



RNSG 1412 – 101C3
Care of the Childbearing and Childrearing Family
Fall 2025
Mondays 09:00 – 12:00; 12:15 – 2:15

Instructor Information:

Course Facilitator: Molly Gundermann, MSN, RN

mgundermann@com.edu

409-933-8395

Office Hours: Tuesdays/Wednesdays 0900-1300 or by appointment

STEM 225-21

Course Faculty: Trevor Hill, MSN, RN, PNP-PC

Thill14@com.edu

409-933-8101

Office Hours: By appointment

Required Textbook/Materials:

1. McKinney, E.S. (2022) *Maternal-Child Nursing* (6th ed.) St. Louis, MO: Elsevier
2. McKinney, E.S. (2022) *Maternal-Child Nursing, Study guide* 6th ed.) St. Louis, MO: Elsevier
3. Lilley *Pharmacology and the Nursing Process - Sherpath for Pharmacology*, 10th Edition
4. *Book-Organized: Sherpath for Maternal Newborn 2.0 and Pediatric Nursing Combined (McKinney Version)*, 6th Edition

Course Description: Study of the concepts related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill and professional values within a legal/ethical framework. This course lends itself to a blocked approach. (Lecture 3, Lab 2). Credit 4. WECM

Course requirements:

1. **Unit Exams (4)** - Assess knowledge and understanding of incremental and overall course content. The nursing curriculum is meant to build on knowledge learned in prior semesters. Exams will use multiple choice, multiple answer, and alternative style test questions as indicated to answer NCLEX-RN testing format. The type of remediation will be determined by the grade. See Academic Remediation Policy in the Nursing Student Handbook.
2. **Comprehensive Final Exam (1)**: Assesses overall knowledge and application of complete course content. The final exam will use multiple choice, multiple answer and alternative style test questions as indicated to follow NCLEX-RN testing format.
3. **Benchmark HESI Exam (1)**: Assesses overall knowledge and application of complete course content. The standardized final assessment will use multiple choice, multiple answer, and alternative style test questions as indicated to follow NCLEX-RN testing format.
4. **EAQ (Elsevier Adaptive Quiz) (4)**: Assesses knowledge and application of content integrated within the course. Students will complete quizzes as assigned. The quizzes are multiple choice, multiple answer and alternative-style questions. The students will have **one** attempt to complete each EAQ quiz. Failure to submit a quiz by the due date and time will result in a grade of zero (0) for that quiz. The average of all assigned quizzes will be calculated for the final EAQ grade. Any student encountering problems with connectivity, content or technical related issues with the chosen EAQ questions must address concerns with the course facilitator within 24 hours of the due date of each quiz.
5. **Sherpath Pharmacology Lessons**: Assesses knowledge and application of selected pharmacologic content. Students must complete each required lesson by the due date. Failure to submit a lesson by the due date and time will result in a grade of zero (0) for that lesson. The average for all assigned lessons will be calculated for the final Sherpath grade.
6. Remediation: See Academic Remediation Policy in the Nursing Student Handbook.

Determination of Course Grade/Detailed Grading Formula:

All assignments, including pass/fail, must be submitted to pass the course. The exam average must be at least 75% before non-examination assignment grades are calculated into the final course grade. See Grade Determination and Calculation in the Nursing Student Handbook.

Computation of grades	%
Exam 1*	12.5
Exam 2*	12.5
Exam 3*	12.5
Exam 4*	12.5
Comprehensive Final Assessment*	10
Subtotal 75% Rule	
Exam Total*	60
EAQ Quiz Average **	21.5
Sherpath Lesson Average **	13.5
HESI Benchmark Exam**	5
Assignment Total**	40
Course Total	100%
* $\geq 75\%$ weighted exam average required to pass the course	
**Weighted assignments calculated only after 75% exam average met	

Grading Scale

A = 90 - 100.00

B = 80 - 89.99

C = 75 - 79.99*

D = 60 - 74.99

F = < 60

*A minimum final grade of “C” is required to pass this course.

Late Work, Make-Up, and Extra-Credit Policy:

All course assignments are expected to be completed and submitted on the specified due date. Assignment due dates are absolute. There are no make-up or extra credit opportunities. Assignment due dates are listed in the course calendar. See Completion of Assignments Policy in the Nursing Student Handbook.

Attendance Policy:

See Attendance and Punctuality Policy in the Nursing Student Handbook.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. Emails to your instructor(s) should

use proper email etiquette. To respect everyone's time, students are expected to schedule appointments in a timely manner.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Provide safe, effective, and evidence-based care to promote physiological integrity and homeostasis in maternal/child patients experiencing common health alterations.	EPSLO 1, 4	Units Exams HESI Benchmark
2. Deliver culturally and spiritually respectful, patient-centered care to diverse maternal/child patients while recognizing individual values, beliefs, and preferences.	EPSLO 2, 5	Unit Exams HESI Benchmark
3. Utilize therapeutic communication and collaborate effectively with interdisciplinary healthcare team members to coordinate safe care for maternal/child patients.	EPSLO 3,4,5	Unit Exams HESI Benchmark
4. Apply clinical judgment, informatics, and decision-making skills using evidence-based data to manage nursing interventions for maternal/child patients.	EPSLO 1,4	Unit Exams HESI Benchmark Sherpath Pharmacology Lessons
5. Promote psychosocial and emotional well-being by integrating principles of interpersonal communication, teaching-learning, and support strategies for maternal/child patients and families.	EPSLO 2,3,5	Unit Exams HESI Benchmark
6. Support health promotion and disease prevention by providing education, resource utilization, and	EPSLO 2,3,4,5	Unit Exams

advocacy for maternal/child patients and families across the care continuum.		
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Academic Dishonesty:

Any incidence of academic dishonesty will be dealt with in accordance with college policy and the Nursing Student Handbook. Academic dishonesty, such as cheating on exams, is an extremely serious offense. See Student Professional Conduct & Accountability Standards policy in the Nursing Student Handbook.

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website, and pasting it into your paper, using someone else's words without quotation marks. See Student Professional Conduct & Accountability Standards policy in the Nursing Student Handbook.

Student Professional Conduct & Accountability Standards:

All students must comply with federal, state and local laws, as well as COM policies including the College District's Student Conduct Rules (Policy FLB Local) and Nursing Program standards. Violations of conduct, whether on or off campus – including through social media or clinical activities – will be addressed and may result in disciplinary action. See Student Professional Conduct & Accountability Standards policy in the Student Nursing Handbook.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact faculty using the contact information previously provided. If, after discussing your concern with faculty, you continue to have questions, please contact the course facilitator. If further resolution is required, contact the Director of Nursing, Dr. Rachel Fano at rfano@com.edu. Please see the Student Concerns Policy in the Nursing Student Handbook for further instructions.

Course Policies

Student Handbook:

Students are expected to adhere to all policies outlined in the College and Nursing Program Student Handbooks.

Syllabus Revisions:

Faculty reserves the right to make changes to the syllabus as deemed necessary.

Methods of Instruction:

Lecture	Role Play
Critical Thinking Exercises	Independent Study
Small group discussion	Audiovisual instruction
Case Studies	Online Student Response System

The Speaking, Reading and Writing Center: The Speaking, Reading and Writing Center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations for academic and non-academic assignments/projects. Appointments can be made in person, or on the center scheduler at com.mywconline.com or by clicking the SRWC icon on the COM website.

Course outline:

Exam 1

Chapter 12:

Describe the normal prenatal development from conception through birth.

Chapter 13:

Describe the physiological and psychological changes that occur during pregnancy.

Chapter 14:

Explain the importance of adequate nutrition and weight gain during pregnancy.

Chapter 15:

Identify indications for fetal diagnostic procedures.

Chapter 16:

Describe maternal and fetal responses to labor.

Chapter 17:

Identify the purposes of fetal surveillance before birth.

Chapter 18:

Discuss nursing care related to different types of intrapartum pain management, both non pharmacologic and pharmacologic.

Chapter 19:

Identify specific clinical situations in which obstetric procedures are appropriate.

Chapter 24:

Discuss nursing care related to special needs of the childbearing family.

Chapter 31:

Describe the nurse's role in contraceptive counseling and education

Exam 2

Chapter 20:

Explain the physiological and psychological changes that occur during the postpartum period.

Chapter 21:

Discuss the physiological changes during the transition from fetal to neonatal life.

Chapter 22:

Describe ongoing nursing assessments and care of the newborn.

Chapter 23:

Identify the nutritional and fluid needs of the newborn.

Chapter 25:

Discuss the selected complications of pregnancy, including hemorrhagic conditions, disorders of placenta, hyperemesis gravidarum and hypertensive disorders.

Chapter 26:

Discuss the effects and management of preexisting diabetes, gestational diabetes, heart disease, hematologic disorders and infections during pregnancy.

Chapter 27:

Discuss the possible complications and therapeutic management during the intrapartum period.

Chapter 28:

Discuss the selected complications of the postpartum period including hemorrhage, subinvolution, thromboembolic disorders, and puerperal infection.

Chapter 29:

Discuss the possible complications associated with gestational age and development.

Chapter 30:

Discuss selected acquired and congenital conditions of high-risk newborns.

Exam 3

Chapters 5-9 and Immunizations:

Discuss well-child: infancy to adolescence (health promotion, safety & anticipatory guidance).

Chapter 44:

Discuss selected genitourinary disorders, both infectious and acquired, experienced in children.

Chapter 46:

Discuss selected congenital and acquired cardiac conditions of the pediatric population.

Chapter 47:

Discuss selected hematologic and oncologic disorders affecting the pediatric population.

Chapter 48:

Discuss selected oncologic disorders and treatment modalities affecting the pediatric population (Chemotherapy, Leukemia and Lymphomas)

Chapter 49:

Describe specific dermatologic disorders, including burns.

Chapter 54:

Discuss the child with Down Syndrome (trisomy 21) and the child with Failure to Thrive.

Exam 4

Chapter 35:

Describe nursing care as it relates to the hospitalized child, including therapeutic play.

Chapter 43:

Discuss selected gastrointestinal disorders associated with the pediatric population.
children.

Chapter 45:

Discuss selected disorders of the respiratory tract, both infectious and acquired in pediatrics.

Chapter 50:

Discuss selected musculoskeletal disorders of children.

Chapter 51:

Discuss selected disorders of the endocrine system, including type 1 diabetes and thyroid dysfunction

Chapter 52:

Discuss selected neurologic disorders of pediatric patients.

Exam 1 Content

Chapter 12: Conception and Prenatal Development

Learning Content:

- Conception
- Pre-Embryonic Period
- Embryonic Period
- Fetal Period
- Auxiliary Structures
 - Placenta
 - Fetal Membranes/Amniotic Fluid
 - Fetal Circulation
- Multifetal Pregnancy

Chapter 13: Adaptations to Pregnancy

Learning Content:

- Changes in Body Systems
- Confirmation of Pregnancy
- Antepartum Assessment and Care
 - Preconception and Intra-conception Care
 - Subsequent Assessments
- Common Discomforts of Pregnancy
- Psychological Responses to Pregnancy

Chapter 14: Nutrition for Childbearing

Learning Content:

- Weight Gain During Pregnancy
- Nutritional Requirements During Pregnancy
- Factors That Influence Nutrition
- Nutritional Risk Factors
- Nutrition After Birth

Chapter 15: Prenatal Diagnostic Tests

Learning Content:

- Ultrasound

- Alpha-Fetoprotein Screening
- Chorionic Villus Sampling
- Amniocentesis
- Non-stress Test
- Contraction Stress Test
- Biophysical Profile
- Maternal Assessment of Fetal Movement

Chapter 16: Giving Birth

Learning Content:

- Physiological Effects of the Birth Process
- Components of the Birth Process
 - Powers
 - Passage
 - Passenger
 - Psyche
- Normal Labor
 - Premonitory Signs
 - True and False Labor
 - Stages and Phases of Labor
- Nursing Care During Labor and Birth
- Fetal Oxygenation
- Nursing Care During the Late Intrapartum Period

Chapter 17: Intrapartum Fetal Surveillance

Learning Content:

- Fetal Oxygenation
- Auscultation and Palpation
- Electronic Fetal Monitoring Equipment
- Evaluating Electronic Fetal Monitoring Strips
- Significance of FHR Patterns

Chapter 18: Pain Management for Childbirth

Learning Content:

- Adverse Effects of Excessive Pain
- Variables in Childbirth Pain

- Non-pharmacologic Pain Management
- Pharmacologic Pain Management

Chapter 19: Nursing Care during Obstetric Procedures

Learning Content:

- Amniotomy
- Induction and Augmentation of Labor
- Version
- Operative Vaginal Birth
- Episiotomy
- Cesarean Birth

Chapter 24: The Childbearing Family with Special Needs

Learning Content:

- Adolescent Pregnancy
- Delayed Pregnancy
- Substance Abuse
- Birth of Infant with Congenital Anomalies
- Perinatal Loss
- Intimate Partner Violence

Chapter 31: Management of Fertility

Learning Content:

- Contraception
- Considerations When Choosing a Contraceptive Method
- Informed Consent
- Adolescents
- Methods of Contraception
 - Sterilization
 - Intrauterine Devices (IUD)
 - Hormonal Contraceptives
 - Barrier Methods
 - Natural Family Planning Methods

- Abstinence

Exam 2 Content

Chapter 20: Postpartum Adaptation

Learning Content:

- Multi-system Assessments
- Postpartum Assessments
- Care in the Immediate PP Period
- Nursing Care after Cesarean Birth
- Process of Becoming Acquainted
- Maternal Role Adaptation
- Family Adaptation
- Cultural Influences on Adaptation

Chapter 21: Newborn Adaptation and Assessment

Learning Content:

- Initiation of Respiration
- Adaptations
- Multi-system effects
- Assessments
 - Cardiorespiratory Status
 - Thermoregulation
 - Anomalies
 - Body Systems
 - Gestational Age

Chapter 22: Normal Newborn Nursing Care

Learning Content:

- Early Care
 - Vitamin K
 - Eye Treatment
- Ongoing Assessments and Care
- Circumcision

- Immunization
- Newborn Screening
- Discharge and Newborn Follow up

Chapter 23: Newborn Feeding

Learning Content:

- Nutritional Needs of the Newborn
- Breast Milk and Formula Composition
- Considerations in Choosing a Feeding Method
- Normal Breastfeeding
- Common Breastfeeding Concerns

Chapter 25: Pregnancy-Related Complications

Learning Content:

- Hemorrhagic Conditions of Early Pregnancy
 - Abortions
 - Ectopic Pregnancy
 - Gestational Trophoblastic Disease (Hydatidiform Mole)
- Hemorrhagic Conditions of Late Pregnancy
 - Placenta Previa
 - Abruptio Placentae
 - DIC
- Hyperemesis Gravidarum
- Hypertension During Pregnancy
- HELLP Syndrome
- Chronic Hypertension
- Incompatibility Between Maternal and Fetal Blood

Chapter 26: Concurrent Disorders during Pregnancy

Learning Content:

- Diabetes Mellitus
 - Preexisting Diabetes
 - Gestational Diabetes
- Cardiac Disease
- Anemias
- Infections During Pregnancy

Chapter 27: Intrapartum Complications

Learning Content:

- Dysfunctional Labor
- Premature Rupture of the Membranes
- Preterm Labor
- Prolonged Pregnancy
- Intrapartum Emergencies
 - Placental Abnormalities
 - Prolapsed Umbilical Cord
 - Uterine Rupture
 - Uterine Inversion
 - Anaphylactoid Syndrome
- Trauma

Chapter 28: Postpartum Complications

Learning Content:

- Postpartum Hemorrhage
 - Uterine Atony
 - Trauma
- Hypovolemic Shock
- Subinvolution of the Uterus
- Thromboembolic Disorders
 - Superficial Venous Thrombosis
 - Deep Venous Thrombosis
- Pulmonary Embolism
- Puerperal Infection
 - Endometritis
 - Wound Infection
 - UTI
 - Mastitis
 - Septic Pelvic Thrombophlebitis
- Affective Disorders
 - Peripartum Depression
 - Postpartum Psychosis
 - Bipolar II Disorder

Chapter 29: The High-Risk Newborn

Learning Content:

- Late Preterm Infants
- Preterm Infants
 - Respiratory Distress Syndrome
 - Intraventricular Hemorrhage
 - Retinopathy of Prematurity
 - Necrotizing Enterocolitis
- Small for Gestational Age (SGA)
- Large for Gestational Age (LGA)

Chapter 30: High-Risk Newborn: Acquired and Congenital Conditions

Learning Content:

- Respiratory Complications
 - Asphyxia
 - Transient Tachypnea of the Newborn
 - Meconium Aspiration Syndrome
- Hyperbilirubinemia
- Infection
- Infant of Diabetic Mother
- Prenatal Drug Exposure

Exam 3 Content

Chapters 5-9: Health Promotion

Learning Content for Each Age Group (infants, early childhood, school age, adolescent):

- Health promotion/milestones
- Common health problems
 - Communicable diseases
 - Immunizations
- Leading causes of death and preventive strategies

Chapter 40: The Child with a Fluid and Electrolyte Alteration

Learning Content:

- Dehydration (types and levels of)
- Diarrhea
- Vomiting

Chapter 44: The Child with a Genitourinary Alteration

Learning Content:

- Nephrotic Syndrome
- Acute Glomerulonephritis
- Urinary Dysfunction
 - Enuresis
 - UTI
- Epispadias, Hypospadias

Chapter 46: The Child with a Cardiovascular Alteration

Learning Content:

Cardiovascular Dysfunction

- Circulatory changes at birth
- Congenital Heart Disease
- Cyanosis
- Defects with increased pulmonary blood flow
- Obstructive defects
- Defects with decreased pulmonary blood flow
- Mixed defects
- Heart failure

Acquired Cardiovascular Disorders

- Rheumatic Fever
- Kawasaki disease

Chapter 47: The Child with a Hematologic Alteration

Learning Content:

- Red Blood Cell disorders
 - Iron deficiency anemia

- Sickle cell anemia (SCD)
- Defects in Hemostasis - Hemophilia
 - Factor VII (Hemophilia A/classic) I
 - Factor IX (Hemophilia B)

Chapter 48: The Child with Cancer

Learning Content:

- Chemotherapy
- Leukemia
- Lymphomas
 - Hodgkin
 - Non-Hodgkin

Chapter 49: The Child with an Alteration in Tissue Integrity

Learning Content:

- Integumentary Dysfunctions
- Skin lesions
- Pathophysiology of dermatitis
- Diagnostic evaluation

Infections of the skin (Review)

- Bacterial infections
- Viral infections
- Dermatophytosis (fungal infections)
- Contact dermatitis
- Scabies
- Pediculosis capitis

Other dermatological conditions

- Diaper dermatitis
- Atopic dermatitis (eczema)
- Acne
- Seborrheic dermatitis

Burns

- Characteristics of burn injury
- Classification of burns
- Differences in pediatrics
- Care of burn wounds

Chapter 54: The Child with an intellectual or Developmental Disability (pgs. 1351-1356 & 1359-1360)

Learning Content:

- Down Syndrome
- Failure to Thrive

Exam 4 Content

Chapter 35: The Ill Child in the Hospital and Other Care Settings (pgs. 788-796)

Learning Content:

- Reactions to hospitalization and anticipatory guidance
 - Infant
 - Toddler
 - Preschooler
 - School-aged child
 - Adolescent
- Play
 - Types
 - Function
 - Strategies to incorporate into play.

Chapter 43: The Child with a GI Alteration

Learning Content:

- Constipation
 - Hirschsprung Disease
- Cleft Lip and Cleft Palate
- Pyloric Stenosis
- Intussusception

Chapter 45: The Child with a Respiratory Alteration

Learning Content:

- Acute Upper Respiratory Tract Infections
 - Pharyngitis (Streptococcal vs. viral)
 - Tonsillitis
 - Tonsillectomy indication
- Acute Otitis Media
- Croup
- Epiglottitis
- Conditions of the Lower Airway
 - Bronchitis
 - Respiratory syncytial virus (RSV) bronchiolitis
 - Asthma
 - Cystic Fibrosis

Chapter 50: The Child with a Musculoskeletal Alteration

Learning Content:

- The Immobilized Child
 - Cast
 - Skin vs skeletal traction
 - Osteomyelitis
- Congenital Defects/Syndromes
 - Developmental dysplasia of the hip
 - Congenital clubfoot
- Acquired Defects
 - Scoliosis
- Juvenile Idiopathic Arthritis
- Muscular Dystrophy

Chapter 51: The Child with an Endocrine or Metabolic Alteration

Learning Content

- Disorders of the Thyroid Gland
 - Hypothyroidism
 - Hyperthyroidism
- Diabetes Mellitus Type I
- Diabetes Mellitus Type II
- DKA

- Pituitary Dysfunction
 - Precocious Puberty

Chapter 52: The Child with a Neurologic Alteration

Learning Content:

- Intracranial Infections
 - Bacterial meningitis
 - Nonbacterial (aseptic or viral) meningitis
- Seizures (including febrile)
- Cerebral malformations
 - Hydrocephalus
- Neuromuscular or muscular dysfunction
 - Cerebral Palsy
 - Spina Bifida (Myelomeningocele)

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students with the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis

prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.