

Allen College Student Handbook

2008-2010



ALLEN COLLEGE

Mailing Address: 1825 Logan Ave.
Waterloo, IA 50703
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Waterloo, IA 50703
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Mission Statement

Allen College educates and develops individuals as health care professionals who are committed to caring, excellence, and lifelong learning through educational and experiential programs and community service.

Vision Statement

Allen College will be:

- Known for our quality graduates and the exceptional experience we provide students from admission through ongoing advancement in their professional career of choice.
- Built on a model of partnerships with other educational institutions, employers, community agencies and students.
- A highly accessible enterprise providing both on-campus and distance education integrated with the Iowa Health System.

Philosophy

In the true spirit of Christian love and service, it is the philosophy of Allen College to provide educational opportunities and resources that will facilitate student achievement of academic excellence and clinical competence with emphasis on the art of human caring. The College encourages individuals to develop their inherent abilities to full potential, and facilitates lifelong learning, a problem-solving approach, professional adaptability and a humanistic approach to new technology.

Education is defined as a holistic process that involves faculty and students in a commitment to learning with mutual accountability for personal and professional growth. The educational environment provides students a wholesome, intellectually stimulating environment in which caring and respect for all individuals is evident.

Community service provides faculty and students with an opportunity to share knowledge and expertise with others in fulfillment of responsibility to society. The role of the professional includes responsible action related to the needs of society.

Research and critical analysis give support and direction to both education and practice. Action related to data generated from study and research allows change to occur in an orderly fashion.

Goals

- To provide educational programs of excellence,
- To prepare clinically competent health care providers,
- To provide continuing education programs to enable individuals to further develop abilities, skills, and interests for advanced study and lifelong learning,
- To promote scholarly endeavors and service to the community by the students, faculty, and administrators of the college.

Allen College Core Values

Caring: We listen and respond to individual and community needs with compassion and respect.

Community: Allen College is a member of a diverse community. As stewards we work together to make a difference to one another and to all we serve.

Integrity: We create trust and good will through honesty, accountability, and ethical conduct.

Learning: We facilitate the acquisition of knowledge through study, creativity, experience and application. We encourage a commitment to lifelong learning.

Quality: We are committed to excellence in academics, community service and creative change. We strive toward quality outcomes that are mutually beneficial.

Accreditation

Allen College has the following institutional approval or accreditation:



The Higher Learning Commission, A commission of the North Central Association of Colleges and Schools (NCA)
30 North LaSalle Street
Suite 2400
Chicago, IL 60602-2504
(800) 621-7440

- Approved by the Iowa Board of Nursing (IBN), River Point Business Park, 400 SW 8th St., Des Moines, Iowa 50319-4685, (515)281-3255
- Accredited by the National League for Nursing Accrediting Commission (NLNAC) 61 Broadway, New York, New York 10006, (800) 669-1656 (Master of Science in Nursing Degree Program)
- Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW. Suite 530, Washington, DC 20036-1120, (202)887-6791

- Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (319)704-5300.

This Student Handbook includes a description of undergraduate and graduate programs at Allen College. All statements in this publication concerning regulations, fees, curricula, or other matters are subject to change without notice. They are not to be regarded as offers to contract.

In cases of conflict with material presented on the College's Web site, the conflict will be decided in favor of the printed version. The official copy of the Student Handbook is provided annually to all students enrolled at Allen College.

Allen College complies with those laws, which forbid discrimination on the basis of race, religion, color, sex, marital status, age, national origin, veteran status, sexual orientation, gender identity, disability or handicap in administration of its admission policies, educational policies, scholarships and loan programs, and other programs and operations.

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ACADEMIC CODE OF CONDUCT

Academic Integrity

As an institution of higher education, Allen College requires academic integrity and responsibility. Students are responsible for their own behavior. Examples of unacceptable behaviors include, but are not limited to: plagiarism; falsifying records, papers, documentation of clinical hours; cheating or unauthorized collaborating on tests, quizzes, papers, problems, or other graded assignments; retention of materials which are the property of the college or the instructor; clinical misconduct or other unethical behavior. Students' written or oral work of any kind is expected to be the work of the student alone (unless otherwise assigned or approved). Failure to observe these requirements is a violation of Academic Integrity. All students will be required to sign the academic integrity policy each academic year and it will be placed in their student academic file.

Any student exhibiting evidence of dishonesty shall be subject to disciplinary action by Allen College.

Plagiarism

Plagiarism is using someone else's words or ideas, intentionally or unintentionally, without giving credit to that person. If a student desires to use someone else's words or ideas, the student must quote, paraphrase or summarize accurately and make sure that what has been borrowed is accurately punctuated and clearly marked. The student must give that person credit by citing the source regardless of the form of the borrowing. Direct quotes must have

both quotation marks and the source cited. Paraphrasing is preferable to connecting a string of quotations throughout a paper. Again the source of the paraphrased information must be cited in the paper.

Acknowledgement of something that is not original must appear both in the text of the paper and in the reference list at the end of the paper. It is also plagiarism to use a paper that has been written by another student; moreover, it is unethical to use a paper that has been written for another class (unless both professors give permission).

Students plagiarizing any course work will meet with the faculty instructor and an impartial third party. Each case shall be considered on its individual merits and penalties may vary accordingly. Penalties may include a zero on the assignment, failure of the course, or dismissal from the College. The student may be referred for appropriate remediation concerning the violation. If appropriate, the instructor may revise the grade after remediation has been obtained.

First Day of Attendance

Attending the first day of class is required. Students who do not attend the first day of class will be handled as follows:

With Notification By Student

- The student may remain registered for the course with prior approval by the lead course faculty.

Without Notification by Student

- Lead course faculty must notify Student Services to remove student from the course.

Attendance

Students are expected to attend all classes and clinical courses in which they are enrolled, per course requirements.

Leave of Absence

General Information

A Leave of Absence (LOA) is defined as an interruption in course progression due to a documented unforeseen circumstance. Leave of Absence requires the approval of the Chancellor or designee and must include a documented intent to return to complete the educational program.

A leave of absence may affect financial aid and loan repayment. Students may be granted a 180-day leave of absence in any 12-month period from the state and federal government. Therefore, all students requesting a leave of absence must meet with the Financial Aid Director for counseling.

Requirements

The student shall submit the request for Leave of Absence in writing to the Registrar. To qualify for a Leave of Absence the student shall be currently enrolled in classes or have been enrolled in the prior semester. The student shall have a history of satisfactory progression (the ad hoc committee will review the academic progress as part of the determining factors in granting a LOA). The written

request shall document the necessity for the request and explanation of reasonable intent of returning to complete the course of study, an expected date of return and a plan for completion of clinical and course work. The request shall be submitted prior to the start of the LOA, unless unforeseen circumstances arise. The Leave of Absence shall not exceed 180 days in any 12-month period as outlined by Title IV regulations.

Reasons for Approved Leave of Absence

- Illness of self or family member
- Death in family
- Birth of baby or situations covered by the Family and Medical Leave Act of 1993
- Financial difficulty
- Military duty
- Jury duty
- Other circumstances as approved

Approval Process

Allen College shall respond within 5 business days of the written request.

Failure to Return

Failure to return from an approved Leave of Absence shall be considered a withdrawal. The withdrawal date shall reflect the start date of the Leave of Absence even though the leave was approved. The withdrawal policy shall then be implemented.

Last Day of Attendance

With Student Notification

The last day of attendance **with** student notification is determined as follows:

- The date in which the student notifies any staff or faculty member of Allen College verbally or in writing that he/she is withdrawing or will no longer be attending classes. The date of notification will be used as their last day of attendance.
- Students can notify Allen College with a future date of withdrawal. The future date will be used as the last day of attendance unless otherwise modified by the student.

Without Student Notification

The last day of attendance **without** student notification is determined as follows:

- Upon academic dismissal, the last day of the semester will be considered the last day of attendance.
- If a faculty member or advisor is aware of the last date the student was in attendance, that date will be documented and used as their last day of attendance.
- If no date is known, the last date of attendance will be the midpoint of the period for which assistance was disbursed.
- If Allen College is required to take attendance for an outside organization (i.e. VA, JPTA), the last date reported to that organization will be considered the last day of attendance.
- Upon disciplinary dismissal, the date of dismissal will be considered the last day of attendance.

- For students placed on approved LOA who do not return from the LOA, the last day of attendance shall be the beginning date of the LOA.
- For students on an unapproved LOA, the last date of attendance is the date the student is placed on an unapproved LOA.

ACADEMIC REQUIREMENTS – Allen College

Writing Style

The Publication Manual of the American Psychological Association (5th edition) is required in all courses at Allen College and is considered the final authority should any questions arise about style and form. The manual can be purchased at University Book and Supply across from the UNI campus. There are also copies on reserve in the Allen College Barrett Library.

Assessment Program

Allen College assesses the programs offered to determine if they are preparing students to meet the educational outcomes described in the College Mission Statement. Assessment of program effectiveness is accomplished by assessing student performance. Students are expected to complete several "outcome" assessment exercises such as standardized tests, surveys, etc. The assessment testing attempts to quantify and qualify that individual student learning has occurred. These assessment exercises are required; **the degree will not be granted** until the assessments are completed.

Auditing a Course

Auditing a course occurs when a student attends a class without taking examinations, clinical, or laboratory experiences. No college credit is awarded. The consent of the instructor and Student Services must be obtained prior to auditing a course. Students may register for a class on an audit basis if space is available in the class. The student will not receive financial aid for any audited course.

General Auditing Policies

1. Non-degree seeking students may request to audit a course provided the Admissions, Progression, and Graduation Committee has approved a written request.
2. Only non-clinical courses will be available for audit by non-degree seeking students. All prerequisites must be met before the student is allowed to audit a course.
3. Non-degree seeking students can take a maximum of two courses for audit.
4. Full tuition and fees will be assessed.
5. Audits will be recorded on the student's permanent record.
6. The audit cannot be converted to credit or grade at a later date.

Incomplete Grades

"Incomplete" (I) is a grade indicating that a student is unable to complete the course due to "exceptional circumstances." This term must be defined by the student and faculty member, but usually means that something beyond the student's control (e.g., hospitalization of self or a family member, death of a loved one, etc.) Failure to complete assignments on

time, or failure to withdraw from the course does not constitute sufficient grounds for assignment of an "Incomplete" (I) grade.

An incomplete grade must be completed by the seventh week of the semester following the (I) grade. After the seventh week, the (I) will be changed to "F" on the student's transcript if the course is not completed.

If the course for which an (I) grade is assigned is a prerequisite to another course, the student may not enroll in that course until the "Incomplete" course has been completed; thus, the student's progression may be delayed. Any student wishing to enroll in a course for which the "Incomplete" course is a prerequisite prior to completion of the "Incomplete" course may request permission from the division APG Committee to enroll in that course. The decision of the APG committee regarding such requests is final.

"In Progress" (IP) is a grade indicating a student's work in a course is in-progress and a final grade has yet to be assigned. (IP) is not an alternative to an incomplete grade. A student may receive an (IP) grade only under the following circumstances:

- A. The student is making satisfactory progress toward completion of the course; **and**
- B. The student is enrolled in a research course involving ongoing research that cannot be completed by the end of the academic term during which the student enrolled in the course; **OR**

- C. The course assignment(s) included instructor-assigned activities that extended beyond the academic term during which the student enrolled in the course; **OR**
- D. The student is enrolled in an independent study course for which a contract stipulates that the study will extend beyond the semester of enrollment.

The (IP) grade remains in effect until the required coursework is completed. The grade will be automatically changed by the Registrar to “No Credit” or to a failing grade when:

- A. The statute of limitations for the program is reached or
- B. The student withdraws from Allen College or is dismissed because of academic performance or other reasons.

If the course for which an (IP) grade is assigned is a prerequisite that may affect academic program progression, the student must complete the course having the (IP) grade no later than the end of the subsequent semester of enrollment.

ACADEMIC REQUIREMENTS – Undergraduate

Academic Load

Health Science Division

A typical health science student enrollment is 12-16 credit hours per fall or spring semester. Nineteen or more semester hours require written permission by the division APG Committee. A typical enrollment for the summer semester is 6-11 credit hours.

Nursing

A typical nursing student enrollment is 12 to 16 credit hours per fall or spring semester. Enrollment in eighteen or more semester hours requires written permission by the division APG Committee, requires a minimum grade point average of 3.25 and is subject to availability of space. Enrollment in fifteen or more semester hours of nursing courses requires permission from the APG Committee. Students on academic probation or warning may only enroll in a maximum of 15 credit hours per semester.

Classification

Radiography

1. Radiography students will be classified based on where they are in the Radiography Curriculum.
2. Transfer students' classification will depend on the number of credits transferred into the major.

Bachelor of Health Science

Students' classification is based on the cumulative completion of major courses.

0-29	Freshman	60-89	Junior
30-59	Sophomore	90+	Senior

Nursing

Students' classification is based on the cumulative completion of major courses.

0-29	Freshman	60-89	Junior
30-59	Sophomore	90+	Senior

Students accepted into the accelerated option, RN-BSN program, and RN-MSN program are granted advanced standing at junior level upon admission to Allen College.

Enrollment Status

Enrollment hours used to determine ASR, BHS and BSN class status are

defined as the combination of courses taken at Allen College and either the University of Northern Iowa or Wartburg College.

Required courses taken at other institutions will be counted toward enrollment status within the Health Science and Nursing Programs, with proper documentation. However, these courses do not count toward enrollment status for financial aid unless a consortium agreement has been approved.

Fall and Spring Terms

Full time status is granted to undergraduate students who have a minimum class load of 12 semester hours per semester. Annual full time status is 24 semester hours including 12 semester hours for each semester.

Students who register for 9-11 semester hours are classified as three-quarter time, 6-8 semester hours are classified as half-time, and registration less than 6 semester hours are classified as less than half-time.

Summer Term

Students who register for 6 semester hours are classified as full-time; students who register for 3 semester hours are classified as half time.

Progression in the Undergraduate Programs

After admission to the undergraduate program, placement in health science courses and nursing courses for the academic year is based on the following priority ranking:

1. Full-time, regular progression students.
2. Part-time, regular progression students.

3. Students who have interrupted their studies but are in good academic standing.
4. Students who have withdrawn from one or more health science or nursing courses.
5. Students who have failed and successfully repeated a health science, nursing or required general education course.
6. Students who need to repeat a health science, nursing or general education prerequisite or co-requisite.
7. Students who have been dismissed and reinstated.
8. Transfer students from other nursing programs according to admission, progression, and graduation guidelines.

Satisfactory Progression in the ASR Program

Progression within the program is dependent upon the satisfactory completion of prerequisite and/or concurrent courses.

Satisfactory completion is defined as:

- A. A grade of C or above in each RA course.
- B. A grade of C- or above in each required general education (support course).
- C. Satisfactory clinical performance in all courses with a clinical component.
- D. Proof of current CPR training.
- E. Continued academic progress and good standing based on courses completed at cooperating or other institutions of higher education.

- F. Satisfactory completion of 24 credit hours per year for full-time students.
- G. Satisfactory completion of one-half of attempted hours for part-time students.

Satisfactory Progression in the BHS Program

Progression within the program is dependent upon the satisfactory completion of prerequisite and/or concurrent courses.

Satisfactory completion is defined as:

- A. A grade of C or above in each BHS course.
- B. A minimum grade point average of 2.0.
- C. Satisfactory clinical performance in all courses with a clinical component.
- D. A grade of C- or above in each required general education (support course).
- E. Proof of current CPR training
- F. Continued academic progress and good standing based on courses completed at cooperating or other institutions of higher education.
- G. Satisfactory completion of 24 credit hours per year for full-time students.
- H. Satisfactory completion of one-half of attempted hours for part-time students.

Satisfactory Completion of BSN Program for Students Admitted Prior to Fall 2008

Progression within the program is dependent upon the satisfactory completion of prerequisite and/or concurrent courses.

Satisfactory completion is defined as:

- A. A grade of C or above in each required course.
- B. A minimum grade point average of 2.0.
- C. Satisfactory clinical performance in all courses with a clinical component.
- D. Proof of current CPR training, and continued academic progress and good standing based on courses completed at cooperating or other institutions of higher education.
- E. Continued academic progress and good standing based on courses completed at cooperating or other institutions of higher education.
- F. Satisfactory completion of 24 credit hours per year for full time students.
- G. Satisfactory completion of one-half of attempted hours for part-time students.

Satisfactory Completion of BSN Program for Students Admitted Fall 2008 or After

Progression within the program is dependent upon the satisfactory completion of pre-requisite and/or concurrent courses. Satisfactory completion is defined as:

- A. Grade of C or above in each required course.
- B. A minimum cumulative grade point average of 2.5.
- C. Satisfactory clinical performance in all courses with a clinical component.
- D. Proof of current CPR training.
- E. Continued academic progress and good standing based on courses completed at cooperating or other institutions of higher education.
- F. Satisfactory completion of 24 credit hours per academic year for full-time students.

- G. Satisfactory completion of one-half of attempted hours for part-time students.
- H. Must complete at the minimum 45 credit hours sponsored by Allen College for pre-licensure students and 24 credit hours sponsored by Allen College for RN-BSN students.

Clinical space for nursing students is limited. Every effort is made to plan for students to progress at their individual pace in the program. However, in the event that there is insufficient space in a clinical course, the following priority will apply:

1. Students who are following a continuous, full-time plan of study will have first priority.
2. Students with the earliest admission date to Allen College.
3. Students who have completed the most credit hours toward graduation.

Academic Warning

Academic Warning and/or Clinical Warning

Students will be informed of their midterm course grade that is calculated and posted in WebCT or other on-line course delivery system, such as Evolve.

Academic Probation and Dismissal for Current ASR and RN-BSN Students and Pre-licensure BSN Students Admitted Prior to Fall 2008

Upon receipt of semester grades, the student will be placed on academic probation if the semester grade point average is less than 2.0.

- A. Academic probation allows the student one semester to obtain a semester grade point average of 2.0 or above. Academic Dismissal will occur if the grade point average continues below 2.0. If a student obtains a 2.0 or higher in any subsequent semester(s) the student will continue to progress.
- B. If a student fails to obtain a 2.0 in any subsequent semester (s), the student will be dismissed. Students on academic probation may only enroll in a maximum of 15 credit hours per semester.

Academic Dismissal occurs if:

- A. The student's semester grade point average drops below 2.0 for two semesters.
- B. The student fails to meet program requirements in two required courses.
- C. The student fails to successfully repeat any program-required course and/or one of the following courses:

ASR and Nursing

Anatomy and Physiology I
 Anatomy and Physiology II
 Microbiology (nursing only)
 Chemistry (nursing only)
 Intro to Psychology

Nursing Only

Intro to Developmental Psychology
 or
 Human Growth and Development

Automatic Dismissal occurs when the student's cumulative grade point average is below 2.0 at any time.

Academic Probation and Dismissal for Students Admitted Fall 2008 and After

Upon receipt of semester grades, the student will be placed on academic probation if the semester grade point average is less than 2.5.

- A. Academic probation allows the student one semester to obtain a semester grade point average of 2.5 or above. Students on academic probation or warning may only enroll in a maximum of 15 credit hours per semester. If the student obtains a 2.5 or above in any subsequent semester(s), the student will continue to progress in the program.
- B. If the student fails to obtain a 2.5 in any subsequent semester(s), the student is dismissed from the program.

Academic Dismissal occurs if:

- A. The student's semester grade point average drops below 2.5 for two semesters.
- B. The student fails to meet program requirements in two required courses.
- C. The student fails to successfully repeat a support course as listed previously or radiography/nursing course.

Automatic Dismissal occurs when the student's cumulative grade point average is below 2.5 at any time.

Withdrawing from a Course

Students wishing to withdraw from any or all courses must complete the official withdrawal form by the deadline dates printed in the current academic calendar. A grade of "W" will appear

on the student transcripts when students complete the official withdrawal forms. Once the deadline for course withdrawals without penalty has passed, a grade of either "WP" or "WF" will be assigned as determined by the course instructor. Once the deadline for course withdrawals with penalty has passed, withdrawing from a course is not an option and a grade will be assigned.

A student may withdraw from any course only one time while enrolled at Allen College.

Repeating A Course

A student will be allowed to repeat no more than two courses taken to fulfill program requirements or one of the following courses:

ASR and Nursing

Anatomy and Physiology I
Anatomy and Physiology II
Microbiology (nursing only)
Chemistry (nursing only)
Psychology

Nursing Only

Developmental Psychology/Human Growth and Development

If a third course is failed, the student will be dismissed from Allen College. A program course, or the preceding courses, may only be repeated once. Any above listed support course or radiography/nursing course may be repeated only once. It is strongly recommended that Anatomy & Physiology I and II or their equivalent be completed at the same institution. Science courses should be repeated at the original institution. Failure to successfully complete the repeated course will result in automatic dismissal from Allen College. Failures

received by RN-BSN students prior to obtaining licensure will not be counted as failures at Allen College. Failure to successfully complete the repeated course will result in automatic dismissal from Allen College.

Accelerated BSN students who fail or withdraw from a nursing course may transfer into the Upper Division BSN program for program completion if clinical space is available.

Academic Withdrawal

A student who wishes to discontinue the program should request an official academic withdrawal form from the Student Services Office. Students are strongly encouraged to seek counsel with their advisor prior to taking such action. An exit interview with the Chancellor of the College, Dean of Academic Affairs or designee to discuss implications of the withdrawal is required.

A financial exit interview is required for students receiving financial aid. All financial obligations must be fulfilled with Allen College upon withdrawal, as well as any obligations (return checked-out books, ID Badge, etc.).

Any student who fails to register for a semester and who is not on an approved leave of absence will be considered an inactive student. An exit interview is required and must be completed within thirty days. Loan repayment will begin 6 months after the last day of attendance.

The faculty reserves the right to retain only those students who satisfy the requirements of theoretical and clinical performance necessary for safe practice. The faculty may recommend withdrawal of a student for academic difficulties, health reasons, clinical

performance, or personal conduct. The Admissions, Progression, and Graduation Committee of the College reviews recommendations for dismissal of a student.

Reinstatement Following Withdrawal/Dismissal

An undergraduate's failure to register in each sequential semester constitutes an interruption in a student's program.

Students who have interrupted their program of study for any reason may request to reenter the program through the following procedure.

1. Submit a letter to the division APG Committee the semester prior to readmission. This request must be received by June 1 for fall semester, April 1 for summer, and October 1 for spring.
2. Submit official documentation of academic performance since withdrawal or dismissal from the program.

The division APG committee will review these materials; if approved, the date of readmission is determined by availability of clinical and classroom resources. All requests for reentry will be evaluated on the basis of availability of resources.

Reentry of students who have interrupted their study for any reason is not guaranteed, and no student may be reinstated more than once.

A reinstated student who had been academically dismissed will again be dismissed upon failure (grade of C- or below) of one additional course. Students who are reinstated must adhere to the policies and curriculum

of the College in effect at the time of reinstatement.

Students may progress to the next semester of courses upon the successful completion of *all* prior semester radiography and nursing courses. Students wishing exception to this practice must petition the division APG Committee.

ACADEMIC REQUIREMENTS – Graduate

Enrollment Status

The classification of a student enrolled in the MSN program is as follows:

Full-time: 8 or more semester hours

Three-Quarter time: 6-7 semester hours

Half-time: 4-5 semester hours

Less than half time: 1-3 semester hours

Enrollment in Program following Admission

Admitted students must register for a nursing course within the first 12 months from the beginning of the semester to which the student is admitted. Students who fail to enroll during this 12 month time period must reapply for admission.

Continuous Enrollment

Once the student is admitted to the MSN program, that student must be continuously enrolled in a minimum of one course each semester during the academic year or have an approved leave of absence in order to remain in the program. Students who fail to adhere to this requirement must seek reinstatement in the MSN program.

Time limit for Completion of MSN Program

All requirements for the master's degree must be completed within seven consecutive years, beginning with the date the student enrolls in the course(s) carrying graduate credit applicable to the degree program either at Allen College or another institution. Course work older than seven years cannot be used to meet requirements for the master's degree. This seven year time limit includes any leave of absence granted to the student.

Time Limit for Completion of RN-MSN Program

The seven year time limit for completion of the master's degree will begin after the student has completed the requirements for the BSN Degree at Allen College.

Progression in the Master of Science in Nursing Program

Progression within the MSN program is demonstrated by the following:

- A. A cumulative grade point average (GPA) of 3.0 calculated on the basis of all attempted graduate-level courses following admission to the graduate program.
- B. If additional criteria are needed to determine placement, the division APG committee considers the date of becoming out of sequence and the student's grade point average (GPA). Students who interrupt their studies for any reason are considered out of sequence and will be accommodated according to the above priority ranking on a space available basis for the remainder of course work to be completed.

- C. Adherence to requirements related to CPR certification, RN licensure, and health requirements.
- D. Adherence to reasonable standards of professional conduct in all activities in the academic, clinical and service settings.

After admission to the graduate program, placement in courses for the academic year is based on the following priority ranking:

1. Students enrolled in the Iowa Health System Leadership Cohort.
2. Full-time students who have completed 18 or more credit hours.
3. Part-time students who have completed 18 or more credit hours.
4. Full-time students who have completed less than 18 credit hours.
5. Part-time students who have completed less than 18 credit hours.
6. Full-time RN-MSN students.
7. Part-time RN-MSN students.
8. Non-Degree Seeking students.

If additional criteria are needed to determine placement, the division APG committee considers the date of becoming out of sequence and the student's grade point average (GPA). Students who interrupt their studies for any reason are considered out of sequence and will be accommodated according to the above priority ranking on a space available basis for the remainder of course work to be completed.

Withdrawing from a Course

Students wishing to withdraw from any or all courses must complete the official withdrawal form by the deadline dates printed in the current academic calendar. A grade of "W" will appear on a student transcript when students complete the official withdrawal forms. Once the deadline for course withdrawals without penalty has passed, a grade of either "WP" or "WF" will be assigned as determined by the course instructor. Once the deadline for course withdrawals with penalty has passed, withdrawing from a course is not an option and a grade will be assigned. A student may withdraw from any course only one time while enrolled at Allen College.

Repeating a Course

A student enrolled in the MSN program must repeat any course in which s/he received a grade of "C-" or lower in a non-clinical course and a "B-" or lower in a clinical didactic course or unsatisfactory performance in the clinical component of all clinical courses. This policy applies to all MSN tracks. Students will be allowed to repeat a course one time only. A student will not be allowed to repeat more than two courses sponsored by Allen College or other institutions where the student has taken a graduate course. Failure to successfully complete the repeated course will result in automatic dismissal from Allen College.

Academic Withdrawal

A student who wishes to discontinue the program should request an official academic withdrawal form from the Student Services Office. Students are strongly encouraged to seek counsel with their advisor prior to taking such

action. An exit interview with an Allen College administrator to discuss implications of the withdrawal is required.

A Financial Aid exit interview is required for students receiving financial aid. All financial obligations must be fulfilled with the College upon withdrawal, as well as any obligations (checked out books, etc.) to the library.

The faculty reserves the right to retain only those students who satisfy the requirements of theoretical and clinical performance necessary for safe practice. The faculty may recommend withdrawal of a student for academic difficulties, health reasons, clinical performance or personal conduct. The division Admissions, Progression and Graduation (APG) Committee reviews all recommendations for dismissal of a student enrolled in the MSN program.

Request for Reinstatement Following Voluntary Withdrawal

Re-instatement of students who have voluntarily withdrawn from the MSN program for any reason is not automatic and is not guaranteed.

Students in good academic standing who have voluntarily interrupted their program of study for any reason may request to reenter the program through the following procedure. This procedure applies to any student who has not been continuously enrolled in at least one course each semester during the academic year.

- Submit a letter to the Director of Student Services the semester prior to reentry to the program. This request must be received by June 1 for fall semester, April 1 for summer semester, and October 1

for spring semester. The Director of Student Services will inform the student if her or his request is approved, or may, at her or his discretion, refer the request to the Division of Nursing Admissions, Progression and Graduation Committee for consideration.

Students who voluntarily withdraw from the program and are reinstated must adhere to the policies and curriculum of the College in effect at that time of reinstatement.

Academic Probation and Dismissal

- A. Academic probation: A graduate student failing to meet the criteria for satisfactory achievement will be placed on academic probation. A student on probation due to failure to meet the cumulative GPA requirement of 3.0 will be allowed one semester if a full-time student and two semesters if a part-time student to raise the cumulative GPA to a satisfactory level. If the student fails to be removed from academic probation at this time, he/she may be dismissed from the College.

A student enrolled in the MSN program must repeat any course in which s/he received a grade of "C-" or lower in a non-clinical course and "B-" or lower in a clinical didactic course or unsatisfactory performance in the clinical component of all clinical courses. This policy applies to all MSN tracks. If the course is a required course the student must register for it the next time the course is offered in order to continue in the graduate program. Students will be allowed

to repeat a course on time only. A student will not be allowed to repeat more than two courses sponsored by Allen College or other institutions where the student has taken a graduate course. Failure to successfully complete the repeated course will result in automatic dismissal from Allen College. If the grade that is lower than "C" is in a course that is not required for the graduate program, the student may register for the same course or a substitute course and achieve a passing grade to continue in the MSN program.

Prerequisite nursing courses that are not successfully completed must be repeated prior to enrollment in advanced courses. Probationary status for failure to meet requirements related to professional standards will be evaluated on an individual basis and, if the student is allowed to continue enrollment, guidelines will be established. Students on probation due to failure to meet CPR, licensure, and health requirements will not be allowed in clinical activities and risk course failure.

B. Academic dismissal:

Students are subject to dismissal from the MSN program for:

1. Failure to meet conditional admission requirements;
2. Failure to demonstrate satisfactory achievement within a probationary period;
3. Failure to complete requirements for the degree within a seven year period after initial registration;

4. Failure to successfully complete a course on the second attempt;
5. Receiving a grade of "C-" in more than two courses.

Request for Reinstatement Following Dismissal

Reinstatement of students who have been dismissed from the MSN program for any reason is not guaranteed, and no dismissed student may be reinstated more than once. Students who are dismissed from the MSN program for any reason may request reinstatement in the program by following the procedure outlined below:

1. Submit a letter to the Director of Student Services the semester prior to reentry to the program. This request must be received by June 1 for fall semester, April 1 for summer semester, and October 1 for spring semester.
2. At the time of reapplication, the applicant must submit a statement that addresses the reason(s) for the failure, outlines what he/she has done to ensure success in the MSN program and why he/she should be readmitted. The statement must be written by the student.
3. The Director of Student Services will refer the request to the Division of Nursing Admissions, Progression and Graduation Committee for consideration. In reaching its decision, the Division of Nursing APG Committee will consider the circumstances related to dismissal, the applicant's likelihood of success and the availability of resources (e.g.,

faculty, classroom, clinical).
The Division APG Committee may request a meeting with the applicant as part of its deliberations.

4. The Division APG Committee will communicate its decision in writing to the student indicating approval or denial of the request for readmission. If the request is approved, the date of readmission and any conditions of readmission will also be communicated in writing by the APG chairperson to the student, with a copy of the communication sent to the Dean of Academic Affairs.

A reinstated student who had been academically dismissed will again be dismissed upon failure (grade of "C-" or below) of one additional non-clinical course, "B-" or below on a clinical didactic course, or unsatisfactory performance in the clinical components of a clinical course. Students who are reinstated must adhere to the policies and curriculum of the College in effect at that time of reinstatement.

Students may progress to the next semester of courses upon the successful completion of all prerequisite coursework. Students wishing exception to this practice must petition the division APG Committee.

Graduation Requirements

Allen College offers the Associate of Science Degree in Radiography, Bachelor of Science Degree in Nursing, and the Master of Science Degree in Nursing. An application for graduation is obtained from the Student Services Office or completed at registration for your final semester.

Associate of Science

An Associate of Science degree is awarded from Allen College to students who have:

1. Completed a course of study with a minimum of 78 semester hours,
2. Achieved a grade of C (2.0) or above in each RA course taken,
3. Achieved a grade of C- or above in each support course (general education) taken,
4. Achieved a minimum cumulative grade point average of 2.0,
5. Met all course requirements including terminal competencies, and
6. Complied with all policies regarding completion of courses and financing and/or other general college policies identified in the college catalog and this student handbook.

Bachelor of Health Science

A Bachelor of Health Science degree is awarded from Allen College to students who have:

1. Completed a course of study with a minimum of 124 semester hours,
 - a. Maximum of 18 semester hours of correspondence study may be earned toward degree.
 - b. Maximum of 12 semester hours of independent study may be earned toward degree.
2. Achieved a grade of C (2.0) or above in each course taken,
3. Achieved a grade point average of 2.0 or above in major,
4. Achieved a minimum cumulative grade point average of 2.0,
5. Met all course requirements of the Allen College curriculum, 23 semester hours of which must be taken at Allen College

6. Complied with all policies regarding completion of courses and financing and /or other general college policies identified in the college catalog and this student handbook.

Bachelor of Science in Nursing

A Bachelor of Science in Nursing degree is awarded from Allen College to students who have:

1. Completed a course of study with a minimum of 124 semester hours,
 - a. Maximum of 18 semester hours of correspondence study may be earned toward degree.
 - b. Maximum of 12 semester hours of independent study may be earned toward degree.
2. Achieved a grade of C (2.0) or above in each course taken,
3. Achieved a grade point average of 2.0 or above in major,
4. Achieved a minimum cumulative grade point average of 2.0,
5. Met all course requirements of the Allen College curriculum, 23 semester hours of which must be taken at Allen College
6. Complied with all policies regarding completion of courses and financing and/or other general college policies identified in the college catalog and this student handbook, and
7. Successfully completed required NCLEX preparatory examinations.

Master of Science

A Master of Science in Nursing degree is awarded from Allen College to students who have:

1. Completed 42 semester hours to graduate from the Acute Care Nurse Practitioner Track.

2. Completed 43 semester hours to graduate from the Adult Psychiatric Mental Health Nurse Practitioner Track.
3. Completed 44 semester hours to graduate from the Adult/Gerontological Nurse Practitioner Track.
4. Completed 36 semester hours to graduate from the Education Track.
5. Completed 42 semester hours to graduate from the Family Nurse Practitioner Track.
6. Completed 36 semester hours to graduate from the Leadership Track.
7. Completed, at the minimum, 24 semester hours of credit sponsored by Allen College to earn the MSN degree.
8. Achieved cumulative GPA of 3.0 or higher.
9. Completed all non-clinical courses with a grade of "C" or higher, completed all clinical didactic courses with a grade of B or higher and satisfactory performance in the clinical component of clinical courses.
10. Successfully completed the graduate project or thesis.

Graduation Application

Allen College Graduation Candidates are required to complete a Graduation Application. This application form is available in the Student Services office or completed at registration for the student's final semester.

Commencement Ceremony

Allen College holds commencement ceremonies in May, August and December of each year. Degrees are conferred during the commencement ceremonies.

Graduation Honors

Recognition honors will be given to outstanding Health Science and Baccalaureate Degree graduating students each year. The honors and criteria for each are as follows:

- The distinction summa cum laude (highest honor) is given to students with a cumulative grade point average of 3.9 or above.
- The distinction magna cum laude (high honor) is given to students with a cumulative grade point average of 3.71 to 3.89.
- The distinction cum laude (honor) is given to students with a cumulative grade point average of 3.5 to 3.7.

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GENERAL CLINICAL REQUIREMENTS

Clinical Preparation

Clinical attendance is a critical part of learning. Students are expected to come adequately prepared for the clinical experience. Clinical preparation may require reading, practicing, and/or writing assignments prior to coming to the lab or clinical setting. Demonstrations and clinical simulations will be used to prepare students for experiences with actual clients.

In addition to academic preparation, students are expected to come physically prepared for lab and clinical classes. Students will need to provide a stethoscope (nursing), watch, scissors, and other equipment for clinical experiences. Students are expected to adhere to the uniform dress code established by Allen College. In addition, students are responsible for assessing their own physical health and well being prior to coming to a clinical setting.

CPR Certification

Students are held responsible for obtaining and maintaining current cardiopulmonary resuscitation (CPR) Basic Life Support training from the American Heart Association (for Health Care Professionals). A current copy of the CPR card must be on file in the Student Services Office. Students cannot register for clinical classes unless their CPR is current for the entire semester. Students can access CPR course availability online at www.AmericanHeart.org.

Universal Precautions

As of July 1992, OSHA required an annual educational program on Universal Precautions for all individuals potentially exposed to blood-borne pathogens. Universal precautions are covered within the curriculum of the Allen College programs.

Basic Liability Insurance

Allen College provides liability coverage for students who are in a clinical setting. The limits of such coverage are \$1 million per occurrence and \$3 million aggregate for all occurrences on an annual basis. Students may purchase their own liability coverage at their own expense. Liability coverage provided by Allen covers liability only and not student illness or injury.

ASR Students

Evening/Weekend Rotations:
Professional Development Practicum Courses RA145, RA255, RA265, and RA275 may require evening and weekend rotations. Evening hour rotations are defined as any hours before 5 AM or after 7 PM, Monday-Friday. Weekend hours are defined as any hours on Saturday or Sunday.

RN Students

Registered Nurses (RNs) in the nursing program must provide proof of current licensure as a registered nurse in Iowa. Licensure reciprocity is pursuant to the nurse licensure compact contained in Iowa Code chapter 152E.1.

655 of the Iowa Administrative Code 2.5(5) states that students and prospective students a) who have been denied licensure by the board, b)

whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction or c) whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action may not take the clinical component of nursing courses. Students must notify the Student Services Office if they are in violation of this code.

Student Injury or Accident Reporting

Students must report any injury received during clinical experiences to their clinical or immediate supervisor. The following procedure must be used in the event of clinical injury:

1. The student and clinical instructor and/or agency staff and the faculty person must complete a report of occupational injury or illness form prior to leaving the clinical unit.
2. The student must bring the completed injury/illness form and be seen by an approved health care provider within 24 hours of the incident.
3. The student may be seen in the Allen Occupational Health Department, if the incident occurs between 7:00 a.m. and 3:30 p.m. on Monday through Friday. If the incident occurs after 3:30 p.m. or on weekends, students shall be seen in the Allen Emergency Department, Urgent Care Center or by personal family physician.
4. After physician evaluation, the form is sent to the Allen Employee Health Nurse who will then send it to Human Resources. The Human Resource Office keeps one copy

and sends the form to Allen College.

CLINICAL CODE OF CONDUCT

Clinical Setting Confidentiality Statement

Students have the opportunity to work in several clinical settings and with numerous clients during their years as students at Allen College. As professionals, students are expected to keep confidential all information entrusted to them by clients and peers in all clinical settings. Patient information cannot be replicated.

During the Student Success and Readiness Program, students will be asked to sign a confidentiality statement. The statement will include information specific to the legal and ethical issues related to confidentiality and will be filed in the students' academic folder at Allen College. If specific institutions request a copy of the statement, it will be duplicated and sent to the institution.

Clinical Misconduct

Students are expected to behave in a professional manner in all clinical settings. Students are responsible for their own behavior. Examples of unacceptable behaviors include, but are not limited to: breach of confidentiality, unsafe practices, falsification of records or documentation of hours, unexcused absences, improper/unethical clinical conduct, or sexual misconduct.

Any student giving evidence of clinical misconduct shall be subject to disciplinary action by Allen College.

Disciplinary action shall include, but not be limited to, assignment of a failing grade for submitted work and/or an entire course, reprimand, probation, suspension or dismissal from the institution.

Illness/Absence from Clinical Experience

It is the student's responsibility to notify the clinical instructor/site as soon as possible when unable to attend a clinical experience. The BSN student must contact the instructor regarding any missed clinical experiences prior to returning to the clinical site. The BSN student must obtain a release from the attending health provider if he/she has received:

1. Health services from a physician, psychiatrist, counselor, or other health provider resulting in a period of absence greater than 3 days from class or clinical,
2. Any hospitalization,
3. Major illness or injury,
4. Infectious condition.

The release must contain approval to return to the clinical setting and should include conditions that may limit the student's functioning ability, (e.g., casts, immobilizers, weight limit restrictions, etc.)

Students are responsible for following the attendance policy for each individual course as outlined by the instructor in the course syllabus.

Pregnancy

Radiography/Nuclear Medicine

Radiography students that voluntarily declare their pregnancy must do so in writing to the Designated Radiation Safety Officer. The clinical instructor

/preceptor and program chair/director should be informed of a pregnancy as soon as possible to avoid situations that are potentially hazardous to the student's pregnancy.

Option 1

Students will be allowed to withdraw from the program and re-enter the following year or semester. (See Leave of Absence Policy)

Option 2

Students wishing to remain in the program will meet with the Designated Radiation Safety Officer and follow the standards and guidelines established by the Nuclear Regulatory Commission and state law, which include wearing a second radiation monitor at waist level to monitor fetal dose.

Students must meet the requirements of each clinical course before progressing to the next course.

Students choosing not to declare their pregnancy will follow the same radiation protection guidelines that other (non-pregnant) students follow while in the program.

PROFESSIONAL DRESS CODE

General Information

All students shall exhibit dress that is appropriate and professional by adhering to the uniform and dress code set by Allen College and affiliating agencies. If at any time, the affiliating institution policy and the Allen College policy seem in conflict, the student shall adhere to the Allen College policy.

Uniform

- Student uniforms are for both males and females. Uniforms consisting of white pants and royal blue tops will be worn by students while in the clinical setting, unless otherwise specified by department. It is permissible to wear a short or long sleeved white shirt under the royal blue top.
- ASR only: Royal blue pants may be worn by ASR students.
- A white fingertip length laboratory coat with the Allen College emblem attached to the upper left sleeve may be worn over uniform for warmth while in the clinical area or classroom only. It may not be used as a light-weight coat for street wear. Sweaters are not permitted.
- Students must have an Allen College patch sewn on the left sleeve of white coat or royal blue top and visible at all times.
- Department scrub clothing shall not be worn out of the hospital except with special permission of the Hospital Department Head.
- The uniform must be in good repair at all times and be replaced before evidence of wear detracts from the overall general appearance of the student.
- The uniform must fit in a manner that allows freedom of movement without evidence of excessive pulling or wrinkling.
- The length and style of the uniform must be appropriate in pant length and physical build of the individual. Jeans, white denim pants, sweatshirts, shorts, skorts, split skirts, skirts and T-shirts are not permitted. Colored trim or accessories on a white uniform

must not be visible when worn as part of the student uniform.

- Shoes and socks must be 90% white in color. Shoes shall be kept clean and polished regularly and have clean shoelaces. Shoes must be replaced regularly to meet the standards of appropriate grooming. Canvas shoes are not appropriate or safe. Safety, comfort, noise control and appearance are the main considerations for acceptable footwear. Crocs are not allowed.
- The students' I.D. Badge must be worn at all times when in the hospital/clinical area and be clearly visible. It must be replaced immediately if it is lost or there is a name change.

Jewelry

Acceptable jewelry includes only the following:

1. Watch with second hand.
2. Pierced Rings: A pierced object in the nose, eyebrow, tongue, or other visible area is not permitted. A maximum of two earrings per ear is allowed. As a safety measure, no hoop earrings are permitted; small button-style earrings only.
3. No more than two rings per hand are permitted. Rings must be removed and secured inconspicuously to the uniform in areas where policy prohibits the wearing of rings. This is an infection control measure as rings with sets harbor bacteria which may contaminate food, sterile supplies or patient's wounds, etc. Frequent and thorough hand washing, including rinsing, will be stressed.
4. Necklace - A single, chain necklace that does not hang outside the

- clothing and is tight enough so that it will not be caught is acceptable.
5. A medical alert bracelet/necklace may be worn.
 6. Visible tattoos are not permitted.

Hairstyles

Hairstyles shall be professional appearing and in moderation. If the length is beyond the shoulder, hair shall be worn up and securely controlled so that it does not interfere with patient care or create a safety hazard. Hair shall be secured from the face and off the uniform collar in a simple style. Barrettes must be simple in design and blend with the hair color.

Mustaches, sideburns, and beards must be clean and neat and must be covered when performing special procedures and in certain high-risk areas.

Cosmetics

- Cosmetics shall be used in moderation. Strong perfumes/colognes shall be avoided when caring for patients, as patients are more sensitive to the fragrances.
- Fingernails shall be kept short and clean. Students shall not wear nail polish, because chipped nail polish may harbor bacteria when working with food, sterile supplies, or linen. Artificial nails are not permitted in any patient area.

Gum Chewing

Gum chewing is prohibited for students when in uniform or when having contact with either patients or the public.

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MY PULSE

My Pulse provides student access to grades, course schedules, unofficial transcripts, billing statements, financial aid information and the student directory. All students receive a *My Pulse* account, and can access this account through the *My Pulse* link on the Allen College website at www.allencollege.edu.

Estimated Undergraduate Costs 2008-2009

The Allen College Board of Trustees sets the tuition and fees for each academic year. All fees and policies are governed by the Allen College Board and are subject to change. The tuition and fees for the 2008-2009 academic year have been approved and are as follows:

Tuition and Fees Schedule

	2008-2009
Tuition per semester hour	\$458
Laboratory Fee per semester hour.....	41
Student Service Fee (per semester hour)	21
ATI Testing Fee (one time fee) (Pre-licensure BSN only)	375
Challenge Fee (per semester hour)	100
Graduation Fee (Final Semester Assessment)	265
Application Fee	50
Registration Fee.....	100
Professional Membership Fee	15-45

Estimated Graduate Costs 2008-2009

The Allen College Board of Trustees sets the tuition and fees for each academic year. All fees and policies are governed by the Allen College Board and are subject to change. The tuition and fees for the 2008-2009 academic year have been approved and are as follows:

Tuition and Fees Schedule

	2008-2009
Tuition per semester hour	\$620
Laboratory Fee per semester hour.....	41
* All classes with laboratory and/or clinical unit	
Student Service Fee (per semester hour)	21
Graduation Fee (Final Semester Assessment)	265
Application Fee	50
Registration Fee.....	100

Fee Descriptions

UNDERGRADUATE EXPLANATION OF COSTS:

Tuition is charged at a rate of \$458 per semester hour for the 2008-09 academic year.

Laboratory/Clinical Fees include all resources needed for laboratory and clinical instruction: facilities, simulated equipment and assessment, and clinical supplies. All Allen College students are charged at the rate of \$41 per semester hour for courses with a laboratory or clinical component.

Student Services Fee covers student activity related functions, organizations, library, the computers, skills and imaging labs as well as access to the web based classes. All Allen College students are charged this fee unless they are on an approved leave of absence.

ATI Testing Fee is a one time nonrefundable fee assessed to all pre-licensure BSN students during their first semester of attendance at Allen College. It includes the cost of testing, assessment, evaluation and review of learning and testing skills while a student at Allen College.

Challenge Fee is charged at a rate of \$100 per semester hour for the 2008-2009 academic year.

Graduation Fee covers the cost of expenses incurred for baccalaureate, awards and commencement ceremonies for all students during their final semester of attendance.

Application Fee is a one time nonrefundable fee required with a student's application for admission. The fee covers the cost of expenses incurred for processing the application and all corresponding materials required for admission.

Professional Membership Fee includes payment to student professional organizations for annual membership.

Registration Fee is a one time nonrefundable fee required by newly admitted students. The fee reserves the student's spot in an Allen College program and enables them to register for classes.

Books and Supplies includes an estimated cost for books and supplies for the academic year. These costs may vary depending on the type of courses and hours of course work. Books are available at University Book and Supply, located at 1009 West 23rd St, Cedar Falls, telephone (319)266-7581. You can also obtain a text book list from the Allen College website at www.allencollege.edu (select future or current students, then select academic program.) You may then use this list to purchase your books on-line from any website that sells text books. Students are responsible for purchasing their textbooks and personal school supplies. College faculty will inform students of specific supplies needed via a course syllabus.

Transportation Costs include the cost of transportation between Allen College, UNI and Wartburg College campuses and to clinical agencies.

Room & Board includes an estimate of the costs to live for each student.

GRADUATE EXPLANATION OF COSTS:

Tuition is charged at a rate of \$620 per credit hour for the 2008-09 academic year.

Laboratory/Clinical Fees include all resources needed for laboratory and clinical instruction: facilities, simulated equipment and assessment, and clinical supplies. All Allen College students are charged at the rate of \$41 per semester hour for courses with a laboratory or clinical component.

Student Services Fee covers student activity related functions, organizations, library, the computers, skills and imaging labs as well as access to the web based classes. All Allen College students are charged this fee unless they are on an approved leave of absence.

Graduation Fee covers the cost of expenses incurred for baccalaureate, awards and commencement ceremonies for all students during their final semester of attendance.

Application Fee is a one time nonrefundable fee required with a student's application for admission. The fee covers the cost of expenses incurred for processing the application and all corresponding materials required for admission.

Registration Fee is a one time nonrefundable fee required by newly admitted students. The fee reserves the student's place in an Allen College

program and enables them to register for classes.

Books and Supplies includes an estimated cost for books and supplies for the academic year. These costs may vary depending on the type of courses and hours of course work. Books are available at University Book and Supply, located at 1009 West 23rd St, Cedar Falls, telephone (319)266-7581. You can also obtain a text book list from the Allen College website at www.allencollege.edu (select future or current students, then select academic program.) You may use this list to purchase your books on-line from any website that sells text books. Students are responsible for purchasing their textbooks and personal school supplies. College faculty will inform students of specific supplies needed via a course syllabus.

Transportation Costs include the cost of transportation between Allen College, UNI and Wartburg College campuses and to clinical agencies.

Room & Board includes an estimate of the costs to live for each student.

FINANCIAL OBLIGATIONS

General Information

Registration for classes creates a financial obligation by the registrant to pay tuition and fees and constitutes an understanding and acceptance of this responsibility.

Students are expected to have made the necessary financial arrangements prior to enrolling for classes. Please apply for financial aid as soon as possible after January 1. If

a student does not qualify for financial aid or if there is a balance after financial aid is applied to the student's account, the student should pursue financing from outside sources such as family or local lending institutions.

Electronic Billing Statements – Allen College

Tuition, fees, and other authorized charges for the semester are billed and available electronically through My Pulse approximately two weeks before classes begin and will be available by 5:00 PM on the 15th of the month that classes begin. Charges are due on the **first** of each month following the month in which classes start. It is the student's responsibility to review their account monthly for any outstanding account balance. Late fees will be assessed if payment is not received by noon on the 15th of the month following the due date. If the 15th falls on a weekend or a holiday, payment must be received by noon on the last business day prior to the 15th to avoid a late fee of \$20 per month. ***Failure to review electronic bills through My Pulse is not an acceptable reason for not making a payment when due.***

Billing Statements – UNI/Wartburg

UNI and Wartburg College bills are prepared by those institutions. Payments are due based on their billing and collection policies. Allen College is not responsible for any other institution's charges, statements, registration holds or payment arrangements.

Payment Instructions/Due Dates

Payment may be made at or mailed to the Allen College Administration Office, 1825 Logan Avenue, Waterloo, Iowa 50703. Various credit cards are

accepted for payment by stopping in or by calling Student Services at (319)226-2000. Payment may also be made by calling the Allen College Business Office at (319)226-2012.

Payment is due in full by the first of the month following the month in which classes start unless a deferred payment plan has been approved. If a deferred payment plan has been approved, the minimum balance stated on the deferred payment agreement is due by the 1st of each month. Contact the Allen College Business Officer **prior** to the delinquent date to arrange for a deferred-payment plan.

If the total balance or minimum balance due is not paid by the first of the month following the month in which class start, the bill is considered delinquent. A fee of \$20 per month will be assessed to all delinquent bills not paid by the 15th. Students with delinquent bills will not be allowed to register and/or attend classes for subsequent semesters nor will they receive grades, certificates, diplomas or other student services.

Collection Efforts

Any student that has an outstanding balance whether it be an account receivable, an institutional loan, or an adjustment to financial aid balance will be responsible for any additional costs incurred by Allen College associated with the collection of that balance. This includes but is not limited to collection agency fees, litigation costs, attorney fees, etc.

Deferred Payment Plans

Allen College offers a deferred payment plan for tuition, fees and other

authorized charges (less financial aid credited to an account.) The deferred payment plan allows a student to make three monthly installments each semester. The student must request deferred payment approval from the Allen College Business Office prior to the first billing due date of the semester.

The administrative fee for processing the Deferred Payment Plan is \$15 per semester. Once assessed, the Deferred-Payment Fee is non-refundable. Failure to make timely payments will result in revocation of the privilege to pay in installments, and the outstanding balance becomes due immediately and will be subject to a \$20 late fee. All bills are reviewed monthly and may be referred to a collection agency for collection and/or legal action.

Withdrawal and Account Balances

Arrangements may be considered for students who withdraw and cannot pay their account balance in full. They should pursue financing from outside sources such as family, friends or a lending institution.

In order to avoid referring the account to a collection agency, Allen College will, as a last resort, accept monthly payments. The minimum monthly payment is 10% of the total balance, but not less than \$50. A written agreement must be signed and dated. Missing a single payment is grounds for cancellation of the arrangements and referral to a collection agency. These arrangements may not be a cure for the delinquency and Allen College transcripts may still be held

until the outstanding balance is paid in full.

Credit balances that are a result of dropping courses will be issued per the refund guidelines outlined in the student handbook.

Return of Excess Funds

Refund checks will be processed weekly for students with a credit balance resulting from financial aid payments, scholarships or adjustments to tuition charges. Refunds are mailed to the student's billing address on file with the Registrar. PLUS loan refunds will be mailed to the parent originating the loan unless written authorization releasing the funds to the student has been made and is on file in the financial aid office.

Allen College will hold credit balances in order to assist students in managing their funds for the remainder of the academic year if the student makes this request in writing. Students have the right to rescind this authorization at any time and request that credit balance funds be disbursed.

Student Loan Repayment Obligation

Student loan payment progress is reported to Allen College by various agencies. The college is required by law to contact and make collection efforts for any student that incurred a loan while at Allen College. Your payments directly relate to the availability of loans for future and current students. Every effort should be made to keep your loan current.

Student loans are NOT dischargeable or forgivable under bankruptcy. Once the bankruptcy has been completed,

your loans will be placed into repayment. Your loan will be an outstanding debt until it is paid in full.

FINANCIAL AID OFFICE SERVICES

General Information

The purpose of financial assistance is to provide funds to students who otherwise would be unable to pursue a college education. This assistance is intended to supplement (not replace) the amount the student and his/her family can contribute. Financial assistance comes from a variety of sources including grants, scholarships, work-study and loans.

Incarceration

Incarcerated students are not eligible for federal loans but are eligible for Federal Supplemental Educational Opportunity Grant and Work Study, and are also eligible for Federal Pell Grant if not incarcerated in a federal or state penal institution. A student is considered to be incarcerated if he/she is serving a criminal sentence in a federal, state or local penitentiary, prison, jail, reformatory, work farm or similar correctional institution. A student is not considered to be incarcerated if he/she is in a half-way house or home detention or is sentenced to serve only weekends. All applicants will be asked annually if they are currently incarcerated and to identify the type of penal institution in which they are housed. This question will appear on the financial aid questionnaire.

Application Process

To be considered for financial assistance there are two forms the student must complete: the Free Application for Federal Student Aid

(FAFSA) and an Allen College questionnaire. The FAFSA is available on the Allen College web site at www.allencollege.edu.

FAFSA applications may be submitted after January 1 of the preceding academic year of desired enrollment. In most cases, only students who are U.S. citizens, permanent residents, or eligible non-citizens can apply for financial assistance. Students applying for financial assistance are considered for all programs for which they are eligible including federal, state and institutional funds.

Primary consideration for assistance is given to applicants who have all the required forms on file in the Allen College financial aid office on or before May 1. Files completed after this date will be considered based on the availability of funds.

NOTE: *It is recommended that the Free Application for Federal Student Aid (FAFSA) be submitted to the processing center no later than April 15 to insure meeting the priority deadline of May 1 and the State deadline as published by the Iowa College Student Aid Commission.*

Types of Assistance Available at Allen College

In accordance with our awarding philosophy, financial assistance is awarded in the form of gift aid and self-help aid in our attempt to help meet each student's direct costs. Grants and scholarships are forms of gift aid, which means that the student does not repay these funds. Self-help includes loans, which must be repaid with interest after the student leaves Allen College. Work Study is also a form of

self-help aid. It is earned by the student at an hourly rate, paid in the form of a bi-weekly payroll check and is not repaid.

Grants

Grants are considered gift aid because the student does not repay them after completing school. There are several types of grants. The Pell Grant, Supplemental Educational Opportunity Grant (SEOG) and the Scholarship for Disadvantaged Students are grants that are funded by the federal government.

The Iowa Tuition Grant, Iowa Grant and State of Iowa Scholarship are grants that are funded by the State of Iowa. These are only available to residents of Iowa.

All grants are awarded based on need as determined by subtracting each family's expected family contribution that is calculated by the FAFSA processor from the cost of attendance as determined by Allen College.

Institutional Scholarships

Institutional scholarship applications and outside scholarship opportunities are available on the Allen College web site at www.allencollege.edu. The application deadline is marked clearly on each form. A notice from Student Services also will be published and posted, notifying students of the deadline. **A FAFSA or renewal application for financial aid must be completed by the March 1 deadline to be considered for Allen College scholarships.**

Non-Institutional Scholarships

Non-institutional applications are available for scholarships. These

applications are available online at www.allencollege.edu.

Loans

There are several types of student loans that are available to students and families. Federal loans consist of Subsidized and Unsubsidized Stafford Loans, Perkins Loans, Nursing Student Loans and Parent PLUS Loans. Also, Allen College offers the Allen McElroy Student Loan. Families can utilize alternative loans that are available from various lending institutions. These loans all have varying rates and repayment terms.

Work Study

Allen College participates in the Federal Student Work Study Program. This type of financial aid is need based. Students wishing to participate should contact the Financial Aid Director to determine their eligibility.

Student Responsibilities

1. A student must report any funds received from outside sources such as grants, scholarships, tuition assistance, military benefits, etc. Though not based on need, these funds will become part of the student's overall financial aid package.
2. If there is any change in status, (i.e. housing accommodations or enrollment), a student must inform the college of this change in writing. The financial aid package will be revised in accordance with the awarding guidelines.
3. A student must respond to any requests for information that are sent by the college. Failure to comply with such requests will

- delay processing of a student's financial aid award.
4. Policies and procedures change from year to year. Students have the right to understand the entire process, and are encouraged to ask questions. Additional information is available in the college catalog. This may be viewed and printed from the Allen College website at www.allencollege.edu.

Renewal of Awards

Financial assistance is not renewed automatically from one year to the next. The student must complete a FAFSA or renewal application every year if he/she wishes to be considered for financial aid.

The student's eligibility must be determined every year and students must continue to 1) demonstrate financial need and 2) maintain satisfactory academic progress according to Allen College policy.

REGISTRATION SERVICES

General Information

Registration for classes creates a financial obligation by the student to pay tuition and fees and constitutes an understanding and acceptance of this responsibility.

Registration at Allen College-Undergraduate Student

1. Meet with your Allen College advisor/Academic Registration Center (ARC) advisor.
2. Complete a registration form, including Allen, UNI and/or Wartburg courses, and obtain your advisor's signature.

3. Submit the registration form as outlined in registration materials.
4. A late registration fee may be assessed.

Registration at Allen College-Graduate Student

1. Students are automatically registered based on their plan of study on file in the Masters Academic Registration center (MARC).
2. Student may change their plan of study or registration by contacting the MARC.

Joint Registration at Allen College and UNI After Registration Period

1. Meet with your Allen College advisor/ARC advisor.
2. Register for classes **at UNI** by observing dates and procedures identified by UNI.
3. Submit UNI course schedule to the Registrar's Office at Allen College.
4. A late registration fee may be assessed.

Joint Registration at Allen College and Wartburg College After Registration Period

1. Meet with your Allen College advisor/ARC advisor.
2. Register for classes **at Wartburg** by observing dates and procedures identified by Wartburg.
3. Submit Wartburg course schedule to the Registrar's Office at Allen College.
4. A late registration fee may be assessed.

Enrollment Changes

Any student adding or dropping a course from Allen College, UNI or

Wartburg College must complete an add/drop slip available in the Allen College Student Services Office. Students adding or dropping a UNI or Wartburg course must complete the process at the appropriate institution.

Adding a Course

Classes may be added after the session begins with instructor's permission. The student's advisor must sign if adding a course. Adding a course may affect a student's financial aid package. Please see the Financial Aid Director to determine the effect to your financial aid package. **A student who adds a course at the University of Northern Iowa or Wartburg College must submit a course schedule and UNI or Wartburg course schedule to the Allen College Registrar's Office as early as possible.**

Dropping a Course

A course dropped after the first day of class, but before midterm week, will appear on the transcript with a "W." A student dropping a course after midterm will receive a "W/P" or "W/F" (withdraw passing or withdraw failing) on his/her transcript. Students dropping after the 10th week will receive an "F." Dropping a class may also impact your financial aid. Students should see the Financial Aid Director to determine the effect to your financial aid package. A student who drops a course at the University of Northern Iowa or Wartburg College must do so at the course institution and submit an add/drop form to the Registrar's Office at Allen College as soon as possible.

A student who has a change in registration at the University of

Northern Iowa or Wartburg College must advise the Allen College Registrar's Office in writing as early as possible, listing the classes added and/or dropped.

Grade Reports

Within four weeks following the fall and spring semesters and the summer session, students may access their grades using the internal database system, *My Pulse*. Grade reports will not be accessible if the student has a hold.

Grading Scale

Allen College uses a 4.0 grade point scale to measure academic performance. Grade points shall correspond to letter grades as follows:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

Additional Codes

Additional codes used which do not receive grade points are indicated as follows:

I	Incomplete
WF	Withdrawn Failing
WP	Withdrawn Passing
AU	Audit Enrollment
CR	Credit
CL	Credit by Examination
W	Withdrawn
FA	Fail (Pass/Fail Course)
NG	No Grade
P	Pass (Pass/Fail Course)
IN	Incomplete/not passing
IP	In Progress
PF	Course is a Pass/Fail Course
S	Satisfactory

- TR Transfer
- X Required course waived
- XF Transferred in/failed

The grade point average (GPA) is determined by dividing the total number of grade points received by the number of credit hours. Incremental grades of “A” through “F” are included in the calculation of the GPA. The GPA also includes courses transferred from other institutions that have been accepted for credit towards the major in which the student is currently enrolled.

Students are required to maintain satisfactory academic progress toward the completion of their program throughout their attendance at Allen College.

Transcripts

An Allen College transcript will include all courses taken at Allen College and the University of Northern Iowa, Wartburg College and/or any other accepted college coursework since beginning enrollment at Allen College. All courses taken prior to enrollment at Allen College that transfer into our curriculum with the minimum grade required by the program are listed as transfer credit. Transcript requests must be made in writing. Request forms are available in the Student Services Office. The fee for processing transcripts is as follows:

Official

- 48 business hour service \$ 6.00
 - Immediate service \$ 8.00
 - Fax service \$13.00
- (Includes faxing transcript & mailing original)

Unofficial

- Immediate Service \$ 6.00

Unofficial transcripts may also be obtained on *My Pulse* at no charge. Transcripts will not be released if the student has a hold or for noncompliance of policies.

Withdrawal Procedures

A student wishing to discontinue course enrollment is strongly encouraged to seek counsel with their advisor/faculty mentor prior to taking action. After speaking with their advisor/faculty mentor, should a student wish to withdraw from their academic program, the student should:

1. Request an academic withdrawal form from the Student Services Office.
2. Complete an exit interview with the Chancellor of the College, Dean of Academic Affairs or designee.
3. Ensure that all financial obligations have been fulfilled with Allen College.
4. Return any library/media materials the student may have checked-out during the term.
5. Return the identification badge issued to the student.
6. Complete a financial aid exit interview.

Refund Policy after Withdrawal

These refund policies apply to charges for courses and services provided by Allen College. Students are bound by the refund policies of the University of Northern Iowa and/or Wartburg College for courses and services provided by those institutions.

Students electing to withdraw from a course, or from the institution, may be

granted a tuition refund if they adhere to the withdrawal procedure stated below.

A student must first give notice to the Allen College Student Services Office of his/her withdrawal. The Student Services Office will notify the Administrative Office and the Financial Aid Office of the withdrawal date. The Financial Aid Office will calculate any adjustments to financial aid according to the institutional and federal refund calculation methods.

With Student Notification

The last day of attendance **with** student notification is determined as follows:

- The date in which the student notifies any staff or faculty member of Allen College verbally or in writing that they are withdrawing or will no longer be attending classes. The date of notification will be used as their last day of attendance.
- Students can notify Allen College with a future date of withdrawal. The future date will be used as his/her last day of attendance unless otherwise modified by the student.

Without Student Notification

The last day of attendance **without** student notification is determined as follows:

- Upon academic suspension, the last day of the semester will be considered the last day of attendance.
- If a faculty member or advisor is aware of the last date the student was in attendance, that date will be documented and used as his/her last day of attendance.

- If no date is known, the last date of attendance will be the midpoint of the period for which assistance was distributed.
- If Allen College is required to take attendance for an outside organization (i.e. VA, JPTA), the last date reported to that organization will be considered the last day of attendance.
- Upon disciplinary dismissal, the date of dismissal will be considered the last day of attendance.

Financial Aid and tuition and fee adjustments for partial withdrawal of classes will be adjusted as follows:

- 1. 100% during the first two weeks of the semester***
- 2. 50% during the third week of the semester***
- 3. 0% after the third week of the semester***

Students will be granted a refund only after refunds required by Federal and State regulations have been made and if there is a credit balance remaining.

Financial aid funds will be credited to student accounts. Any refunds owed to students will be sent to their most current billing address on file in the Student Services Office.

No refunds shall be issued to a student who has not completed the withdrawal procedure. Students dismissed for reasons of improper conduct are not eligible for a credit and/or refund of tuition and fees.

ACADEMIC SERVICES

Academic Advising

At the time of admission to Allen College, each student will be assigned an academic advisor/faculty mentor who is also a faculty member. Advising services are also provided by the Student Services Staff to assist the student in making positive adjustments in his/her academic and personal life. Student Services Staff also offer the student assistance in dealing with self-esteem building, problem solving, decision-making, time, money, and multiple role management. Allen College staff does not provide diagnosis or treatment of severe emotional difficulties; however, the student is encouraged to use the support services offered by Allen Memorial Hospital's Employee Assistance Program (EAP). Telephone (319)235-HELP.

Academic Tutoring

Allen College may arrange tutoring for groups as necessary on an informal basis. Students who desire tutoring assistance for any course should contact the Student Services Office (319) 226-2000. The Student Services Staff will arrange tutoring services. Fees for service will be arranged on an individual basis. Tutoring services may be provided for groups of students as the need is determined. Group tutoring costs may be paid by Allen College.

Student Success and Readiness Program

All students are **required** to attend the Student Success and Readiness Program held prior to each semester.

This is a time to get acquainted with faculty, staff and other students, meet with advisors, hear orientation about student activities on campus and other opportunities. Information regarding the date and time for this event will be mailed to students.

CAREER PLANNING AND PLACEMENT SERVICES

Employment Opportunities

Notices for positions are posted on the student center bulletin board in Barrett Forum, the student lounge in Gerard Hall and on the Allen College web page at www.allencollege.edu with links to local, state, regional and national job opportunities. Faculty members are available to discuss career opportunities and write references for graduating students or for students seeking employment while in school.

Placement File

A placement file is a service provided for all graduating seniors. During the last semester, students will be given specific instructions on completing the placement file. The file contains a record of your college experiences, written references and optional transcript. Placement files will be distributed to prospective employers upon written request. Three files are distributed at no cost as part of the graduation fee. These files must be requested within one year of graduation. Additional files will be distributed at a cost of \$6.00 per request. After seven years, references are placed in the permanent file and

the remainder of the placement file is destroyed.

Employment/Career Fair

An Allen College Career Fair may be held each academic year. Professionals from various health care organizations, military and college representatives are invited. Students are encouraged to attend and investigate future job opportunities.

Reserve Officers' Training Corps (ROTC)

The Department of Military Science administers the Army Reserve Officers' Training Corps (ROTC) program at the University of Northern Iowa which has a collaborative agreement with Allen College.

The ROTC program provides an opportunity for college nursing students to receive practical, hands-on leadership experience. The courses provide a chance for students to develop management, communication and decision-making skills in a non-threatening environment. Physical training and confidence-building activities (i.e. rappelling, obstacle courses) also provide a chance for students to be physically and mentally challenged.

Students who are interested in obtaining a Bachelor of Science in Nursing degree (BSN) from an accredited university or college may enroll in ROTC. Students may enroll as a freshman, sophomore or as late as an entering college junior. More than 450 colleges and universities offer both a BSN degree and access to Army ROTC. Upon completion of the program, students are commissioned as officers in the United States Army.

For further information or questions about the ROTC program, please contact the ROTC Office at the University of Northern Iowa (319)273-6220, the ROTC advisor at Allen College (319)226-2044, or contact the Student Services Office at Allen College (319)226-2000, allencollegeadmissions@ihs.org.

Student Activities & Recognition

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ACTIVITIES AND ORGANIZATIONS

General Information

Campus activities and organizations offer the student an opportunity to become an integral part of the college community through participation and leadership.

Student activities offer opportunities to meet others, develop talents, and have fun. There is a wide range of activities throughout the year. The college is open to student ideas and suggestions for new activities, events, and learning experiences.

ALLEN COLLEGE GOALS

Institutional Goals

1. To provide educational programs of excellence.
2. To prepare clinically competent health care providers.
3. To provide continuing education programs to enable individuals to further develop abilities, skills, and interests for advanced study and lifelong learning.
4. To promote scholarly endeavors and service to the community by students, faculty, and administrators of the College.

General Education Goals

1. Students/graduates will have basic literacy skills.
2. Students/graduates will have a framework for critical analysis.
3. Students/graduates will have an appreciation for the role of natural and social sciences and humanities in today's world.
4. Students will have an opportunity to develop their own set of values.

5. Students/graduates will have insight into patterns of human and cultural behavior.
6. Students/graduates report a broadened awareness of diversity, think from a broader world view and report increased understanding of their own and other cultures.
7. Students/graduates will have exposure to creative expression.

Allen College Student Radiography Organization (ASRO)

All ASR students are members of the Allen College Student Radiography Organization. The ASR student body elects officers for the Student Organization. The offices are held for a one-year term beginning summer semester. Respective duties are as follows:

President-- schedules and conducts meetings; serves on the College Student Development and Welfare Committee; presents student body concerns to administration, Student Services Staff, and/or program chair as appropriate.

Vice President -- lends organizational assistance to the president; coordinates all committee work; assumes the duties of the president in his/her absence.

Secretary-- records minutes of all student meetings; conducts correspondence; facilitates communication to members via bulletin board or other means.

Class Representatives-- each class has representatives who serve on the Student Organization. Representatives are responsible for

communication between the Student Organization and the student body.

Iowa Society of Radiologic Technologists (ISRT)

Membership in this state professional organization is optional for students enrolled in the Radiography Program at Allen College. This organization encourages student involvement in professional activities and promotes professional development in local, regional, and national levels.

NorthEast District of the Iowa Society of Radiologic Technologists (NEISRT)

Membership in this state professional organization is required for students enrolled in the Radiography Program at Allen College. This organization encourages student involvement in professional activities and promotes professional development in local, regional, and national levels.

Allen Student Nurses Association (ASNA)

The Allen Student Nurses' Association is a chapter of the Iowa Association of Nursing Students (IANS) which is a constituent of the National Student Nurses' Association (NSNA). Any nursing student at Allen College is eligible for membership. Annual dues include membership in all three organizations and will be assessed to students unless a signed waiver is received at the time of registration. The National Student Nurses' Association is the only professional student nurses organization in the United States. Business meetings and programs are held on a regular basis at Allen College. Programs are planned which encourage professional growth and promote career opportunities. Officers

are elected on a yearly basis as well as delegates to the state and national conventions. The organization participates in a variety of community service projects. Benefits of belonging to ASNA include professional development, career counseling, development of leadership and communication skills, and networking with other student nurses on the local, state, and national level. Contact the Student Services Office at (319)226-2000 for more information.

Allen College Christian Fellowship (ACF)

The Allen College Christian Fellowship is an interdenominational organization open to all students in which members spend time with each other sharing and receiving spiritual encouragement. Students and faculty meet for Christian fellowship and Bible study. During meetings, various topics pertinent to students are discussed. ACF fills a need among students by providing a community in which to share, learn, and grow. All students are welcome. There is no need to "join" the group. The ACF bulletin board is utilized to announce meetings. Contact the Student Services Office at (319)226-2000 or allencollegeadmissions@ihs.org for more information.

Student Ambassadors

Students complete an application for participation in the Allen College Student Ambassador Program. Activities of this group include assisting with new student orientation, informational sessions, recruitment activities (i.e., fairs, telephone calls, college tours, and shadowing experiences), and graduation. Contact the Student Services office at (319)226-2000 for an application.

Allen College Student Newsletter

The Pulse is the Allen College bi-monthly newsletter. This newsletter serves as an information source with dates and important announcements that are pertinent to the entire student body. For more information, contact the Student Services Office at (319)226-2000.

Committee Appointments

Student representatives volunteer to serve on the following college committees: Admissions, Progression, & Graduation; Awards, Research, & Scholarship; Community Service; Curriculum; Evaluation & Study; and Student Development. In addition, student representatives serve on program committees. Students will be appointed by the Student Development Committee each academic year to represent the students' perspective on these important committees and to discuss various aspects of Allen College life. Representatives to these committees will be expected to attend regularly scheduled meetings and submit reports to their classmates and/or The Pulse.

Service Learning

As part of the educational experience at Allen College and in support of the mission, philosophy and goals of the college, service learning is incorporated into required coursework. As part of their personal and professional development, Allen College students are encouraged to participate in service activities. The following definition developed by the National Community Service Act of 1990 serves as a guide for service learning at Allen College.

Service learning is a method...

- under which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with the school and the community.
- that is integrated into the student academic curriculum or provides structured time for a student to think, talk, or write about what the student did during the actual service activity.
- that provides students with opportunities to use newly acquired skills and knowledge in real life situations in their own communities; and
- that enhances what is taught in school by extending student learning beyond the classroom and into the community and helps to foster the development of a sense of caring for others.

HONORS AND RECOGNITIONS

General Information

Allen College recognizes students who receive a scholarship, honor, or award in several ways. News articles are sent to the *The Pulse*, the *Waterloo Courier*, and the students' hometown newspaper. Scholarship winners are required to attend a recognition dinner in the fall. Senior honors and awards are recognized at the Graduation Ceremony.

Dean's List

Recognition of outstanding academic achievement is an important part of

the Allen College philosophy. At the completion of each semester, undergraduate nursing students who have achieved a 3.5 grade point while enrolled in at least 12 hours, and Health Science students who have achieved a 3.5 grade point while enrolled in at least 8 hours will be named to the Dean's List.

The list is distributed to the students' hometown newspapers. Students who obtain Dean's List recognition deserve special congratulations. Students who do not wish to have this information published must notify the Registrar's Office in writing no later than one week after the beginning of the semester.

Graduation Honors

Recognition honors will be given to outstanding Health Science and Baccalaureate Degree graduating students each year. The honors and criteria for each are as follows:

- The distinction summa cum laude (highest honor) is given to students with a cumulative grade point average of 3.9 or above.
- The distinction magna cum laude (high honor) is given to students with a cumulative grade point average of 3.71 to 3.89.
- The distinction cum laude (honor) is given to students with a cumulative grade point average of 3.5 to 3.7.

Scholarship Banquet

A banquet is held each fall to honor scholarship donors and Allen College student recipients.

Sigma Theta Tau International

Sigma Theta Tau International is the International Honor Society for Nursing. Students who are identified for academic excellence and leadership will be inducted into the Society. Membership within the Honor Society will be lifetime. Together the members seek to acknowledge excellence, promote leadership, advance nursing knowledge, encourage research, and foster high professional standards. For more information regarding eligibility requirements, contact the nursing division at (319)226-2027.

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CHILD CARE SERVICES

Allen Child Care Center

The Allen Child Care Center was established to provide convenient and quality childcare services for its associates, which includes students. The Center is located in McElroy Hall on Health Street along with the Freeburg Early Childhood Education Center. Hours of operation are 6:00 a.m. to 6:00 p.m., Monday through Friday excluding holidays. Enrollment forms may be picked up at the Child Care Center. For further information or questions, the Child Care Director may be contacted at (319)287-9415.

Freeburg Early Childhood Education

The Freeburg Early Childhood Program offers education opportunities for children 4 years of age. It is a high quality preschool program operated by the University of Northern Iowa. For further information, please call (319)287-9415.

COMPUTER/LIBRARY/MEDIA SERVICES

Computer Lab Services

Students have 24-hour access to a 20-station computer lab. The computers in the Barrett Library computer lab have Windows XP operating systems and the Office 2003 software suite (Word 2003, Excel 2003, PowerPoint 2003, and Access 2003). Students have access to two black and white printers for their printing needs, as well as one scanner. The computers in the lab are connected to the Internet; possess DVD, CD-ROM and thumb drive capabilities; and are connected to

the Allen Hospital network. Various CD-ROM resources have been purchased to supplement and reinforce student learning. A full listing of the software resources on each computer is provided in the computer lab. Students should access the computer lab through the electronic access door.

Eight computers are available in the Barrett Library. These computers are connected to the Internet, and are on the Allen Hospital Network. Students have access to one black and white printer in the Barrett Library.

Students are encouraged to become familiar with the computer lab, as many assignments require computer use. Assistance may be obtained from the library staff.

For protection of the equipment, no food or beverage is allowed in the computer lab. Smoking and use of tobacco products are also prohibited.

Computer Lab Rules

In order to keep the computers healthy and to serve you effectively and efficiently, the following rules need to be followed by all of us:

- Photo ID is required from all students, faculty, staff, and associates.
- Only current and cooperative program students, faculty, staff, and associates may use the computer lab, unless special permission is granted.
- Computer lab is a study/work area. No games allowed. We need to respect other users by working quietly and quickly. Bringing children to the computer lab is discouraged and you may be asked

to leave if your children are disruptive.

- Users may print only one copy per document (see Guidelines for Printing).
- If you leave your belongings at a computer and leave the computer unattended, the library/computer staff on duty reserves the right to move your belongings aside to allow another user access to that computer. Library/computer staff is not responsible for lost or stolen items.
- Absolutely NO personal software may be installed or downloaded by a user on any machine in the computer lab or Barrett Library.
- Do not save documents or projects on Allen College computers. All documents or projects left on Library or Computer Lab computers may be removed at any time without notice.
- Faculty may reserve the computer lab for class activities or demonstrations. The days and times will be posted on both computer lab doors.
- Library materials are not to be taken into the computer lab unless they are checked out.

Guidelines for Printing

- Students are to follow the Guidelines for Printing Policies established to provide the privilege of free printing.
- Printing is for academic-related coursework only; personal printing is prohibited.
- Only one copy of a document may be printed. Duplicate or multiple copies should be photocopied.

- PowerPoint presentations should be printed in outline view only, or with multiple slides per page.
- Use only the paper stock provided by the Library, any exception requires the permission of the Library Personnel.
- The College reserves the right to cancel print job(s) and revoke printing privileges of any person violating printing guidelines.
- The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Note that this provision applies to copying, downloading, and uploading of documents from the Web.

Medical Research Link

Allen College has set up PubMed and EBSCO links on the desktop of all computers for medical research. Students can get the EBSCO user ID and password from library staff.

Barrett Library Services

The Barrett Library provides the materials and services necessary to meet the informational needs of the students enrolled at Allen College. The Barrett Library is the main source for books, journals, video and CD-Roms.

Checkout of Library Materials

- ID is required to check out materials.
- Please place returned items in the book drop at the circulation desk or in the book drop in the computer lab.
- Place items to be reshelved on any cart in the library.

- Limited checkout period with 1 renewal (recalls can be made on renewals)

Books	3 weeks
Video/Audio	1 week
- Fines for overdue materials and for lost materials

Books Fines	\$.25 per day
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Video/Audio Fines	\$1.00/day fine
CD Roms	\$5.00/day fine
Ref Material	\$5.00/day fine
Lost Material	Replacement Cost

Library Consortium Agreements

The Cedar Valley Library Consortium includes Allen College Barrett Library, Cedar Falls Public Library, Hawkeye Community College Library, UNI Rod Library and Waterloo Public Library. Barrett Library has more than two thousand cataloged materials online. Materials are updated as needed.

Interlibrary Loan Service (ILL)

- Students will pay any ILL charges or only order from free sources.
- Students pay copyright fees.
- Distance students pay for copies made within the library and for mailing costs.
- Students must check and use UNI resources before requesting ILL.

Complete information about library services, including library hours, can be found in the Allen College web page at www.allencollege.edu.

Photocopying

Copying may be done in the Barrett Library. There is one coin-operated photocopy machines for student use. If problems in copying occur, the

library/media staff may be contacted for assistance.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Note that this provision applies to copying, downloading, and uploading of documents from the Web.

Study Rooms

One study room is available for student use. This is located near the Barrett Forum student center.

Media Services

Media/Audio-Visual services are provided for all areas of Allen Memorial Hospital and Allen College. Students requiring audio-visual equipment for special projects may request materials from Media Services. Robin Nicholson, the Media/AV Specialist is available to consult with students in the production of class projects. The number is (319)235-3516.

FOOD SERVICES

Allen Memorial Hospital Café

The Café of Allen Memorial Hospital provides meal service to students at a discount. Students must wear their name badge so the Café Associates will be able to identify the student and provide meal service at a discount.

Barrett Forum Student Center

The Barrett Forum student lounge is located on the ground floor. Vending machines are located in the northeast corner of the student lounge. They contain snacks and beverages. A microwave and hot beverage dispenser are available as well. An

outdoor patio is located on the north side of Barrett Forum and adjacent to the student lounge. The radiography student mailboxes are located near the vending machines.

Gerard Hall Student Lounge

The Gerard Hall student lounge is located on the second floor overlooking the Rotunda. Vending machines containing snacks and beverages are located in the student lounge. A microwave and hot beverage dispenser are available for student use. The nursing student mailboxes and student-to-student bulletin board are also located in this room.

The Student Services Office in Barrett Forum refunds vending machine losses; a Refund Request Form must be completed.

HEALTH SERVICES

General Information

While Allen College provides a clean and healthy environment, there are times when students may need medical attention due to illness or occupational injury. Students should utilize their personal physician for non-emergency needs. For emergency needs, the Emergency Department is available to students. Your personal insurance will be filed for the emergency care cost. Iowa Health Physicians will provide student health services to Allen College students. Students may go to the Urgent Care Center or call (319)833-5888 for any questions by identifying they are an Allen College student. Your personal

insurance will be filed for the services received.

Health services for Allen College students who have or are taking classes at the University of Northern Iowa are available by paying a health fee. Counseling services are also available.

The College requires students have entrance and annual Tuberculosis (TB) and offers Hepatitis B immunizations free of charge. Occupational Health administers these services and provides services to students injured during clinical experiences. Occupational Health is located in Allen Memorial Hospital; use the West Donald Street entrance.

COUNSELING SERVICES

Employee Assistance Program (EAP)

Allen Health Systems provides counseling through the Employee Assistance Program (EAP). Students, as Allen Associates, are eligible to receive services offered through the EAP. Information exchanged during counseling is kept strictly confidential. Telephone: (319)235-HELP or (319) 235-3550; or 800-303-9996.

Spiritual Care Department

The Department of Spiritual Care assists students, patients, associates, and their families in times of personal, spiritual and emotional crisis. The Office of Spiritual Care is located in Allen Memorial Hospital. Telephone (319)235-3694, Night Chaplain (319)236-6344.

INFORMATION SERVICES

Bulletin Boards

Gerard Hall bulletin boards are located on the first and second floors in the following areas:

- Hallway on 1st Floor - contains ASNA, Student Organization, and Allen College Christian Fellowship information.
- Hallway on 2nd Floor - contains Barrett information and academic information.
- Student Lounge - contains financial aid information, scholarship applications, student life information, employment opportunities, and student-to-student information.

Barrett Forum bulletin boards are located in the following areas:

- Barrett Forum – South end of the main hallway near the Imaging and Skills Laboratories.
- Barrett Forum Vending Machine area of the student center.

Anyone wishing to post information must bring it to the Student Services Office before posting.

- The bulletin boards are made available for students to gain information that is pertinent to student life. It is the student's responsibility to check the bulletin boards regularly.
- Post material only on Bulletin Boards.
- Material posted must be appropriate and in good taste for public reading.

- No discriminatory or inappropriate items shall be posted.
- All postings must have an expiration date.
- Postings will be removed after 30 days or until the date of expiration, whichever is sooner.

E-Mail

All enrolled students must have an e-mail address. Faculty and staff will use e-mail as the primary information sharing tool. Students are responsible for information provided through e-mail.

Emergency Messages

If a student needs to be contacted for an emergency message, the caller should contact the Student Services Office (319)226-2000. The student's class schedule will be checked, and the message will be delivered to the student, if possible. Non-emergency messages shall be placed in the student's mailbox, located in the student lounge in Gerard Hall and vending area in Barrett Forum.

Mailboxes

Mailboxes are located in the student lounge in Gerard Hall for nursing students and in the student lounge in Barrett Forum for radiography students. The mailboxes are for internal sources of information. Students are encouraged to check their mailboxes daily.

Telephones

Telephones, for general student use, are located on the first and second floors of Gerard Hall and in the Barrett Forum Student Center. Long-distance calls can only be made using a credit card number or calling collect.

MISCELLANEOUS SERVICES

Change

Change may be obtained at the Student Services Office during regular business hours for vending machines, copies, transcripts or other items.

Check Cashing

Check cashing may be done at the Allen Hospital Personnel Credit Union. The credit union's office is located on the first floor of the professional building. The Allen Credit Union is open from 7 a.m. to 4 p.m., Monday through Friday.

Lost and Found

Found articles that are turned in to the College Student Services or Hospital Security Office are kept for 60 days. Articles not claimed are considered abandoned and will be given to charity or disposed of. The Student Services Office is located in the Barrett Forum and the Hospital Security Office is located on the first floor of Allen Memorial Hospital, near the Emergency Room waiting area. They can be reached at (319)235-3869 or cell (319)240-7189.

Transportation and Parking

Students are responsible for providing and/or arranging their own transportation to and from all campuses and to all cooperating agencies for clinical experiences. City bus service is available.

Parking areas designated for all students utilizing the Allen Campus are located in conjunction with associate parking. Please refer to the current parking map and description posted on the college website. Students will be

given a parking sticker for display while parking in the designated lots.

Students will receive tickets and/or fines from Security for parking in an unauthorized area, failure to park head-in, failure to have permit in rear window, and improper parking. Payment for tickets must be made to the hospital cashier.

Students, faculty and staff are urged to utilize college parking whenever possible and walk to the hospital for clinicals, meetings, etc. to ease the hospital parking load.

Piano

A Sanick "baby grand" piano is available in the Barrett Student Center for students who like to play.

Allen College provides a variety of excellent resources and services. Students are encouraged to also use the resources and services provided by the University of Northern Iowa and/or Wartburg College.

Student Housing

Alumni Hall

General Information

Allen College offers spacious, affordable and convenient student housing to its students. Available on campus is Alumni Hall, a 4-suite complex which houses up to 24 students. Each suite has three bedrooms that accommodate up to six students with internet accessibility. Also included in each suite is a furnished living area with sofa, lamp table, chairs, cable TV, kitchen with refrigerator/freezer, microwave, dishwasher, garbage disposal, dining

island, stove, and dining area with table and chairs. There is a large bathroom with a walk in shower and whirlpool tub; there is also an additional half bath. Each suite has a utility room with a washer and dryer and each suite is equipped with an alarm system. The four suites have direct access to the social center which is equipped with study areas, a furnished living room and internet computer access. The student housing is available for a very affordable price and all utilities are included in the housing fee. Single room occupancy may be available for an additional cost.

Applications

To apply for housing, a completed housing application must be received by Allen College Administration along with a \$25 non-refundable application fee. Once the application has been processed the student will be notified in writing.

Contracts

The student's application must first be processed and approved. Then to secure student housing at Allen College he/she will need to submit a \$200 security deposit with a completed housing contract to Allen College Administration. Once the contract has been processed the student will be notified regarding roommate, possession date, and other details.

Billing

Student housing is conveniently assessed on the student's Allen College billing statement. Housing is billed at the beginning of each semester, and discounts are available for calendar year contracts. Please contact the Business Officer at Allen

College or refer to the Housing Contract for more information on current housing costs and available discounts.

Documents and Information

Allen College Housing Policies and Procedures, Housing Applications, and Housing Contracts may be found online at www.allencollege.edu under the Student Housing link. Interested students may also contact the Business Officer at Allen College for further information.

General Policies & Procedures

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Rights and Responsibilities

Policy Location

College policies are located in the Barrett Library.

Confidentiality of Student Information Policy

Allen College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 as Amended, as related to the maintenance, security and retention of student records.

Release of student academic, financial and personal information will be made in strict compliance with FERPA regulations. Copies of Allen College transcripts will be released only upon the written request of the student. As further outlined by the Privacy Act, directory information (listed below under disclosure of information) may be released.

Privacy Protection

In response to the Federal Trade Commission's recent ruling, steps have been taken to ensure the protection of individual's private information as related to employment and education. Allen College is required by federal regulations to collect and use social security numbers as identifiers. The use of social security numbers as identifiers is limited to those situations and to those agencies requiring this information in relation to the awarding of student financial aid, loans and/or licensure.

Disclosure of Information

The following information may be disclosed by the institution for any purpose, at the institution's discretion:

1. Name
2. Address
3. Telephone number
4. Email Address
5. Date and place of birth
6. Major fields of study
7. Participation in officially recognized activities
8. Photograph(s)
9. Dates of attendance
10. Degrees and awards received
11. Most recent educational institution attended
12. Other similar information as defined by the institution that would not generally be considered harmful to the student or an invasion of privacy if disclosed.

Written Request to Withhold Disclosure of Information

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974 as Amended. Forms requesting to withhold of directory information are available in the Student Services Office. To withhold disclosure, written notification must be submitted to the Registrar's Office no later than one week after the beginning of the semester.

Drug Free/Smoke Free Environment Policy

Allen College, in compliance with the Drug-Free Schools and Campuses requirements, prohibits the use, possession or delivery of alcohol, illegal drugs and other controlled substances in the work/school setting. Furthermore, Allen College prohibits the unauthorized use, possession or delivery of prescription drugs or medications in the work/school setting. The Surgeon General has determined that cigarette smoking and use of

tobacco products are dangerous to your health. Therefore, smoking and the use of tobacco products is not permitted on the college or hospital campus including building entrances and parking lots. Students are subject to disciplinary action by both Allen College and Allen Memorial Hospital, as a part of the campus, for infractions of these policies. Detailed information on Drug Free School and Campus requirements is given to all students.

Equal Opportunity/Non-Discrimination Policy

Allen College is committed to equal opportunity for all students capable of meeting the College's educational obligations and grants without discrimination, all rights, privileges, programs and activities generally accorded or made available to students at the school. Allen College does not discriminate on the basis of race, creed, color, sex, marital status, age, national origin, veteran status, sexual orientation, gender identity, disability or handicap in administration of its admission policies, educational policies, scholarships and loan programs and other school-administered programs. Any person having concerns with respect to rights under Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972, please contact the Chancellor of Allen College, 1825 Logan Avenue, Waterloo, Iowa 50703, telephone: (319)226-2011.

Accommodations for Students with Disabilities

Students are encouraged to identify any disabilities that may affect their ability to be successful at Allen College. In order to provide special

classroom accommodations, Allen College requires a copy of an evaluation with a licensed psychologist, psychiatrist or physician. This document must be sufficient to establish the presence of a disability. A copy of the policy is located in the Student Services Office. Questions concerning this policy can be directed to the Dean of Academic Affairs (319)226-2014.

Fair Treatment Policy

Allen College assures fair and equitable treatment of all students through open communication between students, faculty and staff.

To provide students with a direction to voice their concerns, Allen College has established a four-step grievance procedure. The grievance procedure is designed to protect student's rights under the 14th Amendment, to protect faculty rights to freedom of instruction and to ensure both equal and fair treatment.

A grievance is a student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, rules and regulations of Allen College. The student has the right to express grievances without prejudice, penalty or recrimination.

All steps of the grievance procedure must be completed in proper sequence with no more than fourteen calendar days elapsing between each step. If a resolution of the grievance is obtained in any given step, that resolution is considered final.

The student may seek counsel at any time from appropriate persons, such as

hospital chaplain, student services staff, faculty advisor or administration.

A copy of the Fair Treatment Policy is available in the Barrett Library and Student Services office.

Harassment Policy

Allen College does not tolerate harassment in any form, including but not limited to race, creed, color, sex, marital status, age, national origin, veteran status, disability or handicap. If a student believes they are being harassed in some manner, the student should report the occurrence by contacting an appropriate Allen College official. Contact the local police department for non-campus incidents.

Sexual Harassment

Allen College is committed to providing an educational and work environment that is free of sexual harassment and intimidation. Actions or words that sexually harass or intimidate are expressly forbidden and will not be tolerated. Any incident believed to constitute sexual harassment should be reported immediately to the Department Head, Dean of Academic Affairs, and/or Chancellor. Any reported incident would be promptly investigated and appropriate action taken.

Substance Abuse and Prevention Policy

It is the intent of Allen College to maintain a drug-free, healthy, safe and secure educational environment.

Allen College prohibits the purchase, possession, use or abuse, sale, distribution or manufacturing of any controlled substance on campus. Any

student bringing non-prescribed medications of illegal drugs or alcoholic beverages to the campus, using these illegal substances on the grounds, or dispensing, manufacturing or selling them on the premises may be subject to legal as well as disciplinary action up to and including immediate dismissal from the College.

A substance abuse prevention program is provided in an effort to educate students about substance abuse. All incoming students receive written content relating to substance abuse.

Allen College recognizes chemical dependency as an illness and a major health problem. Substance abuse is a potential health, safety and security concern.

Allen College has the right to notify or disclose to parents or guardians information regarding any violation of federal, state or local law dealing with the use and/or possession of alcohol and/or controlled substances if the student is classified as a dependent according to IRS guidelines. The student must be under the age of 21 at the time of the offense. In addition, Allen College retains the right to disclose information to parents or guardians if institutional rules or policies have been violated and it is determined that the student has committed a disciplinary violation with respect to the use and/or possession of alcohol and/or a controlled substance. This right to disclosure is not based on whether or not this information is contained in the student's education records.

Drug Testing

Any student who reports to class, clinical or any learning experiences under the suspected influence of alcohol and/or an illegal substance will be brought forth immediately for drug testing accompanied by a college official/designee. The College would then assume the costs of the blood/urine tests.

At the time of any incident of suspected abuse, the College has the right to request drug tests, with the cooperation of the student. If the drug tests results are positive, this forms grounds for warning/dismissal from the College. If the student refuses to cooperate with the College's request, the resulting action may include, but is not limited to, dismissal from the College.

At the time of any incident/allegation, the student may request immediate blood/urine tests to disprove allegations, and if so, all costs of the blood/urine tests will be the student's responsibility.

Treatment Process/Options

Anyone who observes a student exhibiting problematic or behavior indicating potential chemical dependency has the obligation to report it to the Chancellor of the College. The Chancellor will then refer the individual to an appropriate agency for professional evaluation. The findings of the evaluation must be submitted to the Chancellor. All information is handled in a confidential manner.

If chemical dependency treatment is indicated by the evaluation report, the

student must enter a treatment program in order to remain in his/her program of study. Student status will then become conditional and written progress reports to the Chancellor of the College are required on a monthly basis from treatment counselors or physicians. Continuation in the program of study is contingent upon evidence of satisfactory participation in a recovery program. Conditional status will be rescinded upon evidence of successful completion of treatment. Evidence of continued participation in an aftercare program shall be required up to graduation.

Refusal to follow through with the evaluation process or evidence of inadequate progress will necessitate a review to determine student status. In such circumstances, a student may be required to take a Leave of Absence from the program. Return from a Leave of Absence is contingent upon evidence of successful completion of a treatment program (see Withdrawal/Leave of Absence policy for time limitations as it may impact financial aid). Evidence of continued participation in an aftercare program shall be required up to graduation.

If a student continues to exhibit problematic behavior indicating ongoing substance abuse, further evaluation is necessary. A second professional evaluation indicating ongoing abuse will result in a mandatory Leave of Absence for the student. Placement in courses would be decided with faculty and administration consult. A third professional evaluation indicating ongoing abuse will result in dismissal of the student.

Students may seek evaluation and treatment services from agencies of their choice. Costs for services are the responsibility of the individual student.

Legal Sanctions

You may be subject to legal sanctions under federal, state, and local laws for unlawful possession, use or distribution of illicit drugs and alcohol.

Resources for Substance Issues

Students may use the following service or may be referred to Substance Abuse Services because of an alcohol or other drug related incident. The referral may be different in nature and in length depending on the individual circumstance. Referrals are designed to assist an individual with avoiding future incidents and should not be viewed as a disciplinary measure. This service is offered at both the Allen College and the UNI campuses on an annual basis.

Allen Hospital EAP

Business Hours (319)235-3550
After Hours (319)235-3550
Toll-Free (800)303-9996
Service is available to Allen College students and employees.

UNI Substance Abuse Services

Business Hours (319)273-2137

This service is available to Allen College students who are enrolled in classes at UNI. University Health Services employs a full-time Health Educator who specializes in alcohol and drug abuse. The information you share is confidential.

Essential Functions

In compliance with the Americans with Disability Act of 1990, Allen College does not discriminate on the basis of disability in the administration of its educational policies, admission policies, student aid and other college administered programs nor in the employment of its faculty and staff. The skills listed below are essential requirements for this program. Students in the program and those who complete the program will be expected to demonstrate the ability to satisfy these criteria with or without the help of compensatory techniques, assistive devices or other reasonable accommodations. We invite any potential student to meet with the Dean of Academic Affairs or Admissions Counselor to discuss any potential issues associated with meeting these requirements.

Substance Abuse Awareness Chart

SUBSTANCE	Physical Effect	Psychological Effect
Alcohol	Cardiovascular problems such as congestive heart failure and cardiomyopathy, peripheral neuropathy and muscle wasting, decreased immunity, cancer of the mouth, larynx and liver, birth defects, diabetes, coma and death.	Loss of inhibitions and concentration, impaired judgment, blackouts, depression
Cocaine/Crack (Amphetamines)	Chronic bronchitis, cerebral hemorrhage (stroke) pneumonia, myocardial infarction (heart attack), seizures, nasal ulcers, and perforated nasal septum.	Insomnia, paranoia, schizophrenia, depression
Hallucinogens (LSD/DMT/PCP)	Increased blood pressure, dizziness, nausea/vomiting, insomnia, increased blood sugar levels.	Paranoia, panic reactions ("bad trip"), hallucinations, feelings of depersonalization, acute psychosis, flashbacks.
Marijuana	Bronchitis increased infection risk, possible birth defects.	Impaired judgment, learning abilities and memory, panic reactions, lethargy, apathy and lack of motivation.
Narcotics	Increased infection risk, impotence, seizures, coma, respiratory arrest and death.	Impaired attention, memory and judgment, mood changes, mental clouding.
Sedative/ Hypnotic (Antianxieties)	Coma, seizures, impotence, and liver damage with excessive use. Abrupt withdrawal or combined with alcohol can lead to death.	Impaired judgment and memory.

Student's Right to Know and Campus Security Act

The Student Right-to-Know and Campus Security Act of 1990 requires colleges to collect, publish and distribute information concerning campus security and criminal actions on campus. This information is provided to all current students, employees and applicants for enrollment or employment.

Campus Security

Allen College adheres to the regulations of the Student Right-to-Know and Campus Security Act of 1990. Allen Memorial Hospital provides security services for all areas of the Allen College Campus.

Students, faculty, staff and employees are to report criminal actions and other emergencies occurring on campus to

Security office at (319)235-3869 or cell (319)240-7189 for an officer. Security notifies the state and local police agencies when appropriate and maintains records of all criminal offenses.

Campus Security Hours

The Allen Hospital Security Officer(s) are responsible for Allen College Campus Security. They are available 24 hours per day, 365 days a year.

Building Security Information

All buildings are equipped with a security system that is activated when the building is closed. Surveillance camera(s) film entrances and property 24 hours a day. The parking lot and entrances are well lit and scheduled rounds are made by Security.

Barrett Forum

Barrett Forum office hours are from 7:00 a.m. to 4:30 p.m. Monday through Friday.

Gerard Hall

Hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday. Extended hours may be available.

Emergency Contact Information

(T) Telephone (P) Pager
 (F) Fax (E) Emergency
 (G) General

Campus Security (T) (319)235-3869

(C) (319)240-7189
 (P) (319)236-6337

College

Administration (T) (319)226-2011
 (F) (319)226-2020

Allen Hospital
 Switchboard

G) (319)235-3941

Emergency (E) 9-911 On Campus
(E) 911 Off Campus

Waterloo Police Department (E) 911

(G) (319)291-2515

Waterloo Fire Department (E) 911

(G) (319)291-4460

UNI Campus Incidents

(E) (319)273-2712

(T) (319)273-2712

Security Available (24/7)

Cedar Falls Police Department

(E) 911

(T) (319)291-2515

Cedar Falls Fire Department (E) 911

(T) (319)273-8622

Wartburg College Incidents

(G) (319)352-8372

Security Available (24/7)

Waverly Police Department (E) 911

(G) (319)352-5400

Waverly Fire Department (E) 911

(G) (319)352-5521

Safety Tips

1. **Don't Walk Alone.**

- Always in a group or with a friend, especially after dark
- If you are alone or unsure of your safety, **Campus Security** is available to accompany you to your vehicle. **Telephone (319)235-3869.**

2. **Avoid High-Risk Locations.**

- Use regular walkways, well-lit areas and avoid shortcuts.
- If you see a light out, please report it to the Administrative Office. Telephone (319)226-2012.

3. **Be Aware of Your Surroundings.**

- Look around and behind you.

- If you become aware of someone following you, go to the nearest well-lit, open building or to a crowded area.

4. **Be Alert to Stranger Danger.**

- Don't give your name, address or other personal information to strangers.

5. **Keep Your Cash Concealed.**

- Do not flash cash or draw attention to the fact you have money on your person.
- Be careful using an ATM machine by checking your surroundings.

6. **NEVER Prop Open Campus Security Doors.**

VEHICLE AND PARKING LOT SAFETY THINK AHEAD!

1. **Vehicle Safety**

- Always lock your vehicle.
- Always roll your vehicle windows and sun roofs up tight.
- Never loan your vehicle keys to anyone.
- Park in well-lit and traveled areas to avoid easy thefts.
- Keep all valuables locked or concealed in the vehicle trunk or under the seat to discourage theft.
- Keep serial/identification numbers of important items in a secure location (either on your person or at home).
- **NEVER DRINK AND DRIVE.**

2. **Parking Lot Safety**

- If you will be returning to your vehicle after dark, check to make sure your vehicle is in a lighted area.
- Mentally note the location of your vehicle to avoid unnecessary time in the parking lot area.
- Walk to your vehicle with other people or call Campus Security (319)235-3869 phone or cell (319)240-7189 to escort you to your vehicle.
- Carry a personal alarm system to assist you in getting aide.
- Prior to entering the parking lot, have your vehicle keys in hand and be ready to open your vehicle door.
- Prior to entering your vehicle, check the interior to assure there is no one inside.

LIVING DOMAIN SAFETY

1. Keep Doors Locked

- **NEVER** leave your dormitory, apartment or home unlocked
- Do not unlock or prop open secured campus doors

2. Keep Windows Locked

- Prior to leaving your dormitory, apartment or home secure and lock all windows

3. Keep Keys in Your Possession

- Do not lend your keys to anyone
- If you lose your keys, inform the appropriate security office

4. Keep Identification Badge in Your Possession

- Do not lend your identification badge to anyone
- If you lose your identification badge, inform the Administration Office

5. Don't Take Risks

- If you think an activity is unsafe—BE SMART-DON'T PARTICIPATE!
- Roommates should discuss and agree upon safety procedures to ensure everyone feels safe
- Report any suspicious or criminal activity to the appropriate security/police office

Crime Alert

When knowledge is obtained of any criminal or dangerous activity related to the campus or its adjacent area that presents a possible or future threat to Allen College students or employees, a crime alert will be issued. This crime alert will contain general information concerning the threat and the safety precautions that should be followed. Notifications will be posted on campus bulletin boards, publications, and emailed to faculty for class announcement.

Crime Statistics

Crime statistics are based upon a calendar year time frame. The information is being provided as of September 2007 containing information based on 2006 statistics.

Crime Statistics Comparison

The comparative crime statistics were as follows. See chart on next page.

Crime Statistic Comparison Chart

The comparative crime statistics are below

Allen College Crime Statistics Reporting by Year															
Total Crimes Reported For:	Main Allen Campus			Residence Halls On Campus			Non-Campus Building Or Property			Public Property			Total		
Type of Crime	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007
Aggravated Assault	1	1	0	0	0	0	0	2	0	0	0	0	1	3	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Buglary	5	1	0	0	0	0	0	0	3	0	0	0	5	1	3
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Forcible Sex Offenses	0	2	0	0	0	0	0	1	0	0	0	0	0	3	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Buglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Any other crime w/ Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Offenses	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007
Liquor Law Violations	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Allen College reports its crime statistics in conjunction with Allen Memorial Hospital.

Enforcement Authority

Allen Hospital/College Security Officer has the full power to arrest and detain. Patrols are made both on foot and by motor vehicle.

Security Officer duties include providing technical services such as: enforcing state and municipal laws, patrolling college facilities internally and externally, enforcing business policies, asset protection both personnel and property and general safety concerns.

Non-technical duties include locking and unlocking buildings, escorts to parking lots, and assisting with security for various campus events.

Clery Act Reporting

Security reports are made available to the Chancellor of the College for college incidents. Reports are made available for use in the crime statistics reporting of the college. In accordance with the Clery Act crime reporting requirements, crime logs are available at the Allen College Administrative Office, 1990 Heath Street, Waterloo, Iowa 50703.

Local Entity Cooperation

Allen College and its Security Officer recognize the need to cooperate with law enforcement organizations and officers.

Outside agencies will receive the full cooperation of the Administration and Security Officer with the serving of warrants, the making of arrests and the investigation of criminal incidents involving students.

Line of Authority

The Chancellor of Allen College has the significant responsibility for student and campus activities. These activities include, but are not limited to student discipline and campus judicial proceedings.

Sexual Abuse/Assault Policy

Allen College will not tolerate sexual abuse in any form. Employees, students or volunteers may be disciplined based on the college's sexual abuse policy. This disciplinary action may result in the suspension or dismissal of an employee or student. In addition, employees, students, volunteers and visitors can be charged and prosecuted under Iowa sexual abuse criminal statutes. Sanctions brought forth by the college and/or the State of Iowa do not preclude a civil action being pursued.

If, as an Allen College student, employee or volunteer you become aware of an incident of sexual abuse, you should contact one of the following:

1. Allen Memorial Hospital Security
(319)235-3869
2. Allen College Administration Office
(319)226-2011
3. Allen Hospital EAP service
(319)235-3550
4. Waterloo Police Department
(319)291-2515
5. UNI Campus Security
(319)273-2712
6. Cedar Falls Police Department
(319)291-2515
7. Wartburg College Campus Security

(319)352-8372

8. Waverly Police Department
(319)352-5400

Please make reporting these incidents a priority. Remember, in reporting these incidents, you need not identify yourself or the victim. The priority in reporting such incidents is the physical and emotional health of the abused.

What to do if you are sexually assaulted:

Seek Medical Attention

- Go to the nearest hospital to be treated and examined.
- Do not shower, douche, use the restroom or change clothing before going to the hospital. Any of these activities could destroy or alter evidence needed by law enforcement at a later date.
- Be sure to tell the medical staff it was a sexual assault so treatment for pregnancy and various sexually transmitted diseases can be started. The Black Hawk County Sexually Transmitted Disease program offers free and confidential HIV testing.
- The medical staff can gather physical evidence at this time to be used at a later date if needed with the patient's consent.
- All information gathered is confidential.

Reporting the Assault

- PLEASE REPORT THE ASSAULT. A report can be made to the College's Campus Security Department as well as the local police department. The reporting of an assault does not instigate prosecution or an arrest.
- The reporting of an assault may assist others from becoming victims.

- The report will assist in providing a network of support services that will be of benefit to the victim.
- If the assault was on the UNI Campus, the UNI Public Safety Department should be notified.
- If the assault was on the Wartburg Campus, the Wartburg College Security department should be notified.

Things You Should Know

- All information is confidential unless the victim signs a release.
- Reporting the assault does not mean the victim must pursue criminal action against the accused party.
- One of the purposes of the College acquiring this information is to be able to accurately report incidents of this type to future and present employees and students as mandated by the Students Right to Know and Campus Security Act.
- In addition, the College uses this information to review, revise and implement procedures and policies to avoid future incidents.
- The victim has the right to have a support person of his/her choice present during the interviews with law enforcement.
- The victim will be asked if a crisis counselor should be contacted on your behalf.
- If the victim decides to pursue charges, information obtained by law enforcement becomes public information.

Resources Available for You

- Whether the victim is female or male, feelings of fear, shame, isolation, confusion and loneliness are a few of the emotions abused individuals experience. Listed below are

organizations with services that may provide assistance with emotional, medical and legal issues.

PSYCHOLOGICAL SERVICES

Allen Memorial Hospital EAP (Employee Assistance Program)

Business Hours (319)235-3550
 After Hours (319)291-8813
 Toll Free (800)303-9996
 Helpline (319)235-4357
 EAP services are available to Allen College students and employees.

Cedar Valley Friend of the Family

24 Hour Crisis Line (319)352-1108

Offers services dealing with domestic violence and sexual assault. Telephone support is offered for any type of problem and is offered through collect calls. Your name need not be given. Advocacy services are in conjunction with a medical exam and/or legal proceedings.

Cedar Valley Mental Health (Waverly, IA)

Business Office (319)352-2064
 Professional counselors offer professional assistance and information.

Crisis Line Cedar Valley Friends of the Family

24 Hour Crisis Line (800)410-7233

Offers services dealing with domestic violence and sexual assault. Telephone support is offered for any type of problem and is offered through collect calls. Your name need not be given. Advocacy services are in conjunction with a medical exam and/or legal proceedings.

Black Hawk-Grundy Mental Health Center Inc.

Business Office 319/234-2893
Individual and family counseling services on a sliding fee scale based on income.

UNI Counseling Center

Center Office (319)273-2676*
*After office hour voice mail provides emergency numbers.

This service is available for Allen College students attending UNI. Individual and group counseling, psychological evaluation, referral to campus and community agencies and consultations are available.

UNI Public Safety Department RAPS Program

See <http://www.vpaf.uni.edu/pubsaf/> for more information.

Wartburg College Sexual Misconduct and Assault Resource Team (SMART)

Contact Number (319)352-8200
A support service consisting of various members of the campus communities to provide informational and emotional support to those that have been sexually assaulted.

MEDICAL SERVICES

Emergency 911

Allen Memorial Hospital (319)235-3941
1825 Logan Avenue
Waterloo, IA

Provides 24 hour emergency medical services. Examinations for evidence using rape kit are available.

Sartori Memorial Hospital

515 College Street (319)268-3000
Cedar Falls, IA

Provides 24 hour emergency medical services. Close to the UNI campus. Examinations for evidence using a rape kit are provided.

Waverly Health Center

312 9th Street SW (319)352-4120
Waverly, IA

Provides 24 hour emergency medical services. Close to the Wartburg campus. Examinations for evidence using a rape kit are provided.

Allen Women’s Health Center

233 Vold Drive (319)235-5090
Waterloo, IA

OFFICE HOURS

Monday-Friday 8:00 a.m. to 5:00 p.m.

The Women’s Health Department is a department of Allen Memorial Hospital that provides reproductive health care for the women of Northeast Iowa. The Center receives Title V Maternal Health, Title X Family Planning from the Iowa Department of Public Health for Black Hawk, Bremer, Buchanan, and Grundy county service areas. In addition, Adolescent Pregnancy Prevention funds are received from the Iowa Department of Human Services. The Women’s Health Center is known area wide for providing health services for women of all income levels and ages.

Black Hawk County Sexually Transmitted Disease Program

(319)291-2413
Free and confidential sexually transmitted disease testing and treatment along with anonymous HIV

antibody testing. No appointment is necessary.

SPIRITUAL GUIDANCE

Allen Memorial Hospital Spiritual Care
Business Hours (319)235-3694
1825 Logan Avenue
Waterloo, IA
After Hours (319)236-6344

University of Northern Iowa Campus Ministries
Catholic Student Center (St. Stephens)
1019 West 23rd St. (319)266-9863
Community Blessed Sacrament
650 Stephan Ave (319)233-6179
First Presbyterian Church
902 Main St (319)277-3930
First United Methodist Church
723 Washington St (319)266-1713
Lutheran Student Center (ELCA)
2616 College St. (319)266-1653
Navigators
Box 606 (319)268-0524
Orchard Hill Reformed Church
1215 Elmridge Drive (319)266-9796
Revolution (The Verde Café)
2016 Campus St. (319)273-3889
Wesley Foundation-United Methodist
Campus Ministry
2422 College St. (319)266-4071

Wartburg College Ministry Services
222 9th NW (319)352-8217
Waverly, IA

FINANCIAL SERVICES

Crime Victim Compensation Program
(800)373-5044 or (515)281-5044
Will reimburse victims for rape kits taken for evidence and other various expenses. Call for reimbursement information.

ADVOCACY SERVICES

Crime Victim Witness Assistance Program (319)833-3001

General information concerning victim's right and assistance programs.

CAMPUS SECURITY

Allen Memorial Hospital/College Security (319)235-3869
UNI Public Safety (319)273-2712 or (319)273-4000
Wartburg College Campus Security (319)352-8372

Contact the appropriate campus department to report sexual abuse, assault or attempted assault. Filing a report is necessary, but does not constitute filing charges or pursuing prosecution.

Allen College students jointly enrolled at UNI or Wartburg may contact the Allen College Administration or Security Personnel for assistance with this procedure.

Allen College Administration
Contact the Allen College Administration Office at (319)226-2011 to file a disciplinary complaint of sexual abuse/assault if the assailant is a student of Allen College. Disciplinary action by the college can be taken as well as criminal action by law enforcement. One action does not preclude the second action.

LEGAL SERVICES

Black Hawk County Attorney's Office (319)833-3001
Bremer County Attorney's Office (319)352-0214

These offices review and make a determination regarding the prosecution of sexual abuse/assault cases.

Black Hawk County Sheriff's Department (319)291-2587

Bremer County Sheriff's Department (319)352-5400

Cedar Falls Police Department (319)291-2515

Waterloo Police Department (319)291-2515

Waverly Police Department (319)352-5400

The appropriate agency should be contacted to report sexual abuse, assault or attempted assault occurring in the agency's jurisdiction. Filing a report is necessary, but does not constitute filing for criminal charges or pursuing prosecution.

Weapons Policy

Weapons of any kind shall not be allowed on Allen College property or clinical sites regardless of any individual having a weapon permit issued by the State of Iowa or by any other state.

Weapons include but are not limited to shotguns, rifles, handguns, airguns, BB guns, bow and arrows, knives, brass knuckles, a pocket billy, martial arts weapons, stun or taser guns and mace/pepper spray are not permitted on campus. Also, potentially hazardous items such as ammunition, explosives and fireworks including firecrackers are not permitted on campus.

Security will be notified if a student is suspected or found to have a weapon or hazardous item. The item(s) will be confiscated and an arrest made if it is deemed to be illegal. The return of confiscated item(s) will be at the

discretion of Security, Administration and the local police department. The Administration will determine if College disciplinary action will be taken.

CODE OF CONDUCT

Conduct and Disciplinary Action

Student conduct is a reflection of professional and personal integrity and provides an image of the College and of the healthcare profession to the community. Through the delivery of healthcare, a student assumes a serious responsibility for other individuals. Based upon this, Allen College believes that a student has the capability of assuming personal responsibility as an adult, which includes evaluation of the impact upon others of personal and professional behaviors. Allen College expects all students to observe college and agency regulations, as well as city, state, and federal laws, and to respect fully the rights of others.

Discipline will be administered on an instructional basis to encourage students to improve performance, personal and professional conduct, and scholastic honesty and to become more aware of the need to adhere to and conform to college policies and/or public law. Violations of expected behavior will be handled according to the infraction and the Allen College Disciplinary Policy. A serious breach of personal and professional conduct, or legal infraction may result in disciplinary action. All actions are reported and kept in the student's academic file. Progressive disciplinary action includes reprimand, probation, suspension or dismissal. Any students having questions or concerns should contact the Student Services office at (319)226-2000.

Change of Personal Information

Students who change their legal name, address, telephone number, email address or other pertinent information are required to notify the Student Services Office in writing of the change. It is the student's responsibility to notify Allen College promptly of any change to avoid any potential negative consequence.

Communicable Disease

The health of all students at Allen College is of concern to the faculty, staff and administration. Students suspected of having, or of being exposed to, a communicable disease should stay at home and contact a physician. Confirmation of a serious contagion must be reported to the Dean of Academic Affairs. A student with a communicable disease during a contagious phase will not be allowed to attend class or be on a clinical unit. Re-entry will only be allowed when a physician's, nurse practitioner's or other appropriate health care provider's written statement is supplied that indicates the student poses no health risk to self or others.

Students will be assigned patients who have a contagious disease only after they have had formal instruction on the principles of disease transmission and prevention and the safe care for such patients.

Students must adhere to the Allen College/Allen Memorial Hospital guidelines regarding universal precautions and exposure to blood and body fluids.

Felony Convictions After Admission to Allen College

If a student is convicted of a felony after admission to Allen College, the student must disclose the conviction to the Student Services Office. Failure to disclose a conviction may result in dismissal from Allen College.

Nursing

The Iowa Code (Chapter 147.3) states that conviction of certain felonies will make an individual ineligible for licensure. Previous conviction of a felony does not automatically bar an individual from eligibility for licensure. After completion of a nursing education program, the student will file an application for licensure with a state board of nursing. At that time, the board of nursing may review any felony convictions to determine eligibility for licensure.

Radiography and Nuclear Medicine

Eligibility for certification requires that the applicant be of good moral character. Conviction of a misdemeanor or felony may indicate a lack of good moral character for the American Registry of Radiologic Technologists (ARRT) purposes. The ARRT conducts a thorough review of all convictions to determine their impact on eligibility. Documentation required for a review includes a written personal explanation and court records to verify the conviction, the sentence and completion of the sentence.

Individuals considering enrollment in an educational program or already enrolled may submit a pre-application form to have the impact of convictions on eligibility evaluated. Pre-Application Review Forms may be requested from the Department of Regulatory services

at the ARRT office. **The American Registry of Radiological Technologists: 1255 Northland Drive; St. Paul, Minnesota 51120-1155; Telephone: (651)687-0048; Web Page: <http://www.arrt.org>.** If the eligibility review is requested within one year of the intended examination date, a regular examination application form may be submitted early instead of the pre-application form.

Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT. This is ground for permanent denial of eligibility for certification. The ARRT may conduct criminal background searches whenever appropriate. Disciplinary action may be taken at any time upon discovery that disclosure was not complete.

Health Insurance Portability & Accountability Act of 1996 (HIPAA)
Allen College, in agreement with health care institutions and providers, respects the privacy of all patients/clients. Information concerning any patient/client should be held in strict confidence. All information about patients/clients, a patient's illness, treatment provided and responses to illnesses is privileged information to be shared only with health team members and then only to the extent necessary to perform the respective student responsibilities.

The patient or client's record is a confidential document, which must be kept in the strict confines of the institution or office to protect the patient or client, the provider and the institution. **The original copies of active patient or client records must be kept on site at the institution or office at all times**

and should never leave the institution or office.

All information contained in the patient's or client's record shall be considered privileged and confidential information. The patient's or client's record is the property of the institution or provider, whose responsibility is to protect the information against loss, destruction, defacement, tampering, vandalism, theft, and any other intrusion or from use by unauthorized persons.

Without proper authorization from the patient/client, his/her legally appointed representative, as required by law, or by existing contractual agreements, no information may be released from the patient's or client's record.

Allen College students and faculty must abide by the hospital, institution, and/or provider confidentiality and release of information policies.

Breach of any type of confidential information is grounds for disciplinary action up to and including dismissal from the College.

Identification Badge

An identification badge is issued to all Allen College students. This badge can be used as identification for various purposes; access to in-patient care areas, check out books from the Library, entry to the Computer Lab, or student discounts at the cafeteria and a variety of other student functions where a valid student identification card is required. There is a replacement charge for lost identification badges. Badges should be returned to the Student Services Office upon graduation, withdrawal or dismissal.

Internet/Computer Access

Internet and computer access is restricted to students requiring the use of the Internet and external electronic services to perform student related activities. Students using the Internet or other on-line services are expected to conduct themselves in a professional manner.

Students are to restrict access and use of the Internet to legitimate business related sites. Iowa Health Systems reserves the right to monitor all student usage to ensure proper functionality, appropriate use, security of company data and to retrieve the contents of any student communication in these systems.

Allen College does not condone the use of institutional computers for the viewing or downloading of adult materials or pornography.

Inappropriate conduct in the usage of computers will result in disciplinary action up to and including dismissal from the college.

EMERGENCY PROCEDURES

Fire Evacuation

To report a fire and its location on the Allen College Campus: **Call 9-911**
To notify the Allen Memorial Hospital switchboard of a fire, and report its location: **Call 3600**

All students, associates, and visitors at Allen College shall evacuate any building using the nearest and safest evacuation route when the fire alarm sounds (Code Red). Do not use the elevator during such an evacuation.

Barrett Forum

Emergency Exit Locations:

1. West main doorways by the student lounge.
2. East entrance by the student lounge leading to the patio.
3. South doorways entrance at end of the main hallway leading to Gerard Hall.
4. North exit in the library.
5. East exit near staff offices leading to the patio.
6. Computer Lab - exit by using the West Main Entrance.

Gerard Hall

Emergency Exit Locations:

1. North entrance on the first floor, north stairway on the second floor.
2. Midpoint on second floor is stairway to first floor.
3. South entrance to Rotunda.
4. Southwest entrance to Rotunda. McBride Auditorium southeast door by the stage or through the main west and south entrances.

Tornado Watches and Warnings

The frequency of tornadoes in Iowa is highest during the months of April, May, and June. Please read carefully the following information.

Tornado Watch Defined

A Tornado Watch is the forecast of the possibility of severe thunderstorms with hail, damaging winds, and the possibility of one or more tornadoes (be alert to weather conditions.)

Tornado Warning Defined

A Tornado Warning is the actual sighting of a tornado, the direction headed, and the approximate speed (take shelter). Be alerted to tornado warnings by an announcement over the

intercom system. During regular business hours, please take note of emergency signage for your designated area.

When announcement of a tornado **watch** is given over the intercom system, students should close all curtains, blinds and doors. If a tornado **warning** is given, students in Barrett Forum or Gerard Hall should proceed as follows: Barrett Forum - study room, restrooms or staff workrooms; Gerard Hall - proceed to first floor north end of main hallway. Remain there, away from windows, until the warning has been canceled. Books may be brought along for protection from flying glass and debris. Staff shall notify students of the cancellation of a tornado watch or warning.

Weather Radio

Weather radios are located in Gerard Hall near the faculty offices, in Barrett Forum in the library, computer laboratory and Student Services.

Emergency Notification

In the event inclement weather forces the cancellation of classes at Allen College students shall be notified on the following weather broadcast stations and channels:

AM RADIO

950 KOEL AM
1330 KWLO AM
1470 KWAY AM
1540 KXEL AM

FM RADIO

92.3 KKHQ FM
97.7 KCRR FM
99.3 KWAY FM
105.7 KOKZ FM
108 KFMW FM

LOCAL TV

7 KWWL-TV
9 KCRG-TV

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Academic Calendar
Allen College 2008-2009

Summer 2008

May

- 7 Prospective student information session @ 1:00pm
- 12 Allen College 8 week session & UNI May & 1st 6 week session begin
- 23 Last day for 100% refund (1st 8 week classes)
- 23 Summer Mandatory Student Success & Readiness Program (Accelerated New BSN)
- 26 Memorial Day, NO CLASSES
- 27 Student Success & Readiness (New ASR students)
- 27 Allen College 12 week and 1st 6 week session begins
- 30 Last day for 50% refund (1st 8 week classes) No refund after this day
- 31 Summer Tuition & Fees due

June

- 2 Hawkeye Community College 8 week session begins
- 6 Last day for 100% refund (12 week and 1st 6 week classes)
- 6 Allen College - Midterm (8 week classes)
- 6 Allen College - Last day to withdraw from 8 week classes without a penalty on transcript
- 9 UNI - June session begins
- 4 Prospective student information session @ 1:00pm
- 13 Midterm - 1st 6 week classes
- 13 Allen College - Last day to withdraw from 1st 6 week classes without a penalty on transcript
- 13 Allen College- Last day for 50% refund (12 week and 1st 6 week classes) No refund after this day
- 13 Allen College- Last day to withdraw from 8 week classes without an "F"
- 20 Allen College - Last day to withdraw from 1st 6 week classes without an "F"
- 15 Late fees assessed on all outstanding balances

July

- 2 Prospective student information session @ 1:00pm
- 3 Allen College 6 week courses end
- 3 Midterm - 12 week classes
- 3 Allen College - Last day to withdraw from 12 week classes without a penalty on transcript
- 3 Allen College 8 week courses end
- 4 Independence Day Observed - NO CLASSES
- 7 UNI - July Session Begins
- 7 Allen College 2nd 6 week classes begin
- 15 Late fees assessed on all outstanding balances
- 18 Last day for 100% refund (2nd 6 week classes)
- 25 Midterm - 2nd 6 week classes
- 25 Allen College - Last day to withdraw from 2nd 6 week classes with a penalty on transcript
- 25 Last day for 50% refund (2nd 6 week classes)
- 25 Hawkeye Community College - 8 week session ends

August

- 1 Last day to withdraw from 2nd 6 week classes without an "F"
- 4 August Summer Session I Begins (ASR)
- 6 Prospective student information session @ 1:00pm
- 7 Last day for 100% refund (August Summer Session I)

- 13 Last day for 50% refund (August Summer Session I)
- 13 Midterm - August Summer Session I
- 15 August Completion Ceremony
- 15 Allen College - 12 & 2nd 6 week classes end
- 18 August Summer Session II Begins (ASR)
- 18 Last day for 100% refund (August Summer Session II)
- 19 Last day to withdraw from August Summer Session I classes without an "F"
- 19 Last day for 50% refund (August Summer Session II)
- 20 Student Success & Readiness (Level II ASR Students)
- 20 Midterm - August Summer Session II
- 20 Allen College - Last day to withdraw August Summer Session II without a penalty on transcript
- 21 Last day to withdraw from August Summer Session II classes without an "F"
- 22 August Summer Session I and II End (ASR)

Fall 2008 and Spring 2009

August

- 22 & 25 Fall Mandatory Student Success & Readiness Program (BSN, MSN)
- 25 Allen College & UNI Classes begin

September

- 1 Fall Tuition & Fees due
- 1 Labor Day - NO CLASSES
- 3 Prospective student information session @ 1:00pm
- 5 Last day for 100% refund
- 12 Last day for a 50% refund, no refund after this day
- 15 Late fees assessed on all outstanding balances
- 19 Last day to drop 1st 8 week class without a penalty (WP or WF)
- 26 Last day to drop 1st 8 week class without an "F"

October

- 1 Prospective student information session @ 1:00pm
- 10 Conversion of incomplete grades from spring and summer sessions
- 15 Late fees assessed on all outstanding balances
- 17 Last day of class (1st 8 week classes)
- 17 Midterm
- 17 Last day to drop classes without a penalty on transcript (WP or WF)
- 20 First day of classes (2nd 8 week classes)
- 31 Last day for 100% refund (2nd 8 week classes)
- 31 Last day to drop classes without an "F"

November

- 5 Prospective student information session @ 1:00pm
- Last day for 50% refund (2nd 8 week classes) No refund after this day
- 7
- 14 Last day to drop 2nd 8 week class without a penalty (WP or WF)
- 15 Late fees assessed on all outstanding balances
- 21 Last day to drop 2nd 8 week class without an "F"
- 24-28 Thanksgiving Break - NO CLASSES

December

- 3 Prospective student information session @ 1:00pm
- 15 Late fees assessed on all outstanding balances
- 15-19 Final Exams - Allen College & UNI
- 19 Semester ends - Allen College & UNI
- 19 December completion recognition celebration

January

- 7 Prospective student information session @ 1:00pm
- Mandatory Spring Student Success & Readiness Program (New BSN & MSN)
- 9
- 12 Allen College & UNI Classes begin
- 19 Martin Luther King's Birthday - NO CLASSES
- 23 Last day for 100% refund
- 23 Allen College Scholarship Deadline
- 30 Last day for 50% refund, no refund after this day
- 30 Last day to drop 1st 8 week class without a penalty (WP or WF)

February

- 1 Spring Tuition & Fees due
- 4 Prospective student information session @ 1:00pm
- 6 Last day to drop 1st 8 week class without an "F"
- 15 Late fees assessed on all outstanding balances
- 27 Conversion of incomplete grades from fall semester

March

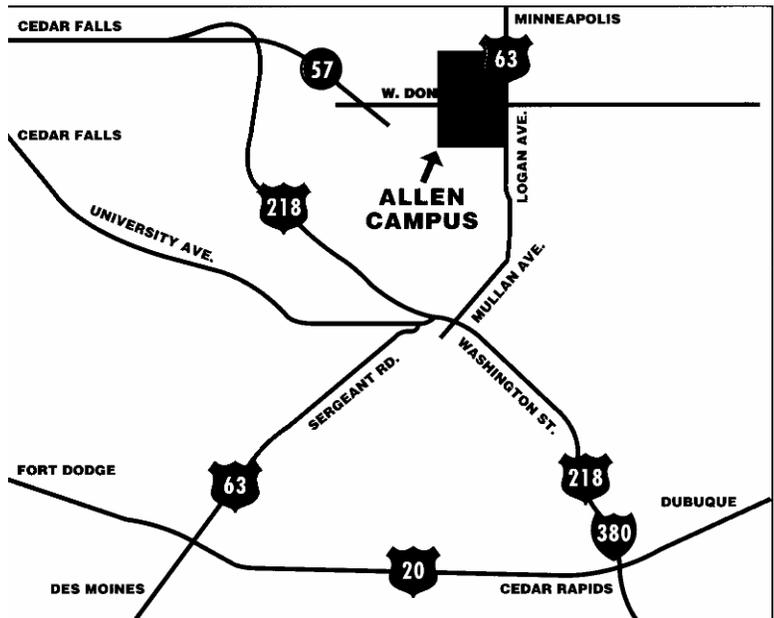
- 4 Prospective student information session @ 1:00pm
- 6 Last day of class (1st 8 week classes)
- 6 Midterm
- 6 Last day to withdraw without a penalty on transcript (WP or WF)
- 9 First day of class (2nd 8 week classes)
- 15 Late fees assessed on all outstanding balances
- 16-20 Spring Break
- 27 Last day for 100% refund (2nd 8 week classes)
- 27 Last day to drop classes without an "F"

April

- 1 Prospective student information session @ 1:00pm
- Last day for 50% refund (2nd 8 week classes) No refund after this day
- 3
- 10 Good Friday - NO CLASSES
- 10 Last day to drop 2nd 8 week class without a penalty (WP or WF)
- 15 Late fees assessed on all outstanding balances
- 17 Last day to drop 2nd 8 week class without an "F"

May

- 4-8 Allen College & UNI - Final exams
- 6 Prospective student information session @ 1:00pm
- 8 Allen College & UNI - Semester Ends
- 8 Graduation





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