

STUDENT HANDBOOK 2015-16



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The Baptist Memorial College of Health Sciences at 1003 Monroe Ave., Memphis, TN 38104 maintains an academic environment free of discrimination. Discrimination, harassment, and retaliation on the basis of race, color, national or ethnic origin, sex, disability, or age are prohibited in the College's programs and activities. Inquiries regarding the College's nondiscrimination policies can be addressed to the Vice President of Administrative Services at 901-572-2592, Room 244A in the Main Campus building, and/or the College's Section 504/ADA Coordinator at 901-572-2570, Room 101 in the Science building.

Disclaimer: Baptist Memorial College of Health Sciences reserves the right to change, remove or supplement any material contained in this handbook as necessary. Any changes apply to both current and new students. The College will make reasonable effort to notify students of changes.

STUDENT'S RESPONSIBILITY FOR CONTENT

Welcome to Baptist Memorial College of Health Sciences. We are glad you have chosen our College to pursue your academic studies in health care. You will find many valuable resources inside this handbook to assist you during your time here as a student at Baptist College.

As in any organization, we have rights, responsibilities, and a corporate culture to which our faculty, staff, and students all subscribe. The *Student Handbook* is designed as a reference for you in understanding these policies and procedures of the college. As a student, you have the responsibility and accountability for understanding and applying the information contained in the *Handbook* throughout your enrollment.

Whenever the word "campus" is mentioned in the *Student Handbook*, it may refer to any and all sites associated in any way, either directly or indirectly, with Baptist College of Health Sciences, Baptist Memorial Hospital, and/or Baptist Memorial Health Care Corporation.

Many policies are summarized in the *Student Handbook*. The Dean of Student Services (572-2662 or Room 248 Main Campus) will be happy to discuss any of the policies and procedures about which you need further clarification, or refer you to the appropriate office or person who can.

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DEAN'S WELCOME

Dear Students,

Welcome to Baptist Memorial College of Health Sciences. As a Baptist College student, you are a member of a very special community that began over 100 years ago, and has launched over 7,000 alumni serving others in communities locally, regionally, and even around the world. You are now a real-life part of our college's mission to "excel as a health sciences college distinguished by its faculty, staff, and graduates and their careers of service and leadership."

You are likely aware that academics at Baptist College of Health Sciences are excellent. What you may not know are opportunities for leadership and involvement in campus activities abound. Whether in an area of ministry, student activities, leadership development, community service, or a professional organization tied in with your academic discipline, it is our hope that you will enter fully into campus life so that your collegiate experience is broad, and you are exceptionally prepared to step into the opportunities that lie ahead.

The *Student Handbook* is designed to present an overview of campus life, and outline the responsibilities and privileges of your decision to become a student at Baptist College. As part of its mission, the Office of Student Services works with students in a range of these important components—to realize personal, spiritual, and professional growth and development while you pursue your academic goals for challenges far beyond our borders. On behalf of the Student Services team, I wish you a successful year in your journey of growth, change, and ultimately making an impact in the world under the direction and leadership of Jesus Christ.

Cordially Yours,

Nancy L. Reed
Dean of Student Services

BAPTIST COLLEGE OF HEALTH SCIENCES

COLLEGE MISSION

Baptist Memorial College of Health Sciences provides quality education in a Christian atmosphere to prepare graduates for diverse health care environments.

Grounded in Christian principles and building on the legacy of education since 1912, Baptist Memorial College of Health Sciences is a private, specialized institution focusing on undergraduate education in the health sciences. The College seeks to attract a diverse student population who shares commitments to Christian values and ethics, academic excellence, and lifelong professional development.

In partnership with Baptist Memorial Health Care, Baptist College extends the learning environment beyond the classroom to include experiences found in health care settings throughout the Mid-South.

To fulfill its mission, Baptist Memorial College of Health Sciences is committed to:

- Educating individuals to value both competency and caring in their roles as members of the interprofessional health care team.
- Developing students to become engaged learners and leaders in their chosen professions.
- Creating a learning environment in which students are encouraged to develop intellectually, socially, and spiritually.
- Providing a curriculum that reflects a strong general education foundation.
- Promoting and rewarding excellence in teaching, professional practice and scholarly activity.

- Contributing positively to the health status of the community.
- Fostering an atmosphere of respect for cultural diversity and the dignity of all persons.

COLLEGE VISION

Baptist College of Health Sciences will excel as a health sciences college distinguished by its faculty, staff and graduates and their careers of service and leadership.

COLLEGE VALUES

The shared values of our learning community are:

- **Integrity**
Aspiration Statement: Baptist College of Health Sciences models high ethical standards in all aspects of learning, teaching, service, and business.
- **Professionalism**
Aspiration Statement: Baptist College of Health Sciences provides an environment that promotes the competence, character, and commitment of faculty, staff and students to their careers and vocations.
- **Service as an expression of Christian values**
Aspiration Statement: Baptist College of Health Sciences fosters a Christian environment where servant leadership is modeled in all aspects of learning, teaching, service, and business.
- **Continuous Improvement**
Aspiration Statement: Baptist College of Health Sciences promotes ongoing assessment as a means to achieve personal and organizational excellence.

COLLEGE SEAL



The official seal of Baptist Memorial College of Health Sciences, displayed above, represents the College's rich heritage and exciting future. The seal has two dates: 1912 commemorates the establishment of the Baptist Memorial School of Nursing and 1994 signifies the incorporation of the College.

The emblems at the heart of the seal are those engraved over the Madison Avenue entrance to the original Baptist Memorial Hospital in Memphis. The three images are the hand resting upon an open Bible, the hand of service raised in commitment, and a branch of the tree of knowledge.

These images portray our belief in *Higher Education With A Higher Purpose* and our conviction that people who choose the health care professions have been called to the mission of extending Christ's work of compassionate healing. With this seal, the College demonstrates its foundation in tradition as well as its futuristic vision.

ALMA MATER

The Alma Mater for Baptist Memorial College of Health Sciences was written in 1998 by Mr. Ray D. Hatton, Minister of Music at First Baptist Church of Memphis. Mr. Hatton served as a faculty member in music for Baptist College when it opened in 1995, and had responsibility for musical selections at academic ceremonies and chapel services. Baptist College acknowledges its gratitude to Mr. Hatton for his gift of the Alma Mater which beautifully expresses the College's foundational principles.

We gather here today
To lift our voice in prayer
And for our college give God thanks,
A place of growth and care.

On her traditions strong
We build for future days.
With life-long learning as our goal,
We raise our song of praise.

To higher purpose called,
We go from here to give
A helping hand, a healing touch,
A life of love to live.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Students enrolled in any program or course at Baptist Memorial College of Health Sciences have the right to:

1. A course syllabus that includes objectives, course requirements and evaluation process.
2. The opportunity to discuss, inquire and express their views in the classroom, in conference, through appropriate forums, or through written communication provided the student does so with civility, and in accordance with the Baptist College Standards of Student Conduct.
3. A fair and timely academic and performance evaluation based upon the objectives and course requirements.
4. Protection of confidentiality regarding the release of information from student files in accordance with institutional, state and federal guidelines.
5. Be respected as a unique individual and to be treated fairly.

STUDENT RESPONSIBILITIES

The rights of students within an academic environment also impose certain responsibilities that include, but are not necessarily limited to:

1. Abiding by all published policies, regulations and standards of the College, including any revisions published during the academic year.
2. Attending planned learning experiences (both classroom and clinical) to achieve course objectives and successful application of knowledge in the practice setting.

3. Accepting responsibility to satisfy all financial obligations to the College.
4. Demonstrating respect for the rights of others in interactions with administration, faculty, students, and patients and staff of College-affiliated outside agencies.
5. Participating in the purposeful evaluation of courses, programs and/or activities.

STANDARDS OF STUDENT CONDUCT

Persons preparing to enter the health care professions are expected to exhibit high moral standards and values. Acceptable conduct is based upon consideration for the rights of others and self-respect. The Golden Rule -- "*Do unto others as you would have them do unto you*" -- is a basis for the *Standards of Student Conduct*. These *Standards of Student Conduct* cover both academic and non-academic behaviors. Failure to comply with these *Standards of Student Conduct* subjects the student to disciplinary action up to and including dismissal from the College. In all cases, violations of the *Standards of Student Conduct* will be documented in the appropriate College file.

The *Standards of Student Conduct* as well as other rules and regulations governing student behavior and academic progression are in place to ensure that a safe and secure learning environment exists and so that individual rights are protected. These policies, and disciplinary sanctions concerning such infractions, are administered by the appropriate dean responsible for the area or course in which the infraction occurred. Issues addressing violations of academic policy, and matters concerning academic progression, will be handled by the appropriate academic dean.

A student who commits a violation of College rules or policies, whether of an academic or non-academic nature, including those listed in the

Standards of Student Conduct, will be subject to the College's disciplinary process. The nature of the sanction will depend upon the violation, and the surrounding circumstances. A Student Appeal Process is available to address student's concerns regarding disciplinary actions taken in response to violations of College policy or Standards of Student Conduct.

1. All students are expected to abide by the Honor Code (See the Honor Code in this handbook).
2. Dishonesty, including lying, falsifying information, misrepresenting the truth, or withholding material information is contrary to the values and spirit of the College, and is prohibited.
3. Respect is required for the property of the College and others. Such respect includes, but is not limited to, abstaining from property destruction or vandalism, theft or unauthorized use or possession of College or other property.
4. Respect must be exhibited for the life and bodily safety of any student, patient, staff member, or guest of the College or any other person. Such respect includes, but is not limited to, abstaining from fighting, verbal/physical abuse, or hostile/threatening behavior or language directed toward another person.
5. Gambling is prohibited on campus or at any function sponsored by the College or while representing the College.
6. Profane language is not to be used, lewd or indecent conduct is not to be exhibited nor obscene literature possessed or displayed on campus or at any function sponsored by the College or while representing the College.
7. Academic dishonesty will not be tolerated. Examples of academic dishonesty include, but are not limited to, cheating, giving false or

misleading information, and plagiarism (misrepresenting the work of another person as your own).

8. Misuse of College or clinical agency computers, or the improper use or abuse of the Internet while on campus or while using the College website or College e-mail address is prohibited.
9. Students are expected to exhibit mature and responsible behaviors on campus, in the clinical setting, and in the classroom. Appearance or behaviors which cause a distraction or disturbance will not be tolerated in the classroom, in the clinical site, on campus, at any College-sponsored function or when representing the College.
10. Smoking and/or smokeless tobacco, and electronic cigarettes are prohibited on campus and in clinical facilities.
11. Refusing to follow a directive of a College or civil official is not permitted.
12. Fire exit doors are to be used only in case of emergency. These doors are not to be used for entry or exit of the building, and should never be propped open. Such action poses a severe safety and security risk for all students.
13. Loaning an ID badge to others to access College facilities is not permitted.
14. Open flames of any type are prohibited on College property.
15. Unauthorized entry onto campus, into the living area of the residence hall or into affiliated agencies is prohibited. Unauthorized presence in clinical or treatment areas is further prohibited.
16. Students must abide by all Baptist College and Baptist Memorial Health Care parking policies.

17. Students must abide by all housing procedures and policies as defined in the *Residence Hall Handbook*.
18. Students must abide by a College disciplinary sanction, take no action to influence or coerce testimony, knowingly provide false or misleading information, nor withhold material information in a College judicial proceeding or hearing. Additionally, students must refrain from any form of retaliation toward individuals involved in the judicial process, investigation, or outcome of a policy violation.
19. Violations of state or federal law(s), other than minor traffic violations, committed on or off campus are prohibited.
20. Any circumstance by which a patient may be put at risk, including, but not limited to, abuse, neglect, or abandonment is prohibited.
21. Students must maintain confidentiality of agency/client information in all settings to included, but not limited to, clinical and classroom settings, as well as refrain from posting or communicating any type of identifiable patient information on social networks or other forms of electronic media.
22. Falsification of personal records, academic records or clinical documents is prohibited.
23. Students must not alter or misuse safety equipment, nor tamper with or otherwise render useless safety equipment such as exit signs, fire extinguishers, fire alarms, fire boxes, first aid equipment, emergency phones or other such equipment. Neither shall a student render a false report of an emergency or sound a false alarm.
24. Students are prohibited from being under the influence of illegal drugs, unprescribed controlled drugs, alcohol, or inhalants while in the classroom, the clinical setting, on campus, or while participating in

Baptist College sanctioned or sponsored activities. Violations of the Zero Tolerance Drug and Alcohol Policy will result in sanctions up to and including dismissal from the College.

25. Use and/or possession of weapons, firearms, or explosive devices is prohibited on campus or at any function sponsored by the College or while representing the College. Violations of this standard will result in sanctions up to and including dismissal from the College.

HONOR CODE

All students are expected to abide by the Baptist College of Health Sciences Honor Code, as inscribed below. Each student acknowledges their pledge to uphold the Honor Code when they register for classes each trimester, and at other times during the year.

“In support of the Christian mission of Baptist College, I commit myself to honesty and integrity. I will not cheat, lie, or commit plagiarism and I will hold others accountable to these standards.”

REPORTING AN HONOR CODE VIOLATION

Academic Matters

Students witnessing a violation of the Honor Code in a classroom or clinical setting must report the incident promptly to the faculty member in charge. The faculty member will report the incident to the Academic Dean of the area for investigation.

Non-academic Matters

Students witnessing a violation of the Honor Code in non-academic settings other than in the Residence Hall must report the incident promptly to the Dean of Student Services for investigation.

Residence Hall Matters

Students witnessing a violation of the Honor Code in the Residence Hall must report the incident promptly to the Residence Life Specialist or Director of Student Services and Campus Housing, who will report the incident to the Dean of Student Services for investigation.

In each case, specific details such as the name of the person(s) involved, time, date, location of the violation must be reported in writing. If others also witnessed the violation, their names should be provided to the Dean of Student Services for investigative purposes.

ACADEMIC INTEGRITY

Academic integrity is a core value held by Baptist College of Health Sciences and a consistent expectation of all members of the institution's learning community. The College considers academic dishonesty unacceptable from the perspectives of personal honesty, credible learning in the classroom, and professional practice and behavior. The syllabus of each course offered at the College outlines the instructor's expectations for academic integrity and the requirements for successful completion of coursework. Issues involving academic dishonesty, including cheating and plagiarism, are considered violations of College policy and will be subject to academic consequences and disciplinary action.

Test Taking Guidelines

Faculty members have the authority to implement test administration in such a way as to minimize the possibility of academic dishonesty by students (e.g. spacing of students, removal of hats or caps, turning off all electronic devices such as phones and handheld computers, removing all bags and books from the testing area, and vigilant test proctoring procedures). If a student is observed behaving inappropriately or suspiciously with regard to expected behaviors during a test, the faculty member proctoring the exam may ask the student to step outside the classroom and inform the student of the observed behavior. Based upon the observed

behavior, the faculty member may take further action which includes, but is not limited to the following:

1. A verbal warning to the student to cease the inappropriate behavior
2. Relocation of the student
3. Provision of a fresh answer sheet and/or requiring the student to start over without additional time allocated for the exam; or
4. Taking up the test paper and assigning a grade of zero for the test, with no option to retake the exam.

The faculty member observing inappropriate or suspicious test taking behaviors will, after talking with the student, consult with the Academic Dean of the division to determine if further disciplinary action is warranted.

The Testing Center is located in the Science Building, Room 103, and has specific guidelines for test taking and administration.

**The Testing Center Administration Rules can be found in full on My Campus under the tab How To's/Student Resources/Testing Center.*

Plagiarism

Plagiarism is a form of academic dishonesty which is characterized by stealing and passing off the ideas or words of another as one's own, using parts or complete works composed by another without crediting the sources correctly as per the appropriate publication manual (e.g. APA); presenting as an original idea one that is from an existing source. In general, plagiarism occurs when someone uses, and in effect steals, portions or the entirety of another author's composition, and makes it appear to be his own work. Submitting a paper someone else has written, or lifting portions of books or internet articles without appropriately citing the original are examples of plagiarism.

Any type of plagiarism is a violation of the Standards of Student Conduct, and may result in failure in a course and further disciplinary action.

Other Matters of Academic Dishonesty

Other issues involving academic dishonesty will be reviewed by the Academic Dean of the division in which the infraction occurred, and, depending upon the circumstances, will be addressed either within the division or referred for disciplinary action through the Dean of Student Services, as deemed appropriate by the Academic Dean.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY

Objective

It is the intent of Baptist College of Health Sciences to establish and clearly communicate a drug and alcohol policy based upon a philosophy of Zero Tolerance with the end result that all students be free of any chemical impairment.

Purpose

The overall purposes of this policy are to create an environment which promotes the health and wellness of students, and to provide for safe and effective care to clients by students who are drug and alcohol free.

Policy

Students are prohibited from being under the influence of illegal drugs, unprescribed controlled drugs, alcohol or inhalants while in the classroom, the clinical setting, on campus, or while participating in Baptist College of Health Sciences sanctioned or sponsored activities. For the purpose of this policy "campus" includes any and all sites associated in any way, either directly or indirectly, with Baptist Memorial College of Health Sciences, Baptist Memorial Hospital, and/or Baptist Memorial Health Care Corporation. Students taking any prescribed or over-the-counter medications which may alter their ability to function in a competent manner while in

the classroom or the clinical setting must report their medication use to their respective instructor(s) prior to entering the setting.

Testing

It is the intention of Baptist College of Health Sciences to test students in an unbiased and impartial manner. Testing may be done for any or all of the following reasons:

1. Randomly throughout enrollment
2. Reasonable suspicion
3. Post-incident/unusual occurrence (i.e. under certain circumstances following an incident or unusual occurrence)

Substance Screening

Random Testing

The use of drugs and/or alcohol is unacceptable, as it is detrimental to health, safety, productivity and security of patients, colleagues, faculty and students. Both Baptist College of Health Sciences and the health agencies with which it contracts have a substantial interest in the continued health and sobriety of their students due to the sensitive nature of the duties they perform. Therefore, during participation in clinical requirements, in the classroom, while on campus, or participating in Baptist College of Health Sciences sanctioned or sponsored activities, all students will be subject to random, unannounced drug and/or alcohol screens. Each semester a set percentage of students will be tested without notice, at any time throughout the period.

The drug and/or alcohol screens will be accomplished through a breathalyzer or blood/urine laboratory test, at the option of the institution. The College will bear the cost of the random drug screens. The time required of the student to be away from class or clinical rotation in order to undergo random substance screening will not result in a reduction of logged classroom and/or clinical hours.

Reasonable Suspicion Testing

Students may be requested to undergo a Breathalyzer test or blood/urine screening for drugs and/or alcohol at any stage of the curriculum if reasonable suspicion exists to indicate that the student is using or is under the influence of drugs and/or alcohol, or may have used drugs and/or alcohol, or may have been under the influence of drugs and/or alcohol.

Reasonable suspicion may be based on:

Direct observation of drug and/or alcohol use and/or any physical symptoms or manifestations of being under the influence of a drug and/or alcohol in the classroom, clinical setting or on campus; abnormal conduct or erratic behavior such as absenteeism, tardiness, or significant deterioration of performance; a report of drug and/or alcohol use provided by reliable and credible sources and which has been independently corroborated by the College; evidence that an individual has tampered with a drug and/or alcohol test while enrolled in the College; information that a student has contributed or caused harm, without limitation, to themselves or others while enrolled.

When a faculty or staff member believes that reasonable suspicion exists, the faculty or staff member **must** contact the Dean of Student Services or the Dean's designee to corroborate his/her suspicions. If the student is believed to pose a risk to self or others, the faculty or staff member will immediately remove the student from the setting. Where reasonable suspicion is corroborated, the student will be confronted with the observations and asked to undergo screening.

A description documenting the basis for reasonable suspicion and the subsequent steps taken must be recorded as soon after the incident as possible. Baptist College of Health Sciences will bear the cost of reasonable suspicion testing.

Refusal to Submit/Failure to Report

If at any time a student refuses to submit to testing during the random or reasonable suspicion screening, that student will be considered to be in violation of College policy and will be administratively dismissed from the College.

If at any time during the random screening a student fails to report to the collection site at the designated time, that student will be subject to further disciplinary action, up to and including dismissal from the College.

Positive Results

Students will be given reasonable opportunity to explain a confirmed positive test result. If, in the College's sole discretion, the explanation is unacceptable and/or cannot be satisfactorily documented by the student's health care provider, the student will be administratively dismissed from the College.

Prescribed or Over-the-Counter Medications

Students taking any prescribed or over-the-counter medications which may alter the student's ability to function during classroom and clinical assignments must report their medication to their respective instructor(s) prior to the student entering the classroom/clinical setting.

Sample Collections

The College will use the federal guidelines published by the Department of Transportation (D.O.T.) as the standard procedures for collecting urine samples to facilitate the random and reasonable suspicion screenings.

Definitions

Random Testing. A mechanism for selecting students for drug and/or alcohol tests which results in an equal probability that any student from a group of students subject to the selection mechanism will be selected.

Reasonable Suspicion Testing. Drug and/or alcohol testing based on a belief that a student is using or has used drugs in violation of Baptist Memorial College of Health Sciences' *Zero Tolerance Drug and Alcohol Policy*. The suspicion may be based on: direct observation of drug and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug and/or alcohol in the classroom, clinical setting, or on campus; abnormal conduct or erratic behavior such as absenteeism, tardiness, or significant deterioration of performance; a report of drug and/or alcohol use provided by reliable and credible sources and which has been independently corroborated by the College; evidence that an individual has tampered with a drug and/or alcohol test while enrolled in the College; information that a student has contributed or caused harm, without limitation, to themselves or others while enrolled.

Campus. Any and all sites associated in any way, either directly or indirectly, with Baptist Memorial College of Health Sciences, Baptist Memorial Hospital, and/or Baptist Memorial Health Care Corporation.

CAMPUS DISCIPLINARY PROCEDURES

CAMPUS DISCIPLINARY PROCESS – VIOLATIONS OF COLLEGE POLICY OR STANDARDS OF STUDENT CONDUCT

The College ensures a fair process is followed for handling of student misconduct issues.

The *Campus Disciplinary Process* is administered by the appropriate dean responsible for the area or course in which the infraction occurred. For non-academic violations of the Standards of Student Conduct or other non-academic policies, the appropriate dean is the Dean of Student Services. For academic violations of the Standards of Student Conduct or other violations of academic policies, the appropriate dean is the academic dean responsible for the course or area in which the violation occurred.

Class days for the *Campus Disciplinary Process* are defined as Monday through Friday when classes are in session, excluding officially recognized College holidays. The timeframes in which the College intends to act, as prescribed in these procedures, indicate the College's desire to proceed expeditiously, and these time frames may be expanded in order to allow the College to take care and to act prudently.

As required by federal law, one who claims to be a victim of sexual assault by a student shall have, in the appeal as in all phases of the disciplinary proceeding, the same opportunities as the accused to have others present and to be informed of the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

The following steps outline the procedure for dealing with non-academic student disciplinary matters.

Step 1

The student violating College policy or the Standards of Student Conduct should be confronted with the behavior immediately upon observance or, in unusual circumstances when such confrontation is not possible or appropriate, within two class days of the observance, unless such circumstances exist to prohibit a meeting in this exact timeframe. Resolution is to be sought between the parties involved.

The appropriate dean (or designee) **must** be notified immediately. Actions may be taken at this time for the protection of the student, other students, faculty, staff, affiliated agencies or patients or others in a campus or clinical setting. This may include suspension of the student during an investigation. A suspension must be approved by the Provost or by the President if the Provost is unavailable. Such action may remain in effect until full resolution of the issue is reached.

If resolution is not obtained in Step 1 or if the offense is serious enough to warrant further disciplinary action, the appropriate dean proceeds to Step 2.

Step 2

The appropriate dean (or designee) contacts the person or persons observing the behavior to investigate the occurrence within two class days from the completion of Step 1. The person(s) observing the behavior must submit a written summary stating the issue in sufficient detail and the action taken thus far.

Step 3

The dean will contact the student for a meeting to discuss the charges. Following the meeting, the Dean will provide a written notice to the student of the charges via Baptist College email.

Step 4

The appropriate dean (or designee) will interview the involved staff member(s), faculty member(s) or other person(s) observing the behavior, and the student within two class days from the completion of Step 3 unless unusual circumstances prohibit such interviews.

In lieu of, or in addition to, individual interviews, the Dean may choose to schedule a meeting with all the involved parties within four days of Step 3. Additional materials may be requested by the Dean prior to the meeting. Only the Dean, faculty member(s) or the person(s) observing the behavior and the student involved, together with any person the student wishes to offer as a witness will be allowed to attend the meeting which is considered a closed College proceeding.

Step 5

A decision will be rendered by the Dean (or designee) within two class days after completion of Step 4. This decision will be sent via US post office, certified – signature required to the last mailing address which the student provided to the College.

Step 6

If the student does not concur with the action taken by the Dean in Step 5, the student has the option of initiating the Student Appeal Process. This process must be initiated within one week of receipt of the Dean's decision, or, if the letter is returned by the post office to the College without the student's signature showing receipt of the letter, from the date the letter was mailed.

**This policy, "Campus Disciplinary Process—Violations of College Policy or Standards of Student Conduct," can be found in its full version on My Campus under the tab Students/Student Policies.*

DISCIPLINARY SANCTIONS

A student who commits a violation of College rules or policies will be subject to sanctions administered through the campus disciplinary process. The identified sanctions below are not reflective of a progressive policy of student discipline, since the nature of the sanction will depend upon the violation and the surrounding circumstances.

1. *Written Warning*

A written warning is an official statement advising the student of a violation of a College policy and informing the student that further action will be taken if another violation occurs.

2. *Disciplinary Probation*

A student may be placed on disciplinary probation for a designated period of time, determined by the nature of the infraction. Probation may include, but is not limited to, restrictions on extracurricular activities and residence privileges if the student lives in the residence hall. Further violations of campus policy while a student is on disciplinary probation may result in disciplinary suspension.

3. *Investigative Suspension*

The student is suspended from class, clinical, or both pending the outcome of an academic or non-academic problem-solving proceeding, or charges of criminal conduct which in the view of college administration may pose a potential risk to the campus community. An investigative suspension must be approved by the Provost, or the President in his/her absence. During an investigative suspension, the student may be ineligible to participate in any activities of the College, depending upon the circumstances. A resident student may be asked to leave the residence hall during the suspension.

4. *Disciplinary Suspension*

The student is suspended from class, clinical, and campus activities for a period of up to one year, and may not participate in academic or

student life activities, or be on campus property during this time. A one year period of disciplinary probation accompanies completion of a disciplinary suspension upon the student's return.

The student must submit notification of intent to re-enroll to the Registrar prior to their return following the prescribed term of suspension, and meet with the appropriate academic dean or program chair to develop a new progression plan toward their degree and determine placement for clinicals. An updated criminal background screen must also be completed at this time.

5. *Administrative Dismissal*

At the discretion of the administrative officials of the College, a student may be administratively dismissed for cause, including, but not limited to, violations of the Standards of Student Conduct, refusal to follow a directive from a College official, refusal to submit to drug testing, consistently refusing to abide by College procedures or acting in opposition to the Christian mission of the College. The student is ineligible for re-admission to the College. The College transcript will reflect that the student received an Administrative Dismissal, and a grade of "WP" or "WF" will be issued for each course according to the grade earned at the time of dismissal.

**This policy, "Disciplinary Sanctions," can be found in its full version on My Campus under the tab Students/Student Policies.*

DISCIPLINARY PROCEEDING DISCLOSURES

The results of campus disciplinary action are considered a confidential matter between the institution and the student involved in the proceeding. Outcomes of College disciplinary procedures are not disclosed to other parties, with the exception of College staff on a need-to-know basis, and those designated by law.

The College will provide, upon request, the final results of any institutional disciplinary proceeding dealing with a crime of violence or a non-forcible sex offense to the alleged victim, or their next of kin if the victim dies as a result of the crime or offense.

STUDENT APPEAL PROCESS

The *Student Appeal Process* is designed to address a student's concern regarding disciplinary actions taken as a result of violations of College policy or Standards of Student Conduct. The Provost manages the *Student Appeal Process*. A student may initiate this process after receiving disciplinary action resulting from a violation(s) of College policy or Standards of Student Conduct.

Class days for the *Student Appeal Process* are defined as Monday through Friday when classes are in session, excluding officially recognized College holidays. The timeframes in which the College intends to act, as prescribed in these procedures, indicate the College's desire to proceed expeditiously, and these time frames may be expanded in order to allow the College to take care and to act prudently.

This appeal process does not cover instances where students are alleging discrimination, harassment or retaliation of violation of the Non-Discrimination Policy – Students which is found on page 60 of the *Student Handbook*. If the student believes he or she is a victim of discrimination, harassment or retaliation, the student should contact the Vice President of Administrative Services as outlined in the Non-Discrimination Policy – Students, or file a complaint using the College's grievance procedures found on page 33.

As required by federal law, one who claims to be a victim of sexual assault by a student shall have, in the appeal as in all phases of the disciplinary proceeding, the same opportunities as the accused to have others present and to be informed of the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

The following steps outline the procedure for the Student Appeal Process.

Step 1

To initiate the process, the student must submit a written request to the Provost (or designee in the Provost's absence) that includes the reason for the appeal described in sufficient detail to support the student's claim, and the resolution desired. The student must initiate the *Student Appeal Process* within one week of the Dean's decision. The student forfeits any appeal rights beyond this time period.

Step 2

The Provost (or designee) shall review the matter, and may, if the Provost (or designee) thinks it is appropriate, conduct further investigation and/or engage in additional hearings.

Step 3

The decision will be rendered by the Provost (or designee) in consultation with the President. The decision of the Provost is final and will be sent via U.S. postal service, certified-signature required, to the last mailing address which the student provided to the College.

POLICIES, PROCEDURES, AND GUIDELINES

ALLEGED DISCRIMINATION GRIEVANCE--COMPLAINT POLICY—STUDENTS

It is the policy of the College to maintain an academic and work environment free of discrimination, including harassment. Any individual that believes that he/she is a victim of discrimination, harassment and/or retaliation on the basis of race, color, national origin, sex, disability, or age carried out by the College's employees, other students or third parties may address his or her concerns by seeking informal resolution and/or filing a formal complaint.

Informal Complaint Resolution

Individuals who feel they have been the victims of discrimination, harassment and/or retaliation on the basis of race, color, national origin, sex, disability, or age may contact the Vice President of Administrative Services, Room 244A, Main Campus, (572-2592 or via email) in an effort to resolve the complaint informally. The responsible official will attempt to resolve the matter within five (5) class days of receiving the complaint. The definition of "class days" as used herein is found in the student handbook and is defined there as Monday through Friday when classes are in session, excluding officially recognized College holidays. At any point during the informal resolution process, the individual may elect to file a formal complaint.

Formal Complaint Procedures

The following steps outline the process for the Formal Complaint Procedure.

Step 1

An individual has the right to file a formal complaint to address any incident of alleged discrimination, harassment and/or retaliation. Complaints must be in writing (assistance with preparing the written complaint will be provided upon request). The complaint process is initiated by the individual submitting a signed Grievance/Complaint form to the, Dean of Student Services, Room 248A Main Campus (572-2662 or via email). Forms may be obtained from the Dean of Student Services, or downloaded at

<http://mybchs/Students/studentforms/Documents/Grievance-Complaint%20Form.pdf>

The form must be submitted within ten (10) class days following the alleged incident (the day of the incident or action does not count). The definition of “class days” as used herein is found in the student handbook and is defined there as Monday through Friday when classes are in session, excluding officially recognized college holidays. (This gives the equivalent of fourteen (14) calendar days). At the discretion of the Vice President of Administrative Services under certain circumstances, a complaint filed beyond the stated deadline may be investigated.

Step 2

All complaints will be promptly and impartially investigated. The investigating official is the Dean of Student Services or a designee. The complainant will be advised in writing when the investigation is initiated

which will be not later than two (2) class days following receipt of the completed complaint form. If the initiation of the investigation will be delayed beyond the stated time period, the complainant will be advised of the delay and the reason in writing.

Step 3

The investigation will include interviews with the complainant, the accused party and any named witnesses. Both the complainant and the accused will be permitted to submit any documentation or other evidence they consider relevant. The investigation will be completed within ten (10) class days following initiation. If the completion of the investigation will be delayed beyond the stated time period, the complainant will be advised of the delay and the reason in writing.

Step 4

The complainant and other relevant parties will be advised of the outcome of the investigation in writing. If the conclusion is that discrimination occurred, the written disposition will also include information regarding the corrective and/or remedial action that will be taken to address the discrimination and to prevent recurrence.

Step 5

If the complainant disagrees with the investigative findings or the recommended corrective/remedial action he or she may appeal the case to the Provost, Room 250A Main Campus (572-2591 or via email). Appeal requests must be submitted in writing within seven (7) class days of receiving the written disposition of the investigation. Anyone needing assistance in filing an appeal may contact either the Disability Services Coordinator, CAE Science Building (572-2570 or via email), or the Vice President of Administrative Services, Room 244A (572-2592 or via email).

Step 6

Appeals will be heard by the Provost or a designee. The appeal process will involve a review of the investigative findings. If deemed necessary, additional interviews with the complainant, the accused and/or witnesses will be conducted. Within five (5) class days of receiving the appeal request, the final resolution of the complaint will be provided in writing to the complainant. If a delay is necessary, the complainant will be advised of the extent of the delay and the reason in writing.

All information related to the complaint and its investigation will be treated as confidential. Complaints will remain confidential to the extent allowed by law and to the extent that a complete investigation can be conducted. Retaliation against a person who files a complaint or the individuals who participate in the investigation proceedings is prohibited. Anyone who believes that he or she is the victim of retaliation should advise the Vice President of Administrative Services, Room 244A Main Campus, (572-2592 or via email) immediately.

**This policy can be found in its full version on My Campus under the tab Students/Student Policies.*

AIRBORNE PATHOGEN EXPOSURE

The purpose of this policy is to prevent exposure from airborne transmission during students' participation in clinical education, including but is not limited to the following infectious disorders: tuberculosis, measles, chickenpox (until lesions have crusted over), as well as to provide evaluation, counseling, and follow-up to students at their request, who are exposed to airborne pathogens during clinical activities.

Students assigned to patients requiring the use of airborne precautions must be fit-tested with the National Institute for Occupational Safety and Health (NIOSH) approved particulate filtering face piece respirator such as the N-95 respirator.

Students who have not been fit-tested should not enter patient rooms or participate in procedures which require the use of a NIOSH approved particulate filtering face piece respirator.

All students who sustain unprotected exposure to airborne pathogens should be evaluated promptly.

For students with suspected exposure to *Mycobacterium tuberculosis*, a baseline tuberculin skin test (TST) and symptom screen should be administered to exposed students as soon as possible after exposure. If the initial test is negative, administer a second test and symptom screen 8-10 weeks after exposure was terminated. Students with previously known positive TST who have been exposed to an infectious patient do not require a repeat TST or chest x-ray unless they have symptoms of TB.

If an exposure should occur, the student should report this to the faculty member and appropriate representative of the agency where it occurred. The agency's infection Control Employee Health Nurse should be notified so that patient evaluation can begin. The faculty member should facilitate completion of the agency's unusual occurrence/incident form, and notify UT Health Services at 901-448-5630 of the occurrence. UTHS will provide counseling and follow-up appropriate to the injury.

The student must report to UT Health Services, 910 Madison Avenue Suite 922, after an exposure if it happens during regular business hours (8:00 am - 4:30 pm; Monday through Friday). If the exposure happens after hours, on weekends or holidays, the student should report to the facility's Employee Health Office or Emergency Department.

If the student was not seen at UT Health Services for the initial visit, have that facility file all charges on your insurance. It is very important that these procedures are followed, as you are responsible for any bills incurred from other agencies outside of UT Health Services. Contact UT Health Services at 901-448-5630 for follow-up care.

The faculty member should notify the appropriate Dean of the occurrence. The Dean or his or her designee will complete an electronic occurrence report (EOR) for Baptist College.

Students must maintain health insurance while enrolled at the college, as per college policy, and are responsible for out-of-pocket expenses related to the exposure.

**This policy, "Airborne Pathogen Exposure," can be found in its full version on My Campus under the tab Students/Student Policies.*

APPEARANCE STANDARDS

Students should wear clothing that is appropriate in a learning environment and aligns with the mission and policies of Baptist Memorial College of Health Sciences. Baptist College identification badges must be worn while on campus or at affiliated agencies. Students enrolled in clinical courses will be expected to maintain a professional appearance as defined by the program and clinical agency. Student uniforms are to be worn only when students are participating in assigned clinical learning experiences of Baptist College.

**This policy, "Appearance Standards," can be found in its full version on My Campus under the tab Students/Student Policies.*

BLOOD AND BODY FLUID/ NEEDLESTICK EXPOSURE

The purpose of this policy is to provide guidelines to students who sustain percutaneous or mucous membrane exposure to blood or body fluids during classroom, laboratory, and clinical activities. All students who sustain such exposure should be evaluated promptly, with post-exposure treatment for HIV exposure initiated within one to two hours.

Upon an exposure, a student should report the incident to the faculty member and the appropriate representative of the health care agency where it occurred. The agency's infection control or employee health nurse should be notified so that patient evaluation can begin. If a needle stick or other possible exposure occurs, wash the area well with soap and water. For mucous membrane exposure, the area should be rinsed thoroughly with water or saline.

The faculty member should complete the agency's unusual occurrence or incident report form, as well as notify UT Health Services at 448-5630 of the occurrence. UTHS will provide counseling and follow-up appropriate to the injury. **The student must report to UT Health Services at 910 Madison Avenue, Suite 922 after an exposure if it happens during regular business hours (8:00 am to 4:30 pm Monday through Friday.)** If the exposure happens after hours, or on weekends or holidays, report to the Employee Health Office or Emergency Department of the facility where the exposure occurred. If you are unable to be seen at UT Health Services for your initial visit, have the facility file all charges on your insurance. It is very important these procedure are followed as you are responsible for any bills incurred from other agencies outside of UT Health Services. Contact UT Health Services at 901-448-5630 for follow-up care.

The faculty member should notify the appropriate Dean of the occurrence. The Dean or his or her designee will complete an electronic occurrence report (EOR) for Baptist College.

Students must maintain health insurance while at the college, as per College policy, and are responsible for out-of-pocket expenses related to blood and body fluid exposure and treatment.

**This policy, "Blood and Body Fluid/Needlestick Exposure," can be found in its full version on My Campus under the tab Students/Student Policies.*

CHILDREN ON CAMPUS

The purpose of this policy is to define appropriate campus visitation parameters for children, in order to maintain a focused educational environment conducive to work and learning, and to protect the health and safety of children visiting on campus.

Children accompanied by a parent, or student or employee host, may make occasional brief visits to the campus. These children must remain with the parent/host at all times including when in the library, hallways, food service areas, or other common areas of the College. Children may also be on campus for activities that encourage participation by family members. Children 16 or older may use the gym and racquetball court, and those 18 and older may use the pool and fitness center, provided they remain with their parent, or student or employee host at all times, as outlined in the college's policies on guest behavior and recreation areas. Additionally, children are not allowed in residence areas except at the time of resident move-in and move-out days, or in classrooms or labs at any time.

The College reserves the right to ask the parent or guardian to remove children from campus at any time to ensure a safe and appropriate learning environment.

COMMUNICATION WITH STUDENTS

The official method of communication with students will be through the student's college e-mail account. A campus e-mail account is assigned to each student as the college's primary means of getting administrative and campus life information to students. Since communication from campus offices is sent through students' e-mail addresses, students are expected to check their e-mail on a regular basis.

For questions or problems with the college e-mail account, call the Customer Support Center at 227-7777.

COMPLAINTS OR CONCERNS FROM STUDENTS

Students have an opportunity to express complaints or concerns in a structured manner to the appropriate College official.

Written complaints from students will be reviewed and appropriate follow-up provided. The College encourages students to share their concerns and will treat, to the extent allowed by applicable local, state or federal laws, such information as confidential. College officials reserve the right to share the information if they believe keeping such information confidential has the potential for harm to a student, others at the College, or the community. Anonymous complaints may be investigated based upon the seriousness of the concern expressed and the availability of follow-up information. A record of complaints will be maintained by the appropriate individual, as noted below.

If the student believes he or she is a victim of discrimination, harassment or retaliation, the student should contact the Vice President of Administrative Services as outlined in the Non-Discrimination Policy – Students which is found on page 60 of the *Student Handbook*, or file a complaint using the College's grievance procedures as outlined in the Alleged Discrimination Grievance – Complaint Policy – Students found on page 33.

Students should forward complaints or concerns in writing to the following individuals who will review and provide appropriate follow-up:

Financial Aid – Director, Financial Services

Campus Housing – Director, Student Services and Campus Housing

Academic – appropriate Academic Dean

Other matters – triaged by the Dean of Student Services for further action.

OFF-CAMPUS AUTHORITIES

Depending on the nature of the complaint, students who are not satisfied with an outcome may forward their complaint to one of the following outside agencies:

- Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>)
- Complaints related to the application of state laws related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e. State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for appropriate division).
- Complaints related to state consumer protection laws (e.g. laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov//consumer>).

**This policy, "Complaints or Concerns from Students," can be found in its full version on My Campus under the tab Students/Student Policies.*

COMPLIANCE WITH ALL APPLICABLE LAWS

The College will act in compliance with any and all applicable federal and state laws, including any amendments to existing laws and any new laws that may become effective subsequent to the publishing of this *Handbook*. The College is committed to making a good faith effort to comply with each and every applicable law. If you suspect that someone is violating the Standards of Conduct, a law or regulation or is committing an act of patient abuse, you have an obligation to report it immediately. There are four ways you can do this:

- Tell your instructor or the person your instructor reports to.
- Call the Corporate Compliance office at 901-227-5920, or College Compliance Officer at 901-572-2592.
- If the situation is sensitive, or you feel uneasy about it, you can report it confidentially to the Helpline/Hotline at 1-877-BMH-TIPS (1-877-264-8477).
- Talk with Corporate Legal Counsel at 901-227-5233.

As part of the College's commitment, to the extent any part of this *Handbook* is in conflict with an applicable federal or state law, said law shall control. Should any provision of this *Handbook* be found to be invalid, such finding does not invalidate the entire *Handbook*, but only the subject provision.

CONFIDENTIALITY

Students must maintain confidentiality of clinical agency/client information in all settings to include, but not limited to, clinical and classroom settings, as well as refrain from posting or communicating any type of identifiable patient information on social networks or other forms of electronic media. All Baptist College students in clinical courses will complete and sign the Tennessee Clinical Placement System (TCPS) general orientation which delineates patient confidentiality, as well as facility-specific confidentiality statements.

**This policy, “Confidentiality,” can be found in its full version on My Campus under the tab Students/Student Policies.*

CRIMINAL BACKGROUND CHECKS OR DISCLOSURES

All Baptist College students complete a criminal background check as part of the enrollment process at the time of admission to the College. An update is required at the time of entrance into clinical courses. Students assume the cost of the background check and update, and are required to sign a statement of disclosure acknowledging that the College may be requested to disclose the outcomes of background checks to clinical agencies during the course of the student’s enrollment at Baptist College.

The student agrees to the following terms of the disclosure, as noted below:

- I understand that if at any time during the course of my studies I am required to complete a clinical course, clinical placement agencies may require a criminal background check for clinical student placements. I am aware that the College may have to disclose contents of the criminal background check to the clinical agency, and that the clinical agency may decline to have students placed at their facility.

- I must accurately describe and disclose to the College's Dean of Student Services, case findings as noted on the criminal background record, if any.
- I understand that the clinical placement facility makes the final determination about accepting students for placement in their facility.
- If I cannot be placed successfully in a clinical setting to meet course requirements, I understand that I will not be able to successfully complete some academic courses (when applicable), resulting in my inability to complete program requirements.
- I understand that it is my responsibility to contact the licensing agency to disclose findings and seek advice regarding eligibility for licensure and requirements needed to progress in a health sciences career or profession, if the criminal background check discloses issues of concern (when applicable).
- I understand that the decision about eligibility for licensure is determined by the appropriate credentialing agency and that I may seek assistance from the faculty advisor on how to contact them (when applicable).
- I understand that, upon completion of the professional program here at Baptist College, the appropriate credentialing agency which has oversight in the state in which I plan to practice, may require a national background check prior to allowing me to take the licensure exam (when applicable).
- I understand that it is my responsibility to notify the Dean of Student Services, in writing, of any convictions occurring subsequent to the above criminal background check (the latter applies to the initial criminal background check as well as to the mandatory update required prior to initial placement in a clinical course).

ELECTRONIC COMMUNICATIONS AND OTHER MEDIA

Internet Access

Internet access is provided on campus to be of assistance in meeting academic objectives, and is considered a privilege. The internet should be utilized for legitimate educational purposes. Computer communications must meet conventional standards of ethical and proper conduct, behavior, and manners and are not to be used to create, forward, or display any offensive, disruptive, illegal, or harassing/discriminating messages, including photographs, graphics, and audio materials.

Wireless internet access is available across the campus if a student completes the appropriate online form to enter the encryption key on their laptop or portable device. Student use of College network resources, including internet access, is monitored and subject to review by the College administration.

Guidelines on copyright and peer-to-peer file sharing may be found under the policy “Intellectual Property Ownership and Copyright Considerations” found in its full version on My Campus under the tab Students/Student Policies.

E-MAIL GUIDELINES

The use of e-mails is encouraged when appropriate because it can make communication more efficient and effective. However, e-mail is the property of the College, is to be used for educational purposes, and may be subject to review under certain circumstances. Every user has a responsibility to maintain and enhance the College’s public image, and to use e-mail in a productive and professional manner.

College users will never be contacted by the College or BMHCC via email and asked to provide their user ID and password. Likewise, they will never be asked to go to a link and login to receive services or perform maintenance on their account. These are common tactics used in identity

theft and or other types of malicious emails. College users who supply their information in response to these types of email can have their email privileges restricted or suspended, as well as be liable under the College's student disciplinary process.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

CONFIDENTIALITY OF RECORDS

Baptist Memorial College of Health Sciences complies with the Family Educational Rights and Privacy Act of 1974. Student rights covered by this Act include the right to:

- Inspect and review information contained in educational records.
- Request amendment of educational records.
- Consent to disclosure, with certain exceptions specified in the Act.
- Secure a copy of the College policy.
- File complaints with the Department of Education concerning alleged failure to comply with this Act.

Under the Family Education Rights and Privacy Act, also known as the Buckley Amendment, students may, upon request, review their permanent records after making a formal written request to the Registrar's Office. Records will be made available for review according to policy and in a timely manner, not to exceed thirty (30) days after the request has been received.

Students should submit to the Registrar a written request which identifies as precisely as possible the record or records he or she wishes to inspect. When a record contains information concerning more than one student, the student may inspect and review only the records which relate to him or her.

CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. For specific procedures, contact the Registrar's Office.

PARENTAL NOTIFICATION

Parents of tax-dependent students may be notified when a student is placed on Probation or Suspended. Parents may also be notified if certain policies and procedures are violated. Documentation of tax dependent students is required on an annual basis.

DIRECTORY INFORMATION

Baptist Memorial College of Health Sciences designates the following items as Directory Information: The College may disclose any of the directory information items without prior written consent, unless notified in writing during registration during each academic year.

- Student name
- Email address(s)
- Telephone number
- Date and place of birth
- Major field of study
- Past & present participation in officially recognized activities and sports
- Physical factors (height, weight of athletes)
- Dates of attendance (past & present)

- Honors & awards (including Dean's List)
- Degrees conferred (including dates)
- Most recent previous institutions attended
- Photographs
- Enrollment Status

PERMISSION TO SHARE

Students who wish to designate someone (i.e. parents, spouse) to have access or involvement with their educational and/or financial records must complete and submit a "Permission to Share" form to the Registrar's Office. This form can be obtained in the Registrar's Office in the Enrollment Services area. Students may revoke this permission at any time during their enrollment at Baptist College by contacting the Registrar's Office.

FINAL GRADE APPEALS

A student has a right to appeal a final grade when there is a legitimate indication that the grade does not accurately reflect the quality of his or her academic work in the course, that the grade was calculated in error, or that the grade was determined in a manner inconsistent with the course syllabus.

Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Grading methods for the course should be explained to the students at the beginning of the term.

A final grade appeal shall deal with charges that the grade was impermissibly or arbitrarily assigned. It is recognized that there are varied standards and individual approaches to grading which are valid. Only a final course

grade may be appealed. The final grade appeal may not involve a challenge of an instructor's grading standard, another faculty member's grading policy, the difficulty of a course, or other comparable matters.

The grade assigned by the faculty will stand as the grade of record until the appeal is either resolved or finalized. Eligibility for enrolling in future courses will be determined by the grade of record.

Appeals from students who have been assigned grades based on academic dishonesty or academic misconduct will be reviewed through the Campus Disciplinary Process – Violations of College Policy or Standards of Student Conduct found on page 14 of the *Student Handbook*.

Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of the Non-Discrimination – Students policy. If the student believes he or she is a victim of discrimination, harassment or retaliation, the student should contact the Vice President of Administrative Services as outlined in the Non-Discrimination Policy – Students found on page 60 of the *Student Handbook*, or file a complaint using the College's grievance procedures as outlined in the Alleged Discrimination Grievance – Complaint Policy – Students found on page 33.

Class days for the *Final Grade Appeal* process are defined as Monday through Friday when classes are in session, excluding officially recognized College holidays. The time frames in which the College intends to act, as prescribed in these procedures, indicate the College's desire to proceed expeditiously, and these time frames may be expanded in order to allow the College to take care and to act prudently.

Students who wish to appeal a final grade should follow the procedure noted below.

Step 1

If the student wishes to question a final grade, he or she must confer with the instructor on how the grade was determined. This informal step must be initiated by the student within three (3) class days after receiving the final grade. In most circumstances, the discussion between the instructor and the student results in a resolution.

Step 2

If the student concerns are not resolved by discussion with the instructor, the student may submit a written request to the academic dean (or designee) administratively responsible for the academic division in which the course grade was given. This written request to the academic dean must be made within three (3) class days of meeting with the instructor. The written request must include specific reasons on how the grade does not accurately reflect the quality of his or her academic work in the course, that the grade was calculated in error, or that the grade was determined in a manner inconsistent with the course syllabus.

Step 3

The dean will meet with the student within three (3) class days of receiving the final grade appeal written request. The decision will be rendered by the academic dean (or designee) within three (3) class days after the meeting and sent via U.S. postal service, certified-signature required, to the last mailing address which the student provided to the College.

Step 4

If the student does not concur with the action taken by the Dean in Step 3, the student has the option of appealing the decision to the Provost (or designee) within one week of receipt of the Dean's decision, or, if the letter is returned by the post office to the College without the student's signature

showing receipt of the letter, from the date the letter was mailed. The student forfeits any appeal rights beyond this time period.

To initiate the process, the student must submit a written request to the Provost (or designee in the Provost's absence) with specific reasons on how the grade does not accurately reflect the quality of his or her academic work in the course, that the grade was calculated in error, or that the grade was determined in a manner inconsistent with the course syllabus.

Step 5

The Provost (or designee) shall review the matter, and may, if the Provost (or designee) thinks it is appropriate, conduct further investigation and/or engage in additional hearings.

Step 6

The decision will be rendered by the Provost (or designee) in consultation with the President. The decision of the Provost is final and will be sent via U.S. postal service, certified-signature required, to the last mailing address which the student provided to the College.

**This policy, "Final Grade Appeals," can be found in its full version on My Campus under the tab Students/Student Policies.*

GUEST BEHAVIOR

Guests of students must check in at the Information Center of the Main Campus Building, and obtain and wear a Visitor badge while they are on campus. Additionally, guests are required to remain with their student host at all times while on campus, and abide by the same college policies and *Standards of Student Conduct* as students. Students will be held responsible for their guest's behavior while on campus, or while attending College-sponsored events.

Guests in the College's recreation areas are limited to 5 per student in the gym and racquetball court, and are required to be at least 16 years of age. For the fitness center and pool areas, guests are limited to 3 per student and must be 18 years of age, as outlined in the rules and information for these areas found in the Campus Life section of the *Student Handbook* under Fitness Center.

HARASSMENT

It is the policy of the College to maintain an academic and work environment free of discrimination, including harassment. Any individual that believes that he/she is a victim of discrimination, harassment and/or retaliation on the basis of race, color, national origin, sex, disability, or age carried out by the College's employees, other students or third parties may address his or her concerns by seeking informal resolution and/or filing a formal complaint.

Harassment consists of unwelcome conduct whether verbal, physical, or visual that insults or shows disrespect toward a person's protected status as defined above.

If the student believes he or she is a victim of discrimination, harassment or retaliation, the student should contact the Vice President for Administrative Services, Room 244A, Main Campus, 572-2592 or via email as outlined in the Non-Discrimination Policy – Students found on page 60 of the *Student Handbook*, or file a complaint using the College's grievance procedures as outlined in the Alleged Discrimination Grievance – Complaint Policy – Students found on page 33.

**This policy, "Harassment," can be found in its full version on My Campus under the tab Students/Student Policies.*

HEALTH INSURANCE COMPLIANCE

All enrolled students are required to carry health insurance in the event of illnesses or accidents, and to provide proof of insurance coverage upon initial enrollment at the College and during subsequent pre-registration periods for each trimester in attendance.

Students must complete the online Verification of Health Insurance each trimester in the process of registering for classes to indicate how the College's health insurance requirement is being met.

Student health insurance is available through the College to all students taking at least one credit hour. Students may select the College's insurance, or waive out of it if covered by another policy through parents, spouse, or a personal insurance policy. **Student who do not complete the Verification to show proof of insurance will be enrolled in the student health insurance plan provided by the College, and will be charged for this insurance at the time tuition and fees are due.**

Information about benefits, fees, and other details related to coverage is available to students on the United Healthcare Student Resources website at www.uhcsr.com. Questions regarding student health insurance should be directed to the Dean of Student Services.

INCLEMENT WEATHER CLOSINGS

The decision to cancel classes and/or campus activities due to inclement weather will be made by the President or the President's designee. Closing decisions made overnight will be distributed to local radio and television news media. Information will also be sent via e2campus which comes in the form of a text message and email to those who have signed up for e2campus (see page 88 for information on how to sign up.) There will be no notification to remain open. The College Services Coordinator will place a recorded message on the Information Center voice mail if the College is closed. Call 572-2468 to listen to the message.

INTELLECTUAL PROPERTY OWNERSHIP AND COPYRIGHT CONSIDERATIONS

It is the intent of Baptist College to delineate ownership of authored materials and courses, and to define copyright compliance expectations. Baptist College is committed to complying with all Federal laws relating to copyrights and other ownership of intellectual property.

INTELLECTUAL PROPERTY OWNERSHIP

The following outlines ownership rights and responsibilities regarding intellectual property produced by an employee of the Baptist Memorial College of Health Sciences and third parties under contract to Baptist College. For purposes of this policy, intellectual property is, to the maximum extent allowed by law, intended to include all work product which applicable law would define or recognize as being intellectual property. This policy is subject to all applicable Federal and Tennessee laws. All work product, including instructional materials and courses become the proprietary property of Baptist College when created by employees and contracted parties carrying out their duties and responsibilities to Baptist College. As such, Baptist College holds all legal rights to the work product and each employee and contracted party must take all reasonable steps requested by Baptist College to vest the intellectual property rights to the work product in Baptist College. Except as allowed by applicable law, neither the work product nor any part of the materials used in developing the work product may be reproduced, transmitted, stored or retrieved in any form or by any means, without the advanced written consent of Baptist college. When contracting with external parties, each agreement between Baptist College and such third party shall include language wherein the external party acknowledges that 17 U.S.C. § 201 (b) is expressly applicable to that party's engagement by Baptist College and that any work product the external party prepares pursuant to his/her

engagement with Baptist is a "work made for hire" as defined by the foregoing statute.

USE OF COPYRIGHTS MATERIALS

All materials, regardless of format or creator, are subject to compliance with Tennessee and United States copyright laws, and all appropriate permissions will be secured by the users of the copyrighted materials. If the materials are used in a course, the permissions will be placed in the course shell in the Baptist College learning management system. Baptist College librarians can assist in obtaining necessary permission upon request.

Employees and students must use only lawfully acquired copyrighted works when incorporating any other party's materials into their work product. This would include the use of student-created materials by Baptist College employees. When contracting with external parties, each agreement between Baptist College and such external party shall include language wherein the external party agrees to incorporate into their work product only lawfully acquired copyrighted works.

Ordinarily, use of copyrighted material without the permission of the copyright owner is a violation of the rights of the copyright owner. The particular use of a copyrighted work will not be an infringement of the copyright if it is considered a "fair use" under Section 17 U.S.C. § 107, et seq. The determination as to whether a given use amounts to a fair use is made on a case-by-case basis and is very much dependent on the specific facts of the use. No single factor is determinative; that is, there is no one fact about the use at issue that will automatically make it fair or unfair. All factors must be examined and the conclusions as to each weighed and balanced.

Employees and students are advised to exercise great caution in using digital material downloaded from the Internet. Source pages on the Internet frequently contain both copyrighted works and works in the public domain. Access to work on the Internet does not automatically mean that these can be reproduced or reused without permission or royalty payment. Furthermore, some copyrighted works may have been posted to the Internet without authorization of the copyright holder.

Students should seek assistance from a librarian if there is a question regarding material incorporated in a course assignment being copyrighted and/or requiring appropriate permission. Students will find additional instructional information about copyright compliance through library resources posted on the Library home page of the college's website.

COPYRIGHT INFRINGEMENT

Unauthorized distribution of copyrighted material in various electronic and print formats may subject the person distributing the material to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

PEER-TO-PEER FILE SHARING

Peer-to-peer file sharing programs allow an unknown individual to search and download files from your computer, and are most often used to share copyrighted, illicit, or illegal material anonymously. Use of any such program on the Baptist College or Baptist Memorial Health Care Corporation networks is strictly prohibited.

If such a program is determined to be on any computer under the control of Baptist College or Baptist Memorial Health Care Corporation, the program will be removed. Sanctions may include computer privileges being terminated, and the employee or student being subject to further campus disciplinary action, up to and including dismissal from Baptist College and/or termination of employment.

Employees and students must contact the Customer Support Center at 227-7777 BEFORE installing any program that may contain peer-to-peer program functionality.

**This policy, "Intellectual Property Ownership and Copyright Considerations," can be found in its full version on My Campus under the tab Students/Student Policies.*

LAPTOP /PORTABLE COMPUTING DEVICE REQUIREMENTS

Incoming students in the fall of 2015 must have a portable computing device. It is likely that most existing devices students have, will meet the requirements. The general recommended specifications for the device are as follows:

1. A device that allows the student to access wireless Internet, and allows him or her to submit work (documents, etc.) online.
2. A full QWERTY keyboard that allows the student to type, edit, and complete lengthy word-processing documents in class.
3. A screen (at least 7") that allows the student to comfortably read documents, and view images.
4. A battery life that allows the student to work for at least 2 hours.
5. A device that allows the student to download browsers (e.g. Internet Explorer, Mozilla Firefox).

6. A device that allows the student to view and create PowerPoint (ppt or pptx).
7. Software capable of creating documents that conform to a formatting style (such as MLA, APA, or AMA) and can be saved in Microsoft Word form (.doc, or .docx).

Note: Baptist College will provide a one-time use copy of the Microsoft software currently used on campus.

MANDATORY HEALTH RECORDS AND TRAINING

Baptist College of Health Sciences is committed to education and practices which contribute to preventing illness and the maintenance of health. It is expected that all students admitted to the College will have met the health requirements for enrollment, and prerequisites to clinical courses at that phase of progression in their coursework.

Health requirements for enrollment include documentation of immunity for measles, mumps, rubella, varicella (chicken pox), tetanus, diphtheria, a negative TB screening, and initiation of the hepatitis B series.

All residents under the age of 22 in campus housing are required to be immunized for meningitis prior to moving in.

Health-related prerequisites that are required prior to the start of clinical courses include completion of the hepatitis B series, unless a documented medical reason is given, in which case a declination statement must be signed; documentation of a current TB skin test, and annually thereafter; documentation of annual flu vaccine; and documentation of a negative urine drug screen as requested by Baptist College.

Educational requirements required prior to the start of clinical courses include documentation of attendance at education sessions on Universal Precautions and OSHA blood borne pathogens in the first professional clinical courses and annually thereafter, and Basic Life Support training (BLS) as designated by programs.

**This policy, “Mandatory Health Records and Training,” can be found in its full version on My Campus under the tab Students/Student Policies.*

NON-DISCRIMINATION POLICY - STUDENTS

It is the policy of the College to maintain an academic environment free of discrimination, including harassment. Discrimination, harassment and retaliation on the basis of race, color, national or ethnic origin, sex, disability, or age are prohibited in the College’s programs and activities. If you believe you are a victim of discrimination, harassment and/or retaliation you may contact the Vice President of Administrative Services at 901-572-2592, Room 244A in the Main Campus building and/or file a complaint using the College’s grievance procedures. Information on the grievance procedures can be found in the *Student Handbook, Faculty & Staff Handbook*, and on the College intranet and website.

The Section 504/ADA Coordinator is the designated official responsible for the College’s compliance efforts under the Rehabilitation Act and the Americans with Disabilities Act. The Coordinator ensures that the College’s facilities, programs and services are accessible to and usable by individuals with disabilities. Students who have accessibility questions or who need accommodations should contact the Section 504/ADA Coordinator located in the Science Building, Room 101, 901-572-2570 or by sending an email to Disability.Accommodations@bchs.edu. Employees or visitors who have questions should contact the Vice President of Administrative Services, Room 244A Main Campus, (901-572-2592).

**This policy, “Non-Discrimination Policy—Students,” can be found in its full version on My Campus under the tab Students/Student Policies.*

PERSONAL STATUS CHANGE

Students must provide the Registrar's Office with emergency contact information as part of the Registration process. Additionally, students must notify the Registrar's Office of any changes in their personal status. This includes name, address, and telephone number. Requests for changes in student records beyond address or telephone number may require additional documentation (contact the Registrar's Office for details.)

PROFESSIONAL LICENSURE/CREDENTIALS

Students should be aware that laws regulating the practice of nursing and many allied health professions state that individuals may be denied a license or the privilege of sitting for state and/or national examinations under circumstances of:

- Falsification of application for licensure or registration;
- Conviction of a crime other than a minor traffic violation (convicted or pled guilty);
- Other moral and legal violations specified in Tennessee law, or the state law where licensure or registration is being sought.

Students who think they may have an applicable situation should consult with the appropriate Dean early in their program of study.

RADIATION SAFETY

The purpose of this policy is to ensure that all work activities and operations involving the use of radioactive materials/x-rays are performed in such a way as to protect users, staff, students, and the general public from exposure, and to conform with the Baptist College of Health Sciences (Baptist College) operating standards to maintain all radiation exposures As Low As Reasonably Achievable (ALARA).

All workers, including faculty, staff, and students, who work with radioactive materials and radiation-producing equipment are required to

comply with all requirements and operating procedures specified in the manuals applicable to their department and Baptist Memorial Health Care (BMHCC.) To this end, this policy applies directly to all employees who receive, possess, use, transfer, own, or acquire any source of ionizing radiation or radioactive material.

I. Radiation Safety Manuals

Baptist College has Radiation Safety Manuals for the applicable use of ionizing radiation. These manuals are written descriptions of the radiation safety programs. The manuals identify the procedures, record keeping, material control and accounting. All workers are required to comply with all requirements and operating procedures specified in these manuals.

Baptist Memorial Health Care (BMHC) Radiation Safety Policy and Procedure Manual. This manual serves as a statement of policy and explanation of procedures and practices regarding use of all radioactive materials and radiation-producing equipment at Baptist Memorial Hospital. Baptist College is included in the Radioactive Material License for Baptist Memorial Hospital and must comply with the requirements and operating procedures specified in the manual. The Radioactive Material License is issued by the Tennessee Division of Radiological Health. Tennessee is an Agreement State with the NRC (Nuclear Regulatory Commission). The BMHCC Radiation Safety Policy and Procedure Manual is located on the BMHCC Intranet.

Nuclear Medicine Technology (NMT) Laboratory Radiation Safety Manual. This manual contains information specific to the Nuclear Medicine laboratory at Baptist College. Based on the Baptist Memorial Healthcare Radiation Safety Policy and Procedure Manual, the manual contains the procedures, record keeping, material control and accounting for the use of radioactive material as it relates to laboratory assignments and exercises performed by faculty and students at Baptist College in the nuclear medicine laboratory. The NMT Laboratory Radiation Safety Manual is located in the nuclear medicine technology laboratory on campus.

The Medical Radiography Program follows the procedures and practices specific to their program as outlined in the *Baptist Memorial Healthcare Radiation Safety Policy and Procedure Manual*. Medical Radiography faculty and students must comply with requirements and operating procedures specified in this manual regarding the use of ionizing radiation equipment in the medical radiography energized laboratory.

II. Training

All individuals who wish to work with ionizing radiation, including radionuclides or x-rays, receive appropriate instruction in radiation safety. This training includes completion of annual radiation safety mandatory training. In addition to the mandatory training, students in Radiation Therapy, Medical Radiography, and Nuclear Medicine Technology complete additional training in radiation safety as a part of their program curriculum. This training is reinforced during laboratory assignments and in the clinical setting.

III. Surveys and Audits

Upon completion of laboratory exercises involving radioactive material, Nuclear Medicine Technology (NMT) faculty and students conduct personal surveys and monitor workspaces before leaving the NMT laboratory and take any necessary remedial or control measures. The NMT faculty conducts periodic radiation surveys of the areas where radioactive materials are used or stored. The inspections are conducted in accordance with the requirements of the regulations or license condition.

Radiation-producing machines at Baptist College are under the regulatory control of the Tennessee State Department of Environment and Conservation, Division of Radiological Health. The simulator and x-ray machines at Baptist College are registered with the Tennessee Division of Radiological Health (TNDRH) and are inspected by registered inspectors from Baptist Memorial Hospital approved by the TNDRH.

IV. Radioactive Waste

Baptist College handles and processes radioactive waste in a cost effective and environmentally safe manner in accordance with all applicable regulations.

V. Spills and Emergencies

In the event of a spill in the NMT laboratory, all radioactive material used in the NMT laboratory assignments is classified under the category of a minor spill. The nuclear medicine faculty would be responsible for implementing the minor spill procedure as outlined in the *Nuclear Medicine Technology Laboratory Radiation Safety Manual*.

In the event of an emergency in the Medical Radiography laboratory or the Nuclear Medicine Technology laboratory, contact the appropriate Allied Health faculty. Emergency numbers are posted inside each laboratory. Refer to the Baptist College Call Tree for after hour numbers.

Baptist College is responsible for all remedial actions in responding to emergencies. The Radiation Safety Officer must be notified under the following conditions:

- Radioactive contamination outside a licensed area
- Deliberate misuse of radioactive materials. All inquiries will be kept in confidence. (Deliberate misuse of RAM will result in disciplinary action up to and including termination and possible criminal action.)
- Any accident resulting in direct exposure to personnel.
- Known or suspected loss of radioactive material.
- Contaminated or damaged radioactive material shipments.

**This policy, "Radiation Safety," can be found in its full version on My Campus under the tab Students/Student Policies.*

SELECTION TO A PROFESSIONAL PROGRAM: APPEAL POLICY

Baptist College wishes to provide students with the opportunity to appeal denial decisions regarding selection to a professional program.

It is the policy of the College that a student has the right to appeal denial of selection to a professional program when the denial decision is arrived at in a manner that is inconsistent with the published selection process.

Special Note: General dissatisfaction with the outcome of the decision shall not be accepted as a basis for granting an appeal. Students cannot appeal if they lack the necessary grade point average.

Students who wish to appeal shall follow the procedure noted below in the order set forth below:

Step 1

The student must submit a written request to the Academic Dean (or designee in the Dean's absence) administratively responsible for the professional program to which the student was denied selection. The written request must explain in detail exactly why the student believes that she/her selection decision was arrived at in a manner that is inconsistent with the published selection process and include all pertinent facts that support that belief. The written request must be made within three(3) class days of the student receiving the notification (letter) that selection to the professional program has been denied. For purposes of this procedure, "class days" shall have the same meaning as set forth in the Student Appeal Process, Operational Policies, Student Affairs.

Absent exigent circumstances, the Academic Dean will meet with the student within three (3) class days of receiving the written appeal form the

student. The Academic Dean shall review the matter, and may conduct an investigation and/or engage in additional meetings if deemed necessary.

Absent exigent circumstances, a decision to uphold or overturn the denial will be rendered by the Academic Dean within three (3) class days after the meeting and sent to the student simultaneously via certified mail, return receipt requested and regular mail to the last mailing address which the student provided to the College.

Step 2

If the student does not agree with the Academic Dean's decision, the student may appeal in writing the Academic Dean's decision to the Provost (or designee in the Provost's absence) within five (5) class days of the student receiving the Academic Dean's decision, or, if the letter is returned by the post office to the College without the student's signature showing receipt of the letter, within fifteen (15) class days from the date the letter was mailed. The student forfeits any appeal rights beyond this time period. The Provost (or designee in the Provost's absence) shall review all information provided by the student or collected by the Academic Dean in Step 1 and may conduct further investigation and/or engage in additional meetings if deemed necessary.

A decision will be rendered by the Provost in consultation with the President. The decision of the Provost is final and will be sent to the student simultaneously via certified mail, return receipt requested and regular mail to the last mailing to the last mailing address which the student provided to the College.

**This policy, "Selection to a Professional Program: Appeal Policy," can be found in its full version on My Campus under the tab Students/Student Policies.*

SOLICITATION AND DISTRIBUTION

Solicitation and distribution of any kind by outsiders, individual students, or College employees is not permitted on College premises.

SMOKING AND TOBACCO USE—TOBACCO FREE POLICY

Baptist Memorial College of Health Sciences is committed to the health and well-being of all students, visitors, employees, and the community we serve through the prohibition of tobacco products anywhere on the Baptist campus. This includes usage inside, outside, or around Baptist buildings, and on any Baptist property.

It includes any form of tobacco including cigarettes, cigars, chewing tobacco, snuff, pipe tobacco, and the use of electronic cigarettes.

Baptist College is committed to providing support and educational materials to individuals who use tobacco products and wish to quit. Smoking cessation assistance is available through UT Health Services for students who would like such support in this area.

This tobacco-free campus policy applies to all students, staff members, faculty, visitors, vendors, and contractors/subcontractors on the college property. Employees and students of Baptist College who violate this policy subject themselves to disciplinary action, up to and including dismissal/termination from the College.

Staff and students representing Baptist College at clinical sites are expected to abide by the policies of that facility.

STUDENT PUBLICATIONS

Before distribution, all student-generated publications must be reviewed by the Dean of Student Services or an appointed designee to ensure compatibility with the stated mission and values of Baptist College of Health Sciences. The College assumes no responsibility for the factual accuracy of the information found in student-generated publications.

STUDENT REPRESENTATION

Baptist College of Health Sciences students are involved in institutional decision-making processes through representation on the following boards and/or committees:

- Institutional Effectiveness Committee
- Student Affairs Committee
- Curriculum Committee
- Library Committee

STUDENTS WITH DISABILITIES-PROCEDURES FOR RECEIVING ACADEMIC ACCOMMODATIONS

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Baptist College of Health Sciences provides academic accommodations for students with disabilities on an individual basis. Baptist College will adhere to all applicable federal and state laws with respect to providing reasonable accommodations to give equal educational opportunities to qualified disabled individuals.

Students requesting academic accommodations should contact the Section 504/ADA Coordinator located in Science Building—Room 101, at 572-2570 or by sending an email to Disability.Accommodations@bchs.edu. Documentation and diagnosis of a specific disability must be completed by a qualified examiner. Requests for accommodations will be evaluated on an individual basis based on a review of the documentation presented and the recommendation of the qualified examiner.

During the academic accommodation evaluation, the College's Section 504/ADA Coordinator will work with the student to develop the most appropriate accommodations to meet the student's documented need.

Accommodations may involve modifications of the ways in which material is presented or learning is evaluated. Examples of possible accommodations include: additional testing time; special assistance; modified testing format; or a separate testing room. Baptist College of Health Sciences is not obligated to provide accommodations that would affect the essential nature of the instruction being pursued by the student requesting an accommodation or any directly related licensing requirement.

Students who request accommodations and are not satisfied with the outcome have the right to appeal the decision utilizing the Alleged Discrimination/Grievance – Complaint Policy – Students found on page 33 of the *Student Handbook*. Students should initiate the appeal process within ten (10) class days from the receipt of the decision.

Procedure for Receiving Academic Accommodations

Baptist College of Health Sciences (BCHS) has an identified College staff member who serves as the Section 504/ADA Coordinator. The Section 504/ADA Coordinator is located in Science Building—Room 101, or by sending an email to Disability.accommodations@bchs.edu.

Student's Responsibilities

The student initiates the request for accommodations by contacting the Section 504/ADA Coordinator located in Science Building—Room 101, at 901-572-2570 or by sending an email to Disability.Accommodations@bchs.edu as soon as the need for an accommodation is identified, and completes the required forms which can be found on including the Self-Disclosure Form; Authorization Form for the Release of Information; Authorization For the Collection of Documentation; and Student Agreement. The student must provide documentation and

diagnosis of a specific disability which has been completed by a qualified examiner, to the Section 504/ADA Coordinator. Additionally, the student must ensure that the Section 504/ADA Coordinator receives a current, adequate and comprehensive medical and/or psychological evaluation and documentation of the claimed disability.

The student will communicate with faculty for scheduling or making other arrangements for the provision of accommodations, and to avoid delays in implementation. He or she is also encouraged to confer with faculty and the Section 504/ADA Coordinator regularly regarding the effectiveness of accommodations.

The student should advise the Section 504/ADA Coordinator of any changes that may affect their accommodations, and contact the Coordinator in writing for any need for modification of existing accommodations. He or she should also contact the Section 504/ADA Coordinator immediately if a faculty member refuses to provide an agreed upon accommodation or unilaterally modifies an agreed upon accommodation.

Student who receive accommodations and would like accommodations to be continued in the next term must email his/her course schedule for the next term to the Section 504/ADA Coordinator no later than one week prior to the start of the next term's classes.

ADA Coordinator's Responsibilities

The ADA Coordinator is the primary intake person for ADA-related issues. The Coordinator reviews the evaluative documentation, determines reasonable accommodations on an individual basis, and consults with the student to develop the most appropriate accommodations to meet the student's documented needs.

The ADA Coordinator communicates, in writing, the decision regarding

type(s) of accommodations approved to both the student and to the appropriate instructional faculty.

He or she provides faculty with information about the disability where necessary and within the limitations of privacy laws to implement the recommended accommodations. The Coordinator also modifies agreed upon accommodations as appropriate, and maintains all records pertaining to accommodations.

Other responsibilities of the Coordinator are to provide information and updates on ADA issues to members of the campus community, and to serve as a liaison between students, faculty, staff, facilities, the Center for Academic Excellence, housing, and administration.

Faculty Member's Responsibilities

The role of the faculty member is to provide agreed upon accommodations; communicate with the Section 504/ADA Coordinator concerning questions about accommodations; implement accommodations as soon as reasonably possible after receiving the recommendations in writing from the Section 504/ADA Coordinator; and suggest alternative accommodations they think are more appropriate and equally effective to the Section 504/ADA Coordinator.

**This policy, "Student with Disabilities—Procedures for Receiving Academic Accommodations," can be found in its full version on My Campus under the tab Students/Student Policies.*

TRANSCRIPTS

A transcript is a copy of the academic record of all courses for which a student has registered. All transcript requests must be made in writing and should include the student's name, signature, and date of birth. There is a \$5.00 fee for each official transcript. Official transcripts bearing the Col-

lege seal and signature of the Registrar are sent only to an employing agency or another educational institution. Unofficial copies of transcripts are available for student use and will be marked "Unofficial Copy Issued to Student." The Registrar's Office cannot issue transcripts from other colleges or institutions. No transcript will be issued for a student who has not met their financial obligation to the College.

TRAVEL/LIABILITY

Students are responsible for providing their own transportation as required by the curriculum or participation in college-sponsored activities. Public transportation is available and convenient to most locations.

Personal auto liability insurance is the student's responsibility. The College is not responsible for liability that occurs during travel required for College-related activities.

CAMPUS LIFE

CAMPUS ACTIVITIES

Students are encouraged to participate in College programming, activities, and events. There are many opportunities for student involvement offered at a variety of times and in a variety of formats in order for all students to have access to educational opportunities outside of the classroom.

Throughout the year, the Student Government Association (SGA), Brothers and Sisters in Christ (BASIC), and the Office of Student Services sponsor various activities and events at the College and in the community. These are publicized by email, and are posted on the College video monitors, website and My BCHS, as well as on campus bulletin boards and through print media of various types.

Activities encompass professional, personal, social, emotional, and spiritual aspects of life, as well as health and wellness, community service, academic support, and other out-of-classroom learning opportunities. These programs include workshops, concerts, movies, social and sporting events, seminars, comedians, speakers, and recreational sports. Annual events such as Family Day, Octoberween, Yuletide Euphoria, Spring Fling, Summer Sizzler, and Stress Free Zones are uniquely Baptist College, with lots of food, give-aways, and opportunities to form new friendships and have fun at the center of these events.

Opportunities to develop leadership skills through LeadersLive help students discover leadership within, and connect with others who are already in leadership roles are also an important part of campus life, and the college's Café Corner series brings special areas of interest to adult students in convenient formats and times.

In addition, the College provides a fitness center, including weight and cardiovascular equipment, racquetball, basketball, and an outdoor swimming pool. Students are welcome to make use of this recreational

equipment and facilities.

Participating in community service projects is also encouraged at Baptist College of Health Sciences. Through SGA and BASIC, numerous opportunities to serve are presented to the students, faculty, and staff. Traditionally, the SGA has emphasized supporting Baptist Operation Outreach, a sister organization that provides needed medical care to the homeless of Memphis. Students have raised money and collected supplies in support of this organization. Typical service projects include walk/runs, clothing drives, fund raising, work with the homeless, support of Baptist Memorial Health Care Corporation medical-related community outreaches, and other events.

STUDENT ORGANIZATIONS

Students are encouraged to become involved in the leadership, social, and professional opportunities available through student organizations. Recognized organizations on campus include:

- Student Government Association (SGA)
 1. Campus Organization for Recreational Programming Support (CORPS)
 2. Student Wellness & Action Team (SWAT)
 3. Community Action & Response Endeavor (CARE)
- Allied Health Student Association (AHSA)
- National Student Nurses Association (NSNA)
- Brothers and Sisters in Christ (BASIC)
- Cultural Exchange Club

In addition, qualified students are also selected to become members of honor societies on campus:

- Alpha Eta Honor Society (Allied Health)
- Sigma Theta Tau (Nursing)

Students are encouraged to form and register new organizations addressing their interests with the Director of Student Services and Campus Housing. All organizations must be sponsored or recognized by the College. Organizations that may operate at Baptist College include the following:

- Honors organizations and leadership organizations
- Recognition societies
- Community service organizations
- Departmental organizations
- Professional fraternities
- Interest clubs

All campus organizations must register at the beginning of each academic year by providing a new list of current officers to the Director of Student Services and Campus Housing.

Student organizations shall not use the College seal or name of Baptist College of Health Sciences unless written consent is obtained by the organization. Permission should be sought through the Director of Student Services and Campus Housing.

Membership in student organizations is limited to students who are currently enrolled at Baptist College of Health Sciences.

Student organizations must comply with all policies, regulations, and procedures established by Baptist College of Health Sciences, and align with the mission, vision, and values of the College.

Baptist College of Health Sciences shall not be responsible for damages or injuries to individuals or property resulting from student activities or organizations.

PROCEDURES FOR ESTABLISHING NEW STUDENT CLUBS OR ORGANIZATIONS

New student organizations may be established at Baptist College of Health Sciences with the purpose of enhancing the overall experience for students at the College, and to build community among students with specific interests. All students have the opportunity to start a new student club or organization within the vision, mission, and values of Baptist College of Health Sciences. Students wishing to establish a new student club or organization should use the following steps:

1. The following information must be provided to the Student Government Association (SGA):
 - Name of organization
 - Name of faculty /staff advisor
 - Names and contact information of current officers
 - Statement of Purpose
 - Copy of constitution, charter, or by-laws, as applicable
 - Approval by designated authority of the College
 - List of current members

2. SGA will request approval from the Dean of Student Services to recognize the new organization.
3. Once established, organizations must set up their business account with the Director of Business Services.

**This policy, "Establishing a New Student Club or Organization," can be found in its full version on My Campus under the tab Students/Student Policies.*

FUNDRAISING POLICIES FOR STUDENT ORGANIZATIONS

All student organizations must complete and submit to the Student Activities Officer a Student Organization Event Request Form signed by the group's faculty advisor seven (7) days prior to an event. No student organization may solicit donations from any outside person, business, or organization without written approval from the Director of Student Services and Campus Housing.

Fundraising related to community service should support the activities and initiatives of the Baptist Memorial Healthcare Corporation. Any fund-raising activity shall be for the benefit of the student organization as a whole and to support its organization's mission and goals, or for charity. Funds shall not be distributed to the officers or members of an organization for personal profit or gain. Any advertisement for any fund-raising activity must state how the funds from the event will be used.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the official mechanism through which students participate in decision-making at Baptist College of Health Sciences. The scope, authority, and membership of SGA is found in the SGA constitution which is available upon request from the SGA President, the Student Activities Officer, or the Director of Student Services and Campus Housing. SGA is empowered to act as a liaison

between the student population and the faculty, staff, and administration of the College. SGA has input into the development and execution of non-academic programs which impact student life at the College. All enrolled students are members of SGA.

C.O.R.P.S. CAMPUS ORGANIZATION FOR RECREATIONAL PROGRAMMING SUPPORT

Blood, Sweat, & Fun!

The mission of C.O.R.P.S. is leading through service. The purpose of this organization is to foster relationships with Christ and fellow students. This is accomplished through unity, leadership, and service. The C.O.R.P.S. is responsible for helping the Office of Student Services in the planning and facilitating of the social component of programming and student life.

S.W.A.T. STUDENT WELLNESS & ACTION TEAM

Better Health Within Sight!

The mission of S.W.A.T. is to improve the health and wellness of Baptist College students. The goal is to create awareness through education and enhance the physical, emotional, and mental well-being of those we serve by planning and facilitating recreational activity.

C.A.R.E. COMMUNITY ACTION & RESPONSE ENDEAVOR

Connecting College with Community!

The mission of C.A.R.E. is to provide and facilitate community service opportunities for Baptist College student participation. The goal is to develop community awareness and student leadership qualities with the expectation that these elements will be carried into the professional workplace for the enrichment of society.

ALLIED HEALTH STUDENT ASSOCIATION

Unique Professionals, United in Health Care

The mission of the AHSA is to develop future leaders of Allied Health and encourage life-long learning within their chosen profession. The goal of this association is to promote community service opportunities that increase awareness of Allied Health professions.

B.A.S.I.C.

Brothers and Sisters in Christ

B.A.S.I.C. (Brothers and Sisters in Christ) is an ecumenical student-led religious group. The purpose of this group is to provide programs aimed at encouraging spiritual growth in students and to aid in the development of the whole person and his/her responsibility for the spiritual care of people in all walks of life. This purpose is accomplished through many different activities such as weekly devotions and prayer times held in the Chapel, Bible studies held in the residence hall, and mission opportunities both home and abroad.

CULTURAL EXCHANGE CLUB

Promoting Cultural Understanding

The Cultural Exchange Club (CEC) is a student organization started in the spring of 2014. The goal of the CEC is to provide opportunities to share and experience various cultural practices with fellow students and with the Baptist College community within the mission, vision, and values of Baptist College of Health Sciences. Many cultures make up the United States, and being culturally understanding and aware will contribute to becoming more competent health professionals, as well as better-informed citizens.

NATIONAL STUDENT NURSES ASSOCIATION

Committed to Nursing Education and Professional Development

The NSNA is committed to serving as the nursing student body professional organization, sharing a commitment with the nursing faculty and college to promote interest in professional nursing organizational membership and involvement, foster a value for life-long learning and professional development, and serve the communities in which we live. Goals are to contribute to nursing education in order to provide for the highest quality of health care, to support and provide programs of interest to the student body, including the student nurse mentoring program and community service activities, and to promote involvement in professional nursing organizations after graduation.

CAMPUS MINISTRIES

In the atrium area of the main building on campus is a beautiful stained glass window of a cross. There is a large plaque that is located next to the window that states, "Surely the Lord is in this place." These are visual spiritual reminders of how important faith is to the College. It is the belief of the faculty, staff, and administration that the majority of students that attend the College come due to a calling from God to be health care providers. Interweaving academic excellence with faith is a priority of the College. As our vision states, "Baptist College of Health Sciences will excel as a health sciences college distinguished by its faculty, staff and graduates and their careers of service and leadership."

Faith has many faces at the college. In the classroom a faculty member might share a faith story or begin class with prayer. Students can be seen praying for one another in the hallway or in the small Chapel located in the main building. Each trimester Chapel services are designed to illustrate faith in a variety of ways: ministers, artists, musicians, educators, videos, and students. Another event that is planned in the spring trimester is Spiritual Renewal Days. During this week, speakers and artists are brought

in for a time of challenging reflection. Students' hands are anointed and prayed for when beginning their clinicals during a special ceremony called Blessing of the Hands. Students engage in mission both near and far. Each year medical mission trips are taken where faith and academics merge as an expression of compassion in mobile medical clinics. Locations for the trips have included Mexico, Belize, and the Dominican Republic.

STUDENT SUPPORT NETWORK

The Student Support Network, or SSN, is a collection of seminars, social events, and educational opportunities designed to build community on campus, provide information on topics that promote psychological, physical, and spiritual wellness, and provide opportunities for connections between students and faculty. These are hosted by the Student Services team, and are aimed at providing you with the tools to become successful here in college, and in your future as a health care professional. When you see the logo, there is always food involved.

ADULT STUDENTS—CAFÉ CORNER SERIES

Recognizing that a growing number of Baptist College students are adults with specialized interests and tight schedules, the College presents the Café Corner series, based on results from surveys conducted with our adult students. The topics and times that these are offered correspond with the top vote-getters among non-traditional learners at Baptist College but are open to any student at the college. Programs include areas of interest including work/life balance, nutrition, and graduate programs in healthcare, and as the series' name suggests, provides coffee, snacks, and an opportunity to exchange ideas with other students in an informal format.

CAMPUS HOUSING

Campus housing provides an environment for a focus on studying and developing relationships with classmates who share similar goals and interests. Over 100 spaces for men and women located in the Main Campus building connect academics with a place to interact, form study groups, and learn life skills outside the classroom. Each room includes amenities such as a private bathroom, wifi, and easy access to the College's workout facilities and student lounge. As part of residing on campus, residents purchase a reloadable dining card which can be used for food options which include the Baptist Café in the Annex and a full food court experience at the UT Food Court less than a block away.

FOOD SERVICE

The Baptist Café is located in the Annex building of Baptist College, and is conveniently open from 7:30 am to 6:00 pm during the fall and spring trimesters, with amended hours during the summer. Quick access to salads, soups, sandwiches, breakfast items, and Starbucks coffee makes getting a meal before or between classes a positive option. Additionally, students have full access to the UT Food Court, including Einstein Brothers Bagels, Erbert and Gerbert's Bistro, Chick-Fil-A, and Cyclone Salads. Both dining options can provide a pre-paid, reloadable "Dining Dollars" card useable at both the Baptist Café and the UT Food Court choices.

COUNSELING SERVICES

The purpose of our campus counseling services is to assist students in adjusting to academic life, provide assistance for personal concerns, support problem solving skills, and provide resources for areas that can affect personal and academic success. A licensed professional counselor is on campus to assist students with personal and academic matters, as well as provide workshops on time and stress management, test anxiety, be-

reavement, and other topics of interest. The College Counselor's regular office hours are from 8:30 am to 4:30 pm Monday through Friday, with limited availability after hours by appointment. The Counselor's office is located in room 227 of the Main Campus building. Appointments can be made by calling 572-2660.

The College provides additional mental health services to students through UT Health Services, which is located one block from campus at 910 Madison, Suite 922. They can be reached for appointments at 448-5630, and are available 24/7 at the same number for emergencies.

Both on-campus counseling, and off-campus mental health services through a doctor or nurse practitioner at UT Health Services, are confidential and free of charge.

CENTER FOR ACADEMIC EXCELLENCE (CAE)

The CAE includes the Learning Center, Health Sciences Library, Academic/Career Advising and Testing Center, and strives to create a culture of learning where student engagement, quality instruction, assessment and the effective use of appropriate technology to enhance student competencies are valued.

The Learning Center (LC)

Science Building Room 102

22 N. Pauline

The Learning Center provides students with the extra assistance in course content and activities necessary for academic success. The LC assists students to become self-directed learners, emphasizing best practices for learning, with the assistance of computers, software programs, textbooks,

models, simulation, on-line tutoring and a student tutoring program that offers face-to-face tutoring in math, science, writing, and nursing courses.

Career counseling and academic success coaching is offered through the CAE for individual and group needs related to reading comprehension, critical thinking, test taking, study skills, goal setting, and time management. Please call 572-2502 for more information, or come to the Learning Center.

Staffed Operating Hours

Monday-Thursday	8am – 7pm
Friday	8am – 3pm
Saturday	10am – 4pm
Sunday	CLOSED

Unstaffed Hours: Badge access during regular building hours.

These hours are subject to change. For additional information contact the CAE at 901-572-2570.

TESTING CENTER

The Testing Center provides a centralized location for completing disability accommodation testing, standardized testing, and other forms of testing. It features space for 38 students with retractable monitors and four private testing rooms. The Testing Center is located on the first floor of the Science Building in room 103.

THE HEALTH SCIENCES LIBRARY

The Health Sciences Library, a part of the Center for Academic Excellence (CAE) is located on the ground floor of the College. The library serves as the primary library for students, faculty, and staff, and supports both general education and professional studies. The College library resources include books, journals, audiovisuals, and online resources including e-books, Medline, and the Cumulative Index of Nursing & Allied Health Literature (CINAHL) for searching the professional literature. The catalog of library holdings is also online. These resources have links posted on the College Library website and My BCHS. Students enrolled in one or more credit courses have borrowing privileges with the presentation of a student ID badge. Professional books may be checked out for a period of two weeks. Reference books are not circulated and may not be checked out.

Off-campus access to online resources presently requires IDs and passwords. These are available on MyBCHS, the College website (Library section) and emailed to all college students, faculty, and staff.

To avoid delays with registration, grades, or transcript requests, students need to ensure that they have no overdue materials or fines. Routine fines for overdue books are 15 cents per day.

Library Operating Hours:

Monday – Thursday	7:30am – 10:30 pm
Friday and Saturday	7:30am – 6:00 pm
Sunday	1:00 pm– 6:00 pm

The Library is closed during all Monday Chapels and college convocations. The Library is also closed on College holidays. During the break between trimesters the Library is open 7:30am to 4:30 pm, Monday through Friday.

Under our reciprocal borrowing agreement, Baptist College faculty, staff, and students are able to visit local college campuses and check out library materials at no additional cost. Borrowing privileges will vary at each college. See a Librarian for additional information.

TECH SUPPORT

The Customer Support Center is a "one stop shop" concept to provide seamless and timely responses and services for all your technology needs and requests (hardware/software, telephone, printers, email, internet, online courses, new and outgoing employee assistance). All requests for assistance are handled by the Customer Support Center at 227-7777, or email IS.support@bmhcc.org.

STUDENT HEALTH SERVICES

Student Health Services for BCHS students are provided by University Health Services at the University of Tennessee, Memphis.

University Health Services

910 Madison Avenue
Plaza Building, Suite 922
Memphis, TN 38163
Phone: (901) 448-5630 Fax: (901) 448-7255

Clinic Services covered by Baptist College Student Health fees, and provided free of charge at time of visit:

- Clinic visits (unlimited) for health promotion/ wellness care, acute illness care, health maintenance examinations, women's health
- Allergy injections (on maintenance dose)
- Mental health assistance and referrals

- Flu shots and TB skin tests
- Self care area
- Routine lab work: CBC, sed rate, routine chemistry profile, wet prep, pap smear (one test per year)
- Blood borne pathogen counseling and follow-up for clinical students
- Same day appointments when possible
- On-call services after hours and holidays

Other services available for a fee for service:

- Office procedures
- Drug screens
- X-rays
- Immunizations: Tetanus, Hepatitis A & B, Varicella, Meningococcal, Gardasil, MMR
- Travel health

Clinic Hours

- *Daily Hours*
Monday – Friday, 8:00 a.m. to 4:30 p.m.
(TB skin tests administered until 4:00 p.m.)
Clinic hours may vary during the summer and holidays.

- *After Clinic Hours*

A provider is "on call" for consultation 24 hours a day, including holidays and weekends. Call 448-5630 to contact the answering service.

Insurance Billing

UTHS is able to bill students' insurance for services provided outside of the BCHS student health plan. Students are responsible for any co-pay and/or deductible.

Health Records

At the time of admission, all students are required to submit designated student health records and immunization records. These are kept on file at University Health Services.

Required Immunizations for All BCHS Students

- Tdap (Tetanus, Diphtheria, and Pertussis). Tdap is due every 10 years.
- Measles, Mumps and Rubella (MMR). One of the following is required (not applicable if born before January 1, 1957):
 - Serum antibody titers
 - MMR #1, #2
- Varicella (Chicken Pox) One of the following is required:
 1. Varicella -Zoster IgG serum antibody titer (if you had as childhood disease)
 2. Varicella Vaccine #1 and #2.

- Hepatitis B Series (HBV Vaccine) #1, #2, #3 or documentation
- Hepatitis B Surface Antibody Titer or documentation
- Meningitis—required for students under the age of 22 living in campus housing, yet strongly recommended for all students.
- TB skin test (required annually to stay enrolled)
- Flu immunization for all students in clinicals, and BCHS student workers (required annually)

In addition to the requirement for clinical students and student workers, all students are strongly encouraged to be immunized against the flu as vaccine becomes available each fall. Students who live in the residence hall are particularly urged to get a flu shot which are available free of charge through UT Health Services.

FITNESS CENTER

Rules and Information

Fitness Center, pool, basketball court, racquetball court and other BCHS recreation areas are open for use during regularly scheduled hours to all currently enrolled students, their guests, and BCHS employees.

Children 16 or older may use the gym and racquetball court, and those 18 and older may use the pool and fitness center, provided they remain with their student or employee host at all times, as outlined in the policies on Guest Behavior, and observe rules and information on these areas described in the *Student Handbook* under Campus Life. Please note that children under 16 are not permitted in these areas except during specific, advertised campus activities for families.

A maximum of 5 guests is permitted for each host for the gym and racquetball court, and 3 guests for the fitness center and pool. All guests must be properly checked in at the Information Center, leave a photo ID showing proof of age, and be escorted by their student or employee host at all times while present in the building.

This is a "USE AT YOUR OWN RISK" facility.

Hours of Operation

- The Fitness Center and other recreational areas are open daily from 6:00 a.m. to 10:30 p.m., unless the college's hours are adjusted due to breaks or holidays.
- The facility will be closed during scheduled PE classes.

Dress Code

- Shirts and shoes are to be worn at all times while utilizing indoor facilities.
- No shoes with open toes are permitted while using the Fitness Center.
- Students must wear cover-ups over bathing suits when not swimming or sunbathing.
- Conservative swimming attire is required.

Locker Rooms

- Both men's and women's locker rooms are available. They are equipped with showers, restrooms, and lockers.

- Lockers are for daily use only. Locks should not be left on lockers overnight.
- You must provide your own lock.

Pool Area

- No one under 18 may use the pool or pool area unless a lifeguard is on duty at college sponsored events.
- Memphis Health Department requires anyone using the pool to shower before entering.
- No smoking, glass containers, gum chewing or running are permitted in the pool area.
- Individuals with open wounds or sores should not enter pool.
- No oil-based tanning products are allowed in pool.
- No diving.
- If you remove the lane rope between deep and shallow areas, please replace.
- Creepy crawler can be taken out of the pool. First, unhook from wall in the pool, then slowly pull the crawler to you, and out of the pool. Return equipment when leaving the pool area.
- All floats or other recreational items must be removed from the pool before leaving the area.
- Non-swimmers are not permitted in the deep end of pool.
- Remember, there is no lifeguard on duty. Swim at your own risk!

Basketball Court

A half-court size basketball court is available in the gym. Please observe the policies regarding the number of guests per host.

Racquetball Court

- The court may be used anytime unless it has been reserved.
- Eye protection is recommended. Racquets, goggles and balls are available.
- Play at your own risk.

Weight Area

- Keep area free of obstructions.
- Replace all dumbbells and weights on appropriate racks.
- Remove all weight plates from bars.
- Please wipe off all pads with wipes provided.
- Use weight area at your own risk.

Cardio Area

- Please wipe down equipment with wipes provided.
- Use cardio area at your own risk.

CAMPUS SAFETY AND SECURITY

SECURITY

Maintaining a safe and secure environment requires a partnership between students, staff and the College. Suspicious conduct should not be ignored or taken lightly. It is the responsibility of every student or employee to report actions which are, or which appear to be, threatening or have the potential for violence. Threats or the knowledge of threats directed toward any individual, and suspicious people or situations on Baptist College property should be reported immediately to Security through the Information Center using the campus **emergency number 572-2911**. In the event of a situation which poses immediate danger, individuals should call **911**.

The College maintains security measures which serve both employees and students. It is the expectation that students will participate in security awareness. As part of this awareness, students must wear their ID badge at all times while on campus. The College has an extensive security camera system campus-wide, outside areas are well lighted, and the Security staff patrols around the clock. If there is a need for general assistance from Campus Security, please call the College's Information Center at 572-2468. Security staff is available at designated times for escorts to vehicles and to other campus buildings.

CAMPUS CRIME AND FIRE SAFETY REPORTS

Campus crime reports and fire safety reports are available for review on the college's website at www.bchs.edu/content/safety-security,

FOR EMERGENCIES CALL 572-2911.

PARKING GUIDELINES

Baptist College of Health Sciences offers ample parking for all students, faculty, staff, and visitors. **All students and employees are required to register any vehicle that they may be driving to campus.** Each individual that registers a vehicle is issued a parking decal. This decal is to be visible when your vehicle is parked on campus.

Parking Fees

All students pay a \$25 fee for parking access to Lots B, C, & D. Use of Lot A is limited to residential students who live on campus. Any non-resident students with special circumstances who receive administrative permission to use Lot A will pay an additional \$50. *Replacement decals are \$10 each.*

Parking Lots

BCHS has four main parking lots.

Lot A (the Main Campus parking lot) is the lot that enters off Pauline at Monroe and is where the Main Campus Building and the Annex are located. This lot is available to residential students, employees, and individuals with special needs (determined by BCCHS administration).

Lots B (Union Avenue lot entered off of East Street), **C** (Pauline and Madison or the UT lot entered off of Court Street), and **D** (Science Center lot entered off of Camilla) are open to all BCCHS individuals that register their vehicles and pay the allotted fee.

No Parking Areas

BCCHS has a number of spaces that are reserved for specific purposes. All spaces just outside the Main Campus entrance gate are for visitors. There are other reserved spaces that are designated as handicapped, security, administration or faculty, and fire lanes. Please park vehicles in one designated space. Parking on sidewalks and grassy areas is also prohibited. Do not back into parking spaces.

Parking Tickets

BCHS reserves the right to ticket vehicles that are in violation of parking regulations or policies. In addition to previously stated policies, tickets can be given for entering an exit gate, failure to comply with a security officer, not having a proper decal, double parking, parking in an unassigned lot, and any other parking related violation. Parking fines must be paid within two weeks. Failure to do so will result in the fine being placed on your student account.

**This policy, "Student and Employee Parking," can be found in its full version on My Campus under the tab Students/Student Policies.*

Parking Appeals

All appeals must be in writing within 48 hours of the ticket being issued. Appeals can be addressed to Security and left at the Information Center in the Main Building. If you parked in any area mentioned in the "No Parking Areas" and were ticketed, your appeal must be compelling.

Security Reminders

- Baptist College offers security escorts to and from parking lots during evening hours. Contact the Information Center for assistance at 572-2468.
- If your decal is lost or stolen, report it immediately to Security. Parking tickets can be assigned to your decal even if it is not on your vehicle.
- Be smart and take precautions as you walk to and from your vehicle. Walking in groups is encouraged. Security is available to escort students to and from vehicles.
- Make sure you have your ID badge with you at all times while on campus. It provides the fastest access to your parking lot and the buildings.

- ID badges grant access to buildings only during specific times. Contact the Information Center for those times.
- The Honor Code applies to all aspects of BCHS life including parking.

For general Security assistance call 572-2468. For campus emergencies call 572-2911.

SEXUAL ASSAULT PREVENTION AND RESPONSE

Title IX Sexual Misconduct Policy

Acts of sexual misconduct, sexual assault, stalking and relationship (dating or domestic) violence (collectively, “Prohibited Sexual Conduct”) are unacceptable and will not be tolerated at Baptist College of Health Sciences. Baptist College investigates or responds to reports of Prohibited Sexual Conduct under circumstances in which the accused person is subject to this policy (student, faculty, staff, visitor or other third party).

In all instances in which Prohibited Sexual Conduct is found to have occurred under this policy, the Title IX Coordinator, Adonna Caldwell, 1003 Monroe Ave., Memphis TN 38104 Room 244A Main Campus Building, along with the Dean of Student Services and Baptist Memorial Health Care Corporation (BMHCC) Human Resources, where applicable, will take appropriate steps to end such conduct, prevent its recurrence, and redress its effects.

Students, faculty and staff found to be in violation of this policy will be subject to disciplinary actions up to and including termination, dismissal or other appropriate institutional sanctions; affiliates and program participants may be removed from Baptist College programs and/or prevented from returning to campus.

For specific guidelines, definitions, procedures and resources supporting this policy, please see:

[SMPP 1.0 Title IX: Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship \(Dating\) Violence and Stalking Administrative Policy and Procedures](#)

[SMPP 1.1 Sexual Harassment](#)

[SMPP 1.2 Consensual Sexual or Romantic Relationships in the Workplace and Educational Setting](#)

[SMPP 1.3 Prohibited Sexual Conduct: Sexual Misconduct, Sexual Assault, Stalking and Relationship Violence](#)

Our Commitment

Baptist College of Health Sciences is committed to the safety and security of the students in our campus community. It is the College's intent to provide appropriate treatment, support, and information to any student who may be a victim of sexual assault.

The College educates the student community about sexual assault through mandatory orientations for new students entering the college each fall and spring trimester. Additional information and education is available through the Office of Student Services. The Memphis Police Department also offers sexual assault education and information programs to college students and employees upon request.

If You Are a Victim

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. It is also important to make an informed decision of whether or not to report the assault. While it is your choice, the college strongly recommends that any victim of a sexual assault report the incident in a timely

manner to Campus Security and to college authorities through the Dean of Student Services. Campus Security can be reached for **emergency assistance** by calling 572-2911, and the Dean of Student Services at 572-2662. If you wish to have assistance from a member of the college staff in reporting the incident to law enforcement officials, BCHS personnel will assist in notifying authorities.

Please note that filing a police report of the incident with Campus Security is a separate step from choosing to prosecute, and does not obligate the victim to continue with legal proceedings or college disciplinary action. The Memphis Police Sex Crimes Unit, which is specially trained to assist in cases involving sexual assault and the special needs of victims, is also notified. Again, this does not obligate the victim to prosecute, but provides valuable assistance from individuals specially trained to assist victims in the event of a sexual assault.

Time is a critical factor for evidence collection and preservation. Therefore, it is important that a victim of a sexual assault does not bathe, douche, or change clothes.

Whether or not you choose to report, you should seek medical treatment and/or counseling for the following reasons:

- To ensure that you receive any necessary treatment and tests, and to minimize emotional and physical trauma
- To provide the opportunity for collection of evidence helpful in prosecution which cannot be obtained later
- To assure access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

Crisis intervention and counseling for sexual assault victims is available through the Rape Crisis Center at (901) 222-4350. Services provided

through the Center include:

- Emotional, legal, and medical support
- Collection of physical and material evidence
- Crisis counseling/individual or group counseling
- Equitable access to the criminal justice system
- Court escort service

Counseling is also available through the College's counselor, who is available on campus Monday through Friday during regular business hours at (901) 572-2660, and can be paged after hours through the main desk. In addition, UT Health Services is also available to students as a resource both during business hours and after hours at (901)448-5630.

Follow-Up

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College's disciplinary process, or only the latter. The Dean of Student Services has the discretion to suspend a student accused of sexual assault, pending further investigation.

Both the person filing the complaint and the person accused have certain rights in the College's disciplinary process. This includes, in part, that the victim and the accused will each be allowed to choose one person to accompany them through the investigation. Both the victim and accused will be informed of the outcome of campus disciplinary proceedings, including any sanction that is imposed. The College will also provide, upon written request, the final results of any institutional disciplinary proceeding dealing with a crime of violence including but not limited to sexual assault, or a non-forcible sex offense, to the alleged victim, or their

next of kin if the victim dies as a result of the crime or offense.

A student found guilty of violating the College's policies in regard to sexual assault could be criminally prosecuted, and may be suspended or expelled from the college on the first offense.

Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available. Examples of such accommodations would include requesting a room change, terminating a housing contract to seek off-campus housing, or changing to a different section of a scheduled course.

Contact Information

Campus Security	22911 or 572-2911
Dean of Student Services	22662 or 572-2662
Title IX Coordinator	22592 or 572-2592
Sex Crimes Unit, MPD	(901) 545-5330
Rape Crisis Center	(901) 222-4350
College Counselor	22660 or 572-2660

**In addition to the Title IX Sexual Misconduct Policy links noted above, "Sexual Assault Prevention and Response" can be found in its full version on My Campus under the tab Students/Student Policies.*

MISSING PERSON PROCEDURE FOR STUDENTS RESIDING ON CAMPUS

The purpose of this policy is to provide guidelines in regard to students residing in campus housing who are determined to be missing, and to ensure compliance with federal regulations regarding the reporting of missing persons who live on campus.

Students residing in campus housing will provide at the time of check-in information regarding who to contact in the event the student is determined to be missing. This information will be considered confidential, and may only be accessed on a need-to-know basis. A form will be provided in the resident's check-in packet, and forms will be collected by RA's and filed at the Information Center in a confidential file marked "Missing Persons Contact Information - Residence Hall."

When a resident has been determined to be missing for 24 hours, appropriate college personnel will be notified, beginning with the Residence Life Specialist or Director of Student Services and Campus Housing. He or she will immediately submit a Missing Person Report to Baptist College campus security.

If investigation shows the student has been missing for 24 hours, the college will notify the contact person whom the student provided. Additionally, if the student is under 18 years of age and not considered emancipated, the college will immediately contact the custodial parent or legal guardian.

In the event the student is over 18 or is emancipated and no contact person has been registered, campus security will inform the appropriate law enforcement agency.

**This policy, "Missing Person Procedure for Students Residing on Campus," can be found in its full version on My Campus under the tab Students/Student Policies.*

ID BADGES AND ACCESS TO CAMPUS

Access to all College facilities requires a College-issued identification badge.

1. At the Main Campus facility, a College Services Coordinator is on duty at the Information Center 24 hours a day when classes are in session. The building closes at 10:30pm and is only open to residents after that time.
2. Students, faculty or staff members who are expecting a guest or a delivery must meet the guest or delivery personnel at the entrance to the building.
3. The phone at the front entrance can be used for assistance by calling the College Services Coordinator at 572-2468.
4. Identification badges **are not** to be given or loaned to anyone else. ID badges must be worn while attending classes, at clinical sites, and when using the library, and for accessing College parking lots.
5. Violation of a security policy will be viewed as a serious offense. Disciplinary action may include immediate loss of campus housing or other college privileges and other appropriate action up to and including dismissal from Baptist College of Health Sciences.
6. Guests must sign in at the Information Center at all times and **must** be escorted by their student or faculty/staff host while in the building.
7. Charges for damaged/or lost ID badges:
ID badges which are returned intact but are non-functional will be replaced at no cost. Lost ID badges will be replaced for a \$10.00 fee.
8. The College ID badge also serves as the access card for College parking lots.
9. If you have questions or a problem with your badge, contact the Information Center College Services Coordinator or call 572-2468.

FIRE ALARM

When a fire alarm sounds all occupants of the building should proceed to the nearest designated exit. If that exit is blocked by fire, heavy smoke, or debris, then make your way to the next closest exit. After exiting, make your way to the designated area as discussed in the Evacuation and Relocation section of this plan.

When an alarm sounds, occupants are to take action as if there is an actual emergency. The main concern is to get all occupants out of the building in a safe and timely manner. Stay clear of fire lanes, fire fighters, firefighting equipment, and rescue workers.

Residents of campus housing need to be prepared for the weather. Shoes are highly recommended. The length of time out of the building is unknown.

IMMEDIATE FIRE EMERGENCY RESPONSE

This plan consists of a four-step procedure that all occupants should follow during a fire. All occupants, faculty, and staff should memorize this procedure. This procedure recognizes that the best response to a fire is to (1) rescue anyone in immediate danger of smoke or flames, (2) sound the alarm, (3) confine the fire, and (4) extinguish the fire (if possible) and evacuate. This procedure can be easily recalled when expressed as the acronym RACE.

- R -** Rescue anyone in immediate danger. Quickly tell others in the fire area. Do this in a calm, but firm manner.
- A -** Sound the ALARM. Either activate the pull station yourself or call out to someone to pull it for you. Sounding the alarm will get the Fire Department on its way while the building is evacuated. Call the front desk at 572-2468 and confirm the

location of the fire.

- C -** Confine the fire. Close all doors and windows to prevent the spread of smoke and flames.

- E -** Evacuate the building.

HOW TO REPORT A FIRE

1. The individual discovering a fire will immediately send in an alarm by activating a pull station (located at the stairwell exits on each floor). In addition, call the Information Center at the emergency number, 572-2911. Tell the staff member that you have a fire, the location of the fire, and the size and type of fire.
2. When a pull station is activated, the alarm will sound throughout the building. All occupants will evacuate.
3. When the alarm sounds, all persons are to leave their areas via the nearest stairwells, walk down the stairs, and evacuate the building, as directed in College Evacuation Plan.
4. Any time a fire extinguisher has been used or tampered with, the Information Center should be notified at 572-2468.

Participation of Students

1. All students should learn the location of fire extinguishers and their proper usage for each type of fire. In addition, students should learn the location of the manual fire alarm pull stations on each floor.
2. Resident students should make sure that their roommate leaves the building. The buddy system works!

3. Students should familiarize themselves with the shortest route to the stairwell exits and know the procedure to follow when a fire emergency occurs.
4. Upon being notified of a fire emergency, each student will immediately evacuate the building.
5. It shall be the duty of all occupants of campus housing to see that the corridors to the stairwells are unobstructed at all times. If any objects or materials are placed where they will block the means of exit, this information should be reported to the Information Center at the non-emergency number 572-2468 promptly.
6. Do not use elevators.

Automatic Elevators

1. Upon activation of the fire alarm system, the elevators will automatically go to the first floor.
2. Security will stand by the elevator and operate them for the Fire Department.

In the Event of a Fire

1. Do not panic.
2. Know how to activate the fire alarm.
3. Know the location of fire exits.
4. Do not use the elevators.
5. If there is smoke and heat, stay close to the floor.

What to Do if Trapped by Fire

1. Go to the door and feel the door before opening it. If it is hot, do not open it.
2. If the door is not hot to the touch, open it slowly, cautiously, and proceed to the exit.
3. If you are trapped by fire, get as many doors closed between you and the fire as possible.
4. If smoke enters the area in which you are trapped, stuff towels, clothing, or other materials under and around doors to keep the smoke out. (Wet them if possible)
5. Stay low to the floor. That is where the fresh air will be.
6. If you leave the area, stay very low to the floor and feel your way along the floor to the nearest exit.

FIRE EXTINGUISHERS

The only type of fire extinguishers used at the College can be used on all types of fires. These are ABC extinguishers and are made of dry chemical.

Learn How to "PASS"

PULL the pin. Some units require the releasing of a lock latch, pressing a puncture lever, or other motion.

AIM the extinguisher nozzle (horn, or hose) at the base of the fire.

SQUEEZE or press the handle.

SWEEP from side to side at the base of the fire until it goes out. Shut off the extinguisher. Watch for reflash and reactivate the extinguisher if necessary.

COLLEGE EMERGENCY NOTIFICATION AND EVACUATION PLAN

Notification of Campus Emergencies

In the event of a significant campus emergency or dangerous situation involving an immediate threat, the campus community will be notified by campus email of any pertinent information, actions, or precautions that should be taken. In addition, students who have signed up for the e2Campus emergency notification system will also be contacted at their designated email address and by text message.

Evacuation Procedures

The order to evacuate a College building will come from Security, the Supervisor of Maintenance and Operations, Vice President of Administrative Services, or a College Safety Officer. In event of a fire, coordination will occur with the Memphis Fire Department.

Evacuation plans are posted on each floor in all campus buildings. In the event of an alarm or notice to evacuate students and staff are to assemble in a designated area outside the area of danger:

- Main Campus Building--northwest corner of Parking Lot A (intersection of Madison and Pauline)
- Annex--same as for Main Campus Building
- Science Building--from rear of the building: rear of parking lot; from street entrance: parking lot by Landau Uniform Company.

- Nursing Building-- rear of the building

Evacuation is to be immediate and complete. If the building cannot be reoccupied, students and staff should proceed to the nearest unaffected College building as directed by Maintenance/Operations or Security.

A determination for closing College buildings will be made by the President and Vice President of Administrative Services in collaboration with Security, the Supervisor, Maintenance and Operations, and appropriate civil officials. If the closing determination is made during non-business hours, notification will occur through implementation of the College Call Tree, including media notification.

E2CAMPUS EMERGENCY NOTIFICATION

All students are encouraged to sign up for the e2Campus emergency notification system, which sends text and email messages in case of a campus emergency, or closing due to inclement weather. Instructions for signing up are located on MyCampus under How To's.

BOMB THREAT

1. Make detailed notes of everything the caller says, particularly in regard to time when the bomb might explode and the location of the bomb.
2. Attempt to identify the caller: Was the caller male or female? Can you determine the approximate age of the caller by the sound of the voice? Did the caller have an accent? Did the caller sound certain and firm?
3. Note the number on the phone's caller ID, and have someone do a reverse phone search using www.whitepages.com.
4. Attempt to identify any background noise.

5. Ask as many questions as possible to gain further information about the bomb's location or clues to the caller's identity.
6. Note the time the call was received.
7. Report the call to Information Center's emergency number at 572-2911 immediately.
8. Follow directions for evacuation if needed.
9. Do not use cell phones or radios.
10. Do not touch or disturb any suspicious items regardless of how they appear.

UTILITY FAILURE

Electricity/Heat/Cooling

1. Report failure to Information Center at 572-2468.
2. Utilize flashlights.

GENERAL EARTHQUAKE PROCEDURES

During the Quake

REMAIN CALM to be better able to assess the situation.

If You Are Indoors--Stay there. Get under a desk or table or stand in a doorway. Stay clear of windows, bookcases, mirrors, and fireplaces.

If You Are Outside--Get into the open, away from buildings, trees, walls, or power lines.

After the Quake

REMAIN CALM. Prepare for possible after shocks. Stop and take time to think.

Check for injuries, and provide first aid if needed. Cover the injured with blankets to keep them warm.

Put on heavy shoes and work gloves if available.

Check for fires, and fire hazards; Do not search for gas leaks with a lighted match. **Do not** use electrical switches or appliances if gas leaks are suspected -- sparks can ignite gas from broken lines. **Do not** switch on the gas or electricity until the utility officials have checked your area. **Do not** touch downed lines or electrical wiring of any kind.

Replace telephone handsets that may have been shaken off. Do not use the telephone unless there is a life or death emergency.

Do not use your vehicle unless there is an emergency.

Check food and water supplies. Do not eat or drink anything from opened containers near shattered glass.

Turn on your battery-powered radio or car radio for damage reports and information.

Practice strict sanitation and keep fingers out of the mouth.

Be prepared for after shocks.

Cooperate with public safety officials.

Earthquake information provided by the Memphis and Shelby County Emergency Management Agency at 528-2780.

TORNADO WARNING RESPONSE PLAN

1. Close windows and blinds, and then move away from windows. Do not open windows.
2. Disconnect electrical appliances.
3. All occupants should report to designated tornado shelters:
 - **Main Campus Building**-- interior classrooms without glass panels (Room 101 & 103)
 - **Annex**--move to the interior hallway
 - **Science Building**--move to the basement
 - **Nursing Building**--move to the interior hallway
4. Stand by for instructions, and prepare to evacuate, if necessary.

The College Services Coordinators (Information Desk staff) and Security Officers monitor weather conditions regularly. Memphis and Shelby County have a tornado warning system utilizing tornado-warning sirens. When these sirens sound, the following action will take place.

Security and the College Services Coordinators will:

- notify students and staff of the danger
- direct students and staff to the safest possible location
- inform students and staff when it is safe to leave

If a tornado **watch** is issued for your area, it means that a tornado is possible.

If a tornado **warning** is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately.

ACTIVE SHOOTER RESPONSE PLAN

In the event of an emergency involving an active shooter on campus, the College will initiate emergency communications to students and staff. This may be in the form of emails, phone calls, or announcements.

The following protocols have been established to provide the greatest potential for safety.

If the Shooter is Outside the Building

- Turn off all lights, close blinds, and lock doors.
- If you can do so safely, get on the floor and out of the line of fire and sight.
- Move to a core area of the building if it is safe to do so, and remain until the "all clear" is given by law enforcement or security patrolmen.
- If staff or students do not recognize the voice that is giving the "all clear," do not change your status.
- Unknown or unfamiliar voices may be false, and designed to give false assurances.

If the Shooter is Inside the Building

- If it is possible to flee the area safely and avoid danger, do so.
- Contact 911 and the Information Center emergency number at 572-2911 with the location if possible, using your cell or other phone.

- Silence cell phones
- If flight is impossible, lock all doors and windows, and get out of the line of fire and sight.
- Get down on the floor or under a desk, out of the line of sight of a window or door window, and remain silent.
- Wait for the "all clear" instruction, only from law enforcement or security patrolmen.

If the Shooter Comes Into Your Class or Office

- There is no one protocol that authorities recommend in this situation.
- Attempt to get the word out to others if possible, and call 911 and the Information Center emergency number at 572-2911 if it is practical.
- Use common sense. If hiding or flight is impossible, negotiation may be the only counter measure.
- Attempting to overcome the subject with force is a **LAST RESORT** that should only be initiated in the most extreme circumstances.
- Remember that there may be more than one active shooter.
- Wait for the "all clear" from the proper authorities.
- In case you are able to flee, run as far and fast as you can away from the target building.

EMERGENCY KITS

The Red Cross suggests that you assemble a "disaster supplies kit" that you keep in your room, office or car. It should contain:

- A first aid kit with essential medication in addition to the usual items.
- A battery powered radio, flashlight, and extra batteries
- Canned and other non-perishable food and a hand operated can opener.
- Bottled water
- Sturdy shoes and work gloves
- First aid manual
- List of important telephone numbers.

The above list has been adapted from Federal Emergency Management Administration (FEMA) information.

CAMPUS DIRECTORY

Baptist College Campus

MAIN CAMPUS (901) 572-2468		
TOLL FREE 1- (866) 575-2247 or 1-(866) 575-BCHS		
	Phone	ROOM #
Area Code 901	572-xxxx	
Administration		
McGarvey, Dr. Betty Sue – <i>President</i>	22585	242A
Perkins, Joyce – <i>Administrative Secretary</i>	22585	242
Board Room	22587	240
Fax - <i>Administration</i>	22588	242
Administrative Services – Human Resources		
Caldwell, Dr. Adonna– <i>VP, Administrative Services</i>	22592	244A
Adkins, Crissy – <i>Administrative Secretary</i>	22593	244
Roberts, Dr. Mitzi – <i>Director/ Planning & Institutional Effectiveness</i>	22478	233
Fax - <i>Administrative Services</i>	22599	249A

Alumni/Marketing Services		
Bursi, Megan - <i>Director</i>	22853	257
Campus Ministries		
Smith, Karen - <i>Director</i>	22475	Chapel
Development		
Martin, Sherita - <i>Director, Development</i>	22773	255
Academic Services		
Haeger, Dr. Loredana- <i>Provost/VP</i>	22772	250A
Moss, Patricia (Trish) - <i>Administrative Secretary</i>	22591	250
Academic Services		
Arredondo, Dr. Arnold - <i>Dean, Enrollment Management</i>	22455	A-11
- <i>Director Records/Registrar</i>	22452	A-8
Fairley, Miranda - <i>Academic Records Specialist</i>	22553	A-7
Reed, Keneshia - <i>Academic Records Evaluator</i>	22454	A-3
Khan, Anna - <i>Operations Coordinator</i>	22489	A-4

Admissions		
Morgan, Lissa - <i>Director</i>	22441	A-18
Cotton, Chris - <i>Admissions Officer</i>	22465	A-17
- <i>Admissions Officer</i>	22466	A-20
Leaf, Tilly - <i>Admissions Officer</i>	22453	A-19
Freeman, Mary M. - <i>Admissions Officer</i>	22519	A-16
Nathan, Melodi - <i>Secretary</i>	22521	A-1 & A-5
Chipman, Natassah - <i>Secretary</i>	22521	A-1 & A-5
Fax - Admissions, & Financial Aid Offices	22461	Suite A
Bookstore (Follett)		
McGregory, Danielle - <i>Manager</i>	22480	Annex
Fax - <i>Bookstore</i>	521-9889	Annex
Business & Financial Services		
Smith, Leanne - <i>Vice President</i>	22444	246A
Smothers, Jane - <i>Administrative Secretary</i>	22445	246
Ayers, Jessica - <i>Accountant</i>	22443	A-22
Tyson, April - <i>Director Business Services</i>	22446	A-15
Dennis, Nikola - <i>Financial Aid Officer</i>	22541	A-9

Allen-Wallace, Latrisia – <i>Financial Aid Officer</i>	22490	A-13
Schumann, Carly – <i>Financial Aid Officer</i>	22477	A-14
Searcy, Kelia – <i>Student Accounts Coordinator</i>	22442	A-10
Fax – <i>Business & Financial Aid Offices</i>	22597	244
Center for Academic Excellence		
Surles, Melissa – <i>Director, CAE</i>	22502	249-A
Akin-Deko, Mary – <i>Supervisor – ADA Coordinator, CAE</i>	22570	Lab-Sci
Berry, Michelle – <i>Library Specialist</i>	22679	L-2
Library – <i>Front Desk</i>	22677	Library Desk
McCraw, Mary Anne – <i>Testing Center Coordinator</i>	22609	Sci-103
McAllister, Tracy – <i>Faculty Development/Institutional Design Coordinator</i>	22511	Sci-200
Selph, Mellody – <i>Academic/Career Advisor</i>	22530	Lab-Sci
Mack, Nichelle – <i>Librarian</i>	22680	L-2

Maintenance & Operations		
Bennett, Mike - <i>Manager</i>	22516	Maint.
Broadwater, Jerry - <i>Mechanic</i>	22469	Maint.
Jackson, Vernon - <i>Mechanic</i>	22469	Maint.
Environmental Services		
Mullins, Jada- <i>Manager / Housekeeping</i>	22753	Housekeeping
Alexander, Martha - <i>Housekeeper</i>	22753	Housekeeping
Benson, Barbara – <i>Housekeeper</i>	22753	Housekeeping
Collins, Kathy - <i>Housekeeper</i>	22753	Housekeeping
Rodgers, Adrian - <i>Lead Housekeeper</i>	22753	Housekeeping
Dewalt, Antonio – <i>Floor Finisher</i>	22753	Housekeeping
Jones, Ava - <i>Housekeeper</i>	22753	Housekeeping
Security		
Huff, Steven - <i>Captain</i>	22778	12-Annex
Smith, Hillard - <i>Lieutenant</i>	22776	12-Annex
Boles, Peggy – <i>College Services Coordinator</i>	22468	Info. Center
Franklin, James – <i>Security Officer</i>	22777	12-Annex
Graham, Barry – <i>Security Officer</i>	22777	12-Annex

Higgins, Lakeisha - <i>Security Officer</i>	22777	12-Annex
Martin, Carol – <i>College Services Coordinator</i>	22468	Info. Center
Pugh, Ernest - <i>Security Officer</i>	22777	12-Annex
Scruggs, Tadarrio – <i>Security Officer</i>	22777	12-Annex
Sharp, Francis – <i>Security Officer</i>	22777	12 - Annex
Simpson, Al – <i>College Services Coordinator</i>	22468	Info Center
Worthy, Lisa – <i>Security Officer</i>	22777	12 - Annex
Solomon, Joe - <i>Security Officer</i>	22777	12-Annex
Technology & Instructional Resources		
Cook, Steve - <i>Director</i>	22472	
Currie, Tina – <i>Database Administrator</i>	227-7777	122
Rose, Marilyn – <i>Tech Support III</i>	227-7777	122
Brassfield, Renee – <i>Tech Support II</i>	227-7777	114
Coleman, Gary – <i>Tech Analyst II</i>	227-7777	114
Student Government Association	22484	student lounge
Student Services		
Reed, Nancy – <i>Dean</i>	22662	248A
Whitlow, Sheri – <i>Academic Operations</i>	22663	248

<i>Coordinator</i>		
Wilkes, Jeremy - <i>Director</i>	22670	225
Sanborn, Kassie – <i>Student Activities Officer</i>	22658	231
Foster, Devin – <i>Residence Life Specialist</i>	22665	223
Fitness Center	22510	Gym
Counselor		
Schmitz, Caryn - <i>Counselor</i>	22660	227
ACADEMIC DIVISIONS		
Allied Health		
Warren, Dr. Carol - <i>Dean</i>	22640	213
Uter, Kiwuan – <i>Academic Operations Coordinator</i>	22641	214
Anderson, Kira – <i>Assistant Professor/Chair Respiratory Care</i>	22569	421 - Sci
Christopher, Tarnice - <i>Instructor</i>	22568	420 - Sci
Ganley, Christen– <i>Instructor</i>	22645	220
Gooden, Tameka– <i>Instructor</i>	22667	423A – Sci
Hunt, Kathy – <i>Assistant Professor/Chair Nuclear Medicine</i>	22642	216

Kurtz, Abby - <i>Instructor</i>	22649	217
Lasley, Julie – <i>Associate Professor/Chair Radiation Therapy</i>	22644	219
Mars, Donna – <i>Associate Professor</i>	22648	215
McCain, Heather – <i>Instructor</i>	22653	218
Roberts, Bennie - <i>Instructor</i>	22651	241
Smith, Debra – <i>Instructor</i>	22647	221
Willis, Connie – <i>Assistant Professor/Chair DMS</i>	22464	212
Wilson, Dr. Darius – <i>Professor/Chair Medical Technology</i>	22657	423 - Sci
General Studies		
Schultz, Dr. Barry – <i>Dean</i>	22500	201
Green, Carolyn – <i>Academic Operations Coordinator</i>	22501	204
Alexander, Michelle – <i>Assistant Professor</i>	22573	423B - Sci
Brannen, Charity – <i>Assistant Professor</i>	22589	324A - Sci
Church, Dr. Chris – <i>Professor</i>	22493	209
Danley, Lee – <i>Assistant Professor</i>	22576	235
Duke, Dr. Roger - <i>Assistant Professor</i>	22499	210

Freeman, Dr. Gregory – <i>Associate Professor</i>	22551	229
Heath, Dr. Janet - <i>Professor</i>	22503	211
Hight, Dr. Lisa – <i>Professor</i>	22572	320C-Sci
Hooker, Dr. Kendricks – <i>Chair, Bio Med</i>	22562	217B-Sci
Johnston, Abby - <i>Instructor</i>	22506	207
Liddell, Patty – <i>Supervisor, Science Lab</i>	22556	324B - Sci
McDonald, Michelle – <i>Assistant Professor/Chair</i>	22571	202
Millione, Dr. Mary G. – <i>Professor</i>	22494	206
Ogari, Dr. Lilian – <i>Assistant Professor</i>	22557	217A- Sci
Rosenthal, Dr. David – <i>Professor/Chair Healthcare Management</i>	22650	239
Shepherd, Dr. Hurley – <i>Lab Instructor</i>	22558	218A - Sci
Strausser, Bob – <i>Assistant Professor</i>	22498	208
Vanderpool, Dr. Lucia – <i>Associate Professor</i>	22512	203
Vieira, Dr. Greg – <i>Assistant Professor</i>	22542	324C-Sci
Waggener, Patricia - <i>Associate Professor</i>	22507	205
Weingarten, Dr. Joseph – <i>Professor</i>	22504	237

Nursing		
Plumb, Dr. Anne – <i>Dean</i>	22842	101-Nur
Morquecho, Shirley – <i>Academic Operations Coordinator</i>	22841	102-Nur
Johnson-Joy, Dr. Cheryl – <i>Associate Dean</i>	22851	103-Nur
McMillen, Brenda - <i>Secretary</i>	22451	154-Nur
Anderson, Ivy - <i>Assistant Professor</i>	22893	122-Nur
Boling, Angel - <i>Assistant Professor</i>	22460	128-Nur
Borgers, Dr. Cindy - <i>Associate Professor/Chair Assessment</i>	22864	125-Nur
Brittingham, Judi - <i>Assistant Professor</i>	22891	136-Nur
Brooks, Cynthia – <i>Assistant Professor</i>	22867	144-Nur
Cherry, Pamela - <i>Assistant Professor</i>	22863	112-Nur
Crow, Angie – <i>Assistant Professor</i>	22854	118-Nur
Darby, Julie – <i>Assistant Professor</i>	22850	110-Nur
Davenport, Shannon – <i>Assistant Professor</i>	22858	142-Nur
Ennis, Dr. Kim - <i>Associate Professor</i>	22509	141-Nur
Jeans, Phyllis - <i>Assistant Professor</i>	22513	124-Nur
Kennel, Kimberly - <i>Assistant Professor</i>	22865	116-Nur

Labonte, Dr. Judy - <i>Associate Professor</i>	22890	140-Nur
Lea, Dr. Sandra - <i>Associate Professor</i>	22661	145-Nur
Markham, Sharon - <i>Assistant Professor</i>	22462	126-Nur
Mobrak, Anita – <i>Associate Professor/Chair Curriculum</i>	22859	153-Nur
Overton, Deborah – <i>Assistant Professor</i>	22824	120-Nur
Parker, Dr. Renee - <i>Assistant Professor</i>	22892	139-Nur
Parker, Robert – <i>Assistant Professor</i>	22508	123-Nur
Patterson, Dr. Ramona – <i>Assistant Professor</i>	22857	127-Nur
Riedé, Nan S. – <i>Assistant Professor</i>	22846	132-Nur
Riley, Amanda - <i>Lab Supervisor</i>	22825	138-Nur
Smith, David - <i>Assistant Professor</i>	22852	111-Nur
Stepter, Dr. Cathy - <i>Associate Professor</i>	22505	143-Nur
Strong, Dr. Peggy – <i>Associate Professor</i>	22828	131-Nur
Sweeney, Dr. Deborah – <i>Associate Profess.</i>	22855	117-Nur
Sweet, Dr. Laritha – <i>Associate Professor</i>	22849	134-Nur
West, Dr. Rita - <i>Assistant Professor</i>	22856	137-Nur

