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### Evangelical School of Nursing Student Handbook, 1975

Advocate Aurora Health

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Evangelical School of Nursing



# Welcome to our students:



As you embark upon your nursing school education, we want to welcome you to Evangelical School of Nursing. In nursing, we feel you have chosen a fine field and will find your future career rewarding and challenging.

During your educational experience at ESN we remind you that academic pursuits will probably occupy most of your time but social activities have also been planned to enrich the time you spend with us.

We look forward, as we're sure you do, to the day three years hence when you will join with the other 1100+ graduates of ESN in rendering competent professional nursing care to fellow human beings.

Administrator and Faculty



# Personal Grooming

## A. In Uniform

1. The official uniform of Evangelical School of Nursing consists of:

- blue and white dress with name tag
- white apron
- white hose and shoes
- school of nursing cap
- chevrons:

two stripes at the beginning of the second term of the second year;

three stripes at the beginning of the third year.

The official uniform is to be worn at special school functions.

2. The dress with apron or pants suit is to be worn for clinical experience.
3. The official uniform is not to be worn outside the school or hospital except for official school functions. The apron and cap are to be carried.
4. A laboratory coat is provided for use when it is necessary to be in clinical areas for reasons other than clinical experience. Appropriate clothing must be worn under the laboratory coat at all times.
5. The only jewelry acceptable when wearing the school uniform are engagement or wedding rings, the gold cross pin, a class pin and small stud earrings. The school and hospital are not responsible for loss of or damage to rings.
6. Hair is to be worn in a moderate style, neat and off the collar.
7. Cosmetics should be used in moderation. Scents and fragrances are to be used sparingly. Fingernails are to be kept manicured and short; clear nail polish may be used.
8. Good personal hygiene is expected.
9. Students who are employed by any health agency may not wear the school cap, uniform or laboratory coat.
10. Disciplinary action for infractions of the uniform regulations are:  
The instructor will ask the student to correct the infraction; If repeated, the student may be asked to appear before the Student Personnel Committee and action will be determined at the discretion of the committee.



#### B. Out of Uniform

1. Dress should be appropriate for the area and activity.
2. For the hospital cafeteria, skirts, slacks with blouses, or dresses are appropriate. Shorts are not permitted in the hospital area.
3. Dress appropriate to the education area is to be worn in the library before 6:00 p.m.
4. Rollers are not to be worn in the hospital area or during class.
5. Students visiting relatives or friends who are patients in the hospital must observe visiting hours and should wear street clothes.

#### C. Clinical Areas

1. If it is necessary to return to a clinical area of the hospital to read charts, choose patients for assignment, and so forth, students are asked to come between the hours of 4:30 p.m. and 9:00 p.m. only. A lab coat may be worn in lieu of the student uniform at this time.

# Information About the Educational Areas

- A. Smoking is not permitted in the educational area during class, in the library, in a clinical area or in an area where "No Smoking" signs are posted.
- B. Eating is not permitted in the educational area during class.
- C. Dresses, skirts, slacks or shorts are appropriate classroom attire.
- D. Bare feet are prohibited in the educational area. Evangelical School of Nursing assumes no responsibility for injury or infection when shoes are not worn.
- E. Disciplinary actions for infractions in the educational area are:  
The instructor is to warn the student and the student may be asked to appear before the Student Personnel Committee.
- F. Fire Regulations in the Educational Unit
  - 1. Don't Panic
  - 2. Pull Fire Alarm
  - 3. Notify Telephone Operator
  - 4. Notify Residence Supervisor
  - 5. Exit via stairway furthest from fire
  - 6. Go to north employee parking lot
- G. Educational Building Pull Boxes
  - 1. **East end Main Corridor**
  - 2. **Stairway from Library to Commons — Top South**
- H. Educational Building Extinguishers
  - 1. **CO<sub>2</sub> — Classroom D**
  - 2. **Pressurized H<sub>2</sub>O - East and West end of Main Corridor**
- I. Use of Extinguishers
  - 1. **Use CO<sub>2</sub> or Dry Chemical** - for burning liquids and electrical equipment
  - 2. **Use Pressurized H<sub>2</sub>O** - for paper, wood, cloth and rubbish **only**
  - 3. Notify school to **recharge extinguishers** after any use
- J. Fire **Alarm Code** and **Box Location** - Educational Unit **Code**
  - 1-1-3 Near **West** stairway - first floor
  - 1-1-4 Near **West** stairway - first floor (corridor)
  - 1-1-5 Near **East** stairway - first floor
  - 6-1-6 Near **East** stairway - ground floor

# Academic Program

A. Achievement is expressed in the following manner for all class work:

Grade	Points	Point Range	Percentage Range
A	4	3.4 - 4.0	93 - 100
B	3	2.6 - 3.3	85 - 92
C	2	1.4 - 2.5	73 - 84
D	1	0.6 - 1.3	65 - 72
F	0	Below 0.6	Below 65

B. The following grade point averages are required:

Minimum of 1.80 at the end of June — first year

Minimum of 2.00 at the end of December — second year

Minimum of 2.00 at the end of each term thereafter

A minimum grade of "C" of 2.00 is required in each clinical (nursing) course. Clinical achievement is expressed as "Complete" or "Not Complete."

Some courses may utilize a contract method of grading. To remain in good academic standing the minimum grade point average and a clinical grade of "Complete" must be achieved. If minimum requirements are not met as outlined, the student may be subject to dismissal. One eight-week probationary period may be granted during each of the second and third years upon recommendation of the faculty.

C. Each course has a specific number of credit hours based on the following:

16 hours formal class work = 1 credit hour;

48 hours of clinical laboratory = 1 credit hour.

D. Sample calculation of a grade point average:

Course	Credit Hours	Earned Grade	Earned Credit Points
Chemistry	4	C	8
Biology	4	C	8
English	4	B	12
Psychology	<u>4</u>	A	<u>16</u>
	16		44

$$\frac{\text{Credit points}}{\text{Credit hours}} = \text{grade point average} \quad \frac{44}{16} = 2.75$$

- E. Grade point averages are computed every 16 and 24 weeks.
- F. The academic week will not exceed 35 hours. Learning experiences are usually scheduled between 7:00 a.m. Monday and 3:00 p.m. Friday.
- G. A student who receives less than a "C" in theory in a clinical course and/or has a "Not Complete" clinical grade has failed the course and may be subject to dismissal. With faculty approval, the student may be given the option to retake the course prior to promotion and/or graduation. A performance contract may be required.
- H. A student who receives an "F" in a non-clinical course has failed the course and may be subject to dismissal. With faculty approval, the student may be given the option to retake the course prior to promotion and/or graduation. A performance contract may be required.
- I. If extended absence from a course due to personal illness or death of immediate family occurs, a grade of "I" (Incomplete) will be given; arrangements for the make-up work must be made with the instructor.
- J. If a student has to make up clinical laboratory experience due to illness or extenuating circumstances, she shall, at the discretion of the faculty, make up the clinical experience outside regular school time and be charged an hourly rate as determined by the school.





- K. The faculty may utilize either a performance agreement or a performance contract to assist students in the learning process.
  - 1. The performance agreement is a tool which may be initiated by a student and/or instructor to aid the student in improving performance in an area where a problem has been identified.
  - 2. The performance contract is a tool which may be initiated by the Student Personnel Committee when a persistent and/or serious problem has been identified. A performance contract results in automatic probationary status.
  - 3. Only one probationary period (eight weeks) is allowed per year.
- L. Failure to complete course requirements as scheduled will result in a lowered grade.
- M. Failure to take an examination, unless absence is excused, or to hand in assignments when scheduled, will result in the forfeiture of that grade.
- N. A student may withdraw from a course up to and including the school day following the receipt of a mid-term grade. To remain in good academic standing, she must:
  - 1. follow established withdrawal procedure,
  - 2. submit request in writing to Administrator after obtaining instructor's approval,
  - 3. one of the above plus have an interview with the Administrator or her designate (this does not apply to Elmhurst College courses).
- O. If a student fails or drops out of a course, he/she must repeat the entire course during the regular academic year.
- P. When a course is repeated, the retake grade will be the final grade.
- Q. A student may be allowed to retake on a failed Elmhurst College course if he/she meets the minimum academic requirements as outlined in B. Additional failures require an application for readmission.
- R. Course grades for each rotation will be withheld for those students who have overdue books or journals.
- S. Warning slips may be issued at any time that a student's progress is unsatisfactory.
  - 1. A warning slip is used when a student:
    - a. has a theory grade of "D" or less or a potential theory grade of "D"
    - b. has a GPA that is below the minimum standard

- c. has a "Not Complete" clinical grade or a potential clinical grade of "Not Complete."
  2. A warning slip will be issued in duplicate; one placed in the student's file and one given to the student.
  3. The administrator or instructor may add remarks when further explanation is necessary or make recommendation for student action.
  4. The Administrator will review, sign and distribute the warning slips.
- T. A comprehensive examination is given at the completion of each course.
- U. A student must have completed all course requirements in order to take the comprehensive examination. The weight given to the comprehensive examination may range from 25 percent to 50 percent of the theory grade.
- V. Comprehensive Retake Examination
1. Upon approval of an instructor, a retake comprehensive examination is offered to students whose clinical course grade is below a 73 as a result of failure of the comprehensive.
  2. One newly constructed examination will be given to the student.
  3. Retake examinations are to be structured with emphasis on the student's area of weakness.
  4. The instructor will average the two comprehensive grades — this grade will be used in the calculation of the course grade.
  5. The student is responsible for contacting the instructor to arrange for a re-take examination.
  6. Retake examinations are to be completed within a three week period after a course ends.
  7. A fee of \$5 will be charged; this is to be paid to the school secretary before the examination date.

W. Attendance

1. Students are required to attend classes in basic nursing (Nursing 200 and 201). Attendance requirements for other courses will be determined by the individual instructor.

2. The maximum number of unexcused absences from theory classes will be one hour per two hours of credit in all classes with required attendance.
3. Students *are required* to be present for each clinical experience unless excused.
4. Clinical absence in excess of 15 percent of required clinical hours must be made up at the student's expense.
5. Any student who exceeds the maximum number of unexcused absences in required classes or is absent from clinical experience, will have the course grade lowered as follows:
  - 2½ percent for each additional class hour
  - 5 percent for each five hour clinical day
  - 7½ percent for each eight hour clinical day.

Example: Student takes an extra unexcused absence during a class day and one unexcused eight hour clinical day:

2½ percent plus 7½ percent equals 10 percent

If a student earned a course grade of 90 percent, the grade would be lowered to 80 percent.

6. Elmhurst College expects students to fulfill their responsibility for being present at classes unless prevented by illness, by an emergency, or by participation in a college-sponsored activity. Each faculty member has the right to establish regulations regarding attendance which may be best suited to his particular course. Students are required to be present at announced tests, unless they are prevented by one of the three previously mentioned circumstances. In such cases they will be permitted to make up the tests.

## X. Excused and Unexcused Absences

### 1. Excused absences are granted for:

- a. death or critical illness of an immediate family member (mother, father, brother, sister, spouse, child, grandparents, legal guardian or spouse's immediate relatives)
- b. illness or health problems, as excused by the Health Coordinator
- c. serious personal problems (if approved by the Administrator)
- d. funeral of persons other than the immediate family. Only the day of the funeral will be considered an excused absence. Prior to the absence, the student will report to the instructor and/or the clinical area.

### 2. Unexcused absences are:

- a. illness or health problems not reported to the Health Coordinator
- b. when clinical area is not notified of illness prior to scheduled time of arrival
- c. religious service
- d. illness in the family
- e. personal problems or appointments.



# Graduation and Promotion

## A. Requirements for Promotion

1. A student will be promoted when the following requirements have been fulfilled:
  - a. a minimum grade of "C" in each clinical course
  - b. a minimum grade of "D" in each non-clinical course
  - c. a minimum cumulative grade point average of 1.80 at the end of the first year and a 2.00 at the end of the first and second terms of the second year
  - d. all financial obligations met
  - e. recommended for promotion by the Faculty Organization.

## B. Requirements for Graduation

1. A student will receive the diploma when the following requirements have been fulfilled:
  - a. completion of the total program
  - b. a minimum cumulative grade point average of 2.00
  - c. all financial obligations met
  - d. recommended for graduation by the Faculty Organization.

## C. Attendance is required of all students at Capping and Graduation exercises.

- D. A fee of \$25.00 will be assessed for absence from Capping or Graduation; monies will be given to the Student Organization. Grades and/or diplomas will not be issued until the fee has been paid.



# Withdrawal

- A. Withdrawal from the school or course must be communicated in writing to the Administrator, Evangelical School of Nursing.
- B. A tuition refund is applicable only to tuition charges and will be refunded on the following basis:
  - 60 percent for withdrawal first week of semester
  - 40 percent for withdrawal second week of semester
  - 10 percent for withdrawal third week of semester
  - No refund after the third week.
- C. No refund will be made to first year students following registration for Elmhurst College courses.
- D. Procedure for withdrawal from:
  - 1. Program
    - a. submit letter of intent to Administrator, Evangelical School of Nursing
    - b. have interview with Administrator or her designate
    - c. obtain a school clearance form and student status form from the school secretary
    - d. pay all outstanding tuition and/or fees and return library books, procedure manuals
    - e. complete all forms
    - f. return completed forms, school cap and ID to the Administrator, Evangelical School of Nursing.
- E. No refunds will be made or transcripts issued until all school obligations have been met.

# Facilities and Services

## Student Organization

All students are members of the Student Organization which provides an opportunity to understand the democratic process involved in student government. The Student Organization rules define the specific structure and functions and are distributed during orientation week. A faculty member serves as the advisor.

Each class has its own organization with a faculty member as advisor and reports to the Student Organization.

The Big-Little Sis program is planned by junior students to acquaint incoming students with the various aspects of school life.

A co-curricular program is designed to reflect student interests — social activities, music groups, and so forth, are planned by students.

Through the Student Organization, students may be elected as representatives to both students and faculty organization committees.

Meetings are held monthly and minutes of meetings are circulated.

The Student Nurses Association of Illinois (S.N.A.I.) is the professional organization for student nurses and is sponsored by the Illinois Nurses Association. Its purpose is to promote students' professional growth. Monthly meetings are rotated among nursing schools. Membership is paid by the Student Organization for those students who attend a minimum of three meetings.

# Health Services

1. The Health Coordinator is on duty from 6:30 a.m. to 2:00 p.m. After 2:00 p.m. an ill student should report to the Residence Supervisor.
2. A student will be seen by the school physician in the Christ Hospital Out-Patient Department at the discretion of the Health Coordinator or upon request of the student.
3. If a student prefers to see her own physician, we request that a written report of the diagnosis, therapy and prognosis be sent to the school.
4. Students acutely ill will be taken to the Christ Hospital Emergency Room when the school physician is not available or when the Health Coordinator is off duty.
5. An ill student may go home when ordered by the school physician or when permission is given by the Health Coordinator.
6. Any student who wishes to be excused from either class or clinical experience for health reasons must personally report to the Health Coordinator prior to his/her earliest commitment. The Health Coordinator determines whether an excused absence is granted.
7. If illness occurs on a clinical day, the student must also call the clinical area prior to assigned time of arrival, notifying the staff of possible absence because of illness.
8. If the student is sent to class or clinical and the instructor feels the student is too ill to remain, the instructor may excuse the student.
9. The cost of medications, laboratory and x-ray exams, other than those which are routinely required, and eye, dental and gynecological examinations will be the responsibility of the student.
10. Health policies for students who live outside the residence:
  - a. A student not in residence must call the Health Coordinator or Residence Supervisor to report illness or absence.
  - b. A student who has been absent from class or clinical for more than three days must have a written report from her physician.



**11. Health policies for pregnant students:**

- a. In the condition of pregnancy, a release of responsibility must be signed by the student as soon as she knows she is pregnant.
- b. The student must furnish a statement from her physician stating (1) the expected date of delivery, and (2) the date that the student's physician would require her to withdraw from the program. This statement is to be submitted no later than the fourth month of pregnancy.

**Insurance**

1. Hospitalization insurance is required.
2. Liability insurance is required for all junior and senior students.

# Guidance and Counseling

1. All faculty members are available to assist students upon request.
2. A Counselor is available to students for counseling regarding academic or personal problems.
3. The Administrative Assistant is available to guide students with financial problems.
4. Each student is seen by the Counselor yearly.
5. The Counselor's hours are posted on the office door in the residence.

## Financial Assistance

1. Some scholarships are available through the school to students who demonstrate a financial need and show evidence of scholastic achievement.
2. Evangelical School of Nursing is approved for:
  - a. Illinois Monetary Award Program,
  - b. Illinois Guaranteed Loan Program.
3. Information regarding financial assistance may be obtained from the Administrative Assistant.



# General Information

## Holidays and Recesses

1. Recesses include:
  - national holidays
  - Christmas
  - spring recess
  - 7-8 weeks during the summer.
2. The following holidays are observed: Labor Day, Thanksgiving, Good Friday and Memorial Day.

## Religious Services

1. Sunday services are held in the Christ Hospital Chapel at 11:00 a.m.
2. The student Chapel (first floor east in the residence) is available at any time for personal meditation.

## Marriage

Notice of marriage should be communicated in writing to the Administrator, Evangelical School of Nursing, and the student should complete a change of status form.

## Food

1. Meal tickets are available at a discount and may be purchased at the cashier's office of Christ Hospital.
2. Cafeteria
  - a. Hours:

Breakfast	6:30 a.m.	-	8:00 a.m.
Coffee Break	9:00 a.m.	-	10:00 a.m.
Lunch	11:15 a.m.	-	1:30 p.m.
Dinner	4:30 p.m.	-	6:00 p.m.
  - b. An hour is allowed for lunch when not assigned to clinical experience; one-half hour is allowed when on clinical experience.

## Telephones

1. There are pay phones for the student's personal calls. A house phone is available for school and hospital use.
2. Residence Assistants will not give information about students to persons over the phone.

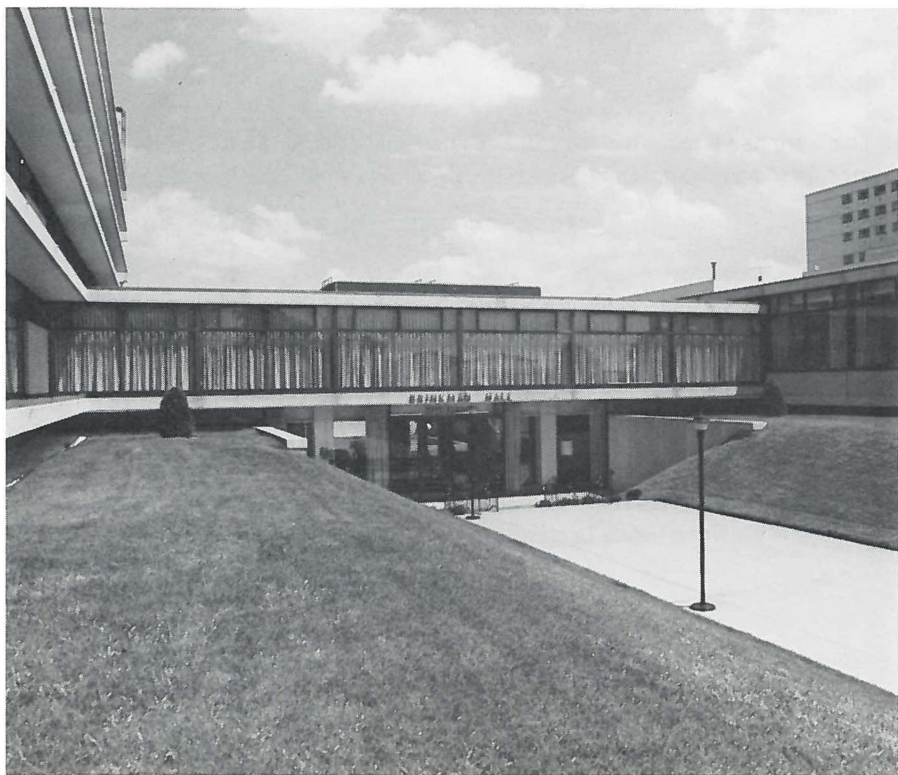
## Parking

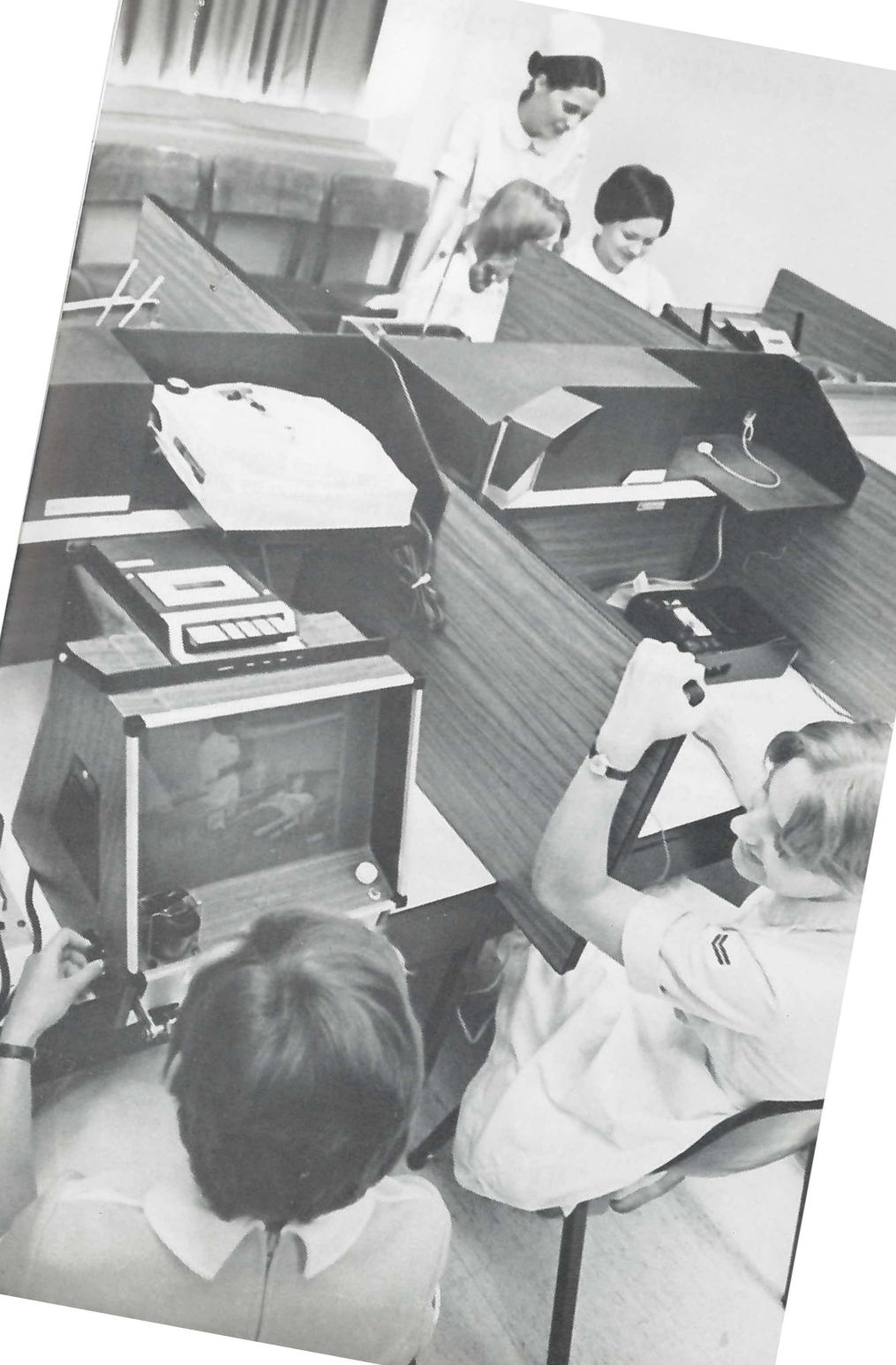
1. A parking sticker must be secured from the secretary, Evangelical School of Nursing, for cars parked anywhere on the Christ Hospital campus. Parking stickers will not be issued for freshmen.
2. Resident freshmen are requested not to bring cars. Transportation to Elmhurst College is provided for daily classes.



# Residence

1. Students have the option to choose their living accommodations.
2. All students should submit their requests to live in the residence in writing, to the Residence Supervisor, prior to June 1st.
3. Students desiring to remain in the residence during the summer must notify the Residence Supervisor prior to June 15th. A room fee of \$21.00 is payable weekly in advance. Only those students working at Christ Hospital may remain in the residence during the summer.
4. Students who live outside the residence may deposit personal belongings with the Residence Assistant for safe-keeping during the school day.





# Appeal Procedure

An appeal is defined as an option following the use of normal channels for decision-making.

The appeals procedure is defined as an appeal of a decision only after all normal channels in decision-making have been exhausted. A student may initiate the procedure.

A student will:

1. Submit a letter of intent to the Administrator, Evangelical School of Nursing, to appeal a decision within three school days of the decision by the Faculty Organization. The letter of intent must specify exactly what the student is appealing. A copy of this letter will be given to the other party(ies) involved.
2. The appeals committee will consist of:
  - Administrator, Evangelical School of Nursing - chairman
  - Second Level Faculty Advisor
  - First Level Faculty Advisor
  - Freshmen Faculty Advisor
  - Senior Class Vice President
  - Junior Class Vice President
  - Freshmen Class Vice President(The Student Organization Vice President and the Faculty Advisor of the Student Organization will sit on the committee if one of the committee members are absent or personally involved.)
3. The chairman will inform the involved parties that a written statement (documentation) from each must be submitted prior to the meeting of the Appeals Committee.
4. The Appeals Committee will meet within three to five school days following receipt of the letter of intent to appeal by the Administrator, Evangelical School of Nursing.
5. The final decision will be made by the Appeals Committee. This decision will be communicated to the persons involved by the chairman of the committee immediately following the adjournment of the committee.
6. The Executive Council, at its discretion, may or may not hear an appeal beyond the action of the Appeals Committee.

# Rules of Conduct

The purpose of these rules of conduct is to define and protect the rights of all and insure cooperation.

It should be generally understood and accepted by all students, that certain standards of personal responsibility for individual conduct must be established and maintained in order to insure desirable living conditions and promote friendly relations.

## **Restrictions Relating To Activities on School Premises:**

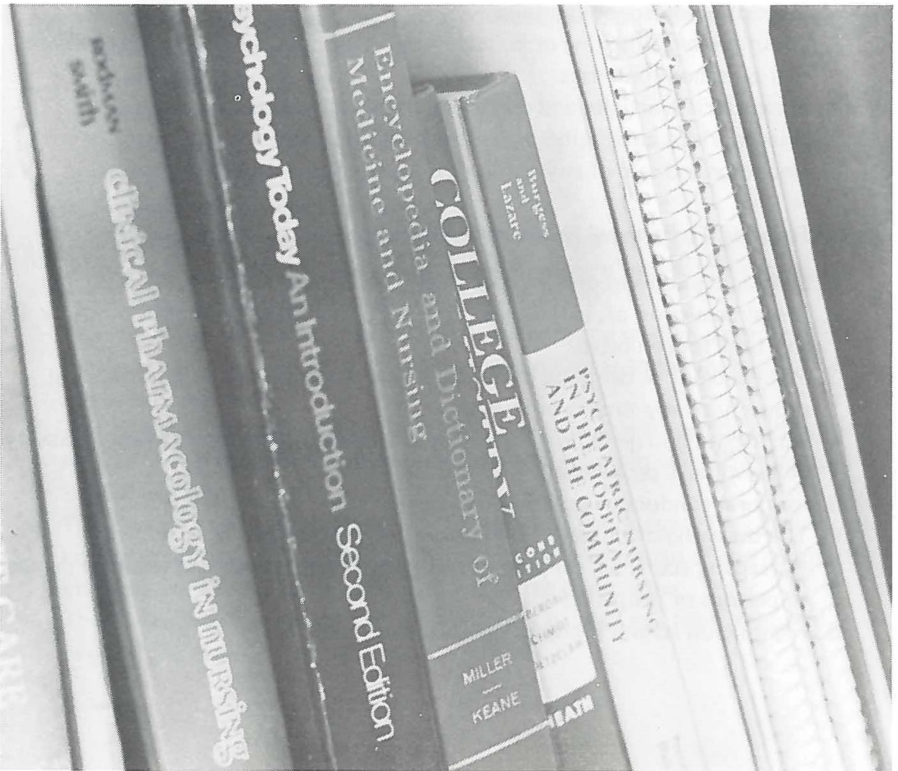
1. Posting or removal of notices, signs or writing in any form in public areas of the school, without specific authority from the administration.
2. Unauthorized distribution of literature, written or printed matter of any description on school premises.
3. Unauthorized soliciting or collecting contributions for any purpose whatsoever on school premises.
4. Inappropriate articles and writings are not to be placed on windows.
5. Unauthorized circulation of petitions on school premises.
6. Unauthorized sale of any commodity or service on school property.

## **Rules Relating To Personal Habits and Actions:**

1. Smoking is allowed only in specifically designated areas.
2. Illegal possession of, use, or sale of drugs or narcotics on school property at any time is prohibited.
3. Possession of or drinking of liquor or any alcoholic beverages on school property at any time is prohibited.
4. Participating in gambling, lottery or any game of chance on school property at any time is prohibited.
5. Immoral conduct or indecent exposure.
6. The throwing of refuse or objects on the floors or out of windows.
7. Horseplay, scuffling, running or throwing things that would result in damage to persons or property.
8. Fighting on school premises at any time.

### Rules Relating to Illegal or Fraudulent Acts:

1. Possession of weapons on school premises at any time.
2. Abuse, misuse, defacing or destruction of school property, tools, equipment, or the property of students and faculty in any manner.
3. Theft or misappropriation of property of faculty, students, hospital or visitors to the school.
4. Refusal or failure to allow security officers or other authorities to inspect personal property.





# Authority of Evangelical School of Nursing

## **Violation of Rules**

Students who violate the Rules of Conduct will be required to appear before the Student Personnel Committee and action will be taken.

## **Rights of Evangelical School of Nursing**

1. Evangelical School of Nursing reserves the right to request withdrawal of students who:
  - a. fail to comply with the rules and regulations of the Evangelical School of Nursing,
  - b. fail to meet the standards of the school which include academic achievement, clinical performance and health.

## **Release of Responsibility**

The Evangelical School of Nursing cannot be responsible for the conduct of students outside of the planned learning activities.

## **Changes in the Student Handbook**

Student policies and/or regulations are subject to change during the student's enrollment in Evangelical School of Nursing. Students will be given advance written notice of such changes.





**THIS STUDENT HANDBOOK HAS BEEN GIVEN TO:**

NAME \_\_\_\_\_

CLASS OF \_\_\_\_\_

DATE \_\_\_\_\_

-----

**Acknowledgement:**

This is to acknowledge that I have read the Student Handbook of the Evangelical School of Nursing and agree to comply with the policies as stated therein and understand that violation of rules may result in my dismissal from the residence and/or the school.

Signed \_\_\_\_\_

Class \_\_\_\_\_

Date \_\_\_\_\_



**Evangelical School of Nursing**

9345 South Kilbourn  
Oak Lawn, Illinois 60453  
425-8000