



**Globe University &  
Minnesota School of Business**

**2016/2017**

student handbook

# Welcome To

## Globe University/Minnesota School of Business

We are proud to be home to many different types of students– day, evening, recent high school graduates, not-so-recent high school graduates and new arrivals to our country. We meet the needs of this diverse group by offering a wide variety of courses, program and degree choices and career assistance services.

Most of all, we are glad that you have chosen our college to help you realize your personal, professional and educational goals. Every member of our team– administrators, directors, instructors and staff–will strive to ensure your success.

One of the tools we provide is this student handbook. It is an important resource, so be sure to keep it somewhere handy. Take a few minutes to look through

this guide and learn how you can get the most out of your education. A one-stop instruction manual for college life at Globe University/Minnesota School of Business, the handbook covers a range of material including attendance, instructor responsibilities, academic standards and services available.

Of course, this publication does not answer all questions. Be sure to utilize the college catalog and ask our staff or faculty members if an issue arises that this handbook does not address. They will promptly get you an answer.

We look forward to helping you achieve your educational and career goals.

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# general information

## ACCESS TO FACILITIES

(Hours Subject To Change)

Building hours for Globe University (GU) and Minnesota School of Business (MSB) campuses

All campus buildings are open during the following hours:

Monday–Thursday 7:30 AM to 10:00 PM

Friday 7:30 AM to 4:00 PM

Saturday 9:00 AM to 2:00 PM

Individual departments may be open at different times. Only students, prospective students, employees and individuals with official school business are allowed in the school complex. Other individuals will be asked to leave or will be escorted from the premises by school personnel.

## ACADEMIC DISHONESTY

Academic dishonesty includes cheating on tests or assignments, submitting work completed by others, using the same work to fulfill requirements for multiple classes, plagiarizing or unauthorized collaboration on any academic work that is intended to be completed individually. All completed work must be in the student's own words and must cite the source of the idea where applicable.

Any student who acts dishonestly will be required to meet with the dean of students/education and may be subject to the following actions: A grade of zero for the work in question, a failing grade for the course or expulsion from school.

If a student wishes to appeal disciplinary actions such as these, he or she must follow the grievance policy found in this handbook and in the school catalog.

## ADD/DROP PERIOD

The first five business days of each course session (and the first business day of the second week of the quarter for individual classes that meet for the first

time on Saturday of the first week of the quarter) are designated as the "add/drop period" for schedule changes involving individual courses. Individual courses dropped during the add/drop period will not appear on a student's transcript and no tuition will be charged. By the end of the five- day period, each individual's schedule will be in place for the remainder of the course length. Individual courses dropped during this period will not appear on a student's transcript and no tuition will be charged.

All students must consult with their financial aid representatives and their program chair before dropping courses. A continuing student dropping all scheduled courses within the add/drop period will be viewed as having withdrawn from school resulting in tuition billed for class sessions attended and grades of "W" reflected on the official transcript.

## ADVANCED STANDING TESTS

Credit may be awarded for demonstrated proficiency in a subject. Advanced standing tests may be arranged through the academic services department and must be taken before the beginning of the quarter in which that course would be required. Not all courses have test-out options.

## ADVISING

Required academic advising for quarterly registration is conducted during the fourth to ninth week of each quarter. Current students will be informed of the advising and registration process through campus communications such as CampusConnect, monthly newsletters, emails and the student website.

Students are encouraged to keep in contact with their instructors, who are available either before and after classes or during regular office hours.

## ALUMNI

Regular input from recent graduates helps Globe University/Minnesota School of Business evaluate its programs and personnel and establish measures that improve outcomes. Alumni of GU/MSB are encouraged to share information regarding employment opportunities and to refer prospective students to the school. Alumni are welcome to use the resources of the career services department at any time.

We hold special alumni events throughout the year to give former students the chance to network and to stay abreast of what is happening at the school. We urge alumni to maintain current contact information at [www.msbcollge.edu](http://www.msbcollge.edu) or [www.globeuniversity.edu](http://www.globeuniversity.edu), so we can stay in touch.

## ANNOUNCEMENTS

All college announcements and notices are made through CampusConnect at [connect.msbcollge.edu](http://connect.msbcollge.edu), [connect.globeuniversity.edu](http://connect.globeuniversity.edu) or via student email. Students should check their CampusConnect and email accounts often so as not to miss important announcements.

## ATTENDANCE

Every student is expected to be present and on time for all classes. Regular attendance and active participation are very important parts of our college programs. Consistent attendance is crucial to student success and future employment. Students who are going to be absent should notify the school or instructor via email or telephone.

### Expectations

Attendance is monitored for all class sessions and is recorded as actual time attended or missed, measured in contact hours.

### Consequences of poor attendance

Students who are absent from any class for 10 consecutive business days will be withdrawn from the course and possibly dismissed from the school. Missing 20 percent of required contact hours in a course or courses may make it impossible to complete required material and may result in failing the course(s). If you

must miss school due to extenuating circumstances, please meet with your instructor and the academic services department to discuss your individual case prior to missing the scheduled class.

### Certificate of Perfect Attendance

We recognize the hard work and dedication of students who maintain perfect attendance while they are enrolled. A student with a perfect attendance record will have it recorded on their transcript under the quarter in which it was achieved. Students who strive for perfect attendance while in school are training themselves for success after they graduate.

### Perfect attendance savings

Regular and punctual attendance is a very important part of training for employment. Undergraduate students who achieves perfect attendance in a given quarter will receive a 25% discount off of one merchandise item purchased the quarter following the student's achievement. Perfect attendance for residential courses is defined as being present for the full length of every class period for which the student is registered for the entire length of the quarter. Perfect attendance for online courses is defined as meeting the discussion board deadlines and expectations each week (Monday through Sunday), outlined in the Online Class Expectations of every online course. Perfect attendance for hybrid courses is defined as participating once a week in the online component of the course and present for the full length of every residential class session. The perfect attendance savings will only be granted to students who are actively taking classes in the quarter immediately following the earning of the perfect attendance award. Students who take a quarter off will forego the perfect attendance savings.

### Online participation

Online coursework requires active participation. Active participation is defined as participating in weekly discussion boards and completing weekly assignments. Students taking online courses are expected to log on within the first 72 hours (3 days) of the quarter. Although a student must log on to each online course a minimum of once per week, we recommend participating in online courses three or more times per week to gain the full benefit of online learning.

## CAREER SERVICES

GU/MSB offers job search assistance to its current students and graduates; however, the institution does not guarantee employment. The career services department also assists active students in finding employment. Many students are able to defray part of their expenses by working while attending school.

Students participate in a career capstone course, which focuses on career exploration, job search tools and resources, and professionalism. Students develop career planning strategies in preparation for entering or advancing within their chosen career fields.

GU/MSB offers lifetime employment assistance to graduates. For more information on career services please visit <http://careerconnect.globeuniversity.edu>.

## CHANGE OF ADDRESS

All address and telephone number changes must be reported to the campus. Students may report changes in writing or via the student portal at [connect.msbcollge.edu](http://connect.msbcollge.edu) or [connect.globeuniversity.edu](http://connect.globeuniversity.edu).

## CHILDREN AND OTHER VISITORS

GU/MSB is an adult training school and does not allow children on campus. Student services staff can help you locate suitable day care if needed. Students may not bring friends or relatives to class.

## CLOSING

In the event of a closing due to weather or other emergency, an announcement will be made on local radio and television stations.

- In the **Minneapolis-St. Paul** metro area and St. Cloud, closing announcements can be heard on WCCO AM 830, WCCO 4 TV, KARE 11 TV and KSTP Channel 5.
- In **Eau Claire**, closing announcements can be found on WEAU 13 TV and on the station website at <http://www.weau.com/closings>
- In **Appleton**, closing announcements can be on FOX11 news or visit [www.Fox11online.com](http://www.Fox11online.com).

- In **La Crosse**, closing announcements can be found on WIZM FM 93.3 (Z93), WOCC FM 106.3 (CC106.3) KCLH FM 94.7 (Classic Hits 94.7), KQYB FM 98.3 (KQ98), KROC FM 106.9, WKBT 8 TV, WLAX 25 TV, WEAU 13 TV.
- In **Madison** area, closing announcements can be found on WMTV 15 TV, WKOW 27 TV, WISC 3 TV, WZEE FM 104.1, WMGN FM 98.1, WMMM FM 105.5
- In **Moorhead**, closing announcements can be found on WDAY TV, KVLV TV, KVOX FM 99.9 (Froggy), KLTA FM 105.1, KPFX FM 107.9 (The Fox), KQWB FM 98.7 (Q98), KQWB AM 1660 (ESPN).
- In **Rochester**, closing announcements can be found on KTTC TV, KROC FM 106.9, KROC AM 1340, KLCX FM 107.7 and KOLM AM 1520.
- In **Sioux Falls**, closing announcements can be found on KELOLAND 11 TV and KMXC FM 97.3 (Mix).
- In **Wausau**, closing announcements can be found on WSAW News Channel, WAOW Newsline 9

All campus closings will also be posted on our student website at [students.msbcollge.edu](http://students.msbcollge.edu) or [students.globeuniversity.edu](http://students.globeuniversity.edu) as well as through CampusConnect (see the resources section for accessing CampusConnect). All other scheduled closings (faculty in-services and holidays) are located in the course catalog as well as this handbook.

## COMPUTER SOFTWARE FAIR USE

Use or copying of any software product in violation of the applicable license agreement is strictly prohibited by GU/MSB. All computers purchased and used by the school are supplied with licensed packages of software programs.

### Fair Use Policy overview

Students at GU/MSB may not make unauthorized copies of software. Any student found copying software other than for backup purposes is subject to expulsion from the school. Additionally, any student who gives software to any other person is also subject to expulsion. This policy is designed to limit the legal liability of the college and to protect students—conviction of violating fair use laws can result in harsh penalties.

## Consequences of fair use law violations

Illegal duplication of computer software may constitute criminal copyright infringement, which is punishable by a fine of up to \$250,000 and imprisonment for up to five years. Federal civil penalties allow the recovery of actual damages based upon the number of copies produced or statutory damages ranging up to \$100,000 for willful copyright infringement. If you know of any illegal copying of software within GU/MSB, please contact the dean of students/education immediately.

## What are the details of fair use at GU/MSB?

GU/MSB has developed standards to govern the use of computer equipment and networks. In general, it asks that you obey the law and be considerate of others. Specifically, you may not:

- Enter, without authorization, into another user's network account or file space to use, read, transfer or change contents therein for any purpose<sup>1</sup>
- Use another individual's network account or password
- Grant another individual access to your network account<sup>2</sup>
- Use GU/MSB computing facilities to interfere with the work of other students
- Use GU/MSB computing facilities to send obscene, abusive, derogatory or harassing messages
- Use GU/MSB computing facilities to display, transmit, distribute or make available information that expresses or implies discrimination or an intention to discriminate
- Use GU/MSB computing facilities to interfere with the normal operation of the school's computing facilities, including such things as flooding the network with messages, sending commercial solicitations, and sending chain or pyramid letters
- Use GU/MSB computing facilities for personal profit or commercial gain
- Use GU/MSB computing facilities to gain unauthorized access to any computing facilities of GU/MSB or any other commercial, non-commercial or government entity
- Use GU/MSB computing facilities to interfere with the operation of any other commercial entity
- Use GU/MSB computing facilities to display obscene or otherwise offensive images
- Place any software or data that is illegal for any reason anywhere on GU/MSB computing facilities
- Use GU/MSB computing facilities in any way that violates the intellectual property rights of GU/MSB or of any other commercial or non-commercial entity. This provision specifically prohibits the use of any unlicensed software on GU/MSB computing facilities.
- Use or develop programs such as viruses and Trojan horses that harass other users, modify the system or account or cause damage to system resources; or knowing transmission of any such destructive program

<sup>1</sup> An exception to this rule is that IT personnel may enter another user's account for the purpose of necessary maintenance or if directed to do so by executive management for investigation of suspected violations of school policy and/or criminal wrongdoing. In the latter case, a record of any such access will be kept.

<sup>2</sup> You may grant IT personnel access to your account for the purpose of repair of, or maintenance to, your system. You should change your password at the completion of these activities.

See also Copyright and Intellectual Property, below.

## CONDUCT

The business community demands professional behavior at all times. GU/MSB follows good business practice by requiring all students to show respect for one another and for GU/MSB employees. Students are expected to be respectful of instructors and classmates. Examples of disrespectful behavior include talking while the instructor is teaching, tardiness, answering cell phone calls during class, leaving class early, viewing inappropriate sites on any of the school's computers or using verbal, written or e-mail communication that is of a slanderous, harassing, threatening, or inappropriate nature regarding other students, faculty, administration or staff of the college.

Failure to behave in a mature, businesslike manner will result in a conference with the instructor and/or the dean of students/education. Continued disruptive behavior may lead to dismissal.

## COPYRIGHT AND INTELLECTUAL PROPERTY

GU/MSB requires staff and faculty members to abide by the 1978 Copyright Law, Title 17 US Code, and the Off-Air Guidelines, H.R. 97-495. The internal Copyright and Fair Use policy is available to all staff and faculty and clearly outlines guidelines for copyright and fair use at GU/MSB.

Copying which does not comply with the Copyright and Fair Use policy is prohibited on college premises and will not be used in the classroom or placed on course reserve.

Any person who willfully infringes copyright law or who requests that another person do so will be held liable for his or her actions.

### Intellectual Property Rights

Respect for intellectual labor, creativity and property rights is vital to any enterprise. This principle applies to works of all authors and publishers in all media. All use of GU/MSB computing and library resources conform with applicable copyright and trademark laws and licensing agreements for all software used in conjunction with GU/MSB computing resources.

### File Access

Users must grant specific permission to IT staff to inspect their accounts and computers for suspected infractions of company policies or as needed for maintenance functions. Users understand that if they do not grant this permission, they will not be able to access their network accounts on the system.

See also Computer Software Fair Use, page 6

## CRIMINAL BACKGROUND CHECK

Students should be aware that future employers may elect, or be required, to conduct background investigations on prospective employees. This most frequently occurs when a prospective employee will be involved in direct contact services with clients or residents. Criminal background checks may be required before starting internships, externships, practicums, or clinical externships. They may also be required at regular intervals after the initial check.

All Medical Assisting students will have a criminal background check completed in the CMA Review class and Mental Health Technician students will have background check completed in Principles of Counseling. Reported criminal convictions may render the student ineligible to participate in clinical externships and/or complete the program.

## DRESS CODE AND UNIFORMS

All students should use good judgment and dress appropriately for the classroom. For more information about program-specific uniform requirements, review the material in the appendices for massage therapy, medical assistant/mental health technician, nursing and veterinary technology. Students on clinical sites or externships must remove any facial piercings; must cover tattoos with clothing whenever possible; and may not wear dangling necklaces, dangling earrings, extreme makeup or extreme hairstyles.

## DRUGS AND ALCOHOL

GU/MSB embraces the spirit of the public law that requires a school to provide a drug free campus and work place. The school will abide by the law as outlined in the Resources section of this handbook. As part of our institutional philosophy, we are dedicated to the advancement and well-being of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

GU/MSB abides by the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and requires its students and employees to follow this law.

### Drug and alcohol policy

Employees and students are prohibited from the unlawful manufacture, distribution, possession or use of illegal drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school and/or termination of employment of the school or participating in any institutional activity.

### Consequences of violation of the drug and alcohol policy

As a condition of enrollment or employment, students and employees must abide by the terms of the policy. GU/MSB will take one or more of the following actions within 30 days if a student or employee violates this policy:

1. Report the violation to law enforcement officials
2. Take the appropriate disciplinary action against the student or employee, up to and including expulsion or termination
3. Require the student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency

Numerous legal sanctions under local, state and federal laws can be used to punish violators. Penalties can range from suspension, revocation and denial of a driver's license to 20–50 years' imprisonment without benefit of parole. Property may be seized. Community service may be mandated.

### Loss of federal benefits may result

Federal anti-drug laws affect a number of areas. Students could lose eligibility for Title IV federal financial aid and could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability and veteran's benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, has the authority to evict residents and members of their households who are involved in drug-related crimes on or near public housing premises. A business can lose federal contracts if the company does not promote a drug-free environment. Finally, a felony conviction for a drug-related crime may prevent a person from entering certain careers.

### State drug laws

The laws of Minnesota, South Dakota and Wisconsin are adequate to protect the innocent, but stringent enough to ensure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be

adequately punished. For example, a small quantity of illegal drugs found on a person may lead to an arrest; conviction and consequences may include payment of all court costs and participation in mandatory community service. A person convicted of possession of drugs with intent to distribute may be imprisoned. Possible consequences of conviction of driving under the influence of alcohol (DUI) include payment of court costs and lawyer's fees, participation in community service, increased cost of automobile insurance, loss of driver's license and prison or jail.

### Federal drug agencies

In addition to local and state authorities, the federal government has four agencies engaged in fighting illegal drugs. These agencies are the Drug Enforcement Agency (DEA), US Customs Service, Federal Bureau of Investigation and the US Coast Guard.

### Information you may not know

Here are a few legal facts to be aware of regarding illegal drugs: It is a crime to hold someone else's drugs. It is a crime to sell fake drugs. You can be arrested if you are in a house (or a school) where people are using drugs, even though you are not using them yourself. A person can be charged with possessing drugs even if they are not physically on the person. Under legal terms of constructive possession, having drugs in a locker, purse, car or house is considered possession.

### Definition of drug abuse

Drug abuse is the use of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind, and nervous system and behavior. Abuse of drugs can affect a person's physical health, emotional health and/or social life. Alcohol is the most commonly abused drug in the United States.

For information about dependency, addiction prevention and recovery programs, refer to the material on drugs and alcohol in the Resources section of this handbook.

## EATING AND DRINKING

Food and beverages are not allowed in computer labs, medical labs or vet classrooms. Food is not allowed in any classroom. Beverages are allowed in lecture classrooms and common areas.

## EMAIL

GU/MSB will send important information and official communications via email. Therefore, students must check their GU/MSB student email accounts often. They are responsible for knowing school information distributed via email. GU/MSB has a number of computer labs available for student use.

### Student email accounts

A student will receive a GU/MSB email address provided by the college. The email address will be assigned at the time of enrollment, and students will be notified of what their username and password are.

## EMERGENCY INFORMATION

GU/MSB follows these emergency guidelines in situations such as severe weather, fire and intruder. In both situations, there are two basic rules to follow:

- Remain calm
- Walk, don't run

If weather looks threatening, a radio should be kept on for the latest weather information. If a tornado warning is issued, take cover immediately. Faculty or staff members will be present to assist while you wait in a secure location. Sit with your knees drawn to your chest, rest your head on your knees, and cover your head with your arms. If the fire alarm sounds, evacuate the building immediately and once outside keep moving away from the building. Stay with your class or other group; this makes it easier to account for everyone. You will be advised when it is safe to reenter the building. Refer to posted floor plans and procedures for evacuation at each campus location.

Attendance will be taken at emergency meeting places to make sure that everyone has left the building.

## Security phone numbers

- Emergency  
911
- Appleton Police Department  
920-832-5805
- Blaine Police Department  
763-785-6168
- Brooklyn Center Police Department  
763-503-3100
- Eau Claire Police Department  
715-839-4972
- Elk River Police Department  
763-635-1000
- La Crosse Police Department  
608-789-8200
- Madison East Police Department  
608-266-4022
- Minneapolis Police Department  
612-348-2345
- Moorhead Police Department  
218-299-5111
- Onalaska Police Department  
608-781-9550
- Plymouth Police Department  
763-509-5160
- Richfield Police Department  
612-861-9898
- Rochester Police Department  
507-285-8580
- Sioux Falls Police Department  
605-367-7000
- St. Cloud Police Department  
320-251-4240
- Wausau Police Department  
715-261-7800
- Woodbury Police Department  
651-739-4141

A record of all reported crimes will be maintained in the office of the campus director. This record will appear on the student website for anyone seeking information.

## EXTERNSHIPS/INTERNSHIPS

Some programs require students to complete externship (also known as internship, practicum, or clinical externship) hours. Consult with your program chair for details about a specific program. General rules regarding externships are as follows:

- Performance during the externship, as shown by site evaluations, must be satisfactory to meet the requirements for graduation.
- A student must have completed all required courses with passing grades before starting an externship.
- Students are required to attend a pre-externship meeting during which the program chair will notify students of their externship assignments.
- Externships in a field of study that hold regular daytime business hours are likely to require completion of externship hours during the normal daytime hours of the externship site, regardless of whether the student normally attends day or evening courses.
- A student must log externship hours within the first 14 calendar days of the quarter or may be dropped from the course (and from the school if the externship is the student's only course).
- Students who wish to arrange their own externships must notify the school during the quarter prior to when the externship is scheduled so that the externship coordinator may contact the proposed sites to discuss externship requirements before granting permission.
- A student who is removed from an externship will receive a grade of F for the course and appear before an appeals committee before starting another externship. A student who receives a grade of F will need to repeat all required hours and repay tuition and fees for the course. Students will not be permitted to attempt a third externship unless determined otherwise by school officials. In the event of two failed attempts with no provision for a

third attempt, the student will not be permitted to graduate nor receive a diploma/degree.

- Additional externship policies will be discussed in the course syllabus.
- Nursing students should contact the program chair for further information on restrictions and requirements.

Refer to program requirements in the catalog to learn whether you are required to complete an externship/internship/practicum/clinical externship.

## FELONY DISCLOSURE

GU/MSB is committed to the security and safety of the entire college community. To safeguard the well-being of its campuses, applicants convicted of a predatory offense or offenders required by the courts to register are prohibited from admission to the college. This includes entering upon GU/MSB property, using any GU/MSB Network facility or attending any GU/MSB event.

If warranted by the particular facts, the office of the Chief Operating Officer may modify any aspect of this protocol.

A prospective student in a health science field who has been found guilty of a felony or anyone who has plead guilty to a felony, may not be eligible to take certification examinations and may not be employable. This rule also applies to a list of misdemeanor convictions as determined by each state. Certifying boards and employing agencies may occasionally grant waivers to applicants. Moreover, different states have different laws regarding felonies and the impact on professional qualifications. Having any criminal history may affect a student's ability for employment in some areas of the criminal justice field. Specifically, felony convictions, multiple convictions for similar offense, theft convictions, and individuals still on probation, parole, or conditional/supervised release will provide the most restrictions on employment opportunities.

## FINANCIAL AID/STUDENT ACCOUNTS

Financial aid is available to students who qualify. Students should contact the financial aid department or call the FA/SA Support line at 651-332-8100 or 1-877-862-0662 by selecting Option 2 with questions.

For maximum benefit, students should remember the following:

- Students are responsible for providing the financial aid department with requested forms, documentation and transcripts in a timely manner
- Students are responsible for notifying the financial aid department of changes in program of study, credits taken or length of program
- Students are responsible for making satisfactory academic progress and maintaining continuous attendance
- Students are responsible for making any scheduled student payments for balances that are not covered by their financial aid each term by the specified dates
- Preferred payment method for school payments is either credit card or electronic check through the CampusConnect portal under the "Account" tab:
  - Log into CampusConnect
  - Click on Account, in the upper toolbar
  - Select "Account Information" from drop down
  - Select "Make Payment"

Most financial aid awards will be disbursed directly to the student's account beginning the second week of each term.

## GRIEVANCE POLICY

GU/MSB has established the following procedure to assist students with grievances:

1. A student is encouraged to make every effort to resolve a grievance directly with the staff or faculty member involved.
2. If the student feels he/she is unable to resolve the difference, the student may state his/her grievance to the department supervisor or the dean of students/education.

(The dean of faculty will be involved as appropriate). A student who experiences a conflict/problem with an online instructor and cannot resolve the grievance directly with the online instructor can state the grievance to the online learning coordinator, online dean of students/education or the campus dean of students/education.

3. Appeals and or grievances not resolved to the student's satisfaction at this level may be submitted in writing to the school director for resolution.
4. If resolution cannot be reached at this level, the student may submit an appeal to the school ownership at the following address:

### Compliance Department

Third Floor  
8089 Globe Drive  
Woodbury, MN 55125  
651-332-8000

Concerns may also be addressed to the following:

### The Accrediting Council for Independent Colleges and Schools

750 First Street, NE, Suite 980  
Washington, D.C. 20002-4241  
202-336-6780

### Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227  
651-642-0567

### Wisconsin Education Approval Board

30 West Mifflin Street, 9th Floor  
Madison, WI 53703,  
608-264-8477

### South Dakota Department of Education

700 Governors Drive  
Pierre SD 57501  
605-773-3134

## HEPATITIS INFORMATION

People entering careers in the health care field, such as medical assistant, should be aware of the risk of contracting hepatitis, a blood borne virus, in their work. This handbook provides detailed information about hepatitis A, B and C in the Resources section.

## HOUSING

The school makes every effort to help students identify resources to locate suitable housing accommodations. Students in need of housing should contact the student services department, who will help identify resources to locate listings and direct students to other resources. GU/MSB does not own, maintain or approve housing facilities.

## LEARNING DISABILITIES/DISABILITY ACCESS

### Goals of the Disability Access Policy and Procedure

(Adapted from Honolulu Community College, 2002)

GU/MSB is committed to assuring equal access to facilities programs, activities, and services, by students with disabilities.

Its goals are:

1. To provide reasonable accommodations to qualified students.
2. To promote an informed and hospitable learning community.
3. To advocate for campus-wide ADA/Section 504 compliance.

### Students with disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee students with disabling conditions equal access to educational opportunities. All students with physical or mental disabling conditions seeking academic adjustments and/or other modifications because of a disabling condition are eligible to receive academic adjustments in the educational environment and for participating in programs, services, and activities offered within the consortium member schools. Academic adjustments and/or modifications include, but are not limited to, auxiliary aids, changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, adaptation of the manner in which specific courses

are conducted and/or modification of school policies or procedures. GU/MSB is not required to make adjustments and/or modifications that are essential to the instruction being pursued or would fundamentally alter the nature of the service, program or activity; those that represent a personal service; or those that would result in a violation of accreditation or regulatory requirements.

A student wishing to request reasonable accommodation must submit a Disclosure of Disabling Condition and Request for Academic Adjustment to the dean of students/education at the student's home campus including acceptable documentation concerning the disability, so that reasonable accommodations can be made. Some important considerations follow:

- Potential students requesting accommodations for the entrance assessment must complete the accommodations process prior to being granted such accommodation.
- Accommodations are not granted on a retroactive basis. Academic work that has been submitted prior to a request is not able to be resubmitted with the accommodations granted and will remain graded as originally submitted.
- Applicants requesting accommodations must acknowledge that the school is afforded an appropriate amount of time to determine and secure reasonable accommodations. Accommodations that require the acquisition of equipment, software/hardware, or additional resources will require additional time to secure and will not be immediately available upon request.

It is the student's responsibility to self-disclose a disabling condition and to request reasonable accommodation as soon as the student determines a need or desire for such accommodation. For more information about required documentation or to request academic adjustments, please contact the dean of students/education at your home campus.

## LIBRARY

The mission of the library is “To show We Care by engaging our community in lifelong learning and information literacy.” The Library provides students with resources, support, and the environment they need to complete the courses in their academic programs and equips students with the knowledge required for their careers.

### The Library’s Goals:

The campus librarians show We Care by:

- **Creating** relevant, high-quality library instruction and learning opportunities for the entire college community.
- **Teaching** students how to develop the information literacy skills and knowledge necessary for lifelong learning, which leads to their success in school, career and personal life.
- **Informing** students, staff members, and faculty members in our community as we organize, develop, and promote our collection.
- **Serving** as the hub of academic life on campus, where students, staff, and faculty come to question, study, discuss, explore, and learn.

### Library hours

Libraries are typically open when classes are held. They are subject to change. Please check with your campus or visit LibraryConnect (our web page) at <http://library.globeuniversity.edu/campuslist>

### Library services

The library provides materials and resources for information, intellectual development, and enrichment of students and faculty. Library staff will:

- 1) Help students use the library, teach basic research methodology, and answer specific questions via in person, chat, text message, telephone, email, or through our “ask a librarian” service.
- 2) Conduct scheduled appointments with student groups to discuss specific topics such as research and online databases
- 3) Assist faculty with teaching information literacy standards to students
- 4) Develop and maintain the library’s resources

### Library Resources

- The library is for students, instructors, and staff members.
- Each campus has collections of books, serials, and reference materials.
- Students may use items from any campus either by asking staff or by placing a request. Each student receives a student I.D. that also serves as a library card and allows the student to check out materials from their campus library.
- The library and computer labs are available for study, academic research, internet access, and general interest reading.
- The library provides access to a variety of databases that are available on or off campus for research.
- All GU/MSB rules and regulations apply to the library and the library resources, including the use of computers, internet and email.

### Library user responsibilities and conduct

Library users are responsible for maintaining necessary and proper standards of behavior in order to protect their individual rights and the rights and privileges of others. The use of the library may be denied if library materials are not returned or fines not paid. Destruction of library property, disturbance of other library users or any other illegal, disruptive or objectionable conduct on library premises can lead to denial of library privileges.

### Overdue and lost, missing or damaged materials

Upon checkout, students will receive notice of the material due date. If an item is not returned by the date due or if the loan has not been renewed after notification through the GU/MSB email system, the campus librarian will place a hold on the student’s record. This hold may affect a student’s ability to register for classes and may affect his or her ability to complete the program. This hold can be removed by the campus librarian upon return of the overdue material.

If an item is lost, missing or damaged, a hold will be placed on the students’ account in order to recover the replacement cost of the item according to the schedule

below. This hold may affect a student's school account and can only be removed by the student accounts department at each campus.

#### **Schedule of charges:**

- Books (out of print/out of stock indefinitely): \$50
- Books (in print, in stock): retail cost plus \$10 processing
- Periodicals (not replaced): \$20 per item

## **LOST AND FOUND**

A found item should be given to the campus receptionist at the front desk and a lost item should be reported to the receptionist. GU/MSB is not responsible for losses resulting from theft or damage to students' personal belongings. Photo I.D. must be presented to recover an item from the lost and found.

## **NON-DISCRIMINATION POLICY**

GU/MSB offers equal opportunities without distinction or discrimination because of race, color, sex, religion, age, sexual orientation, national origin, ethnic origin, gender identity, physical or mental disabilities, or veteran status in any of their academic programs or activities.

In accordance with United States Department of Education Title IX of the Education Amendments of 1972, 29 U.S.C. §§ 1681 et seq. (Title IX) and its implementing regulations, 34 C.F.R. Part 106, Globe University/Minnesota School of Business strictly prohibits discrimination on the basis of sex in any education programs or activities by students and employees of our campuses. Additionally, in accordance with Title VI, Section 504, and the Age Discrimination Act, the following individuals are designated to handle inquiries regarding the non-discrimination policies:

#### **Betsy Conway, Director of Human Resources**

Globe University/Minnesota School of Business  
8089 Globe Drive  
Woodbury, Minnesota 55125  
Phone: 651-332-8000  
Email: bconway@globeuniversity.edu

#### **Lisa Palermo, Corporate Student Services**

Globe University/Minnesota School of Business  
8089 Globe Drive  
Woodbury, Minnesota 55125  
Phone: 651-332-8000  
Email: lpalermo@globeuniversity.edu

#### **GLOBE UNIVERSITY**

#### **Erik Engberg – Dean of Students**

Globe University – Appleton  
5045 West Grande Market Drive  
Grand Chute, WI 54913  
Phone: 920-364-1100  
Email: eengberg@globeuniversity.edu

#### **Gary Wheeler, Dean of Education**

Globe University – Eau Claire  
4955 Bullis Farm Road  
Eau Claire, Wisconsin 54701  
Phone: 715-855-6600  
Email: gwheeler@globeuniversity.edu

#### **June Vatland, Dean of Education**

Globe University – La Crosse  
2651 Midwest Drive  
Onalaska, Wisconsin 54650  
Phone: 608-779-2600  
Email: jvatland@globeuniversity.edu

#### **Krista Zimonick, Dean of Students**

Globe University – Madison East  
4901 Eastpark Boulevard  
Madison, WI 53718  
608-216-9400  
Email: kzimonick@globeuniversity.edu

#### **Jim Decker, Campus Director**

Globe University – Minneapolis IDS Center  
80 S 8th Street  
Minneapolis, Minnesota 55402  
Phone: 612-455-3000  
Email: jdecker@globeuniversity.edu

#### **Jay Meyers, Dean of Education**

Globe University – Sioux Falls  
5101 S. Broadband Lane  
Sioux Falls, South Dakota 57108  
Phone: 605-977-0705  
Email: jmeyers@globeuniversity.edu

**Kathy Brown - Buening, Dean of Education**

Globe University – Wausau  
1480 County Road XX  
Rothschild, WI 54474  
715-301-1300  
Email: kbrown-buening@globeuniversity.edu

**Kristen O’Connell, Dean of Education**

Globe University – Woodbury  
8089 Globe Drive  
Woodbury, Minnesota 55125  
Phone: 651-730-5100  
Email: koconnell@globeuniversity.edu

**MINNESOTA SCHOOL OF BUSINESS**

**Julie Kresh, Dean of Education**

MSB - Blaine  
3680 Pheasant Ridge Drive NE  
Blaine, Minnesota 55449  
Phone: 763-225-8000  
Email: jkresh@msbcollege.edu

**Kathy Chan, Academic Coordinator**

MSB - Brooklyn Center  
5910 Shingle Creek Parkway  
Brooklyn Center, Minnesota 55430  
Phone: 763-566-7777  
Email: kchan@msbcollege.edu

**Meghan Paulson, Dean of Students**

MSB-Elk River  
11500 193rd Avenue  
Elk River, Minnesota 55330  
Phone: 763-367-7000  
Email: mpaulson@msbcollege.edu

**Bobbi Bricker, Campus Director**

GU - Moorhead  
2777 34th Street S  
Moorhead, Minnesota 56560  
Phone: 218-422-1000  
Email: bbricker@globeuniversity.edu

**Susan Mago, Regional Director**

MSB - Plymouth  
1455 County Road 101 North  
Plymouth, Minnesota 55447  
Phone: 763-476-2000  
Email: smago@msbcollege.edu

**Patrick Shay, Dean of Education**

MSB - Richfield  
1401 West 76th Street  
Richfield, Minnesota 55423  
Phone: 612-861-2000  
Email: pshay@msbcollege.edu

**Ree Nae Roberge-Greene, Dean of Education**

MSB - Rochester  
2521 Pennington Drive NW  
Rochester, MN 55901  
Phone: 507-536-9500  
Email: rgreene@msbcollege.edu

**Carrie Winter, Dean of Students**

MSB - St. Cloud  
1201 2nd Street South  
Waite Park, Minnesota 56387  
Phone: 320-257-2000  
Email: carriewinter@msbcollege.edu

**Kristen O’Connell, Dean of Education**

MSB - Online  
1401 West 76th Street  
Richfield, Minnesota 55423  
612-798-4479  
Email: koconnell@msbcollege.edu

These individuals have been appropriately trained and are responsible for investigating complaints of noncompliance. General procedures for the resolution of grievances can be found under the grievance policy section of the student handbook. Prompt and equitable resolution will be provided.

For further information on notice of non-discrimination, see the information below for the office that serves your area, or call 1-800-421-3481.

The OCR office for Minnesota and Wisconsin is located at:

**Chicago Office - Office for Civil Rights**

U.S. Department of Education  
111 N. Canal Street, Suite 1053  
Chicago, IL 60606-7204  
Telephone: 312-886-8434  
FAX: 312-353-4888; TDD: 312-353-2540  
Email: OCR.Chicago@ed.gov

The OCR office for South Dakota is located at:

### **Kansas City Office - Office for Civil Rights**

U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
Telephone: 816-268-0550  
FAX: 816-823-1404; TDD: 877-521-2172  
Email: OCR.KansasCity@ed.gov

The OCR National Headquarters is located at:

### **U.S. Department of Education**

Office for Civil Rights - Customer Service Team  
550 12th Street, SW  
Washington, D.C. 20202-1100  
Telephone: 1-800-421-3481  
FAX: 202-245-6840; TDD: 877-521-2172  
Email: OCR@ed.gov

## **ONLINE EDUCATION**

Online assignments and activities are conducted using chat, email, discussion boards and interactive websites. Some online courses may require students to purchase additional software packages or programs for instruction. Other courses may require scheduled appointments for testing or research. There are no additional tuition or access fees for online courses. Students should contact a member of their academic services team for education questions and the service desk for technical problems regarding hardware and software.

### **Online system requirements**

Online courses require a high level of interaction and participation in the course environment. It is highly recommended that a student own a computer with the specifications listed in the Online Learning Information Packet available from the academic services department.

### **Internet access**

A student who does not own a computer must have consistent access multiple times per week to a computer that meets the minimum system requirements.

### **Online Learner Orientation**

All first-time online students must successfully complete the Online Learning unit within the Student LaunchPad before starting their first online course. The unit of the Student LaunchPad resource will teach students how to use all of the online learning tools within CampusConnect, GU/MSB's online learning environment. Campus Connect is a comprehensive virtual campus that will allow students to access all of their online course and school resources in one convenient location. The online learning unit of the Student LaunchPad will be facilitated in CampusConnect by the campus online learning coordinator who is available to assist students with completing the training successfully and preparing them to begin their first online class.

A student registered for an online course is expected to log in to the course within the first 72 hours (3 days) of the quarter, and log in and participate in the course at least once per week throughout the quarter. Students who do not log on to class(es) for two consecutive weeks will be administratively withdrawn from the online class(es). Online courses require a high level of interaction

And participation in the course environment. It is highly recommended that a student registered in an online course log into the course at least three times per week each week of the quarter. Online courses may not be added after the last day of the add/drop period each quarter. Globe University/Minnesota School of Business reserves the right to withdraw online offerings at any time.

## **ORIENTATION**

New student orientation sessions are held each quarter. These sessions provide students with information about GU/MSB policies, procedures and available services.

Students are responsible for the information provided at orientation and the policies and procedures published in the student handbook and college catalog.

## PARKING AND TRANSPORTATION

Free parking is available at all GU/MSB campuses with the exception of the downtown Minneapolis campus.

Inquire at each campus for parking specifics. Students are welcome to park in any non-reserved space.

Violators parked in reserved spots at any campus location will be towed at the owner's expense.

- **Appleton campus** – Parking is available directly around the building.
- **Blaine campus** – Parking is available directly around the building.
- **Brooklyn Center campus** – Parking is available on the north, east, and south sides of the building.
- **Eau Claire campus** – Parking is available directly around the building.
- **Elk River campus** – Parking is available in the front and side of the building.
- **La Crosse campus** – Parking is available directly around the building.
- **Madison East campus** – Parking is available directly around the building.
- **Minneapolis campus** – Public parking is available throughout downtown. The closest parking ramps are in the IDS Center and the LaSalle Building. Lots at lower rates are in the municipal parking ramps at Target Center and the Convention Center.
- **Moorhead campus** – Parking is available directly around the building.
- **Plymouth campus** – Parking is available in the mall parking lot.
- **Richfield campus** – Parking is available in the front and back of the building.
- **Rochester campus** – Parking is available on the east, west, and south sides of the building.
- **Sioux Falls campus**: Parking is available directly around the building.
- **St. Cloud campus** – Parking is available directly around the building.
- **Wausau campus** – Parking is available directly around the building.

- **Woodbury campus** – Parking is available directly around the building.

### Transportation Resources

Minnesota: [www.dot.state.mn.us](http://www.dot.state.mn.us) Wisconsin: [www.dot.state.wi.us](http://www.dot.state.wi.us) South Dakota: [www.sddot.com](http://www.sddot.com)

## PREREQUISITES

Many courses offered at GU/MSB require students to complete one or more prerequisite courses. These prerequisite courses contain material that will be essential for success in the subsequent course. In order to take a course requiring completion of a prerequisite, a student must have received a passing grade in the prerequisite course.

## SATISFACTORY ACADEMIC PROGRESS

In order to make satisfactory academic progress toward a diploma or degree in a GU/MSB program, a student must maintain a specified cumulative grade point average as well as proceed through the program at a pace leading to completion of the program in a specified time frame. Evaluation points and standards of satisfactory academic progress are described in the college catalog and apply to all students.

Records are reviewed on a quarterly basis to determine whether students are making satisfactory academic progress. A student who does not meet minimum requirements for satisfactory academic progress will be notified by the academic services department regarding his or her academic status.

For additional information regarding evaluation points and standards, please see the college catalog.

### Honors and High Honors Distinction

In order to stress the importance of academic performance, GU/MSB recognizes students whose grade point averages (GPA) are 3.5 and above each quarter. Those exceptional students who have earned GPAs between 3.5 and 3.99 will have their names posted on the honors list and those who have earned 4.0 GPAs will have their names posted on the high honors list.

## SEXUAL MISCONDUCT/SEXUAL VIOLENCE

### Background

Members of an educational community must be able to work in an atmosphere of mutual respect and trust. Any violation of that respect and trust by intimidation or exploitation damages the institution's educational process by undermining the essential freedoms of inquiry and expression, and damages the institution's working environment. Students, instructors, staff and administration must feel personally secure for the mission of the organization to be realized. As a place of work and study, Globe University/Minnesota School of Business should be free of sexual harassment and all forms of sexual intimidation and exploitation. All students, faculty, staff and administrators must be assured that Globe University/Minnesota School of Business will take action to prevent such misconduct and that anyone who engages in such behavior is subject to disciplinary procedures.

### Statement of policy

It is the policy of Globe University/Minnesota School of Business to prohibit harassment of employees or students on the basis of sex. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken.

It is a violation of policy for any member of the school community to engage in sexual harassment. It is a violation of policy for any member of the school community to take action against an individual for reporting sexual harassment.

This policy is related to and in conformity with the equal opportunity policy of the school to recruit, employ, retain and promote students and employees without regard to sex, age, race, color, sexual orientation, gender identity, national origin, ethnic origin, physical or mental disabilities, veteran status in any of their academic programs or activities, or creed.

For additional information about the policy, programs and procedures for reporting sexual harassment

or violence, please refer to the Sexual Misconduct/Violence material in the Resources section of this handbook.

## SMOKING

Smoking is not permitted anywhere within the educational facilities or near any front entrance. Designated smoking areas outside of the building are posted. Chewing tobacco and E cigarettes should only be used during breaks from class and in the designated smoking areas.

## STUDENT COMMON AREAS

Students are expected to be professional and respectful when using the student common areas. When working in a career after graduation, a student may encounter a company lunchroom. The college expects students to behave as they would in the facilities of their future employers. Students are reminded to keep their language and conversations appropriate for a general audience. It is also important for students to clean up after themselves so everyone may enjoy the student common areas.

## CAMPUSCONNECT

Students can view their email, grades, financial aid information, student account information, library resources, make payments on their account, receive messages from school administration, connect to CareerConnect, access electronic forms that are required for your student file through My Forms, and much more, through CampusConnect. Students are encouraged to log into CampusConnect at least once per day to ensure all messages and alerts are received. Students can access CampusConnect by going to <http://connect.msbcollege.edu>.

## STUDENT PORTAL

The student portal is a website available to students through CampusConnect. It can be used to browse the GU/MSB catalog, register for classes, pay school bills, access or print a degree audit and other administrative activities.

## TELEPHONE CALLS, CELL PHONES, AND OTHER COMMUNICATION DEVICES

Students should remember these policies regarding the use of cell phones and other devices while on campus:

- The staff at the school cannot deliver a message to a student except in case of emergency.
- Phones for student use are located at each campus location. Please limit time to three minutes.
- Use of any technical communication devices such as cell phones, pagers or smartphones during class sessions is prohibited for non-educational use. Use of such items must be limited to class break periods. Any communication device must be turned off or silenced during instructional time.

## TEXTBOOKS

GU/MSB utilizes e-books and additional e-resources to enhance student engagement. The cost of e-books and e-resources is included in the course fees. The e-book is accessed through the course content in CampusConnect, beginning the first day of class. Students may purchase a printed copy of their books on their own from an outside source. Some required textbooks may not be available in print.

## TUTORING

Every effort will be made to find a tutor for a student who has shown adequate attendance in a course for which a tutor has been requested. Tutors are instructor recommended students who provide assistance to classmates in one-on-one or group meetings. Students should know that there is no guarantee that tutors will always be available.

## VIOLENCE AND CRIME PREVENTION

Globe University/Minnesota School of Business is committed to preventing workplace violence and to maintaining a safe and secure campus. Given the increasing violence in society in general, we have adopted

the following guidelines to deal with intimidation, harassment, threats of violence or actual violence that may occur during business hours or on its premises.

- All employees and students should be treated with courtesy and respect at all times.
- Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from all school buildings. An employee or student becoming aware of the presence of one of those items in the building should report it to a supervisor, instructor or another member of management immediately.
- Employees and students are expected to refrain from fighting, horseplay, or other conduct that may be dangerous.
- Conduct that threatens, intimidates, or coerces another employee, student or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including but not limited to harassment that is based on an individual's sex, race, gender identity, national origin, age, or any characteristic protected by federal, state, or local law.
- All threats of violence or actual violence, direct or indirect, should be reported as soon as possible to the victim's immediate supervisor, instructor or any other member of management. This includes threats by employees, students, visitors or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.
- All suspicious individuals or activities should be reported as soon as possible to a supervisor, instructor or another member of management. GU/MSB will promptly and thoroughly investigate all reported threats of violence or actual violence, suspicious individuals, and activities of concern. The identity of the individual making a report will be protected as much as is practical.
- In order to maintain employee and student safety and the integrity of its investigation, GU/MSB may suspend the employee(s) or student(s) allegedly involved, pending investigation.

- Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment or expulsion from school.

GU/MSB encourages an employee or student to bring a dispute or difference with another

to the attention of a supervisor, instructor or the human resources department before the situation escalates into potential violence. GU/MSB is eager to assist in the resolution of employee and student disputes and will not discipline employees or students for raising such issues.

See also the Grievance Policy section of this handbook page 15 for information and grievance procedures.

For more information about reporting a crime and responding to a crime report, security phone numbers, law enforcement authority, campus security programs, monitoring and recording of criminal activity and occurrences of crimes on campus, refer to violence and crime prevention information under the Resources section of this handbook.

# resources

## ANSWERS: WHERE TO GO

For answers to questions not covered in this handbook, students should consult with the following individuals, staff members or departments:

- **Academics:** Questions about your schedule, grades, program changes, classroom concerns, instructor concerns, attendance
- **Admissions:** Questions regarding program choices. Also to refer others looking for career training options
- **Campus director:** If you are not able to get the answers you need or if your concerns have not been resolved
- **Career services:** Questions about full-time and part-time jobs, résumé preparation and career opportunities
- **Dean of students/education:** Questions about accommodations for learning disabilities, scheduling, academic advising and progression towards graduation
- **Financial aid:** Questions about how to pay for school, grants, scholarships, loans and Veterans benefits
- **Front desk:** ID card pickup, lost and found items and address/name changes
- **Instructors:** Questions about homework, research papers, tests, grades and tutors
- **Librarian:** Questions on how to use print and online library resource, how to do research for class projects and papers and how to cite sources properly
- **Student accounts:** Questions about your bill, payments or payment plan set-up or tax form 1098T

- **Student services:** Questions about student organizations and activities, day care, housing, transportation, tutors and student advising

\*\*If you are not sure whom to see or the person you want is unavailable, ask any staff or faculty member at GU/MSB. He or she will promptly forward your request to the correct department.

## CLASSROOM RESPONSIBILITIES

The learning experience is a cooperative activity. In order for learning to be effective, it is important for the instructor and the student to understand their roles and responsibilities.

### Instructor responsibilities

The following instructor responsibilities affect student performance and achievement:

- Planning objectives for knowledge, skills and values are relevant to the subject area, giving direction to the program and ensuring that students are focusing upon experiences that will be of value in their pursuit of employment and advancement in their career fields. The instructor is responsible for defining those objectives and conveying them to the students.
- Planning activities, both within the classroom and as assignments, helps students achieve course objectives and is a major responsibility of the instructor. These planned activities may include class lectures, discussions, demonstrations, audio-visual presentations, guest speakers, simulations, outside project work, research projects, homework and assignments, tests and evaluations and classroom projects.
- It is the instructor's responsibility to organize course materials, subject matter and activities in a way that will complement the students' efforts to attain course objectives.

- Closely supervised classes and activities are essential to the students' progress toward accomplishing course objectives. It is the instructor's responsibility to hold classes as scheduled, to supervise all in-class activities and to be available to students for assistance during all scheduled class time. While instructors are not generally available for tutoring outside of class time, they are responsible for advising students who are attending regularly, participating in scheduled classes, attempting assignments but still need additional work to accomplish the goals of the course.
- An intimidating atmosphere is a detriment to learning. It is the responsibility of the instructor to provide an environment for learning in which the student is free to question and explore without fear of reproach or ridicule.
- Accurate and timely feedback reinforces learning and allows students to track their progress. It is the instructor's responsibility to provide feedback by confirming understanding of facts and concepts during class sessions, reinforce appropriate professional behaviors, evaluate and return assignments, tests and other evaluations promptly and provide information about progress at the request of the students.
- A syllabus provides information about the content of a course, expected outcomes and objectives, required course materials, major projects and methods of instruction. Instructors are expected to maintain accurate and up-to-date syllabi for their courses, to provide a syllabus to the administration for each course to ensure that the course coordinates with the student's overall program and to provide a copy of the syllabus to each student.

When instructors fulfill these responsibilities, students know that every opportunity has been provided for acquiring the skills, knowledge and training necessary for careers in their chosen fields.

### Student responsibilities

Students who meet the responsibilities outlined below will receive maximum benefit from their educational experiences.

- Attending and participating in each class meeting is important in order to receive maximum benefits from the program. A student is expected to attend and participate in the activities of every session.
- Class meetings are primarily designed to clarify concepts and provide experiences that cannot be achieved by students outside of the school setting. This means that a certain amount of out-of-class work will be assigned to help students prepare. Instructors understand that students will have questions about their outside work and expect them to take responsibility for requesting clarification of material covered outside the classroom.
- Written evaluations or tests are to be taken on the scheduled dates and at the scheduled times. Exceptions will only be made for emergencies or extremely unusual circumstances at the discretion of the instructor; documentation will be required to grant an exception. Students should plan for foreseeable events such as inclement weather, heavy traffic, automotive failure, limited parking space and other problems that the average person overcomes on a daily basis.
- Assignments and projects are due on the assigned date and time and it is the responsibility of the student to take necessary measures to complete and submit projects as assigned.
- Appropriate help is always available. It is the responsibility of the student to ask for assistance and clarification when needed. Because instructors are responsible for providing assistance, a student should not hesitate to exercise the right and responsibility to ask questions.
- Instructors cannot learn facts for students nor can they create skills in students. However, the instructor is essential in identifying course goals as well as the resources and processes needed to achieve these goals. Therefore, the student carries a great deal of responsibility for asking for clarification when it is needed.

## DRUG AND ALCOHOL INFORMATION AND ASSISTANCE

A student or employee who suspects someone, including herself or himself, may be at risk of drug or alcohol abuse is invited to seek assistance. The dean of students/education can provide information and is the designated contact person available to hear concerns regarding drug and alcohol abuse. He or she can offer referrals, advice and information on drug and alcohol education and services in the community. Issues discussed with the contact person will be kept confidential.

You can seek advice and treatment at drug and alcohol counseling, treatment and rehabilitation facilities available in our area. The yellow pages of the local telephone book are an excellent source—look under the heading “Drug Abuse Information & Treatment” or enter that heading and the name of your community in an internet search engine.

The following community resources are available:

- Crisis Connection  
800-273-TALK
- Alcoholics Anonymous  
[www.alcoholics-anonymous.org](http://www.alcoholics-anonymous.org)
- Hazelden Treatment Center  
800-257-7800
- First Call for Help  
651-213-4000 or 800-257-7800

### Other sources of help

The illegal use or abuse of drugs has a high impact on our society, on crime and on the lives of those close to the user. Drug users resort to actions they would otherwise never consider in order to support their drug habits. The cost of supporting a drug habit becomes increasingly exhaustive. More importantly, the drug habit has an impact on a person’s family, lifestyle, career prospects, physical well-being and self-respect.

Treatment is available. Any person who has concerns or is unsure should seek assistance. Few people who have become dependent on drugs are able to “kick the habit” without professional care. National organizations include Alcoholism and Drug Abuse Hotline (called the Alcohol Help Line), open 24 hours, 1-800-252-6465. The Cocaine Abuse Hotline, 1-800-553-1694, is open 24 hours a day. The National Institute on Drug Abuse Hotline, 1-800-662-4357, is available 8:00 AM – 2:00 PM Monday through Friday and 11:00 AM – 2:00 PM on weekends.

Danger signals that indicate a possible drug or alcohol problem:

- Uncharacteristic temper flare-ups
- Increased “secret” behavior
- Abrupt changes in mood or attitude
- Getting into a slump at work or school
- Increased borrowing of money
- A completely new set of friends

GU/MSB recommends that anyone observing changes like these in an employee or student immediately notify the contact person named in this policy or anyone else in authority at GU/ MSB. We will take caution not to wrongly accuse a person suspected of taking drugs. An improper accusation could lead to the embarrassment of both the individual and the school.

Once it has been determined by authorities at GU/ MSB that an individual requires assistance, the individual and his/her family will be advised of the need for help. Records will be maintained of any advising provided to the individual.

Clinics near each campus location can render assistance. The patient is responsible for the expense of treatment. If the individual is in immediate danger of harming either him/herself or others, local law authorities should be contacted immediately.

## EMAIL INFORMATION

### Acceptable use

All use of your GU/MSB email must be consistent with GU/MSB's policies as well as with federal, state and local law.

### Content

GU/MSB email is to be used for school-related communications only. Non-school related communications include outside business or personal ventures and political or religious causes. Inappropriate or offensive messages, such as those including racial or sexual slurs, are prohibited. Abuse of the email policy will subject the student to discipline.

### Format

Use default fonts and colors for best readability and to ensure that users understand the intent of the email message. Email recipients on the internet may not see text enhancements such as emoticons. Use capitalization appropriately—text sent in all caps, bold face or underlined is the email equivalent of yelling and is generally inappropriate.

### Email account specifications

Each account has predefined limits of 10 MB per single email, as well as 100 MB for the entire mailbox. Students are expected to manage their own email boxes and delete items as needed.

### Popup blockers

In order for some features of the email system to work you must disable popup blockers for this site.

### How to log into email

- Open a web browser. (Internet Explorer, Safari, Firefox or another)
- LOGIN: <http://students.msbcollege.edu>
- Click on the link provided to enter the email system. Once you click on the link, you will be presented with a login screen. Student logins are sent to students at the time of enrollment.

How to compose an email

- To write a new email to someone, click the "New" button, located at the top of the screen.

- Here you will enter the address of the person to whom you wish to send a message in the "To..." field. After entering a subject and message in the body, click the "Send" button and your email will be sent.

### How to Add an Attachment

- Click the button labeled "Attachments." This window will open:
- Click the "browse..." button. A new window will pop up and let you search for the location of the file you wish to attach to the email.
- When the file you wish to attach is located, simply double click it and then click "Attach."
- You will see the file listed under "Current file attachments." Click the close button to go back to your initial email message and then hit send as you would for a normal email.

For full details about student email please visit <http://students.msbcollege.edu> or <http://students.globeuniversity.edu>.

## INFORMATION ABOUT HEPATITIS

### Hepatitis A: prevention and information

Adapted from the Minnesota Department of Health: <http://www.health.state.mn.us>, November, 2004

Hepatitis A is a liver disease caused by the hepatitis A virus. Hepatitis A can affect anyone. In the United States, hepatitis A can occur in situations ranging from isolated cases of disease to wide spread epidemics. Good personal hygiene and proper sanitation can help prevent hepatitis A. Vaccines are also available for long-term prevention of hepatitis A virus infection in persons two years of age and older. Immune globulin is available for short-term prevention of hepatitis A virus infection in all ages.

### How do you get hepatitis A?

Hepatitis A virus (HAV) is found in the stool of persons with hepatitis A. HAV is usually spread from person to person by putting something in the mouth that has been contaminated with the stool of a person with hepatitis A. For this reason, the virus is more easily spread in areas where there are poor sanitary

conditions or where good personal hygiene is not observed. Persons with hepatitis A can spread the virus to others who live in the same household or with whom they have sexual contact. Casual contact as in the usual office, factory, or school setting, does not spread the virus.

### **Who is at risk for hepatitis A?**

- Persons who share a household or have sexual contact with someone who has hepatitis A
- Travelers to countries where hepatitis A is a common disease or where clean water and proper sewage disposal are not available
- Persons, especially children, living in regions of the United States with high rates of HAV infection
- Travelers to regions where HAV is common, including Central and South America, Africa, and Asia

### **How do you know if you have hepatitis A?**

A blood test (IgM anti-HAV) is needed to diagnose hepatitis A. Talk to your doctor or someone from your local health department if you suspect that you have been exposed to hepatitis A or any type of viral hepatitis.

### **What are the signs and symptoms of hepatitis A?**

Persons with hepatitis A virus infection may not have any signs or symptoms of the disease. Older persons are more likely to have symptoms than children. If symptoms are present, they usually occur abruptly and may include fever, tiredness, loss of appetite, nausea, abdominal discomfort, dark urine, and jaundice (yellowing of the skin and eyes).

Symptoms usually last less than two months; a few persons are ill for as long as six months. The average incubation period for hepatitis A is 28 days (range: 15 – 50 days).

### **How can you prevent hepatitis A?**

You should always wash your hands after using the bathroom or changing a diaper, and before eating or preparing food.

Hepatitis A vaccines provide long-term protection against hepatitis A and are licensed for use in persons two years of age and older. Children and adults need two shots of hepatitis A vaccine for long-term protection. Your doctor or nurse will tell you when to return for the second shot. Immune globulin, a preparation of antibodies, is recommended for short-term protection against Hepatitis A and for persons who have already been exposed to HAV. Immune globulin must be given within two weeks after exposure to HAV for maximum protection.

### **Who should receive hepatitis A vaccine?**

Hepatitis A vaccination provides protection before one is exposed to hepatitis A virus. Hepatitis A vaccination is recommended for the following groups who are at increased risk for infection and for any person wishing to obtain immunity.

- Persons traveling to or working in countries that have high or intermediate rates of hepatitis A
- Children in states, counties, and communities where rates of hepatitis A were/are at least twice the national average during the baseline period of 1987 – 1989
- Illegal-drug users
- Persons who have occupational risk for infection
- Persons who have chronic liver disease
- Persons who have clotting-factor disorders

### **Can you get hepatitis A from food or water?**

You may get hepatitis A by ingesting contaminated food or water. If you would like more information on hepatitis A, the CDC's Hepatitis Branch, Division of Viral and Rickettsial Diseases, Center for Infectious Diseases, now has an automated telephone system that provides information on viral hepatitis, including modes of transmission, prevention, serologic diagnosis, infection control and statistics. Persons requesting information on viral hepatitis should call the CDC Disease Information Hotline at (404)332-4555. You may also visit the CDC's website at <http://www.cdc.gov>.

## HEPATITIS B: PREVENTION AND INFORMATION

Adapted from the Minnesota Department of Health:  
<http://www.health.state.mn.us> November, 2004

“Hepatitis” means inflammation of the liver. This condition can be caused by drugs, alcohol, chemicals, and viruses that attack the liver, such as hepatitis virus types A, B, C, D, and E. The following information concerns only hepatitis B infection.

### How do you get hepatitis B?

Hepatitis B virus is spread when blood or body fluids from an infected person enter another person’s body through a break in the skin (e.g. cuts, needle sticks) or mucous membranes (e.g. eyes, sores in the mouth), or through sexual intercourse. In addition to blood, hepatitis B virus can be found in semen, vaginal fluids, and saliva. Hepatitis B virus is not found in urine or feces. Persons who put themselves at risk for getting hepatitis B include those who share needles to inject drugs, sexual partners of injection drug users, and any person who has sex with more than one partner. Hepatitis B can also be spread by ear or body piercing, tattooing, and acupuncture, if equipment or needles are not sterilized between uses. Although rare, the virus can be spread if personal items, such as razor blades used by an infected person, are shared with a non-infected person. Employees in jobs which expose them to human blood may be at risk for hepatitis B infection. Also at risk are persons from certain areas of the world where hepatitis B is common. Children born to mothers who are carriers of hepatitis B virus are at the greatest risk of getting infected from exposure to the mother’s blood during birth. Unless vaccinated at the time of birth, these babies can become “chronic carriers,” which means they are infected with the virus for life. Between 6 and 10 percent of adults who get hepatitis B can become chronic carriers. As long as the virus is present in the blood and body fluids, the person is infectious.

### What are the symptoms of hepatitis B?

The symptoms of hepatitis B disease may develop between six weeks and six months (average time is two to three months after exposure). Symptoms develop slowly and may include tiredness, loss of appetite, abdominal

discomfort, nausea, vomiting, and mild fever. Joint pains, muscle aches, rash, and jaundice (yellowing of the skin or eyes) may occur in some cases. Less than 1 percent of the people who get hepatitis B die from it during the acute (early) phase. Recovery from hepatitis B may take several months. Some persons who are infected with hepatitis B virus may have only mild symptoms or no symptoms at all. These persons may not know they are infected, and may not see a doctor. Persons with chronic hepatitis B infection may later develop serious problems like liver cancer and liver failure.

### How do I know if I have hepatitis B?

Blood tests can tell if you are infected with the hepatitis B virus. These tests can also help your physician determine whether you are currently ill with hepatitis B or if you are a chronic carrier.

### Is there a treatment for hepatitis B?

Although there is no treatment for the disease, bed rest and an adequate diet are important. Alcohol and medications (unless prescribed by your physician) should be restricted. Follow-up blood tests are necessary to tell if the disease is gone.

### How can the risk of spreading hepatitis B be reduced?

- Do not share needles, syringes, or other drug injecting equipment.
- Properly sterilize instruments used to puncture the skin.
- Abstain from sex or have sex only with a mutually faithful, uninfected or vaccinated partner.
- Maintain good personal hygiene. Do not share toothbrushes, razors or other personal items.
- Clean and disinfect objects or surfaces that are contaminated with blood or body fluids. Disinfect with a household bleach and water solution (use 1/4 cup bleach in 1 gallon of water).

If you are at risk for getting hepatitis B infection, talk to your physician about the need for hepatitis B vaccine. The vaccine is given intramuscularly in the arm according to the following schedule:

- First dose elected date
- Second dose one month later
- Third dose four to six months after first dose

Injections of hepatitis B immune globulin (HBIG) may be indicated for some exposed persons. Contact your physician or health department for information.

### What should I do if I am infected with the hepatitis B virus?

- Tell your medical and dental provider.
- Do not donate blood, semen or organs.

### Who should get vaccinated?

- All infants
- All previously unvaccinated children and adolescents
- All other persons whose lifestyle, occupation, or health condition puts them at risk of getting the disease

## HEPATITIS C: PREVENTION AND INFORMATION

Adapted from the Minnesota Department of Health: <http://www.health.state.mn.us> and the Centers for Disease Control <http://www.cdc.gov>, November, 2004.

### What is hepatitis C?

Hepatitis C is a liver disease caused by the hepatitis C virus (HCV), which is found in the blood of persons who have this disease. The infection is spread by contact with the blood of an infected person.

### What are the signs and symptoms of hepatitis C?

There are no signs or symptoms in 80 percent of infected persons. The other 20 percent may have the following symptoms:

- Jaundice
- Abdominal pain
- Fatigue
- Loss of appetite
- Dark urine
- Nausea

### What are the long-term effects of hepatitis C?

Chronic infection will occur in 55-85 percent of infected persons. Chronic liver disease will occur in 70 percent of chronically infected persons. Deaths from chronic liver disease affect 1 to 5 percent of infected persons. Hepatitis C is a leading indication for liver transplant.

### How do you get hepatitis C?

Transmission occurs when blood or body fluids from an infected person enters the body of a person who is not infected. HCV is spread through sharing needles or “works” when “shooting” drugs, through needle sticks or sharps exposures on the job, or from an infected mother to her baby during birth.

### How can I protect myself from getting hepatitis C?

- There is no vaccine to prevent hepatitis C.
- Do not shoot drugs; if you shoot drugs, stop and get into a treatment program; if you can't stop, never share needles, syringes, water or “works”, and get vaccinated against hepatitis A and B.
- Do not share personal care items that might have blood on them such as razors and toothbrushes.
- If you are a health care or public safety worker, always follow routine barrier precautions and safely handle needles and other sharps; get vaccinated against hepatitis B.
- Consider the risks if you are thinking about getting a tattoo or body piercing. You might get infected if the tools have someone else's blood on them or if the artist or piercer does not follow good health practices.
- HCV can be spread by sex, but this is rare. If you are having sex with more than one steady sex partner, use latex condoms correctly and every time to prevent the spread of sexually transmitted diseases. You should also get vaccinated against hepatitis B. If you are HCV positive, do not donate blood, organs, or tissue.

### How is hepatitis C treated?

- HCV positive persons should be evaluated by their doctor for liver disease.
- Interferon and Ribavirin are two drugs licensed for the treatment of persons with chronic hepatitis C.
- Interferon can be taken alone or in combination with Ribavirin.
- Combination therapy, using pegylated interferon and Ribavirin, is currently the treatment of choice.

- Combination therapy can get rid of the virus in up to five out of 10 persons for genotype one and in up to eight out of 10 persons for genotypes two and three.
- Drinking alcohol can make your liver disease worse.

#### For information on viral hepatitis:

Persons requesting information on viral hepatitis should

- Call the CDC Disease Information Hotline at 404) 332-4555
- Visit the CDC's website at <http://www.cdc.gov>
- Send an email inquiry by visiting the following website: <http://www.cdc.gov/netinfo.htm>

## POLICY INFORMATION

GU/MSB has established policies in accordance with standard educational practices, state, federal and accrediting regulations and to best serve our students. All policies are designed as guidelines to assist the college to continue to maintain high standards, remain compliant and to provide the opportunity for excellent outcomes for all students. Exceptions to policy may be made at the discretion of the campus director or the director's designee. However, any exception to established internal policy may not violate local, state, or federal rules, regulations or statutes, and must maintain compliance with accreditation standards.

## SEXUAL MISCONDUCT/ VIOLENCE INFORMATION

### Sexual Misconduct/Violence

GU/MSB is committed to providing awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, sexual assault, stalking and sexual harassment. Such behaviors are defined as sexual misconduct when there is not a clear indication of mutual consent, defined as intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. At the point of enrollment or employment, all students and employees of Globe University/ Minnesota School of Business

receive information to promote awareness of sexual misconduct and violence. In addition, all students and employees receive this information annually.

### Definitions

**School Community** is defined as all enrolled students, whether part- or full-time, and all employed faculty, instructors, staff and administrators of Globe University/Minnesota School of Business.

**Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors in return for preferential treatment (quid pro quo harassment) and other verbal, visual or physical conduct of a sexual nature in the workplace (hostile work environment) when either of the following exists:

- Submission to such conduct is explicitly or implicitly a term or condition of an individual's employment or academic advancement.
- Such conduct has either the purpose or effect of interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

State laws separately define criminal sexual activity to include sexual conduct, contact or penetration, which is carried out under coercion or through a position of authority or in certain other circumstances, as a criminal act. Any potential violation of the criminal law is defined herein as "sexual violence."

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a current or

former cohabitant with the victim; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

### Complaint procedures

Students who believe they have been sexually harassed or have been the victim of sexual misconduct should issue complaints according to the procedures below. The complaints shall remain confidential. Specific circumstances, including the names of any people involved, will not be reported to the involved parties without the written permission of the complainant. Annual recordkeeping and reporting will be performed in a manner so as to withhold identifying information about the victim. Complaints will be resolved as quickly as possible, within 60 days or the institution will notify all parties regarding the delay, and the students will be kept informed of the status of their complaints during the process.

No retaliatory actions may be taken against any person because she or he makes such a complaint or against any member of the school community who serves as an advisor or advocate for any party in such a complaint. No retaliatory actions may be taken against any member of the school community merely because she/he has been the object of such a complaint. Students who witness or report an incident of sexual assault in good faith will not be penalized by the institution for admitting in the report to a violation of the institution's student conduct policy on the personal use of drugs and alcohol.

A student who files a complaint should do so with the dean of students/education or campus director. The complaint should be reported as soon as possible and should be as specific and detailed as possible. It is important to preserve any evidence that may be present in the case that proof of the action is necessary or an order of protection is sought. The complaint shall remain confidential unless permission to release identifying information by the complainant is granted or the panel is unable to investigate the claim adequately without full disclosure of the confidential information. All complaints will be investigated by a panel of at least three individuals, who have been trained on how to investigate, who will thoroughly review all facts pertinent to the situation in an expedient manner and who do not have conflict of interest or bias for or against the accuser or the accused. During the investigation, the complaint or subject of the complaint are entitled to the same opportunities and rights and have equal opportunity to be accompanied by a support person or advisor of the individual's choice. The institution will include timely notice of meetings at which the complaint or subject of the complaint, or both may be present. The institution will also provide timely and equal access to all parties involved in the investigation to any information that will be used during disciplinary meetings. The committee will utilize preponderance of evidence to determine the final outcome of the complaint. Upon completing its investigation, the panel will issue a finding and, in writing, describe its investigative methods, the results of the investigation, the proposed action to be taken, and when results of the investigation become final. This report will be released simultaneously and separately signed by both the complainant and the subject of the complaint with identifying information redacted in cases where confidentiality has not been released by the complainant. In addition, the complainant and the subject of the complaint will receive the procedure to appeal the results of the investigation and any change to the result that occurs prior to the time that such results become final. Documentation of the complaint, investigation and findings, and recommended corrective action will be maintained by the campus director.

Victims also have the option to notify appropriate law enforcement authorities or to decline campus notification to such authorities. If a victim so chooses, campus officials will assist the victim in notifying appropriate authorities.

Where orders of protection, no contact orders, restraining orders, or similar law orders have been issued by a criminal, civil, or tribal court, GU/MSB will honor such orders. Similarly, GU/MSB reserves the right to issue orders of disallowing access to the campus and facilities owned by the school. During and after the process of the investigation the institution will cooperate with law enforcement agency, at the request of the victim, in victim having no contact with the subject of the complaint, such as transferring student into different sections of classes or providing student with an alternative schedule

#### **Recommended corrective action**

Any student who is found to have engaged in the sexual misconduct or violence of a member of the educational community will be sanctioned appropriately up to and including permanent expulsion from school. Sanctions may include actions such as conduct warning, probation, taking time off of school or training.

The institution will make every attempt to support the victim in his/her academic pursuits after the report of an alleged offense. Available options will be presented to the victim and, if requested, will be made as soon as reasonably possible.

The panel has no power to take corrective action beyond making a recommendation. Corrective action will be taken only by the campus director, the president or his designee. In the event that the president is the subject of the complaint, a previously identified designee of the president may take corrective action.

Both the accuser and the accused will be informed of the outcome of any disciplinary proceeding brought forward alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 USC. 1232g). For the purpose of this paragraph, the outcome of the

disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanctions that are imposed against the accused.

#### **False charges**

If the panel determines that a complaint was made with knowledge that the facts were false, the panel shall so notify the campus director, the president or that person's designee and may recommend appropriate disciplinary action for the complainant.

#### **Sexual violence**

If a complaint alleges facts that may constitute sexual violence that occurred at the school facility, the complainant and/or advocate must immediately contact the human resources department for assistance. Advisors are not to reveal the name of the complainant unless s/he chooses to be identified. The human resources department shall at all times have available the names and contact numbers of local law enforcement agencies that are to be called for immediate help. No school community member shall attempt to resolve a possible sexual violence situation, but shall contact law enforcement officials through the human resources department.

#### **Rights of harassment and sexual misconduct victims**

In addition to the procedures outlined in this policy, any victim of sexual misconduct or violence has additional privacy rights and recourses. No member of the school community shall in any way discourage solicitation of these privacy rights and recourses and all members of the school community should cooperate with the complainant's pursuit of these additional remedies.

Before and after the investigation process all victims will be treated with dignity. The institution will not suggest that the victim was at fault for the crime nor will the campus authorities suggest different actions in order to avoid the crime. The victim may decide when to repeat the description of the assault. The institution will provide the victim with local advocacy resources.

Victims who choose to transfer to another postsecondary institution will be provided contact information along with resources at the new

postsecondary institution. The victim, upon request, can have a description of the incident as reported to the institution provided to him or her for the new postsecondary institution.

### **Bystander Intervention**

Bystander intervention is a powerful tool that can be used to assist in deescalating a potentially harmful situation. We encourage all students to speak out against all forms of sexual violence and to be an advocate for prevention. Minimally, all students are encouraged to model respectful behavior to help promote a supportive educational environment. Should you find yourself a witness to the potential victimization of another, some forms of bystander intervention that you may utilize include:

1. **Distract:** Redirect the focus of either party through a distraction to attempt to get the behavior to discontinue
2. **Direct:** Confront the harmful behavior directly, so the potential victim is empowered to leave the situation or the perpetrator can make the choice to stop. This can include stepping in to separate the individuals and using assertive language.
3. **Delegate:** Request the assistance of others to help take charge of the situation (adapted from Darley, J.M., & Latane', B. Journal of Personality and Social Psychology, 8, 377-383)

### **Risk Reduction**

Critical to ending violence and maintaining a safe environment is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical).

Some warning signs of abuse are:

1. Frequent yelling directed at a partner
2. Blaming partner for own faults
3. Name-calling
4. Consistently accusing partner of infidelity
5. Kicking, holding, slapping, and scratching
6. Forcible sex (e.g., wanting sex after hitting)

### **Sexual misconduct/violence resources**

For information regarding local resources including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victim, please seek out your campus' dean of education or campus director. The following services all have advocates available 24 hours a day. The advocates are on call and are trained to help victims with legal and medical procedures involved in a sexual misconduct. Some have other counseling services as well. Call for specifics.

#### **First Call for Help**

800- 291-0211 or 800-543-7709 (Twin Cities)

#### **Rape and Sexual Assault Center**

612-825-4357 (Twin Cities)

#### **Sexual Violence Center**

612-871-5111 (Twin Cities)

#### **Crime Victims Ombudsman**

651-642-0500 (Twin Cities) 800-247-0390

#### **Dane County Rape Crisis Center**

608-251-7273 (Madison/Middleton)

<http://danecountygcc.org/>

#### **Bolton Refuge House**

715-834-9578 or 800-252-4357 (Eau Claire)

<http://webpages.charter.net/boltonrefugehouse/>

#### **Rape and Domestic Abuse Center**

605-339-0116 (Sioux Falls)

#### **Gundersen Lutheran Sexual Assault Counseling**

800-362-8255 (LaCrosse/Onalaska)

#### **Sexual Assault Center for Family Services**

920-436-8899 (Appleton)

#### **Sexual Assault Victim Services**

715- 842-7323 (Wausau)

See Security Phone Numbers in the Emergency information section, page 10.

### **Campus Advocates**

#### **Globe University – Appleton**

Roshelle Amundson and Erik Engberg

**Globe University – Eau Claire**

Gary Wheeler and Gretchen Johnson

**Globe University-La Crosse**

Stephanie Donovan and June Vatland

**Globe University – Madison East**

Joan Nyamhondoro and Krista Zimonick

**Globe University – Minneapolis**

James Decker and Angie Norbeck

**Globe University – Sioux Falls**

Aimee Miritello and Jarrod Meyer

**Globe University – Wausau**

Andrea Palas and Kathy Brown – Buenning

**Globe University – Woodbury**

Kristen O’Connell and Megan Marchwick

**MSB - Blaine**

Su Mago and Julie Kresh

**MSB - Brooklyn Center**

Michelle Chadwick and Kathy Chan

**MSB – Elk River**

Meghan Paulson and Meg Stephenson

**GU - Moorhead**

Bobbi Bricker and Erik Block

**MSB - Richfield**

Miriam Williams and Patrick Shay

**MSB - Rochester**

Shan Pollitt and Ree Nae Roberge – Greene

**MSB - St. Cloud**

Jim Beck and Carrie Winter

**MSB - Online**

Charles Buehler and Kristen O’Connell

## VIOLENCE AND CRIME PREVENTION INFORMATION

### Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

The following procedures for reporting campus crimes have been outlined. Updated information is sent to all students via email on October 1st of each year.

### Reporting a crime

Students and faculty members who need to report a crime should notify one of the following administrators as soon as possible after the occurrence of the suspected crime: campus director, director of admissions, director of financial aid, director of career services, dean of students/ education, dean of faculty or front desk personnel.

A student who wishes to report a crime and who cannot immediately locate an administrator should report the crime through the main reception desk. The receptionist will immediately convey important information related to the crime to appropriate authorities.

A student needing immediate assistance should first report to the reception desk. At the earliest possible opportunity, one of the administrators should be notified.

GU/MSB does not have licensed counselors or pastoral counselors on staff. Any information reported to a GU/MSB official will be held in confidence at the victim’s or witness’s request.

See Security Phone Numbers in the Emergency Information Section, page 10

### Response to a reported crime

Upon being informed of a crime, school officials and administrators will notify appropriate law enforcement agencies. Non-emergency notifications will be made through the campus director.

Emergency notifications and any crime requiring immediate investigation will be reported directly to the appropriate police departments. A record of all reported crimes will be maintained in the office of the campus director. School officials will notify the students and employees of Globe University/ Minnesota School of Business regarding the occurrence of a crime that requires notification within 72 hours of being informed of the crime. This notification will be sent via email to all employees and students.

### Law enforcement authority

The ultimate authority for law enforcement on campus is the local police department. GU/MSB officials have the authority to contact the local police to request assistance in preventing or reacting to crime within or in the immediate vicinity of school facilities. The campus director is the campus coordinator of security issues. The officials at GU/MSB have a strong, working relationship with the local police and work in partnership to offer students and employees the safest possible environment.

GU/MSB also maintains a relationship with the state police. In addition to helping provide a safe environment, other reasons to maintain close working relationships with the state and local police are to ensure that the statistics disclosed to students and employees are accurate and to ensure that should there be a risk to the campus community. GU/MSB can issue timely warning reports to the campus community.

### Programs on campus security procedures and crime prevention

At the time of enrollment or employment and annually thereafter, students and employees of GU/MSB receive information regarding campus security procedures. The school newsletter will also publish information regarding personal security measures. In addition, at quarterly orientation sessions, the campus director will present information regarding the prevention of crimes. All new students and all employees are required to attend the quarterly orientation sessions.

Students and school employees are encouraged to be aware that they are responsible for their own security and the security of others. School officials and local police officers are available to discourage crime on campus and assist crime victims but individuals should be aware that the best prevention for crime is to avoid at-risk situations. The following simple guidelines can help individuals decrease the potential of being victimized:

- Do not leave personal items unattended or out of sight.
- Do not bring expensive items or larger than necessary amounts of money to school.
- Minimize time spent alone in isolated areas.
- Know where and how to obtain assistance if you need it.
- If you have a concern for your personal safety while on campus, see the receptionist and an escort will be provided for you.
- Report suspicious or unusual activity to a school administrator or the receptionist. The receptionist will immediately pass along this information to the appropriate authorities.
- Lock your car and take the keys with you.

### Monitoring and recording criminal activity

All reported crimes and other security problems are directed to the office of the campus director for entry into the official school crime log. Statistics are gathered on an annual basis from the local police department and the state police department to ensure the statistics are accurate and the information is provided to the campus community as required by law. The timely reporting requirement is to provide the information to the campus community should there be some degree of risk to the campus community. This information is posted on the student bulletin boards and sent electronically to students and instructors. Individuals responsible for collecting and disseminating this information are listed in the Reporting a Crime section of this document. In addition, information is compiled annually in compliance with definitions used in the Federal Bureau of Investigation's Uniform Crime Reporting System, Hate Crime Data Collection Guidelines and the Training Guide for Hate Crime Collection. This information is reported electronically to the US Department of Education in the annual security report, which is due October 1st of each year and contains the required crime statistics for the three calendar years preceding the year in which the report is disclosed

# international appendix

## IMMIGRATION

Globe University, like all other colleges and universities in the United States (US), is subject to the customs and immigration laws established and enforced by the Department of Homeland Security. As a student holding an F-1 visa (Full Time Student visa class), we will assist you with interpreting these laws and determining how they may impact you while in the US.

A student holding an F-1 Visa may take an academic quarter away if the student has completed one year (three academic quarters) of classes prior to the break. A break may only be taken once a year. A student holding an F-1 Visa may take a medical leave allowing them to hold a reduced course load for up to 12 months. The student must provide documentation from a physician at the start of each quarter during which the leave is approved.

Students who wish to transfer schools on an F-1 Visa must provide an acceptance letter and transfer request form from the university where they plan to enroll. Once the student's I-20 is transferred, Globe University is no longer able to make any changes of status to the I-20. Students must work with a DSO at their new institution to maintain F-1 Visa status.

## YOUR VISA

A visa is issued by a US consulate in your home country before your arrival in the US. This seal or stamp is necessary to enter the US but not to remain in the US. A student whose visa has expired is able to remain in the US but will be required to acquire a new visa before being allowed re-entry should the student leave the country with the expired visa. While in the U.S., F-1 Visa holders must be enrolled as full time students in a SEVIS approved program or be approved for Optional Practical Training through the U.S. Citizen and Immigration Service (USCIS).

## YOUR PASSPORT

Your passport is your primary international travel document and international identification. Please ensure you maintain your valid passport and know that if your passport expires, only your home country can issue a new one. Contact your consulate if you have any questions about this process. Also, keep your expired passport if the visa inside is still valid. If you do not keep the original passport with the visa, you must apply for a new visa when you leave the US.

## I-94 (ARRIVAL/DEPARTURE CARD)

The I-94 card will be stapled in your passport upon your arrival in the US and should not be removed. This card verifies that you entered legally and provides your date of entry to the US.

## I-20

The I-20 document issued by Globe University contains important information regarding the school, yourself, and the educational program you will be participating in. The document also contains the expected completion date of your program for when you should plan your studies to be complete. If you are unable to complete your studies by the expected completion date, you must meet with a Designated School Official (DSO) at Globe University to file for a program extension. Additionally, you must report any changes to your student status in the US to a DSO at the University. These changes will be updated in SEVIS by a DSO and a new, signed I-20 will be issued. Please remember to keep ALL I-20 documents issued to you throughout your program in a secure location.

## SEVIS

SEVIS (Student and Exchange Visitor Information System) is the program the United States Department of Customs and Immigration Enforcement (ICE) uses to track and monitor schools, programs, students,

exchange visitors and their dependents throughout their time in the US. This information is tracked through the Internet by the government to ensure students remain in legal status throughout their stay. International students are required to relay any changes in their status immediately to their campus DSO.

## CURRICULAR PRACTICAL TRAINING (CPT)

International graduate students may be eligible to participate in Curricular Practical Training (CPT). Eligibility is accorded to students under the guidelines of the F-1 Visa, and is dependent on the credential level and specific program the student is enrolled in. To participate in CPT, students are required to meet with their campus DSO.

## OPTIONAL PRACTICAL TRAINING (OPT)

After completion of a degree program, international students may be eligible to participate in Optional Practical Training (OPT). Students must schedule an appointment with their DSO at minimum 90 days in advance of their graduation to begin the application process to qualify for OPT.

General information about SEVIS, and CPT and OPT is provided by ICE at <http://www.ice.gov/sevis/sevis.htm> and <http://www.ice.gov/sevis/practical-training>.

# massage therapy appendix

Massage students are expected to be of high moral character, as they represent both Globe University/ Minnesota School of Business and the massage profession. Conducting oneself in a professional manner toward fellow students, instructors, clients and third-party contact; as well as a disciplined approach to studies and a desire to learn, will help the student develop a successful and rewarding career.

Massage therapy students are reminded that they represent GU/MSB and should conduct themselves in a professional manner in class and out in the field. All massage therapy students will be expected to adhere to the AMTA Code of Ethics, which includes keeping all session information in strict confidence. Specifically, this means students will not communicate any situation, statement, treatment, condition, personal information or opinion to those outside the confines of the instructor/ student or patient/ client relationship.

## DRESS:

All massage students will be required to wear ceil blue scrubs purchased through the school. Students are required to wear closed toe shoes. For massage technique courses and practicums, hair is to be pulled back and obstructive jewelry removed. Attention to breath and body odor is to be heightened.

## TECHNIQUE APPLICATION AND DRAPING:

Students will perform and receive massage and body work techniques involving a variety of individuals. All students will be required to disrobe when receiving specific massage and body work techniques from class participants or the instructor. Appropriate draping will be used. Receiving and performing massage and body work techniques is part of

the classroom learning experience and required for all of the hands-on techniques courses. A full description and guidelines of draping techniques will be discussed during the first week of the technique classes.

If at any time the draping or technique application is deemed inadequate and/or inappropriate, the student is to immediately inform the performer and the instructor for resolution.

Students must be aware that massage and body work techniques may bring about a tissue memory response, which is common in the field of bodywork by which body responses such as trembling, crying and emotional outbursts may occur.

## HEALTH INFORMATION:

To perform safe application of massage and body work techniques, health information will be shared among fellow massage students/instructors. It is the student's responsibility to inform an instructor of any medical history, conditions or changes immediately so modifications to the technique can be made if necessary. Modifications may include the amount of pressure, speed, direction, positioning, use of or avoidance of body areas, use of or avoidance of certain lubricants/aromas or alteration of a massage or body work technique.

The instructor has the right to request a physician's diagnosis with permission/omission of massage or body work if a condition is in question. Additionally, the instructor reserves the right to permit "observation only" or dismiss a student from class because of a cold, respiratory infection, excessive coughing or sneezing, a contagious condition or a fever.

Note: It is advised for all massage students to have thorough medical exams at their expense prior to

entrance into the program to ensure that there are no condition/s that would prevent full participation in receiving or performing massage and body work. A health questionnaire from GU/MSB will be completed at the time of receiving a massage or body work and used to assist in identifying any potential conditions that might limit participation in the massage program.

## PARTICIPATION:

All students are expected to participate in public massage and body work with diverse populations and settings, which may include individuals who are athletes, geriatric, pregnant, infants/children, terminally ill, physically/mentally challenged or with medical conditions.

# Medical Assistant Appendix

## PROGRAM OBJECTIVES:

The objective of the medical assistant degree or diploma program is to prepare competent entry-level medical assistants. Students acquire the cognitive (knowledge), psychomotor (skills) and affective (behavioral) learning behaviors and knowledge of social sciences and humanities that enhance their technical training.

Behavior that creates a safety hazard to other students may be grounds for dismissal from the program. In addition, theft of supplies, deliberate misuse of equipment, or any other forms of misconduct are all considered serious violations of professional behavior and could result in removal from the program.

## DRESS:

All medical assistant students will be required to wear royal blue colored scrubs, purchased through the school. Students are required to wear closed toed shoes with no open backs and must be made of leather or vinyl material. Wearing scrubs will encourage students to take pride in their profession, enhance professional appearance and support professional behavior.

Students who come to class out of uniform will be required to leave class to change into their scrubs and will be counted absent for any time missed from class. There will be no exceptions.

## LABORATORY DRESS RULES:

- Closed toed shoes with no open backs and must be made of leather or vinyl material
- Limited jewelry:
- No more than one ring on each hand
- No dangling necklaces

- No dangling earrings; earrings should not exceed the size of a nickel
- No tongue/facial piercing to be worn during class time
- Nails:
- No acrylic nails
- Clear nail polish only
- Short sport length nails only
- Hair clean and pulled back off the face
- Scrubs must be clean and wrinkle free
- No hats or other head covering unless for religious beliefs
- Tattoos covered
- No perfumes, body sprays, powders or scented lotions
- Professional hygiene

Students participating in the Medical Assistant program agree to act within the scope and instructions provided by faculty members and further agree to always conduct themselves in a safe manner. Medical Assistant students acknowledge the various risks and dangers that they may be exposed to as a result of participation in the educational program. When working with blood, medical assistant students face risks including exposure to and infection with the AIDS virus, hepatitis, or other infectious disease such as tuberculosis.

Participating students are encouraged to carry their own health insurance coverage and are solely responsible for their own health care costs. Participating students acknowledge that the school does not provide health insurance coverage for its students and the school is not responsible for any medical expenses incurred by its students.

# Veterinary Technology Appendix

## ANIMAL CARE DUTIES:

As newly enrolled members of the animal health care profession, veterinary technology students will be required to be directly involved in animal care duties related to the veterinary technology program. In an effort to mimic similar responsibilities to those experienced in veterinary clinical settings, students will, after completing the Institutional Animal Care and Use Committee Tutorial and Animal Care Duty Training, be required to participate in shifts of animal care duty. Students will be responsible for coverage of shifts assigned to them. They will exercise and hone techniques in cooperation and flexibility while developing advanced animal husbandry and veterinary skills.

## RABIES:

Globe University/Minnesota School of Business strongly recommends students in the veterinary technology program receive rabies vaccinations prior to enrolling. Individuals involved in animal health care professions do innately place themselves at higher risk of exposure to the rabies virus. Though students are not required to be vaccinated for rabies, they are urged to discuss rabies vaccinations with their primary physician in light of the veterinary technology career path.

## PREGNANCY:

Any veterinary technology student who becomes pregnant student is encouraged to speak with a member of the veterinary technology program at the student's campus to discuss potential risks and recommended practices to minimize risk to the pregnancy. Documentation verifying consultation with a physician regarding these risks, or documentation refusing further medical advice from a physician in spite of strong recommendations from Globe University/Minnesota School of Business, will be required to continue in the program.

## UNIFORMS:

All veterinary technology students will be required to wear charcoal gray colored scrubs, purchased through the school. Students are required to wear clean, closed toed shoes in good repair. Wearing scrubs will encourage students to take pride in their profession, enhance professional appearance and support professional behavior.

Students will be required to wear coveralls and boots for the Large Animal field trips. The coveralls and boots are the responsibility of the student to provide. Students will not be able to participate in the field trips if they are not properly dress and it may result in failure of the course.

Students who come to class out of uniform will be required to leave class to change into their scrubs and will be counted absent for any time missed from class. There will be no exceptions.

## LABORATORY DRESS RULES:

- Clean, closed toed shoes in good repair with no open backs
- Limited jewelry
- No dangling necklaces
- No dangling earrings; earring should not exceed the size of a nickel
- A stud should be worn in any exposed piercing, no hoops
- Nails
- No acrylic nails
- Short sport length nails only
- Hair clean and pulled back off the face
- Scrubs must be clean and wrinkle free
- No hats or other head coverings unless for religious beliefs
- Professional hygiene

## VETERINARY TECHNOLOGY MATH COMPETENCIES:

Each student must pass, with 100% accuracy, a math competency for select number of courses. Students will be given 3 attempts to pass the test.

## ESSENTIAL SKILLS:

Veterinary technology students will be required to perform specific essential skills (competencies) throughout the program.

- The competencies assigned to each course are listed in the Veterinary Technology Program Essential Skills Booklet.
- Each competency will be performed as determined by the instructor. There are step-by-step descriptions found in the Veterinary Technology Program Essential Skills Booklet.
- The student will have three opportunities to demonstrate satisfactory performance for each competency. It may be necessary to schedule the second or third attempt outside of normal class time. EXCEPTION: Competencies marked as "GROUP" in the Veterinary Technology Program Essential Skills Booklet are only offered once during the quarter. For these, the student is expected to be present at the time the GROUP competency is offered.
- Failure to satisfactorily complete any competency assigned to a course will result in a grade of "F" for the course.

A student cannot receive a passing grade in a course without successfully completing each required competency.

# nursing student appendix

## HEALTH EVALUATION

Nursing students must provide verification of the following: evidence of immunity to measles, mumps, Varicella (chicken pox), and rubella by vaccination or other medically accepted criteria, current immunity status of Tetanus, documented completion of a negative tuberculosis skin test (2- step Mantoux) or one of two blood tests or a negative chest x-ray for Tuberculosis, and documentation of completion, in progress, or refusal of the Hepatitis B series.

Refer to health physical and immunization form.

As a nursing student, it is your responsibility to disclose, as applicable, to the Fairview Health Care System if participating in exposure-prone procedures, that you have tested positive for the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) or Hepatitis C Virus (HCV).

Refer to college policy regarding Blood-borne Pathogens.

## NURSING PROGRAM CLINICAL GUIDELINES

A Globe University/Minnesota School of Business clinical instructor will supervise nursing students in the clinical setting. The clinical instructor is responsible for making appropriate assignments for the student, supervising the care delivered and providing clinical instruction per course requirements. Clinical instructors are required by school policy and course syllabi to provide written and verbal feedback regarding student performance. Faculty will administer the final clinical evaluation with input from the appointed hospital or agency Registered Nurse preceptor as appropriate.

A Globe University/Minnesota School of Business clinical faculty member will be in charge of all communication with the clinical site, director of education and supervising nurse/preceptor.

The Dean of Nursing or the Clinical Coordinator will identify all clinical sites and develop written agreements with hospitals, agencies and health facilities. Nursing students are not allowed to identify their own clinical sites unless permitted by the written course objectives. Periodically throughout the curriculum students may be required to independently research and obtain clinical experiences to fulfill clinical hours based on course objectives. Such experiences must be approved by the course faculty before the student begins the experiences; this includes service learning hours. Students will be required to attend clinical at multiple sites throughout the metro area and will thus require reliable transportation. Clinical hours may start as early as 5:30 am and end as late as 12 midnight, including weekends, depending on clinical availability and student assignment.

Complete clinical policies and procedures are in the Nursing Program Resource Manual and in specific course syllabus/addendum. It is the student's responsibility to access and read the Nursing Program Resource Manual and course syllabi/addendum.

Nursing faculty, including the dean of students/ education, has the discretion and authority to summarily remove a student from clinical for unsafe performance or for violation of the Code of Conduct at a clinical site.

The nursing program, including the dean of students/ education, reserves the right to exit a student from the program at any time for unsafe or unethical performance.

## HEALTH REQUIREMENTS:

1. All nursing students will acknowledge that they have received and read the information on Hepatitis A, Hepatitis B and Hepatitis C that is provided in this handbook.
2. Students must submit a completed Health Physical Form and Immunization Form.

3. Students must present annual evidence of a negative Mantoux or blood test for tuberculosis. Students with a previous positive Mantoux result are required to provide documentation of a negative chest x-ray. Some clinical sites require a negative Mantoux within 6 months of participating in a clinical experience, or substance /drug testing.
4. Some clinical sites may require drug/substance testing prior to attending clinicals at the site. A student who does not comply or meet standards will not be allowed to attend clinicals.
5. Students will NOT be allowed to attend their clinical experiences without complying with these health requirements.
6. Students must maintain good health throughout the program in order to meet the expected course outcomes.
7. A student who is unable to meet clinical requirements due to health issues must consult a health professional for appropriate evaluation and/or treatment and meet with the Dean of Nursing and faculty committee for approval to continue in the program.
8. Students must meet the policy requirements of the health agencies to which they are assigned. Students who refuse to comply with the policy requirements of the health agencies to which they are assigned will be advised to withdraw before the date on the college calendar indicating the last day to withdraw. If it is past this date or a student chooses not to withdraw, the student will receive a grade of "F" for the course.

## HEALTH AND PERSONAL APPEARANCE ON CAMPUS

Each student entering Globe University/ Minnesota School of Business has a personal obligation that extends beyond class attendance. Throughout the program, future employers will be visiting the school as invited speakers, evaluators, and/or observers. Thus, a student's appearance will reflect his/her readiness to join today's workforce.

Due to OSHA federal regulations, laboratories enforce strict dress codes.

Students must adhere to these guidelines when meeting in these rooms, regardless of their program. OSHA regulations mandate that no shorts, sandals, or sockless feet be allowed in areas of bio-hazardous exposure.

Failure to comply with health and professional appearance standards may result in suspension from school or exit from the program.

## UNIFORM POLICY

Wearing uniforms encourages students to take pride in their profession, enhance professional appearance and support professional behavior. The rationale for the attire guidelines are as follows:

- Cleanliness
- Freedom of movement and safety
- Identification of personnel
- Professional appearance

The student must wear the complete uniform for clinical experiences and laboratory testing consisting of:

1. Navy blue top with Globe University/Minnesota School of Business Logo. A plain white tee-shirt may be worn under the uniform top and must be free of words, logos or embellishments.
2. Clean navy uniform pants or skirt.
3. Additional, warm-up navy blue or white jackets or lab coats are allowed.
4. Clean white leather or white vinyl shoes. These shoes can only be worn while on clinical/practicum.
5. Globe University/Minnesota School of Business identification badge and (if required) the clinical site badge must be worn at all times. Identification badges must be clipped to the shoulder area or hung from a lanyard.
6. Hose (white or neutral in color).
7. Cultural head dress for clinicals must be white in color and no longer than shoulder length. Headdress should be pinned back and drape of garment should not be flowing as to compromise student or patient safety in the clinical site.

## RETAKING COURSES/RE-ENTRY TO PROGRAM POLICY

1. No RN course may be repeated more than once.
2. If any component of a nursing course is not successfully completed, the ENTIRE course must be repeated and completed with a grade of "C" or greater on the next attempt. This includes lecture/theory, lab and/or clinical components of a course as applicable.
3. Students are not allowed to repeat a nursing course automatically. Any student failing or withdrawing from a nursing course must follow program guidelines.
4. Students who withdraw, fail "F", or receive a grade of "D" in one or more nursing courses in one quarter will receive notification stating they are on probation and are required to schedule an appointment with the Dean of Nursing and Faculty Committee regarding the student's status and/or progression within the program.
5. Eligible students will not be allowed to re-register for a failed course or any other nursing course until approval is given by the Dean of Nursing and Faculty Committee.
6. Due to the sequential nature of the nursing curriculum:
  - a. The student may not be able to retake a failed nursing course for one academic year or four (4) quarters.
  - b. Based on pre-requisites, the student may not be able to retake and progress in other nursing courses until the failed course is successfully repeated.
  - c. Graduation will be delayed, based on the course(s) required to be repeated.
  - d. A student may be granted permission to retake a failed course on a space-available basis only for courses with a clinical component.
  - e. The student may not be able to progress in general education or RN designated courses if a grade of "W" (Withdraw) or a letter grade of "D" or less is received in a general education course that is a pre-requisite.
7. The committee reserves the right to deny approval for re-entry to the program based on re-entry program criteria and compliance with completion of re-entry conditions by the student.

## CONDITIONS FOR EXIT FROM THE NURSING PROGRAM

Students will be permanently exited from the nursing program if they have failed or withdrawn from:

1. The same nursing course more than once
2. Two different RN courses over more than one quarter, including a course previously failed and repeated with a passing grade
3. Re-entry may be approved or denied by a joint committee of program and school staff. The committee reserves the right to deny approval for re-entry to the program based on re-entry program criteria and compliance with completion of re-entry conditions by the student. The committee reserves the right to exit a student at any time for unsafe or unethical performance or violation of the Code of Conduct.

## STUDENT NURSE MALPRACTICE INSURANCE

Nursing students are covered under the insurance policy of Globe University/Minnesota School of Business when on clinicals and while representing the nursing program. However, it is advisable that nursing students carry their own additional personal liability insurance.

## PETITION FOR REMOVAL FROM PROBATIONARY STATUS IN NURSING

Nursing students may petition to be removed from probationary status when the following has occurred:

- The student has received a final grade of “C” or better, on the first attempt, in six RN courses following the course in which a non-passing grade of “D” or F” was received, including successful completion of the course originally failed.
- The student will initiate the process to be removed from probationary status by submitting a “Petition to be Taken Off Probation” form to the Dean of Nursing.
- Withdraws are counted as a first attempt and will be reviewed on an individual basis by the nursing progression.
- The form will be available in the nursing office from the Nursing Project Coordinator.
- The Dean of Nursing will review the petition and forward the petition to the faculty progression committee, including the dean of students/education or his/her designee, as needed for review.
- The student may be asked to appear before the faculty progression committee if there is need to validate or clarify information.
- The Dean of Nursing will notify the student of the decision of the committee in person, via phone or in writing.
- Please note that a student may be placed on Academic Probation again if a future nursing course is not passed on the first attempt.

## STUDENT NURSE ASSOCIATION

In 2006, the first students admitted to the nursing program initiated a student nurse organization on campus, the Minnesota School of Business Nursing Organization (MSBNO). In 2010, the student body took on the initiative of advancing the organization to become a state chapter of the National Student Nurse Association. The Nursing Program is a dues paying, supporting member of the National Student Nurse Association. For more information, please review the Nursing Student Resource Manual.

## ESSENTIAL COMPETENCIES

1. Students must successfully meet established Essential Competency criteria included within a nursing course in order to pass the course.
2. If a course contains an Essential Competency, that competency will be identified in the course syllabus.
3. Criteria for successful completion of Essential Competencies are included in course syllabi or assignment instructions. Competencies are to be passed at 80% competency.
4. Students may be allowed one (1) rewrite on an Essential Competency per course criteria. The Essential Competency must meet criteria on the rewrite. Upon meeting of criteria, the student will receive the minimum score attainable to meet criteria as the final grade for the Competency.
5. Not meeting passing standards on an Essential Competency will result in a failing grade for the entire course.

## STUDENT CONDUCT

The nursing program believes that each person is accountable for his/her individual behavior as it affects the learning environment or imposes on the rights, safety and freedoms of others. Unacceptable behaviors may serve as a basis for disciplinary action which could result in reprimand, probation or exit from the nursing program and/ or college. Students are responsible for exemplifying behaviors suitable to the role of the professional nurse as detailed in the “Essentials of Baccalaureate Education” (AACN, 2008) and as outlined by the “Code of Ethics for Nurses” (ANA, 2001).

### Personal Integrity

Personal integrity is an essential attribute of the individual as well as a professional role behavior. The following are examples of unethical and unprofessional behaviors.

Students who commit any of these behaviors will be required to appear before the Dean of Nursing and a committee of faculty for disciplinary action. This conduct policy is consistent with the college student conduct code. Examples in addition to the general policy include:

1. Assisting other students in dishonest acts
2. Violating patient's rights or confidentiality
3. Violating school or clinical facility policies
4. Falsifying student or patient medical records
5. Withholding or falsifying information during clinical and community experiences
6. Not reporting errors or omissions in patient care
7. Harassing students or faculty in or outside of the classroom by verbal, e-mail, text messaging or telephone communication
8. Using verbal, written or email communication that is of a slanderous nature regarding other students, faculty, administration or staff of the college

Please refer to the MSB College Catalog (Harassment and Code of Conduct) for more information about disruptive behavior and its consequences.