

## 2016-2017 CATALOG





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## JOIN US ...

It's an exciting time to be a professional nurse. Technological advancements mean nurses must be computer savvy as well as intelligent, flexible and compassionate. Developments in medicine are giving nurses more professional options than ever. A nursing education is the first step toward a challenging and rewarding career, and St. Joseph's is where some of the finest nurses in the country choose to begin that journey.

St. Joseph's College of Nursing (SJCON) was established in 1898. Then, as now, students learned to practice professional nursing with compassion, excellence, vision, enthusiasm and integrity. St. Joseph's continues to educate excellent nurses who share these same values. Since our profession is ultimately about caring for people, we make sure our students get as much direct patient care experience as possible. The College of Nursing is fortunate to be affiliated with an award-winning health care system, so our students are learning alongside nurses recognized as excellent in their chosen field. SJCON is proud to have been designated by the National League for Nursing as a Center of Excellence for 2016-2019. This designation, public recognition, and distinction acknowledges the outstanding innovations, commitment and sustainability of excellence at St. Joseph's. Our partner in education, Le Moyne College, was ranked by the Princeton Review among the top 15 percent of colleges in the nation for the third consecutive year and included the College in its guide, *The Best 380 Colleges: 2016 Edition*.

Professional excellence aside, students often say that what they like most about St. Joseph's is the strong sense of community. I agree. The faculty, staff and I put a lot of effort into helping our students succeed: flexible degree options, comprehensive career and academic counseling, and affordability are just some of the things that add value to a St. Joseph's education.

Nursing is an immensely satisfying career. It will allow you to serve others, gain knowledge and develop as a person and a professional. I invite you to find out what thousands of other working nurses and students already know: that a passion for excellence and caring is what makes St. Joseph's, and our students, among the very best.

A handwritten signature in black ink that reads "Marianne Markowitz".

Marianne Markowitz, MS, RN, CNE  
Vice President/Dean  
St. Joseph's College of Nursing





# OVERVIEW

St. Joseph's College of Nursing offers a weekday and an evening/weekend option leading to an associate in applied science degree with a major in nursing. The Dual Degree Partnership in Nursing (DDPN) and Accelerated Dual Degree Partnership in Nursing (A-DDPN) with Le Moyne College allow students to achieve both an associate and a baccalaureate degree in four years or 18 months, respectively.

## VISION

St. Joseph's College of Nursing strives for outstanding educational outcomes exemplified by graduates who will be recognized for excellence, leadership and compassionate care.

## MISSION

St. Joseph's College of Nursing educates and inspires students to become passionate healers who demonstrate integrity, innovation, caring and excellence.

## PHILOSOPHY

The philosophy of St. Joseph's College of Nursing is congruent with the philosophy of St. Joseph's Hospital Health Center, reflecting the beliefs of the faculty and administration that each individual is sacred and possesses inherent personal worth and dignity.

Each student is a unique being whose cultural, intellectual, developmental and spiritual attributes affect his/her ability to seek, find and use health information and resources in order to critically think and make decisions using evidence-based information.

**Society** is comprised of individuals from diverse backgrounds. The College of Nursing contributes to society by preparing graduates who advocate for health promotion, disease prevention, and treatment of acute and chronic illness in a global health care environment. Understanding and advocating for the needs of individuals, their families and the community are essential in promoting active participation in self-care management.

**Health** is a dynamic state of optimal physiological, psychosocial and spiritual well-being. The individual's personal definition of health is influenced by age, gender, cultural factors and experience. The individual's participation in self-care and health promotion behaviors is affected by his/her personal definition of health.

**Nursing** is an art and a science with a unique body of knowledge and skills. Caring is the foundation for all professional nursing actions. Healing is a goal of the nurse-patient relationship and encompasses all aspects of the unique individual. Nurses are responsible for promoting and maintaining a safe environment while embracing relationship-based care (RBC).

**Learning** is a dynamic lifelong process proceeding from simple to complex allowing individuals to develop their human potential. We believe that correlation of classroom theory with clinical experience is essential. Educational activities in a student-centered environment encourage collaboration among students, faculty and other health care professionals.

**Nursing education** prepares the student to meet health care needs using the nursing process, applying critical thinking, evidence-based nursing and clinical reasoning. Innovation provides the framework for educating students to become caring professional nurses exhibiting integrity, clinical competence, effective communication, advocacy and ethical behavior. We strive for excellence in nursing education and prepare our graduates to be nursing leaders of tomorrow.

**Faculty** are committed to nursing education. Their role is to facilitate learning in a student-centered culture of caring, trust and openness, while responding to different learning styles and developmental levels. Faculty serve as role models in promoting professional socialization and lifelong learning. Faculty demonstrate leadership and service in a variety of professional and community roles.

## PROGRAM OPTIONS

### WEEKDAY AND EVENING/WEEKEND OPTIONS

St. Joseph's offers several academic options, which lead to an associate in applied science degree with a major in nursing. The admission criteria and academic requirements for all options are the same. The weekday format follows an academic calendar over a two-year period. Students in the evening/weekend option attend on alternating weekends (Friday evening, Saturday and Sunday) and one evening each week for 18 months, allowing them to work full time during the week, if they so choose.



The evening/weekend option begins in July and the weekday option begins in August. All students attend classes and start participating in clinical rotations very early in both options, giving the opportunity to immediately apply classroom theory to practice.

### DUAL DEGREE PARTNERSHIP IN NURSING (DDPN)

The DDPN represents a unique articulation agreement between Le Moyne College and St. Joseph's College of Nursing. The 1+2+1 DDPN requires two years of full-time study at Le Moyne College (years I and IV) and two years of full-time study at St. Joseph's College of Nursing (years II and III) to satisfy both the associate degree and bachelor's degree requirements.

The innovative DDPN allows students to earn both associate and bachelor's degrees in nursing in the same amount of time it typically takes to earn a bachelor's degree in nursing, and at a lower cost than most 4-year colleges.

### ACCELERATED DUAL DEGREE PARTNERSHIP IN NURSING (A-DDPN)

Earn both an associate degree from St. Joseph's and a bachelor of science in nursing from Le Moyne College in only 18 months. This option is ideal for students who already have a bachelor's degree in

another field. Classes and clinical experiences are held every other weekend (Friday evening, Saturday and Sunday) and one evening each week at St. Joseph's and weekdays/evenings at Le Moyne. The A-DDPN begins in July each year. Students are eligible to take the National Council Licensing Exam (NCLEX) after completion of their associate degree requirements.

### RN TO BS ARTICULATION OPTION

Students who earn an associate degree from St. Joseph's are eligible to continue their education and earn a bachelor degree at a 4-year institution. With proper planning, transferring from St. Joseph's College of Nursing can be a smooth process. For additional information on where many of our graduates continue their education please visit our website at:

<https://www.sjhcon.edu/continuing-education>

This option has both academic and economic benefits; students choosing this option may begin working as a registered nurse earning a competitive salary while completing their bachelor's degree.

### LICENSED PRACTICAL NURSES (LPNS)

Licensed practical nurses (LPNs) should make an appointment with the Office of Admissions to discuss which option fits their needs best.

## OUTCOMES

### NATIONAL LEAGUE FOR NURSING EDUCATIONAL OUTCOMES AND COMPETENCIES FOR GRADUATES OF ASSOCIATE DEGREE NURSING PROGRAMS

**Human Flourishing:** Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings.

**Nursing Judgment:** Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

**Professional Identity:** Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

**Spirit of Inquiry:** Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities.

### PROGRAM PERFORMANCE OUTCOMES (MEASURES OF PROGRAM EFFECTIVENESS)

**Graduates of St. Joseph's College of Nursing will:**

- achieve a 90 percent passing rate on the NCLEX-RN licensing examination on the first attempt;
- secure employment at a rate of 90% of cohort in a nursing position within six months following graduation;

### NCLEX-RN Success Rates:

% of students who passed  
licensing examination on first  
attempt.

2011.....	95%
2012.....	98%
2013.....	96%
2014.....	92%
2015.....	91%

### STUDENT RETENTION RATES

% of original cohort who  
return for 2nd year of study.

2010.....	90%
2011.....	83%
2012.....	83%
2013.....	84%
2014.....	86%

- report a 90 percent satisfaction rate with the educational program; and
- complete the program at a rate of 70 percent of the cohort.

#### Employers will:

- report a 90 percent satisfaction rate with the educational program.

### NURSING PROGRAM STUDENT LEARNING OUTCOMES

- Advocate with integrity in a caring, ethical, reverent manner to promote the holistic well-being of the individual, family and groups within diverse communities.
- Integrate scientific knowledge, skills, clinical reasoning and evidence-based practice for decision making to provide safe, innovative, quality care.
- Exemplify the core values and ethical behaviors of the professional nurse.
- Engage in the pursuit of knowledge to achieve excellence in practice.

### GENERAL EDUCATION STUDENT LEARNING OUTCOMES

#### Students completing the general education experience will:

- demonstrate a commitment to pursuing additional learning opportunities related to their academic, personal or professional interests;
- recognize the practical relevance of sociological, cultural and ethical issues of local, regional or global significance;
- demonstrate academic and professional competency in written and oral communication;
- develop critical thinking and problem-solving ability including scientific and quantitative reasoning;
- develop information literacy skills and technological competence; and
- articulate the role and purpose they play as citizens in a global society.

### FOLLOWING GRADUATION

More than 5,000 men and women have graduated from St. Joseph's College of Nursing. On average 70 - 80 percent of our graduates accept positions at St. Joseph's Hospital Health Center, while others find employment at health care facilities in the community, the region or another state. The excellent reputation of our college and hospital assures that St. Joseph's alumni will readily find positions in their chosen fields.

St. Joseph's College of Nursing graduates enjoy a near-perfect pass rate on the National Council Licensing Examination (NCLEX). Their scores have been consistently higher than the mean pass rate in New York state and the nation.

## FACILITIES

### CLASSROOM LEARNING

The College of Nursing facilities are located on the main campus of St. Joseph's Hospital Health Center in Syracuse, NY. Classrooms have wireless internet access and modern equipment, including touch screen displays, high-definition monitors, and interactive white board technology.

### MECCARIELLO CENTER FOR EXPERIENTIAL LEARNING

The Meccariello Center for Experiential Learning provides students with opportunities to practice in a "real" hospital environment, complete with all of the equipment found in the hospital setting. In addition to the patient rooms, our simulation labs are equipped with the newest high fidelity simulators such as SIM Man 3G, Victoria - our birthing simulator and the Hal series of infant and pediatric patients. The simulation lab provides students with the opportunity to practice their assessments and skills on a variety of patients. The labs are supported by full-time faculty and a Simulation/IT personnel during the semester and class times. Students are able to access the lab for practice during regularly scheduled class times and off-hours with key access.

### NURSING AND MEDICAL LIBRARY

Our library has seating for 118 students, contains four group study rooms and a general reading area. Twenty computers are located in the main library and an additional 32 computers are located in the adjacent computer labs. All workstations are equipped with computer-assisted learning programs, word processing software and high-speed internet access. The library is also equipped with wireless connectivity to allow the use of mobile devices.

Our print collection consists of over 1,500 books on nursing and allied health topics, as well as general interest material. We subscribe to over 3,500 print and electronic journals and newsletters, and our interlibrary loan program provides access to countless additional resources. The library is open seven days a week to accommodate student needs.





The St. Joseph's library page provides 24-hour access to over 2,000 medical and nursing e-books, numerous bibliographic and full-text databases, as well as our electronic journal collection. VPN software allows users to view the library page from any off-site computer and remotely access most of the library's databases and electronic materials. Information on how to request VPN software may be obtained from the library service desk or on the resources page of St. Joseph's College of Nursing website.

#### STUDENT CENTER

Construction to convert the entire sixth floor of the College of Nursing (former residence of the Sisters of St. Francis) to a Student Center was completed in March of 2016. The new Student Center provides much needed dedicated testing space, a lounge and dining area, conference room for group meetings equipped with a monitor and whiteboard, and study rooms with whiteboard painted walls for small group meetings or individual study. The Student Center is that place where students can have a sense of community within the College. This fully renovated space provides students with the opportunity to enjoy their physical surroundings, encourages them to stay engaged and allows them to build lasting relationships with each other.

#### ST. JOSEPH'S HOSPITAL HEALTH CENTER

Nursing students complete most of their clinical rotations at St. Joseph's Hospital Health Center, a world-class, 453-bed comprehensive medical care institution that serves residents of 16 counties in Central New York. In addition, students have clinical experiences at other community agencies, including Upstate Golisano Children's Hospital.

St. Joseph's provides general medical and surgical care, and offers specialty services such as hemodialysis, maternity services, a birth center, emergency care, intensive care, dental services, mental health services, suicide prevention and a certified home health care.

St. Joseph's was the first nursing college in New York state affiliated with a Magnet hospital. Awarded Magnet Recognition for Excellence in Nursing from the American Nurses Credentialing Center is our nation's highest honor for nursing excellence. Magnet hospitals provide rich environments that promote quality care, ongoing education and nursing research.

St. Joseph's was named by National Research Corp. as a 2013-2014 Consumer Choice #1 Award winner. This is the 15th time the hospital has earned the award, which was most recently given to

the top 294 hospitals in the United States with the highest quality and image.

St. Joseph's is an Accredited Chest Pain Center with PCI and an Accredited Heart Failure Center by the Society of Cardiovascular Patient Care.

Excellus BlueCross BlueShield has recognized St. Joseph's Hospital Health Center as one of the first hospitals in the nation to receive a Blue Distinction Center+ designation in the area of cardiac care, as part of the Blue Distinction Centers for Specialty Care® program. This comes just after Excellus BlueCross BlueShield recognized St. Joseph's as a Blue Distinction Center+ in the specialties of spine surgery and knee and hip replacement.

Blue Distinction Centers are hospitals shown to deliver quality, specialty care based on objective, transparent measures for patient safety and health outcomes that were developed with input from the medical community. The national program added a new designation level, Blue Distinction Centers+, to recognize hospitals that deliver both quality and cost-efficient specialty care.

St. Joseph's ambulatory surgery program has been recognized by Press Ganey Associates as a 2012 Summit Award winner, one of only eight facilities in the country to receive the award.

In addition, St. Joseph's is designated a Bariatric Surgery Center of Excellence by the American Society for Metabolic and Bariatric Surgery, and was named one of the nation's "100 Most Wired" hospitals in Hospitals & Health Networks, a journal of the American Hospital Association.

#### ST. JOSEPH'S HOSPITAL HEALTH CENTER BY THE NUMBERS

**25,250\***  
INPATIENT DISCHARGES

**800\***  
MEDICAL STAFF

**636,000\***  
OUTPATIENT  
ENCOUNTERS

**3,745†**  
NURSING, PROFESSIONAL  
AND SUPPORT STAFF

**69,927\***  
EMERGENCY VISITS

**1,000\***  
VOLUNTEERS



# ADMISSION & ENROLLMENT

Admission to St. Joseph's College of Nursing is highly competitive. We use established target dates for application submission and encourage candidates to apply early. To obtain information contact the College at (315) 448-5040 or visit [www.sjhcon.edu](http://www.sjhcon.edu).

## APPLICATION DATES

Evening & Weekend  
Option

**JULY**  
ENROLLMENT

**9/1**  
APPLICATION  
SUBMISSION

Weekday Option

**AUG**  
ENROLLMENT

**1/1**  
APPLICATION  
SUBMISSION

## ADMISSION REQUIREMENTS

Admission to St. Joseph's College of Nursing is highly competitive and primarily based on academic achievements (high school and/or college grade point average), strength of curriculum, standardized test scores, personal statement, extracurricular, volunteer and/or work experience and recommendations.

### ALL APPLICANTS: MINIMUM ACADEMIC REQUIREMENTS

Applicants must have minimally earned the following to be considered for admission:

- High school diploma or equivalent (GED)
- Completion of and a passing grade in algebra, biology and chemistry at the high school or college level (New York State Regents preferred)
- Rank in the upper half of high school graduating class
- Competitive SAT and/or ACT score (recent high school students/graduates only)

Applicants may choose to fulfill prerequisites by successfully completing a similar high school or college-level course.

The Office of Admissions reserves the right to waive prerequisite coursework upon review of the applicant's file and/or transcripts.

In order to complete the admission process, applicants are required to complete an interview with a member of the nursing faculty.

**High school applicants** are strongly encouraged to complete four years of science and math coursework at the Regents level where applicable.

**Non-traditional applicants** (not recent high school graduates) are evaluated on the aforementioned minimum academic requirements (with the exception of SAT/ACT scores), as well as evaluation of earned college credits.\*

\*Applicants who must repeat college courses in order to achieve a grade of "C" (2.0) or higher are typically not considered competitive for admission.

## ADMISSION PROCESS

The Admissions Committee does not rely on a single factor for admission but considers individuals on the basis of the total pre-entrance profile. While many applicants may meet basic entrance requirements, those candidates with the most favorable overall applications will be accepted.

Application materials are available on our website, [www.sjhcon.edu](http://www.sjhcon.edu). The application is to be completed and submitted electronically. References and transcripts should be mailed to the Office of Admissions.

Applicants must submit supporting documentation (high school and college transcripts and letters of recommendation) prior to the application deadline.



Application materials become the property of St. Joseph's College of Nursing; therefore, materials will not be returned.

Final enrollment is offered only after satisfactory completion of all enrollment requirements and successful completion of any contingencies placed on the applicant.

## CREDIT FOR PREVIOUS COURSEWORK

### TRANSFER CREDIT

Transfer credit may be awarded for college courses from an accredited institution that were completed prior to enrollment at St. Joseph's College of Nursing. The following criteria are used for evaluation of transfer credits:

- Course was successfully completed with a grade of "C" (2.0) or higher from a regionally accredited college or university.
- Course is similar in content, rigor and credit hours to those in the St. Joseph's curriculum.
- Science courses (anatomy & physiology; microbiology) must be completed within seven years of acceptance to St. Joseph's.
- Science courses completed outside of the seven year time frame must be successfully repeated.

Transfer credits are not included in the computation of the cumulative GPA. A student must complete a minimum number of 32 nursing credits at St. Joseph's to receive his or her degree. Nursing transfer credits are determined on an individual basis.

### ADVANCED PLACEMENT EXAMINATIONS

The College will grant advanced placement credit in English literature and composition and psychology if the student has achieved a score of 4 or 5 on the Advanced Placement Examination of the College Entrance Examination Board.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College will grant academic credit for the following examinations of CLEP: English, psychology or sociology. Credit for the examination is determined in accordance with the recommendations of the American Council on Education (ACE). Information regarding these examinations may be found at [www.collegeboard.com](http://www.collegeboard.com).

### EXCELSIOR COLLEGE EXAMINATIONS

The College does not grant academic credit for anatomy & physiology and/or microbiology courses taken more than seven years prior to acceptance. Although, if approved, the student may challenge this requirement through Excelsior College Examinations. Credit will only be granted for challenge examinations if the student earned a grade of "C" (2.0) or higher in the initial course. Information regarding this examination may be found at [www.excelsior.edu](http://www.excelsior.edu).

### NURSING PROGRAM TRANSFERS

Applicants who wish to transfer from another nursing program must provide:

- Course descriptions/catalog, including evidence of similar clinical hours, from the school in which previous post-secondary coursework was completed.
- Letter of reference from the dean/director of the previous nursing program.

All other admission/enrollment criteria must be met. Final acceptance and placement is determined on an individual basis.

### INTERNATIONAL APPLICANTS

St. Joseph's College of Nursing is authorized under federal law to enroll non-immigrant students. International applicants must meet the minimum academic requirements for admission as well as submit the following:

- Secondary school and/or college transcripts (translated to English with U.S. grading system) must be provided if transcripts are to be considered as part of meeting the admission requirements or are to be considered for college transfer credit.
- Candidates whose international transcripts do not specifically list algebra, biology and chemistry will be required to complete these courses prior to being considered for admission.

We reserve the right to request an official TOEFL (Test of English as a Foreign Language) score report for applicants who have not completed college-level English in the United States. Analysis of results will be based on TOEFL established benchmarks.

## APPLICATION CHECKLIST

Applicants should apply online and submit the following:

- Official high school transcript (including SAT and/or ACT scores for current high school students only) and/or documentation of GED
- Official college transcript(s)
- Two completed professional recommendation forms (available online). High school applicants must submit one counselor recommendation and one professional recommendation.
- Personal statement (answer questions as directed on application form).

*Note: Application materials become the property of St. Joseph's College of Nursing and will not be returned.*

### ADDITIONAL PROGRAM OPTIONS

- Dual Degree Partnership in Nursing (DDPN) - for current high school students only. Must apply using Le Moyne College application. Early action application submission date: Nov. 15. Application submission date: Jan. 1. Enrollment date: August.
- Accelerated Dual Degree Partnership in Nursing (A-DDPN) - only for candidates with a previous bachelor's degree. Prerequisite classes exist for this program option. Must apply using Le Moyne College application. Application submission date: Sept. 1. Enrollment date: July.

### ENROLLMENT REQUIREMENTS

Enrollment is defined as completion of all requirements listed below prior to the first scheduled day of classes.

#### ENROLLMENT DEPOSIT

A non-refundable enrollment deposit must be paid by the established deadline date. If the deposit is not submitted by the established deadline date, the student forfeits the guaranteed space in the program.

#### TRANSCRIPTS

All transcripts pertaining to transfer credit must be received by the registrar prior to enrollment. Applicants enrolling directly out of high school must submit an official final high school transcript indicating the date of graduation.

#### HEALTH

All students must upload specific documents including health history questionnaire, physical exam by a medical professional within the past 12 months, proof of required immunizations and acknowledgment of Essential Functions and Technical Standards to [CastleBranch.com](http://CastleBranch.com) by the established deadline.

#### CPR

St. Joseph's College of Nursing mandates CPR (Cardiopulmonary Resuscitation) certification as an enrollment requirement. It is the student's responsibility to complete an approved CPR course prior to the designated deadline. Students must choose from the following options for initial CPR certification:

- American Red Cross – [www.redcross.org](http://www.redcross.org)  
Basic Life Support (BLS) for Healthcare Providers
- American Heart Association – [www.cpr.heart.org](http://www.cpr.heart.org)  
Basic Life Support (BLS) for Healthcare Providers

Students enrolled in a blended CPR learning course (online & classroom), must complete online learning content followed by classroom practice and skills demonstration in order to receive certification.

Valid/signed CPR cards are to be uploaded to and managed through [CastleBranch.com](http://CastleBranch.com). Certification is valid for two years. If nearing expiration, renewal is REQUIRED. St. Joseph's College of Nursing does not provide these courses.

#### STUDENT BACKGROUND CHECK

St. Joseph's College of Nursing's enrollment requirements include

submission of a background check for all accepted students. To ensure the safety and well-being of all patients, background checks are a standard practice for working in health care. Student placement in a clinical site/agency assumes that the person possesses good moral character and the ability to successfully pass the rigor of a background investigation and criminal background check. Therefore, it is required that all enrolled students obtain a background check prior to beginning clinical practice.

- All students selected for admission will be enrolled conditionally until background check results are reviewed. The student is responsible for the cost of the background check. Students are required to obtain a background check via [CastleBranch.com](http://CastleBranch.com) by an established/published deadline date.
- Results of the background check will be made available to the student and an administrator at St. Joseph's College of Nursing. All background checks will be treated as confidential.
- A student who refuses to obtain a background check or does not obtain a required background check by the published deadline set forth by the College will not be eligible to enroll. This student will be de-registered with no opportunity to re-apply or defer enrollment.
- It is the student's responsibility to determine whether or not he/she is eligible for licensure. If convicted of a crime, it is the student's responsibility to determine if his/her background will prohibit licensure and employment in the health care industry. St. Joseph's College of Nursing administration and faculty are not able to provide legal advice. If a student has questions or concerns about his/her background, he/she may contact legal counsel before enrolling in a nursing program.
- If a background check is negative (no incidences displayed), the summary page of the report is filed in the student's file.
- If a background check is positive, an administrative review process is initiated. The student will be requested to validate and explain the results. Administration will review according to, but not limited to the following considerations: need for further information, nature of the crime, and Medicare/drug-related incidents. If the incident is deemed to be of no concern by administration, the student will be allowed to enroll.
- If the incident is considered to be of concern and/or the student provides an inadequate explanation, the student will either be requested to provide further information or if the incident is sufficiently egregious that the student will not meet the College's Essential Functions and/or be eligible for placement in clinical settings, and the student will not be eligible to enroll.

**TESTING**

- All incoming students are required to take a critical thinking entrance exam prior to or during orientation. There are no study materials for this standardized exam. Results from this exam are used for student assessment and is a tool used for student advisement.
- All incoming students are required to take a basic math exam prior to or during orientation. Information on the basic math test will be forwarded to all students as part of their enrollment packet.
- If 100% is not achieved on the test, the student will be required to obtain remediation and retest. Basic Math competency must be achieved prior to the beginning med-math calculations in NSG 111 Nursing Assessment & Skills.

**Students who fail to meet the enrollment requirements in their entirety by the published deadline set forth by the College will be ineligible to enroll**



*Admission to St. Joseph's College of Nursing is highly competitive. It is important that applicants remain aware of dates for application submission. (See chart on page 8.)*

**ESSENTIAL FUNCTIONS/TECHNICAL STANDARDS**

Essential functions/technical standards include non-academic criteria essential to successfully complete the required nursing coursework. The following is a list of the essential functions/technical standards required to be achieved with or without accommodation:

**Communication:**

Use good communication skills in interacting with peers, staff, college personnel and patients. Examples of relevant activity include, but are not limited to:

- Effective verbal and non-verbal communication skills
- Effective utilization of the English language
- Recording all information accurately

**Sensory Skills and Observation:**

Functional use of senses. Examples of relevant activity include, but are not limited to:

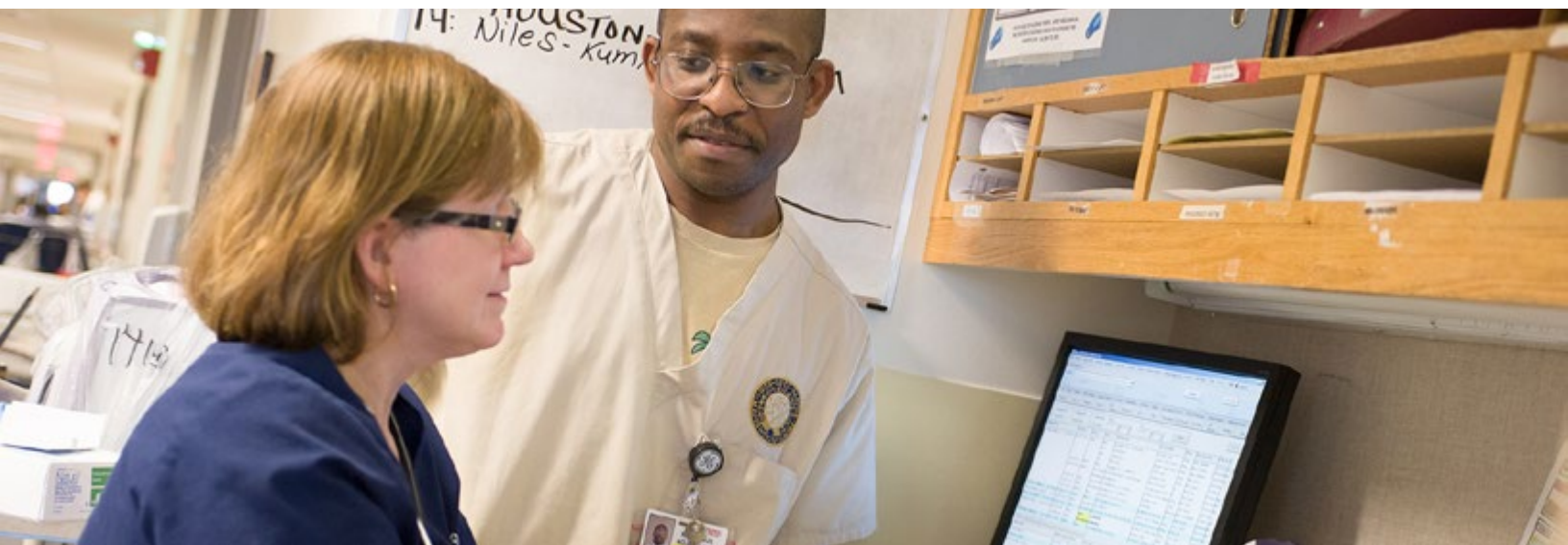
- Must be able to assess patients in their environment in order to safely deliver nursing care. Examples of relevant activity include, but are not limited to:
  - Detect changes in skin color
  - Collect data from recording equipment and measuring devices
  - Detect fire in a client area and initiate emergency action
  - Draw the correct quantity of medication into a syringe
- Must be able to assess patients and their environment and to implement nursing care plans that are developed from such assessments. Examples of relevant activity include, but are not limited to:
  - Detect sounds related to bodily functions using a stethoscope
  - Detect audible alarms (e.g., monitors, fire alarms, call bell)
  - Communicate clearly in a telephone conversation
  - Communicate effectively with clients and with other members of the health care team
  - Detect odors of bodily fluids or spoiled foods
  - Detect smoke from burning materials
  - Detect changes in skin temperature
  - Detect unsafe temperature levels in heat-producing devices used internally/externally with clients
  - Detect anatomical abnormalities such as subcutaneous crepitus, edema, infiltrated IV fluids

**Manual Dexterity and Motor Skills:**

Strength and mobility sufficient to perform client care activities and emergency procedures. Examples of relevant activities include, but are not limited to:

- Perform Cardiac Pulmonary Resuscitation (CPR)
- Accurately place and maintain position of stethoscope for detecting sound functions
- Manipulate small equipment and containers such as syringes, vials, amp medication packages to administer medications
- Safely transfer clients in and out of bed
- Lift or move clients or objects, turn and position clients as needed to prevent complications due to bed rest
- Hang IV bags at the appropriate level
- Accurately read the volumes in bodily fluid collections devices





Please visit [www.sjhcon.edu](http://www.sjhcon.edu) if you are interested in applying to St. Joseph's College of Nursing. Admission representatives are available to answer your questions by email, telephone or during open advising (check our website for dates and times).

#### **Cognitive Ability:**

Ability to collect, analyze and integrate information and knowledge to make clinical judgments and management decisions to promote client outcomes. Examples of relevant activities include, but are not limited to:

- Process information accurately, thoroughly and quickly to prioritize tasks
- Perform math computations for medication dosage calculations
- Demonstrate skills of recall using both long- and short-term memory, inferential reasoning, predicting possible outcomes, applications of knowledge and evaluation of predicted outcomes at appropriate times for point of program
- Learn to use nursing process in a systematic way
- Critical thinking in the process of delivering care and comfort to clients

#### **Emotional Stability/Behavioral/Social Attributes:**

Student is expected to have the emotional stability required to provide safe nursing care. Examples of relevant activities include, but are not limited to:

- Exercise sound judgment, complete assessment and intervention activities, and develop sensitive interpersonal relationships with patients/clients/families and others responsible for health care
- Demonstrate flexibility to function effectively under stress and adapt to multiple situations
- Handle strong emotions
- Demonstrate compassion
- Establish therapeutic relationships in a caring manner
- Focus and maintain attention on tasks

#### **Professional Behavior:**

Professional behaviors involve a specialized skill set essential to the performance of a unique and professional role. Examples of relevant activities include, but are not limited to:

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- Demonstrate professional communication, appearance and behavior that shows respect for clients and self
- Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- Handle multiple tasks concurrently
- Perform safe, effective nursing care for clients in a caring context
- Maintain the confidentiality of medical information
- Understand and follow the policies and procedures of the college and clinical agencies
- Understand the consequences of violating the student code of conduct
- Accept responsibility, accountability and ownership of one's actions
- Function effectively in situations of uncertainty and stress inherent in providing nursing care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to all clinical experiences



# FINANCIAL AID

We believe that any student who is accepted and wants to attend St. Joseph's College of Nursing should be able to do so. We work hard to help students find the financial resources they need. Staff in our Financial Aid Office provide information and advice to help students and their families apply for federal and state aid, student loans and scholarships.

## TUITION AND FEES

Information on tuition and fees may be found on the insert in the back pocket of this catalog. All tuition and fees must be paid to St. Joseph's College of Nursing by the first day of each semester. Students with scholarships or loans must follow this payment plan. St. Joseph's will extend credit to recipients of specified grants. The tuition and fees listed do not include the cost of books, personal needs, entertainment, transportation and other incidentals. Estimated annual expenses for one year at St. Joseph's can also be found on the insert included in the back of this catalog or the College website.

### TRANSPORTATION EXPENSES

Students must pay for their own transportation, meals and other necessities while attending off campus clinical experiences and outside conferences, unless they are acting as official student delegates on behalf of the St. Joseph's College Administration.

### TUITION/RESIDENCE HALL REFUND POLICY

A student wishing to withdraw from the College must submit a written request identifying the reason for withdrawal to the Vice President/Dean of the College of Nursing. A meeting will then be scheduled. If the student withdraws from the College, tuition/residence hall costs will be refunded as shown in the Tuition Refund Policy .

Fees are separate from tuition and are nonrefundable. Refund date is based on the last date of attendance. If a student received Title IV financial aid, the aid is recalculated based on the percentage of the semester completed up to 60 percent. After 60 percent completion, there is no recalculation. A refund of Federal Financial Aid is first applied to the Federal Direct Loan and then the Federal Pell Grant. For further information regarding refund policies, contact the Coordinator for Financial Aid.

### TITLE IV REFUNDS POLICY

In accordance with the Higher Education Amendments of 1998, a portion of Title IV grant or loan funds must be returned to the Title IV Program upon a student's withdrawal from college. This may result in a student incurring a liability to St. Joseph's College of Nursing after the Title IV funds are returned. Once the institution has determined an official withdrawal date, regulation provides a formula for the calculation of the amount of Title IV aid that the student has "earned" and the school may retain. This will depend on the percentage of the enrollment period that the student has completed up to withdrawal. This percentage is calculated by dividing the number of calendar days (not weeks) completed by the total number of calendar days in the period. Up through the 60 percent point of the enrollment period, the student is eligible for the actual percentage of aid the calculation provides. After the 60 percent point of the semester, 100 percent of the Title IV aid is considered "earned" by the student.

### TUITION REFUND POLICY

AMOUNT REFUNDED	WITHDRAWAL DATE*
100 percent	first week of classes
75 percent	second week of classes
50 percent	third week of classes
25 percent	fourth week of classes
0 percent	fifth week of classes and later

*\*Refund date is based on the last date of attendance*

## HOW TO APPLY FOR AID

To be considered for financial aid, students must file:

- A Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education Student Financial Assistance Programs
- A New York State Tuition Assistance Program (TAP) application with the New York State Higher Education Services Corporation

These agencies will issue a report directly to the College's Financial Aid Office. Students must apply for financial aid each year. Award amounts are credited to the student's tuition account each semester. The Financial Aid Office issues credits as they become available.

The Financial Aid Office offers students the forms and guidance they will need to complete the application process. Students may reach the office at (315) 448-5040.

### FINANCIAL AID ELIGIBILITY

Eligibility for financial aid is determined according to the amount of financial need indicated on the FAFSA and TAP reports. To receive aid, students cannot be in default on any prior federal educational loan.

### SCHOLASTIC REQUIREMENTS

Students must be in good academic standing to receive financial aid. Once financial aid is awarded, students must meet St. Joseph's Standards of Progress to remain eligible for aid in subsequent semesters.

The Standards of Progress include two factors: program pursuit and academic progress. Program pursuit is defined as the percentage of credits a student must complete each semester. Academic progress is defined as accomplishing the required GPA and completing the necessary credits. After matriculation into the College of Nursing, students have three years (six semesters) to complete the program.

Cumulative GPAs are reviewed at the end of each semester and used to determine the level of academic progress and program pursuit for federal and TAP aid. (See chart on page 15.)

## SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID

Financial aid satisfactory academic progress is defined by successful completion of courses (credit hours), cumulative grade

point average and maximum time limits to complete the student's course of study. Students must meet all requirements listed in the chart below.

### PROBATION CONTRACT

A student on financial aid probation must develop a probation contract with an academic advisor before registering for the next semester. The student must meet the terms of the probation contract, including earning a 2.0 GPA during the following semester.

### GPA REQUIREMENTS

Financial aid recipients must maintain the following cumulative GPAs to meet satisfactory academic progress requirements: If a student repeats a course, only the highest of the grades received for the course will be used in the calculation of the GPA.

### MAXIMUM TIME-LIMIT REQUIREMENTS

A student's eligibility for financial aid will be terminated at the point where 150 percent of the total hours required for a program, as stated in the college catalog, have been attempted. Hours attempted are the sum of all this college's credits for which tuition was charged whether or not financial aid was received, plus all transfer hours accepted for credit.

### EVALUATION OF ACADEMIC PROGRESS

A financial aid recipient's satisfactory academic progress is evaluated after each semester of the academic year. At that time, a student will be in good standing, be placed on financial aid probation, or denied financial assistance for future enrollment periods. The student must meet all three progress requirements (completion rate, GPA and be within the maximum time frame) to remain in good standing. Students will be notified by the Financial Aid Office if they are placed on probation or denied financial aid.

### PROBATION STATUS

Probation status will not prevent the student from receiving financial aid. The probationary semester is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the probationary period, denial status could be imposed or continued probation approved.

### DENIAL STATUS

Denial status will prevent the student from receiving any Title IV, state or institutional financial assistance for future enrollment until the student meets all satisfactory academic progress standards.

## ~ ACADEMIC REQUIREMENTS FOR FINANCIAL AID ~

GPA	0.0-1.79	1.8-1.99	2.0 AND ABOVE
Hrs. attempted: 1 – 17	Probation	Probation	Good standing
Hrs. attempted: 18 – 33	Probation	Probation	Good standing
Hrs. attempted: 34 – 49	Denial	Denial	Good standing
Hrs. attempted: 50 – 68	Denial	Denial	Good standing



### APPEAL AND REINSTATEMENT

Students may appeal their denial status by submitting an appeal form to the Financial Aid Appeals Committee. Appeal forms may be picked up and submitted to the Financial Aid Office. Some circumstances such as medical problems, illness or death in the family can be considered for an appeal. The committee will review the appeal and contact the student within two weeks.

This policy does not preclude a student from enrolling in subsequent semesters. Students may have their financial aid reinstated by the Financial Aid Office once all satisfactory academic progress standards (completion and GPA requirements) are met.

### LOSS OF FINANCIAL AID

Students who do not achieve the qualitative and/or quantitative measures as determined by the Standards of Progress will not receive further financial aid. However, students may petition the College to waive the satisfactory progress requirement by submitting a written explanation for poor performance. Examples of some acceptable causes of poor performance are personal illness or injury, family illness, death in the family or circumstances resulting in undue hardship. A committee reviews the Request for Waiver and notifies the student of its decision, which is final.

Students may also regain financial aid eligibility by taking courses without the use of financial aid to make up any deficiencies. After attaining the accumulated credits and satisfactory GPA, students are eligible to use financial aid again.

However, when TAP is lost due to a student not completing the required percentage of courses per semester, eligibility for further TAP awards is lost for one year. A student may submit a written request to the Financial Aid Office to receive a one-time waiver of this eligibility requirement.

## AVAILABLE PROGRAMS

### GRANTS AND SCHOLARSHIPS FOR NEW YORK RESIDENTS

Tuition Assistance Program:

New York state residents attending colleges in New York state can apply to receive a grant through the Tuition Assistance Program



(TAP), which is administered by the New York State Higher Education Services Corporation (HESC).

To be eligible, a student must be a resident of New York state and a U.S. citizen or permanent resident alien or refugee. He or she must have a high school diploma or GED, take at least 12 credits per semester, be in good academic standing, have no previous debt from a defaulted student loan and meet family income criteria.

HESC does not count family income for students who are considered financially independent: those 35 or older; and those between the ages of 22 to 34 who have not lived with their parents, been claimed as a dependent or received \$750 yearly from their parents for three years. New York state scholarships are for up to four years of full-time study regardless of need and are won in the senior year of high school by competitive examination. Recipients must attend school in New York state and maintain their New York state residency.

**TAP Standards of Progress** is used to determine each student's eligibility to receive his/her next TAP award. There is one difference from the school standards. Each semester TAP award is valued at six points and an academic year is valued at 12 points. The higher number of points the student has used, the larger the percentage of courses he/she will need to complete. Points are accumulated from all the schools from which the student received TAP. The maximum allowed for study at a two-year institution is 36 points. In the first year of study, each student must complete 50 percent of the courses attempted. The second year is a 75 percent completion rate; and the third year is 100 percent completion.

### TAP STANDARDS OF PROGRESS

	Normal # of semesters for completion				Max # of semesters for completion	
	1st	2nd	3rd	4th	5th	6th
<b>Credits per semester</b>	0	6	15	27	39	51
<b>Cum. GPA required</b>	0	2.0	2.0	2.0	2.0	2.0

If a student has previously attended college and has received TAP, he/she could be in their first year at St. Joseph's College of Nursing, but at a 75 percent (second year) or 100 percent (third year) pursuit level of TAP.

Students will have an equivalent of three years of TAP to complete a two-year program. After students have received an equivalent of two years of TAP, they must maintain a "C" (2.0) average or higher to remain eligible for TAP.

Eligibility lost due to GPA may be reinstated in the same fashion as stated earlier in St. Joseph's Standards of Progress. When TAP is lost due to program pursuit (not completing the percentage of courses required per semester), the student's eligibility is lost for one year unless granted a waiver.

A student may be granted a one-time waiver if he/she has “lost” his/her TAP eligibility. A student is allowed only one waiver. If a student believes that he/she is eligible to receive a waiver, he/she must submit the request in writing to the Coordinator for Financial Aid. Waivers will be granted in the student’s best interest and with the student’s concurrence only.

#### **Part-time TAP**

This program is for those part-time students who were first-time/full-time students in their freshman year during their first year of college (2006-2007 or after). These students may be eligible for part-time TAP in their second year.

To be eligible, a recipient must meet the qualifications for TAP and also have earned 12 credits or more in each of the two consecutive preceding semesters and have maintained a minimum “C” (2.0) average.

#### **Special awards and scholarships:**

New York state also offers several scholarships and grants to residents who meet certain criteria. Among others, aid is available for students who are:

- Veterans
- Children of veterans
- Native Americans

To find out more regarding eligibility for these programs and others, visit the HESC website at [www.hesc.ny.gov](http://www.hesc.ny.gov).

New York state scholarships and TAP application forms are available in late spring for the upcoming academic year. Students can obtain forms at high schools, St. Joseph’s College of Nursing or from the New York State Higher Education Services Corporation. For more information on TAP grants and other New York state aid, contact:

New York State Higher Education Services Corporation  
99 Washington Ave.  
Albany, NY 12255  
(888) 697-4372  
(518) 473-1574  
[www.hesc.ny.gov](http://www.hesc.ny.gov)

#### **FEDERAL FINANCIAL ASSISTANCE PROGRAMS**

The Federal Pell Grant assists students in their pursuit of higher education. To be eligible, a student must be matriculated as an undergraduate and be a citizen or meet a citizenship requirement. To apply for a Federal Pell Grant, students must complete the Free Application for Federal Student Aid (FAFSA). Awards vary each year according to Congressional appropriation and cost of education. A student who withdraws or terminates enrollment within the refund policy period may have to return a portion of the grant to the Federal Pell Grant Fund.

Through the Parent Loan for Undergraduate Students (PLUS), parents may borrow up to the cost of attendance per year for each financially dependent student. The amount borrowed in any year cannot exceed educational costs, taking into account all other

financial aid received. Interest on the borrowed amount begins after the first disbursement. Repayment begins within 60 days of the last disbursement and the maximum repayment period is 10 years. Parents may apply online at [www.studentloans.gov](http://www.studentloans.gov).

#### **DIRECT STUDENT LOAN PROGRAMS**

Unlike scholarships and grants, loans are borrowed money and must be repaid.

**Direct loans** are available for students and parents to help pay for the cost of a student’s education after high school. The lender is the U.S. Department of Education rather than a bank. Direct loans have several repayment plans that are designed to meet the needs of borrowers.

Eligibility for direct subsidized and unsubsidized loans is based on the information reported on the Free Application for Federal Student Aid (FAFSA). No interest is charged on subsidized loans while the student is in school at least half-time. Interest is charged on unsubsidized loans beginning at the time of disbursement.

#### **ST. JOSEPH’S FINANCIAL AID PROGRAMS**

##### **St. Joseph’s Hospital Health Center Auxiliary Scholarships**

##### **Auxiliary Scholarship:**

Each year, The Auxiliary of St. Joseph’s Hospital Health Center, Inc. gives two partial scholarships of \$3,750 per semester or \$7,500 per year to incoming nursing students – one to a day option student and one to a weekend option student. The recipients must maintain a cumulative GPA of 3.0 each semester to maintain the scholarship.

##### **Sister Mary Obrist Scholarship (Dual Degree Partnership in Nursing Scholarship – est. 2009):**

The hospital Auxiliary awards a full tuition scholarship to a second year Dual Degree Partnership in Nursing (DDPN) student who has maintained a 3.0 grade point average at the end of the first year at Le Moyne College. The recipient must also be the recipient of a Le Moyne College Scholarship to be eligible. Maintenance of eligibility requirements are that the recipient must maintain a B (3.0) or higher in nursing coursework and demonstrate satisfactory progress in the clinical portion of each nursing course at the completion of each semester. The recipient must also demonstrate engagement and commitment to the profession and College through participation in one or more of the following: recruitment events, committee membership, peer mentoring, support group membership and/or other volunteer activities. An additional condition of this scholarship is that the recipient may not accept an Educational Contract with St. Joseph’s Hospital Health Center.

##### **St. Joseph’s College of Nursing Alumni Association Scholarships**

**Sister Mary Sheila Daly Memorial Scholarship:** Each year, the Alumni Association awards two \$2,500 scholarships in memory of Sister Mary Sheila Daly, past school director (1956–1974), to two incoming students. Students receive \$1,250 the first year and can renew the scholarship for the second year if they maintain a cumulative GPA of 3.0 each semester and perform community service that reflects the mission of nursing and that of St. Joseph’s Hospital Health Center.

**Dual Degree Partnership in Nursing (DDPN) Scholarship:**

The Alumni Association awards two \$1,000 per semester scholarships to a second year DDPN student who has maintained a 3.0 grade point average at the end of his/her first year at Le Moyne College. The recipient must maintain a B (3.0) average at St. Joseph's College of Nursing.

**George & Loretta Byrnes Memorial Scholarship:**

The Alumni Association awards this \$750 scholarship to an incoming freshman who demonstrates academic merit and financial need. Recipient must remain in good academic standing.

*Note: Any student may apply for the auxiliary and alumni scholarships listed above after acceptance into the program.*

Scholarship applications are available on the College's website <https://www.sjhcon.edu/financial-aid-programs>

**Nursing Education Loan Agreement (NELA)**

St. Joseph's Hospital Health Center offers a nursing education loan that gives nursing students the opportunity to defer one year of tuition by signing an employment contract to remain employed as a registered nurse for three years full-time or six years part-time after graduation (for DDPN students, this means graduation from Le Moyne College).

Qualified students may apply for this limited program after the midpoint of their second semester at St. Joseph's College of Nursing.

**Qualifications:**

- Citizen or permanent resident of the United States
- First year GPA of at least 2.75
- Maintain at least three-quarter time course load status
- Not owe an overpayment on a Title IV Education Loan
- Not be in default on any prior education loans (Federal Family Education Loan Program, Federal Perkins Loan Program, Federal Nursing Loan Program, Federal Direct Loan Program)

**How to Apply:**

- Complete the College of Nursing Contract Application, the Free Application for Federal Student Aid (FAFSA), the New York State Tuition Assistance Program (TAP) Application, and any other required documentation.
- Submit all required documentation to the Financial Aid Office at St. Joseph's by March 1.

**Expenses Covered:**

- All tuition costs while the student is matriculated in year two at St. Joseph's College of Nursing (for students in the DDPN program, this would include the third year only). Should the student withdraw, extend their program, or require a leave of absence, the loan agreement will be broken and repayment in full will be due within 30 days.
- NELA will cover the first attempt at each course only. If a student is required to repeat a course due to withdrawal or failure, the student will be required to pay cash for that course at the time the course is repeated.
- In the event that a student fails a clinical nursing course, the student will immediately be deemed ineligible for participation in the NELA program and the entire amount of the NELA shall become due and payable upon such schedule as it is directed by the Financial Aid Office.

**Expenses the Contract Does Not Cover:**

- Room, board, registration fees, clinical makeup fees and book expenses.
- Courses taken prior to matriculation at St. Joseph's College of Nursing.
- Graduation Fees
- Testing Fees

**What Happens With Financial Aid?**

If the student elects to sign the NELA and receives a Federal Pell Grant or a New York State TAP award, the Pell and TAP funding goes toward tuition and fees before the contract can be applied to the account.





### What Happens After Graduation?

If hired, the graduate must begin employment within 60 days of graduation. DDPN graduates may elect to begin employment at the completion of their fourth year at Le Moyne College. The graduate will be given the same consideration and benefits, including starting salary and employment benefits, as any other graduate nurse hired at St. Joseph's Hospital Health Center. NELA requires a commitment of three years full-time employment or six years part-time employment as a registered nurse. If it becomes necessary for employment to be terminated prior to the completion of the commitment, repayment of the tuition along with a penalty fee will be expected in full within 30 days of termination. Any forgiveness of NELA by the hospital shall be considered taxable income to the student, subject to both income and employment tax (Social Security) withholding.

If you have any further questions, please contact the Financial Aid Office at (315) 448-5040.

### Notice of Non-Discriminatory Policy:

St. Joseph's College of Nursing at St. Joseph's Hospital Health Center does not discriminate in the administration of educational policies or programs, admission policies, scholarship and loan programs, and other school-administered programs. The College's non-discrimination policy is inclusive of, but not limited to, race, age, color, national or ethnic origin, marital status, gender, sexual orientation, gender identity, gender expression, veteran/military status, religion, disability, or political ideology.

### OTHER AVAILABLE AWARDS/SCHOLARSHIPS

Opportunities for awards and scholarships for the second year of nursing may be available and awarded at the Commitment to Nursing ceremony.

### Outside financial aid programs

The New York State Division of Veterans Affairs provides educational benefits for veterans of the U.S. Armed Forces and children and spouses of veterans. For more information, contact your local Veterans Administration Office. The U.S. Bureau of Indian Affairs offers a Higher Education Grant to eligible American Indian/Alaska Native scholars entering college. A student must be a member of, or at least one-quarter degree Indian blood descendant of, an American Indian tribe that is eligible for the special programs and services provided by the United States through the Bureau of Indian Affairs; must be accepted for admission to an institution of higher education that confers associate or bachelor's degrees; and must demonstrate financial need. An application is available with the education officer of the affiliated tribe.

### Scholarships

Students are encouraged to apply to local and civic organizations, such as American Legion Post, Masons or Women's Auxiliary to a county medical society for scholarships. Parents should check with employers to see if financial assistance is offered to dependent children.

*Note: All outside grants and scholarships should be reported to the Financial Aid Office.*

## COLLEGE LOAN CODE OF CONDUCT

### PROHIBITION ON REVENUE SHARING

#### ARRANGEMENTS WITH LENDERS

No officer or employee of the St. Joseph's College of Nursing at St. Joseph's Hospital Health Center (hereinafter the "College") who has responsibilities for student lending will enter into any revenue sharing agreement with any lender.

For purposes of definition, revenue sharing arrangement means an agreement between the College and a lender under which:

- a lender provides or issues a loan that is made, insured or guaranteed under Title IV to students attending the College or to the families of students attending the College; and
- the College recommends the lender or the loan products of the lender and, in exchange, the lender pays a fee or provides other material benefits, including revenue- or profit sharing to the College, an officer or employee of the College.

### PROHIBITION ON GIFTS FROM LENDERS, GUARANTY AGENCIES AND LOAN SERVICERS

No officer or employee of the College who has responsibilities with respect to education loans shall solicit or accept any gift from a lender, guarantor or servicer of education loans.

Gift means any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value of more than a *de minimus* amount. The term includes a gift of services, transportation, lodging or meals, whether provided in kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred.

The term "gift" does not include: (1) a brochure, workshop or training using standard materials relating to a loan, default aversion or financial literacy, such as a brochure, workshop or training; (2) food, training or informational material provided as part of a training session designed to improve the service of a lender, guarantor or servicer if the training contributes to the professional development of the College's officer, employee or agent; (3) favorable terms and benefits on an education loan provided to a student employed by the College if those terms and benefits are comparable to those provided to all students at the College; (4) entrance and exit counseling as long as the College's staff are in control of the counseling and the counseling does not promote the services of a specific lender; (5) philanthropic contributions from a lender, guarantor or servicer that are unrelated to education loans or any contribution that is not made in exchange for advantage related to education loans, and; (6) state education grants, scholarships or financial aid funds administered by or on behalf of a state.

For purposes of this paragraph, a gift to a family member of an officer, employee or any other individual based on that individual's relationship with the officer or employee shall be considered a gift to the officer or employee, if:

- the gift is given with the knowledge and acquiescence of the officer or employee; and

- the officer or employee has reason to believe the gift was given because of the official position of the officer or employee.

#### **CONSULTING ARRANGEMENTS WITH LENDERS PROHIBITED**

No officer or employee of the College's Financial Aid Office or individual who otherwise has responsibilities with respect to education loans shall accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to educational loans.

#### **PROHIBITION AGAINST STEERING STUDENT BORROWERS TO PARTICULAR LENDERS**

The College will not:

- for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or
- refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

#### **PROHIBITION OF OFFERS OF FUNDS FOR PRIVATE LOANS**

The College shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan to students in exchange for the College providing concessions or promises to the lender for:

- a specified number of Title IV loans made, insured or guaranteed;
- a specified loan volume of such loans; or
- a preferred lender arrangement for such loans.

An opportunity pool loan is defined as a private education loan made by a lender to a student (or the student's family) that involves a payment by the College to the lender for extending credit to the student.

#### **BAN ON STAFFING ASSISTANCE**

The College shall not request or accept from any lender any assistance with call center staffing or Financial Aid Office staffing. Permitted assistance will include:

- professional development training for financial aid administration
- providing educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials
- staffing services on a short-term, non-recurring basis during emergencies and disasters

#### **EDUCATIONAL LENDER ADVISORY BOARD COMPENSATION AND REIMBURSEMENT**

Any College employee who is employed in the Financial Aid Office of the College, or who has responsibilities with respect to education loans or other student financial aid of the College, and who serves on an advisory board, commission or group established by a lender, guarantor or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission or group. The College will report any reasonable expenses paid for employee participation on such advisory boards to the Department of Education as required.

St. Joseph's College of Nursing at St. Joseph's Hospital Health Center is a member of the National Association of Student Financial Aid Administrators (NASFAA) and subscribes to that organization's Statement of Ethical Principles and Code of Conduct. St. Joseph's College of Nursing at St. Joseph's Hospital Health Center is also a member of the New York State Financial Aid Administrators Association (NYSFAAA). St. Joseph's College of Nursing has also adopted the New York State Attorney General's College Code of Conduct and adheres to the standards outlined in that document.



*The College administration reserves the right without previous notice to make such changes in its administrative and educational policies, including its schedule of tuition and fees, as deemed advisable for the progressive development of the College. Student financial aid programs, both federal and state, are subject to adjustment, depending on changes in financial status and the allocation of funds to the College.*



# STUDENT LIFE

When they aren't engaged in studying or clinical work, St. Joseph's students have many opportunities for socializing and recreation. The College sponsors frequent activities and countless other opportunities available in and around Syracuse. The College also has on-campus housing and a comprehensive counseling program to help students with academic and personal issues.

## STUDENT DEVELOPMENT AND CAMPUS LIFE

St. Joseph's has residence facilities for students. DDPN students are required to live on-campus at Le Moyne. Most rooms are doubles, but private rooms may be available. Each residence floor has a large lounge area, kitchen appliances, cable television, computer stations and a laundry facility.

### **SJCON HOUSING**

Students are paired with roommates based on their responses to a housing questionnaire. Assignments are made without respect to color, race, religion, creed, national or ethnic origin or handicap.

### **RESIDENCE RULES, POLICIES AND GUIDELINES**

Students must pay a housing deposit and sign a contract to live in the residence hall. Students must abide by both the student code of conduct and the resident rules, policies and guidelines.

## TOBACCO-FREE CAMPUS

It is the policy of St. Joseph's Hospital Health Center and our affiliate corporations to provide an environment free of tobacco use. This policy exists as one of many methods for St. Joseph's Hospital Health Center to promote and encourage healthy lifestyles throughout our community.

Individuals covered by this policy include, but are not limited to, employees, patients, visitors, volunteers, physicians, residents, students, medical staff, contractors and vendors, with the exception of behavioral health residents.

Campus areas include all areas inside and outside of the College, the Medical Office Centre, the parking garages, the pedestrian bridge and all other buildings on the hospital campus as well as the parking lots and sidewalks contiguous to the property.

## DRUG-FREE COMMUNITY

As an institution of higher education receiving federal funds, St. Joseph's College of Nursing is required by the Drug-Free Communities Act of 1986 (the "Act") as amended by the Drug-Free Communities Act Amendments of 1989 (the "1989 Amendments") to certify to the U.S. Secretary of Education that it has adopted and implemented a program to prevent the unlawful use, possession or distribution of illicit drugs and alcohol by students. Accordingly, the College adopts the following policies:

The College of Nursing prohibits the unlawful possession, use, sale or distribution of illicit drugs by its students, staff or guests on its property or as part of any College of Nursing activities. The possession, use, sale or distribution of drug paraphernalia also is strictly prohibited. Such substances and/or objects will be permanently confiscated by Administration or Security. Violation of this policy results in disciplinary action, up to and including termination, and may have legal consequences outside of the College of Nursing as well.

Moreover, the College's policy stipulates that students are required to report to the academic and/or clinical area on time and in appropriate mental and physical condition in order to meet clinical and theoretical learning objectives.

### **STUDENT DRUG TESTING**

St. Joseph's College of Nursing is committed to maintaining a drug/alcohol free community. This policy applies to all students. The College reserves the right to require students to submit to drug testing at an unannounced time while enrolled in the program. In addition, the College reserves the right to request students to submit to drug or alcohol testing should there be reasonable cause that a student is impaired while in a class or clinical, or in violation of this substance abuse policy.



The purpose of these policies is to provide a drug-free, healthy, safe and secure environment for the students of St. Joseph's College of Nursing.

The College recognizes drug abuse as a health, safety and security problem. Drug dependence is recognized as an illness and major health concern. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Conviction of illegal use of these substances may result in failure of a student to be eligible for licensure under the regulations of the New York State Educational Department Division of Professional Licensing Services.

Students needing help in dealing with drug abuse and/or drug dependency are encouraged to use our Employee/Student Assistance Program (EAP), by calling (315) 451-5164. Conscientious efforts to seek help are supported by the College.

## STUDENT EMPLOYMENT OPPORTUNITIES

The Clinical Services Department at St. Joseph's Hospital Health Center provides students matriculated in a nursing program employment opportunities as student nurse assistants. The student must have completed the required amount of clinical hours to become a student nurse assistant. Conditions of employment are explained further during an information session scheduled near the time of eligibility. There are also other opportunities to gain employment at the hospital. Students are welcome to view employment opportunities on the main hospital website at [www.sjhsyr.org](http://www.sjhsyr.org).

## SERVICES FOR STUDENTS WITH DISABILITIES

St. Joseph's College of Nursing does not discriminate against the physically or emotionally disabled. The College of Nursing provides a wheelchair ramp at the front entrance to provide easy entry and exit, an elevator with access to all areas of the building, a lift in the lobby for access to administrative offices, and easily accessible, comfortable facilities within the residence hall.

The College has committed itself to providing fair and appropriate education to all students. Reasonable instructional accommodations are made for students who have been evaluated and have self-reported to the College as having a disability. It is the responsibility of the student to provide the institution with an up-to-date (within three years) evaluation outlining his/her specific disability. The College reserves the right to request that the student be reevaluated by a trained evaluator from an approved list if the documentation is not sufficient for a proper analysis of academic needs. This process should be determined prior to admission to the College. It is suggested that a student self-report three months prior to entering the College if alternative texts, readers or physical enhancements of any type are needed. To be eligible for accommodations, new students must submit documentation by the end of the orientation week. This information can be given to the Associate Dean for Students who acts as the compliance coordinator for the College.

In addition, students are required to fill out an accommodation form, which can be obtained through the Associate Dean for Students. This form needs to be presented and signed by faculty before the end of the first week of classes. It is the student's responsibility to meet with the Associate Dean for Students each semester to update the accommodation form. It is also the student's responsibility to have theory and clinical faculty sign the form at the beginning of each semester. This confidential form will be placed in the student's permanent file.

If testing is completed during the semester, students will be provided accommodations once the evaluation is received. They will not be allowed to retake exams, re-validate skills or resubmit assignments.

In accordance with the Americans with Disabilities Act, all accepted candidates must be otherwise qualified for program acceptance and must fulfill program requirements.

To receive accommodations in any liberal arts or science course offered through Le Moyne College, students must contact the Academic Support Center at Le Moyne College.

## COUNSELING AND GUIDANCE

St. Joseph's is one of the few nursing programs to offer a planned program for guidance and student development. Our full-time Associate Dean for Students helps students with study skills, time management and other academic and personal issues. The Associate Dean is available daily and can provide referrals to outside services as necessary.

Our Associate Dean for Students is also available to help students and applicants evaluate previously earned college credits, assess eligibility for the Advanced Placement Program for LPNs and assess eligibility for challenge exams.

Students are entitled to free, confidential counseling services through the Employee Assistance Program provided through St. Joseph's Hospital Health Center. Academic advisors and peer advisors are also available for guidance and support. Additionally, a full-time Manager for Student Development supervises the residential living community and the Student Nurse Assistant Program.

## HEALTH CARE AND INSURANCE

All students are encouraged, but not required to enroll in a health insurance plan if they are not already covered. Please note that being an affiliate of St. Joseph's Hospital Health Center does not entitle students to free health care. In an emergency situation, students may use St. Joseph's Hospital Health Center's emergency department, but they will be billed for any services rendered.



## ACTIVITIES AND ENTERTAINMENT

### SOCIAL AND CULTURAL OPPORTUNITIES

The Student Body Organization and the Student Development and Campus Life Committee plan group social and cultural activities throughout the academic year. Common events include special interest support groups, wellness programs and the Monday Luncheon Speaker Series. Students may also purchase discount tickets to local events, such as the Famous Artists Series, Syracuse Chiefs (minor league baseball) games and Syracuse University sporting events. Students may also take part in social and cultural opportunities at Le Moyne College.

### RECREATIONAL FACILITIES

St. Joseph's students taking Le Moyne courses may use the Anthony A. Henninger Athletic Center at Le Moyne College for athletic and recreational activities. The facility contains a competition-size swimming pool, whirlpool, fitness center, weight room, elevated jogging track and racquetball courts.

### SPIRITUAL OPPORTUNITIES

Students of all religious denominations are encouraged to develop their personal spiritual lives. Services are held in the hospital chapel and at area houses of worship. Informal group discussions and prayer services are often organized according to the desires of the students.

## TITLE IX SAFETY AND SECURITY

St. Joseph's College of Nursing is committed to fostering a campus community where individuals are treated with dignity and where allegations of sexual violence, domestic or dating violence, sexual harassment, and stalking are treated seriously and timely resolved. The College offers options, resource referral, support, and assistance to students and campus community members targeted by these acts so that they may continue to participate in campus programs and activities. The College also offers assistance with referral to public law enforcement and campus conduct processes.

Consistent with Title IX of the Education Amendments of 1972, St. Joseph's College of Nursing does not discriminate on the basis of sex in its education programs and activities.

Any questions concerning Title IX may be referred to the College's Title IX Coordinator:

Katherine Dixon, BS, RN, CMSRN

Manager for Students/Affiliates and New Hire Nursing Support

206 Prospect Ave., Office 102

Syracuse, NY 13203

(315) 448-5784

[Katherine.Dixon@sjhsyr.org](mailto:Katherine.Dixon@sjhsyr.org)

For more information, you can also contact: St. Joseph's College of Nursing Associate Dean for Students at (315) 448-5040, or St. Joseph's Hospital Health Center Manager for Security Services, (315) 448-5227.

## STUDENT GROUPS

### STUDENT GOVERNMENT

All enrolled students are members of the Student Body Organization (SBO), which functions through the Student Development and Campus Life Committee. This committee protects students' rights, proposes policy changes and manages student fees and spending through the leadership of elected class representatives. The groups also plan and manage cultural and social activities on campus.

### NATIONAL ORGANIZATIONS

Students are encouraged to join the National Professional Student Organization which offers workshops, conferences, scholarships, publications, product discounts and other programs and services.

### COLLEGE COMMITTEES

Students are members of select college committees of the College of Nursing, which develop the College's objectives as well as plans, implements and evaluates the curriculum. Student members serve as liaisons between the faculty and the student body.

### ALUMNI ASSOCIATION

All graduates are encouraged to maintain ties with classmates and with the College by joining the St. Joseph's College of Nursing Alumni Association. Through annual dues and fundraising events, the association funds special projects for the College of Nursing and provides scholarships for students and graduates.



# ACADEMICS

Our academic curriculum fosters intellectual, professional and personal enrichment. In keeping with the College's philosophy to promote a holistic approach to nursing, our students graduate with a wide range of skills. They are able to integrate nursing theory with arts and sciences, think critically in professional practice, communicate effectively, treat patients with care and compassion, collaborate in the management of care, and engage in lifelong learning and professional activities. Our faculty are integral to our academic strength. They are seasoned professionals with advanced degrees and national certifications and are committed to student learning and maintaining the high standards for which our College is recognized. This dedication and expertise is what sets St. Joseph's apart from other programs.

## THE CURRICULUM

### CREDIT REQUIREMENTS

To receive the associate in applied science degree with a major in nursing, students must earn 68 credits: 41 in specialized nursing courses and 27 in liberal arts and sciences. Our affiliate, Le Moyne College in Syracuse, provides courses in the liberal arts and sciences. These courses are offered at both St. Joseph's and Le Moyne College campuses.

Evening/weekend students are strongly encouraged to complete a majority of the required liberal arts and science courses prior to their enrollment.

Both the evening/weekend and weekday options are designed to be completed in two years. The curriculum is continually updated to reflect changes in nursing and health care. (See website for current curriculum plan.)

### CLINICAL COMPONENT

Students complete up to 795 total hours of clinical experiences each semester, rotating through various patient care units such as medical/surgical, childbearing families, pediatrics, oncology, geriatrics and psychiatry. Students benefit from this extensive experience early in their education.

Clinical rotations begin in the first semester, as compared to waiting up to two years in a typical four-year nursing program. The combination of coursework and its clinical applications prepares students to meet the educational outcomes and competencies for graduates of associate degree programs.

## GRADING POLICIES

### LETTER GRADES

To earn a passing grade in all nursing courses students must achieve:

- minimum grade in testing must be equal to or above 75% of testing points;
- additional non-testing points will only be added if the total testing points are 75% of the grade or higher;
- minimum theory grade which reflects all course requirements from the course syllabus: must be 750 of 1,000 total points (75%) C; and
- an overall satisfactory grade (S) in the clinical component as determined by student performance and evaluated by course faculty and administration.

**The grading policy for NSG 214 is strictly pass/fail. Attendance, class participation and completion of course requirements are considered when grading.**

Course grade is based on a point system. See individual course requirements for course grade.

### Letter grades are based on points:

A = 900-1,000 = 4.0 quality points  
 B+ = 860-899 = 3.5 quality points  
 B = 820-859 = 3.0 quality points  
 C+ = 780-819 = 2.5 quality points  
 C = 750-779 = 2.0 quality points  
 D+ = 720-749 = 1.5 quality points  
 D = 699-719 = 1.0 quality points  
 F = ≤ 698 = 0 quality points = failure  
 P = Pass = 0 quality points

**Any student receiving less than a "C" (2.0) in a nursing course cannot progress in the nursing major.**



- I** Incomplete indicates the student has not completed course requirements within the established time-frame. It is a temporary grade assigned by faculty and must be resolved within the time period specified in writing by faculty. Failure to do so results in the grade of "F".
- M** Military Leave
- W** Withdrawal prior to designated drop date
- WP** Withdrawal in good academic/clinical standing after designated drop date
- WF** Withdrawal not in good academic/clinical standing after designated drop date
- AD** Administrative Dismissal due to failure to meet school obligations including financial, moral, ethical or any College of Nursing policies.
- Z** Code of Conduct Violation

A student who receives an administrative dismissal (**AD**) or who withdraws (**WF**) from a nursing course with a failing grade after the designated drop date will receive an "F" for that course which will appear and be calculated as a grade of "F" on the transcript. An "S" (Satisfactory) or "U" (Unsatisfactory) shall be used in final grading of clinical practice. A "U" (Unsatisfactory) in clinical practice results in failure of the course.

Grade point averages (GPA) will be computed at the end of each semester. In the event a student fails a course and later retakes it, both grades will be recorded. However, only the second grade will be computed in the index. If the student retakes a course at an institution other than St. Joseph's or Le Moyne College, the course will revert to a transfer status credit and neither grade will be computed in the index.

**St. Joseph's College of Nursing requires a minimum grade of C (2.0) in all nursing and non-nursing courses.**

#### LE MOYNE COLLEGE GRADING POLICY

Grading of non-nursing courses is governed by Le Moyne College policy.

#### HONORS

At graduation those students who have a cumulative GPA of 3.8 to 4.0 will receive "Summa Cum Laude" designation; those who achieve a cumulative GPA of 3.6 to 3.79 will receive "Magna Cum Laude" and those who achieve a GPA of 3.4 to 3.59 will receive "Cum Laude."

## ACADEMIC POLICIES

#### STANDARDS OF ACADEMIC PROGRESSION

##### Criteria for progression:

- A minimum grade of "C" (2.0) in all courses.
- A satisfactory clinical grade

**Any student receiving less than a "C" grade cannot progress in the nursing major.**

#### Clinical Nursing Courses:

- A STUDENT MUST SUCCESSFULLY REPEAT BOTH THEORY AND CLINICAL COMPONENTS OF A FAILED NURSING

COURSE (GPA and course requirements must be followed). A second failure in any clinical nursing course will result in academic dismissal. If a student fails the same course twice, they forfeit the opportunity to return to the program.

**Please note:** If a student wishes to repeat a nursing course he/she must have a cumulative grade point average of 2.0 in non-nursing courses.

#### LIBERAL ARTS/SCIENCE COURSES:

- A STUDENT MUST SUCCESSFULLY REPEAT A LIBERAL ARTS COURSE IN WHICH HE/SHE DID NOT ACHIEVE A MINIMUM GRADE OF "C" (2.0). A second grade achieved below a "C" (2.0) in a liberal arts course will result in academic dismissal.
- A STUDENT MUST SUCCESSFULLY REPEAT A SCIENCE COURSE IN WHICH HE/SHE DID NOT ACHIEVE A MINIMUM GRADE OF "C" (2.0). A second grade achieved below a "C" (2.0) in a science course will result in academic dismissal.

**In Summary: Students may not receive less than a "C" grade in more than one clinical nursing course or liberal arts or a science course while matriculated in the nursing program.**

After the first semester/term, a minimum 2.0 cumulative grade point average must be maintained in non-nursing courses each semester or the student will be academically disqualified.

A first semester/term student must have a 2.0 cumulative grade point average and an "Independent or Supervised" grade in clinical nursing to qualify for promotion to Semester III.

BSC 201 must be successfully completed to enter NSG 120. BSC 202 must be taken prior to or concurrent with NSG 120 and both must be successfully completed to be promoted to Semester III.

#### PROBATION

Students are expected to perform at a level that leads to academic and clinical achievement. Students who fail to meet the standards of satisfactory progress will be placed on probation. These students will be required to meet with a designated academic advisor to discuss factors interfering with their progress and develop an individual plan for success.

#### DEAN'S LIST

At the end of each semester/term, any student taking at least six credits and earning a cumulative grade point average of 3.4 or higher that semester will be awarded the honor of Dean's list. With the written permission of the students, their names will be posted internally and sent to their local hometown newspaper to be published.

#### TIME LIMITATION FOR COMPLETION OF DEGREE POLICY

The purpose of this limitation is to avoid undue delay in completion of degree requirements and to ensure coursework and clinical skills are not outdated before the degree is granted.

The degree must be completed within five years from the date of original matriculation. Consideration will be given to students who are attached to a U.S. military unit and are activated for military service.

### LEAVE OF ABSENCE POLICY

A student may request a Leave of Absence by completing the "Request for Leave of Absence" Form (available from the College Registrar) and attaching documentation supporting the request.

After consideration of the request by the Progression Committee, the request will be forwarded to the Vice President/Dean of the College for final approval.

*\*Based on federal regulations, an approved leave of absence of less than or equal to sixty days is not considered a withdrawal.*

### PROGRAM EXTENSION

A student in good standing may request to extend his/her program of study. The student must submit a request for extension in writing to the Academic Dean of the College of Nursing. The Progression Committee grants this request on an individual basis.

### WITHDRAWAL

If a student wishes to withdraw from any course or the program for personal, medical or academic reasons, a written request identifying the reason for the withdrawal must be submitted to the Vice President/Dean of the College. A meeting will then be scheduled.

A student withdrawing prior to the designated drop date (see SJHCON Drop Dates) will receive a "W" on his or her transcript.

A student withdrawing after the designated drop date (see SJHCON Drop Dates) will receive a "W/P" if he/she is in good academic/clinical standing or a "W/F" if he/she is not in good academic/clinical standing. A "W/F" will be calculated into the student's grade point average as an "F".

A student wishing to withdraw from a Le Moyne College course must fill out a "Drop Course" form, which may be obtained from and returned to the St. Joseph's Registrar.

### DISMISSAL

The Vice President/Dean of the College of Nursing reserves the right to dismiss a student for unsatisfactory academic or clinical achievement, physical health, or unacceptable social or moral conduct, or failure to develop the personal and ethical standards essential to the nursing profession.

A student has the right to appeal and the right to be heard on grievances in accordance with the procedures established by the faculty of the College of Nursing, as described in the Student Handbook.

### REINSTATEMENT

A student receiving less than a "C" in a nursing course must petition for reinstatement. Considerations for reinstatement include:

1. Written request for reinstatement submitted to the academic dean as chairperson of the Progression Committee. The letter must include:
  - Insight into cause(s) of failure.
  - Plan for future success.

2. GPA of at least 2.0 in non-nursing courses
3. Satisfactory clinical performance
4. ATI critical thinking entrance test score of at least 60
5. Good financial standing

Students who have demonstrated unsafe clinical behavior may not be eligible for continuation in the clinical nursing courses.

Reinstatement is also dependent on completion of any additional recommendations and requirements placed on the student by the Progression Committee. Reinstatement will be considered on an individual basis and course placement will be based on space availability. Any student granted reinstatement will be placed on probation for at least the following semester.

**Please note:** The Time Limitation for Completion of Program policy states the degree must be completed within five years from the date of original matriculation.

**A second failure in a nursing course results in dismissal from the program.**

### STUDENT RECORDS FAMILY EDUCATION RIGHTS AND PRIVACY ACT

In compliance with the Family Education Rights and Privacy Act of 1974 (PL 93-579), students have the right to review their records. These records include the following: academic folder which is maintained in the Office of the Registrar, their clinical progress reports also maintained in the Office of the Registrar, their financial aid record maintained in the Financial Aid Office, and their health records maintained online at [castlebranch.com](http://castlebranch.com). In order to access the records, a request must be made in writing by the student to the Registrar 72 hours in advance.

A student must give written permission before educational information (including health records), transcripts or references will be released to another educational institution or prospective employer.

Faculty wishing to review a student's file must sign the log sheet in each individual student's file.

If a student feels any portion of their file is false or misleading, they may request an amendment to the record. They may challenge the contents of their educational record through a formal grievance. They also have the right to file a complaint with the New York State Education Department if they feel their access to their education records has been limited.

Transcripts may be requested through the "Request Transcript Link" on the College website. This link provides the permission form to release information. Unofficial transcripts are accessible on the college's student information system (SONISWEB). No transcript or reference will be sent without the student's written permission. All financial obligations must be cleared in order to be eligible for a transcript and/or a letter of recommendation.

### GRADUATION REQUIREMENTS

A student will receive the Associate in Applied Science (AAS) with a major in nursing when the student has:

- completed a minimum of 41 nursing credits at St. Joseph's College of Nursing;
- completed the educational program with a minimum cumulative grade point average of 2.0;
- been recommended for graduation by the faculty and the Governing Board;
- met all financial obligations of the program;
- completed student loan exit counseling;
- returned all borrowed library materials;
- attended a NCLEX review course;
- completed exit interview with Dean or designee;
- returned all College keys and parking passes;
- completed all evaluations;
  - SONIS;
  - SDCL; and
  - program assessment.

Two formal graduation ceremonies are held in January for the Evening-Weekend graduates and in May for the Weekday graduates.



*Tutors are available to help students who need additional academic support. The Assistant Dean for Students or academic faculty can provide more information on tutoring services.*

### PROFESSIONAL LICENSING AND ELIGIBILITY FOR LICENSING EXAM

- Graduates of St. Joseph's College of Nursing are eligible to take the National Council Licensing Examination (NCLEX) to become licensed as a registered professional nurse. Requirements for licensure include: graduation from a program registered by the New York State Education Department, passing the licensure exam and being at least 18 years of age. There is no U.S. citizenship requirement.

New York State requires all applicants for NCLEX, as stated in the Nursing Handbook, published by the University of the State of New York Education Department, to answer whether they have:

- been charged with a crime (felony or misdemeanor) in any state or country, the disposition of which was other than by acquittal or dismissal;
- been convicted of a crime (felony or misdemeanor) in any state or country;
- ever surrendered their license or been found guilty of professional misconduct, unprofessional conduct, incompetence or negligence in any state or country; or
- charges pending against them for professional misconduct, unprofessional conduct, incompetence or negligence in any state or country.

If the answer to any of the above is "yes" students must submit in writing, a complete explanation, copies of any court records, and a copy of the "Certificate of Relief from Disabilities" or "Certificate of Good Conduct." Following a review of these documents, eligibility to sit for the NCLEX will be determined on an individual, case-by-case basis

### GENERAL REQUIREMENTS

The practice of nursing or use of the "Registered Professional Nurse" (RN) title within New York state requires licensure.

To be licensed as a Registered Professional Nurse in New York state you must:

- be of good moral character;
- be at least 18 years of age;
- meet education requirements;
- complete coursework or training in the identification and reporting of child abuse offered by a New York state approved provider; and
- meet examination requirements.

The nursing graduate must file an application for licensure and for testing, along with the appropriate fees, to the Office of the Professions and to Pearson Vue at the addresses specified on each form. Following a review of these documents, eligibility for licensure will be determined on an individual, case-by-case basis.



## COURSE DESCRIPTIONS

### BIOLOGICAL AND PHYSICAL SCIENCES\*

#### **BSC 201 Anatomy and Physiology I with Lab (4 credits)**

This course is the first in a two-semester sequence providing a study of anatomy and physiology in the human body. Initial portions of the course will include terminology, cell biology, biological chemistry, and tissues. Body systems covered include the skeletal, muscle, nervous, and integumentary. The cat is the primary dissection specimen in the laboratory. Dissection required.

*Theory: 3 hours per week*

*Lab: 2 hours per week*

#### **BSC 202 Anatomy and Physiology II with Lab (4 credits)**

This course is a survey of microbial life with special emphasis on those organisms of clinical interest. Laboratory exercises emphasize the isolation, identification and control of microorganisms. Three hours of lecture and two hours laboratory per week.

*Theory: 3 hours per week*

*Lab: 2 hours per week*

*Prerequisite: BSC 201 or permission of the biology department.*

#### **BSC 205 Basic Microbiology (4 credits)**

This course is a survey of microbial life with special emphasis on those organisms of clinical interest. Laboratory exercises emphasize the isolation, identification and control of microorganisms.

*Theory: 3 hours per week*

*Lab: 2 hours per week*

*Prerequisite/Corequisite: BSC 201, BSC 202*

### LIBERAL ARTS\*

#### **PSY 101 Introductory Psychology (3 credits)**

A one-semester broad overview of contemporary psychology – its diverse approaches to the understanding of behavior and the basic principles and research findings associated with each of these approaches. Specific areas of psychological inquiry discussed include physiological, cognitive and social psychology; learning, sensation and perception; emotion and motivation; and personality and psychopathology.

*Theory: 3 hours per week*

#### **PSY 220 Human Life Span Development (3 credits)**

This course is a general introduction to human development. The study of human development is a scientific analysis of patterns of change and growth across the entire life span from conception through very old age. The course will include the investigation of essential questions of human experience, including inherited factors, attachment to caregivers, mastery of the human body and the environment, meaningful social relationships, achievement, occupational choice, impact of societal expectations, the formulation of values and goals, the concept of generativity, and death and dying. The course will analyze human development from a biopsychosocial perspective looking closely at basic patterns of normal development.

*Theory: 3 hours per week*

*Prerequisite: PSY 101*

#### **SOC 101 Introductory Sociology (3 credits)**

An introduction to sociology's contributions toward an understanding of men and women and their social world. The course examines social interaction as the basis of social behavior and the foundation of social groups. Sociological concepts and methodology are used to provide meaning and understanding of such phenomena as gender roles, the development of the self, the family social class and stratification, deviant behavior, behavior in organization and bureaucracy, urban life, power and politics, and social change.

*Theory: 3 hours per week*

#### **WRT 101 Critical Writing (3 credits)**

Practice in the skills of critical thinking, critical reading and especially critical writing. Students will analyze selected essays and articles in conjunction with frequent writing assignments. Students will be expected to gain and demonstrate college-level proficiency in critical reading, critical writing and standard English grammar and usage.

*Theory: 3 hours per week*

#### **PHL 346 Ethics and the Nurse (3 credits)**

Using a practical, context-specific approach that is sensitive to the philosophical, scientific, social, legal and economic dimensions that shape and define the field of bioethics, this course is devoted to a detailed study of ethical issues in nursing. Specific topics will vary.

*Theory: 3 hours per week*

*Prerequisite: 1 year of nursing coursework*

### NURSING COURSES

#### **NSG 110 Foundations of Nursing and Health (7 credits)<sup>†</sup>**

This foundational course introduces students to the practice of professional nursing through concepts, exemplars and interactive instructional strategies. Each student is expected to be an active participant in his/her learning. Emphasis will be placed on caring, professional attributes including integrity, innovation and excellence that promote the holistic well-being of individuals of diverse backgrounds. Students will practice foundational principles of professional nursing to provide safe care. Students will be introduced to the nursing process, relationship-based care, evidence-based nursing, the nurse's role, and scope of practice within select acute care and community settings.

*Theory: 75 hours (5 credits)*

*Clinical: 90 hours (2 credits)*

#### **NSG 111 Nursing Assessment and Skills I (2 credits)**

This course introduces students to professional nursing skills, beginning physical assessment techniques, and medication administration. Supervised laboratory experiences and simulations are provided to develop basic nursing skills and techniques required for the care of diverse clients across the lifespan.

*Theory: 15 hours (1 credit)*

*Lab: 30 hours (1 credit)*

\* Courses taught by Le Moyne College faculty.

**NSG 120 Health and Illness Across the Lifespan (4 credits)**

The focus of this course is to build upon the concepts introduced in NSG 110 and highlights concepts of health and illness to care for the individual who is part of a family. Students will apply principles of professional nursing to identify holistic needs of the patient experiencing alterations in physical and mental health. Students will formulate beginning nursing judgments leading to safe decision making. The nursing process will be implemented through collaboration with patient and family and patient/family responses to health alterations in a variety of acute care and perioperative experiences.

*Theory: 30 hours (2 credits)*

*Clinical: 90 hours (2 credits)*

*Prerequisite: NSG 110, NSG 111, 4 credits of Anatomy and Physiology*

**NSG 121 Nursing Skills and Assessment II (2 credits)**

The dual focus of this course addresses the knowledge and skills required to provide safe nursing care to individuals and childbearing families experiencing health alteration across the lifespan in a variety of settings. Medication administration, care delivery and resource management principles are simulated in a laboratory setting. Faculty will emphasize use of the nursing process, critical thinking and clinical reasoning as the foundation for clinical decision making as well as specialized assessment techniques and skills.

*Theory: 15 hours (1 credit)*

*Lab: 30 hours (1 credit)*

*First year; Second Semester*

*Prerequisite: NSG 110, NSG 111, 4 credits of Anatomy and Physiology*

**NSG122 Family Health (4 credits)**

This course explores concepts of self/family, sexuality/reproduction and developmental issues. Importance is placed on the holistic nursing care of families in selected stages of development across the lifespan. The nurse's role as advocate, collaborator and educator are expanded, and professional practice standards are presented throughout the course. Students will integrate theory into practice by advocating in a caring, collaborative, ethical and reverent manner in acute care and community settings to provide care for women and childbearing families.

*Theory: 30 hours (2 credits)*

*Clinical: 90 hours (2 credits)*

*Prerequisite: NSG 110, NSG 111, 4 credits of Anatomy and Physiology*

**NSG 210 Holistic Health Care (5 credits)**

This course expands the concepts of holistic health care to individuals and families experiencing alterations in mental and physical health. The student will analyze the social, cultural, economic and environmental impact on the well-being of the individual, family and groups in diverse communities. Students will integrate theory into practice by applying effective collaborative clinical decision-making skills while meeting the psychosocial, physiological, pharmacological and nutritional needs of patients with acute and chronic health problems.

*Theory: 45 hours (3 credits)*

*Clinical: 90 hours (2 credits)*

*Prerequisite: All first year nursing courses, 8 credits of Anatomy and Physiology*

*Second year; First semester*

**NSG 211 Nursing Skills and Assessment III (2 credits)**

This course integrates advanced skills and techniques needed to apply the nursing process and clinical reasoning in management of patients experiencing complex physiological and psychosocial illness. A systematic and holistic approach to assessment of patients' major health deviations is presented. Students will acquire skills to conduct a health assessment including physical, psychological, social and functional aspects. Lab simulation activities will provide practice in a collaborative interdisciplinary environment.

*Theory: 15 hours (1 credit)*

*Lab: 30 hours (2 credits)*

*Prerequisite: All first year nursing courses, 8 credits of Anatomy and Physiology*

*Second year; First semester*

**NSG 212 Health Care Systems (5 credits)**

This course enhances students' knowledge of professional practice, health care management and safety. Additional topics in this course will include the nurse's role in quality improvement, leadership, accountability, allocation of resources and group process. Students will integrate theory into practice through application of beginning leadership skills to promote safe, quality, evidence-based nursing care across the lifespan in a variety of settings.

*Theory: 45 hours (3 credits)*

*Clinical: 90 hours (2 credits)*

*Prerequisite: All first year nursing courses, 8 credits of Anatomy and Physiology*

*Second Year; First Semester*

**NSG 213 Transition into Professional Practice (9 credits)**

This capstone course prepares students to assimilate the concept of professional identity as a novice practitioner. Emphasis is placed on essential concepts for the management of multifaceted health care across the lifespan. Upon completion, students will apply the nursing process and critical thinking in their clinical reasoning to formulate sound clinical decisions in complex situations. This course facilitates students' transition to the role of graduate professional nurse.

*Theory: 60 hours (4 credits)*

*Clinical: 225 hours (5 credits)*

*Prerequisite: NSG 110, NSG 111, NSG 120, NSG 121, NSG 122, NSG 210, NSG 211, NSG 212*

*Second Year; Second Semester*

**NSG 214 Assessment and Skills (1 credit)**

This course provides the opportunity for students to synthesize and integrate knowledge, skills and abilities. Simulation offers students the opportunity to care for patients in a variety of complex situations, identifying pertinent patient assessment data, prioritizing interventions and evaluating outcomes under faculty guidance. Simulation will assist students, individually and as a team member, with application of nursing process, critical thinking, clinical reasoning, clinical decision-making and therapeutic communication.

*Lab: 30 hours (1 credit)*

*Prerequisite: NSG 110, NSG 111, NSG 120, NSG 121, NSG 122, NSG 210, NSG 211, and NSG 212*

*Second year; Second semester*

# ST. JOSEPH'S COLLEGE OF NURSING

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 Philadelphia, Pa. 19104-2680, (267) 284-5000

Professional Education Program Review by the  
 University of the State of New York, The State Education  
 Department, Office of the Professions, Division of  
 Professional Licensing Services  
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