Table Of Contents

GALEN COLLEGE OF NURSING ADMINISTRATION ................................................................. 4
WHERE TO GO WHEN YOU NEED TO KNOW ...................................................................... 6
1.0 About Galen College ....................................................................................................... 7
2.0 Academic Calendar ......................................................................................................... 8
3.0 Faculty Credentials ......................................................................................................... 10
4.0 Student Rights and Responsibilities ............................................................................. 14
5.0 Student Code of Conduct .............................................................................................. 16
6.0 Attendance ..................................................................................................................... 22
7.0 Drug Free Policy ........................................................................................................... 25
8.0 Dress Code .................................................................................................................... 28
9.0 Complaints, Grievances and Conflict Resolution .......................................................... 31
10.0 Campus Security Policy ............................................................................................... 33
11.0 Equal Opportunity, Discrimination, and Harassment .................................................. 35
12.0 Emergency and Life Safety Procedures ..................................................................... 38
13.0 Other School Guidelines ............................................................................................. 41
14.0 Licensure for Texas ...................................................................................................... 42
15.0 Criminal Background Screening Policy ....................................................................... 44
16.0 Copyright Policy ........................................................................................................... 46
APPENDIX A ...................................................................................................................... 49
APPENDIX B ...................................................................................................................... 52
APPENDIX C ...................................................................................................................... 53
APPENDIX D ...................................................................................................................... 54
APPENDIX E ...................................................................................................................... 55
CAMPUS SECURITY REPORT .............................................................................................. 56
Galen College of Nursing is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Galen College of Nursing. General inquiries such as admission requirements, financial aid, or educational programs, should be addressed directly to Galen College of Nursing and not the Commission’s office.

Galen is accredited by the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, Georgia 30350, (770) 396-3898, as a branch of the main campus, Galen College of Nursing, 1031 Zorn Avenue, Suite 400, Louisville, Kentucky 40207, (502) 410 6200.

The Texas Higher Education Coordinating Board has granted a Certificate of Authority to Galen College to award the Associate of Applied Science Degree in Nursing. This certificate does not constitute accreditation; the issuance of this certificate attests only to an institution’s having met the Board’s standards established for nonexempt institutions. Questions or complaints about this institution should be addressed to Texas Higher Education Coordinating Board, Box 12788, Capitol Station, Austin, TX 78711, (512) 427-6238, or Texas Workforce Commission, 101 East 15th Street, Austin, Texas 78778.

This Handbook is a supplement to the Galen College of Nursing Catalog, Volume 39
July 2014
GALEN COLLEGE OF NURSING ADMINISTRATION

Mark A. Vogt .................................................................................................................. President
Tracy A. Ortelli, MS, RN, CNE ................................................................. Vice President of Academic Affairs
Vivian Lilly, PhD, MBA, RN, CNE .............................................. Dean and Interim ADN Program Director
JP Foley, MA ......................................................................................Director of Campus Operations
Frank Ward, MSN, RN ............................................................................ Assistant ADN Program Director
Trina Campos, MSN, RN ......................................................................... VN Program Director
Gabriella Sweet, MSN, RN .......................................................... Director of Clinical Education, ADN Program
JT Turner-Ferrier, MA, RN .......................................................... Director of Clinical Education, VN Program
Roselle Sadornas, MSN, RN, PCCN .......... Director of Simulation and Clinical Learning Laboratories
Judy L. Barrerra, MSN, RN, CNS .................................................. Clinical Learning Lab Coordinator
Josephine R. Hernandez, MSN, RN-C ........................................ Evening VN Program Coordinator
Kristen Guevara, MLS ........................................................ Section 504/Title IX Coordinator, Student Success Coordinator
Debra A. Ortiz, BAAS ........................................................ Student Success Assistant
Carol Bierly-Stevens, MLS ........................................................ Librarian
Ninfa Trejo, MLS ........................................................ Librarian, Part-time
Sharon Quirk, BA ........................................................ Library Assistant
Irene Rodriguez ........................................................ Executive Administrative Assistant to the Dean
Cecilia Gonzales ........................................................ Administrative Assistant to the ADN Program Director
Lidia Moreno ........................................................ Administrative Assistant to the VN Program Director
Raul Castillo, MBA ........................................................ HR Coordinator
Grace Burkes ........................................................ Bursar
Stephanie Pugh ........................................................ Financial Aid Manager
Miguel Garza ........................................................ Financial Aid Coordinator
Daniel Guzman ................................................................. Financial Aid Coordinator
Jennifer Martinez .......................................................... Financial Aid Coordinator
Thelma Rivas ................................................................. Financial Aid Coordinator
Polly C. Ramos, MBA ....................................................... Admissions Manager
Michael Chavez ............................................................. Admissions Representative
Janet Dakin ................................................................. Admissions Representative
Oscar Palacios ............................................................... Admissions Representative
Lupita Reveles ............................................................... Admissions Representative
Stephanie Rodriguez ....................................................... Admissions Representative
Michelle Johnson .......................................................... Admissions Representative
Raina Barnett ................................................................. Registrar
Denise Hinojosa ............................................................ Associate Registrar
Savanah Bustillos .......................................................... Assistant Registrar
Maranda Mendez .......................................................... Assistant Registrar
Joaquin Mireles, BA ......................................................... Career Services Coordinator
J. Patrick Lincoln, Jr., PhD, LCSW, LPC ................................ School Counselor
Refugio Guajardo ............................................................ IT
Walter Luebe ................................................................ IT
David Avenell ............................................................... Maintenance/Security Tech
Bradley Bulycz, MA ....................................................... Online General Education Associate Program Director
WHERE TO GO WHEN YOU NEED TO KNOW

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

Contact Information:
Galen College of Nursing 7411
John Smith Drive, Suite 300
San Antonio, TX 78229
(210) 733-3056
Fax: (210) 733-5223
1.0 About Galen College

Values, Mission and Goals

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

Our Mission:
Galen prepares diverse learners to become competent and caring nurses to meet the healthcare needs of the communities they serve.

Our Goals:

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

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

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

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

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

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

### San Antonio Campus Education Expenses

#### Practical/Vocational Nursing Program
Tuition and fees payable to Galen
- Registration: $100.00
- Testing: $50.00
- Tuition: $19,350.00
- Subtotal: $19,500.00

**Estimated cost of books and supplies**
- Background Check: $45.00
- Books (new): $1,100.00
- CPR/Health/Physical: $425.00
- NCLEX: $350.00
- Uniforms: $250.00
- Subtotal: $2,170.00

Tuition, fees, and estimated cost: $21,670.00

#### Associate Degree Nursing Program
Tuition and fees payable to Galen
- Registration: $100.00
- Testing: $50.00
- Tuition (credit hour): $315 x 80 credits
- Subtotal: $25,350.00

**Estimated cost of books and supplies**
- Background Check: $45.00
- Books (new): $1,850.00
- CPR/Health/Physical: $425.00
- NCLEX: $350.00
- Uniforms: $250.00
- Subtotal: $2,920.00

Tuition, fees, and estimated cost: $28,270.00
Academic Calendar

Summer 2014 Academic Calendar

April 3  
May 8-14  
May 26  
May 27-June 2  
June 12-23  
June 23  
June 24-July 6  
July 12

Summer Quarter 2014 begins  
Mid-term week  
Memorial Day Holiday – Campus Closed  
Current Student Registration for Fall Quarter 2014  
 Finals Week  
Summer Quarter 2014 ends  
Student/Faculty Quarter Break  
Summer 2014 Graduation (All programs)

Fall 2014 Academic Calendar

July 7  
July 13  
August 11-15  
August 25-29  
September 1  
September 15-23  
September 23  
September 24-October 1  
October 17

Fall Quarter 2014 begins  
Deadline to add or drop classes (without penalty)  
Mid-term week  
Current Student Registration for Winter Quarter 2014  
Labor Day Holiday - Campus Closed  
 Finals Week  
Fall Quarter 2014 ends  
Student/Faculty Quarter Break  
Fall 2014 Graduation (All programs)
3.0 Faculty Credentials

Galen College of Nursing provides students with a qualified faculty of professionals who are committed to sharing their knowledge and experience.

Faculty members at Galen’s San Antonio campus are listed below. Earned rank of Instructor, Assistant Professor, Associate Professor, or Professor is indicated.

Vivian L. Lilly
Dean
BSN, Texas Woman’s University
MSN, Texas Woman’s University
MBA, University of Dallas
PhD, University of North Texas

Trina Campos, RN
VN Program Director
ASN, Long Beach City College
BSN, University of Phoenix
MSN, University of Phoenix

Gabriella Sweet, RN
Director of Clinical Education
ASN, Texas Southmost College
BSN, University of Texas at Brownsville
MSN, University of Texas at Brownsville

JT Turner-Ferrier, RN
Director of Clinical Education
ASN, Louisiana Medical Center School of Nursing
BSN, University of Texas at El Paso
MA, Webster University
MSN, University of Texas at El Paso

Roselle Sadornas, RN
Director of Simulation and Clinical Learning Labs
BSN, Nueva Ecija College, Philippines
MSN, Xavier University of Ohio

Frank Ward, RN
Assistant Director, Associate Degree Program
BSN, West Texas A&M University
MSN, University of Phoenix

Joanna Minnix, RN
Assistant Director, Vocational Nursing Program
AAS, Everett Community College
BSN, University of the Incarnate Word

Josephine R. Hernandez, RN-C
Vocational Nursing Evening Coordinator
ADN, San Antonio Community College
BSN, University of Phoenix
MSN, University of Phoenix

Judy L. Barrera, RN, CNS
Clinical Learning Lab Coordinator
BSN, University of the Incarnate Word
MSN, University of the Incarnate Word

Natalie K. Biamonte, RN
Nursing
ASN, San Jacinto College
BSN, Grand Canyon University

Arlienita Beraya, RN
Nursing
BSN, University of Eastern Philippines
MSN, University of the Incarnate Word

Bradley Bulycz
Psychology, Sociology
BA, St. Mary’s University
MA, St. Mary’s University

Abram Bustamante, RN
Nursing
BSN, University of Texas at Austin
MSN, University of Texas at Austin

Denise Brown, RN
Nursing
ASN, Waubonsee Community College
BSN, University of Texas at El Paso

Sheritha Chambliss, RN
Nursing
MSN, University of Phoenix
BSN, Marian University

Shirley Concepcion, RN
Nursing
BSN, Philippine Women’s University
Nicola Contreras, RN  
Nursing  
BSN, University of Calgary

Edward del Monaco, RN  
Nursing  
ASN, San Antonio College  
MSN, Walden University

Melissa Flenniken, RN  
Nursing  
BSN, University of Texas at Austin  
MSN, University of Texas at Austin

Abigail Fuller, RN  
Nursing  
BSN, Texas A&M University at Corpus Christi  
MSN, Walden University

Patricia Garcia, RN  
Nursing  
BSN, University of Texas Health Science Center in San Antonio  
MSN, University of Texas Health Science Center in San Antonio  
Post-Master’s Certificate, University of Texas Health Science Center in San Antonio

Janette Gilbert, RN  
Nursing  
ASN, Columbia College  
BSN, Central Methodist University

Barbara Govan, RN  
Nursing  
BSN, University of the Incarnate Word  
MSN, University of Texas Health Science Center at San Antonio

Joanne Hardy, RN  
Nursing  
ASN, Maryville College  
BSN, University of the Incarnate Word  
MSN, University of the Incarnate Word

Holly Ann Harwell, RN  
Nursing  
MSN, University Phoenix  
BSN, University of Texas at El Paso

Helen Hayes  
Instructor  
Science  
BS, Texas A&M University  
MS, Texas A&M University System Health Science Center

Sheila Herzog, RN  
Nursing  
BSN, University of Texas at Austin

Valerie Jenkins, RN  
Nursing  
ASN, Del Mar College  
BSN, Chamberlain College of Nursing

Eloisa Jones, RN  
Nursing  
BSN, Incarnate Word College  
MSN, University of Phoenix

Jeanette Jones, RN, CPN  
Nursing  
ADN, University of Texas -- Pan American  
BS, University of Texas -- Pan American  
BSN, Walden University  
MSN, Walden University

Dana Keith, RN  
Nursing  
BSN, University of Texas Health Science Center at San Antonio

Eric Koch, RN  
Nursing  
MBA, Webster University  
BSN, Eastern Washington University

Ana Kronenthal, RN  
Nursing  
MBA, University of Phoenix  
BSN, University of the Incarnate Word

Jennifer Lee  
Science  
BS, University of Texas at San Antonio  
MS, University of Texas at San Antonio
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree/College/University</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Lovasz, RN, CNE</td>
<td>Nursing&lt;br&gt;ASN, Montgomery College&lt;br&gt;BSN, University of Maryland&lt;br&gt;MSN, University of Maryland&lt;br&gt;Post-Master’s Certificate, Florida State University</td>
<td>Nursing</td>
</tr>
<tr>
<td>Sherry Megerle, RN</td>
<td>Nursing&lt;br&gt;BSN, Cebu Normal University (Philippines)&lt;br&gt;MSN, Xavier University</td>
<td>Nursing</td>
</tr>
<tr>
<td>Lizette Michaud, RN</td>
<td>Nursing&lt;br&gt;AAS, Baptist Health System School of Nursing&lt;br&gt;BSN, University of Phoenix&lt;br&gt;MSN, University of Phoenix</td>
<td>Nursing</td>
</tr>
<tr>
<td>Lori Miebach, RN</td>
<td>Nursing&lt;br&gt;BSN, University of Texas Health Science Center at San Antonio</td>
<td>Nursing</td>
</tr>
<tr>
<td>Donna Mikulas, RN</td>
<td>Nursing&lt;br&gt;BSN, University of Texas Health Science Center at San Antonio</td>
<td>Nursing</td>
</tr>
<tr>
<td>Laura Nix, RN</td>
<td>Nursing&lt;br&gt;BSN, University of Texas Health Science Center at San Antonio&lt;br&gt;MSN, University of Texas Health Science Center at San Antonio</td>
<td>Nursing</td>
</tr>
<tr>
<td>Marilyn Osborne, RN</td>
<td>Nursing&lt;br&gt;ASN, Bronx Community College&lt;br&gt;BSN, Herbert Lehman College&lt;br&gt;MSN, University of the Incarnate Word</td>
<td>Nursing</td>
</tr>
<tr>
<td>Penny M. Perez, RN</td>
<td>Nursing&lt;br&gt;BSN, Kaplan University</td>
<td>Nursing</td>
</tr>
<tr>
<td>Patty Pickler, RN</td>
<td>Nursing&lt;br&gt;ASN, Cerritos College&lt;br&gt;BSN, Western Governors University&lt;br&gt;MSN, Western Governors University</td>
<td>Nursing</td>
</tr>
<tr>
<td>Omar Rodriguez</td>
<td>English&lt;br&gt;BA, University of Texas – Pan American&lt;br&gt;MA, University of Texas – Pan American</td>
<td>Science</td>
</tr>
<tr>
<td>Jesus Romo</td>
<td>Science&lt;br&gt;BS, University of Texas at San Antonio&lt;br&gt;MS, University of Texas at San Antonio</td>
<td>Science</td>
</tr>
<tr>
<td>Benita H. Smith, RN</td>
<td>Nursing&lt;br&gt;BSN, University of Texas Health Science Center at San Antonio&lt;br&gt;MSN, Western Governors University</td>
<td>Nursing</td>
</tr>
<tr>
<td>Jennifer L. Stewart</td>
<td>Professor&lt;br&gt;Science&lt;br&gt;BS, University of Texas at San Antonio&lt;br&gt;MS, University of Texas at San Antonio&lt;br&gt;PhD, University of Texas Health Science Center at San Antonio</td>
<td>Science</td>
</tr>
<tr>
<td>Karen Svoboda, RN</td>
<td>Nursing&lt;br&gt;BSN, University of Texas Health Science Center at San Antonio&lt;br&gt;MS, Bellevue University</td>
<td>Nursing</td>
</tr>
<tr>
<td>Charlotte Tatum-Davis, RN</td>
<td>Nursing&lt;br&gt;AA, St. Phillips College&lt;br&gt;BSN, University of the Incarnate Word</td>
<td>Nursing</td>
</tr>
<tr>
<td>Lou Terlecki, RN, CNE</td>
<td>Nursing&lt;br&gt;BSN, Texas Woman’s University&lt;br&gt;MSN, University of Maryland</td>
<td>Nursing</td>
</tr>
<tr>
<td>Kornelia Triplett, RN</td>
<td>Nursing&lt;br&gt;Diploma, Staedtische Krankenpflege Schule, Kirn/Nahe (Germany)</td>
<td>Nursing</td>
</tr>
<tr>
<td>Bette A. Trommetter, RN</td>
<td>Nursing&lt;br&gt;ADN, San Antonio College</td>
<td>Nursing</td>
</tr>
</tbody>
</table>
Chery Udensi, RN
Nursing
BSN, University of Mobile
MSN, Wright State University
MSN, Uniformed Services University

Virginia Valle, RN
Nursing
ASN, San Antonio College
BSN, University of the Incarnate Word
MSN, Walden University

Dianna Viray, RN
Nursing
BSN, University of the Incarnate Word

Kelly Washington
Science
BS, Grambling State University
MS, University of the Incarnate Word

Misty Watts, RN
Nursing
BSN, California State University, Dominguez Hills
MSN, California State University, Dominguez Hills

Judy White, RN
Nursing
BA, Southern Methodist University
BSN, University of Texas Health Science Center at San Antonio

Vanessa Wise, RN
Nursing
ASN, Forest Park Community College
BSN, Southern Illinois University
MSN, Southern Illinois University
EdD, Walden University

Carol Wong, RN
Nursing
AAS, San Antonio College
BSN, University of the Incarnate Word

Dana Worrell, RN
Nursing
AAS, San Antonio College
BS, Texas A&M University

Theresa Yantis, RN
Nursing
BA, University of the Incarnate Word
BSN, Hardin Simmons University
MEd, Schreiber University

Carol Ysaguirre, RN
Nursing
ASN, Austin Community College
BSN, Texas Tech University Health Sciences Center
4.0 Student Rights and Responsibilities

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

Students have the right to utilize Galen College’s Grievance Procedure to address any problem in a more formal manner without fear of reprisal. It is the student's responsibility to follow the established Grievance Procedure. Students have the right to be treated fairly and objectively. Students also have a responsibility to satisfy the requirements of the curriculum according to performance standards established by the faculty.

Students must respect the rights of all individuals — fellow students; faculty; affiliated clinical site employees and clients; and, all those who provide services and supplies. Students must constantly recognize the values, opinions, and dignity of everyone who works with Galen College.

4.1 Annual Notification of Students’ Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

4.1.1 Inspect and Review
A student has the right to inspect and review the student's education records within 45 calendar days of the day Galen receives a request for access.

A student may request access to the student’s education records by completing a “Request to Inspect and Review Education Records” form and submitting it to the Registrar. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

4.1.2 Amendment of Record
A student has the right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student may request that Galen amend an education record by completing a “Request to Amend Education Records” form and submitting it to the Registrar.

If Galen decides not to amend the record as requested, Galen will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4.1.3 Consent to Disclosure of Records
A student has the right to provide written consent before Galen discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

A student may consent to Galen disclosing personally identifiable information from the student’s education record (to parents, spouses, or other individuals) by completing an “Authorization for Release of Education Records” form and submitting it to the Registrar.

Galen discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Galen in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Galen has contracted as its agent to provide a service instead of using Galen employees or officials (such as an attorney, auditor, Galen clinical partner, or collection agent); a person serving on the Board of Directors; a student serving on an official committee, such as a disciplinary or grievance committee; or a person who manages student education record information (such as the National Student Clearinghouse).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Galen.

In accordance with FERPA, a student’s education records are maintained as confidential by Galen and, except for a limited number of special circumstances listed in the law, will not be released to a third party without the student’s prior written consent. The law, however, does permit Galen to disclose student “directory information” without obtaining prior consent of the student. Galen defines “directory information” as a student’s name, enrollment status (full-time or part-time; LPN/LVN or RN); dates of attendance; degrees awarded; and honors and awards received.

A student may request that Galen not disclose some or all of the information above without the student’s consent by completing a “FERPA Directory Information Opt-Out” form and submitting it to the Registrar’s Office on or before the first class day of the quarter for it to be applicable to that quarter. If directory information is released prior to the Registrar receiving the opt-out request, Galen may not be able to stop the disclosure of directory information. Directory information of a student who has opted-out from its release will remain flagged until the student requests that the flag be removed by completing and submitting the revocation section of the “FERPA Directory Information “Opt-Out” form to the Registrar’s Office.

4.1.4 File a Complaint of Alleged Violations
A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Galen to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
5.0 Student Code of Conduct

5.1 Discipline Policy
The discipline process applies to all students. Violation of Galen rules and regulations are classified as:
- Minor Infractions
- Serious Violations
- Major Offenses
- Critical Offenses

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

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

5.2 Violation Definitions
This list is not inclusive of all possible qualifying offenses.

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

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

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

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

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

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

### 5.2.4 Minor Infractions

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

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

### 5.3 Disciplinary Process

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

#### Minor Infraction

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

#### Serious Offense

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

#### Major Offense

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

#### Critical Offense

- 1st Offense – Expulsion
5.4 Academic Integrity Honor Code

Galen nursing students are expected to abide by the College’s Academic Integrity Honor Code and to demonstrate exemplary behaviors and integrity in all academic endeavors. The Academic Integrity Honor Code is as follows:

As a student of Galen College of Nursing, I acknowledge the requirement for conducting myself in a manner that demonstrates academic integrity and commitment to professional standards. By initialing each statement and signing my name, I agree to conduct myself as described in these ethical behaviors.

I will be honest. Academic dishonesty includes copying or allowing someone to copy from my paper, asking or giving help or answers on assignments that are not designed to be collaborative, using notes or electronic devices that are not authorized, plagiarism, substituting myself for another student during an exam or vice versa, obtaining prior exams by any means, giving or receiving answers to exams to students that are about to take the exam, selling or buying instructor’s manuals for textbooks or test questions/item banks, or buying any type of material by an individual or company and using it as my own when submitting papers or assignments.

I will only sign my own name on all documents which includes assignments, examinations, or class attendance sign-in sheets.

I will refer to my syllabus for rules and regulations that are designed for this class. I will refer to the syllabus for grading rubrics and understand what level of performance is expected of me.

I will behave and exhibit a professional manner in all undertakings in this college and with all members of this institution. This will include respecting myself and others, and acting civilly toward other students, faculty, and administration in a physical setting and/or online. I will encounter each person with respect and dignity.

I will ask for clarification on any paper, project, or concept from my faculty/instructor to prevent any issues of dishonesty or unethical behaviors.

I will demonstrate integrity in all situations. I will hold others accountable to act respectfully and honestly.

I will not steal any materials from the college or clinical setting. All materials that belong to the college will be authorized as being provided to me as a student and will be documented accordingly.

I will maintain the security of protected health information and will access only authorized patient information within all clinical and laboratory experiences including simulation activities. I will only copy authorized documents.

I will honor the ANA Code of Ethics including principles of confidentiality and privacy. This includes the privacy of my colleagues, faculty members, patients and their family members, or any situation that deems it necessary to honor confidentiality.
I will understand what informed consent means and will make sure photographs or information about faculty, peers, patients, their family members, clinical facilities, or the college is not disseminated without permission. This includes posting photographs or information using social media platforms such as Facebook, Twitter, Linkedin, YouTube, Tumblr, Instagram, personal websites, and blogs.

5.5 Professional Conduct of a Nursing Student

In accordance with §213.27 TAC and rules of the Texas Board of Nursing, Galen College of Nursing publishes the following information on good professional character:

(a) Good professional character is the integrated pattern of personal, academic and occupational behaviors which, in the judgment of the Board, indicates that an individual is able to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

(b) Factors to be used in evaluating good professional character in eligibility and disciplinary matters are:

(1) Good professional character is determined through the evaluation of behaviors demonstrated by an individual in his or her personal, academic and occupational history. An individual's age, education, and experience necessarily affect the nature and extent of behavioral history and, therefore, shall be considered in each evaluation.

(2) A person who seeks to obtain or retain a license to practice professional or vocational nursing shall provide evidence of good professional character which, in the judgment of the Board, is sufficient to insure that the individual can consistently act in the best interest of patients/clients and the public in any practice setting. Such evidence shall establish that the person:

(A) is able to distinguish right from wrong;
(B) is able to think and act rationally;
(C) is able to keep promises and honor obligations;
(D) is accountable for his or her own behavior;
(E) is able to practice nursing in an autonomous role with patients/clients, their families, significant others, and members of the public who are or who may become physically, emotionally, or financially vulnerable;
(F) is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and
(G) is able to promptly and fully self-disclose facts, circumstances, events, errors, and omissions when such disclosure could enhance the health status of patients/clients or the public or could protect patients/clients or the public from unnecessary risk of harm.

(3) Any conviction for a felony or for a misdemeanor involving moral turpitude or order of probation with or without an adjudication of guilt for an offense that would be a felony or misdemeanor involving moral turpitude if guilt were adjudicated.

(4) Any revocation, suspension, or denial of, or any other adverse action relating to, the person's license or privilege to practice nursing in another jurisdiction.
(c) The following provisions shall govern the determination of present good professional character and fitness of a Petitioner, Applicant, or Licensee who has been convicted of a felony in Texas or placed on probation for a felony with or without an adjudication of guilt in Texas, or who has been convicted or placed on probation with or without an adjudication of guilt in another jurisdiction for a crime which would be a felony in Texas. A Petitioner, Applicant, or Licensee may be found lacking in present good professional character and fitness under this rule based on the underlying facts of a felony conviction or deferred adjudication, as well as based on the conviction or probation through deferred adjudication itself.

(1) The record of conviction or order of deferred adjudication is conclusive evidence of guilt.

(2) In addition to the disciplinary remedies available to the Board pursuant to Tex. Occ. Code Ann. §301.452(b)(3) and (4), Texas Occupations Code chapter 53, and §213.28, a licensee guilty of a felony under this rule is conclusively deemed to have violated Tex. Occ. Code Ann. §301.452(b)(10) and is subject to appropriate discipline, up to and including revocation.

(d) The following provisions shall govern the determination of present good professional character and fitness of a Petitioner, Applicant, or Licensee who has been licensed to practice nursing in any jurisdiction and has been disciplined, or allowed to voluntarily surrender in lieu of discipline, in that jurisdiction.

(1) A certified copy of the order, judgment of discipline, or order of adverse licensure action from the jurisdiction is prima facie evidence of the matters contained in such order, judgment, or adverse action and is conclusive evidence that the individual in question has committed professional misconduct as alleged in such order of judgment.

(2) An individual disciplined for professional misconduct in the course of practicing nursing in any jurisdiction or an or an individual who resigned in lieu of disciplinary action (disciplined individual) is deemed not to have present good professional character and fitness and is, therefore, ineligible to file an Application for Endorsement to the Texas Board of Nursing during the period of such discipline imposed by such jurisdiction, and in the case of revocation or surrender in lieu of disciplinary action, until the disciplined individual has filed an application for reinstatement in the disciplining jurisdiction and obtained a final determination on that application.
6.0 Attendance

6.1 General Attendance Policies

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

Attendance will be taken for all classes (theory, laboratory, and clinical experiences). It is the student's responsibility to attend all classes, on time, and for the entire designated time.

Students who violate the dress or behavior code will not be permitted to attend or remain in the class, laboratory, simulation laboratory, or clinical experience and an absence will be recorded. Students must wear a Galen-issued student ID card at all times while on campus and at clinical sites. Students who violate the dress or behavior code will also be subject to the disciplinary process outlined in this Student Catalog and the Student Handbook.

6.2 Online Attendance Policy

Regular online attendance is vital to student academic success and is required for all students. Attendance is tracked on a weekly basis. Attendance is recorded by completing academic activities. Each day a student submits an academic activity, they will be marked as present (in attendance). The date of the last academic activity will serve as the official Last Day of Attendance (LDA). Students are required to complete a minimum of one academic activity each week to be marked in attendance. Attendance is recorded on the day of the submission regardless of the assignment due date. Students who fail to submit at least one academic activity per week will be marked absent for the respective week. A student who fails to complete an academic activity for 14 consecutive days within the quarter will be dropped from the course.

The following items are considered academic activities:

- Participating in a faculty led Threaded Discussion, Blog or Wiki.
- Submission of an assignment to a drop box in the online classroom.
- Submission to the online classroom of an assessment, quiz, exam, pre-unit test, post-unit test, or practice exam.
- Submission to the online classroom of a mandatory course survey.

Note: Emailing your instructor does not count as an academic activity.
Meeting the attendance requirements does not indicate that the student has completed all of the required course work for the week and attendance is not the same thing as participation. The faculty determines participation requirements and how they relate to a student’s grade.

6.3 Clinical Attendance Policies
In order to ensure continuity of patient care, a student must notify the clinical faculty of an absence prior to the start of a clinical experience.

<table>
<thead>
<tr>
<th>ADN Program</th>
<th>Clinical Hours:</th>
<th>Course Absences:</th>
<th>Student Will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses with 71 hours or less in clinical</td>
<td>1st clinical absence</td>
<td>Be placed on probation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd clinical absence</td>
<td>Receive an “F” for the course</td>
<td></td>
</tr>
<tr>
<td>Courses with 72 hours or more in clinical</td>
<td>1st clinical absence</td>
<td>Receive a written warning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd clinical absence</td>
<td>Be placed on probation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3rd clinical absence</td>
<td>Receive an “F” for the course</td>
<td></td>
</tr>
</tbody>
</table>

To the extent that student clinical absences do not allow the faculty to fully evaluate the student, a course, failure may result even if a student only misses one clinical experience. In order to maintain patient safety, the faculty may dismiss the student from the clinical area with instructions to remedy the problem if the student is not prepared for the clinical experience. Such dismissal will be documented as an absence.

Students must meet all course and clinical objectives, satisfactorily complete all required Competency Performance Examinations (CPEs), and achieve a “pass” for clinical in order to successfully pass the course. Failing to meet the course objectives will result in a course failure.

6.4 Makeup Exam Policy
Students are expected to take all exams as scheduled. A student who will be late for or misses an exam is expected to notify the faculty member in advance. Any student who is unable to take the exam at the scheduled time will be required to communicate with the faculty member to schedule a make-up exam within three (3) school days of missing the exam. The make-up exam may be different in format from the originally administered exam. The decision to offer a make-up exam will be at the discretion of the faculty member in collaboration with the program director. The program director must approve any change in the scheduling of the last exam in the course.

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

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

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

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

Students accepted to the nursing programs may be subject to additional fingerprinting and/or drug screening requirements based on clinical affiliation agency policy, and agree to such screening as a condition of enrollment. When fingerprinting and/or drug screening is required, the student will be notified by Galen and given instructions on how to complete screening requirements.

Galen reserves the right to revoke admission based on an adverse fingerprint or drug screening.

7.1 Policy

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

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

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

7.2 Procedure

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

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

Galen may ask a student to submit to drug and/or alcohol testing at any time it is suspected that a student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- evidence of drugs or alcohol on the student’s person or in the student’s vicinity,
- unusual conduct or behavior on the student’s part that suggests impairment or influence of drugs and/or alcohol,
- involvement in an accident or injury event,
- negative performance patterns.

Galen reserves the right to conduct random drug and/or alcohol testing in order to assess compliance with this policy. Students may be selected at random for drug and/or alcohol testing at any interval as determined by Galen. Students involved in school-related accidents that require off-site medical treatment or result in property damage will be tested for controlled substances and alcohol. Any student who refuses to be tested or violates this policy is subject to disciplinary action up to and including dismissal. Galen encourages students with drug and/or alcohol abuse problems to seek counseling and treatment.


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

7.4 Drug Law Violations—Eligibility for Title IV Funding

For the protection and welfare of all students and employees, Galen has established a drug-free policy. In addition to the civil and/or criminal penalties for a conviction for any offense during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs, this conviction will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.
8.0 Dress Code

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

8.1 Classroom Dress

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

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

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

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

- Official Galen white uniform and blue embroidered logo that is pressed and wrinkle-free. Lab coats are required at some clinical sites. Some clinical sites may require special dress attire other than the Galen uniform (for example, mental health or incarceration facilities).
- A Galen-issued identification card must be worn at all times in the clinical areas. If Galen ID card is not allowed by facility, a substitute name tag will be given and must be worn at all times while at the clinical site.
- White or navy cardigan style sweaters may be worn in clinical areas if in compliance with affiliating agency rules. Sweaters are to be a solid color.
- Plain white hose (if student is wearing a dress)
- Plain white socks (if student is wearing pants). Socks must be over-the-ankle and logo free.
- Uniform pants must be hemmed so they do not touch the ground and worn with the waistband at the waist. Uniform pants worn as hip-huggers or in a drop waist fashion are not allowed. Pants must be straight leg style. Flare bottoms are not considered to be part of Galen’s standard uniform.
- White or neutral brief-style underwear consistent with natural skin tone
- Only plain, white turtle necks, or white, short-sleeved t-shirts can be worn under the uniform top. A plain, short sleeved, white t-shirt should be worn by students to cover visible cleavage or chest hair.
- All clothes must be clean and shoes polished.
- White closed toe and closed heel leather or leather-type shoes without color ornamentation with white shoelaces. Shoes must be clean. If shoes are leather, they must be polished.
- The only jewelry which may be worn include a watch with a second hand, a single ring (plain band only), and small stud earrings. If earrings are worn, only one pair of small stud earrings are permitted. Necklaces and/or chains are not permitted.
- Tongue, nose, eyebrow, or other facial piercing ornaments are not allowed. Other visible body piercings are not permitted.
- Tattoos are not to be displayed at any time. If clothing does not cover the tattoo, it must be covered with a plain neutral color bandage, or appropriate concealing make-up.
- Fingernails must be clean, rounded in shape, and no longer than the end of the fingertip. Nail polish may not be worn. No artificial nails are permitted.
- Heavy perfume or aftershave is not permitted.
- Make-up for women should be moderately used and applied.
- Hair must be up and off of the collar and face. Ponytails, braids, and long bangs must be pinned up or back so they do not fall into the face. Non-decorative barrettes, scrunchies, and hair clasps may be worn.
- Hairstyles and hair colors and other fashions or styles that are unconventional to the professional clinical environment are not allowed. For men, beards, mustaches, and side-burns must be clean and neatly trimmed.
• No hats, ball caps, or headbands are permitted. For special circumstances only, appropriate headwear based on a student’s religious affiliation or health status is allowed with the permission of the Dean or Program Director.
• Cellular phones and pagers must be turned off while at the clinical site.
• Chewing gum or tobacco products are not permitted when in client care areas.
• Stethoscopes are to be clean and placed in the student’s uniform pocket or lab coat when not in use. Due to potential health and safety risks, they are not to be worn around the neck when not in use.

8.2.1 Clinical Learning Lab Attire
Participation in the Clinical Learning Lab requires the same expectations for appearance as the clinical setting in addition to the following:
• Students are required to wear the approved Galen blue scrub with white embroidered Galen logo.
• Students are permitted to wear solid blue long sleeve t-shirts or turtlenecks under their blue scrubs.
• Students are required to wear white, closed toe and closed heel, leather or leather-type shoes without color ornamentation with white shoelaces. Shoes must be clean. If shoes are leather, they must be polished.
9.0 Complaints, Grievances and Conflict Resolution

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

9.1 Policy

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

9.2 Grievance Procedure

Galen has established separate procedures for grievances concerning academic issues; and disabilities, discrimination, harassment or retaliation. Those procedures are summarized below.

Summary of Grievance Procedure Steps—Academic Issue

1. Student discusses complaint, grievance, or conflict with faculty.
2. If resolution does not occur to the student’s satisfaction:
3. Student presents complaint, grievance, or conflict in written form to the Program Director.
4. If resolution does not occur to the student’s satisfaction:
5. Student presents complaint, grievance, or conflict in written form to the Galen grievance committee.

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

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

6. Student presents a written appeal to the campus Dean. The decision of the Dean is final.
7. Summary of Grievance Procedure Steps—Non-Academic Issue
8. Student discusses complaint, grievance, or conflict with staff member.

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

1. Student presents complaint, grievance, or conflict in written form to the Campus Manager or Program Director.
2. If resolution does not occur to the student’s satisfaction:
3. Student presents complaint, grievance, or conflict in written form to the Galen grievance committee.
At steps two and three, the student may request the assignment of a faculty member not involved in the grievance to assist the student. The grievance committee includes faculty members and one student representative.

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

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

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

1. A student with a grievance concerning disabilities, discrimination, harassment or retaliation should report the grievance to the Section 504 / Title IX Coordinator.

2. Galen will follow the guidelines described in its Procedures for Investigating Complaints of Discrimination. A copy of these Procedures may be obtained from the Section 504 / Title IX coordinator.

3. The Procedures provide for an impartial investigation, and for the opportunity to identify witnesses and other evidence.

4. The Procedures specify reasonably prompt time frames for the major stages of the grievance process.

5. The complainant will be notified of the outcome of the investigation.

6. Galen will take steps to prevent retaliation and to prevent recurrence of any discrimination, harassment or failure to accommodate, and to correct discriminatory effects on the complainant and others, if appropriate.

9.3 Resolution Time

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

As to other grievances:

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

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

A student who makes an appeal will receive a response from the college within seven (7) business days.

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

The student has the right to appeal to the Council on Occupational Education (Attention: Executive Director). The address and phone number for the Council is listed on page 8 of the school catalog.
10.0 Campus Security Policy

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

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

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

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

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

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

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

Students should be kept informed by school administration of any changes to their enrollment status that may be affected by circumstances surrounding an arrest or indictment.
Expulsion May Be Necessary - The decision to expel an arrested or indicted student may be made only when there is a clear and pressing need, for example:

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

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

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

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

Galen’s policy also encourages applicants and students to promptly report discrimination and harassment. If you have been the victim of discrimination or harassment, have witnessed discrimination or harassment, or if you just have a question about our discrimination or harassment, please contact the Section 504/Title IX Coordinator Kristin Guevara, 7411 John Smith Drive, Suite 300, San Antonio, Texas 78229 (210) 733-3056. Galen forbids retaliation against applicants or students because they have reported discrimination or harassment, or participated in an investigation of a discrimination or harassment complaint.

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

Galen also makes reasonable accommodations to qualified individuals with disabilities, including both applicants and students. Please contact Section 504/Title IX Coordinator Kristin Guevara at (210) 733-3056 if you have questions about our policies concerning applicants and students with disabilities or if you wish to request an accommodation.

11.2 Students With Disabilities
Galen complies with all state and federal laws concerning individuals with disabilities, and provides reasonable accommodations to individuals with disabilities in accordance with applicable laws. Any applicant or student who wishes to request an accommodation may do so by contacting the Section 504/Title IX Coordinator, Kristin Guevara, Galen College of Nursing, 7411 John Smith Drive, Suite 300, San Antonio, TX 78229; (210) 733-3056. Any individual, who has a concern about an accommodation, or about discrimination or harassment based on a disability, should report his or her concern using the procedures described in Galen’s Equal Opportunity, Discrimination and Harassment policy. Galen also encourages employees, applicants and students to notify Galen of any threat to health or safety,
including where as a result of an individual’s disability there is a “direct threat” as defined by applicable law.

11.3 Establishing and Maintaining Eligibility for Accommodations

1. Information regarding accommodations for applicants or students with disabilities is available on the Galen website, in the Student Catalog and by contacting the campus admissions office or Section 504/Title IX Coordinator.

2. Any applicant or student who wishes to request an accommodation may do so by contacting the Section 504/Title IX Coordinator.

3. The student must provide to Galen all pertinent documents from an external treatment professional*, such as a licensed psychologist or psychiatrist. These documents alone are not sufficient to establish eligibility but will be used in evaluating the student’s request and will assist designated Galen representatives to assess the student’s condition. These documents are confidential.

Official documentation from the student’s external treatment professional* must include at least the following information:

A. A diagnosis of the student’s disability or condition;
B. Method of treatment or assistance provided to the student by a physician or an external treatment professional,* such as a licensed psychologist or psychiatrist, with regard to the diagnosis;
C. Any behaviors or other limitations in function related to the student’s diagnosed condition (such as difficulty with memory or concentration or physical limitation) that may affect performance in an academic or clinical setting;
D. Specific recommendations for accommodations, with rationale for recommendations, from the external treatment professional*, such as a licensed psychologist or psychiatrist.
E. A time limit applies for Galen to consider that the provided documentation is valid and current.
   a) Documentation must be post High School graduation
   b) Documentation must be current within 10 years of submission to Galen for consideration of accommodations
   c) If the time limit expires during the student’s attendance at Galen, the student will be required to update the documentation

4. The student must meet with a Galen counselor or designated campus representative to discuss the request for accommodations. For an appointment, contact the campus Section 504/Title IX Coordinator.

For the student’s benefit, the counselor or campus representative may recommend further off-campus evaluation (at the student’s expense). If the counselor or campus representative makes such a recommendation, the student must follow the recommendation in order for the accommodations request to proceed. Since accommodations will not begin until these steps are completed, Galen recommends that the student proceed quickly.

When the counselor or campus representative has confirmed that proper documentation required to receive an accommodation is in place, the counselor or campus representative will arrange for an official notification to be provided by the Section 504/Title IX Coordinator to the student’s faculty for the
current term (and program director, if applicable). Specific accommodations will be named in the notification.

5. Once the student’s faculty has been notified by the Section 504/Title IX Coordinator that the student is eligible for disability accommodations, the student must review implementation of required accommodations with their course faculty as early in the quarter as possible.

6. At the end of each academic quarter during which the student is enrolled at Galen, the student is responsible for requesting that notification about his or her eligibility for accommodations be sent to his or her faculty for the following academic term. The student must submit the quarterly notification request in writing to the campus Section 504/Title IX Coordinator. Students may view and print the Notification Process form by visiting www.galencollege.edu, then choosing ‘Become a Student,’ then choosing ‘Student Services.’

7. Questions or concerns may be directed to the Section 504/Title IX Coordinator.

* An external treatment professional is defined as a healthcare professional who specializes in diagnosing and treating learning, emotional, or physical disabilities.
12.0 Emergency and Life Safety Procedures

MEDICAL EMERGENCY 911
POLICE 911
FIRE 911

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

12.2 Medical Emergency Policy

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

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

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

12.2.5 Occurrence Reporting
Occurrence Reports must be completed for any uncommon occurrence involving student or faculty which results in a potential for injury, or actual injury or damage (including theft), to the following: patient, visitor, student, Galen employee, clinical site employee, Galen or clinical facility property, or public reputation. These reports must be completed within 24 hours of the incident and submitted to the Dean within 48 hours. (See Appendix E)

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

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

Individuals are responsible for the costs of their medical services.

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

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

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

12.6 Cancelled Classes or Clinical Experiences
PLEASE LISTEN TO LOCAL RADIO OR WATCH LOCAL NEWS STATIONS FOR ANNOUNCEMENTS OF SCHOOL CLOSURE. Students will also be notified through the DEAN Alert System.
Anyone aware of reports of severe weather conditions should report those conditions to a member of the administration. An administrative staff member will maintain contact with local authorities and apprise school staff and students of recommended actions. In the event of high winds, tornadoes, hurricanes, etc., all building inhabitants should stay away from windows and remain in corridors.

If severe weather begins while classes or clinicals are in session, the Dean/Directors will make the decision regarding early dismissal. A delayed schedule will apply only to the classes held on campus.

### 12.7 Bomb Threat

In case of a bomb threat, immediately contact an administrative staff member who will contact the Program Director/Dean or designee. The Program Director/Dean or designee will call 911 to reach the police and make an evacuation decision. In the event of a bomb threat made by phone, the person receiving the call should attempt to record the following:

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

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

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

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

Graduates are required to pass a licensing examination to become licensed vocational or registered nurses. The national examination is known as the National Council Licensure Examination or “NCLEX.” This adaptive computer-based examination is comprehensive and tests for knowledge in all clinical areas of nursing practice. Generally, graduates take the national licensing examination within three to four weeks of graduation. Candidates for licensure are usually notified within ten to fourteen days of NCLEX testing regarding test outcome. Galen has no obligation to readmit a graduate who has been unsuccessful with the NCLEX.

Prior to graduation, students prepare and submit applications for testing procedures to become licensed. During the final quarter of study, students are asked to submit two sets of application forms that will be provided through Galen. One set of applications is prepared for the Texas Board of Nursing (BON) in Austin, Texas. A second set of applications is prepared for the National Council of State Boards of Nursing, Inc. The student must carefully complete each set of applications as directed. Assistance will be provided through the Administrative Office. In turn, both sets of forms are collected from the student and prepared for mailing through the Administrative Office. Any change of information the student submits to the BON on the application forms must be conveyed in writing to the BON as soon as possible to prevent delays in testing or receipt of licensing test materials.

The two sets of completed licensure examination applications are due to be submitted to the Administrative Office no later than that Wednesday of the fourth week of the final quarter. Students who fail to submit completed applications within this time frame will experience a delay in receiving work permits and in being scheduled to take the NCLEX examination.

Students who want to be licensed as a nurse in Texas must meet criteria regarding mental health status and freedom from substance dependence. Detailed information is provided with application materials. Students who have questions concerning the impact of previous legal difficulties on licensing are encouraged to meet with the Director to discuss these issues. Rules governing nurse licensure in Texas state that a person who has been convicted of a felony that relates to the duties and responsibilities of a Licensed Vocational Nurse or Registered Nurse may be disqualified from obtaining licensure as a Licensed Vocational Nurse or Registered Nurse. The Board of Nursing may not license such a person and may, upon conviction of a felony, suspend or revoke the license of a person previously licensed.

Students with felony convictions who apply to take the NCLEX-PN or NCLEX-RN may be initially denied. The graduate will have the option to appeal the decision. Factors considered in determining the BON response to the appeal will include age at the time the offense occurred, and demonstrated rehabilitation. Students must understand that the appeal process is a lengthy one, that they still may be denied, and that they will not have a temporary work permit during the appeal.

Graduates of Galen may also apply to take the national licensing examination through other states’ boards of nursing. Graduates who plan to take the national examination and become initially licensed in
Texas but who also anticipate moving to another state can petition the board of nursing in their new state of residence to become licensed. Students who wish to learn more concerning out-of-Texas licensing procedures are encouraged to talk to the BON.

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

LVNs Only
Based on review and approval of the student’s application sent to the BON, the student is issued a temporary work permit. The temporary work permit is active for a 90-day period. The graduate should anticipate completion of the licensing examination at the latest at least two weeks prior to the expiration date indicated on the work permit. The temporary work permit is required to work as a “graduate vocational nurse” prior to receipt of the vocational nurse license. The work permit allows the graduate nurse to practice under the direct supervision of a licensed Medical Doctor (MD or DO), a Registered Nurse (RN), or a Licensed Vocational Nurse (LVN). The temporary work permit is never extended beyond the 90-day period.
15.0 Criminal Background Screening Policy

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

Practice
At Galen background screens and reference checks are conducted on every student applicant. This process is conducted to verify the accuracy of the information provided by the applicant. The following verifications may be conducted:

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

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

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

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

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

I. Overview and Purpose
The Higher Education Opportunity Act of 2008 (HEOA) requires institutions of higher education to combat the unauthorized distribution of copyrighted materials by users of the institution’s network. The information presented in this policy is intended to meet the requirements of the HEOA as specified in the final regulations published by the United States Department of Education on October 29, 2009, in 74 FR 55902; and in the Dear Colleague Letter dated June 4, 2010 (DCL ID: GEN-10-08)

The regulations mandate “that an institution must have developed and implemented written plans to effectively combat unauthorized copyrighted material and that the institution will offer alternatives to illegal downloading or peer-to-peer distribution of intellectual property.”

II. Galen Policy
Galen College of Nursing provides Internet access for students as part of the physical and social learning infrastructure as well as develops and maintains computer networks, and a variety of related support systems. While personal use of Galen Internet access through Galen-owned computers or Galen wireless networks is permitted, students should be aware that abuse of Galen Internet resources can carry severe consequences. All existing federal and state laws and internal policies apply, including those not only specific to computers and networks, but also those that prohibit the misuse, theft, or vandalism that applies to software, data and physical equipment.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

File sharing, through popular peer-to-peer (P2P) networks, or the direct download of copyrighted works can be used in legal and enriching ways; however, these services can also be utilized to obtain and share content to which users have no legal right. United States copyright law protects the creators of this content (often the media of music and film) against infringement by providing severe penalties in cases of copyright violation. Galen students who engage in unauthorized distribution of copyrighted material, through downloading and sharing, are subject to the full extent of U.S. copyright law; including both civil and criminal penalties.

Summary of Penalties
Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed.

For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections
Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

In addition to civil penalties, Galen students who abuse school-provided network resources will be subject to internal policy actions.

- First offense: letter of warning, advising the student that he or she is in violation of Galen network policy.
- Second offense: suspension from the use of Galen network resources, including library resources, for an appropriate length of time.
- Third offense: dismissal

Notice
This information is provided for the benefit of students in order to create greater awareness of the potential consequences of illegally downloading and/or distributing copyrighted works. Galen College of Nursing assumes no liability for misuse of Galen Internet resources; as such, students who choose to violate United States copyright law by utilizing Galen Internet resources will be solely liable for their actions.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq.

III. Conclusion
Under 34 CFR 668.14(b)(30), an institution, as a condition of participation in any Title IV, HEA program, must have developed and implemented written plans to effectively combat the unauthorized distribution of copyrighted material by users of the institution’s network without unduly interfering with the educational and research use of the network. As such, Galen’s plan includes:

- At least one or more technology-based tool to deter copyright infringement.
- Mechanisms for educating and informing the community about appropriate use versus inappropriate use of copyrighted material.
- Procedures for handling unauthorized distribution of copyrighted material.
- Procedures for periodically reviewing the effectiveness of the plan to combat unauthorized distribution of copyrighted materials by users of the institution’s network using relevant assessment criteria.

Galen College of Nursing’s copyright infringement policy has been provided for the purpose of student wellbeing, but is not intended as a substitute for legal advice. Should you have questions or concerns regarding Galen’s policy, contact the Compliance Office at 502.410.6200.

Cross Reference:
DCL GEN-10-08, 34 CFR 668.43(a) (10), 668.41(c), Title 17 United States Code § 106, 504 505

Intellectual Property
Faculty, staff, and students will promptly disclose and describe to the Office of the President of Galen all instructional devices or techniques; software; online course developments or changes made, developed, or conceived by such faculty, staff, and students, either alone or with others and in the scope of
employment, enrollment, or consultation for inclusion in Galen’s curriculum, the teaching of a course, or to improve operations. All rights to such intellectual property, including copyright, patent, and the derivation of revenue, are and remain the sole right and property of Galen, unless separately agreed to in writing. Any exemptions to this policy shall be considered on a case-by-case basis.

The rights to traditional products of scholarly activity such as articles for publication, and the review or development of textbooks, shall be retained by the creator of such scholarly activity.

Galen's curriculum content and all associated materials\(^1\) are considered property of Galen and are, therefore, considered confidential information and are not to be shared with outside persons or agencies unless required by law or upon written authorization by the Vice President of Academic Affairs.

This policy shall extend and apply to a student of Galen to the extent such student may participate in activity covered by this policy.

This policy creates an understanding which is binding on Galen and on its faculty, staff, and students. Any question of interpretation or claim arising out of or relating to this policy, or dispute as to ownership rights of intellectual property under this policy, will be settled by the following procedure:

1. The issue must first be submitted to the Office of the President of Galen in the form of a letter setting forth the grievance or issue to be resolved. The Office of the President of Galen will review the matter and then advise the parties of its decision within sixty (60) days of submission of the letter.

2. If any of the parties to the dispute is not satisfied with the Office of the President’s decision, the party may seek binding arbitration in Louisville, Kentucky and in accordance with the Rules of the American Arbitration Association then in effect. Judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The arbitrator(s) will give some weight to the decision of the Office of the President of Galen in reaching a decision. The losing party of the arbitration hearing will pay for all costs of the arbitration unless the arbitrator(s) specifies otherwise.

\(^1\) "Associated materials" include, but are not limited to, lectures; handouts; tests and test keys; and presentations.
### APPENDIX A

#### FEDERAL TRAFFICKING PENALTIES

<table>
<thead>
<tr>
<th>Drugs</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>METHAMPHETAMINE</td>
<td>100 gm or more or 1 kg or more mixture</td>
</tr>
<tr>
<td>HEROIN</td>
<td>5 kg or more mixture</td>
</tr>
<tr>
<td>COCAINE</td>
<td>5 kg or more mixture</td>
</tr>
<tr>
<td>COCAINE BASE</td>
<td>50 gm or more mixture</td>
</tr>
<tr>
<td>PCP</td>
<td>100 gm or more or 1 kg or more mixture</td>
</tr>
<tr>
<td>FENTANYL</td>
<td>400 gm or more mixture</td>
</tr>
<tr>
<td>FENTANYL ANALOGUE</td>
<td>100 gm or more mixture</td>
</tr>
<tr>
<td>LSD</td>
<td>10 gm or more mixture</td>
</tr>
</tbody>
</table>

**PENALTY FIRST OFFENSE:**
- Not less than ten years. Not more than life.
- If death or serious injury, not less than 20 years. Not more than life.
- Fine of not more than $4 million individual. $10 million other than individual.

**PENALTY SECOND OFFENSE:**
- Not less than 20 years. Not more than life.
- If death or serious injury, not less than life.
- Fine of not more than $8 million individual. $20 million other than individual.

### CSA I and II

<table>
<thead>
<tr>
<th>DRUG *</th>
<th>QUANTITY</th>
<th>PENALTY FIRST OFFENSE</th>
<th>PENALTY SECOND OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHERS (CSA I &amp; II)</td>
<td>ANY</td>
<td>Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual; $5 million not individual.</td>
<td>Not more than 30 years. If death or serious injury, life. Fine $2 million individual. $10 million not individual.</td>
</tr>
<tr>
<td>ALL (CSA III)</td>
<td>ANY</td>
<td>Not more than 3 years. Fine not more than $250,000 individual.</td>
<td>Not more than 10 years. Fine not more than $500,000 individual, $2 million not individual.</td>
</tr>
<tr>
<td>ALL (CSA IV)</td>
<td>ANY</td>
<td>Not more than 3 years. Fine not more than $250,000 individual, $1 million not individual.</td>
<td>Not more than 5 years. Fine not more than $500,000 individual, $2 million not individual.</td>
</tr>
<tr>
<td>ALL (CSA V)</td>
<td>ANY</td>
<td>Not more than 1 year. Fine not more than $100,000 individual, $250,000 not individual.</td>
<td>Not more than 2 years. Fine not more than $250,000 individual, $500,000 not individual.</td>
</tr>
</tbody>
</table>
### FEDERAL TRAFFICKING PENALTIES – MARIJUANA

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

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARIJUANA – mixture containing detectable quantity*</td>
<td>1,000 kg or more; or 1,000 kg or more mixture</td>
</tr>
</tbody>
</table>

**PENALTY FIRST OFFENSE:**
Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.

**PENALTY SECOND OFFENSE:**
Not less than 20 years not more than life. If death or serious injury, not less than life. Fine not more than $8 million individual, $20 million other than individual.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARIJUANA – mixture containing detectable quantity*</td>
<td>1,000 kg to 1,000 kg or 100 to 999 plants.</td>
</tr>
</tbody>
</table>

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

**PENALTY SECOND OFFENSE:**
Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than $4 million individual, $10 million other than individual.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARIJUANA</td>
<td>50 to 100 kg</td>
</tr>
<tr>
<td>HASHISH</td>
<td>10 to 100 kg</td>
</tr>
<tr>
<td>HASHISH OIL</td>
<td>1 to 100 kg</td>
</tr>
<tr>
<td>MARIJUANA</td>
<td>50 to 99 plants</td>
</tr>
</tbody>
</table>

**PENALTY FIRST OFFENSE:**
Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.

**PENALTY SECOND OFFENSE:**
Not more than 30 years. If death or serious injury, life. Fine, $2 million individual.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARIJUANA</td>
<td>Less than 50 kg</td>
</tr>
<tr>
<td>HASHISH</td>
<td>Less than 10 kg</td>
</tr>
<tr>
<td>HASHISH OIL</td>
<td>Less than 1 kg</td>
</tr>
</tbody>
</table>
**PENALTY FIRST OFFENSE:**
Not more than five years. Fine not more than $250,000, $1 million other than individual.

**PENALTY SECOND OFFENSE:**
Not more than 10 years. Fine $500,000 individual, $2 million other than individual.
(Marijuana is a Schedule I Controlled Substance.)
APPENDIX B

Description of Health Risks Associated with Drug & Alcohol Abuse

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

- A number of national studies have indicated that tobacco products are the chief avoidable cause of death in our society. Smoking may cause or contribute to coronary heart disease; lung, larynx, esophageal, bladder, pancreatic, and kidney cancers; and chronic obstructive lung diseases such as emphysema and chronic bronchitis. Smoking may also pose increased health risks for pregnant women and their fetuses and infants.
- Marijuana smoke may contain more cancer-causing agents than tobacco smoke and may cause long-term damage to memory capabilities. Marijuana may adversely affect reproductive ability in women.
- Alcohol may cause long-term damage to the brain and liver. Use of alcoholic beverages by pregnant women may cause irreversible physical and mental abnormalities in their infants.
- Cocaine and crack may cause heart attacks, strokes, long-term brain damage, and respiratory failure.
APPENDIX C

Drug and Alcohol Abuse Referral Agencies Support Services

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

Community Resources:
- San Antonio Metro Crisis & Information Center
- Narcotics Anonymous
- Alcoholics Anonymous

Self Help/Support Groups
- Alcoholics Anonymous
- Narcotics Anonymous
# APPENDIX D

## CRIMINAL ACTIVITIES REPORT FORM

<table>
<thead>
<tr>
<th>Individual Reporting Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Incident</td>
</tr>
<tr>
<td>Date and Place of Incident</td>
</tr>
<tr>
<td>Description of Incident:</td>
</tr>
</tbody>
</table>

Action Taken by Program Director/Dean or Faculty Member:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Program Director/Dean or Faculty Member Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

Review by Admission Committee:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
APPENDIX E

Occurrence Report

Directions for Completion
Each student or employee involved in the incident must fill out one of these reports and submit them to the Program Director or Dean. If investigation is required, individuals involved may be asked to provide additional information.

Type of Occurrence:

___ Injury ___ Damage ___ Theft ___ Other

Place of Occurrence:

__________________________________________________________________________________

Persons Involved (please indicate names and involvement w/Galen, i.e., student, employee, patient):

__________________________________________________________________________________

Briefly Describe Incident:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Response to Incident (please indicate what measures were taken to resolve the incident):

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Signature ____________________________ Date ___________
It is the policy of Galen to inform prospective and current students and employees about campus security prior to entering classes or employment as well as annually thereafter.

CRIME REPORTING
All criminal actions detected during school operating hours are to be reported to the front desk who in turn will notify the school administrator on site. Galen supports the enforcement of all local, state, and national laws and will cooperate with appropriate law enforcement agencies in this activity.

PERSONAL SAFETY
Galen is committed to the safety of all students, faculty, and staff. Students, faculty and staff are required to wear a Galen photo identification badge when on campus or at a clinical site. These badges are provided when students begin their program of study and to employees on the first day of employment.

Entry doors to all campus facilities are locked and require either a security access code or swipe card to enter the premises. The codes are changed on a regular basis and swipe cards deactivated for inactive students and employees to ensure proper security access privileges. In addition, Galen may employ security to verify ID badges and disseminate visitor badges.

Galen has partnered with DEAN Alert, an emergency notification alert network, to provide a communication system to Galen students and employees. D.E.A.N. is an acronym for Dynamic Emergency Alert Network and is capable of sending simultaneous emergency notifications from Galen via text message, email and/or voice message. The system has been specifically designed to rapidly communicate time-sensitive information to multiple people simultaneously and is a primary communication source during campus emergencies.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES
Any actual or threatened emergency or dangerous situation involving an immediate threat to the safety or health of students or employees must be immediately reported to the campus Dean or their official designee if not on campus, or a member of the Executive Committee of the College. Galen will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the DEAN Alert notification system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
Only campus Deans, members of Galen’s Executive Committee, or their designee, can send DEAN Alert messages. Upon receiving a report of an actual or potential emergency situation, these individuals will confirm the significance of the situation through personal observation or inquiry, determine who to notify, create the notification itself, and send the DEAN Alert message. The notification will contain a brief summary of the situation and actions the message recipient should take. Notifications sent through DEAN Alert will notify all students, all employees, or all students and employees. The system is designed with the speed and flexibility to enable Galen Administrators to deliver critical breaking news or other warnings to the campus instantly. Additionally, facilities management can simultaneously lock down main entrance/exit doors to the campus, upon request from the campus Dean. Campus Deans disseminate information to the larger community by contacting local radio and television stations, as well as having the information posted on Galen’s website.

The emergency response and evacuation procedures will be tested or utilized at a minimum of annually.

**ILLEGAL DRUG USE AND ALCOHOL CONSUMPTION**
For the protection and welfare of all students, faculty and staff, Galen prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on school property or clinical sites. As a condition of enrollment or employment, each student and employee certifies that they will abide by the terms of the above statement. Violations of this prohibition will result in discharge or other appropriate disciplinary action. This policy is in compliance with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989. Students may refer to their Student Handbook for additional information on Drug and Alcohol Abuse Support Services in their local area as well as a description of health risks associated with drug and alcohol abuse.

**SEXUAL ASSAULT**
In the event of a sex offense, Galen encourages you to report this information to a school official immediately. You also have the option of reporting this matter to local authorities and we encourage you to remember the importance of preserving physical evidence to assist law enforcement should any future criminal prosecution be deemed necessary. Galen encourages all students, faculty and staff to contact local support service agencies such as Rape Relief Centers and Centers for Women and Families to obtain information that promotes the awareness of rape, acquaintance rape, and other forcible and nonforcible sexual offenses.

Counseling, mental health, and other services are available in your local community for victims of sex offenses. At the student’s request, Galen will change the academic situation of any student after an alleged sex offense by altering the class schedule to better meet the student’s needs if the request is reasonable and available. It is the school’s policy that should a Galen student be convicted of a sex offense, they will be subject to suspension and/or expulsion from all classes.

Upon written request by the alleged victim, Galen will disclose the results of any disciplinary hearing conducted by the institution against the alleged perpetrator of the crime or offense.

For more information concerning registered sex offenders, please visit [https://records.txdps.state.tx.us/DPS_WEB/SorNew](https://records.txdps.state.tx.us/DPS_WEB/SorNew).
### Crime Category

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus</th>
<th>Off Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses Forcible and Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Arrests for Weapons, Drugs or Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referrals for Disciplinary Actions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

There were no hate crimes reported that fit any reportable crime bias categories.