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Evangelical School of Nursing Student Handbook, 1982-1985

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1982 - 1985 Student Handbook



Seventy years of
learning and caring

Evangelical School of Nursing
1911-1981





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Welcome





Welcome. We are pleased you have chosen to pursue your career in nursing at the Evangelical School of Nursing. We hope that you will find our curriculum a challenge, and that you will find your new activities rewarding.

Nursing is a rapidly expanding field. In one, two, or three years, you will be joining the ranks of more than 1,400 others who have graduated from ESN since 1911, and who have gone on to become competent, effective nurse practitioners.

We are here to help you meet your career goals. If we can assist you in any way, please let us know.

Administrator and Faculty

The Student Handbook of the Evangelical School of Nursing defines school policies, explains the rights and responsibilities of students, provides general information and familiarizes students with facilities and services. ESN does not discriminate against any student because of race, color, sex, marital status, national origin, religion, age or disability that does not relate to nursing performance.

Attire

Uniforms

- I. The official uniform of the Evangelical School of Nursing worn during the second and third year consists of:

(female)

- white dress
- blue tabard with insignia
- white hose and shoes
- school of nursing cap
- chevrons

(male)

- blue tunic with insignia
- white trousers
- white hose and shoes
- chevrons

Chevrons consist of two stripes beginning in January of the second year; three stripes at the beginning of the third year.

The school uniform is to be worn for all clinical experiences.

The official school uniform is to be worn at special school functions; a pantsuit may be worn by female students in the clinical laboratory.

- II. The official uniform is not to be worn outside the school or hospital except for official school functions; the tabard and cap are to be carried.
- III. A student lab coat with insignia must be worn when a student is in clinical areas for reasons other than clinical experience. Appropriate clothing must be worn under the lab coat at all times.
- IV. Jewelry **should not** be worn by those in uniform with the exception of engagement or wedding rings, the gold cross pin and small

white stud earrings. The school and hospital are not responsible for loss or damage to jewelry.

- V. Hair is to be worn neat and **off the collar** while on the clinical units.
- VI. Cosmetics, scents and fragrances should be used in moderation. Fingernails are to be kept manicured and short; pale nail polish may be used.
- VII. Good personal hygiene is expected.
- VIII. Students who are employed by any health agency may not wear the school cap, uniform or lab coat while working for that agency.
- IX. A faculty member may request a student to correct any infractions of the uniform regulations prior to clinical experience.
- X. Freshmen students will purchase laboratory coats with insignias at the beginning of the freshman year; full uniforms may be purchased during the spring or summer of that academic year.

Out of uniform

- I. Dress should be appropriate for the area and activity.
- II. Dresses, skirts or pants are appropriate classroom attire.
- III. Dress appropriate to the education area is to be worn in the library.
- IV. Shoes are to be worn when in the educational area. Evangelical School of Nursing assumes no responsibility for injury or infection when shoes are not worn.
- V. Hair rollers are not to be worn in class.
- VI. Students visiting relatives or friends who are patients in the hospital must observe visiting hours and should wear street clothes.

Clinical areas

- I. When returning to a clinical area of the hospital to read charts, choose patients for assignment, etc., students are asked to come between the hours of 4 p.m. and 9 p.m. **only**. A lab coat may be worn in lieu of the student uniform at this time.
- II. In the hospital cafeteria, skirts or slacks with tops, or dresses are appropriate. Shorts are not permitted in the hospital area.
- III. Hair rollers are not to be worn in the hospital.

Information about the Educational Area

- I. Smoking is not permitted in any area being used for class, in the library, in a clinical area or in an area where "No Smoking" signs are posted.

- II. Eating is not permitted in any areas during class.
- III. Fire regulations in the education unit
 - A. Don't panic
 - B. Pull fire alarm — stay and direct people
 - C. Dial 67 on nearest phone to report fire
 - D. Notify Residence Supervisor
 - E. Exit via stairway furthest from fire
 - F. Go to north employee parking lot
- IV. Education building pull boxes
 - A. East and main corridor
 - B. Stairway from Library to Commons — top south
- V. Educational building extinguishers
 - A. CO2 — classroom D
 - B. Pressurized H2O — east and west end of main corridor
- VI. Use of extinguishers
 - A. Use CO2 or dry chemical for burning liquids and electrical equipment
 - B. Use pressurized H2O for paper, wood,



- cloth and rubbish only
 - C. Notify school to recharge extinguishers after any use
- VII. Fire alarm code and box location — educational unit
 - Code
 - 1-1-3 Near West Stairway — first floor (stairwell)
 - 1-1-4 Near West Stairway — first floor (corridor)
 - 1-1-5 Near East exit — first floor
- VIII. First floor residence pull boxes
 - A. Stairway landings
- IX. First floor residence fire extinguishers
 - A. Pressurized H₂O — stairway on first floor
 - B. Firehose and standpipes — stairway landing on first floor
 - C. Dry chemical — by kitchen sink on first floor
- X. Fire alarm code and box locations — first floor of residence
 - 1-1-2 Near West Stairway — first floor
 - 1-1-1 Near East Stairway — first floor (Chapel)
- XI. Fire drills are scheduled periodically. Students are to proceed to the appropriate exit immediately.

Introduction to Academic Program

The curriculum is organized to promote learning while affording time for class preparation, reflection, participation in student and faculty organization activities and recreation.

Organized learning activities do not exceed 35 hours per week; the usual week is under 30 hours. Classes are scheduled during day hours, usually between 8 a.m. on Monday and 3 p.m. on Friday. Clinical hours are usually scheduled on two or three weekdays bet-

ween 7 a.m. and 3:30 p.m. In some courses assignment to afternoon hours or Saturday may be made in order to meet a particular course objective. Information about course demands is given at the beginning of the school year and repeated at the beginning of each course.

Students are expected to reach certain objectives while in the ESN academic program. Level objectives have been established to direct the placement of courses; they are used as reference points by counselors and teachers to discuss a student's general progress in the program. Curriculum objectives have been developed to describe the skills and knowledge all students should have acquired before graduation.

Academic program

- I. A course is an organized subject matter in which instruction is offered within a given period of time, and for which credit toward graduation or certification usually is given. A clinical course is defined as a planned body of knowledge which includes nursing theory, clinical laboratory experiences and clinical conferences. Achievement is expressed in the following manner for all class work:

Grade	Points	Percentage Range
A	4	92-100
B	3	83-91
C	2	74-82
D	1	65-73
F	0	below 65

- II. The following grade point averages are required:

A minimum grade of "C" or 2.0 is required in each clinical (nursing) course. Clinical achievement is expressed as "complete" or "not complete" (c/nc). To remain in good academic standing the minimum grade point average and a clinical grade of "complete" (c) must be achieved. If minimum requirements are not met, the student may be dismissed or may be placed on probation as recommended by the Student Personnel Committee. No

more than one probationary period will be granted during each of the second and third years.

Sample calculation of a grade point average:

COURSE	CREDITS	EARNED GRADE	EARNED GRADE POINTS
Nursing 220	3	B	9
Nursing 150	10	C	20
Nutrition 125	2	A	8
Total	15		37

$$\frac{\text{Credit points}}{\text{Credit}} = \text{grade point average} \quad \frac{37}{15} = 2.47$$

- III. Grade point averages are computed at the end of 20 and 40 weeks. At that time the student will receive a written report of grades and a cumulative grade point average. A copy may be sent to parents upon written request of the student. Grades are kept confidential.
- IV. 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 or graduation. A probationary improvement plan may be required by the Student Personnel Committee.
- V. 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 or graduation. A

probationary improvement plan may be required by the Student Personnel Committee.

- VI. Course grades and cumulative grades will be issued with both the G.P.A. and percent. The valedictorian and salutatorian will be selected on the basis of the cumulative percentage grade.
- VII. Freshmen students who have a grade point average below a 1.80 at the end of the first semester will be required to see the school counselor and will be sent a letter explaining promotion to the second year.
- VIII. The Student Personnel Committee will receive, at the end of each semester, a copy of the current grade point averages for all students.
- IX. Students will be required to complete a basic math test at the 80th percentile prior to promotion to the Junior year.

Incoming freshmen students will be given a basic math test during the orientation program in the fall.

In September senior students will be required to complete a medication conversion test, at the 80th percentile.
- X. Extended absences from a course will result in referral to the Student Personnel Committee.
- XI. If a student is unable to attain clinical objectives due to illness or extenuating circumstances, the student shall, upon the recommendation of the instructor and the Student Personnel Committee, make up the clinical experience outside regular school time. The instructor for this experience must be approved by the school of nursing. The student is responsible for any expense incurred. The rate for tutoring of students will be specified in an agreement between the instructor and the student and will be based on the current average hourly rate of teaching faculty.

XII. The Student Assistance Plan or the Probationary Improvement Plan may be used by faculty and/or students to help students with their studies.

A. Guidelines for use of the Student Assistance Plan

1. Definition: The Student Assistance Plan is a tool which may be initiated by a student or instructor to aid the student in improving performance in an area where a problem(s) has been identified.
2. Implementation:
 - a. It is recommended that the Student Assistance Plan be implemented as soon as a problem(s) has been identified. The student should have at least two weeks in order to correct the identified problem(s).
 - b. The implementation of the Student Assistance Plan is agreed upon by the instructor and the student. The student has the option of refusing the plan.
 - c. The student and the instructor work together to fill out the component parts of the Student Assistance Plan with the Level chairperson.
 - d. Copies of the Student Assistance Plan should be made, one for the student and one for the instructor. The original is retained by the Level chairperson.
 - e. The student and the instructor should each evaluate, in writing, the results of the Student Assistance Plan on the date of completion.
 - f. The Student Assistance Plan and evaluations are to be submitted to the Level chairperson by the designated completion date.

g. Inability to complete the objectives of the Student Assistance Plan will result in referral to the Student Personnel Committee.

h. The Student Assistance Plan does not become a part of the student's active file. The completed original is retained by the Level chairperson.

B. Guidelines for use of the Probationary Improvement Plan

1. Definition: The Probationary Improvement Plan is a tool initiated by the Student Personnel Committee at the recommendation of an instructor(s) who has presented evidence of a serious problem(s).
2. Implementation:
 - a. The Probationary Improvement Plan is a notification that a student must correct the identified problem(s) within the period of time designated by the Student Personnel Committee.
 - b. The student does not have the option of refusal.
 - c. The statement of the problem(s) is defined by the instructor(s) and by the student prior to meeting with the Level chairperson. The remainder of the form is completed by the Student Personnel Committee. The Level chairperson presents the recommendation for probation and evidence to the Student Personnel Committee.
 - d. Copies of the Probationary Improvement Plan should be sent to the student, instructor(s), counselor, Level chairperson, the Student Personnel chairperson and the school office for the student's file.

- e. The student and instructor should evaluate, in writing the results of the Probationary Improvement Plan by the date set on the plan.
- f. These evaluations are to be submitted to the Student Personnel chairperson by the Level chairperson. The committee will utilize the evaluations to determine whether the student will be removed from probationary status.
- g. A student who fails to make progress in meeting the objectives of the Probationary Improvement Plan may be referred to the Student Personnel Committee for re-evaluation and may be requested to withdraw from the program.
- h. The completed original or the Probationary Improvement Plan becomes a part of the student's active file. This does not become a part of the student's permanent record.
- i. One probation period may be granted during a school year.

XIV. Course Standards

- A. Failure to take an examination or to hand in course assignments when scheduled may result in forfeiture of that grade.
- B. Students will not receive or review quizzes or examinations until all students in the class have taken the quiz or examination.
- C. Projects and papers for individual courses become the property of the school. Individual instructors will establish their own policies for returning these to students.
- D. Procedure for dealing with cheating.
 - 1. A warning slip for students to inform their peers that they have been observed cheating has been developed.

- 2. The warning slips are located in the student drawer in the school office.
- 3. Check the appropriate statement on warning slip, place in school envelope, have the name typed on the envelope and put in the Residence Supervisor's box in the school office.
- 4. If cheating is observed by a student for the second time, the instructor should be notified verbally or in writing.
- 5. Students who are found cheating by the instructor automatically will fail the examination/paper.
- E. A student may withdraw from a course at any time. The designation on her record will indicate W/P or W/F. The procedure for withdrawal must be followed.
- F. If a student fails or drops a course, the student must repeat the entire course during the regular academic year.
- G. When a course is repeated, the retake grade will be the final grade.
- H. A student may be allowed to retake one failed Elmhurst College course if the student meets the minimum academic requirement as outlined on page 6. Additional failures require an application for readmission.
- I. Course grades will be withheld and students will not be admitted to the next rotation until all library fines are paid and overdue books and journals returned.
- J. Warning slips may be issued 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 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 triplicate — one placed in the student's file, one given to the student, and one retained by the instructor.
- 3. The administrator or instructor may add remarks when further explanation is necessary or make recommendations for student action.
- 4. The administrator or her designate and the Level chairperson will review and sign the warning slips.
- K. A final examination covering the total course content is given at the completion of each course.
- L. A retake final examination may be authorized by the Student Personnel Committee after consultation with the instructor of the course failed. A fee of \$15.00 will be assessed prior to scheduling the retake examination. The retake grade will be the final grade.
- M. The weight given to the final examination may range from 25% to 35% of the theory grade. A student must have completed all course requirements to receive a course grade.

XV. Clinical Evaluation Standards

- A. The clinical evaluation tool identifies expected clinical behaviors. Each major behavior is supported by sub-behaviors. At least 80% of the sub-behaviors must be met to "complete" each major behavior. To achieve a passing clinical grade, all major behaviors must be "complete."

- B. Any student who receives a "not complete" (n/c) in a major clinical objective, receives a failing grade for the course and will be referred to the Student Personnel Committee.
- C. Serious safety errors made when in the clinical area will be reported to the Student Personnel Committee.
- D. Evaluation of student progress is done at regular intervals during each clinical course; a final evaluation is given at the end of each course. The written evaluations are discussed with the student and signed by the instructor and student. The final evaluation is placed in the student's active file in the school office. Students are encouraged to write comments on each evaluation and may copy the record upon request.
- E. The final clinical evaluations cannot be changed once they have been signed by student and instructor.
- F. Students are evaluated at the end of each curriculum level in terms of objectives formulated for that level; these evaluations take place at the end of forty weeks of the second year (level 2) and at the end of the third year (level 3).
- G. The level evaluation is used to identify general strengths and weaknesses of individual students in terms of their long-term goals.
- H. Students are encouraged to add comments to the written level evaluation, after which it is signed by the student and by all the instructors teaching courses offered during the level; it then is filed in the student record. A copy may be requested by the student.

XVI. Reporting of Grades

A report of students' progress (theory and clinical) may be sent to a parent/guardian with the consent of the student.

XVII. Attendance

- A. Attendance requirements for classes will be determined by the individual instructor(s).
- B. Students are required to be present for each clinical experience. If additional time is needed to meet clinical objectives, this must be planned during the students' free time and at own expense.
- C. Students are responsible for their own transportation to and from clinical assignments.
- D. Extended absences from a course will result in referral to the Student Personnel Committee.
- E. Students who are constantly absent from class or clinical will be notified of their poor attendance. A copy is sent to the student and the original will be kept by the Level chairperson.
- F. Any student who is absent or ill from either class or clinical experience must report personally to the school secretary between 7:00 a.m. - 7:15 a.m.
- G. If illness occurs on a clinical day, the student must also notify the clinical unit prior to assigned time of arrival.
- H. If the student attends class or clinical and the instructor identifies student illness, the instructor refers the student to employee health service.
- I. Planned personal absences are to be communicated in writing to the appropriate level chairperson two weeks prior to absence.
- J. A cumulative record of student's clinical absences will be kept and reviewed at the end of each rotation and at the end of each course. The absence record will be included on the student's clinical evaluation. The cumulative clinical absence record will be recorded on the level evaluation.
- K. Students may attend Continuing Education programs scheduled at ESN on a voluntary basis when the program pertains to a specific course.
- L. Elmhurst College expects students to be present at classes unless prevented by illness, an emergency, or 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 three previously mentioned circumstances. In such cases they will be permitted to make up the tests. For further information, see Elmhurst College Catalogue.



Graduation and Promotion

- I. Requirements for promotion — 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 2.00 at the end of the first year and at the end of each clinical course thereafter,
 - D. all school financial obligations are met.
- II. Requirements for graduation — A student will receive the diploma and school pin when the following requirements have been fulfilled:
 - A. completion of total program,
 - B. a minimum cumulative grade point average of 2.00,
 - C. All school financial obligations met.
- III. Students completing their nursing program within the calendar year may participate in the June graduation of that year.
- IV. Attendance is required of all students at Capping. Juniors and Seniors are required to attend graduation.
- V. A fee of \$25 will be assessed for absence from Capping or Graduation; monies will be given to the Student Organization. Neither grades nor diplomas will be issued until the fees have been paid. Students who do not attend Capping or Graduation because of documented illness will not be assessed this fee.
- VI. The senior class will select one style of uniform as the graduation uniform each year.

Withdrawal

- I. Withdrawal — a termination of a student's enrollment in the school — may be of two types:
 - A. Voluntary—initiated by a student who wishes to pursue other career goals or who drops out for academic/personal reasons.
 - B. Requested—initiated by the school when a student has failed to meet performance expectations. Students are terminated as of the date of withdrawal. A student who withdraws has the option to apply for readmission at a future date through the procedure for readmission.
- II. A student may withdraw from a course at any time. The designation on the final record will be W/P or W/F. The student must follow the proper withdrawal procedures.
- III. The procedure for withdrawal must be followed or transcripts, recommendations and refunds will not be issued.
- IV. Procedure for withdrawal:
 - A. Program
 1. Submit a letter of intent to the administrator, (voluntary withdrawal only).
 2. Have an interview with the administrator or designate.
 3. Obtain a school clearance form from the school secretary.
 4. Pay all outstanding tuition and/or fees, return library books and clinical evaluation tools.
 5. Return complete form, school cap and I.D. to the administrator.
 - B. Residence (see Residence Handbook)

-
- V. Students who withdraw due to academic or personal problems will be reviewed by the Student Personnel Committee. This committee will write recommendations based on the specific strengths and weaknesses of the student at time of withdrawal. The recommendations of the Student Personnel Committee will be discussed with the student by the administrator. A copy of the letter to the student will be placed in the permanent file; the student will receive the original letter.
 - VI. Any student who has been requested to withdraw because of unsatisfactory progress and is readmitted will be placed on probation by the Student Personnel Committee upon return to school. See page 8.
 - VII. Students who withdraw must vacate their rooms in the residence within 24 hours. An extension of time may be granted on an individual basis by the administrator.
 - VIII. Students returning to the program are subject to the curriculum plan in existence at the time of return.

Leave of Absence

- I. Any interruption of the nursing program is discouraged; time missed due to a leave of absence may result in an extension of time within the program plus additional tuition/fee charges.
- II. A leave of absence may be granted for treatment of health problems upon recommendation of own physician or school counselor.
- III. If a student is unable to return at the end of the leave, the student will be requested to withdraw, with the option to apply for readmission.

- IV. A student who is pregnant may be granted a maternity leave of usually no more than 6 months duration. If unable to return at the end of the leave, the student will be asked to withdraw but has the option to apply for readmission.
- V. Planned personal absences are to be communicated, in writing, to the appropriate level chairperson two weeks prior to absence.
- VI. Students returning to the program are subject to the curriculum plan in existence at the time of return.

Refunds

- I. Refunds are applicable only to tuition charges.
- II. A written notice of intent to withdraw, stating reasons, must be submitted to the administrator.
- III. A refund of tuition charges for second and third year students is as follows:
 - 60% for withdrawal first week of semester
 - 40% for withdrawal second week of semester
 - 10% for withdrawal third week of semester
 - No refund after the third week
- IV. No refund will be made for first-year students following attendance at the first Elmhurst College course. If students withdraw prior to attendance of the first class, a full tuition refund will be made.

Readmission

- I. A student applying for readmission:
 - A. Will be considered on an individual basis.
 - B. Will submit a letter requesting readmission, state reason why readmission is

desired and submit a processing fee of \$20.00.

- C. Must submit verification of the fulfillment of recommendations of deficiencies as outlined to the student at the time of withdrawal (personal experiences, transcripts, psychological testing, completion of class work, etc.) when applicable.
 - D. Will have an interview with the appropriate level chairperson, the school counselor as well as a member of the Admissions Committee.
 - E. May be subject to specific recommendations made by the level chairperson and the Admissions Committee.
- II. A student who returns to the program is subject to the existing curriculum plan.

Audit of Courses

- I. The Admission Committee may grant permission to a nursing student or graduate nurse to audit a course(s).
- II. A written request to audit must be submitted to the Admissions Committee.
- III. Admission to the class must have the approval of the instructor of the course, and the appropriate level chairperson, with the final approval by the Admissions Committee.
- IV. A charge of \$15.00 per credit will be made.
- V. The instructor will distribute only handouts and a course outline.
- VI. The student is not entitled to participate in class discussion, take tests, seek individual assistance or have evaluations. Clinical experience is not provided to students who audit courses.
- VII. The student auditing a course is not entitled to other services of the school.

Student Records

- I. The school complies with the Family Education Rights and Privacy Act of 1974.
- II. "Open" records are student records which are available to review by students and faculty. Parents may review the records if student is under 18 years of age. "Closed" records, which contain confidential information, family financial statements and reports, are kept in a separate file and are available to administrative personnel only.
- III. Privacy of school records
 - A. Students 18 years of age or older have the right to privacy of their records. Academic and clinical grades will not be reported to parents/guardians without the student's permission; a form for the release of grades is signed at registration each year. Students who are under 18 will have progress reports sent to their parents/guardian.
 - B. Students 18 years of age or older have the right to review their open record when a written request is filed with the school secretary; an appointment to view a record is honored within 48 hours when school is in session. The record must be viewed in the presence of the school secretary responsible for student records; permission to copy any part(s) must be obtained from the secretary.
 - C. Parents of students who are under 18 years of age will have the right to see the student's records on file in the school office within five days of receipt of a written request.
 - D. Parents of students under 18 years of age will receive grade reports twice yearly and warning notices (if student has a failing or a potentially failing grade) at mid-term.

These reports may be sent to parents of student over 18 when a release of grade records is signed by the student.

- E. Lists with students' names, addresses, phone numbers and class years are published annually and are used within the school and hospital; these are considered directory-type information and not subject to the Family Rights and Privacy Act of 1974.
 - F. Permission to publish information/photos, etc. about students for school events and other public relations purposes is requested of each student upon entrance; the student may elect to have his/her name or photo omitted from public relations articles, but it will appear in lists of students capped/graduated as directory-type information.
 - G. Upon graduation each student assists in the preparation of his/her final record, signs it and receives an unofficial copy. This is the only evaluation (reference) record that remains in the graduate's permanent file. The graduate file contains pre-entrance credentials, pre-entrance data sheet, final progress record, final grade report, releases of credentials, financial balance sheet, transcript issuance report, readmission application and incident reports, when applicable.
- IV. The current file for enrolled students include: application, academic transcripts, pre-admission data, clinical evaluation reports, all correspondence pertaining to the students, standardized test scores releases, acknowledgements, copy of the grade report from the school of nursing and Elmhurst College, and incident reports when applicable.
- V. Faculty members may review open student records on file in the school office for educational/counseling purposes only; this review is

done in the presence of the school secretary responsible for student records. The date, name of student, name of record(s) reviewed and the signature of the faculty member are kept on file in the school office.

Transcripts

Transcripts of grade records to date will be furnished to enrolled students as requested during the program at the following fee rates:

1st transcript (non-official) — free

Transcripts to be sent to another school, employer, scholarship donor — 50 cents

Each student is given an unofficial copy of their Final Progress Report at graduation. A fee is charged for each official Student Grade Report following graduation. A written request for additional transcripts must be made, with an accompanying \$2 fee, to the school administrator.

References

Each student is given an unofficial copy of their Final Progress Report at graduation. The release of student records will be made only after the school receives a written consent from the student. This consent should include the record(s) to be released and the name of the person/agency to whom the record(s) should be released. Each request must be dated. A copy of the Final Progress Report will be sent whenever a letter of reference is requested, in writing, by the graduate of the school. No information is given out to the public without student/graduates' permission in writing except for directory-type information.

Notary Services

The school secretary is a notary public.

To notarize scholarship forms, loan papers or state board applications, a fee of 25 cents will be charged.

An additional charge (the cost of a stamp) will be made to mail state board applications.

State Board Regulations

1. Obtain an application from school secretary.
2. Submit to secretary completed application, cost of test notarizing and stamp.
3. State Board applications will not be forwarded to Department of Registration and Education until all financial obligations are met.

Student Activities

- I. 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.
- II. Each class has its own organization (with faculty member as advisor) and reports to the Student Organization.
- III. The Big Sister/Brother program is planned by junior students to acquaint incoming students with the various aspects of school life.
- IV. A co-curricular program is designed to reflect student interests. Students organize social activities, music groups, bible study groups, etc.
- V. Through the Student Organization, students may be elected as representatives to student and faculty organization committees. Only business brought through proper channels (notifying the committee chairperson of the business to be discussed one week before the meeting) or initiated by student representatives will be discussed at standing committee meetings of the Faculty Organization.

Meetings are held monthly and minutes of meeting are circulated.

- VI. A suggestion box is located in the school library. The secretary of the Student Organization collects the suggestions and directs them to the proper persons or committees. Suggestions must be signed so that clarification of the ideas can be obtained if needed.
- VII. The ESN Student Organization is a chapter of the Student Nurses' Association of Illinois (S.N.A.I.) and students are encouraged to join and actively participate.
- VIII. Students will not be admitted to class until the Student Activity Fee has been paid or arrangements made. If the fee, as arranged, has not been paid, students will not be admitted to the next course.

Student Orientation

First-year students are given a two to three day orientation to the school and to Elmhurst College prior to the beginning of regular classes. Details of the orientation program are sent to each approved applicant in advance.

A one-day orientation is held for second and third year students prior to the beginning of each school year. A schedule of the orientation program is sent to all enrolled students during the summer.

School Offices

The school offices contain faculty members' mail-boxes, all records and forms used in the school, plus files of present and former students. Office hours are 8 a.m. to 4 p.m. Monday through Friday throughout the calendar year, except holidays.

Students obtain Duplicopy carbons, transcripts and forms for their course/teacher evaluation and nursing plans from the secretarial staff. This staff also processes tuition payments and gives permission to use the copying machine and school van.

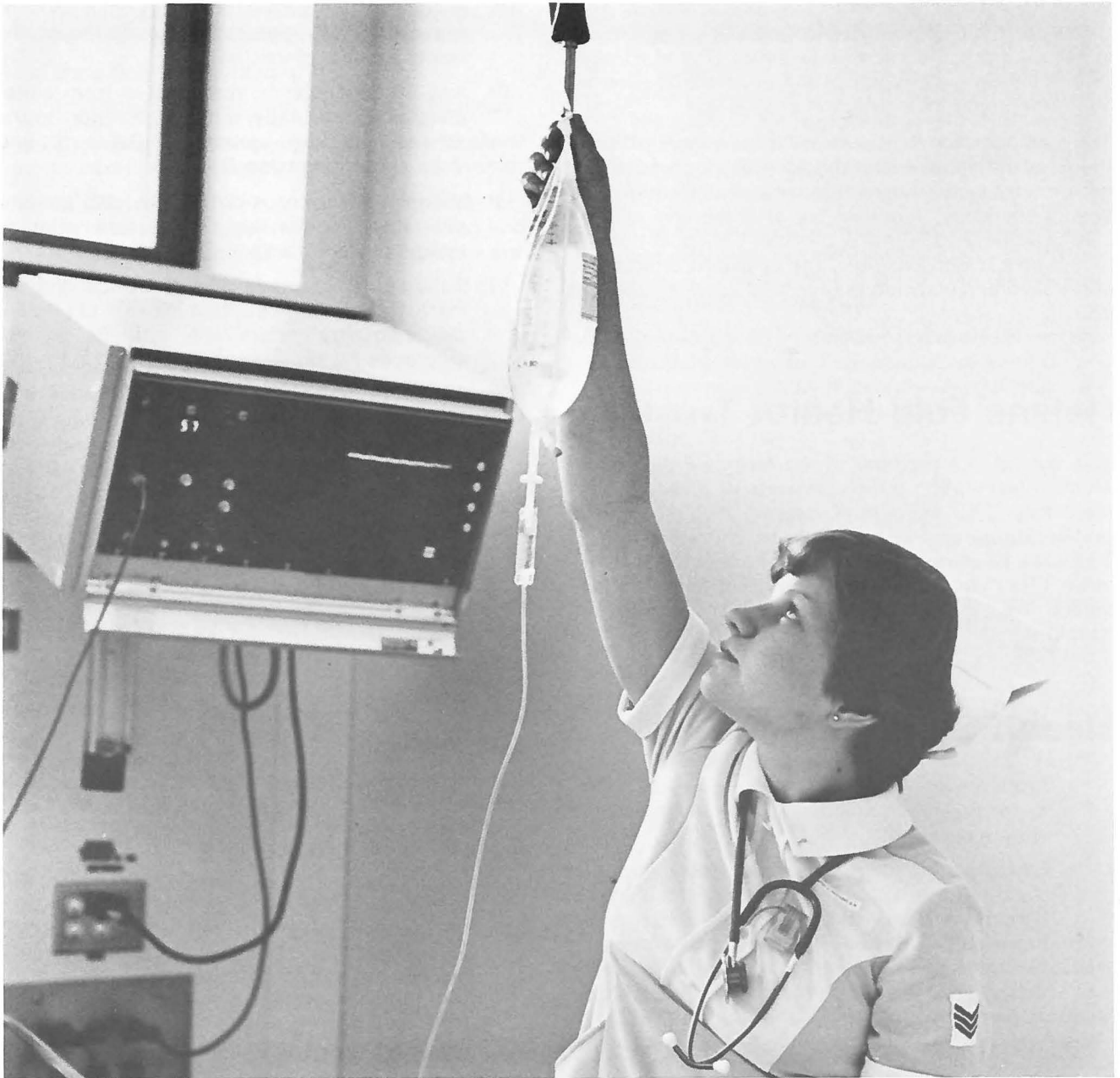
The administrator's office adjoins the school offices. If you wish to speak with the administrator, speak to her directly or arrange an appointment through the school secretary; requests for an interview usually can be scheduled within a 24-hour period. If the administrator is not available, the assistant director of curriculum and instruction of school services will see you.

Helene Fuld Health Trust

This school is a member of the Helene Fuld Health Trust, a foundation which consists of a network of more than 150 schools of nursing throughout the United States and several foreign countries. Since 1973 we have received grants which enabled us to make other improvements in the school and dormitory for the health and welfare of nursing students.

Health Services

- I. Students are expected to assume responsibility for their own health. Positive health habits are encouraged.
- II. Emergency medical care is available through the Christ Hospital employee health service during day hours and through the emergency room at other hours. For other than emergency illness, students are expected to consult their own physicians, and are responsible for costs incurred.
- III. Following emergency treatment, an ill student may go home upon recommendation of the health service physician.
- IV. Any student who is absent or ill from either class or clinical experience must report to the school secretary between 7:00 a.m. and 7:15 a.m., extension 5181.
- V. If illness occurs on a clinical day, the student must also notify the clinical unit prior to assigned time of arrival.
- VI. If the student attends class or clinical and the instructor feels the student is too ill to remain, the instructor refers the student to the employee health service.
- VII. A student who has been absent from class or clinical for more than three days must report to the Christ Hospital Employee Health Service for clearance to return to class or clinical. The health clearance must be presented to the instructor who will then submit it to the school secretary.
- VIII. The cost of medications, laboratory and x-ray exams which are not part of the physical examination, and eye, dental and gynecological examinations are the responsibility of the student.
- IX. The school schedules another complete physical examination during the third year of the program, through the employee health service of Christ Hospital. A health fee is charged to cover a portion of this cost.
- X. Regular eye and dental examinations are encouraged.
- XI. An incident report is to be filled out by the student and the appropriate faculty member or residence coordinator for any personal injury to the student occurring in the residence or school. The student and instructor are responsible for filling out an incident report for an injury occurring during clinical experience.



XII. Health policies for pregnant students:

- A. A release of responsibility must be signed by a 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 recommends her to withdraw from the program. The release form may be obtained from the school registrar and returned to her when signed. This statement is to be submitted no later than the fourth month of pregnancy.

XIII. Health Records

- A. Student health records will be retained by the employee health service.

XIV. Exercise Equipment

Exercise equipment is available to all students through the Helene Fuld Health Trust. Guidelines for use of the equipment are posted in the recreation and exercise rooms. Students are encouraged to use the equipment to relieve tension and to keep fit.

Insurance

- I. Each student should be protected by hospitalization insurance.
- II. Students are protected against malpractice liability, as defined in the Evangelical Hospital Association's self insurance plan.

Guidance and Counseling

- I. Students are expected to discuss their academic progress with the counselor, course teacher or other school staff members who can be of assistance when grades or clinical performance are below a "C" or "complete."
- II. All faculty members are available to assist students upon request. Faculty members counsel students regarding their academic and clinical progress during each clinical rotation. Level chairpersons and the assistant director of curriculum and instruction are referral resources for nursing instructors.
- III. The counselor is available to students regarding academic or personal problems during the academic year.
- IV. The counselor will schedule an interview with each student during the academic year.
- V. The counselor's hours are posted on the office door in the residence.
- VI. The counselor will meet on a regular basis with any student placed on a Probationary Improvement Plan.
- VII. Any student who receives a deficiency warning will be recommended to meet with the counselor.
- VIII. The counselor releases no information about students unless a release form is signed.
- IX. Any communication of a personal or academic nature from faculty or staff to a student is placed in a sealed envelope for distribution.
- X. The Marriage and Family Counseling Service at Christ Hospital offers counseling to employees, staff and students. Fees are based on an ability to pay. Call extension 5326 to arrange an appointment. All contact with this service is confidential.

Financial Assistance

- I. The assistant director, school services, serves as the financial aid officer and is available to guide students with financial problems.
- II. Some scholarships are available through the school to students who demonstrate a financial need and show evidence of scholastic achievement.
- III. Evangelical School of Nursing is approved for the:
 - A. Illinois Monetary Award Program
 - B. Pell Grant (formerly B.E.O.G.)
 - C. Illinois Guaranteed Loan Program
 - D. George M. Pullman Educational Foundation
 - E. Veterans Administration
 - F. Social Security BenefitsTo be considered for privately funded scholarships, a need analysis is required.
- IV. All Illinois students seeking financial aid must apply for the Illinois Monetary Award, out-of-state students apply through the A.C.T. Family Financial Statement.
- V. The auxiliaries of Christ, Good Samaritan and Good Shepherd hospitals plus several other private agencies provide a limited number of scholarships to second and third year students.
- VI. A financial information packet is distributed to all junior and freshmen students annually in February and to seniors and applicants on request. This packet provides information about a variety of financial assistance programs.
- VII. The Evangelical Hospital Association Education Benefit is available to immediate family members of eligible E.H.A. employees. Application for the 50% discount on tuition is made to the Human Resources Department of any E.H.A. institution or the school of nursing.

Library

A well-equipped library is located on the first floor of Brinkman Hall. It is open for use from 8 a.m. to 4:30 p.m. Monday through Friday and from 6 p.m. to 9 p.m. Monday through Thursday; it is closed weekends and holidays. A library handbook is presented at orientation and serves as a guide to library resources.

Audiovisual Center

An audiovisual learning center located on the first floor of the dormitory offers opportunity for independent study of a variety of media. A faculty member is available to assist teachers/students in producing A/V projects. The learning center is staffed between 8 a.m. and 4 p.m. plus one evening per week. A self study room is open from 7 a.m. to 12:45 a.m.

Clinical resources

The chief clinical resource for the program is Christ Hospital, an 855-bed teaching hospital with many specialized departments. In addition, the school utilizes a nursing home, several home health care agencies, an elementary school, a community mental health center and other community agencies.

School van

A 14-passenger van, a gift to the school from the Helene Fuld Health Trust, is available for use by groups of students for approved school activities. Guidelines for use of the van are posted in the van and also are available in the school office.

General Information

Holidays and recesses

- I. The following holidays are observed: Labor Day, Thanksgiving, Good Friday, and Memorial Day.

- II. Recesses include:
 - Christmas (2 weeks)
 - spring recess (1 week)
 - summer (7-8 weeks)

Religious services

- I. Sunday services are held in the Christ Hospital Chapel at 11 a.m.
- II. Churches of all major denominations are located in the Oak Lawn area.

Legal address & Illinois residency

- I. Students are asked to verify their legal address and Illinois residency status (for Illinois students only) annually.
- II. A change of name or address which occurs during the school year should be filed with the school secretary at the time of the change.

Marriage

Notice of marriage should be communicated in writing to the school of nursing administrator, and the student should complete a change of status form.

Food

- I. Food is available at cost to all students in the Christ Hospital employee cafeteria. Meal tickets are available at a discount and may be purchased at the cashier's office of Christ Hospital.
- II. Cafeteria
 - A. Hours:

Breakfast	6:30 a.m.—8:00 a.m.
Coffee break	8:30 a.m.—10:00 a.m.
Lunch	11:15 a.m.—1:30 p.m.
Dinner	4:30 p.m.—6:30 p.m.
 - B. An hour is scheduled for lunch when not assigned to clinical experience; 45 minutes is scheduled when on clinical experience.

- C. Commuter students may bring their own lunch and eat in the commuter students' room in the dormitory.

- D. The Auxiliary of Christ Hospital sponsors a snack bar, "The Pantry," located in the main lobby of Christ Hospital.

Telephones

- I. There are pay phones for the students' personal calls. A house phone is available for communication within the school and hospital.
- II. Residence assistants will not give out any information over the phone about students.

Parking

- I. Parking is limited; resident students should not bring cars to school.
- II. A parking sticker must be secured from the Security Department of Christ Hospital for cars parked anywhere on the Christ Hospital campus.
- III. Commuter students may park in the northeast Kostner Avenue employee parking lot.
- IV. Parking stickers will not be issued for freshmen because transportation to Elmhurst College is provided daily.

Identification badges

- I. Identification badges are to be obtained from the Security Department of Christ Hospital.
- II. Students should wear badges at all times in the hospital area.

Elevator — Christ Hospital

Passenger rather than service elevators are to be used during the working hours so that service elevators are free for transportation of patients.

Duplicating materials

Students may arrange for duplication of materials for in-class use with the school secretary. A fee will be

charged for materials duplicated. The copyright laws govern duplication of printed materials (See Library Handbook). Students are NOT permitted to use the copy center of Christ Hospital to duplicate materials.

Registration of Students

Registration of ESN students for the fall term will be held in August on the first day of the school year; registration for the spring term will be held the last week of the fall term (January). For the academic year 1981-82 seniors will register for the spring term the next to last day of fall term (December).

Brinkman Hall

- I. Students may choose their own living accommodations.
- II. Students should submit their requests to live in the residence, in writing, to the residence supervisor, prior to June 1.
- III. Rooms on the ground floor of the residence are available to commuter students for study and relaxation. Lockers are provided for storage of personal belongings. The student provides the lock.
- IV. Commuter students have access to public areas of Brinkman Hall.
- V. Commuter students are to sign in and out upon entering and leaving the residence.
- VI. Commuter students may visit the lounge areas of the residence between 9 a.m. and 9 p.m.
- VII. A residence committee made up of students from each floor of Brinkman Hall assists the residence supervisor in implementing policies for group living.

Appeal Procedure

- I. An appeal is defined as an option following the use of normal channels for decision-making.
- II. The appeals procedure is available only after all normal channels in decision-making have been exhausted. A student may initiate the procedure. A student will:
 - A. Submit a letter of intent to the school administrator 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.
 - B. The chairperson will inform the involved parties that a written statement (documentation) from each must be submitted prior to the meeting of the Appeals Committee.
 - C. The Appeals Committee will be called by the school administrator within three to five school days following receipt of the letter of intent to appeal.
 - D. The Appeals Committee will consist of:
 - administrator, Evangelical School of Nursing — chairperson
 - senior class advisor
 - junior class advisor
 - student organization advisor
 - senior class vice president
 - junior class vice president
 - freshmen class vice president

The Student Organization vice president will sit on the committee if one of the student members is absent or personally involved.

In the event that an advisor(s) sits on Student Personnel Committee, the student filing the appeal will have the responsibility of selecting a faculty alternate(s).

- E. Legal counsel may be present at the meeting but may not actively participate in the proceedings. The Appeal Committee chairperson shall be notified prior to the proceedings if legal counsel will be present.

- F. The final decision will be made by the Appeals Committee. This decision will be communicated to the persons involved by the chairperson immediately following the adjournment of the committee.

- G. Grades are not subject to appeal but the method used to determine the grade may be appealed.

- H. The Executive Council, at its discretion, may hear an appeal beyond the action of the Appeals Committee.



Rules of Conduct

(Adapted from EHA Employee Handbook)

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 to insure desirable living conditions and promote friendly relations.

- I. The following activities are prohibited on school premises:
 - A. Posting or removal of notices, signs or writing in any form in public areas of the school, without specific authority from the administration.
 - B. Unauthorized distribution of literature, written or printed matter of any description on school premises.
 - C. Unauthorized soliciting or collecting contributions for any purpose whatsoever on school premises.
 - D. Inappropriate articles and writing placed on window.
 - E. Unauthorized circulation of petitions.
 - F. Unauthorized sale of any commodity item or service on school or Christ Hospital property.
 - G. Initiation activities of any kind.
- II. The following personal habits and actions are not permitted:
 - A. Smoking outside specifically designated areas.
 - B. Illegal possession of, use or sale of drugs or narcotics on school property at any time.
 - C. Possession or drinking of liquor or any alcoholic beverages on school property at any time.
 - D. Participating in gambling, lottery or any game of chance on school property at any time.
 - E. Immoral conduct or indecent exposure.
 - F. Fighting on the premises at any time.
- III. The following activities are forbidden:
 - A. Possession of weapons on school premises at any time.
 - B. Abuse, misuse, defacing or destruction of school property, tools, equipment or the property of students and faculty in any manner.
 - C. Theft or misappropriation of property of faculty, students, hospital or visitors to the school.
 - D. 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

- I. 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 standards of the school which include academic achievement, clinical performance and conduct as described in this Student Handbook.
 - II. ESN reserves the right to inspect student rooms with members of Christ Hospital Safety Committee for the purpose of identifying potential safety hazards.

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 regulations are subject to change during the student's enrollment in the 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 _____

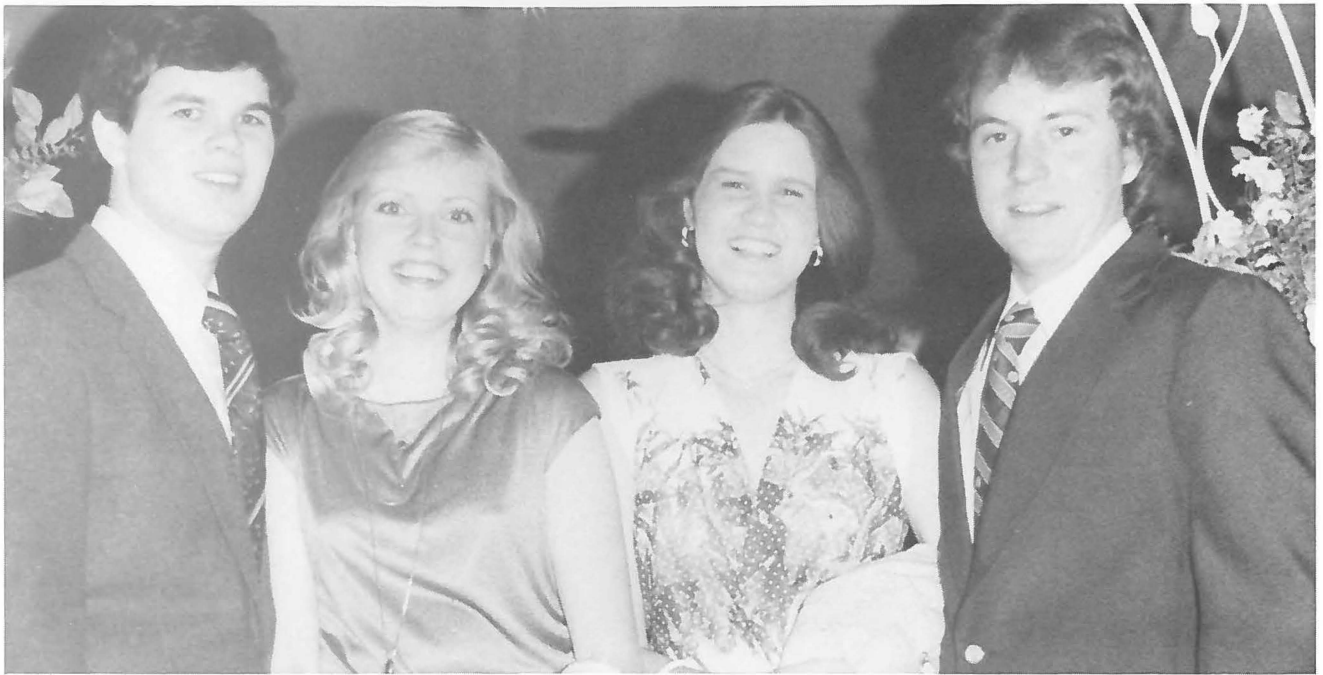
Acknowledgement:

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
of the Evangelical Hospital Association

9345 South Kilbourn
Oak Lawn, Illinois 60453
(312) 425-8000



Affiliated with the United Church of Christ