process for problem solving using nursing scenarios. Through games, small group exercises, simulation and self-critique, students will gain a clear understanding of their own strengths and weaknesses in this cognitive process and will learn how to approach all types of application and analysis questions, in preparation for the NCLEX examination and the world of nursing

NUR 4930 Advanced Mental Health Nursing Concepts
2 credit hours (2:0:0)

This course builds upon content learned by the undergraduate nursing student in the Health Assessment, Pathophysiology, Pharmacology, Adult Health I, Pediatrics, and Mental Health Nursing courses. The course introduces the undergraduate nursing student to advanced concepts of the psychiatric mental health nursing

process not covered in the Mental Health Nursing course. This course emphasizes experiential learning through instruction of application of these concepts to real-world nursing scenarios for different mental health clients across the lifespan. Students will learn key elements of the psychiatric mental health nursing process, topics that promote client-centered care in mental health settings, fundamental skills in interprofessional care, and how to apply clinical assessments and interventions for clients in a variety of institutional and community settings. This elective allows students to explore their interest in mental health nursing as a specialty. Students will complete self-paced IPE Scholar modules concurrently with this elective and will earn an IPE Scholar micro-credential upon completion of the modules and a IPE simulation at the end of the course with fellow Radiography students.

Prerequisite(s):

Level 1 courses

NUR 4935 EKG Interpretation

2 credit hours (2:0:0)

This course is designed to prepare students to care for patients being monitored for cardiac dysrhythmias. Anatomy and physiology of the conduction system, identification of basic dysrhythmias, and the corresponding treatment modalities will be presented. Practice interpreting EKG strips will facilitate application to clinical situations. In addition, the human patient simulator will be used to facilitate course objectives.

Prerequisite(s):

Level 1 courses

NUR 4940 Palliative Care

2 credit hours (2:0:0)

This course is designed to provide a basic framework for understanding symptom management for palliative and end-of-life care. We will introduce and facilitate the students in discussions with grief, loss and palliative and end of life issues. The students will be prepared to function in setting where communication skills are utilized to provide spiritual and psychosocial support to persons and their families. This course is intended to help the student prevent and relieve suffering, enhance patient comfort, and quality of life related to chronic illnesses and the dying process throughout the lifespan.

Prerequisite(s):

Level 1 courses or 2 terms of E/W BSN program

NUR 4942 Food Matters

2 credit hours (2:0:0)

This course offers students some "food for thought" about how what we eat impacts our health and wellness. The Food Matters elective examines the influence of media, government, and business on food production and consumption in America. The course content provides an opportunity for students to challenge previous beliefs about food. It helps students develop skills to assist family, friends, and patients to make healthier choices, leading to better health and illness prevention.

Prerequisite(s):

Level 1 courses or 3 terms of E/W BSN program

NUR 4945 Nurse as Advocate

2 credit hours (2:0:0)

This course examines the role nurses play as advocates. It explores how the nurse advocates for the patient and nursing advocacy within the organization, community and at the local, state and federal level. This elective will offer students the opportunity to enhance their understanding of their role as advocates in health care and through political action.

Prerequisite(s):

Level 1 courses or 3 terms of E/W BSN program

NUR 4970 Perioperative Nursing**2 credit hours (2:0:0)**

This course introduces the undergraduate nursing student to the perioperative specialty. The focus will be on the care of surgical patients before, during, and after surgery. This course will build upon the content learned in the Health Assessment, Pathophysiology, Pharmacology, and Adult Health I courses. Students will learn the specialized needs and considerations of the patient undergoing surgery. This elective will allow students to explore their interest in perioperative nursing as a specialty.

Prerequisite(s):

Level 1 courses

Policies and Procedures

ACADEMIC POLICIES

Definition of a “Student”

The term “student” includes all persons taking courses at Oak Point University, either full-time or part time, pursuing undergraduate, professional, or continuing education; those students who withdraw after allegedly violating the Student Code of Conduct; those who are not officially enrolled for a particular term but who have a continuing relationship with Oak Point University; and those who have notified the University of their acceptance of the admission offer are considered students.

Academic Grade Appeal Procedures

Academic grade appeal provides a forum for an academic dispute when a student receives a final course grade that they believe is the result of a faculty member who graded unfairly. Academic dismissal appeal provides a forum for a dispute when a student is academically dismissed from a program.

Defined Terms:

Discriminatory: Reference the Non-Discrimination (Students) Policy

Dean/Program Director: When a Dean is in place for a College, the Dean makes the decisions and determinations according to this policy. If there is not a Dean, the Program Director makes the decisions and determinations according to this policy.

Academic Appeals Committee: Committee assigned of three faculty members and one non-faculty staff member. Two additional faculty members will be assigned as alternates due to scheduling or conflict of interest. The group will conduct a non-bias review of student appeals.

Grade Appeal

This policy applies to final posted course grades only. A faculty member’s decision as to whether a grading error occurred on an individual assignment or exam is final. Individual assignment and exam grades are appealable in an academic grade appeal if the student claims the grades were a result of unfair grading practices and/egregious error. The faculty member who awarded the grade must conduct the first level of review to determine if the grade was awarded in error.

The student must attempt to resolve the course grade dispute with the faculty member involved (in person, via phone, electronic meeting/communication tool) within four (4) calendar days after the final grade has been posted. If the information resolution is attempted but the faculty member is unavailable to meet or does not respond to the student within three (3) calendar days of student’s outreach, the requirement will be waived. If the academic dispute is not resolved following the faculty member’s review, the student can petition for review by the academic appeal committee. The petition packet including all supporting documentation must be officially submitted to Academic Affairs within seven (7) calendar days following the official notification of the course grade.

The Academic Appeals Committee will determine whether to grant or deny the student's grade appeal. The committee may deny the appeal at this stage only if the petition (1) is not filed within the deadline or attempted resolution with assigned faculty member, (2) is clearly frivolous, or (3) does not make a claim that a final grade was due to unfair grading practices or egregious error.

If a petition claims that a final course grade was due to discrimination on the basis of a protected class, the University's Non-Discrimination Policies will be utilized to determine whether discrimination occurred. If the investigation determines that no discrimination occurred, the matter is deemed resolved. If it is determined the discrimination occurred, the Committee will be so notified and will determine how the discrimination affected the final course grade.

If review of the petition packet is granted, a review with the Academic Appeals Committee will be conducted within ten (10) calendar days of receipt of the student's academic grade appeal petition packet. The faculty member involved will be notified of the student's petition to appeal final course grade prior to the committee's review of packet. In the appeal will be given the opportunity to make a written statement to the Committee if desired. Academic appeal reviews are private and can only be attended by Committee members; unless additional information is requested of the affected student or course faculty member. No other person will be in attendance unless authorized by the committee, and neither the student nor the faculty members have the right to legal counsel during the academic appeals meeting.

The Committee shall review evidence and decide to grant or deny the appeal by a majority vote. If the Committee decides to grant the student's appeal, the matter is deemed resolved once all conditional requirements made by the committee are met. If the Committee denies the student's appeal, the student can advance the appeal to the Chief Learning Officer (CLO) or their designee.

A request for appeal of the decision of the Academic Appeals Committee must be submitted to CLO or their designee in writing within five (5) calendar days of when the student is notified of the Academic Appeal Committee's decision. The CLO must render a decision in writing to the student and appeals committee within seven (7) calendar days of receiving it. The CLO may affirm, overturn, or modify the Committee's decision. The CLO's decision is final.

Academic Dismissal Appeal

After a student is dismissed from the program and has received an academic dismissal letter, the student may appeal the decision, but may do so only once during their matriculation in the program.

To appeal the dismissal, the student must submit a letter to Dean or Program Director within thirty (30) calendar days following the official notification of the academic dismissal letter. The letter must include strong reasons why the student was not successful, including any adversity or extenuating circumstances that may have contributed to the students' academic performance and demonstrate that the adversity or circumstance is resolved or will not hinder progress going forward. The letter must also include a plan for academic success that has been discussed with and approved by their academic advisor or Program Director/Dean or designee. The Dean/Program Director or designee will render a decision and notify the student of their decision within seven (7) calendar days of receiving the written appeal. If the Dean/Program Director or designee denies the student's appeal, the student can bring the dispute to the Chief Learning Officer (CLO) or designee.

A request for appeal of the decision of the Dean/Program Director or designee must be submitted to CLO or designee in writing within five (5) calendar days of when the student is notified of the decision. The CLO must render a decision in writing to the student and the Dean/Program Director or designee within seven (7)

calendar days of receiving it. The CLO may affirm, overturn, or modify the Committee's decision. The CLOs decision is final.

Academic Credit

The University operates on the semester system. The academic year is divided into semesters equivalent to 15 weeks of instruction which includes time for final examinations. Courses are offered with a term or semester duration.

The unit of credit is the semester hour. Oak Point University defines a semester hour according to federal guidelines, along with generally accepted practices in higher education. One semester hour of credit is awarded for an amount of work that reasonably approximates one hour of classroom or direct faculty instruction and two hours of out-of-class student work for the fifteen-week semester. Academic activities may include laboratory work, internships, practice hours, clinical work, or other academic work.

The normal credit load for undergraduate students is 9 to 18 semester hours per semester and 6 to 9 semester hours for graduate students. Students wishing to enroll in more than a full load per semester must be held in good standing, have a cumulative GPA of 3.0 on a 4.0 scale and have the permission of the Dean/Program Director. Students must also complete and submit the Credit Overload Form found on the Office of the Registrar section of the main website.

Academic Development Referral and Early Intervention Program

The academic development/referral (ADR) and early intervention programs are intended to promptly notify students that they are at risk for failure and increase the awareness of available student support services. It is also used to convey that the student is in jeopardy of not meeting the standards of academic performance. Below are examples of reasons for the ADR and Early Intervention program:

- Performance with observable deficits.
- Performance on exams or major assignments below a passing grade.
- Unprofessional conduct in class or clinical.
- Inappropriate behavior

The programs are initiated by University staff or faculty. Notice will be sent to the student via email. The student and their academic advisor should work together to develop the success plan for the remainder of the term, which may include utilizing student support resources. When unprofessional conduct that is in violation of the student code of conduct is being reported, the notice should also be sent to Student Development.

Academic Freedom

Academic freedom guides behavior and decision making, consistent with the Oak Point Mission Statement and Core Values, per the following:

- Faculty, staff, and students are citizens and members of the educational community. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their position in the community imposes special obligations.
- Citizens and members of the educational community should remember that the public might judge their educational community by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.
- Faculty, staff, and students are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the administration of the institution.
- Faculty and students are entitled to freedom in the classroom in discussing their subject, but they should be careful to not introduce controversial matter which has no relation to class content.

Class Attendance

Regular, punctual class attendance is expected. Absences or tardiness from class or clinical experiences may result in a reduced or failing grade for the course.

Classification of Academic Standing or Class

Admission Academic Standing

At the time of acceptance, each student is classified as degree-seeking or non-degree seeking. The application materials including the transcript must show sufficient and satisfactory lower division preparation to be eligible for admission. Candidates who have met all requirements for admission to the degree program are admitted as degree-seeking students.

The University may, at its discretion, admit candidates into a degree program on a trial basis as non-degree seeking students to ascertain their ability to do the required academic work. Non-degree seeking students are those who have not fully met the minimum admission criteria. Non-degree seeking students must adhere to regulations established by the University and be working toward a degree. In order to achieve regular status, the student must complete the equivalent of two academic terms achieving the overall grade point average (GPA) for the specific program admission standards. The change from non-degree seeking to regular status must be approved by the Dean or Program Director of the program in which the student is enrolled.

Student Status

Academic credits include those accepted from the school(s) from which the student transferred, are used to determine academic standing. Student status is defined below.

For all undergraduate degree programs, students are classified as undergraduates. Full time status is defined as a minimum of 12 hours per semester. The designation of “Junior” is used when the student has successfully completed at least 60 and less than 90 semester hours. The designation of “Senior” is used when the student has successfully completed 90 or more semester hours.

Students seeking a degree above the baccalaureate level are classified as graduate students. Full time status for graduate students is a minimum of 6 semester hours.

Students enrolled in a course of study that does not culminate in a degree are classified as certificate program students.

Good Academic Standing

To be in good academic standing, a student's cumulative and professional GPA must meet the minimums required by the degree program in which the student is enrolled. A student is considered to be in good academic standing if the cumulative GPA is 2.0 or higher for undergraduate students and 3.0 or higher for graduate students.

Students who fail to meet the minimum standards for academic progression as outlined in the Academic Progression section on the catalog are considered on probation. Students who do not meet the minimums standards for Satisfactory Academic Progress are considered on probation. Students will be academically dismissed after two semesters of not meeting academic progression requirements. Students will remain on probation until they meet academic progression requirements.

Students will not be permitted to graduate while on probation. Failure to achieve the required GPA, after retaking their courses, may result in dismissal from the program.

Registration and Student Statuses

Registration for continuing students is typically within the month of November for Spring classes, within the month of April for Summer classes, and within the month of July for Fall classes. Continuing students are encouraged to meet with their faculty advisor for academic planning prior to the registration period. Students will receive notification of the registration procedures from the Office of the Registrar. Fulfillment of registration requirements is the individual student's responsibility and must be completed in accordance with procedures established by the Office of the Registrar.

By confirming registration, the student accepts the responsibility of subscribing to all Oak Point University policies and financial obligations related to enrollment. Tuition is due in full one week prior to the start of each semester. Failure to make financial arrangements may lead to withdrawal from the institution.

Course Sequence Change

Students who do not maintain the normal sequence of courses for any reason will be permitted to enroll in subsequent courses if space is available and prerequisites are met.

Drop Period

- Students may drop a course without penalty during the first five business days of each term or semester of classes. For programs that do not follow the traditional semester/half-semester classes, the add/drop period is the first five business days of the class.
- To drop a course during the add/drop period, students must complete the Add/Drop form available on the Registrar's section OllieNet or log into the Student Portal and drop the course. The student is responsible for completing it by the published deadlines. Add forms will only be accepted during the published Add/Drop periods listed in the University Calendar.
- Failure to attend class does not constitute dropping a course and will result in a grade of F.

Leave of Absence

A leave of absence (LOA) option is available for students currently enrolled in the program who are in good academic standing. This option is used when a student needs to halt their academic progress for one or two terms. Students may then be eligible to resume their program.

To be considered for LOA, the student must complete the LOA application form and obtain approval and signatures of their academic advisor, the Dean/Program Director, and the Registrar.

Students may be placed on LOA during a semester in which they are currently enrolled. Courses in progress are awarded W grades and must be completed upon returning to school. The LOA period may not exceed 180 days, or one full semester. Students should provide notice to the Office of the Registrar 60 days prior to their return. Students who do not return from LOA within 180 days will be withdrawn from the University.

The records of students on LOA will be maintained by the Office of the Registrar. Students on LOA do not need to apply for readmission to the program but must report to the Office of the Registrar before resuming their studies. Students in this category are eligible for financial aid only during their actual semesters in attendance; likewise, verification of enrollment can only be done for the actual semester in attendance.

Withdrawal from a Course

- Students may withdraw from a course from the end of add/drop period through 80% of the course.
- A withdrawal grade of “W” is assigned when a student withdraws from a course after the add/drop period for the semester and prior to the published last date to withdraw.
- In order to withdraw from a course, students must submit the Course Withdrawal form to the Registrar with the required signatures.
- Failure to attend class does not constitute withdrawal and will result in a grade of F.
- A student may withdraw from the same course only once in the program.
- Course Withdrawal forms will only be accepted after the published add/drop periods and during the published withdrawal periods listed on the University Calendar.

Withdrawal from the College

- Students who desire to withdraw from the institution should consult with the Dean/Program Director and Registrar prior to withdrawing from the University.
- Completion of the Institutional Withdrawal form must be completed either electronically or in person and submitted to the Registrar’s Office. Directions are listed on the Institutional Withdrawal form.
- Failure to complete the withdrawal process results in automatic failure in all courses in which students are currently enrolled and forfeiture of any eligible pro-rated tuition refund.
- Students who have been determined to be eligible for federal financial aid are subject to certain provisions related to calculation, refund, and repayment of funds as a result of withdrawing from the University.
- Students who want to withdraw must comply with the Institutional Withdrawal procedures.
- The Registrar will record the withdrawal on the student’s transcript and notify the appropriate stakeholders.
- Students who withdraw are not eligible for Oak Point University services.
- A student may not withdraw for the purpose of circumventing the University disciplinary process. A student who has withdrawn is still subject to discipline, up to and including dismissal or denial for readmission, by the University.

Administrative Withdrawal

- A student may be administratively withdrawn by the University if any of the following conditions apply:
 - If, after due notice, the student fails to satisfy an overdue financial obligation to the University. This obligation may include but is not limited to tuition, academic fees, library charges, student activities, and graduation fees.
 - If the student fails to comply with administrative requirements, including but not limited to the submission of immunization forms.
 - If the student fails to attend classes during the first week of the term.
 - If the student participates in falsification of information on any official University form or document.
 - If the student has not attended classes for two consecutive semesters.
 - If the student engages in performing interventions outside the scope of practice for the discipline, conducts self in such a way as to cause patient endangerment, or demonstrates unprofessional conduct.
- All courses for which the student is registered at the time of administrative withdrawal will receive a grade of “W” unless reinstated.
- If a student is pre-registered at the time of withdrawal, all pre-registration course requests will be canceled. The student will not be allowed to pre-register or register for a future semester.
- The department administering the withdrawal will notify the student.
- The Registrar will withdraw the student in the Student Information System.
- The student shall have the right to discuss his/her case with the Dean/Program Director, who will review the case and decide if facts exist which warrant administrative withdrawal. If the Dean/Program Director upholds the withdrawal, the student may appeal the decision for the President’s review and final decision. If the President overturns the administrative withdrawal, the decision will be communicated to the Registrar, Program Director/Dean, and student.
- The student shall receive no additional information or materials from the Registrar concerning University affairs once administratively withdrawn.
- Students who are withdrawn from Oak Point University are not eligible for University services.
- Withdrawn students are still subject to discipline, up to and including dismissal or denial for readmission, by the University.

Enrollment Status

Undergraduate students registered for 12 or more semester hours per academic semester are considered full-time. Three quarter time students are registered for 9 to 11 semester hours. Students registered for 6 to 8 semester hours per semester are considered half-time, and students registered for 5 semester hours or less are considered less than half time.

Graduate students registered for 6 or more semester hours of credit per semester are considered full-time, registrations for 3 to 5 semester hours are considered half-time students, and students registered for 2 or fewer semester hours are considered less than half time.

University Residency Requirement

Undergraduate pre-licensure nursing students must earn a minimum of 40 semester hours at the University in order to fulfill the University residency requirement. Imaging Technology (Pre-Certification) must earn 70.5 hours for residency requirement. Imaging Technology (Post-Certification) students must complete a minimum

of 23 semester hours for residency requirement. Graduate students must earn a minimum of 30 semester hours at the University to fulfill the University residency requirement.

University Assessment Program

Evaluation ensures quality for the benefit of students, health profession, and society. Oak Point University reserves the right to elicit student participation in the evaluation process of curriculum and student service offerings. In addition, students are required to take standardized achievement tests as determined by the University. Work that students submit to meet course requirements may be utilized to demonstrate achievement of program outcomes to accrediting agencies. Students are also requested to release licensure examination and certification scores to the University for purposes of curriculum evaluation. Fees for licensure and certification examinations are the student's responsibility.

Grading Policies

Each teaching team or faculty member teaching alone shall establish the grading policy for the assigned course with advisement from the Program Director, Dean, or Chief Academic Officer. Information pertaining to the grading policy is published in detail in each course syllabus and will be utilized in determining and assigning the course grade. All final grades are to be posted in the Student Information System.

Calculation of Grades

All grades are to be calculated from raw scores which are recorded to the tenth (e.g., 77.8). These scores are cumulated through the course period. Grades are to be calculated as a percent of the total possible scores (total achieved ÷ total points available) at the end of the term.

Rounding of Grades Rule

Students accumulate scores as they proceed through the course. As indicated above, scores are recorded as raw scores carried to the tenth. To calculate the final grade, the total score will be rounded as follows:

- 0.4 or below is rounded down (e.g., 85.3 = 85)
- 0.5 or above is rounded up (e.g., 85.5 = 86)

Grading Scale

Grade	Grade Definition	University Scale	SFSOR Scale (BSIT Pre-Certification Only)	Grade Points
A	Excellent	100-92	100-94	4
B	Good	91-84	93-87	3
C	Average	83-75	86-80	2
D	Poor, Not Passing	74-67	79-75	1
F	Failure	Below 67	Below 75	0
AU	Audit			0
I	Incomplete			0
W	Withdrawal			0

Audit: Students may audit up to three courses during their academic program. To audit a course, the student needs to contact the Registrar to register. Students may not audit a course they have previously received a grade of D, F or W. Students may only be allowed to audit a course when space in the course is available and credit students will not be displaced by an audit student.

Incomplete: An incomplete grade of “I” is awarded when the student is granted additional time to complete the requirements of a course. The incomplete time length will be determined by the instructor, and will not exceed half of the allotted time of the course in which the incomplete was received (e.g. 15-week courses will be allotted 7.5 weeks). If additional time is needed, the student must request an extension which will be reviewed and decided by the Program Director, Dean or Chief Academic Officer. An incomplete grade may prevent progression to subsequent courses as well as graduation. An “I” grade will become an “F” grade unless the required coursework is completed within the time length determined by the instructor.

Withdrawal: A withdrawal grade of “W” is assigned when a student withdraws from a course after the add/drop period for the semester and prior to the published last date to withdraw.

Dean’s List and Dean’s Commendation (Undergraduate Only)

The University encourages excellence in scholarship and gives recognition to undergraduate students whose work is superior by publishing the Dean’s List and Dean’s Commendation at the end of each semester. To qualify for either recognition, baccalaureate students must be in good academic standing, have earned no grade lower than a C, and have no incomplete grades in the semester.

To qualify for the Dean’s list, students must have earned a semester grade point average of 3.5 or higher while completing a minimum of 12 semester hours in the semester. To qualify for the Dean’s Commendation, students must be designated as a part time student, complete a minimum of six (6) semester hours in the semester and have earned a grade point average of 3.5 or higher. The Dean’s List and Dean’s Commendation is noted on the student’s transcript in the semester in which the academic achievement was earned.

Academic Progression

The following are requirements for all programs leading to a certificate or degree at the University.

- Undergraduate students must maintain a minimum cumulative grade point average (CGPA) of 2.0.
- Graduate students must maintain a minimum cumulative grade point average (CGPA) of 3.0.
- Unsuccessful attempts at a course are defined as a C, D, F, and for graduate courses and a D, F, or for undergraduate courses. A second withdrawal on the same course will result on an unsuccessful attempt.
- A minimum grade of a C is required in all courses at the undergraduate level and a B at the graduate level.
- A course in which a student has had an unsuccessful attempt may be repeated by the student only once.
- A second grade of less than C in an undergraduate or B in a graduate course will result in dismissal from the program.
- A student who does not meet the academic progression requirements for a semester will be placed on academic probation.
- If a student does not attempt credits in a semester, including students who are not attempting courses at Oak Point due to completing pre-requisite courses, an academic progression evaluation will not occur.
- Students will be administratively withdrawn from the program after two consecutive semesters of unexcused non-enrollment.

- Students will be academically dismissed after two semesters of not meeting academic progression requirements.
- Students may also be dismissed at the end of a term or semester due to multiple unsuccessful attempts at a course.
- A student dismissed from an academic program will receive written notice of dismissal.
- A student dismissed for not meeting academic progression or personal or professional conduct violations may not be readmitted.
- Academic dismissals may be appealed according to the University's academic appeal policy.

College of Nursing

Successful completion of all components of the course is required to pass the course. Components are defined as didactic, laboratory, and clinical/residency. Didactic components of professional courses (NUR or NRG) may not be taken on the pass/fail basis.

College of Nursing (BSN Pre-Licensure Only)

Each course teaching team shall establish the grading components utilizing the grading framework below for each course. Information pertaining to grading policy is published in each course syllabus (e.g. course assignments, grade weight, possible points, letter grade values, etc.). In order to pass a course, the undergraduate nursing student must receive the following:

1. 75% average on all exams and quizzes
2. A grade of pass "P" for all laboratory/clinical components
2. A passing score on the ATI test, if applicable, as defined in the syllabus and
3. 75% over all course average grade (presentations, projects, etc.)

Grades will be posted in the learning management system grade book for student review. Grades are calculated from raw scores (points earned/points available) and recorded to the first decimal point as a course progresses.

Clinical Performance Rule

Clinical experiences foster the integration and application of knowledge and skills of the discipline. The course indicates the expected standards of performance as articulated in the syllabus, clinical evaluation tool, and verbally in clinical orientation. Students must be given the opportunity to learn, receive feedback, and remediate before a summative evaluation occurs. As a result, every clinical experience should be evaluated and feedback should be given either formally or informally.

When students fail to achieve the minimal expected performance level, all available resources should be made available to the student. This process begins with oral feedback and moves rapidly to the use of the Academic Development and Referral Notice (ADRN) and referrals as appropriate. Repeat the process as needed for the duration of the clinical experience.

If the student is still not able to consistently perform at the minimal competence level, the student will fail clinical. For the College of Nursing, the clinical failure invokes a course failure which is recorded as a course grade of "F" regardless of the numeric score earned for the didactic portion of the course.

College of Health Sciences (BSIT Pre-Certification Only)

Classroom - Course Grades

The Course Grades are calculated using the following:

- Tests are 85% of final grade
- Quizzes, Discussion Boards and Assignments are 15% of final grade
- The “80% rule” applies. This rule states, students must earn 80% or greater cumulative average on all tests prior to taking the final exam. This level must be achieved before any other graded items are tabulated in the final course grade. The cumulative grade must also meet a minimum overall course average of 80%. Failure to achieve the 80% results in course failure.
- Any grade achieved below an 80% will not be rounded up and must stand as permanent.
- Any failed tests must be repeated (with only the original grade figured into the cumulative test grade, but the comprehension of the material must be proven.)
- In the event that a student cannot satisfactorily pass the test after 3 attempts, he/she will fail the course and be dismissed from the program sequence.

Clinical – Course Grade

The student's clinical grade will be composed of the following:

Competency Tests	20%
Clinical Instructor	30%
Evaluation Online Learning Component	20%
Lab Competency Evaluations	20%
Simulation Lab	10%

The clinical curriculum requires a 90% on all competency testing or will require a repeat of the competency and remediation work with the original grade remaining. Anatomical positioning markers or gonadal shielding (as appropriate) that is missing from an examination will be considered an automatic failure for that projection of the competency examination.

The student must successfully pass all sections of the clinical requirements to receive a passing grade. More detailed grading is outlined in the St. Francis School of Radiography Handbook.

GRADUATION

The University awards the Bachelor of Science in Nursing (BSN) degree, Bachelor of Science in Imaging Technology degree, Master of Science in Nursing (MSN) degree, and Doctor of Nursing Practice (DNP). Degrees are conferred within six to eight weeks after the end of the semester that requirements are completed. Diplomas are awarded following.

Degree candidates are subject to those degree requirements in effect at the time of their initial registration following admission. Degree candidates who were readmitted to the program will be subject to the requirements of the catalog in effect at the time they resume classes. Degree candidates who have been readmitted following self-withdrawal are subject to degree requirement changes. Degrees cannot be conferred until all University prerequisites and general education course work has been met. All degree requirements are subject to change at any time. The University reserves the right to make changes based upon corporate, national and state professional association guidelines.

Undergraduate Requirements

In order to graduate, the student must meet the following requirements:

- File the Application for Graduation by the designated deadline.
- Have official final transcripts of any previous colleges attended on file in the Office of the Registrar.
- Complete the credit hours designated in the curriculum as relevant to the individual's program.
- Complete the institutional residency requirements.
- Attain a minimum cumulative grade point average of 2.0.
- All pre-licensure nursing students must satisfactorily complete the ATI-RN Comprehensive Predictor Exam at or above the accepted level set by the University in the final semester of baccalaureate studies. Students that do not pass the comprehensive predictor exam will be enrolled in the PASS program for remediation and re-testing.
- Complete the preparatory pre-licensure/certification requirements.
- Complete payment of all fees and tuition owed to the University and return all library items.
- All precertification BSIT students must satisfactorily complete the registry review exit examinations. Students that do not achieve a passing score must successfully pass the Program for Academic Success Seminar (PASS)

Graduate Requirements

In order to graduate, the graduate student must meet the following requirements:

- File the Application for Graduation by the designated deadline.
- Have official transcripts of any previous colleges attended on file in the Office of the Registrar.
- Complete the credit hours designated in the curriculum as relevant to the individual's program and major.
- Complete the institutional residency requirements.
- Complete the required didactic and residency hours dependent on specific program track.
- Complete the graduate assessments and testing at Oak Point University.
- Attain a minimum cumulative grade point average of 3.0.
- Complete payment of all fees and tuition owed to the University and return all library items.

Honors

To graduate with honors from an undergraduate program at the University, a student must have completed the institutional residency requirements at Oak Point University while demonstrating a high level of academic achievement reflected in the GPA. The cumulative grade point average calculated for the honors distinction will include all work completed at the Oak Point University. Students receiving honors are eligible to wear honor cords at graduation. The honors distinction levels are:

- 3.500–3.699 GPA Cum laude
- 3.700–3.899 GPA Magna cum laude
- 3.900–4.000 GPA Summa cum laude

Licensure and Certification Eligibility

Graduates that have earned a BSN are eligible to take the NCLEX-RN (examination for licensure as a registered professional nurse). Graduates who have earned the Bachelor of Science in Imaging Technology

(Pre-Certification) will be prepared to and should take the American Registry of Radiologic Technologists (ARRT) examination.

Graduates that have earned an MSN will be eligible to take the appropriate certification examination for professional recognition as follows:

- Clinical Nurse Specialist in Adult Gerontology Health (CNS) with the American Nurses Credentialing Center (ANCC).
- Nurse Executive or Nurse Executive Advanced (depending on the level of leadership with the organization) with the American Nurses Credentialing Center (ANCC)
- Nurse Manager (Certified Nurse Manager and Leader CNML) sponsored by the American Organization of Nurse Executives and American Association of Critical Care Nurses.
- Nurse Executive (Certified in Executive Nursing Practice CENP) sponsored by the American Organization of Nurse Executives.
- Certified Nurse Educator (CNE) with the National League of Nursing (NLN).
- Nurse Practitioner (FNP or AGNP depending on the concentration selected) with the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP).

Recording of Class Sessions

Oak Point University allows the use of video, audio, or other recording device to record any class. The University does not encourage recording of class sessions as a regular substitute for class attendance. Students must make their own arrangements for recording; the University's media equipment will not be available to record specific class sessions for individual students. Students who record a class session may not reproduce the recording for commercial or non-commercial use. Recordings are approved for personal use and may not be distributed to anyone else or posted through social media. Student violations of this policy will be subject to the Student Code of Conduct policy.

Student Complaints

Students have the right to inquire about and propose improvements in policies, regulations, and procedures affecting the welfare of students. Students also have the right to privately confer with personnel concerning a personal grievance.

PURPOSE

This policy outlines the process for students to share their concerns, complaints, and proposals that contribute to an academic environment conducive to learning.

PROCESS

1. Students have the right to put into writing complaints or proposals regarding any aspect of the University. The complaint or proposal should be addressed to the Director, Dean, or Program Director of the department to which the complaint or proposal applies. If the complaint or proposal is related to violations of the Student Code of Conduct or concerns with Student Affairs, the complaint or proposal should be addressed to the Director of Student Development. Complaints related to an officer of the University, Dean, or Program Director should be addressed through the Vice President of Student & Employee Affairs.

2. The affected Dean or Director is responsible for investigating the allegations/complaint/proposal and determining a course of action. The investigation may include interviewing witnesses and other involved parties, and reviewing other evidence submitted in support of the allegation/complaint.
3. In all cases, the accused party will be informed of the allegation/complaint and will have the opportunity to respond or explain.
4. The affected Dean or Director is responsible for determining a course of action. The investigation and course of action may lead to the following:
 - a. The allegation/complaint or proposal has no merit and is subsequently dropped.
 - b. The allegation/complaint or proposal has merit and is such that it is administratively handled by the Dean or Director.
 - c. The allegation has merit and is such that it is referred to President's Cabinet for a formal review and action.
5. If the outcome is not satisfactory, the student may proceed to the next person in the organizational chain, and finally to the University President to seek resolution.
6. Information from formal complaints is used, as appropriate to foster ongoing program improvement. Formal complaints, as defined by the University and their resolution are filed in the University Formal Complaints file upon resolution of the complaint.

Retaliation/Threats of Retaliation

Oak Point University prohibits retaliation or threats of retaliation against anyone for filing a complaint. Any retaliation or threat of retaliation shall be treated as a separate incident, which shall be handled in the same manner and be subject to the same procedures as the complaint itself.

Student Standards

The University expects students to assume responsibility for their behavior and conduct themselves in a manner compatible with the University guidelines as described in the University Catalog. Students are given access to a University Catalog, and each student is responsible for becoming familiar with its content. Updates are communicated via email and will be available on the University website.

Technology Requirements

Oak Point aspires to remain a leader in all components of its mission, teaching and learning, community outreach and community service. In conjunction with the University's goal of preparing students who are well-equipped to assume meaningful positions in an ever-changing society, we are committed to incorporating technological advances into the academic program, its operations, and providing means through which students can acquire basic competence in the use of computers and related information technology. The Department of Information Technology and its support units are recognized as key contributors to advancing the Oak Point University mission. As such, we provide faculty, staff and students with the skills, tools, access, and information necessary to succeed in their assigned tasks and responsibilities.

Student Laptop Computers

As part of the Oak Point University mission to integrate technology into all academic programs, all students are required to maintain a personal technology device. Students in all programs at the University are required to have laptop computers. Students should contact the Oak Point IT Department for PC and Apple Macintosh Standards and Laptop Minimum Specifications.

Students will use their laptops for:

- All courses use an online Learning Management System (LMS) called Brightspace D2L for the instructor to share course documents, communicate, and administer assessments and assignments.
- Student access academic information online through a system called Campus Portal
- Primary communication is done using an Oak Point email system
- ATI testing and exams are completed using students' personal laptop

The Oak Point IT Department recommends that you have an extra charged battery for your laptop, preferably one with 9 or 12 cells. Facilities for connecting your laptop to AC power for charging are not available in all areas. Students are responsible for saving and backing up data on their personal laptops.

Undergraduate

Students accepted into the undergraduate nursing and HIM program are required to have completed a computer literacy course for college credit (3 credit hours) or pass the a CLEP or DANTES exam covering computer literacy. (Please contact the Office of Admissions for Information on the CLEP or DANTES exams.) Proficiency in Microsoft Word, PowerPoint, email, and the internet are also expected. All computer courses must have been completed no more than five years prior to the intended semester of enrollment.

Graduate

Graduate students should be proficient in Microsoft Word, Power Point, email and use of the internet.

General Requirements

Use of the computers and the internet is expected to adhere to all existing state, federal, local laws and ordinances, and to all established Amita Health policies regarding employee conduct. Users are not to engage in illegal or unethical activity and users assume all responsibility for their conduct.

Displaying, downloading, or printing pornographic or other offensive materials falls under Amita's Health's sexual harassment and hostile workplace policy and is subject to disciplinary action up to and including termination or expulsion. University staff reserves the right to terminate lab access to users who violate these guidelines.

Transcript Orders

The University will process requests for transcripts at a cost of \$10 per transcript order. Requests must be made via Parchment: Digital Credential Center (<https://www.parchment.com/u/registration/23079623/account>). Transcripts will normally be processed within five business days of the request. All financial obligations to Oak Point University must be fulfilled before any transcripts will be issued.

Transportation and Clinical Parking

Students are responsible for providing their own transportation to class and clinical settings. Some clinical sites are only accessible by car. Any parking fees involved are the responsibility of the student. Additional requirements will be communicated by the faculty prior to student attendance at the clinical site.

University Closures

In the event of the school closing due to weather, power outage, etc., students, faculty, and staff who registered for the Oak Point University alert system <https://resu.omnilert.net> will receive a text message. All members of the University will receive an email message alerting them to this closure. Messages will also be posted to the University website and via automate message at the University's main number 630-537-9600.

PROFESSIONAL APPEARANCE STANDARDS

The appearance of each student, faculty, or staff member influences the impression of others toward Oak Point University. Therefore, it is essential that students, faculty and staff maintain a professional image and appearance at all times.

ID Badges

An Oak Point University identification badge must be worn with the name visible to others at all times while on the premises of the University or as appropriate for off-site clinical settings. Students with direct patient contact must wear identification badges above the waist. No unapproved pins, buttons, stickers, badges, etc., may be affixed to the badge itself or to the badge clip.

Campus Dress

Instructors and the Dean/Program Director are responsible for the appearance of students in their areas; therefore, they have the authority to set expectations for any additional dress code rules, consistent with any applicable administrative or facility policies.

Daily attention to hair, nails, oral hygiene, and bathing is expected. All clothing should be appropriate for the student's environment. Professional attire and modesty are expected relative to length, style, fit, and transparency of clothing.

Inappropriate attire includes, but is not limited to, halter tops, blouses with deep cleavage, and shirts that reveal the belly button.

If at any time apparel is worn that might be considered/perceived as an indication of gang affiliation, Security will be contacted. Such apparel is forbidden in Oak Point University. Instructors and the Dean/Program Director are responsible for the appearance of students in their areas; therefore, they have the authority to set expectations for any additional dress code rules, consistent with any applicable administrative or facility policies.

Simulation Center Attire

When in the Simulation Center, students and faculty must abide by the universities Professional Appearance Standards. Any individual out of uniform will not be allowed to participate in lab activity.

Clinical Dress

BSN Pre-Licensure Students

The nursing student uniform serves as a means of identifying the student with the University, promoting the image of professional nursing, enhancing self-confidence and promoting patient confidence and trust. Uniforms and/or scrub jacket are to be worn when students are in patient care areas. Strict adherence to the uniform dress code is required. Students who are out of compliance with the standards will be prohibited from participating in the clinical experiences. Clinical time missed as a result of noncompliance is considered an absence and thus, may jeopardize successful completion of a course.

The University pre-licensure nursing student uniform consists of the Oak Point University authorized identification badge, burgundy scrubs with the University name embroidered on the left chest and a white scrub jacket with the University seal embroidered on the sleeve and the University name on the left chest. A plain white long sleeve t-shirt may be worn under the uniform scrub shirt if desired for warmth during the winter months. White leather oxfords or all white leather athletic shoes with white ankle high socks are required. Canvas shoes, sandals, flip flops, "Crocs," and shoes with ventilation holes larger than a pencil point are not acceptable. In addition, students must have a watch with a sweep second hand or the ability to measure seconds.

Nursing students are expected to look professional when in uniform. Special care is to be taken to ensure that undergarments cannot be seen through the uniform. One's hair is to be conservative in color, neatly pulled away from the face and restrained off the collar. Facial hair in the form of a neatly trimmed beard and/or mustache is permitted. Simple non-dangling earring and a simple wedding band may be worn. Nails should be clean, unpolished and trimmed short (less than ¼ inch). Artificial nails, tips, and acrylic overlays are prohibited.

MSN Students

BSN for RN and graduate nursing students are not required to purchase a uniform. Students are expected to wear their student identification badge at all times. When working in the clinical setting, students are to adhere to the business attire requirements of the clinical site or agency where the student is placed. A clean, white uniform lab coat with the University patch sewn to the left sleeve approximately 2 inches below the seam is to be worn while negotiating for and/or engaging in residency experiences.

Uniforms for Specialized Settings

Clinical attire may vary for specialized or community settings and be different from the required University uniform. The Course Coordinator or Clinical Instructor will clarify any modifications applicable to the course setting.

Uniform Purchases

Student uniforms for clinicals may be purchased may be purchased at:

- Working Class Uniforms, 9525 S Cicero, Oak Lawn, IL 60453 Phone: (708)424-4747
- Scrubs Etc., 100 East Roosevelt Road, Suite 32, Villa Park 630-953-0731 (BSN Only)

Imaging Technology Students

Imaging technology students must wear a uniform scrub shirt and pants. The color of the uniform is **Bahama Blue**. The student may also wear a plain white turtleneck or fitted t-shirt underneath the uniform top. Any other visible shirt is unacceptable. Short T-shirt sleeves may not hang lower than scrub sleeves. (The student must also wear a long white uniform lab coat outside of the Radiology Department. While completing clinical education in the Surgical Suite, Interventional Radiology or Cardiac Cath, **full-length white lab coats are required at some locations**. While working in the Radiology Department, the jacket may be removed. **Scrub tops MUST be embroidered with the School of Radiography in white lettering. Lab coats must have contrasting blue lettering**. Two uniform sets are suggested. Students may never arrive to or leave clinical settings in **hospital – issued** surgery scrubs.

Professional shoes are recommended although athletic shoes are acceptable providing they are not high top. All shoes must be **white leather** without colored trim or laces (90% white). Clogs, “Crocs”, and shoes with ventilation holes larger than a pencil point are not acceptable.

All students need a full-length white lab coat.

Students must wear Oak Point ID badges and optically stimulated luminescence (OSL) badge at all times in the clinical setting. OSL badges must be removed when leaving premises. If, in the clinical setting, a student is found in noncompliance with not having their OSL or ID Badge, the student will be sent home immediately. Time missed must be made up.

STUDENT CODE OF CONDUCT

INTRODUCTION

Persons enrolling in Oak Point University (“Oak Point”) are expected to conduct themselves in a manner consistent with the educational purpose of instruction. Pursuit of a college education is a voluntary association with a community of scholars that provides an opportunity for exploration of new ideas, experimentation, self-examination, formation of new friendships, and development of ideals and direction. A University environment is a place where the free exchange of ideas and concepts can take place among faculty and students in an atmosphere that allows for civil debate and dialogue on contemporary issues.

Oak Point University considers freedom of expression and inquiry essential to a student's educational development. Thus, the institution recognizes the right of all members of the University community to engage in discussion, exchange opinions, and to speak, or print freely on any subject in accordance with the guarantees of Federal or State constitutions. This broad principle is the cornerstone of education in a democracy.

To protect these privileges and opportunities the student assumes the personal responsibility to uphold the standards reasonably imposed by Oak Point University through its Mission and Vision statements. Foundational principles of academic integrity, personal honesty, tolerance, respect for diversity, civility,

freedom from violence, and pursuit of lifestyles free of alcohol and drug abuse are examples of these standards.

The University views the student conduct process as a learning experience which can result in growth, behavioral changes, and personal understanding of one's responsibilities and privileges within the college environment. To this end, the Student Code of Conduct attempts to balance an understanding and knowledge of students and their needs and rights with the needs and expectations of Oak Point University and the larger community.

Students are treated with care, fairness, tolerance and respect with decisions made relative to the needs and circumstances of all concerned. The needs of the respondent, the person(s) who report being the victim of another student's actions, and the community at large are judged to be equally important. Students at Oak Point University may take advantage of the various resources of the College to further their development.

DEFINITIONS

General Terms

The terms *Oak Point* or *institution* mean Oak Point University, which include all facilities, hospitals, campuses, and any and all locations students are in class, lab, clinical, practicum University-sponsored activities, or service learning trips.

The term *student* includes all persons taking courses at Oak Point University, either full-time or part-time, pursuing undergraduate, professional, or continuing education; those students who withdraw after allegedly violating the Student Code of Conduct; those who are not officially enrolled for a particular term but who have a continuing relationship with Oak Point University; and those who have been notified of their acceptance for admission are considered *students*.

The term *faculty member* means any person hired by Oak Point University to conduct teaching activities or who is otherwise considered by the institution to be a member of its faculty.

The term *Oak Point University premises* includes all land, buildings, facilities, and other property in the possession of or owned, used, leased, operated, controlled, or supervised by Oak Point University or Amita Health (including adjacent streets and sidewalks).

The term *Hearing Officer* means a Oak Point University employee official authorized on a case-by-case basis to determine whether a student has violated the Student Code of Conduct and to impose sanctions when a rules violation has been committed.

The term *Oak Point University Discipline Panel* refers to the pool of faculty and students authorized to hear appeals of student discipline cases determined by a Hearing Officer.

The term *Appeals Committee* refers to the individual members selected from the Discipline Panel to consider the appeal of a particular case.

The term *policy* means the written rules and regulations of Oak Point University as found in but not limited to, the Student Code of Conduct; Student Handbook; undergraduate and professional catalogs; faculty manual; and Oak Point University web pages. These include policies related to computer use, solicitation, sexual harassment and other anti-discrimination policies, athletic events, use of facilities, travel, and participation in student organizations.

The term *academic misconduct* includes but is not limited to: 1) *Cheating* by using unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the faculty member in the course syllabus or class presentation; 2) *Plagiarism* includes the copying of language, structure, images, ideas, or thoughts of another, and representing them as one's own without proper acknowledgement; the failure to cite sources properly; sources must always be appropriately referenced, whether the source is printed, electronic, or spoken; 3) *Unauthorized Possession or Disposition of Academic Materials* includes the unauthorized selling or purchasing of examinations, term papers, or other academic work; stealing another student's work; using information from or possessing exams that a faculty member did not authorize for release to students; 4) *Falsification* encompasses any untruth, either verbal or written, in one's academic work; 5) *Facilitation* of any act of academic misconduct includes knowingly assisting another to commit an act of misconduct.

The term *Complainant* means any person who submits a charge/report alleging that a student violated this Student Code of Conduct. When a student believes that she/he has been the victim of another student's misconduct the student will have the same rights under this student code as are provided to the respondent student even if another member of the Oak Point community submitted the charge/report.

The term *Respondent* means any student accused of violating this Student Code.

AUTHORITY

The Director of Student Development will administer the Student Code of Conduct. The responsibilities of these individuals or entities are briefly defined as follows:

The Director of Student Development will represent Oak Point University in student disciplinary matters and act as hearing officer for students in their respective programs.

The responsibilities of the Director of Student Development include preparing notices of violation, collecting information, conducting administrative discipline hearings, making decisions related to disciplinary outcomes, and performing other functions as required in the discipline process.

Oak Point University Discipline Panel hears appeals of disciplinary decisions rendered by the Hearing Officers. The appeal can be initiated by the Respondent(s) or the Complainant(s). The Panel shall consist of three (3) faculty members and one administrator. The Panel is chaired by the administrative member who is appointed by the Vice President of Student & Employee Affairs.

PROHIBITED CONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanction.

1. Academic misconduct, including but not limited to: cheating, plagiarism, unauthorized possession or disposition of academic materials, falsification, or facilitation of acts of misconduct. Plagiarism includes the copying of language, structure, images, ideas, or thoughts of others and is related only to work submitted for credit.
2. Knowingly furnishing false information to any Oak Point University official, faculty member, office, organization or on any Oak Point University applications. Intentionally initiating or causing to be initiated any false report; any warning or threat of fire, explosion, or any other emergency.
3. Forgery, alteration, misuse, mutilation, or unauthorized removal of any Oak Point document, record, identification, educational material, or property.

4. Disruption or obstruction of teaching, classroom or other educational interactions, research, administration or disciplinary proceedings, residential communities, or participation in an activity that disrupts normal college activities, and/or threatens property or bodily harm or intentionally interferes with the right of access to college facilities or freedom of movement of any person on campus.
5. Engaging in behavior or activities that obstruct the right of free speech or expression of any person on campus.
6. Abusive conduct, including physical abuse, verbal abuse, threats, intimidation, stalking, coercion, and/or other conduct which threatens or endangers the physical or psychological health, safety, or welfare of one's self, another individual or a group of individuals. Abusive conduct includes bullying, cyberbullying, and hazing as defined in Oak Point's equal opportunity and non-discrimination policy.
7. Harassment, meaning verbal or physical harassment on the basis of gender, race, sexual orientation, age, religion, or physical disability. (Refer to Oak Point's equal opportunity and non-discrimination policy for more information.)
8. Sexual misconduct including but not limited to: obscene, lewd, or indecent behavior; deliberate observation of others for sexual purposes without their consent; taking or posting of photographs/images of a sexual nature without consent; possession or distribution of illegal pornography; viewing or posting pornography in public venues; non-consensual sexual contact; engaging in coercion or constraint; or engaging in sexual activity with a person who is incapacitated or otherwise unable to give consent. (Refer to the University's Title IX policy for more information.)
9. Failure to comply with the verbal or written directions of any Oak Point University officials, employees, or campus security personnel acting in the performance of their duties and in the scope of their employment, or resisting police officers while acting in the performance of their duties, including failure to identify oneself to these persons when requested to do so.
10. Attempted or actual theft of, damage to, use of, or possession of other persons' or Oak Point University's property or identity or unauthorized use of such; unauthorized entry, use, or occupation of other persons' or Oak Point University's facilities, property, or vehicles.
11. Illegal use or possession on Oak Point University property, SSMC, Saint Francis Hospital, or other sites where Oak Point programs, activities, and classes are held of firearms or simulated weapons; other weapons such as blades larger than pocket knives; ammunition or explosives; dangerous chemicals, substances, or materials; or bombs, or incendiary devices prohibited by law. Use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
12. Behavior that infringes upon the rights of others, endangers their well-being or safety, or results in personal injury to others and violation of the Conceal Carry policy.
13. Disturbing the peace on college premises.

14. Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by law or Oak Point policy. Alcoholic beverages may not be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
15. Use, possession, manufacturing, or distribution of illegal drugs including but not limited to marijuana, narcotics, methamphetamine, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substances are prohibited. Use or possession of prescription drugs other than for the person prescribed, or for use other than the prescribed purpose are prohibited. Possession or use of drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use illegal drugs are prohibited.
16. Using electronic or other means to make a video or photographic record of any person on-campus where there is a reasonable expectation of privacy without the person's consent and when the recording is likely to cause injury, distress, or damage to one's reputation. Such a recording includes, but is not limited to, taking video or photographic images in shower/locker rooms and restrooms. The posting and/or distribution of such unauthorized recording is also prohibited.
17. Abuse of computer facilities or technological resources including but not limited to: unauthorized entry to, or use of computers, access codes, telephones and identifications belonging to Oak Point; unauthorized entry to a file to use, read, transfer, or change the contents, or for any other purpose; interfering or disrupting the work of any Oak Point member; sending abusive or obscene messages or images; disrupting the normal operation of Oak Point computing systems; violating copyright laws; or any other violation of Oak Point's computer use policy.
18. Attempting or actively influencing, intimidating, interfering, or coercing any person involved in a potential, actual, or past Student Code of Conduct Referral. This includes, but is not limited to, encouraging or influencing another person to commit an abuse of the Student Code of Conduct, discouraging an individual's proper participation in, or use of, the Student Code of Conduct process, or disturbing or interfering with the orderly process of conducting a proceeding.
19. Intentional disregard of board policies, University policies, or procedures applicable to students.
20. Assisting, conspiring, or inciting others to commit any act of misconduct set forth in 1 through 19 above.

JURISDICTION

The Oak Point University Student Code of Conduct shall apply to conduct that occurs on Oak Point University premises, Oak Point University-sponsored programs or activities, and to off-campus conduct that adversely affects the Oak Point University community, poses a threat to safety of persons or property, or damages the institution's reputation or relationship with the greater community. The Director of Student Development shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus on a case-by-case basis.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The disciplinary process may proceed even if the student withdraws from school while a disciplinary matter is pending.

Student Organizations may be disciplined/sanctioned via the Student Code of Conduct procedures while represented by an officer or member who has been chosen by the membership but who was not directly involved in the incident in question as determined by the Director of Student Development.

VIOLATION OF LAW AND/OR OAK POINT UNIVERSITY STUDENT CODE OF CONDUCT

Oak Point University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal and civil law and the Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Director of Student Development. Determinations made or sanctions imposed under this Student Code of Conduct shall not be assumed subject to change because criminal charges arising out of the same set of facts were dismissed, reduced, or resolved in favor of or against the criminal or civil defendant.

Interim Suspensions

In certain limited circumstances, the Dean of Nursing, the Program Director, or the President, may make an administrative determination that the continued presence of the student could constitute a threat or danger to the Oak Point community, and such person may be temporarily suspended from Oak Point University pending the disposition of criminal or Oak Point University charges.

Interim Suspension may be imposed in the following cases:

1. To ensure the safety and well-being of members of Oak Point;
2. To ensure the preservation of Oak Point property;
3. To ensure the student's own physical or emotional safety and well-being;
4. If the student poses an ongoing threat of disruption or interference with the normal operations of Oak Point.

Criminal or Civil Charges

Upon the filing of charges in the criminal or civil courts involving an offense of a serious nature, and an administrative determination is made that the charges meet one or more of the conditions listed above, ***the President or designee may determine that*** the student may be temporarily suspended from Oak Point University pending the disposition of the criminal/civil charges. In these cases, the University may not have access to investigative reports or be in the best position to independently determine the factual nature of the charges without a finding through the courts.

During the Interim Suspension, a student may be denied access to the campus and/or all other University activities or privileges for which the student might be otherwise eligible.

The student will be notified, in writing, of the terms of the Interim Suspension and the reasons for this action. The notice will allow for the student to request a hearing to show cause why his or her continued presence on the campus does not constitute a threat and the Interim Suspension should not be imposed.

Disciplinary Procedures

Charges

1. The discipline process can be initiated by police reports or a report from any faculty, administrative staff, student, or other member of the Oak Point University community, or other person/entity from outside of the University community. This process is initiated through the submission of a written account of the incident to the Director of Student Development.

2. Upon the receipt of a written report, the Director of Student Development may determine that there is sufficient reason to charge the student with a violation of the Student Code of Conduct and a disciplinary hearing is warranted. The Director of Student Development may also seek or conduct an additional investigation.

Letter of Notice

1. All charges shall be presented to the student in written form. This letter of notice will provide the student a notice of the alleged violation(s) and set a time for the hearing.
2. The letter of notice may contain specific requirements or restrictions, pending the resolution of the matter through the hearing process as needed to protect the interests of involved students or Oak Point University. The notice letter will be sent to the student's current address listed on Oak Point University's database.

Options for Resolution of Disciplinary Charges

After review of the information contained with the letter of notice, the student has the following options:

1. Accept responsibility for the charges When the student substantially agrees with the contents of the complaint and accepts responsibility for the infraction, the Vice President of Student & Employee Affairs may determine the appropriate level of discipline and other sanctions or restorative resolution outcomes.
2. Dispute the charges In the event that the student does not accept responsibility for the charges or substantially disagrees with information contained within the report, a discipline hearing will be conducted.

The student must notify the Director of Student Development Affairs by the date indicated in the letter of notice of his/her intent to accept or dispute the charges. Since cases involving disputed charges may require additional investigation or preparation time, either the student or the Vice President of Student & Employee Affairs may ask for limited additional time to prepare for the hearing and an appropriate hearing date and time may be re-scheduled.

Decisions

1. After the hearing concludes, the Director of Student Development will review all pertinent information and make a determination related to each of the charges specified from the Student Code of Conduct. The determination is based on the preponderance of evidence standard-whether it is more likely than not that the Respondent violated the Student Code of Conduct.
2. The Director of Student Development has the authority to determine the appropriate level of disciplinary action taking into consideration the severity of the infraction, impact on individuals or the community, and the past record of discipline. In addition to the sanctions listed below, the Director of Student Development may place limits or conditions, restitution, community service, and/or specify participation in educational programs and interventions including but not limited to those related to alcohol or drug use, ethical decision making, personal counseling, community issues, and restorative justice.
3. Written notice of the Director of Student Development Affairs decision will be sent to the student within fifteen (15) business days of the hearing. The notification shall consist of the determination of responsibility, level of discipline imposed, and a complete description of any sanctions or requirements.
4. Decision letters that include information identifying persons listed as victims may not be released by the student to unauthorized third parties. Failure to comply with this requirement could result in additional disciplinary charges.

Sanctions

The following sanctions may be applied when appropriate to individual students.

No Action

The Director of Student Development finds that the charges are unsubstantiated or exonerates the student. The decision letter specifies that the charges are cleared and no disciplinary action is taken.

Warning or Written Reprimand

A student may be given a warning or written reprimand for minor infractions.

General Disciplinary Probation

Probation is for a designated period of time during which the student is required to show appropriate changes in attitude and behavior. Specific sanctions or restrictions may be imposed as a part of this discipline but do not result in loss of good standing with Oak Point University.

Discretionary Sanctions

Educational programs or assignments, mediation, community service, individual assessment, counseling, substance abuse education, intervention or treatment, or other related discretionary sanctions may be offered or required.

Restitution

Compensation for loss, damages, or injury. This may take the form of appropriate service or monetary or material replacement.

Disciplinary Suspension

Suspension for a distinct period of time and/or the specification that a student must fulfill certain requirements before re-admission or re-instatement will be considered.

Deferred Suspension

A suspension may be deferred under special conditions in which the student participates in a designated program as a condition to remain in school under a strict probationary status.

Disciplinary Expulsion

Recommend expulsion to the President. Expulsion is permanent removal from Oak Point University with no opportunity to return. All students placed on expulsion will have a notation placed on their transcript. Expulsion notation cannot be appealed for removal from transcript. Expulsion may only be exercised with the approval of the President and the President will issue the notice of expulsion.

Withholding Degree

Recommend to the President that Oak Point University withhold awarding a degree or certificate otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of sanctions imposed. Withholding of the degree or certificate may only be done with the approval of the President and the President will issue notice of withholding of the degree or certificate.

Further Discipline

Any other discipline deemed necessary by the Vice President of Student & Employee Affairs under the circumstances.

Hearings

Disciplinary Hearings shall be conducted by the Vice President of Student & Employee Affairs according to the following guidelines:

1. Disciplinary hearings and administrative meetings are considered private educational interactions between the student(s) and Oak Point. The Complainant, Respondent and their advisors, if any, shall be allowed to attend the entire hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Vice President of Student & Employee Affairs. Any advisers allowed may not participate in the disciplinary hearing, act as a representative, or speak on the student's behalf, nor be a witness. These provisions also apply to attorneys. Oak Point University may choose to have counsel present at a hearing in an advisory capacity.
2. Pertinent records, exhibits, and written statements, including student impact statements, may be accepted as information for consideration.
3. The student will have the opportunity to present his/her own version of the incident or events by personal statements, as well as through written statements and witnesses.
4. If a student, with notice, does not appear for the hearing, a decision may be reached taking into consideration the totality of the information related to the charges available at the time of the hearing.
5. Formal rules of process, procedure, or evidence as established and applied in the civil or criminal justice system do not apply to this process.

If the outcome is not satisfactory, the student may proceed to the next person in the organizational chain, and finally to the University President to seek resolution.

RECORD OF DISCIPLINE

1. Student disciplinary records will be maintained in keeping with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) and subsequent amendments and the guidelines for implementation. Notations of disciplinary action on the student's transcript will be made only by the Director of Student Development. Disciplinary expulsion will be permanently noted on the academic transcript and cannot be removed. Disciplinary suspension is noted on the transcript during the period of suspension and/or until the conditions for re-admission have been met. In the case of suspension, when the conditions for re-admission have been met, the student may petition for admissions clearance and/or removal of the notation whether or not the student intends to return to Oak Point University.

STUDENT HEALTH REQUIREMENTS

Drug Testing/Fingerprint

Clinical agencies may impose special drug testing and/or fingerprint requirements for students practicing at that clinical/internship site; such requirements are completed at the expense of the student. The University does not control special requirements made by clinical/internship agencies.

Injuries Sustained During a Clinical Experience

A student who sustains an injury, e.g., a needle stick, while participating in class or clinical experiences should notify the course instructor immediately. As soon as possible, an injury report must be completed and filed with the Dean/Program Director with a copy to the University Compliance Operations Office. A student who sustains an injury while participating in a clinical/internship experience should follow the protocol of the affiliating institution. The initial visit following the injury must be done at the institution where the incident occurred or the closest location. As soon as possible following the initial visit, an appointment should be made to see the student's personal physician. All expenses associated with the injury are the student's responsibility. Follow-up treatment, regardless of where the incident occurred, will be the fiscal responsibility of the student.

Medical Restriction

Students who have been medically restricted from performing tasks, must submit a written statement from their primary care provider (Physician or Nurse Practitioner) verifying the medical restriction to the Program Director/Dean. It will be placed in the student's file. If it is determined by the Program Director/Dean that the student will not be able to safely fulfill clinical requirements, a leave of absence from the course and clinical will be required. Once the restriction is ended, the primary care provider must document that the student may return to class and clinical without restrictions and this must be submitted to the Program Director/Dean.

Pregnancy

If a student is engaged in clinical, professional practice or residency and has been confirmed as being pregnant, the student must submit documentation from their primary care provider (Physician or Nurse Practitioner) or obstetrician verifying that the student may engage in clinical practice without medical restriction. This document must be submitted to the Program Director/Dean and it will be placed in the student's file. If it is determined by the Program Director/Dean that the student will not be able to safely fulfill clinical requirements, a leave of absence from the course and clinical will be required. Following the delivery or cessation of pregnancy, the primary care provider or obstetrician must document that they student may return to class and clinical without restrictions. This document must be submitted to the Program Director/Dean.

For the Saint Francis School of Radiography, additional requirements:

All students will review the Nuclear Regulatory Commissions (NRC) Regulatory Guide 8.13, which outlines prenatal radiation exposure and risks. Written disclosure of a pregnancy is voluntary. The student also has the option for written withdrawal of declaration at any time. Once declared, the student will meet with the Radiation Safety officer and the Clinical Coordinator to help clarify questions and guidelines when selecting a specific option as to continue in the Program or taking a full or partial leave.

Required Student Health and Safety Records

All students must submit a proof of health insurance, satisfactory completion of Occupational Safety and Health Administration (OSHA) instruction requirements, and Health Insurance Portability and Accountability Act of 1996 (HIPAA) instruction requirements.

Students are required to submit additional health documents to CastleBranch, a company that specializes in record review, document management and other related compliance management services.

Expenses related to health records are the responsibility of the student. Failure to comply with the required health and safety documents will result in suspension from class and clinical/professional practice or residency experiences. Class and clinical/residency time missed as a result of noncompliance is considered absence and thus jeopardizes successful completion of a course. A late fee will also be imposed for late submissions. Distance Education students are not subject to the Illinois Health Care Worker Background Check, 225 ILCS 46/1 et seq. Distance Education students will complete required clinical site Health and Safety Requirements on a case-by-case basis as required by individual clinical sites. Distance Education students must provide proof of health insurance and satisfactory completion of Health Insurance Portability and Accountability Act of 1996 (HIPAA) instruction requirements.

Health documents vary by program and can include proof of immunization for Tetanus, Diphtheria, and Pertussis (TDaP) and titers for Measles (Rubeola), Mumps, Rubella, Varicella (Chicken Pox), and Hepatitis B, as well as annual seasonal flu vaccines. To participate in any course with a clinical component, students must maintain current records for all health requirements, including annual Tuberculosis (TB) testing, CPR

certification, continuous health insurance, and other hospital requirements deemed necessary by clinical partners. Registered Nurses (RNs) must provide a copy of the unrestricted current Illinois registered professional nurse license. Failure to maintain current health records will result in immediate withdrawal from class and clinical. For further information, see the student health record requirements listed below.

The student health record must include the following:

- Criminal Background Check and Drug Test
- Hepatitis B
- Measles (Rubeola)
- Mumps
- Rubella
- Varicella (Chicken Pox)
- Tuberculosis (TB)
- Health Insurance
- Influenza (Flu)
- Tetanus, Diphtheria & Pertussis (TDaP)
- CPR Certification
- COVID-19 Vaccine
- RN License

All students who receive an offer of acceptance into Oak Point University programs must complete and pass a criminal background check and a drug test prior to admission.

In the event that any student refuses to complete a criminal background check and/or drug test, the offer of acceptance will be withdrawn and the student will be unable to continue with the program.

If a prospective student's drug test reveals a positive test for illegal drugs, the offer of acceptance will be withdrawn and the student will be unable to continue in his or her program.

After admission, if a student's drug test shows positive findings for illegal drugs, the student will be ineligible for clinical rotations, if applicable. For those programs requiring clinical rotations, the inability to participate in necessary rotations would prevent a student from receiving a degree from Oak Point University.

If a prospective student's criminal background check is unsatisfactory the offer of acceptance will be withdrawn and the student will be unable to continue in his or her program.

If the prospective student's criminal background check reveals a conviction for a crime that prohibits employment of an individual under the Act or any other crime that would prevent the prospective student from working in a clinical setting, and the student does not secure a waiver from the Illinois Department of Public Health ("IDPH"), the offer of admission will be withdrawn and the student will be unable to continue in his or her program.

After admission, if a criminal background check for a student shows a conviction for any crime identified in the Act, the student will be ineligible for clinical rotations. For certain programs the inability to participate in necessary rotations would prevent a student from receiving a degree from Oak Point University.

If after the initial criminal background check is completed a student is charged and/or convicted of a crime that prohibits employment of an individual under the Act (see 225 ILCS 46/25 for a listing of those offenses) or any other crime that would prevent the prospective student from working in a clinical setting, the student shall promptly notify the Program Director or Dean and Vice President of Student & Employee Affairs. Failure to do so may result in removal from the program.

It is the responsibility of the Dean or Program Director to review documentation submitted by the student in order to initiate dismissal proceedings if appropriate.

A student whose criminal background check indicates a conviction for a disqualifying offense may challenge the accuracy and completeness of the report through procedures for access and review established by the Department of State Police.

Individuals who have been convicted of crimes under the Act or that who are impaired by illegal drug use may be excluded from clinical rotations. For certain programs, the inability to participate in necessary clinical rotations would prevent a student from receiving a degree from Oak Point University.

When appropriate, even after admission, the drug test and criminal background check may be imposed at a later point in the student's studies based on the individual clinical site requirements on a case-by-case basis.

Criminal background check and drug test information will be used only for purposes of making admission decisions and/or clinical rotations at affiliated agencies.

The University will make reasonable efforts to ensure that the results of the criminal background check and drug test are kept as confidential as possible.

The drug test and criminal background check must be initiated through a University-authorized agency (i.e. Castlebranch.com).

If a student is required to submit to additional background checks and/or drug tests, the student is responsible for any additional costs related to these tests.

The University will make reasonable efforts to keep prospective students informed of any changes to this policy. However, Oak Point University reserves the right, in its sole discretion, to amend, replace, and/or terminate this policy at any time.

Health Insurance

Students must carry their own personal health insurance. All students are required to have and maintain continuous health insurance coverage while they are enrolled at the University. Documentation of health insurance coverage must be provided annually. Student Affairs can provide assistance with health insurance options.

Professional Liability Insurance

Students are insured for professional liability by the Oak Point University Insurance Program only while participating in clinical, practicum, or residency experiences as part of their University courses. Students are also insured during participation in any other University-sponsored events requiring a clinical experience.

Student Responsibility for Ongoing Compliance

Students are responsible for tracking and completing these requirements prior to enrollment and prior to any documentation expiration. Please keep copies of these documents for your own records. Students are also responsible for checking the CastleBranch Medical Document Manager for their due dates. Failure to comply with this requirement will result in suspension from clinical and/or class until documentation is received. Class and clinical time missed as a result of noncompliance is considered an absence, and thus, may jeopardize successful completion of the course.

Alcohol and Substance Use and Abuse

This policy describes alcohol and substance use/abuse and the University's role in maintaining an atmosphere which promotes a high quality learning environment.

1. The University expects compliance with all local, state, and federal laws governing alcohol, illegal drugs, prescribed medications, and non-prescribed drugs and substances which can carry severe penalties, including but not limited to, imprisonment and substantial fines.
2. It is the responsibility of all faculty, staff, and students to identify students' behavior that leads to the suspicion of alcohol and/or drug use and to implement the procedures associated with the suspicion.
3. None of the following symptoms and signs listed is in itself indicative of alcohol or drug abuse. However, when any of these are persistent or frequently recurrent, and in conjunction with failing attendance and/or performance, in an academic setting the instructor should partner with the Program Director or Dean or in a University setting, an Oak Point employee should refer the student to an Emergency Department for a fitness evaluation, as outlined in Paragraphs 13-15 below:
 - Slurred speech
 - Dullness, drowsiness
 - Difficulty in concentrating or making decisions, confusion
 - Redness of eyes, nose
 - Tremulousness
 - Frequent and prolonged trips to rest room (with a change in symptoms)
 - Aggressive behavior, loud talking, giggling, silliness
 - Hallucinations (seeing or hearing things that are not there)
 - Feelings that everyone is talking about him/her or are trying to hurt him/her
 - Rapid speech, extreme elation, laughing
 - Slow depressed speech, extreme sadness, crying
 - Alternations between the last two symptoms within the same day, or within a few days
 - Odor resembling alcohol on breath at any time during class or clinical hours, especially prior to class time or after lunch
 - Recurrent 1 or 2 day "sickness" (especially "stomach" or "flu"), requests for "funeral" or "court" time
4. Under-age students with alcohol on their breath or other signs of intoxication will be considered in violation of the law.
5. The University reserves the right to notify the parent(s) of underage students who violate this policy and/or refer violations of the law to civil authorities for prosecution.

6. The University encourages students who believe that alcohol and/or a substance is having an unfavorable effect on their life, who believe they have an abuse problem, or who believe a fellow student has an abuse problem, to seek assistance through Counseling & Wellness Services.
7. The University may refer students with alcohol and/or substance abuse problems beyond its means to outside rehabilitative or counseling services.
8. The University provides annual training to its students, faculty, and staff concerning alcohol and substance abuse in accordance with the Drug Free Schools and Communities Act.
9. Progressive disciplinary action, as outlined in the Student Code of Conduct, up to and including dismissal from the program and referral for prosecution will be taken against anyone involved in the purchase, use, sale, distribution, or possession of unlawful substances or abuse and/or misuse of alcohol.
10. Students who are suspected of being under the influence while on campus and/or at a clinical agency will be asked to turn over their car keys voluntarily. If the student is not willing to do so, then Security or 911 will be called.
11. Students who are suspected of being under the influence while on campus or at a clinical agency will be asked to consent to transport to the nearest Emergency Department.
12. If a student refuses to visit the Emergency Department and becomes agitated, hostile, threatening, and/or violent, then the Oak Point employee should call Security or dial 911.
13. It is the responsibility of the nearest Emergency Department to assess, test, and render a medical impression regarding a student suspected of alcohol intoxication or drug use. The Emergency Department primary care provider conducts a physical assessment of the student, including any and all tests deemed necessary by the primary care provider.
14. It is the responsibility of the student to execute the required forms, including HIPAA authorization forms and forwarding information, to ensure that the University receives alcohol/drug-related results from the Emergency Department primary care provider in a timely manner.
15. A student who refuses any part of the assessment or tests as ordered for diagnosis by the primary care provider, or refuses to execute the required forms, will be suspended immediately and may be dismissed from the University.
16. It is the responsibility of the Dean or Program Director to review documentation submitted by the Emergency Department primary care provider, faculty, and staff in order to initiate disciplinary proceedings if appropriate.
17. Information shared by students with University professionals is considered privileged and subject to the standards of confidentiality and privacy established by applicable professional codes of ethics.

Alcohol

18. Students must recognize the potential harmful effects of consuming alcohol, including but not limited to liver disease, anemia, increased risk for certain types of cancer, increased risk of heart attack and/or

stroke, dementia, depression, seizures, gout, high blood pressure, nerve damage, and suppressed immune system.

19. Oak Point University prohibits the purchase, use, sale, distribution, or possession of alcohol on University premises, including all locations used for programs and educational experiences, or at off-campus social events sponsored by the University where currently enrolled students will be in attendance, regardless of funding for the event.

- Limited exception: The only exception to this provision applies to moderate consumption and/or possession of alcohol on University premises or at approved functions (e.g., receptions) by those legally permitted to consume or distribute alcohol. Such functions must comply with all applicable University guidelines, as well as federal, state, and local law.

- University guidelines:

- a. Alcoholic beverages may not be served on University premises or at functions without prior, written approval from the President.
- b. At any event where alcoholic beverages are served:
 - i. There may be no reference to the availability of alcohol in event publicity;
 - ii. Only beer or wine may be served;
 - iii. Consumption of alcoholic beverages beyond the physical boundaries of the designated event space is prohibited;
 - iv. Anyone, including staff, who is selling or serving alcohol must have Beverage Alcohol Sellers and Servers Education and Training (BASSET) for all staff selling or serving alcohol;
 - v. For events at which If individuals under 21 may be present, anyone serving alcohol must check photo identification, and appropriate precautions must be taken to ensure that event participants under 21 do not have access to alcohol;
 - vi. Portions of alcoholic beverages served shall be moderate;
 - vii. Sufficient amounts of non-alcoholic beverages and non-salty food must be available.

20. Serving, purchasing, selling, or in any way providing alcoholic beverages to or for anyone who is under the age of 21 is a misdemeanor violation.

21. Advertising that states or suggests that alcohol will be available at an event is prohibited for student organization-sponsored events.

22. The University prohibits alcohol purchases with student activity fee funds.

Substance Abuse

23. Students must recognize the potential harmful effects of consuming illicit drugs and/or prescribed medications inappropriately. Any drug a person takes illegally poses some level of risk. The risks of using any drug illegally are determined by many different factors and range in level of severity, up to and including death. There are many potential harmful effects of consuming illicit drugs, including but not limited to the following: increased or irregular heart rate, increased blood pressure, increased risk of stroke and/or heart attack, convulsions, anorexia, difficulty breathing, confusion, anxiety, mental disturbance, changes in personality, learning problems, and loss of memory.

24. The University considers the use, possession, cultivation, production, sale, distribution, transfer, manufacture, and purchase of any illegal or controlled substance to be unacceptable behavior.
25. The use of prescribed medications by persons for whom the medications were not prescribed or not in conformity with the prescription, distribution or transfer of prescription medication to others, the misuse or abuse of prescribed or over-the-counter medications, and the misuse or abuse of inhalants are violations of this policy.
26. Students must notify their instructor, Program Director, or Dean at the time of admission and during their program, when health alteration occurs while taking prescribed medication that could adversely affect their performance.
 - a. If the student informs their instructor, then the instructor is to notify the Dean or Program Director.
27. Clinical agencies may impose special drug testing requirements for students practicing at that clinical/internship site; such requirements are completed at the expense of the student. If the Dean or Program Director determines that the student does not pose a threat to his/her own safety or the safety of others, and that the student's performance is not significantly affected by the use of the specific declared medication, the student may be placed in a different clinical agency, when possible.
28. If the student does not notify the Dean or Program Director of the use of a licit drug, and the drug testing returns a positive result, the student will be referred to the Dean or Program Director who will have discretion and may take the following actions:
 - i. Withdrawal of the offer of enrollment
 - ii. Request medical records to verify the need for the medication
 - iii. Referral to an outside treatment agency
 - iv. Referral to inpatient or outpatient treatment
 - v. Referral for involvement with Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, or Alateen
 - vi. Dismissal from the program
29. All expenses incurred for the alcohol and/or substance abuse test will be paid by the student directly to the University-authorized agency.

Illinois Sanctions For Violation of Alcohol Control Statutes

235 Illinois Compiled Statutes 5/6-21

- A. It is a Class B Misdemeanor to possess or sell alcohol if you are under 21. *
- B. It is a Class A Misdemeanor to sell, give, or furnish false ID to an individual 21 years old or under (minimum \$500 fine).
- C. It is a Class B Misdemeanor to use or possess a false ID if you are under 21. *
- D. It is a Class A Misdemeanor to sell, give, or deliver alcohol to individuals under 21 years of age. Local ordinances may also be enforced.

Class A Misdemeanors are punishable with a fine of \$1 to \$1,000 and up to 1 year in the county jail.

Class B Misdemeanors are punishable with a fine of \$1 to \$500 and up to six months in the county jail.

- These violations may also result in one's driver's license being administratively revoked or suspended by the Illinois Secretary of State's office.

Illinois Sanctions For Driving Under The Influence

625 Illinois Compiled Statutes 5/11-501

- A. If you are convicted of drunk driving or driving while under the influence of drugs, it is a Class A Misdemeanor. Your driver's license may be suspended or revoked and you will undergo a mandatory counseling program, as well as pay a fine up to \$1,000 and serve up to one year in the county jail.

For your second offense, you will serve a mandatory jail sentence of 48 hours, or spend 10 days in community service, in addition to the above penalties. Your driver's license will be suspended indefinitely.

For your third offense, or in a situation where great bodily harm or injury has resulted from your conduct, you are guilty of a Class 4 Felony, which could result in a term in the state prison for 1 to 3 years, as well as revocation of your license.

- B. If you are convicted of illegal transportation of alcohol in a motor vehicle, you are guilty of a petty offense and will be fined up to \$500 and suspension of driver's license for 3 months.

Illinois Penalties For Drinking and Driving Under Age 21

Violation Type	Zero Tolerance (BAC of .01 or Greater)	DUI Conviction (BAC of .08 or Greater)
Loss of Driving Privileges (1 st Violation)	3 Months	2 years minimum
Loss of Driving Privileges Test Refusal (1 st Violation)	6 months	2 years minimum
Loss of Driving Privileges (2 nd Violation)	1 years	Until age 21 or 3 years minimum
Loss of Driving Privileges Test Refusal (2 nd Violation)	2 years	Until age 21 or 3 years minimum

Effect on Driving Record

Except during suspension period, violation is not on public driving record as long as there is no subsequent suspension permanently on public driving record.

State of Illinois Statutory Provisions For Illegal Drugs Manufacture or Delivery

	Manufacture or Delivery (720 Illinois Compiled Statutes 570/401)				Possession (720 ILCS 570/402)	
Illegal Drugs	Class X Felony	Class 1 Felony	Class 2 Felony	Class 3 Felony	Class 1 Felony	Class 4 Felony
	6 to 30 years not more than \$500,000 fine	4 to 15 years not more than \$250,000 fine	3 to 7 years not more than \$200,000 fine	2 to 5 years not more than \$150,000 fine	4 to 15 years not more than \$20,000 fine	1 to 4 years not more than \$15,000 fine
Heroin	15 grams or more	10-14 grams	10 grams or less		15 grams or more	less than 15 grams
Cocaine	15 grams or more	1-14 grams	1 gram or less		15 grams or more	less than 15 grams
Morphine	15 grams or more	10-14 grams	10 grams or less		15 grams or more	less than 15 grams
Peyote	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
Barbiturates	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
Amphetamines	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
Lysergic Acid (LSD)	15 grams or more	5 to 14 grams or hits		5 grams or less	15 grams or more	less than 15 grams

Petazocine	30 grams or more	10 to 29 grams		10 grams or less	30 grams or more	less than 30 grams
Methaqualone	30 grams or more	10 to 29 grams		10 grams or less	30 grams or more	less than 30 grams
Phencyclidine	30 grams or more	10 to 29 grams		30 grams or less	30 grams or more	less than 30 grams
Ketamine	30 grams or more	11 to 30 grams		less than 10 grams	30 grams or more	less than 30 grams
GHB	200 grams or more	50 to 200 grams		less than 50 grams	200 grams or more	less than 200 grams
Ecstasy	200 grams or more	50 to 199 grams		50 grams or less	200 grams or more	less than 200 grams

Note: Second Offense, double jail sentence and fine. This chart gives examples of the penalties which may be imposed on individuals convicted of drug possession, manufacturing, or delivery. The circumstances of the case and other factors affect whether or not these are the actual penalties imposed.

Marijuana Sale or Delivery (720 Illinois Compiled Statutes 550/5)

Class B Misdemeanor: 2.5 grams or less, \$500 fine and/or six months in jail

Class A Misdemeanor: 2.5-10 grams or less, \$1,000 fine and/or one year in jail

Class 4 Felony: between 10-30 grams, 1-3 years in jail and/or \$10,000 fine

Class 3 Felony: between 30-500 grams, 2-5 years in jail and/or fine not to exceed \$50,000

Class 2 Felony: 500 or more grams, 3-7 years in jail and/or fine not to exceed \$100,000

Possession (720 Illinois compiled Statutes 550/4)

Class C Misdemeanor: 2.5 grams or less, \$500 fine and/or thirty days in jail

Class B Misdemeanor: between 2.5-10 grams, \$500 fine and/or six months in jail

Class A Misdemeanor: between 10-30 grams, \$1,000 fine and/or one year in jail

Class 4 Felony: between 30-500 grams, 1-3 years in jail and/or \$10,000 fine

Class 3 Felony: over 500 grams, 2-5 years in jail and/or fine not to exceed \$50,000

Federal Drug Laws

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are enforced for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

Denial of Federal Aid (20 USC 1091)

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first

conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

Forfeiture of Personal Property and Real Estate (21 USC 853)

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 USC 841)

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following list is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a University (21 USC 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

Drug/Substance	Amount	Penalty - 1st Conviction
Barbiturates	Any amount	Up to 5 years prison. Fine up to \$250,000
Cocaine	5 kgs. or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	Less than 100 grams	10-63 months prison. Fine up to \$1 million
Crack Cocaine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	5-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	5 grams or less	10-63 months prison. Fine up to \$1 million
Ecstasy	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised releases (following prison)
GHB	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised releases (following prison)
Hashish	10-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	10 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Hash Oil	1-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	1 kg or less	Up to 5 years imprisonment. Fine up to \$250,000

Heroin	1 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	100 grams or less	10-63 months prison. Fine up to \$1 million
Ketamine	Any amount	Up to 5 years imprisonment. Fine up to \$250,000. 2 years supervised release
LSD	10 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	1-10 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
Marijuana	1000 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 kg	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	50-99 kg	Up to 20 years imprisonment. Fine up to \$1 million
	50 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Methamphetamine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
PCP	100 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-99 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
Rohypnol	1 gram or more	Up to 20 years imprisonment. Fine up to \$1 million
	less than 30 mgs	Up to 5 years imprisonment. Fine up to \$250,000

Federal Drug Possession Penalties (21 USC 844)

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Possession of drug paraphernalia is punishable by a minimum fine of \$750.

Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than 5 years but not more than 20 years and a fine up to \$250,000, or both if:

- A. It is a first conviction and the amount of crack possessed exceeds 5 grams;
- B. It is a second conviction and the amount of crack possessed exceeds 3 grams;
- C. It is a third or subsequent crack conviction and the amount exceeds 1 gram.

Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

Campus Safety

The University is required to comply with the Illinois Campus Security Act of 2008. University policies and procedures that address the evaluation and prevention of threats of violence are subject to change in accordance with this law.

CONCEALED CARRY

The 2013 Illinois Firearm Concealed Carry Act prohibits the carrying of firearms on or into university or hospital buildings and property, among other locations.

Pursuant to the Act (*and committed to providing a safe and secure environment for our community*), Oak Point University has established restrictions on the ability of any student, employee, and visitors to carry firearms, weapons, or any other device designed or typically used to inflict harm.

These restrictions pertain not only to the campus within the St. Elizabeth Medical Center facility and Saint Francis hospital, but also to any vehicle, building, classroom, laboratory, or entertainment venue utilized by the University for programs or other sponsored events. The restrictions also pertain to the parking areas, sidewalks and common areas in and around the main campus.

Properly licensed weapons or firearms may be transported into the parking area only if the weapon or firearm, and its ammunition, remain locked in a case out of plain view within the parked vehicle. The weapon or firearm may be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle and only after having first been unloaded.

If such storage is not practical, the weapon or firearm may also be stored within the Sts. Mary & Elizabeth Medical Center Security Department. Advanced arrangements must be made with the Security Department for such storage.

Any student found to have violated the University's Firearms, Weapons, and Concealed Carry policy and/or the 2013 Illinois Firearm Concealed Carry Act may be subject to discipline up to and including, but not limited to, expulsion from Oak Point University.

The full policy can be obtained from the Department of Student Affairs.

DANGEROUS & DISRUPTIVE STUDENT CONDUCT

When a student's conduct is disruptive or dangerous to campus life, or in the University's opinion, a student's continued presence on campus or participation in an educational program/activity of the University presents a direct threat to the health/safety of the student or others, the University may intervene.

It is within the sole discretion of University officials to determine whether a student's continued presence on campus or participation in an educational program/activity of the University presents a threat to the health/safety of the student or others. A student found to be dangerous or disruptive under this policy may be subject to discipline up to and including expulsion. Students, whose conduct is deemed acceptable to continue

enrollment, or reenrollment, may be required to comply with a behavioral contract as a condition of continued enrollment or reenrollment.

If, in the judgment of a University administrator, staff, or faculty member, a student's behavior is disruptive or obstructive, the administrator, staff, or faculty member may dismiss the student from any educational program or activity, including but not limited to instructional, classroom, or campus activities.

Whenever a student is dismissed from a class or activity by the instructor, the instructor should report the incident to the Dean or Program Director as soon as possible and no later than one (1) business day following the incident. If warranted, the student may be permanently dismissed from the course.

In the event that the disruptive conduct happens outside of the classroom environment, the student may be found in violation of the Student Code of Conduct policy. Appeal under the Dangerous and Disruptive student policy is to the Dean, Program Director, or Vice President of Student & Employee Affairs, as appropriate. As appropriate under the circumstances, the University may require the student, or the student may request, the option of an assessment by a licensed mental health professional.

The results of the assessment will not be accessible to University administration without the signed authorization of the student. However, access to such assessment may be required, as permissible by law, as a condition of continued participation in college programs or activities. The University will use assessment information in consultation with the student and the mental health professional to determine whether the student is fit to participate in University educational programs and activities with or without reasonable conditions and accommodations.

If a student chooses not to obtain an assessment, the University may ask the student to leave the University and may initiate the dismissal process or restrict the student's access to educational programs and activities, services, and campuses.

The student may be offered an assessment and treatment at no charge through Oak Point Counseling & Wellness Services. If it is determined either by the student or Counseling & Wellness Services that outside treatment is preferred, the student will be responsible to pay the costs of treatment, including those associated with the initial assessment. The student must sign appropriate releases authorizing his or her mental health counselor to discuss and share appropriate information about the assessment with University officials. The information provided to the University under this policy will be treated as confidential.

Failure to adhere to the treatment plan or any condition, further endangerment to the health or safety of others within the University community, further disruption of the campus environment, or other violation of the Student Code of Conduct may result in sanctions, up to and including the student being dismissed from Oak Point University.

A student otherwise permitted to continue at the University will be required to comply with all restrictions set by the University on the student's continued participation in educational programs and activities.

Failure to comply with all restrictions may result in the student being dismissed from the University. For information on disruptive or dangerous conduct affiliated or associated with substance abuse, please see the Substance Abuse policy.

Students whose behavior indicates a threat of harm to self may be subject to supportive conditions for continued enrollment or reenrollment. The University will treat all threats or attempted suicides as serious

regardless of the degree of lethality involved. When a student threatens or attempts suicide, the University will take the steps necessary, which may include removal of the student from the University to an appropriate setting.

Unless there is clear and convincing evidence that the student is no longer a risk to himself or herself and there is strong evidence that the student's continuation at the University is not in the student's best interest, it is the policy of the University to administratively withdraw a student who has threatened or attempted suicide or who exhibits life-threatening behavior. Decisions will be based on evaluation of mental health recommendations reviewed by the Vice President of Student & Employee Affairs or designee, in consultation with Counseling & Wellness Services (CWS)

The following are guidelines for the implementation of this policy. It is recognized that special circumstances may arise which require deviation from these guidelines, and that administrative discretion must be exercised in these circumstances.

1. Upon learning that a student has threatened or attempted suicide, the Vice President of Student & Employee Affairs should be contacted.
2. The Vice President of Student & Employee Affairs will notify:
 - a. Medical emergency personnel (as needed)
 - b. University Counseling & Wellness Services (during office hours) or AMITA Health Behavioral Medicine Institute (other times)
3. Arrangements will be made to transport the student to an emergency room for medical evaluation and mental health assessment.
4. The Vice President of Student & Employee Affairs will contact the family of the student who threatened or attempted suicide, when appropriate, and will render support to family members and significant others as needed.
5. A student who has attempted suicide will be required to return home for a period of stability, prior to returning to the rigors of social and academic life. The student will be asked to leave the University immediately. While at home the student will be required to have a psychological assessment and any other medical care and be willing to follow treatment recommendations. Documentation of these interventions must be received by the Vice President of Student & Employee Affairs and reviewed by the University Counselor prior to the student's return to campus.
6. If it is decided that the student should not be allowed to return to campus, the Vice President of Student & Employee Affairs will recommend withdrawal from the University.
7. Students who threaten or attempt suicide will be required to meet with a University Counselor, and to adhere to any recommendations made in consultation with qualified health care professionals regarding ongoing treatment and support. If necessary, students will be referred to local mental health professionals for ongoing treatment services. Failure to comply with mandated treatment recommendations may result in involuntary suspension.
8. For students experiencing suicidal thoughts, Oak Point Counseling & Wellness Services is available during regular business hours to assist with initial and ongoing support services, including individual counseling and referral resources. For emergency assistance, AMITA Health Behavioral Medicine Institute provides 24-hour crisis services by calling 708-681-HELP (4357).

Campus Violence Prevention

The safety and security of the Oak Point University campus and community are very important. Our students, employees, and visitors should be able to pursue their education, work, and other activities in a safe, non-threatening environment. To educate and empower all members of the University community, resources and

procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Safety and prevention of violence is everyone's responsibility.

Violence Not Tolerated

Oak Point University is committed to a safe and secure environment for all employees, students, and visitors. Conduct that threatens the health or safety of any person, or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapon(s) on University controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person are not acceptable conduct at Oak Point University and will not be tolerated.

Violation of this policy and/or the Code of Student Conduct will result in disciplinary action up to and including termination of employment and/or dismissal from the University. (Please consult Student Code of Conduct and Dangerous and Disruptive Students policy for more information.)

Responsibility – Who to Contact

The University has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees, and visitors to be alert to the possibility of violence on campus. As part of the University community, all students, employees, and visitors are responsible for reporting violence or threat of violence they experience or witness. In case of an emergency on campus, please call campus security at 312.902.3400.

Confidentiality

Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the University may have an obligation to take some action even if the complainant is reluctant to proceed. Parties and witnesses to a complaint are also expected to maintain confidentiality of the matter, understanding that they will often not have all the facts and that they could impair the investigation by divulging information to persons outside of the investigatory process.

Non-Retaliation and False Claims

The University prohibits retaliation against persons who in good faith report violations of policy or cooperate in an investigation. The University also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts of violation of policy.

Compliance with Illinois Campus Security Enhancement Act

As part of our efforts to promote safety and security, the University has a Campus Violence Prevention Plan (CVPP) and complies with additional recommendations outlined in the Illinois Campus Security Enhancement Act of 2008, as follows:

- Pursuant to the Act, each higher education institution is required to develop and implement a Campus Violence Prevention Committee (CVPC) that implements the CVPP. The committee is comprised of Oak Point faculty and staff responsible for education and prevention of violence on campus.
- Pursuant to the Act, each higher education institution is required to develop and implement a Campus Threat Assessment Team (TAT). The team conducts threat assessments, address aberrant, dangerous, or threatening behavior on campus and provide guidance and best practices for preventing violence and providing supportive services. It is comprised of select staff, faculty, law enforcement, human resources, legal counsel, and mental health professionals.

University Mass Notification System

The University maintains a mass notification system, Oak Point Alerts, operated on an "opt-in" basis. The

system is utilized to communicate critical, time sensitive information such as school closing, immediate scheduling changes, or emergency events. Students are encouraged to sign up for these notifications and can do so at <https://resu.omnalert.net>.

Notification and Preparedness

Oak Point University, as part of its annual communication on safety, will inform individuals of this plan and its related procedures and resources. The plan will be made available online and as part of the Annual Campus Crime and Security Report at oakpoint.edu. Notifications of the plan and testing will occur annually.

Cell Phones

Cell phone use is prohibited in classroom and must be turned off during class time unless specifically approved by a faculty member for an in-class activity. During exams, cellular devices and other communication devices (such as smart watches) are prohibited and must be stored elsewhere. The use of wireless communication devices is not permitted in patient care areas.

Communication and Technology

Microsoft Outlook is the email system currently used by all faculty, staff, and students. Students receive an email account upon entry into the University. The official means of communication between the University and students is via students' Oak Point University email address. **Students are responsible for checking their University email on a regular basis.**

- **Campus Portal** is used to view official grades, students' academic history (degree audit), and class schedules.
- **Brightspace D2L** is used to access courses, course assignments, and the course syllabus.
- **Wireless internet access** is available throughout the Main University Campus Please see IT department staff for access codes.

Electronic Mail Usage

The e-mail system is the property of Oak Point University and is provided for classwork and scholarly purposes. E-mail may not be used for personal reasons, and the messages transmitted must be legal, ethical and follow Oak Point University standards.

Email accounts are assigned to individuals and may not be shared.

All e-mail messages sent via the Oak Point University email system reflect upon and contain Oak Point University's name. Each user must take care in creating appropriate and professional messages that appropriately reflect Oak Point University and its mission and values.

Access to e-mail is a privilege, not a right. Access to e-mail may be denied or discontinued at the discretion of Oak Point University.

All users must actively assume responsibility to delete messages, file attachments and appointments to prevent unnecessary use of system resources and to minimize storage requirements. The e-mail system is not a document storage system. All e-mail users will be responsible for maintaining their personal in-box, sent-items, deleted-items and file-folders.

- Once an e-mail account reaches capacity, new messages will not be received
- All e-mail will be automatically deleted from the "In Box" after 365 days and the "Sent Box" after 180 days.

- All items that are deleted (moved to the deleted folder) will be discarded from the user's email at the time of email sign-off.
- E-mail messages may be moved to topical file folders and can be saved for up to 3 years. After 3 years, e-mail is purged from the user's email account (however, emails subject to Legal Hold are not purged from the Archive until released).

Any inappropriate message (e.g. chain letters, offensive, hostile, obscene, intimidating, harassing, or otherwise unlawful or unethical e-mail messages, etc.) should be deleted upon receipt. If the messages persist, or as appropriate, a report should be made to itsupportticket@oakpoint.edu for further action.

Users should not respond to any messages from a person or entity with which they are not familiar. A major source of viruses is downloaded items or attachments from e-mail. Users should only accept e-mail, especially ones with attachments, from trusted sources.

Confidentiality

The confidentiality of e-mail messages cannot be assured, and can be compromised by accidental redistribution or because of the inadequacy of current technologies to protect against unauthorized access. Users must assume that e-mail is not fully secure or confidential.

Oak Point University has the right to view e-mails sent or delivered from the network.

Users should be aware that others might view the contents of an e-mail message during the performance of their duties. Therefore, users should be cautious when communicating confidential or sensitive matters.

Communications via e-mail to external sites is not secure. Messages may be intercepted or misdirected. E-mail messages that contain information concerning Oak Point University's business practices, strategies, agreements or any other information that is confidential and proprietary to Oak Point University should be limited.

Inappropriate utilization of the e-mail system, such as communications that are not consistent with Oak Point University mission and values, may subject the user to disciplinary action, up to and including expulsion from Oak Point University.

Privacy and Monitoring

No user has personal privacy rights in any message created, received or sent via e-mail. E-mail may constitute, in some respects, a community bulletin board to be viewed by others. Oak Point University reserves the right to monitor e-mail messages to assure it is being used for official business and to ensure users are not violating policies.

Unauthorized access (i.e., logging-on as another user or looking at another user's messages), other than authorized through delegation, is a violation of Oak Point University policy and grounds for disciplinary action or dismissal from the institution.

Security

Oak Point University's email system requires entry of a USER ID and password to associate the user with their mailbox. User ID's and Passwords must conform to the requirements defined in the User Authentication Policy. Passwords must also be changed periodically, consistent with the Password Expiration requirements defined in the User Authentication policy.

The Internet is not a secure environment. Care should be taken in sending/transmitting information over the Internet to prevent computer viruses and unlawful or offensive materials from being placed on to the Oak Point University network from the Internet.

E-mail messages should be considered an official document. The content of messages should be similar to that which could also be put in writing for general distribution. Once an e-mail message leaves the Oak Point University network, no controls can be placed on its distribution or content. Many e-mail systems including Oak Point University's, automatically archive copies of emails, and these copies can be easily searched.

Harassment

Sending offensive, hostile, obscene, intimidating, harassing, or otherwise unlawful e-mail messages is strictly prohibited and will result in grounds for disciplinary action up to and including dismissal from Oak Point University.

Other Restrictions That May Subject Users to Disciplinary Action

Use of e-mail for personal gain, gambling, sending chain letters or soliciting money for political or other causes is strictly prohibited.

E-mail users shall not use a false identity, or give the impression they are representing, giving opinions, or otherwise making statements on behalf of Oak Point University or any of its affiliates, officers, directors, or employees, unless appropriately authorized to do so.

E-mail may not be used to participate in chat lines or bulletin boards, unless there is a legitimate scholastic reason. Participants in chat lines or bulletin boards must follow appropriate protocols and display professionalism in all communications.

Users may not use e-mail to receive, send or store privately owned software programs. Please be advised that The Oak Point Technology Services Dept. will never solicit the reset of a network or email password via an email communication. Forwarding any communication that contains a phishing attempt will trigger the security protocol that has been put in place which ensures that your network/email account is immediately disabled to prevent a system-wide cyberattack that can introduce a virus and/or open a gateway for theft of information that should be kept private. If you do receive an email that solicits or warns of a necessary password change you are encouraged to email and/or call the Technology Services Dept. at itsupportticket@oakpoint.edu and/or 713.485.7032 to report that you have received a SPAM/Phishing Email.

Social Media Use for Students

A. General Guidelines for Using Social Media

This policy applies students using social media during work time and/or use of social media on work computers, servicers or other Oak Point University resources. It also applies to the use of social media while a student is away from work, when the student's Oak Point University affiliation is identified, known or presumed, or when Oak Point University information, or that of Oak Point University's Protected Individuals, is implicated.

B. To the extent permitted by law, the following are guidelines for the use of social media:

- a. Obey the Law and Oak Point University Policies. Students are expected to follow all compliance and legal requirements, as well as Oak Point University policies when using or

participating in social media. Policies that apply to other Oak Point University communications apply to social media as well.

- b. Protect Confidential Information about Protected Individuals. Students may not use or disclose any patient/resident information (including information regarding the patients'/residents' family members) of any kind on any social media without the approval of their Director/designee and the express written permission of the patient/resident. Even if an individual is not identifiable by name within the information used or disclosed, if there is a reasonable basis to believe that the individual could be identified from the information provided, then its use or disclosure could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA) and Oak Point University policy.
- c. Protect Oak Point University Confidential Information. Students must protect Oak Point University's proprietary and trade secret information. Such information includes, but is not limited to, financial, marketing, growth or development strategies, performance and other business-related information that is not generally available to the public. If an individual is unsure whether it is appropriate to post certain information, he/she should consult with his/her supervisor/leader or Human Resources.
- d. Respect Copyright and Fair Use Laws. Students should comply with all laws governing copyright and fair use of copyrighted material owned by others, including Oak Point University and other companies' trademarks, logos, marks, graphics, software and other intellectual property.
- e. Respect Colleagues. Students may not use social media to post or display comments that are defamatory, libelous, vulgar, obscene, threatening, intimidating, harassing, or a violation of Oak Point University workplace or academic policies against discrimination or harassment based on age, race, color, religion, sex, sexual orientation, ethnicity, national origin, ancestry, disability, marital status, order of protection status, military status or other protected class, status or characteristic.
- f. Limited Use. Oak Point University's electronic systems are intended for educational use. Unless a student is directed or allowed to utilize social media as part of his/her education with Oak Point University, social media use must be limited to non-instructional time and should not be done using Oak Point University equipment.
- g. Professional Recommendations. Oak Point University generally provides neutral references. To remain consistent with our practice, Oak Point University students should not post recommendations of or information concerning current or previous employees or student's work or performance on any social media.
- h. Comments on Behalf of Oak Point University. Oak Point University's Marketing department, designated leaders and/or Human Resources departments are the only individuals authorized to post on social media sites on behalf of Oak Point University. Similarly, Oak Point University's Marketing staff is the only entity that may respond or coordinate a response to media inquiries and/or make statements on behalf of Oak Point University.
- i. Posting on Oak Point University Sites. Oak Point University maintains public websites and pages on social media sites for viewing content and posting comments about Oak Point

University. Employees and students are accountable for the content they post. No student may establish an Oak Point University-hosted site without prior written approval from the Marketing department. Students may not post fake blogs or create false identities when posting on an Oak Point University maintained website. Oak Point University has the right to remove any posting at any time in its sole discretion. By posting on an Oak Point University site, individuals grant Oak Point University the right to reproduce and distribute such content.

- j. Be Transparent. Students who have identified themselves as an employee or student of Oak Point University should clearly disclose that their statements are their own and not those of Oak Point University.
- k. Prohibition against Solicitation and Distribution. Students cannot utilize Oak Point University systems (by uploading, posting, email or otherwise) to solicit other employees or students for any commercial purpose.
- l. Protect Confidential Colleague Information. Students should not use social media to communicate any private or confidential information regarding their colleagues without the colleague's consent, such as social security numbers, addresses, phone numbers, health information and other information a colleague provided in confidence.
- m. Removal of Content. If a student posts information prohibited by this or any other Oak Point University policy, the employee or student may be asked to temporarily and/or permanently remove the prohibited information.
- n. No Expectation of Privacy
- o. Resources and Communication Systems. All contents of Oak Point University's Information Systems resources and communications systems are the property of Oak Point University. Students are reminded that they have no expectation of privacy with respect to using Oak Point University's computers, software, email, phones, pagers, servers, internet/intranet or any other service or system Oak Point University provides, including approved access to social media.
- p. Authorized Oak Point University Representatives. Authorized Oak Point University representatives may monitor, review, disclose, and/or use the contents of any Internet usage or sites accessed on work time or on Oak Point University equipment. Oak Point University may use and/or disclose information it obtains to ensure compliance with Oak Point University policies, improve customer service, detect viruses, protect network security, cooperate with internal or external legal investigations, and/or for any other business purpose it deems appropriate.
- q. Monitor or Screen Material. Oak Point University may use automated tools to monitor or screen material created, stored, sent, received or deleted on or from Oak Point University equipment. Such monitoring tools can include how employees and students use the Internet and may examine addresses of websites visited, types of files transferred, search engines used and searches performed, Internet protocols used, and/or email addresses to which messages are sent.

Disciplinary Action for Violations

Violation of any University policy is inappropriate and may result in disciplinary actions. Refer to the Student Code of Conduct Policy for additional details on implementation of disciplinary actions. Any violation of this policy should be immediately reported to the Vice President of Student & Employee Affairs for review under the Student Code of Conduct.

Solicitation of Goods or Services on Campus

All fund-raising activities (including monetary and/or in-kind donations) initiated by faculty, staff or students whether internal or external must be approved by the Director of Development & Alumni Relations, when appropriate, also the Vice President of Student & Employee Affairs and/or the Dean of the College and/or the University President.

As a general rule, fund-raising activities conducted within Oak Point University must directly benefit Oak Point University programs and/or the overall mission and values of the university.

All solicitation and fundraising activities (internally and/or externally) must be approved by the Director of Development & Alumni Relations, and when appropriate, Vice President of Academic Affairs, and/or the President of the University.

Vendors or local merchants should not be solicited more than once per year if possible and show by coordinated through the Director of Development & Alumni Relations.

Students may not solicit grants from corporate, family or private foundations.

Students may not solicit donations exceeding \$1000 from each recipient (business or individual.)

Faculty, staff and students may not offer logos or links to sponsor's website in exchange for a sponsorship and/or an in-kind gift without prior approval from the Director of Development & Alumni Relations. Faculty, staff and students should work with the Director of Development & Alumni Relations on building a proposal of benefits before making a request.

Each potential funding source (or targeted donor) must be approved by the Director of Development & Alumni Relations, and when appropriate, the President of the University.

All fund-raising activities are conducted under the Director of Development, in coordination with the different Colleges within the University, who will manage all solicitations of cash and in-kind contributions.

All contributions, including bequests and gifts in-kind, to the different Colleges will be coordinated between the different colleges and the Director of Development & Alumni Relations at Oak Point University.

Persons authorized to accept donations of any kind on behalf of Oak Point University are limited to the President of the University, Vice President of Academic Affairs, the Executive Vice President and the Director of Development & Alumni Relations.

All gifts will be documented and acknowledged according to procedures established by the Director of Development & Alumni Relations

Guests on Campus

Oak Point students must seek approval from a member of Oak Point administration, such as a Director, Assistant Director, Dean, Vice President, or President, before bringing a guest on campus. If approved, the guest must be accompanied by the employee or student while on campus, and the employee or Oak Point administrator must provide the guest with the required ID and electronic access.

Oak Point students who are on campus for unique purposes, such as to drop off paperwork, meet with faculty or campus resources, such as a counselor or financial aid officer, may be accompanied by minor children who are in the student's care. Children must remain with the student *at all times* while on the Oak Point campus. Students with children who are disruptive or present a safety risk to themselves or the campus may be asked to leave.

In emergency situations, such as last-minute child care demands, a reasonable attempt should be made to provide notification to and/or approval from an Oak Point employee or administrator of the need to bring a guest on campus. Guests on campus as a result of an emergency situation are granted access only on a short-term basis until alternative arrangements can be made and must be accompanied at all times.

Anyone who brings a child on campus should be advised that every member of the Oak Point community is a mandated reporter of child abuse under the Illinois Abused and Neglected Child Reporting Act.

Members of the Oak Point community are responsible for enforcement of this policy. Oak Point students who witness unauthorized guests on campus should report this to an Oak Point employee. Oak Point employees who witness Oak Point students with unauthorized guests on campus may advise the student of our policy and ask the guest to leave (unless the guest is a minor child in the student's care), or report the situation to an Oak Point administrator.

This policy excludes sanctioned Oak Point events, such as Open House and other events that are open to the public or exist for the purpose of hosting family and friends on the Oak Point campus.

Identification Badges

A University laminated picture ID is required for all students. The University ID Badge must be worn at all times while in the university and at clinical sites. A properly functioning ID badge is necessary to access the University areas. Identification cards are issued at new student orientation and at other times during the year through University Administration on the 1st floor of both campuses. ID Badges are the property of the University and must be returned to the University upon graduation or withdrawal from the institution. Please note: There is a \$10 charge for a replacement badge.

Leaflets and Petitions

All student initiated leaflets and petitions must be cleared and initialed by the Director of Student Experience before being distributed. Only an authorized student group may set up a table to distribute material. A recognized group may distribute items originating from an outside organization after written permission is obtained from the Director of Student Experience. Literature and material from an outside group may not be distributed on campus.

Publicity

All signs, notices, and publicity pieces must be authorized by the Director of Marketing and Communications prior to posting or distribution. At no time may items be posted without approval or posted on walls, windows, in elevators, etc. In addition, the following policy pertains to publicity in the Medical Center and must be adhered

to: “No signs or posters may be posted in public places in the Medical Center. Notices of events may be listed on the permanent display board in the main lobby with the approval of the Communications Department.”

Smoke-free Environment

Smoking is strictly prohibited throughout the entire University and Medical Center campus.

Non-Discrimination Policies

EQUAL EMPLOYMENT OPPORTUNITY

Oak Point University provides equal employment opportunities for all applicants and employees without regard to race, color, sex, religion, national origin, ancestry, age, disability, order of protection status, marital status, parental status, military status, sexual orientation, or any other legally protected classification, in accordance with applicable law. Oak Point University is also committed to providing a professional, respectful and safe work environment that is free from harassment or discrimination on the basis of race, color, sex, religion, national origin, ancestry, age, disability, order of protection status, marital status, parental status, military status, sexual orientation, or any other legally protected classification, in accordance with applicable law.

TITLE IX

Oak Point University (hereinafter referred to as “Oak Point University” or “the University”) values civility, dignity, diversity, education, equality, freedom, honesty, and safety and is firmly committed to maintaining an educational environment free from sex discrimination, which includes sexual misconduct, sexual discrimination, sexual harassment, hostile environment sexual harassment, and sexual violence.

Sex discrimination jeopardizes the mental, physical, and emotional welfare of Oak Point University’s students, staff, and faculty and the safety of our University community. Sexual harassment of any sort lessens students’ individual dignities and impedes their access to educational, social, and employment opportunities. It can and may cause lasting psychological and physical harm to the survivor, the reporter, or any witnesses. Sex discrimination violates our philosophy of education and our values; its presence in the University community presents a barrier to fulfilling Oak Point University’s scholarly, educational, patient care, and service missions. Sex discrimination will not be tolerated at Oak Point University and is expressly prohibited.

This policy gives information regarding the University’s prevention and training efforts related to sex discrimination by students, other program participants, staff, faculty, academic appointees, and anyone on whom the University has formally conferred a title, regardless of employment status. For these individuals, the University provides education and prevention resources, offers numerous support services, and referrals for anyone who has experienced one of these crimes, encourages and facilitates reporting and prosecution, and is committed to disciplining anyone who violates this policy. This policy also explains how the University will proceed once it is made aware of alleged student sex discrimination in order to meet our legal obligations under Title IX and other applicable law.

I. Definitions

For purposes of clarity and this policy, Oak Point University defines the following terms. Please note that some of these terms may also be used in other contexts, such as in connection with legal proceedings, and that they may have different meanings in those contexts. Further, Oak Point University’s definition of sexual assault encompasses, but is not limited to, the State of Illinois Criminal Code’s current terminology and definitions of both sexual assault (commonly referred to as rape) and sexual abuse. The University incorporates the State of Illinois’ definitions of several other important terms, including, but not limited to domestic violence, dating violence, and stalking, and recognizes that sexual assault, domestic violence, dating violence, and stalking are not gender-specific terms.

A. ***Accused/ Respondent (Terms are interchangeable)***

An individual accused of conduct prohibited by this policy and does not imply pre-judgment.

B. *Complainant/Victim (Terms are interchangeable)*

An individual who reportedly experienced sexual harassment in any of its forms, regardless of whether that individual participates in the disclosure or review of that report by Oak Point University at any point. This term does not imply prejudgment.

C. *Consent*

Clear, unambiguous, and freely given agreement, expressed in mutually understandable words or actions, to the act of sexual conduct in question. The lack of explicit consent does not imply consent. The lack of verbal or physical resistance or the submission by the victim resulting from the use of force or threat of force by the accused does not constitute consent. There is no consent when there is force, express or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Consent can be withdrawn by either party at any point. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in different sexual activity or to engage again in a sexual activity. Consent cannot be validly given by a person who impaired or incapacitated due to alcohol or drug consumption, who is asleep, who is unconscious, who has a mental illness or cognitive disability, and who is under the age of consent in the State of Illinois. For purposes of this policy, the issue is whether the Respondent/Accused knew or should have known that the activity in question was not consensual. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

D. *Incapacitated*

Incapacitated is defined as lacking the physical and/or mental ability to make informed, rational judgments. This may have a variety of causes, including, but not limited to, being asleep or unconscious, having consumed alcohol or drugs, experiencing blackouts or flashbacks, or suffers from a cognitive or mental illness which would render the person unable to consent to sexual conduct. People under the age of 17 years are unable to consent to sexual conduct.

E. *Investigator*

An Investigator is an appropriately trained individual, who may be a University employee, who reviews and investigates reports of sexual misconduct under this policy.

F. *Reporter*

A Reporter is an individual who reports to the University Title IX Coordinator a concern regarding possible sexual misconduct or sexual discrimination. A Reporter need not be a Complainant. All University employees have the responsibility to report to the University incidents of sexual misconduct. However, mental health counselors, pastoral counselors, social workers, psychologists, health center employees, or any other person with a professional license requiring confidentiality, or who is supervised by such a person, exempt from reporting any information, with the student's consent, incidents of sexual violence to the University in a way that identifies the student. The protection of counselor-client relationship and a counselor's ethical obligation of confidentiality is of utmost importance.

G. *Retaliation*

Retaliation is action taken by an Accused/Respondent or by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempted to stop sex discrimination in any of its forms. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation is expressly prohibited under this policy.

H. *Sex Discrimination*

Sex Discrimination represents an umbrella term encompassing multiple types of actions involving the unfavorable treatment of an individual or group of identifiable individuals based on sex. Sex discrimination can come in multiple forms, including, but not limited to, the following:

a. **Sexual Harassment**

Sexual Harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including sexual assault. Sexual harassment can involve persons of the same sex or opposite sex.

Examples may include, but are not limited to, the following: unwanted sexual statements; unwanted personal attention including stalking and cyber-stalking; unwanted physical or sexual advances that would constitute sexual assault, as defined by Illinois State Law and this policy; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved; touching oneself sexually for others to view; and voyeurism (spying on others who are in intimate or sexual situations).

Conduct reported as sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient. For example, a single instance of sexual assault can constitute sexual harassment.

b. **Hostile Environment Sexual Harassment**

Hostile Environment Sexual Harassment occurs when one or more instances of sexual harassment are severe or pervasive enough to affect an individual's ability to participate in or benefit in an educational program or activity. It is prohibited by this policy. It exists when the sex harassment is: (a) sufficiently serious (i.e. severe, pervasive, or persistent) and objectively offensive as to deny or limit a person's ability to participate in or benefit from the University's programs, services, opportunities, or activities; or (b) when such conduct has the purpose or effect of unreasonably interfering with an individual's employment.

c. **Sexual Violence**

Sexual Violence is a severe form of Sexual Harassment that represents conduct involving physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's incapacity. The crimes listed below are manifestations of Sexual Violence and are prohibited under this policy.

i. **Sexual Assault**

Sexual Assault is (a) an act of sexual conduct by the use of force or threat of force, including threatening or endangering the life of the victim or any other person; or (b) an act of sexual conduct where the Accused/Respondent knew that the Victim/Complainant was unable to understand the nature of the act or was unable to give knowing consent; or (c) an act of sexual conduct with a victim who was under age 17 when the act was committed, or with a victim who was under the age of 18 when the act was committed and the Accused/Respondent was age 17 or more and held a position of trust, authority, or supervision in relation to the Victim/Complainant; or (d) an act of sexual conduct in which the Accused/Respondent delivered (by injection, inhalation, ingestion, transfer of possession, or any other means) to the victim without his or her consent, or by threat or deception, and for than medical purposes, any controlled substance; or (e) intentional and unwelcome touching of, or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as genital area, groin, inner thigh,

buttocks, or breast); or (f) any sexual intercourse without consent, including acts commonly referred to “rape.”

ii. ***Inducing Incapacitation for Sexual Purposes***

Inducing Incapacitation for Sexual Purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as “consent” is defined by this policy) to sexual contact.

iii. ***Dating/ Relationship Violence***

“Dating violence” means violence committed by a person:

- a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship.
 - ii. The type of relationship.
 - iii. The frequency of interaction between the persons involved in the relationship.

iv. ***Domestic Violence***

“Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

v. ***Stalking***

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- a. fear for his or her safety or the safety of others; or
- b. suffer substantial emotional distress.

vi. ***Sexual Exploitation***

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another person for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding Sexual Violence, Sexual Misconduct, Sexual Harassment, or Hostile Environment Sexual Harassment offenses.

I. *Sexual Misconduct*

Sexual Misconduct includes all forms of Sex Discrimination as listed in Definition II(k) and its subsections above. Also an umbrella term used to encompass unwanted or unwelcome conduct of a sexual nature that is committed without valid consent, including sexual assault and sexual harassment. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct which results in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation for a Complainant’s or Reporter’s allegations under this policy.

J. *Support Person*

A Support Person is an individual(s) chosen by a Complainant/Victim, Respondent/Accused, Reporter, or witness to provide support during the review of a report of possible sexual misconduct under this policy. The person(s) chosen may not already be directly involved in the

investigation process (for example, as a Complainant/Victim, Respondent/Accused, witness, or Reporter) and may not speak on behalf of the person they are supporting, but instead may be present only to provide assistance or advice to the individual(s) they are supporting.

K. Title IX

Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681*et seq.*; 34 C.F.R. Part 106) (as amended) is a federal law that prohibits sex-based discrimination, including Sexual Harassment and Sexual Assault, in education programs that receive federal financial assistance

L. Title IX Coordinator

The Title IX Coordinator is the University official charged with ensuring the University's overall compliance with Title IX and related University policy.

M. University Program

A University Program is a University-sponsored activity that primarily includes elementary, secondary, or post-secondary student participants.

II. Policy Coverage

For purposes of this policy, Sexual Misconduct encompasses a range of behaviors that can create a hostile educational environment, including Sexual Assault and Sexual Harassment. (See Definitions- Section II above.)

This policy applies to Sexual Misconduct that is committed by a University student, staff member, faculty member, member of the administration, or by a participant in a University Program whenever that Sexual Misconduct occurs:

- On campus (as defined by the Clery Act), which includes all hospitals where clinical/residency hours are performed; or
- Off Campus if:
 - i. In connection with a University or University-recognized program or activity; or
 - ii. In a manner that may pose an obvious and serious threat of harm to, or that may have the effect of creating a hostile educational environment for any member(s) of the University community.

This policy also prohibits Retaliation in connection with any reports of possible Sexual Misconduct that are made under this policy. This policy and related processes may also, at the University's discretion, apply to an Accused/Respondent's reported violations of other University policies, if, in the University's judgment, those other allegations are directly related to the reported Sexual Misconduct.

Sexual Misconduct reportedly committed by faculty, staff, or administration, including by student-employees in the context of their employment, or otherwise not covered by this policy, will continue to be addressed in accordance with Oak Point University's Sexual Harassment Policy.

III. Reporting Sexual Misconduct

Oak Point University strongly encourages the prompt reporting of Sexual Misconduct. The report may be made by:

1. A person who believes he or she experienced Sexual Misconduct ("Complainant/Victim"); or
2. A person who has information that Sexual Misconduct may have been committed by a University student or participant in a University Program ("Reporter").

If the Complainant/Victim or Reporter chooses not to participate in the University's review of the report, the University may, as described below, pursue the report without the person's participation.

A. *Non-Confidential Reports*

Reports should be made to Oak Point University's Title IX Coordinator. Reports or disclosures made to any other non-confidential University employee will be directed to the Title IX Coordinator for further review.

Oak Point University Title IX Coordinator contact information:

Eric Hernandez

eric.hernandez@oakpoint.edu

B. *Confidential Support*

Complainants/Victims and Reporters may speak with a counselor through Counseling & Wellness Services or the University Confidential Advisor for confidential assistance or resources or to explore reporting options without initiating further action from the University.

C. *Timeliness*

To promote timely and effective review, the University strongly encourages Reporters and Complainants/Victims to make reports of possible Sexual Misconduct as soon as possible following the last occurrence of the conduct giving rise to the matter. Although the Title IX Coordinator may pursue a report at any time, any significant lapse of time may make it more difficult to gather relevant and reliable information.

D. *Reports to Law Enforcement*

Oak Point University also encourages anyone who believes he or she experienced a Sexual Assault (or any other crime) to make a report to local law enforcement. Designated University staff will, upon request, assist an individual in making a report to law enforcement. If the assault occurred on hospital property, Hospital Security can assist in making a report to local law enforcement. (Prompt reporting and collection and preservation of evidence relating to an assault is essential for law enforcement investigations. Please see information below about the preservation of evidence.)

Although reports to law enforcement are encouraged, it is the victim's right to decline such notification.

E. *Complaints of Sex Discrimination*

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by:

1. Visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html
2. Calling 1-800-421-3481

The complaint must be in writing and should include the (1) date and time of incident(s); (2) names of all person involved, including potential witnesses; (3) all details outlining what happened; and (4) contact information for appropriate follow-up.

F. *Preservation of Evidence*

If you are the victim of sexual violence, domestic violence, or dating violence, the University recommends that you immediately to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

Victims of these crimes should do everything possible to preserve evidence by ensuring that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of these crimes should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary a rape examination is completed. Do not change clothes prior to going to the hospital.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact or violence.

IV. Oak Point University's Response Procedure

Upon receipt of a report, Oak Point University will generally proceed as described below.

A. *Notification of Rights*

Upon receipt of a complaint, the University will provide the complainant with written notification of his or her rights and options related to the complaint.

B. *Services*

Once the University is put on notice of possible Sexual Misconduct, the Complainant/Victim will be offered appropriate confidential support and other resources and notified of applicable institutional policies. The University will take appropriate steps to prevent and/or address retaliatory conduct following a report.

The Accused/Respondent will also be offered appropriate confidential support and other resources and notified of applicable institutional policies.

If requested, other participants in the process (such as Reporters or witnesses) may also be offered appropriate support services and information.

If needed, the Title IX Coordinator and the Vice President of Student & Employee Affairs will help to coordinate the services provided for students.

C. *Interim Interventions*

The University may also implement interim interventions, as may be appropriate for the individuals involved and for the larger University community. Interim interventions may include separation of the Complainant/Victim's and Respondent/Accused's academic and clinical/residency situations or other interventions outlined in Section VIII- Sanctions below.

These interim interventions may be kept in place until the end of any review or appeal process. Pending final outcome of an investigation, the University will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, transportation, work, or living situation if options to do so are reasonably available. Such changes may be available regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The University will take all reasonable and legal action to implement the order.

D. *Investigation*

The Title IX Coordinator will determine the most effective method of reviewing the concerns raised by the reported Sexual Misconduct. In all cases, the University will respond to the report in a prompt, thorough, procedurally fair, and effective manner. Upon receipt of a report, the University will strive to complete its review within sixty (60) calendar days.

In most cases, this review will involve conducting a thorough fact-finding investigation, which includes meeting separately with the Complainant/Victim (if participating), the Reporter (if applicable), the Respondent/Accused, and pertinent witnesses, and reviewing other relevant information. Occasionally, a different or less formal response to the report may be warranted.

At any time during the course of an investigation, the Complainant/Victim, Respondent/Accused, or any witnesses may provide a written statement, or other supporting materials, or identify other potential witnesses, regarding the matter under review.

Throughout the process, any person participating in the process may have a Support Person present at any meeting related to the review of the reported Sexual Misconduct.

These procedures will be implemented by officials who receive annual training on the issues related to sex discrimination, sexual harassment, sexual violence, domestic violence dating violence, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

E. *Standard of Proof*

The Investigator's findings will be made using the Preponderance of the Evidence Standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in Sexual Misconduct unless a preponderance of the evidence supports a finding that Sexual Misconduct occurred.

F. *Investigation Findings and Outcome Notifications*

The Investigator will prepare a written report at the conclusion of an investigation.

The Investigator's final report will generally contain, at a minimum:

- (1) A summary of the investigation;
- (2) The Investigator's findings; and
- (3) A summary of the Investigator's rationale in support of the findings.

The Investigator's report and findings must be reviewed and approved by the Title IX Coordinator. Oak Point University's written determination will then be provided simultaneously to the participating Complainant and Respondent.

V. Sanctioning

If the Respondent is found responsible for Sexual Misconduct, Oak Point University will initiate a sanctioning process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting the University's educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter students from similar future behavior. Some behavior is so harmful to the University community or so deleterious to the educational process that it may require more serious sanctions or interventions, such as removal from specific courses or activities, suspension from the University, or expulsion.

A. **Process**

Whether resolved by agreement or decision, the University will strive to complete the sanctioning process within fifteen (15) calendar days after the University's findings are shared with the participating Complainant and Respondent.

B. **Potential Sanctions or Interventions**

Sanctions or interventions may include, but are not limited to, one or more of the following:

- Formal Reprimand: A formal notice that the student has violated Oak Point University policy and that future violations may be dealt with more severely.
- Disciplinary Probation: A designated period of time during which the student is not in good standing with Oak Point University. The terms of probation may involve restrictions of student privileges and/or set specific behavioral expectations.
- Restitution: Reasonable and limited compensation for loss, damage, or injury to the appropriate party in the form of money or material replacement.
- Restriction from Employment at Oak Point University: Prohibition or limitation on University employment.
- Class/ Workshop/Training/Program Attendance: Enrollment and completion of a class, workshop, training, or program focusing on Sexual Misconduct, its effects, and its prevention that could help the University community or student.
- Educational Project: Completion of a project specifically designed to help the student understand why certain behavior was inappropriate and to prevent its recurrence.
- Professional Assessment: Completion of a professional assessment that could help the student or the University ascertain the student's ongoing supervision or support needs to successfully participate in the University community.
- Removal from Specific Courses, Clinical/Residency Placements, or Activities: Suspension or transfer from courses or activities at Oak Point University or Clinical/Residency sites for a specified period of time.
- No Contact: Restriction from entering specific University areas and/or from all forms of contact with certain persons.
- Suspension: Separation from the University for a specified period of time or until certain conditions are met.
- Expulsion: Permanent separation from the University

In addition to the sanctions/interventions applied to students found responsible for Sexual Misconduct, Oak Point University may find it helpful or necessary to request or require others to undertake specific steps designed to eliminate the misconduct, prevent its recurrence, or remedy its effects. Examples include, but are not limited to:

- Requesting or requiring a University entity to conduct training for its staff, faculty, or members.
- Making involved parties aware of academic support services available.
- Making involved parties aware of counseling or medical services available;
- Arranging, where possible, for a party to re-take or withdraw from a course without penalty; and
- Revising University policies, practices, or services.

VI. Review of the Decision

Either party may appeal the outcome of the matter. A review of the matter will be efficient and narrowly tailored. A party may seek review only on the following grounds:

1. A material deviation from the procedures affected the outcome of the case;
2. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation that could reasonably affect the investigation findings;
3. The sanctions/interventions are inappropriate or disproportionate to the determined violation(s); or
4. A review of all available and relevant information indicates that the evidence clearly does not support the finding(s) and provides firm and definite support for modifying the original finding(s).

To request a review, a party must submit a written appeal to the University President within ten (10) calendar days of the date of the notification of the decision regarding any sanctions or interventions. If the investigation concluded that no violation occurred, a party may seek review of that decision based on any of the above grounds for review within ten (10) calendar days of the date of the notification of the Investigator's decision.

The President will strive to complete review of an appeal within fifteen (15) days of its receipt and will review the matter based on the issues identified in the request for appeal. The President may conclude that there are no relevant issues of concern and therefore affirm the final decision and any sanctions/interventions. If the President identifies issues of concern, he/she will recommend one of the following actions and any additional instructions or recommendations he/she deems appropriate under the circumstances:

1. If there was a material deviation from procedure, remand the matter to the Title IX Coordinator and/or a new investigator with corrective instructions.
2. If new information appears relevant, refer the matter to the Title IX Coordinator to determine whether any modifications may need to be made to the original investigative report.
3. If the sanctions are clearly inappropriate or disproportionate, alter the sanctions or interventions accordingly.
4. If the evidence clearly does not support the finding(s) and provides firm and definite support for modification, the matter will be submitted to an alternative investigator or designee to review, in consultation with the Title IX Coordinator, and make any necessary modifications to the report.

After necessary consideration and consultation with others, as appropriate, including the Title IX Coordinator, the President's final and unreviewable decision will be made available to the participating parties simultaneously in writing.

VII. Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary

cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal methods, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence.

VIII. Student Expectations and Rights

All students are afforded the rights outlined in the Student Handbook. Certain additional student protections and expectations pertain to the process for resolving student Sexual Misconduct allegations. Respondents and Complainants participating in this process may also expect *protection from retaliation, assurance of fair treatment, and timeliness of process*.

The University will also take appropriate steps to ensure that Accused/Respondents accuse of Sexual Misconduct or retaliation are treated fairly throughout the University's review. Upon receipt of a report, Oak Point University will strive to complete its review of such report within sixty (60) calendar days, its sanction or intervention process within fifteen (15) calendar days after the University's findings are shared with the participating Victim/Complainant and Accused/Respondent, and its appellate process within fifteen (15) days of the Appeals Board's receipt of the appeal. There are, however, many factors that may affect the length of time needed to complete various portions of the resolution process fairly and equitably. As such, some matters will be resolved before the time frames designated within this policy and some may be resolved after the time frames designated within this policy.

A. Coordination with Concurrent Legal Proceedings

Students may engage criminal prosecution procedures and/or civil litigation in connection with the same behavior that forms the basis of a Sexual Misconduct report under this policy. In such cases, Oak Point University is committed to appropriate coordination with University Security and local law enforcement and may, if requested and appropriate, share information with these agencies. The University will fulfill its legal and ethical obligations to take immediate and appropriate action to investigate possible Sexual Misconduct, even if there are other external processes or procedures pending in connection with that same Sexual Misconduct report. Similarly, if Oak Point University finds Sexual Misconduct has occurred, the University will take effective steps to end it, prevent its recurrence, and address its effects, regardless of what external proceedings may also be pending.

Standards for criminal investigations are different than the standards for a violation of this and/or actions. Accordingly, Oak Point University will not normally wait for the conclusion of a criminal investigation or other proceedings before implementing its review of reported Sexual Misconduct under this policy.

B. Respect for Medical Amnesty Provisions

Oak Point University strongly encourages students to report instances of Sex Discrimination, Sexual Harassment, and Sexual Misconduct involving Students. Therefore, students who report information about Sex Discrimination, Sexual Harassment, and Sexual Misconduct involving students will not be disciplined by the University for any violations of the University's drug or alcohol possession or consumption policies in which they might have engaged in connection with the incident.

C. Respect for Privacy

Information regarding Sexual Misconduct reports, and any investigation or review of thereof, including any sanctioning determinations, will be shared among University employees with a legitimate educational interest or with external individuals or entities only on a need-to-know basis

and only as permitted under University policy and applicable law.

D. *Information and Choice on Participation*

Complainants, Respondents, or students acting as Reporters or witnesses may choose to participate or decline to participate in the investigation process. However, even if a Complainant or Respondent declines to participate, as described in this policy, the University may continue to investigate the matter and issue findings based on available information. See also, Section IV b. of this document.

IX. Resources for Students

General University Resources

Counseling & Wellness Services

Susan Siokos, EdD, LCPC, BC-TMH – Personal Counselor

Office: 6S31 (Chicago) / 1314 (Oak Brook)

susan.siokos@oakpoint.edu

630-537-9853

Confidential Advisor

Samatha Westby, Student Services Coordinator

Samantha.westby@oakpoint.edu

630-537-9857

AMITA Health Crisis Line: 708-681-HELP (4357)

24 hours a day, 7 days a week

CRISIS Text Line: Text 'HOME' to 741-741

National Suicide Prevention Lifeline: 800-273-TALK (8255)

Title IX Coordinator

Eric Hernandez; eric.hernandez@oakpoint.edu

Community Resources

Sexual Assault Resources: Wicker Park and Surrounding Areas

24/7 Hotline/Crisis Lines

Chicago Rape Crisis Hotline

(888) 293-2080

National Sexual Assault Hotline

(800) 656-HOPE (4673)

[Live Online Chat](#)

www.rainn.org

Additional Crisis Lines

Center on Halsted
3656 N Halsted St
Chicago, IL 60613
Main: (773) 472-6469
Violence Resource Line: (773) 871-CARE (2273) (Monday – Friday, 9am – 5pm)
Violence Resource Email: avp@centeronhalsted.org
<http://www.centeronhalsted.org/behavioralhealth.html>

Chicago Children's Advocacy Center
1240 S Damen Ave
Chicago, IL 60608
(312) 492-3700
www.chicagocac.org

Community Counseling Centers of Chicago
Multiple locations
Main Office: 4740 N Clark St
Chicago, IL 60640
(773) 769-0205 (scheduling and crisis line; English and en Español)
www.c4chicago.org

Community Crisis Center
37 S Geneva St
Elgin, IL 60120
(847) 742-4088
En Español: (847) 697-9740
24-hour Crisis Line: (847) 697-2380
<http://www.crisiscenter.org/template.php?page=SexualAssault>

Life Span
70 E Lake St, Ste 600
Chicago, IL 60601
Counseling Services: (847) 824-0382
Legal Services: (312) 408-1210
Email: life-span@life-span.org
www.life-span.org

Mujeres Latinas En Accion
2124 W 21st Pl
Chicago, IL 60608
(773) 890-7676
24-hour Crisis Line: (312) 738-5358
www.mujereslatinassenaccion.org

X. Related Information

A. **Advocacy**

Investigators do not function as advocates for Complainants or Respondents. Investigators can

however, identify support resources for Complainants and Respondents may coordinate services for students upon request.

B. *Anonymous Complaints*

The University may not be able to fully address reports received from anonymous sources unless sufficient information is furnished to enable the University to conduct a meaningful and fair investigation. The University will, however, take whatever steps it deems appropriate in the best interests of the overall University community, consistent with the information available.

C. *Non-Confidential Reporting Locations*

Other than Counseling & Wellness Services, students should assume that any other University office to which a report is made will share that report with the Title IX Coordinator for review and handling in accordance with this policy. As noted above, the Title IX Coordinator may also share that report with local law enforcement if it involves a sexual assault or other crime.

D. *Student Employees*

Student-employees who are reported to have engaged in sexual misconduct in their employment capacity will continue to be subject to review under the University's Sexual Harassment Policy rather than under this policy. If a student-employee is found to have engaged in sexual misconduct, the student-employee may be subject to sanctions both in connection with their employment and in connection with their student status, as appropriate under applicable processes.

E. *Survivor-Centered Practices*

Oak Point University is committed to supporting survivor-centered practices, balanced appropriately with due process rights of the Respondent. Survivor-centered practices strive to affirm the agency and strength of all people who experience Sexual Misconduct. The term "survivor" refers to individuals who allege being subjected to Sexual Misconduct and is intentionally used by University staff whose role it is to support and advocate for students who have reported experiencing sexual misconduct. Those in non-advocacy roles refer to this individual as the Complainant.

F. *Documentation*

All grievances filed by students alleging sexual harassment or violence will be documented by the University. Proceedings will be documented, which may include written findings of facts, transcripts, or audio recordings. The University will also comply with any required regulatory review of reports of sex discrimination and the University's responses to such reports.

Regulations may also require the University to provide documentation of sexual harassment, sexual assault, and retaliation allegations reported to the University's Title IX Coordinator during the preceding school year and information about the individual(s) who received and processed the initial complaints, the outcome of the Title IX investigations, as well as the outcome of any Student Code of Conduct matters related to the allegations reported to the Title IX Coordinator

XI. Reporting Requirements and the Clery Act

The University complies with the Clery Act, which requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault.

The Violence against Women Reauthorization Act (VAWA) was signed into law in March 2013 and includes new requirements for colleges and universities under the Campus Sexual Violence Act (SAVE Act) provision, section 304. Effective March 7, 2014, VAWA's SAVE Act provision adds domestic violence, dating violence,

and stalking to the categories that, if the incident was reported to an Oak Point employee (with the exception of a licensed counselor who is required to maintain confidentiality), campus security authority, or local a police agency, must be reported under Clery.

Oak Point is in compliance with this provision, which means that we are required to do the following:

- Report forcible and non-forcible sex offenses, domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates (note that this applies to incidents that are reported involving Oak Point students both off-campus and on-campus) adopt notification procedures, such as for notifying purported victims of their rights; and
- Adopt institutional policies to address and prevent campus sexual violence, including specialized training and ongoing prevention and awareness campaigns.

DISABILITY SERVICES

Oak Point University complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the principles of the Americans with Disabilities Act of 1990, as amended. It is our policy to provide individuals with disabilities full and equal enjoyment of the services, facilities, and privileges of Oak Point University. Oak Point University does not screen out, exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student, or an individual enrolled as a student, based on one's disability. Oak Point University promotes an environment of respect and support for individuals with disabilities. An individual with a disability is one who has (a) a physical or mental impairment that substantially limits one or more major life activities (such as walking, standing, seeing, speaking, hearing, sitting, breathing, reading, learning, thinking, performing manual tasks, taking care of oneself, or the operation of a major bodily function); (b) a record of such impairment; or (c) is regarded as having such an impairment. Oak Point University will make reasonable accommodations for individuals with disabilities. Reasonable accommodations include reasonable modifications to the University's policies, practices and procedures where necessary for individuals with disabilities, unless doing so would fundamentally alter the nature of our program. Oak Point University will also provide necessary auxiliary aids and services for individuals with disabilities, unless doing so would fundamentally alter the nature of our program, or would result in an undue burden. Further, Oak Point University will remove barriers for individuals with disabilities when such removal is readily achievable and, when not readily achievable, will provide services, facilities and privileges through alternative methods where such methods are readily achievable. Examples of some of the reasonable accommodations Oak Point University makes available include: Academic/Program Modifications; Access to Facilities; Classroom Access; Communication Access; Exam Accommodations; Information Referral; Priority Registration; and Parking.

Disability Services

Disability Services is an office within the Office of Student Experience. It provides access for students through consultation with faculty, staff, and other campus departments.

Applicants to the University

Applicants who need reasonable accommodations for the application process should immediately inform the Disability Services office. For applicants requiring accommodations for an entrance exam, documentation of the requested accommodation is to be submitted to Disability Services. The applicant will need to present

qualified documentation pertinent to their requested accommodation. The documentation does not need to meet the three-year requirement; this will be waived for applicants. Disability Services will review the documentation and determine if the accommodation can be granted. The applicant will receive a determination of whether the accommodation can be granted. If the accommodation is granted, the applicant will be notified the accommodation is for the entrance exam only and, if admitted, he/she would need to contact Disability Services to request accommodations as an Oak Point University student.

Admitted or Currently Enrolled Students

Students who have been admitted to and/or are currently enrolled at the University are encouraged to contact Disability Services if they will need reasonable accommodations under the ADA Section 504. Students who seek accommodations will be asked to complete an intake form that details their request and provides information about the required documentation for accommodations.

To obtain accommodations prior to the start of a term, students should meet with Disability Services as soon as possible, preferably at least six (6) weeks before the first day of classes. Such notice will allow Disability Services a reasonable period of time in which to determine whether the requested accommodations are necessary, appropriate, and effective, and to implement the resources for any necessary accommodations in a timely manner.

Students seeking accommodations will need to present qualified documentation pertinent to the disability that is dated within the last three years. Disability Services will determine the validity of all documentation and may require additional documentation or referral to outside resources, such as the Department of Occupational Health. Please see "Documentation Criteria" for more information on the documentation required by Oak Point University.

Individuals seeking admission and progression to clinical courses, and graduation from the University must be able to meet the physical and emotional requirements of the academic program. Individuals who pose a direct threat to the safety and welfare of others or to that of themselves may be denied admission, progression, or graduation. The University's individualized assessment of an applicant's or a student's threat to the safety and welfare of self or others will be based on current medical evidence or on the best-available objective evidence that assesses the nature, duration, and severity of the risk, and the probability that injury will occur. Eligibility for accommodations at the University requires registering with Disability Services and compliance with established procedures. Disability Services may seek information from appropriate University personnel regarding essential standards for courses, programs, services, and activities, or status of facilities prior to deciding on an accommodation plan. Reasonable accommodations are determined through the collaboration of Disability Services, with the student, faculty, individual departments, and outside professionals as warranted. If a student discloses a disability to an Oak Point University faculty or staff member, or requests an academic or clinical accommodation, the faculty or staff member is required to refer the student to Disability Services. If a faculty or staff member suspects the student has a disability, he/she will refer the student to Disability Services and provide Disability Services with documentation of the referral. Reasonable accommodations are determined only through the Disability Services; Oak Point University faculty and staff members are not authorized to make independent ADA accommodation determinations.

Reasonable accommodations are identified by examining information submitted by the student and:

- The interaction between functional limitations and the campus environment;
- Potential modifications or adjustments to be made;
- Access to the course, program, service, activity or facility;
- Essential components of the course, program, service, activity or facility.

When reasonable accommodations have been recommended by Disability Services, Disability Services will write an individualized Letter of Documentation (LOD) which certifies that the student has a disability, cites the circumstances for which accommodations are needed, and describes the reasonable accommodations recommended by Disability Services. The LOD will be distributed to the Dean or Program Director and the student's academic advisor. Each term, Disability Services will contact the student's faculty to inform them of the student's required accommodations. Disability Services will also handle the logistics related to exam accommodations, including communication with the student and faculty, and scheduling and proctoring exams.

Faculty are expected to collaborate with Disability Services for the provision of accommodations when reasonable and necessary. Faculty members are not expected to compromise essential elements of the course or evaluation standards. If agreed-upon reasonable accommodations are not implemented in an effective or timely manner, the student is encouraged to contact the Director of Student Academic Success immediately. The student may also use the grievance procedure set forth in the University's Nondiscrimination Policy.

Documentation Criteria

Disability Services relies on students to self-report impairments, conditions, and disabilities as well as documentation from qualified professionals in order to determine accommodations.

Disability documentation submitted to Disability Services should conform to the following criteria:

- Documentation must be from a professional who has undergone appropriate and comprehensive training, has relevant experience and licensure appropriate to profession.
- Reports must be on letterhead and signed by the documenting professional, including titles and license descriptors as appropriate. Disability Services reserves the right to request additional documentation.
- Diagnostic statements identifying each condition. These statements must be ICD or DSM codes as appropriate, date/copy of most recent full evaluation, and dates/copies of additional evaluations.
- Current impact of the condition(s) described in a clinical narrative and through the provision of specific results from diagnostic procedures. As appropriate to the condition(s), include impact on major bodily functions (including but not limited to the functions of the immune system, cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions), and functional impact on physical (mobility, dexterity and endurance), perceptual, cognitive (attention, distractibility, communication), and behavioral abilities. Descriptions should provide sense of severity, information on variability over time or circumstances, expected duration of impact, and potential triggers. Descriptions should also include any significant side effects of treatment that may impact physical, perceptual, behavioral or cognitive performance.

Service Animals

Oak Point University supports the use of service animals and emotional support animals on campus by individuals with disabilities in appropriate circumstances and in accordance with this policy. Those with questions about the use of service animals or emotional support animals should refer to this policy and/or contact the Disability Resource Center (Disability Services) or Human Resources Office.

Definitions

A. Service Animals: Service animals are defined under the Americans with Disabilities Act (“ADA”) as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or tasks performed must be directly related to the individual’s disability. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

a. Examples: Examples of work or tasks that service animals perform include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as books or the telephone, alerting a person to a sudden change in blood sugar levels, providing physical support and assistance with balance and stability to individuals with mobility disabilities, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

b. Miniature Horses: The University may permit the use of a miniature horse on the same basis as a service animal if the horse has been trained to do work or perform tasks for the benefit of the individual with a disability and after an assessment of the following factors: the type, size, and weight of the miniature horse and whether the facility can accommodate these features; whether the handler has sufficient control of the miniature horse; whether the miniature horse is housebroken; and whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

B. Emotional Support Animals (“ESAs”): An ESA is a companion animal which provides therapeutic benefit, such as alleviating or mitigating symptoms of a person’s disability. ESAs are not service animals. However, an ESA may be permitted on campus as a reasonable accommodation. Prior approval must be obtained pursuant to the procedures and standards outlined below.

C. Owner: A student or employee who has an approved ESA on campus.

D. Handler: A person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

Specific Procedures

A. Service Animals: Individuals who wish to bring a service animal to campus – including classrooms and University buildings open to the public – may do so without prior approval. However, students are strongly encouraged to reach out to the Disability Services to ensure that their experience bringing the animal to campus is smooth. Employees with a disability who wish to utilize a service animal as a reasonable

accommodation in a University office or other areas of campus buildings not open to the general public must submit the request to Human Resources at least 30 days before the animal is needed.

B. Emotional Support Animals: Student Requests: Students who wish to bring an ESA onto campus must go through the reasonable accommodation process with Disability Services. While accommodation requests will be accepted and considered at any time, requests should be filed at least 60 days before the student intends to bring the animal to campus in order to ensure timely consideration. An ESA will not be allowed until formal approval has been received.

To ensure that the presence of an ESA is not an undue administrative burden or fundamental alteration of an Oak Point program or activity, the University will consider each request for an assistance animal on an individualized basis.

- a. Upon receipt of a request for an ESA, the Disability Services will engage in communication with the student to determine if the use of the animal is a reasonable accommodation.
- b. In order for an ESA to be considered as a reasonable accommodation for a student with a disability, supportive documentation should be from a professional healthcare or mental health provider (on letterhead) and generally include the following information:
 - i. A current diagnostic statement that identifies the disability, including date of initial and most current diagnosis, any evaluations/testing that support the diagnosis, and a description of the functional limitation of the disability;
 - ii. Information regarding the relationship between the disability and the relief the animal provides; and
 - iii. Information that demonstrates the animal is necessary in order for the student to utilize and benefit from Oak Point's programs, services, or activities.

C. Emotional Support Animals: Employee Requests: Employees who wish to bring an ESA onto campus must go through the reasonable accommodation process with Human Resources. Human Resources will determine whether approving a particular ESA in the workplace is a reasonable accommodation that will enable the employee to perform the essential functions of the position. What constitutes a reasonable accommodation will vary depending on the circumstances of each case. In evaluating alternatives for accommodations, the preferences of the employee are considered, but the ultimate decision regarding the type of accommodation, if any, is made by Human Resources.

General Standards for the Removal of Service Animals or the Disapproval/Removal of Emotional Support Animals

- A. Decisions to remove a service animal or disapprove/remove an ESA will be made on a case-by-case basis, taking into account all surrounding circumstances. However, the following general standards reflect reasons why an animal may be removed or disapproved:
 - a. The animal poses a direct threat to the health or safety of others. For example, the animal displays vicious behavior towards others or has a serious illness.
 - b. The animal causes or would cause substantial physical damage to the property of others.
 - c. The animal poses an undue financial and/or administrative burden.

- d. The animal would fundamentally alter the nature of the University's educational or business operations.
- e. The animal is out of control and the handler/owner does not take effective action to control it. If the out of control behavior happens repeatedly, the handler/owner may be prohibited from bringing the animal into University facilities until the handler/owner can demonstrate that he/she has taken significant steps to mitigate the behavior.
- f. The animal is not housebroken.
- g. The handler/owner does not abide by his/her responsibilities as outlined in Section V of this policy.
- B. The University considers the following factors in determining whether to approve the presence of an ESA in its facilities:
 - a. The size of the animal and whether it is too large for the classroom, office, or relevant space; b. Whether the animal's presence would force another individual from using that space (e.g., serious allergies);
 - b. Whether the animal's presence would be disruptive to the academic or work environment;
 - c. Whether the animal is housebroken;
 - d. Whether the animal's vaccinations are up to date;
 - e. Whether the animal poses or has posed in the past a direct threat to the individual or others, such as injuring or acting aggressively; and
 - f. Whether the animal causes or has caused excessive damage to Oak Point University facilities.
- C. When an animal has been properly removed pursuant to this policy, the University will work with the handler/owner to determine reasonable alternative opportunities to participate in the University's services, programs, and activities without having the animal on the premises.

Responsibilities of Handlers/Owners

A. Laws, Ordinances, and Policies: Handlers/owners are responsible for complying with all state laws and local animal ordinances and are subject to all Oak Point policies.

B. Proper Identification: All animals are subject to local licensing and registration requirements.

C. Health and Vaccination: Animals must be immunized against diseases common to that type of animal. All vaccinations must be current. These animals must wear a rabies vaccination tag and, in the case of ESAs, vaccination documentation must be provided to the Disability Services or Human Resources prior to the animal being allowed into any facilities.

D. Caring for the Animal: The cost of care, arrangements and responsibilities for the well-being of the animal are the sole responsibility of the handler/owner at all times. The University will accept no responsibility for the care of any animal covered by this policy.

E. Animals must be kept clean and well groomed. University facilities may not be used for this purpose. **F. Animals cannot be left unattended at any time.** Animals cannot be confined to a vehicle, tethered, or abandoned at any time.

G. Keeping the Animal Under Control: The animal should be fully controlled by the handler/owner, including responding to voice and/or hand commands (if this can reasonably be expected of the type of animal at issue).

If an animal is found loose or unattended, the animal is subject to immediate removal. **H. Being Responsible for Damage Caused by the Animal:** Handlers/owners are personally responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage. The handler/owner will be required to pay for any damages caused by the animal.

I. Being Responsible for Waste: Cleaning up after the animal is the sole responsibility of the handler/owner and it must be done immediately. Waste must be bagged and discarded in designated outdoor receptacles. No waste may be flushed down toilets or discarded in interior waste bins. In the event that the handler/owner is not physically able to clean up after the animal, it is then the responsibility of the handler/owner to hire someone capable of cleaning up after the animal.

J. Leash Requirements: Service animals should be on a leash at all times, unless the owner is unable to use a leash due to a disability or the use of the leash would interfere with the animal's ability to perform its duties. In that case, the owner must be able to control the service animal by other effective means such as voice controls or signals. ESAs must be on a leash or in a carrier while on University property.

K. Observing Good Animal Etiquette: To the greatest extent possible, the handler/owner should ensure that the animal does not display behaviors or make noises that are disruptive or frightening to others, unless it is part of the service being provided to the handler (e.g., barking to alert the handler of danger). The animal must possess friendly and sociable characteristics.

L. Emergency Situations: The handler/owner is expected to follow all University procedures for emergency evacuation and participate in emergency evacuation drills. Individual needs must be arranged in advance with appropriate Oak Point University personnel.

M. Other Conditions and Restrictions: In response to a particular situation, the University reserves the right to impose other reasonable conditions or restrictions on the use of service animals and ESAs as necessary to ensure the health, safety, and reasonable enjoyment of University programs and activities by others.

Other Information Specifically Related to Service Animals

A. Permitted Inquiries

a. In general, members of the Oak Point University community should not ask about the nature or extent of a person's disability. However, as permitted by the ADA, if it is not obvious that the animal is required because of a disability, the handler may be asked:

- i. If the animal is required because of a disability, and
- ii. What work or task the animal has been trained to perform.

b. The handler should not be asked for documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, University community members should not make inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., if the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

B. Areas Off Limits to ESAs and Service Animals

- a. ESAs are permitted only in the building(s) or other areas of campus approved through the reasonable accommodation process.
- b. While service animals are generally allowed to go anywhere on campus that the handler is allowed to go, there are certain areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples of the areas that are off limits to service animals include:
 - i. Research Laboratories: The natural organisms carried by service animals may negatively affect the outcome of the research. At the same time, the chemicals and/or organisms used in the research may be harmful to service animals.
 - ii. Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.
 - iii. Food Preparation Areas: Food preparation areas are off limits to service animals per health codes.
 - iv. Areas Where Protective Clothing is Necessary: Any room where protective clothing is worn is off-limits to service animals. Examples include chemistry laboratories, wood shops, and metal/machine shops.
 - v. Areas Where There is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.
- c. Questions regarding areas that are off limits to service animals should be directed to the Disability Services. Exceptions may be granted in some circumstances.

C. Service Animals in Training: Service animals in training are permitted in all public facilities on the same basis as working service animals, provided that the dog is on a leash and is being led or accompanied by a trainer for the purpose of training the dog and the trainer has documentation confirming the trainer is affiliated with a recognized or certified service dog training organization. Service animals in training are not permitted in classrooms, offices, or other areas of campus buildings not open to the general public without prior approval obtained from the Disability Services through the reasonable accommodation process.

Additional Matters

A. Animal No Longer Necessary: The Disability Services or Human Resources should be notified when an animal covered by this policy will no longer be on campus or, in the case of ESAs, is no longer needed as an accommodation

B. Conflicting Disabilities: Some people may have allergic reactions, asthma, respiratory diseases, etc. to animals that are substantial enough to qualify as disabilities. Oak Point University will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact the Disability Services; employees should contact Human Resources.

C. Clinical Partners: University Students and Employees are responsible for complying with the existing rules, regulations, and policies and practices or activities of the clinical facility. Reasonable accommodation in a University office or other areas of campus buildings may not be applicable in the clinical setting.

D. Concerns: Concerns regarding an animal covered by this policy can be brought to the attention of the Disability Services.

E. Grievance Procedure Related to Service Animals and Emotional Support Animals If the decision is made to deny a request for or remove an animal covered by this policy, the affected individual may file a formal written grievance with the Vice President of Enrollment Management pursuant to the University Nondiscrimination Policy.

F. Reasonable Modifications to this Policy Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should contact the Disability Services.

Recommended accommodations, modifications, and services

Recommendations should be logically related to the functional impact of each condition, to ensure equal access and opportunity at the University. When connections are not obvious, they should be explained. Recommendations will be deferred to whenever possible, but additional documentation, referral or evaluation may be necessary to finalize an accommodation plan.

ANTI-HARASSMENT, ANTI-BULLYING, ANTI-HAZING AND DISCRIMINATION

Oak Point University prohibits any form of unlawful harassment, bullying, and hazing, and will not tolerate discrimination against any employee or student by anyone, including co-workers, supervisors, students, patients/residents, vendors, visitors, contractors or any other third party. Oak Point University's policies are in alignment with the Mission, Vision and Values.

Definitions

- A. Harassment: Unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as race, color, sex, religion, national origin, ancestry, age, disability, order of protection status, marital status, parental status, military status, sexual orientation, or any other legally protected classification. Oak Point University will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work/academic performance, or that creates an intimidating, hostile or offensive working/learning environment.

- B. Sexual Misconduct and Violence

Please see the University's Title IX policy for definitions of sexual harassment, assault and sexual abuse, domestic violence, dating violence, and stalking.

- C. Bullying: Unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as race, color, sex, religion, national origin, ancestry, age, disability, order of protection status, marital status, parental status, military status, sexual orientation, or any other legally protected classification. Amita Health will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.

2. **Physical Abuse.** Bullying may involve acts of physical abuse, including, but not limited to:
 - Hitting;
 - Pushing;
 - Tripping;
 - Kicking;
 - Blocking or restraining another person's movement;
 - Sexual misconduct;
 - Causing damage to another person's clothing or possessions; or
 - Taking another person's belongings.
3. **Verbal Abuse.** The actions that constitute bullying do not require physical contact and may be based solely on verbal, such as:
 - Name calling;
 - Threatening;
 - Sexual misconduct;
 - Taunting; or
 - Malicious teasing.
4. **Psychological Abuse.** Bullying may occur even when the victim is not directly subjected to physical or verbal abuse, which is sometime referred to as "psychological bullying". Incidents may involve:
 - Spreading harmful or inappropriate rumors regarding another;
 - Drawing inappropriate pictures or writing inappropriate statements regarding another; or
 - Intentionally excluding another from groups or similar activities.

D. Hazing: subjecting a person to bodily or physical harm or a likelihood of bodily danger or physical harm, or requiring, encouraging, authorizing or permitting that the person be subjected to any of the following:

- Total or substantial nudity on the part of the person;
- Compelled ingestion of any substance by the person;
- Wearing or carrying of any obscene or physically burdensome article by the person;
- Physical assaults upon or offensive physical contact with the person;
- Participation by the person in boxing matches, excessive number of calisthenics, or other physical contests; and abandonment of the person;
- Transportation and abandonment of the person
- Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
- Sleep deprivation; or
- Assignment of pranks to be performed by the person.

I. PROCEDURE

A. Oak Point University Employee and Student Responsibilities. All Oak Point University employees and students must act at all times in accordance with the letter and the spirit of Oak Point University's Equal Employment Opportunity and Anti-Harassment and Discrimination Statement. Oak Point University employees and students are responsible for helping to ensure that the work and learning environment is free from all

forms of prohibited discrimination and harassment. (Students should refer to the University's Title IX policy for procedures related to sexual misconduct.)

B. Oak Point University Employee and Student Notification Process. All Oak Point University employees and students are responsible to help ensure that Oak Point University avoids harassment. If a Oak Point University employee or student feels that he/she has experienced or witnessed discrimination or harassment, he/she must promptly notify one of the following persons:

- i. The employee's direct supervisor or department head;
- ii. The student's instructor or advisor;
- iii. Any member of the University's leadership team;
- iv. The Vice President of Student & Employee Affairs.

C. Retaliation/Threats of Retaliation. Oak Point University prohibits retaliation or threats of retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint, or cooperating in a discrimination or harassment investigation. Any retaliation or threat of retaliation shall be treated as a separate incident, which shall be handled in the same manner and be subject to the same procedures as the complaint itself.

D. Investigating Complaints. Oak Point University will investigate all discrimination or harassment complaints promptly, consistent with Oak Point University Investigation policies. To the fullest extent practicable, Oak Point University will keep complaints and the terms of their resolution confidential.

i. If an investigation confirms that a Oak Point University employee or student has violated this policy, Oak Point University will take corrective action – including demotion, and/or disciplinary action, up to and including immediate termination or expulsion, as appropriate.

ii. All complaints of harassment involving a non-employee/student will be investigated promptly. If appropriate, the employer of the non-Oak Point University individual may be notified. If it is not appropriate to notify the individual's employer (for example, if the individual is a visitor/patient), Security may be notified. If an investigation confirms that a violation of this policy has occurred, Oak Point University will take appropriate action, based on the specific circumstances of the case.

E. Education. All Oak Point University employees will be required to participate in equal employment opportunity and anti-harassment and discrimination education.

SEXUAL HARASSMENT POLICY AND PROCEDURES

I. Policy Statement

Consistent with the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX"), Oak Point University ("Oak Point" or the "University") prohibits Sexual Harassment that occurs within its Education Programs or Activities.

As further defined herein, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Oak Point values civility, dignity, diversity, education, equality, freedom, honesty, and safety and is firmly committed to maintaining an educational environment free from Sexual Harassment.

Sexual Harassment jeopardizes the welfare of Oak Point students, faculty, and staff and the safety of our University community. Sexual Discrimination violates our philosophy of education and our values; its presence

presents a barrier to fulfilling Oak Point's scholarly, educational, patient care, and service missions. Sexual Harassment will not be tolerated at Oak Point and is expressly prohibited.

Administrators, faculty members, staff, students, contractors, guests, and other members of the University community who commit Sexual Harassment are subject to the full range of the University discipline including verbal reprimand; written reprimand; mandatory training, or counseling; mandatory monitoring; partial or full probation; partial or full suspension; permanent separation from the institution (i.e., termination or dismissal); physical restriction from the University property; and cancellation of contracts.

The University will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the University's Education Programs or Activities.

II. Scope

This policy applies to Sexual Harassment that occurs within the University's Education Programs or Activities and that is committed by an administrator, faculty member, staff, student, contractor, guest, or other member of the University community.

This policy does not apply to Sexual Harassment that occurs off-campus, in a private setting, and outside the scope of the University's Education Programs and Activities; such sexual misconduct may be prohibited by the Student Code of Conduct Policy if committed by a student or the Oak Point Equal Employment Opportunity and Anti-Harassment and Discrimination Policy or other University policies if committed by an employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the University's Education Programs or Activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct Policy if committed by a student or the Oak Point Equal Employment Opportunity and Anti-Harassment and Discrimination Policy or other University policies if committed by an employee.

III. Definitions

- A.** "Sexual Harassment" is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.
- B.** "Quid Pro Quo Sexual Harassment" is an employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual contact.
- C.** "Hostile Environment Sexual Harassment" is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the University's Education Programs or Activities.
- D.** "Sexual Assault" includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.¹
 - 1.** "Rape" is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is the slightest penetration of the vagina or penis by the sexual organ of the other person. Attempted Rape is included.

¹ The University's definition of "Sexual Assault" is mandated by federal regulations implementing Title IX of the Education Amendments of 1972. Those regulations require the University to adopt a definition of "Sexual Assault" that incorporates various forcible and non-forcible sex crimes as defined by the FBI's Uniform Crime Reporting System. See 34 C.F.R. § 106.30(a).

2. "Sodomy" is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 3. "Sexual Assault with an Object" is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
 4. "Fondling" is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 5. "Incest" is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Illinois law.
 6. "Statutory Rape" is sexual intercourse with a person who is under the statutory age of consent as defined by Illinois law.
- E.** "Domestic Violence" is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Illinois.
- F.** "Dating Violence" is violence committed by a person –
1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 2. Where the existence of such a relationship will be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.
- G.** "Stalking" is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- Fear for their safety or the safety of others; or
 - Suffer substantial emotional distress.
- H.** "Consent" is freely given agreement to sexual activity.
- I.** "Incapacitated" refers to the state where a person does not appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition or disability, or due to a state of unconsciousness or sleep.
- J.** "Retaliation" is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
- K.** "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.
- L.** "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

- M.** “Formal Complaint” means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the University investigate the allegation of Sexual Harassment in accordance with this policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the University’s Education Programs or Activities. A “document filed by a Complainant” means a document or electronic submission (such as an email) that contains the Complainant’s physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.
- N.** “Supportive Measures” are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to the University’s Education Programs and Activities without unreasonably burdening another party, including measures designed to protect the safety of all parties implicated by a report or the University’s education environment, or to deter Sexual Harassment. Supportive measures may include: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or leaves of absence, increased security and monitoring of certain areas of campus, changes in transportation, honoring an order of protection or no contact order entered by a State civil or criminal court, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.
- O.** “Education Programs and Activities” refers to all the operations of the University, including, but not limited to, in-person and online educational instruction, employment, research activities, extracurricular activities, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by the University. It also includes off-campus locations, events, or circumstances over which the University exercises substantial control over the Respondent and the context in which the Sexual Harassment occurs.

IV. Understanding Hostile Environment Sexual Harassment

In determining whether a hostile environment exists, the University will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the context in which the conduct occurred; and the number of persons affected. The University will evaluate the totality of circumstances from the perspective of a reasonable person in the Complainant’s position. A person’s adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

Some specific examples of conduct that may constitute Sexual Harassment if unwelcome include, but are not limited to:

- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact
- Unwelcome kissing, hugging, or massaging
- Sexual innuendos, jokes, or humor
- Displaying sexual graffiti, pictures, videos, or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- Leering or staring at someone in a sexual way, such as staring at a person’s breasts or groin
- Sending sexually explicit emails, text messages, or social media posts
- Commenting on a person’s dress in a sexual manner
- Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship
- Insulting, demeaning, or degrading another person based on gender or gender stereotypes

V. Understanding Consent and Incapacitation

A. Consent

Lack of consent is a critical factor in determining whether Sexual Harassment has occurred. As defined above, consent is freely given agreement to sexual activity. Consent is a mutual, voluntary, and informed agreement to participate in specific sexual acts with another person that is not achieved through manipulation, force, or coercion of any kind, and requires having cognitive ability to agree to participate. Consent requires an outward demonstration, through mutually understandable words, conduct, or action, indicating that an individual has freely chosen to engage in the specific sexual acts. A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: impairment or incapacitation due to alcohol and/or drug use, permanent/temporary mental or physical disability, being below the age of consent, being asleep, and being unconscious are factors which detract from or make consent impossible.

Silence or an absence of verbal or physical resistance or submission resulting from use or threat of force does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Even in the context of an ongoing relationship, consent must be sought and freely given for each specific sexual act. Consent may be withdrawn at any time. When consent is withdrawn, sexual activity must immediately stop. Also, a person’s manner of dress does not constitute consent; consent to past sexual activity does not constitute consent to future sexual activity.

B. Incapacitation

Incapacitation is a state where an individual cannot make an informed and rational decision to consent to engage in sexual contact because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the “who, what, where, when, why or how” of the sexual interaction) and/or is physically or mentally helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual contact is occurring.

Incapacitation can only be found when the Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person. One’s own intoxication is not an excuse for failure to recognize another person’s incapacitation.

Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol or other drugs, inebriation, or intoxication alone are insufficient to establish incapacitation. Incapacitation is beyond mere drunkenness or intoxication. The impact of alcohol or drugs varies from person to person, and evaluating incapacitation requires an assessment of how consumption of alcohol and/or drugs impacts an individual’s:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments
- Capacity to appreciate the nature of circumstances of the act.

No single factor is determinative of incapacitation. Some common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling down, vomiting, and unconsciousness.

VI. Reporting Sexual Harassment

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made by Complainants, third parties, witnesses, or bystanders, and may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

The name and contact information for the Title IX Coordinator is:

Eric Hernandez

eric.hernandez@oakpoint.edu

In addition to reporting to the Title IX Coordinator and individuals above, any person may report Sexual Harassment to the following University resources or employees:

Campus Security

312.770.2457

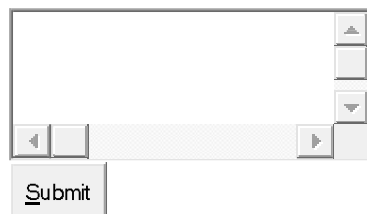
1111 (internal non-emergency)

8888 (emergency)

In addition, all University employees may receive reports of Sexual Harassment and must promptly forward such report of Sexual Harassment to the Title IX Coordinator. Mental health counselors, however, are exempt from reporting under the protection of counselor licensure laws and ethics.

The University encourages members of the University Community to report any and all instances of Sexual Harassment, even if they are unsure whether the conduct rises to the level of a policy violation.

Individuals, including third parties and bystanders, can submit a report of Sexual Harassment electronically and anonymously by completing the form below:



Upon filing an electronic report, the electronic reporter (if not anonymous) will receive an electronic response within 12 hours. These reports will be sent to the Title IX Coordinator who will make every effort to respond or take other corrective action, but the University's ability to respond or take corrective action following an anonymous report may be limited. This reporting mechanism is not a substitute for the obligations of employees to report, except for the individuals identified as confidential resources, to make a report as described above.

Confidential resources are available to discuss incidents or accusations of Sexual Assault, Dating Violence, Domestic Violence, or Stalking with both Complainants and Respondents in confidence, and provide emotional support in a safe and confidential space. Disclosures to confidential resources **will not** trigger the University's investigation into an incident.

Individuals wishing to obtain confidential assistance without making a report to the University may speak with the following confidential resources:

Confidential Advisor

Samantha Westby, MS

Student Life

630-537-9857

Samantha.westby@oakpoint.edu

Susan Siokos, EdD, LCPC, BC-TMH
Counseling & Wellness Services
630-537-9853
susan.siokos@oakpoint.edu

In addition, confidential resources also provide emergency and ongoing support to individuals who have experienced or been accused of Sexual Assault, Dating Violence, Domestic Violence, or Stalking including:

- Providing information regarding the individual's reporting options and possible outcomes, including making a report or a Formal Complaint under this Policy and notifying local law enforcement;
- Providing information about available resources and services, including but not limited to services available on campus and through the community, such as sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services and mental health services;
- Providing information regarding orders of protection, no contact orders or similar lawful orders issued by the University or a criminal or civil court;
- An explanation of the individual's right to have privileged, confidential communications with the confidential advisor consistent with applicable law;
- Upon request and as appropriate, providing assistance in contacting campus officials, community-based sexual assault crisis centers, campus security, and/or local law enforcement; and/or
- Upon request, providing assistance with securing Supportive Measures and accommodations.

The following off-campus agencies also employ individuals available to assist members of the University community with issues relating to Sexual Assault, Dating Violence, Domestic Violence, or Stalking in confidence. Disclosures to these entities **will not** trigger the University's investigation into an incident. Please note that limitations of confidentiality may exist for individuals under the age of 18.

- National Sexual Assault Telephone Hotline: 800-656-HOPE (4673)
- State of Illinois Domestic Violence Hotline: 877-863-6338

VII. Special Guidance for Individuals Reporting Sexual Assault, Domestic Violence, Dating Violence, or Stalking

If you believe you are the victim of Sexual Assault, Domestic Violence, or Dating Violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. For those who believe that they are victims of Sexual Assault, Domestic Violence, or Dating Violence, the University recommends the following:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence of the crime—avoid bathing, using the toilet, rinsing one's mouth or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.
- Do not launder or discard bedding where the assault occurred- preserve for law enforcement.
- Preserve all forms of electronic communication that occurred before, during, or after the assault.
- Contact law enforcement by calling 911.
- Get medical attention - all medical injuries are not immediately apparent. This is also necessary to collect evidence in case the individual decides to press charges. Local hospitals have evidence collection kits necessary for criminal prosecution should the victim wish to pursue charges. Take a full change of clothing, including shoes, for use after a medical examination.

- Contact a trusted person, such as a friend or family member for support.
- Talk with a professional licensed counselor or resident health care provider who can help explain options, give information, and provide emotional support.
- Make a report to the Title IX Coordinator.
- Explore this policy and avenues for resolution under Sexual Harassment process.
- Options to pursue a complaint with either the University or law enforcement or not to pursue a complaint to either.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Sexual Harassment investigations.

Once a report of Sexual Assault, Domestic Violence, Dating Violence, or Stalking is made, the victim has several options such as, but not limited to:

- obtaining Supportive Measures
- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- filing a Formal Complaint
- requesting that no further action be taken

Upon receiving a report of an incident of Sexual Harassment prohibited under this policy, the University will provide the Complainant with a written document (separate from this policy) listing, in plain, concise language, the Complainant's available rights, options and resources, as well as a description of the University's procedures for investigating and resolving the report. The University will also provide the Respondent with a written document (separate from this policy) listing, in plain and concise language, the Respondent's available rights, options and resources, as well as a description of the University's procedures for investigating and resolving the report.

For more information regarding the option to pursue a criminal complaint, contact:

Chicago Police Department – Wicker Park
2150 N. California Avenue
Chicago, IL 60622
312.746.8396

Oak Brook Police Department
1200 Oak Brook Rd.
Oak Brook, IL 60523
630.368.8700

AMITA Health Saints Mary's Medical Center
2233 W. Division Street
Chicago, IL 60622
312.770.2000

VIII. Preliminary Assessment

Upon receipt of a report of Sexual Harassment, the Title IX Coordinator will conduct a preliminary assessment to determine:

- Whether the conduct, as reported, falls or could fall within the scope of the policy specified in Section II; and
- Whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

If the Title IX Coordinator determines that the conduct reported could not fall within the scope of the policy, and/or could not constitute Sexual Harassment, even if investigated, the Title Coordinator will close the matter and may notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act (“FERPA”). The Title IX Coordinator may refer the report to other University offices, as appropriate, including but not limited to referral for a potential violation of the Student Code of Conduct Policy if committed by a student or the Oak Point Equal Employment Opportunity and Anti-Harassment and Discrimination Policy if committed by an employee.

If the Title IX Coordinator determines that the conduct reported could fall within the scope of the policy, and/or could constitute Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the Complainant as specified in Section IX.

As part of the preliminary assessment, the Title IX Coordinator may take investigative steps to determine the identity of the Complainant, if such identity is not apparent from the report.

IX. Contacting the Complainant

If a report is not closed as a result of the preliminary assessment and the Complainant’s identity is known, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures specified in Section X; to discuss and consider the Complainant’s wishes with respect to such Supportive Measures; to inform the Complainant of the availability of such Supportive Measures with or without filing a Formal Complaint; and to explain the process for filing and pursuing a Formal Complaint. The Complainant will also be provided options for filing complaints with the local police and information about resources that are available on campus and in the community.

X. Supportive Measures

If a report is not closed as a result of the preliminary assessment, the University will offer and make available Supportive Measures to the Complainant regardless of whether the Complainant elects to file a Formal Complaint.

Contemporaneously with the Respondent being notified of a Formal Complaint, the Title IX Coordinator will notify the Respondent of the availability of Supportive Measures for the Respondent, and the University will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. The University will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures. The Title IX Coordinator will provide the Complainant and Respondent with a written document (separate from this policy) listing available rights, options, and resources, including Supporting Measures, and describing the University’s Sexual Harassment Complaint Investigation and Resolution Procedures in plain, concise language.

The University will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the University’s ability to provide the Supportive Measures in question.

XI. Interim Removal

At any time after receiving a report of Sexual Harassment, the Title IX Coordinator may remove a student Respondent from the University’s Education Programs or Activities on an temporary basis if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or

other individual arising from the allegations of Sexual Harassment justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator must offer to meet with the Respondent within twenty-four hours and provide the Respondent an opportunity to challenge the interim removal.

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, the University may place the Respondent on administrative leave at any time after receiving a report of Sexual Harassment, including during the pendency of the investigation and adjudication process.

For all other Respondents, including independent contractors and guests, the University retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

XII. Formal Complaint

A Complainant may file a Formal Complaint with the Title IX Coordinator requesting that the University investigate and adjudicate a report of Sexual Harassment in accordance with this policy. Provided, however, that at the time the Complainant submits a Formal Complaint, the Complainant must be participating in, or attempting to participate in, one or more of the University's Education Programs or Activities.

A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by regular mail, or by email using the contact information specified above. No person may submit a Formal Complaint on the Complainant's behalf.

In any case, including a case where a Complainant elects not to file a Formal Complaint, the Title IX Coordinator may file a Formal Complaint on behalf of the University if doing so is not clearly unreasonable. Such action will normally be taken in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community.

If the Complainant or the Title IX Coordinator files a Formal Complaint, then the University will commence an investigation as specified in Section XVI and proceed to adjudicate the matter as specified in Section XVIII. In all cases where a Formal Complaint is filed, the Complainant will be treated as a party, irrespective of the party's level of participation.

In a case where the Title IX Coordinator files a Formal Complaint, the Title IX Coordinator will not act as a Complainant or otherwise as a party for purposes of the investigation and adjudication processes.

XIII. Consolidation of Formal Complaints

The University may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable. A Formal Complaint of Retaliation may be consolidated with a Formal Complaint of Sexual Harassment.

XIV. Dismissal Prior to Commencement of Investigation

In a case where the Complainant files a Formal Complaint, the Title IX Coordinator will evaluate the Formal Complaint and must dismiss it if the Title IX Coordinator determines:

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of the policy (i.e., because the alleged conduct did not occur in the University's Education Programs or Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

In the event the Title IX Coordinator determines the Formal Complaint should be dismissed pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in Section XX. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other University offices, as appropriate, including but not limited to referral for a potential violation of Student Code of Conduct Policy if committed by a student or the Oak Point Equal Employment Opportunity

and Anti-Harassment and Discrimination Policy or other University policies if committed by an employee. A dismissal pursuant to this Section is presumptively a final determination for purposes of this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

XV. Notice of Formal Complaint

Within five (5) days of the Title IX Coordinator receiving a Formal Complaint, the Title IX Coordinator will transmit a written notice to the Complainant and Respondent that includes:

- A physical copy of this policy or a hyperlink to this policy;
- Sufficient details known at the time so that the parties may prepare for an initial interview with the investigator, to include the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known);
- A statement that the Respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;
- Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice, as specified in Section XXI.
- Notifying the Complainant and Respondent of their right to inspect and review evidence as specified in Section XVI.D.
- Notifying the Complainant and Respondent of the University's prohibitions on false statements and retaliation specified in Sections XXXIII and XXXIV.
- Information about resources that are available on campus and in the community.

Should the University elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the University will provide a supplemental written notice describing the additional allegations to be investigated.

XVI. Investigation

A. Commencement and Timing

After the written notice of Formal Complaint is transmitted to the parties, an investigator selected by the Title IX Coordinator will undertake an investigation to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with the University and not with the parties. The investigation will culminate in a written investigation report, specified in Section XVI.E, that will be submitted to the adjudicator during the selected adjudication process. Although the length of each investigation may vary depending on the totality of the circumstances, the University strives to complete each investigation within thirty (30) to forty-five (45) days of the transmittal of the written notice of Formal Complaint.

B. Equal Opportunity

During the investigation, the investigator will provide an equal opportunity for the parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant, as specified in Section XXIII. The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

The investigation is a party's opportunity to present testimonial and other evidence that the party believes is relevant to resolution of the allegations in the Formal Complaint. A party that is aware of and has a reasonable opportunity to present particular evidence and/or identify particular witnesses during the investigation, and elects

not to, will be prohibited from introducing any such evidence during the adjudication absent a showing of mistake, inadvertence, surprise, or excusable neglect.

C. Documentation of Investigation

The investigator will take reasonable steps to ensure the investigation is documented. Interviews of the parties and witnesses may be documented by the investigator's notes, audio recordings, video recordings, or transcriptions. The particular method utilized to record the interviews of parties and witnesses will be determined by the investigator at the investigator's sole discretion, although whatever method is chosen shall be used consistently throughout a particular investigation.

D. Access to the Evidence

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the Investigating Officer will transmit to each party and their advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence the University may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a party or some other source. Thereafter, the parties will have ten (10) days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

The parties and their advisors are permitted to review the evidence solely for the purposes of this grievance process and may not duplicate or disseminate the evidence to the public.

E. Investigation Report

After the period for the parties to provide any written response as specified in Section XVI.D has expired, the investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Title IX Coordinator. The investigator will also transmit the investigation report to each party and their advisor, in either electronic or hard copy form.

XVII. Adjudication Process Selection

After the investigator has sent the investigation report to the parties, the Title IX Coordinator will transmit to each party a notice advising the party of the two different adjudication processes specified in Section XVIII. The notice will explain that the hearing process specified in Section XVIII.A is the default process for adjudicating all Formal Complaints and will be utilized unless both parties voluntarily consent to administrative adjudication as specified in Section XVIII.B as a form of informal resolution. The notice will be accompanied by a written consent to administrative adjudication and will advise each party that, if both parties execute the written consent to administrative adjudication, then the administrative adjudication process will be used in lieu of the hearing process. Parties are urged to carefully review this policy (including the entirety of Section XVIII), consult with their advisor, and consult with other persons as they deem appropriate (including an attorney) prior to consenting to administrative adjudication.

Each party will have three (3) days from transmittal of the notice specified in this Section to return the signed written consent form to the Title IX Coordinator. If either party does not timely return the signed written consent, that party will be deemed not to have consented to administrative adjudication and the Formal Complaint will be adjudicated pursuant to the hearing process.

XVIII. Adjudication

A. Hearing Process

The default process for adjudicating Formal Complaints is the hearing process specified in this Section XVIII.A. The hearing process will be used to adjudicate all Formal Complaints unless both parties timely consent to administrative adjudication as specified in Section XVII above.

1. Hearing Officer

After selection of the hearing process as the form of administrative adjudication, the Title IX Coordinator will promptly appoint a hearing officer who will oversee the hearing process and render a determination of

responsibility for the allegations in the Formal Complaint, at the conclusion of the hearing process. The Title IX Coordinator will see that the hearing officer is provided a copy of the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in Section XVI.D.

2. Hearing Notice and Response to the Investigation Report

After the hearing officer is appointed by the Title IX Coordinator, the hearing officer will promptly transmit written notice to the parties notifying the parties of the hearing officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; setting a date for the pre-hearing conference; setting a date and time for the hearing; and providing a copy of the University's Sexual Harassment Hearing Procedures. Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this Section XVIII.A.2.

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevance, the prohibition on the use of sexual history specified in Section XXIII, or for any other reason;
- A list of any witnesses that the party contends should be requested to attend the hearing pursuant to an attendance notice issued by the hearing officer;
- A list of any witnesses that the party intends to bring to the hearing without an attendance notice issued by the hearing officer;
- Any objection that the party has to the University's Sexual Harassment Hearing Procedures;
- Any request that the parties be separated physically during the pre-hearing conference and/or hearing;
- Any other accommodations that the party seeks with respect to the pre-hearing conference and/or hearing;
- The name and contact information of the advisor who will accompany the party at the pre-hearing conference and hearing;
- If the party does not have an advisor who will accompany the party at the hearing, a request that the University provide an advisor for purposes of conducting questioning as specified in Section XVIII.A.5.

A party's written response to the investigation report may also include:

- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence; and
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

3. Pre-Hearing Conference

Prior to the hearing, the hearing officer will conduct a pre-hearing conference with the parties and their advisors. The pre-hearing conference will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the pre-hearing conference will be conducted with the hearing officer, the parties, the advisors, and other necessary University personnel together in the same physical location. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

At the hearing officer's discretion, the pre-hearing conference may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

During the pre-hearing conference, the hearing officer will discuss the hearing procedures with the parties; address matters raised in the parties' written responses to the investigation report, as the hearing officer deems appropriate; discuss whether any stipulations may be made to expedite the hearing; discuss the witnesses the

parties have requested be served with notices of attendance and/or witnesses the parties plan to bring to the hearing without a notice of attendance; and resolve any other matters that the hearing officer determines, in the hearing officer's discretion, should be resolved before the hearing.

4. Issuance of Notices of Attendance

After the pre-hearing conference, the hearing officer will transmit notices of attendance to any University employee (including administrator, faculty, or staff) or student whose attendance is requested at the hearing as a witness. The notice will advise the subject of the specified date and time of the hearing and advise the subject to contact the hearing officer immediately if there is a material and unavoidable conflict.

The subject of an attendance notice should notify any manager, faculty member, or other supervisor, as necessary, if attendance at the hearing will conflict with job duties, classes, or other obligations. All such managers, faculty members, and other supervisors are required to excuse the subject of the obligation, or provide some other accommodation, so that the subject may attend the hearing as specified in the notice.

The University will not issue a notice of attendance to any witness who is not an employee or a student.

5. Hearing

After the pre-hearing conference, the hearing officer will convene and conduct a hearing pursuant to the University's Sexual Harassment Hearing Procedures. The hearing will be audio recorded. The audio recording will be made available to the parties for inspection and review on reasonable notice, including for use in preparing any subsequent appeal.

The hearing will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the hearing will be conducted with the hearing officer, the parties, the advisors, witnesses, and other necessary the University personnel together in the same physical location. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio. Neither party will be compelled to testify in the physical presence of the other party.

At the hearing officer's discretion, the hearing may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

While the hearing procedures and rulings from the hearing officer will govern the particulars of the hearing, each hearing will include, at a minimum:

- Opportunity for each party to address the hearing officer directly and to respond to questions posed by the hearing officer;
- Opportunity for each party's advisor to ask directly, orally, and in real time, relevant questions, and follow up questions, of the other party and any witnesses, including questions that support or challenge credibility;
- Opportunity for each party to raise contemporaneous objections to testimonial or non-testimonial evidence and to have such objections ruled on by the hearing officer and a reason for the ruling provided;
- Opportunity for each party to submit evidence that the party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect;
- Opportunity for each party to make a brief closing argument.

Except as otherwise permitted by the hearing officer, the hearing will be closed to all persons except the parties, their advisors, the investigator, the hearing officer, the Title IX Coordinator, and other necessary the University personnel. With the exception of the investigator and the parties, witnesses will be sequestered until such time as their testimony is complete. To clarify, the parties will not be permitted to question the other party directly. During the hearing, the parties and their advisors will have access to the investigation report and evidence that was transmitted to them pursuant to Section XIII.D.

While a party has the right to attend and participate in the hearing with an advisor, a party and/or advisor who materially and repeatedly violates the rules of the hearing in such a way as to be materially disruptive, may be

barred from further participation and/or have their participation limited, as the case may be, in the discretion of the hearing officer.

Subject to the minimum requirements specified in this Section XVIII.A.5, the hearing officer will have sole discretion to determine the manner and particulars of any given hearing, including with respect to the length of the hearing, the order of the hearing, and questions of admissibility. The hearing officer will independently and contemporaneously screen questions for relevance in addition to resolving any contemporaneous objections raised by the parties and will explain the rationale for any evidentiary rulings.

The hearing is not a formal judicial proceeding and strict rules of evidence do not apply. The hearing officer will have discretion to modify the Hearing Procedures, when good cause exists to do so, and provided the minimal requirements specified in this Section XVIII.A.5 are met.

6. Subjection to Questioning

In the event that any party or witness refuses to attend the hearing, or attends but refuses to submit to questioning by the parties' advisors, the statements of that party or witness, as the case may be, whether given during the investigation or during the hearing, will not be considered by the hearing officer in reaching a determination of responsibility.

Notwithstanding the foregoing, the hearing officer may consider the testimony of any party or witness, whether given during the investigation or during the hearing, if the parties jointly stipulate that the testimony may be considered or in the case where neither party requested attendance of the witness at the hearing.

In applying this Section XVIII.A.6, the hearing officer will not draw an inference about the determination regarding responsibility based solely on a party or a witness's absence from the live hearing and/or refusal to submit to questioning by the parties' advisors.

7. Deliberation and Determination

After the hearing is complete, the hearing officer will objectively evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The hearing officer will take care to exclude from consideration any evidence that was ruled inadmissible at the pre-hearing conference, during the hearing, or by operation of Section XVIII.A.6. The hearing officer will resolve disputed facts using a preponderance of the evidence (i.e., "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

8. Discipline and Remedies

In the event the hearing officer determines that the Respondent is responsible for violating this policy, the hearing officer will, prior to issuing a written decision, consult with an appropriate University official with disciplinary authority over the Respondent and such official will determine any discipline to be imposed. The hearing officer will also, prior to issuing a written decision, consult with the Title IX Coordinator who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Complainant.

9. Written Decision

After reaching a determination and consulting with the appropriate University official and Title IX Coordinator as required by Section XVIII.A.8, the hearing officer will prepare a written decision that will include:

- Identification of the allegations potentially constituting Sexual Harassment made in the Formal Complaint;
- A description of the procedural steps taken by the University upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.

- Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination;
- A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
- The discipline determined by the appropriate University official as referenced in Section XVIII.A.8;
- Whether the Complainant will receive any ongoing support measures or other remedies as determined by the Title IX Coordinator; and
- A description of the University's process and grounds for appeal, as specified in Section XX.

The hearing officer's written determination, which will include information regarding appeal rights will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal as specified in Section XX.

Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, the University strives to issue the hearing officer's written determination within seven (7) days of the conclusion of the hearing.

B. Administrative Adjudication (Optional)

In lieu of the hearing process, the parties may consent to have a Formal Complaint resolved by administrative adjudication as a form of informal resolution. Administrative adjudication is voluntary and must be consented to in writing by both parties and approved by the Title IX Coordinator. At any time prior to the issuance of the administrative officer's determination, a party has the right to withdraw from administrative adjudication and request a live hearing as specified in Section XVIII.A.

If administrative adjudication is selected, the Title IX Coordinator will appoint an administrative officer. The Title IX Coordinator will see that the administrative adjudicator is provided a copy of the investigation report and a copy of all the evidence transmitted to the parties by the investigator as specified in Section XVI.D.

The administrative officer will promptly send written notice to the parties notifying the parties of the administrative officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; and setting a date and time for each party to meet with the administrative officer separately. The administrative officer's meetings with the parties will not be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this paragraph.

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that a particular piece or class of evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history specified in Section XXIII, or for any other reason;
- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence;
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

After reviewing the parties' written responses, the administrative officer will meet separately with each party to provide the party with an opportunity make any oral argument or commentary the party wishes to make and for the administrative officer to ask questions concerning the party's written response, the investigative report, and/or the evidence collected during the investigation.

After meeting with each party, the administrative officer will objectively re-evaluate all relevant evidence, including both inculpatory and exculpatory evidence and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The administrative officer will take care

to exclude from consideration any evidence that the administrative officer determines should be ruled inadmissible based on the objections and arguments raised by the parties in their respective written responses to the investigation report. The administrative officer will resolve disputed facts using a preponderance of the evidence (i.e., “more likely than not”) standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

Thereafter, the administrative officer will consult with the appropriate University official and the Title IX Coordinator, in the manner specified in Section XVIII.A.7 and will prepare and transmit a written decision in the manner as specified in Section XVIII.A.8 which shall serve as a resolution for purposes of informal resolution. Transmittal of the administrative officer’s written determination concludes the administrative adjudication, subject to any right of appeal.

Although the length of each administrative adjudication will vary depending on the totality of the circumstances, the University strives to issue the administrative officer’s written determination within twenty-one (21) days of the transmittal of the initiating written notice specified in this Section XVIII.B.

XIX. Dismissal During Investigation or Adjudication

The University shall dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that one or more of the following is true:

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of the policy (i.e., because the alleged conduct did not occur in the University’s Education Programs or Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

The University may dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that any one or more of the following is true:

- The Complainant provides the Title IX Coordinator written notice that the Complainant wishes to withdraw the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed);
- The Respondent is no longer enrolled or employed by the University, as the case may be; or
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint, or any discrete allegations therein (in which case those discrete allegations may be dismissed).

In the event the Title IX Coordinator dismisses a Formal Complaint pursuant to this Section XIX, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in Section XX. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other University offices, as appropriate. A dismissal pursuant to this Section is presumptively a final determination as it pertains to this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

XX. Appeal

Either party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:

- A procedural irregularity affected the outcome;
- There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;

- The Title IX Coordinator, investigator, hearing officer, or administrative officer, as the case may be, had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome;
- The sanction is disproportionate with the violation.

No other grounds for appeal are permitted.

A party must file an appeal within seven (7) days of the date they receive notice of dismissal or determination appealed from or, if the other party appeals, within three (3) days of the other party appealing, whichever is later. The appeal must be submitted in writing to the appeal officer.

The appeal must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks.

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) days. The appeal officer shall also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties within seven (7) days that explains the outcome of the appeal and the rationale.

The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision.

No further review beyond the appeal is permitted.

XXI. Advisor of Choice

From the point a Formal Complaint is made, and until an investigation, adjudication, and appeal are complete, the Complainant and Respondent will have the right to be accompanied by an advisor of their choice to all meetings, interviews, and hearings that are part of the investigation, adjudication, and appeal process. The advisor may be, but is not required to be, an attorney.

Except for the questioning of witnesses during the hearing specified in Section XVIII.A.5, the advisor will play a passive role and is not permitted to communicate on behalf of a party, insist that communication flow through the advisor, or communicate with the University about the matter without the party being included in the communication. In the event a party's advisor of choice engages in material violation of the parameters specified in this Section XXI and Section XVIII.A.5, the University may preclude the advisor from further participation, in which case the party may select a new advisor of their choice.

In the event a party is not able to secure an advisor to attend the hearing specified in Section XVIII.A.5, and requests the University to provide an advisor, the University will provide the party an advisor, without fee or charge, who will conduct questioning on behalf of the party at the hearing. The University will have sole discretion to select the advisor it provides. The advisor the University provides may be, but is not required to be, an attorney.

The University is not required to provide a party with an advisor in any circumstance except where the party does not have an advisor present at the hearing specified in Section XVIII.A.5 and requests that the University provide an advisor.

XXII. Treatment Records and Other Privileged Information

During the investigation and adjudication processes, the investigator and adjudicator, as the case may be, are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use:

- A party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party; or
- Information or records protected from disclosure by any other legally-recognized privilege, such as the attorney client privilege;
- unless the University has obtained the party's voluntary, written consent to do so for the purposes of the investigation and adjudication process.

Notwithstanding the foregoing, the investigator and/or adjudicator, as the case may be, may consider any such records or information otherwise covered by this Section XXII if the party holding the privilege affirmatively discloses the records or information to support their allegation or defense, as the case may be.

XXIII. Sexual History

During the investigation and adjudication processes, questioning regarding a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Notwithstanding the foregoing, a Complainant who affirmatively uses information otherwise considered irrelevant by this Section for the purpose of supporting the Complainant's allegations, may be deemed to have waived the protections of this Section.

XXIV. Informal Resolution

At any time after the parties are provided written notice of the Formal Complaint as specified in Section XV, and before the completion of any appeal specified in Section XX, the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties. Administrative Adjudication as specified in Section XVIII.B is a form of informal resolution.

The specific manner of any informal resolution process will be determined by the parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another University official, or a suitable third-party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

If the parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by the University, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either party or to the University. Notwithstanding the foregoing, if the form of informal resolution is Administrative Adjudication as specified in Section XVIII.B, there shall not be an agreed resolution requiring the parties' signatures; instead, the determination issued by the administrative officer shall serve as the resolution and conclude the informal resolution process, subject only to any right of appeal. With the exception of a resolution resulting from the Administrative Adjudication process specified in Section XVIII.B, all other forms of informal resolution pursuant to this Section XXIV are not subject to appeal.

A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

Absent extension by the Title IX Coordinator, any informal resolution process must be completed within twenty-one (21) days. If an informal resolution process does not result in a resolution within twenty-one (21) days, and absent an extension, abeyance, or other contrary ruling by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

Other language in this Section notwithstanding, informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

XXV. Presumption of Non-Responsibility

From the time a report or Formal Complaint is made, a Respondent is presumed not responsible for the alleged misconduct until a determination regarding responsibility is made final.

XXVI. Resources

Any individual affected by or accused of Sexual Harassment will have equal access to support and counseling services offered through the University. The University encourages any individual who has questions or concerns to seek support of the University identified resources. The Title IX Coordinator is available to provide information about the University's policy and procedures and to provide assistance.

XXVII. Conflicts of Interest, Bias, and Procedural Complaints

The Title IX Coordinator, investigator, hearing officer, administrative officer, appeals officer, and informal resolution facilitator will be free of any material conflicts of interest or material bias. Any party who believes one or more of these the University officials has a material conflict of interest or material bias must raise the concern promptly so that the University may evaluate the concern and find a substitute, if appropriate. The parties will be notified of the identities of the decision maker and appeal reviewer for their proceeding before those individual(s) initiate contact with either party. The failure of a party to timely raise a concern of a conflict of interest or bias may result in a waiver of the issue for purposes of any appeal specified in Section XX or otherwise.

XXVIII. Objections Generally

Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process in a prompt and timely manner so that the University may evaluate the matter and address it, if appropriate.

XXIX. Academic Freedom

The University will construe and apply this policy consistent with the principles of academic freedom. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the principles of academic.

XXX. Relationship With Criminal Process

This policy sets forth the University's processes for responding to reports and Formal Complaints of Sexual Harassment. The University's processes are separate, distinct, and independent of any criminal processes. While the University may temporarily delay its processes under this policy to avoid interfering with law enforcement efforts if requested by law enforcement, the University will otherwise apply this policy and its processes without regard to the status or outcome of any criminal process.

XXXI. Recordings

Wherever this policy specifies that an audio or video recording will be made, the recording will be made only by the University and is considered property of the University, subject to any right of access that a party may have under this policy, FERPA, and other applicable federal, state, or local laws. Only the University is permitted to make audio or video recordings under this policy. The surreptitious recording of any meeting, interview, hearing, or other interaction contemplated under this policy is strictly prohibited. Any party who wishes to transcribe a hearing by use of a transcriptionist must seek pre-approval from the hearing officer.

XXXII. Vendors, Contractors and Third Parties

The University does business with various vendors, contractors, and other third-parties who are not students or employees of the University. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the University retains its right to limit any vendor, contractor, or third-party's access to campus for any reason. The University also retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

XXXIII. Bad Faith Complaints and False Information

It is a violation of this policy for any person to submit a report or Formal Complaint that the person knows, at the time the report or Formal Complaint is submitted, to be false or frivolous. It is also a violation of this policy for any person to knowingly make a materially false statement during the course of an investigation, adjudication, or appeal under this policy. Violations of this Section XXXIII are not subject to the investigation and adjudication processes in this policy; instead, they will be addressed under the Student Code of Conduct if committed by a student and other University policies and standards, as applicable, for other persons.

XXXIV. Retaliation

It is a violation of this policy to engage in Retaliation. Reports and Formal Complaints of retaliation may be made in the manner specified in Sections VI and XII.

Any report or Formal Complaint of Retaliation will be processed under this policy in the same manner as a report or Formal Complaint of Sexual Harassment, as the case may be. The University retains discretion to consolidate a Formal Complaint of Retaliation with a Formal Complaint of Sexual Harassment for investigation and/or adjudication purposes if the two Formal Complaints share a common nexus. Individuals who engage in Retaliation may be subject to disciplinary action that may include, but is not limited to, the sanctions listed in this Policy, up to and including dismissal or other separation from the University.

XXXV. Confidentiality

The University will keep confidential the identity of any individual who has made a report or Formal Complaint of Sexual Harassment or Retaliation including any Complainant, the identity of any individual who has been reported to be a perpetrator of Sexual Harassment or Retaliation including any Respondent, and the identity of any witness. The University will also maintain the confidentiality of its various records generated in response to reports and Formal Complaints, including, but not limited to, information concerning Supportive Measures, notices, investigation materials, adjudication records, and appeal records. Notwithstanding the foregoing, the University may reveal the identity of any person or the contents of any record if permitted by FERPA, if necessary to carry out the University's obligations under Title IX and its implementing regulations including the conduct of any investigation, adjudication, or appeal under this policy or any subsequent judicial proceeding, or as otherwise required by law. Further, notwithstanding the University's general obligation to maintain confidentiality as specified herein, the parties to a report or Formal Complaint will be given access to investigation and adjudication materials in the circumstances specified in this policy.

While the University will maintain confidentiality specified in this Section, the University will not limit the ability of the parties to discuss the allegations at issue in a particular case. Parties are advised, however, that the manner in which they communicate about, or discuss a particular case, may constitute Sexual Harassment or Retaliation in certain circumstances and be subject to discipline pursuant to the processes specified in this policy.

Note that certain types of Sexual Harassment are considered crimes for which the University must disclose crime statistics pursuant to federal and state law. These disclosures will be made without including personally identifying information.

XXXVI. Other Violations of this Policy

Alleged violations of this policy, other than violations of the prohibitions on Sexual Harassment and Retaliation, will be subject to review under the Student Code of Conduct Policy if committed by a student or the Oak Point Equal Employment Opportunity and Anti-Harassment and Discrimination Policy or other University policies if committed by an employee.

XXXVII. Signatures and Form of Consent

For purposes of this policy, either a physical signature or digital signature will be sufficient to satisfy any obligation that a document be signed. Where this policy provides that written consent must be provided, consent in either physical or electronic form, containing a physical or digital signature, as the case may be, will suffice.

XXXVIII. Deadlines, Time, Notices, and Method of Transmittal

Where this policy specifies a period of days by which some act must be performed, the following method of calculation applies:

- Exclude the day of the event that triggers the period;
- Count every day, including intermediate Saturdays, Sundays, and legal holidays recognized by the federal government;
- Include the last day of the period until 5:00 p.m. central time, but if the last day is a Saturday, Sunday, or legal holiday recognized by the federal government, the period continues to run until 5:00 p.m. central time on the next day that is not a Saturday, Sunday, or legal holiday recognized by the federal government.

All deadlines and other time periods specified in this policy are subject to modification by the University where, in the University's sole discretion, good cause exists. Good cause may include, but is not limited to, the unavailability of parties or witnesses; the complexities of a given case; extended holidays or closures; sickness of the investigator, adjudicator, or the parties; the need to consult with the University's legal counsel; unforeseen weather events; and the like.

Any party who wishes to seek an extension of any deadline or other time period may do so by filing a request with the investigator, hearing officer, administrative officer, appeal officer, or Title IX Coordinator, as the case may be, depending on the phase of the process. Such a request must state the extension sought and explain what good cause exists for the requested extension. The University officer resolving the request for extension may, but is not required to, give the other party an opportunity to object. Whether to grant such a requested extension will be at the sole discretion of the University.

The parties will be provided written notice of the modification of any deadline or time period specified in this policy, along with the reasons for the modification.

Where this policy refers to notice being given to parties "simultaneously," notice will be deemed simultaneous if it is provided in relative proximity on the same day. It is not necessary that notice be provided at exactly the same hour and minute.

Unless otherwise specified in this policy, the default method of transmission for all notices, reports, responses, and other forms of communication specified in this policy will be email using the University email addresses.

A party is deemed to have received notice upon transmittal of an email to their University email address. In the event notice is provided by mail, a party will be deemed to have received notice three (3) days after the notice in question is postmarked.

Any notice inviting or requiring a party or witness to attend a meeting, interview, or hearing will be provided with sufficient time for the party to prepare for the meeting, interview, or hearing as the case may be, and will include relevant details such as the date, time, location, purpose, and participants. Unless a specific number of days is specified elsewhere in this policy, the sufficient time to be provided will be determined in the sole discretion of the University, considering all the facts and circumstances, including, but not limited to, the nature of the meeting, interview, or hearing; the nature and complexity of the allegations at issue; the schedules of relevant the University officials; approaching holidays or closures; and the number and length of extensions already granted.

XXXIX. Other Forms of Discrimination

This policy applies only to Sexual Harassment. Complaints of other forms of sex discrimination are governed by the Student Code of Conduct Policy if committed by a student or the Oak Point Equal Employment Opportunity and Anti-Harassment and Discrimination Policy or other University policies if committed by an employee.

XL. Education

The University's educational programming will comply with the Illinois Preventing Sexual Violence in Higher Education Act and the Violence Against Women Act. Specifically, the University offers a variety of training, awareness and prevention programs to help prevent Sexual Harassment within the University community. The University strives to ensure that such programming is developed to be culturally relevant; inclusive of diverse communities and identities; sustainable; responsive to community needs; is informed by research or assessed for value, effectiveness, or outcome; and considers environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

XLI. Outside Appointments, Dual Appointments, and Delegations

The University retains discretion to retain and appoint suitably qualified persons who are not the University employees to fulfill any function of the University under this policy, including, but not limited to, the investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

The University also retains discretion to appoint two or more persons to jointly fulfill the role of investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

The functions assigned to a given the University official under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer, may, in the University's discretion, be delegated by such the University official to any suitably qualified individual and such delegation may be recalled by the University at any time.

XLII. Training

The University will ensure that the University officials acting under this policy, including but not limited to the Title IX Coordinator, investigators, hearing officers, administrative officers, informal resolution facilitators, the University provided advisors, and appeals officers receive training in compliance with Title IX and its implementing regulations, the Illinois Preventing Sexual Violence in Higher Education Act, and any other applicable federal or state law.

XLIII. Recordkeeping

The University will retain those records specified in Title IX and its implementing regulations for a period of seven (7) years after which point in time they may be destroyed, or continue to be retained, in the University's sole discretion. The records specified in Title IX and its implementing regulations will be made available for inspection, and/or published, to the extent required by Title IX and its implementing regulations and consistent with any other applicable federal or state law, including FERPA.

XLIV. Discretion in Application

The University retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the University's interpretation or application differs from the interpretation of the parties.

Despite the University's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the University retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy and the Sexual Harassment Hearing Procedures are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the University retains discretion to revise this policy and the Sexual Harassment Hearing Procedures at any time, and for any reason. The University may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

SEXUAL HARASSMENT HEARING PROCEDURES

Purpose and Nature of These Procedures

These procedures supplement the University's Sexual Harassment Policy and specify how the University will conduct hearings regarding Formal Complaints of Sexual Harassment. To the extent there is a conflict between these procedures and the University's Sexual Harassment Policy, the Sexual Harassment Policy shall control.

The Hearing Officer

The hearing officer oversees the hearing process, rules on questions of relevance and admissibility, resolves all procedural disputes, and renders a determination of responsibility for the allegations in the Formal Complaint at the conclusion of the hearing process and in the manner specified in the policy. The hearing officer has discretion to interpret, apply, and modify these procedures in any manner that is not clearly unreasonable and is consistent with the policy.

Pre-Hearing Review of Investigation Report and Evidence

Prior to commencement of the hearing, the hearing officer will review the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in the policy. This review of materials is provisional and intended to provide background and orientation to the hearing officer in planning and conducting the hearing. The hearing officer must exclude from consideration in deliberation any evidence developed during the investigation that is deemed inadmissible at the hearing, including specifically, but not limited to, the statements of any party or witness who refuses to submit to questioning by a party advisor as specified in the policy.

Convening the Hearing

Immediately prior to convening the hearing, the hearing officer will ensure that an audio and/or video recording or transcription of the hearing is being made by the University and that the hearing room is cleared of all individuals who are not permitted to be present during the hearing. The hearing officer will then convene the hearing and clearly state for the record the date, time, and location of the hearing; the names of the Complainant and Respondent; the parties present at the hearing; any accommodations that have been provided at the request of a party or in the University's discretion; whether all or a portion of the hearing is being conducted virtually as specified in the policy; and any other introductory matters that the hearing officer deems appropriate.

Statement of the Investigator

After convening the hearing, the hearing officer will call the investigator to give an overview of the investigation process. Thereafter, the investigator will be subject to questioning by the hearing officer, followed by questioning from each party's advisor commencing first with questioning from the advisor for the Complainant followed by questioning from the advisor for the Respondent.

Statements of the Parties

After questioning of the investigator is complete, the hearing officer will invite the Complainant to provide a statement to the hearing officer regarding the events in question and identify and comment on any non-testimonial evidence the Complainant believes is relevant. After the Complainant has made a statement, or waived the right to make a statement, the Complainant will be subject to questioning by the hearing officer, followed by questioning from the advisor for the Respondent.

After questioning of the Complainant is complete, the hearing officer will invite the Respondent to provide a statement to the hearing officer regarding the events in question and to identify and comment on any non-testimonial evidence the Complainant believes is relevant. After the Respondent has made a statement, or waived the right to make a statement, the Respondent will be subject to questioning by the hearing officer, followed by questioning from the advisor for the Complainant.

Testimony of Witnesses

After questioning of the parties is complete, witnesses will be called to testify in the order determined by the hearing officer. Unlike the parties, witnesses will not be invited to make a statement but, instead, will be subject to questioning from the hearing officer followed by questioning from each party's advisor commencing first with questioning from the advisor for the Complainant followed by questioning from the advisor for the Respondent.

Investigation Materials

After the questioning of witnesses is complete, the hearing officer will identify any portion of the evidence developed during the investigation that the hearing officer has determined should be excluded from the hearing record based on rulings made at the pre-hearing conference, during the hearing itself, due to the refusal of a party or witness to submit to questioning by a party advisor, or for any other reason. The hearing officer will then provide the parties a final opportunity to raise any additional objections to inclusion of any other portions of the investigation record into evidence and resolve any such objections. All evidence from the investigation and hearing not specifically excluded by the hearing officer shall be deemed admitted into the hearing record and may be considered by the hearing officer as part of the deliberation.

Closing Argument

After the questioning of the witnesses is complete, the hearing officer will invite the Complainant to make a closing argument. After the Complainant has made a closing argument, or waived the right to make a closing argument, the hearing officer will invite the Respondent to make a closing argument.

Deliberation

After closing arguments are complete, the hearing officer will conclude the hearing and deliberate and render a determination as specified in the policy.

Access to and Use of Investigation Evidence

During the hearing, the parties and their advisors shall have access to the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in the policy. Such evidence may be utilized in the questioning of witnesses where relevant. Non-testimonial evidence utilized during the hearing shall be marked and referred to in such a manner as to make it clearly identifiable by audio (i.e., such as sequential marking of "exhibits").

Rulings on Evidence

Throughout the hearing, the hearing officer will independently and contemporaneously screen all questions for relevance and resolve any contemporaneous evidentiary objections raised by the parties. If the hearing officer does not exclude a question, it is presumed the hearing officer has deemed the question relevant and admissible. Although formal rules of evidence do not apply, the hearing officer may, in the hearing officer's discretion, utilize

evidentiary principles similar to those specified in the Federal Rules of Evidence to the extent such evidentiary principles are not contrary to the policy.

Timing and Continuances

The hearing officer will have discretion to set the overall length of the hearing and may set time limits for statements of the parties, questioning of parties and witnesses, and closing arguments. A hearing will not exceed seven (7) hours in length absent extraordinary circumstances. Once a hearing is commenced, it will be continued only for good cause as determined by the hearing officer.

Role of Advisors

As specified in the policy, advisors to the parties must play a passive role in the hearing with the sole exception that advisors are permitted to question parties and witnesses as specified in the policy. Advisors are not permitted to speak for their advisee, make objections, present arguments, or engage in any other active role.

Disruptions

All parties, advisors, and other persons present at a hearing are required to act professionally, maintain decorum, and abide by the policy, these procedures, and any other rules specified by the hearing officer. Any party, advisor, or other person who materially disrupts the proceeding or violates applicable policies, procedures, and rules, may be barred from further participation and/or have their participation limited, as the case may be, by the hearing officer.

Questioning

Wherever these procedures contemplate questioning of a party or witnesses, the hearing officer has discretion to permit more than one round of questioning. In addition to ruling on questions of relevance, the hearing officer may limit cumulative and redundant questioning.

Discretion in Application

The University retains discretion to interpret and apply these procedures in a manner that is not clearly unreasonable, even if the University's interpretation or application differs from the interpretation of the parties. Despite the University's reasonable efforts to anticipate all eventualities in these procedures, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express language of these procedures, in which case the University retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

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