

ST. JOSEPH'S COLLEGE OF NURSING IS PROUD TO HAVE BEEN  
DESIGNATED BY THE NATIONAL LEAGUE FOR NURSING  
EDUCATION AS A CENTER OF EXCELLENCE FOR 2019-2020



**Information in this handbook should not be considered an irrevocable contract between the student and the College. The College reserves the right to change policies and revise costs as deemed necessary with proper notice. Information in this handbook applies to all matriculated students in the Weekday & Evening-Weekend options.**

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## Academic Calendars

### Evening-Weekend Calendar 2018-2019

**Term 3 7/10/2019 – 12/27/2019**

<b>July</b>		
<b>10</b>	Wednesday	Term 3 begins
<b>10</b>	Wednesday	NSG 213 & 214 begins
<b>16</b>	Tuesday	100% Refund ends
<b>23</b>	Tuesday	75% Refund ends
<b>30</b>	Tuesday	50% Refund ends
<b>August</b>		
<b>6</b>	Tuesday	25% Refund ends
<b>October</b>		
<b>13</b>	Sunday	Transition to Practice begins
<b>December</b>		
<b>11</b>	Wednesday	NSG 213 and 214 ends
<b>27</b>	Friday	Term 3 ends

**NOTES:**

All dates are subject to change.

Your course syllabus will give exact details of each course, including, testing dates, etc.

If you are taking any courses through Le Moyne College, please refer to their Academic Calendar

## Evening-Weekend Calendar 2019-2020

### Term 1 7/10/2019-2/26/2020

<b><u>July 2019</u></b>		
<b>10</b>	Wednesday	NSG 110/111 begins
<b>12-14</b>	Friday- Sunday	First weekend on
<b><u>August</u></b>		
<b>28</b>	Wednesday	Drop date NSG 110/111 with “W” grade
<b><u>October</u></b>		
<b>23</b>	Wednesday	NSG 110/111 ends
<b>23</b>	Wednesday	NSG 123/121 begin
<b><u>December</u></b>		
<b>18</b>	Wednesday	Drop date NSG 123/121 with “W” grade
<b><u>February</u></b>		
<b>26</b>	Wednesday	NSG 123/121 ends

### Term 2 2/26/2020 – 7/15/2020

<b><u>February 2020</u></b>		
<b>26</b>	Wednesday	NSG 210/211/212 begins
<b><u>April</u></b>		
<b>1</b>	Wednesday	Drop date NSG 210/212 with “W” grade
<b><u>May</u></b>		
<b>6</b>	Wednesday	Session 1 ends/2 begins
<b>6</b>	Wednesday	Drop date NSG 211 with “W” grade
<b><u>June</u></b>		
<b>3</b>	Wednesday	Drop date NSG 210/212 with “W” grade
<b><u>July</u></b>		
<b>15</b>	Wednesday	NSG 210/211/212 ends

### Term 3 7/15/2020 – 12/16/2020

<b><u>July 2020</u></b>		
<b>15</b>	Wednesday	NSG 213/214 begin
<b><u>September</u></b>		
<b>16</b>	Wednesday	Drop date NSG 213/214 with “W” grade
<b><u>October</u></b>		
<b>18</b>	Wednesday	TTP begins
<b><u>December</u></b>		
<b>16</b>	Wednesday	NSG 213/214 ends
<b>18</b>	Friday	NSG grades are due
<b>30</b>	Sunday	Award Degree date

## Weekday Calendar 2019-2020

### Fall 2019

#### AUGUST

20	Tuesday	New student orientation
21	Wednesday	New student orientation continues
22	Thursday	All SJ CON classes begin
26	Monday	Le Moyne College classes begin
28	Wednesday	100% Refund ends

#### SEPTEMBER

2	Monday	LABOR DAY HOLIDAY - no classes
3	Tuesday	Last day to add Le Moyne classes, audit a class, and late registration Last day to drop a Le Moyne class with a full refund
4	Wednesday	75% Refund ends
10	Tuesday	Last day to drop a Le Moyne class with no grade
11	Wednesday	50% Refund ends
18	Wednesday	25% Refund ends

#### OCTOBER

1	Tuesday	Last day to withdraw from a Le Moyne course for a partial refund
14	Monday	FALL HOLIDAY - No SJ CON or Le Moyne classes
15	Tuesday	No Le Moyne classes only (continuation of holiday); SJ CON classes resume 10/15
16	Wednesday	Le Moyne College classes resume
16	Wednesday	Last day to withdraw from SJH CON courses with "W" grade

#### NOVEMBER

15	Friday	Last day to withdraw from a Le Moyne class with a "W" grade
18-22	Mon - Fri	Spring registration begins for matriculated Undergraduate students
27	Wednesday	No Le Moyne classes; SJ CON classes end; Residence Hall closes at 2:00 PM
28-29	Thur-Sun	THANKSGIVING HOLIDAY - no classes

#### DECEMBER

2	Monday	Classes resume
2-6	Mon - Fri	SJ CON Final Exams
9	Monday	SJ CON grades are due
9-13	Mon - Fri	Le Moyne Final Exams
16	Monday	Le Moyne grades are due



## Spring 2020

January		
20	Monday	Residence Hall opens at Noon
20	Monday	Martin Luther King Day
21	Tuesday	SJ CON & Le Moyne classes begin
27	Monday	100% Refund ends
28	Tuesday	Last day to add Le Moyne classes, audit a class, and late registration Last day to drop a Le Moyne class with a full refund
February		
3	Monday	75% Refund ends
4	Tuesday	Last day to withdraw from a Le Moyne class with no grade
10	Monday	50% Refund ends
17	Monday	25% Refund ends
25	Tuesday	Last day to withdraw from a Le Moyne class with partial refund
March		
9-13	Mon - Fri	SPRING BREAK - no classes
16	Monday	Classes resume
26	Thursday	Last day to withdraw from an SJH CON class with a "W" grade
30	Monday	Fall registration begins for Le Moyne
April		
3	Friday	Fall registration ends for Le Moyne
8	Friday	Last day to withdraw from a Le Moyne class with a "W" grade
9-13	Thurs - Mon	Le Moyne Easter Weekend Break (Holy Thursday 4/9, Good Friday 4/10, Easter Sunday 4/12, Easter Monday 4/13)
13	Monday	No SJ CON classes on 4/13 only SJ CON classes will be held 4/9 and 4/10
14	Tuesday	Classes resume
May		
4-8	Mon-Fri	SJ CON Final Exams
11	Monday	SJ CON grades are due
6-12	Wed - Tues	Le Moyne Final Exams
15	Friday	Le Moyne grades are due
18	Monday	Degree Award date

### NOTES:

All dates are subject to change.

Your course syllabus will give exact details of each course, including, testing dates, etc.

If you are taking any courses through Le Moyne College, please refer to their Academic Calendar

## Frequently Used Telephone Numbers

<b>Service</b>	<b>Phone Number</b>
Clinical Services	315-448-5830
College of Nursing Reception Desk	315-448-5040
Computer Support	315-423-4916
CON Health Office Liaison	315-448-6189
Dean of Student Services	315-448-5055
Facilities Services	315-448-5225
Financial Aid Office	315-448-5266
Human Resources	315-448-5575
Library	315-448-5054
Manager for Student Nurse Assistants	315-448-5784
Registrar/Bursar	315-448-5046
Security: Emergency *from campus phone	x5555
Security: Non-Emergency	315-448-5173
Spiritual Care	315-448-5116
Title IX Compliance Coordinator	315-448-5043

# **St. Joseph's College of Nursing Vision, Mission, Core Values, Philosophy, and Conceptual Framework**

## **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.

## **Core Values**

Integrity

Caring

Excellence

Innovation

## **Philosophy**

The philosophy of St. Joseph's College of Nursing is congruent with the philosophy of St. Joseph's Health and Trinity Health and reflects the beliefs of the faculty, staff, and administration committed to educational excellence, compassion, and a healing ministry that honors the sacred in each individual.

**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 reflecting the spirit of social justice 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 healing; one of optimal physiological, psychosocial, and spiritual well-being. An individual's personal definition of health is influenced by age, gender, cultural factors, and experience. An 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 nurse-patient relationships. Nurses are responsible for providing relationship based care throughout the life span.

**Learning** is a dynamic life-long 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. Innovation in educational activities in a student-centered environment encourages collaboration among students, faculty, and other health care professionals.

**Nursing Education** prepares the student to meet global health care needs by applying the nursing process, critical thinking, clinical reasoning, and evidence-based practice. Concept based principles provide the framework for students to become compassionate professional nurses exhibiting integrity, clinical competence, and effective communication. We strive for excellence in nursing education and prepare our graduates as future leaders.

**Faculty, Administration, and Staff** are dedicated to excellence in nursing education and nursing practice as transforming healing presences within the community. They educate and inspire learning in a student centered culture of caring, trust, and openness, while responding to learning styles and developmental levels, and demonstrate leadership and service. Faculty serve as role models to promote professional socialization, research, and lifelong learning. Staff collaborate to provide outstanding student services to support students' academic, personal, and professional goals.

## St. Joseph's Health Mission and Core Values



### One Heart

### One Mission

We, St. Joseph's Health and Trinity Health, serve together in the spirit of the Gospel as a compassionate and transforming healing presence within our communities.

### Our Roots

Inspired by our Franciscan Tradition, we are passionate healers dedicated to honoring the Sacred in our sisters and brothers.

### Our Values

#### Reverence

We honor the sacredness and dignity of every person.

#### Commitment To Those Who Are Poor

We stand with and serve those who are poor, especially those most vulnerable.

#### Justice

We foster right relationships to promote the common good, including sustainability of Earth.

#### Stewardship

We honor our heritage and hold ourselves accountable for the human, financial and natural resources entrusted to our care.

#### Integrity

We are faithful to who we say we are.

#### Excellence

We heal by expecting the best of ourselves and others.

## **St. Joseph's College of Nursing's Conceptual Framework**

The conceptual framework is devised from evidenced-based practice research, professional development, and analyses of trends in health care, nursing, and nursing education. The vision, mission, and philosophy provide the foundation of the conceptual framework incorporating principles from behavioral, educational, and nursing theorists. The curriculum design is concept-based and integrates the tenets of Relationship Based Care (RBC).

The pillars of the curriculum are the core values of integrity, innovation, caring, and excellence which are identified as essential for professional nursing practice within a faith-based culture. Caring behaviors are the foundation of all nursing relationships and are modeled through integrity, innovation, and excellence. The RBC model is the framework for caring in a healing environment where caring is essential and reflected in all relationships.

A concept based curriculum guides life-long learning through concepts, exemplars, and interactive instructional strategies. The curriculum focuses on the overall concept then discusses its relevance to the various cultural factors, diverse population groups and environments most encountered in health care. Concept-based learning facilitates deeper understanding, activates prior knowledge, and allows the student to recognize transcendent themes.

Curricular threads are derived from the Institute of Medicine (IOM) recommendations, the Quality and Safety Education for Nurses (QSEN) competencies, and National League of Nursing (NLN) Outcomes and Competencies for Associate Degree Graduates. The threads are knowledge and skills, caring relationships, professional practice, leadership, communication, safety, and health care management. These threads organize the educational experience and guide the assessment and evaluation of student learning for the achievement of the program outcomes.

Nursing and general education comprise the educational experience. The purpose of the educational experience is to build upon the intellectual, cultural, developmental, and ethical foundation by developing a commitment to lifelong learning. Additionally, by increasing social and global consciousness and expanding academic and professional competencies leads to a knowledgeable and responsible citizen who demonstrates social justice behavior. The four nursing program student learning outcomes are:

- Advocate 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.

The conceptual framework model illustrates the core values; the relationships among individuals, families, students, faculty and communities; the curricular threads, and the program outcomes. All of the components of the model are fluid and dynamic as reflected by the open design of the circles.

## **Essential Functions/Technical Standards of the Student Nurse**

### **PURPOSE:**

Essential Functions/Technical Standards include non-academic criteria essential to successfully complete the required nursing coursework. The following is a representative 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 & 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, and 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, and 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

### **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, and 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 other 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 Category**

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 towards 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

### **Confidentiality Policy for Students**

You will be working with people in a variety of community settings as well as in client settings. You are obligated to treat all information regarding your clients as confidential. Do not discuss client situations with friends, family, classmates. Under **no** circumstances will you share names of clients with anyone.

\*Regulations/Law require that all information and records about clients be kept confidential. This applies to oral, written, and electronic communication. By signing this document, I understand the following:

- All documentation, electronic or hard copy, as well as conversations regarding St. Joseph's operations, activities, business affairs and finances should be kept confidential

at all times.

- Confidential business and patient information should never be the subject of public conversation and should not be the subject of private conversation at any time or place unless, in compliance with St. Joseph's policy, it involves my current job responsibilities.
- I agree not to discuss or share information about any patient's personal affairs or medical condition, including diagnoses and treatment, with anyone unless it is with someone directly involved with caring for the patient, they are reviewing records as part of their job or they present a valid authorization from Health Information Management (HIM).
- I know that I may not use or disclose any patient identifiable information of any kind on any Social Media. I understand that even if an individual is not identified by name within information I may use or disclose, there may be a reasonable basis that the person could still be identified from that information, therefore its use or disclosure would constitute a violation of HIPAA. I further understand that I may not initiate or accept a patient friend request(s) unless an in-person friendship *pre-dates* the treatment relationship.
- I know that any patient or hospital related information gained during the course of performing my job must be kept confidential.
- I agree not to ask questions for other people who do not have proper authority to access the information.
- Any requests for medical information must be referred to HIM.
- I agree not to look at patient records, including those of other employees, unless I am currently involved in the care of the patient or my job responsibility requires the review of that particular record.
- I agree not to let others look at records unless they are caring for the patient, review records as part of their job or present a valid authorization from HIM.
- I agree not to look through my own records. If I need to review my records I will contact HIM.
- Confidential business or patient information in electronic or paper form should not be printed or copied unless it is necessary and should never be left lying unattended.
- Confidential business and patient information must never be transmitted unencrypted.
- Confidential business or patient information must never be stored unencrypted on any mobile device such as laptop computers, tablet computers, USB storage, CD/DVD or smart phones.
- I understand and acknowledge that, in the case of electronic communications, my user login ID(s) and password(s) are the key to access. Therefore, my password(s) must be kept strictly confidential. This means:
  - o I will not share my password with anyone, let

anyone else use it or use anyone's password except my own

- I will change my password upon first use, at least every 90 days (when prompted), after being reset by an administrator or if I suspect it may have been compromised.
- I will log off the computer and/or computer application before leaving the workstation.
- I agree not to send unsecured text messages that contain protected health information ("PHI") to any person, staff or patient.
- I agree to access information solely in accordance with the policies and procedures of St. Joseph's.
- I am responsible for securing confidential business and/or patient information regardless of the device used (e.g. computer system, mobile device such as a tablet or smart phone, mobile storage). Appropriate safeguards include but are not limited to locking my device when not in use, storing equipment locked and out of sight, using device passwords and encryption, positioning display devices so information cannot be viewed by others and using privacy screens.

I understand that every time I access a record in the computer, it is recorded in an audit trail. These audit trails are reviewed for inappropriate accesses. I understand that I am solely responsible for any and all activity performed using my ID(s) and password(s).

## **Academic Information**

The Faculty of St. Joseph's College of Nursing, by recognizing their responsibility to the academic, emotional, and physical development of the student, accepts the role of academic advisor. Advisement is a progressive relationship that allows the exchange of confidential information in an atmosphere of safety and privacy. This relationship between faculty and students is proactive, and assists the student to identify academic and skill deficiencies. The Faculty is aware that the promotion of intellectual growth, enhanced self-esteem, and development of leadership skills allows the student to achieve his or her educational goal.

In conjunction with the Dean of Student Services, Assistant Deans, Administration, Academic Advisors, and Community Referral Services, the student will be supported throughout their academic career. Effective advisement fosters appropriate educational and career plans and potentially increases retention of students. A student will receive an academic advisor at orientation and will keep this advisor for the duration of their studies.

*Developing a relationship with Advisees:*

- When possible, faculty interviewers are assigned to students as Academic Advisors once they enroll.

- All full time and part time clinical faculties with the addition of the Center for Experiential Learning Supervisor will be assigned advisees.
- First level students will be randomly assigned at the beginning of the academic year and advisors will keep these students through the duration of their enrollment.
- Photographs of the advisees will be accessible by the Advisor on the “shared drive” on the College computer network.

*What to expect from your advisor:*

- The student will be welcomed during orientation week and again during their first week back to school in level II
- The student will meet with advisor as needed throughout their studies

*Availability:*

- Academic Advisors are available during office hours and by appointment

*When student is in academic difficulty:*

- The Progression Committee will let the student’s Academic Advisor know whenever a student is having academic or clinical difficulty
- The Dean of Student Services will work with the academic advisor to set forth a remedial plan for the student and refer the student to tutors, Center for Experiential Learning , or outside agencies as necessary

*Other resources:*

One of the most important roles of an Academic Advisor is to facilitate appropriate referrals. The Advisor is in a key position to identify situations or conditions that may negatively affect the student’s progress. Students often need assistance in dealing with educational difficulties, emotional problems, and skill deficiencies. Below, please find some people you may be referred to with specific issues.

- Academic difficulties –faculty, Course Leaders, Assistant Deans or Dean of Student Services who can make referrals for tutoring, etc.
- Career choice – faculty or Dean of Student Services
- Financial – Coordinator of Financial Aid or Bursar
- Personal – Dean of Student Services or for counseling services provided by the College’s Employee Assistance Program , Carebridge

## **Non-Discriminatory Policy**

St. Joseph's College of Nursing at St. Joseph's Hospital Health Hospital 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.

## **Student Learning Outcomes: Program**

- Advocate 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

## **Level I Outcomes**

### **NSG 110/111 Outcomes**

1. Identify behaviors that promote the holistic well-being of individuals from diverse backgrounds.
2. Practice foundational principles of professional nursing to provide safe, relationship-based care.
3. Appreciate professional nursing attributes.
4. Identify the relevance of evidence-based principles to the practice of professional nursing.

### **NSG 121/123 Outcomes**

1. Use concepts of health and illness to develop a holistic plan of care for the individual and family.
2. Apply principles of professional nursing using critical thinking to formulate beginning nursing judgments.
3. Apply the values, behaviors, and attributes of the professional nurse.
4. Explain the principles of best practice to support decision making in care delivery.

## **Level II Outcomes**

### **NSG 209/211 Outcomes**

1. Collaborate with the health care team to advocate for positive outcomes for the individual and family.
2. Incorporate beginning clinical reasoning into nursing practice for individuals and families.
3. Apply standards of professional nursing practice within the health care system.
4. Integrate evidence-based principles to formulate nursing judgments and management decisions.

### **NSG 213/214 Outcomes**

1. Synthesize knowledge, skills, and attitudes to plan care for the individual, family, and groups with complex health needs.
2. Coordinate relationship based care using clinical reasoning for individuals, families, and groups with complex health needs.
3. Collaborate with interdisciplinary teams to advocate for positive individual and organizational outcomes.
4. Integrate evidence-based principles to develop leadership qualities and clinical reasoning in professional practice.

## **Program Performance Outcomes (Measures of Program Effectiveness))**

### **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 twelve (12) months following graduation;
- Report a 90 percent satisfaction rate with the educational program;
- Complete the program at a rate of 70 percent of the cohort.

#### **Employers will:**

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

## **National League For Nursing (NLN) Educational Outcomes & Competencies for Graduates of Associate Degree 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.

## **American Nurses Association – Code of Ethics for Nurses**

ANA Nursing Ethics is part of the The Center for Ethics and Human Rights, which maintains the ANA Nursing Code of Ethics.

### **Provision 1**

The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

### **Provision 2**

The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

### **Provision 3**

The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

### **Provision 4**

The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

**Provision 5**

The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

**Provision 6**

The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

**Provision 7**

The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

**Provision 8**

The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.

**Provision 9**

The profession of nursing value, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Code of Ethics for Nurses with Interpretive Statements, September 2014.

## **Honor & Integrity Code**

As a learning community committed to the Franciscan ideals of truth and caring, St. Joseph's College of Nursing dedicates itself to maintaining the highest standards of integrity. Students must accept the responsibility to be honest and to respect moral, legal, and ethical standards in meeting their academic and clinical assignments and requirements.

Any instance of academic dishonesty will not be tolerated. This will result in failure of assignment, failure of course, and/or dismissal from the college. These decisions will be made by administration after conferring with the student(s) and the course members involved.

If the student feels he or she has been misunderstood and/or misinterpreted or the student disagrees with the decision of the Administration, he or she may refer to the Student Grievance policy/appeal process in the student handbook.

## **Plagiarism Policy**

**DEFINITIONS:**

*Plagiarism* is "to steal and pass off as one's own the idea or words of another", "to use without due credit the ideas, expressions, or productions of another" (Webster's New Collegiate Dictionary). It is the policy of St. Joseph's College of Nursing that all students also properly cite and produce reference lists for all written assignments as outlined by APA.

Plagiarism also refers to self-plagiarism, or re-purposing material that has already been



completed for another course or assignment

**POLICY:**

1. Plagiarism is not acceptable in any form. This includes, but is not limited to:
  - Failing to acknowledge the source(s) used\*
  - Stating an incorrect source
  - Copying another student’s work or allowing another student to copy his/her work

\*This can be the result of lack of knowledge or understanding as to proper academic citation procedures, so please seek assistance if you are not sure as to whether the appropriate procedures for intentional or unintentional plagiarism are the same.

2. Violation of the plagiarism policy will be noted in the student’s permanent file. In addition, violation of the plagiarism policy will result in no credit (a grade of 0) on the test or written assignment. Additionally, this violation may result in no opportunity to retest or rewrite, failure of the course or dismissal from the College.
3. If the student feels he or she has been misunderstood and/or misinterpreted or the student disagrees with the decision of the Administration, he or she may refer to the Student Grievance policy/appeal process in the student handbook.

**Grading Policy**

1. To earn a passing grade in the following nursing courses: 110, 111, 123, 209\*, 210, 212, 213 students must achieve:
  - Minimum grade in testing must be equal to or above 76% of testing points.
  - Additional non-testing points will only be added if the total testing points are 76% of the grade or higher.
  - Minimum theory grade which reflects all course requirements from the course syllabus: must be 760 of 1,000 total points (76%) C.
  - An overall satisfactory grade (S) in the clinical component as determined by student performance and evaluated by course faculty and administration.

\* NYS approved pilot course
2. The grading policy for NSG 121, 211, and 214 is strictly pass/fail. Attendance, class participation, and completion of course requirements are considered when grading.
  - There is no rounding of grades; Course grade is based on a point system – see individual course requirements for course grade.

A	=	900 – 1,000	=	4.0 quality points
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B+	=	860 – 899	=	3.5 quality points
B	=	820 – 859	=	3.0 quality points
C+	=	780 – 819	=	2.5 quality points
C	=	760 – 779	=	2.0 quality points
D+	=	720 – 759	=	1.5 quality points
D	=	699 – 719	=	1.0 quality points
F	=	Equal or <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.

**Letter grades are based on points:**

3. Other grading codes include:

**I Incomplete** indicates the student has not completed course requirements within the established timeframe. 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**

**AD Administrative Dismissal** due to failure to meet school obligations including financial, moral, ethical or any College of Nursing policies

**S Satisfactory** will be used for final grading of clinical practice

**U Unsatisfactory** will be used for final grading of clinical practice

**US Unsafe** will be used for final grading of clinical practice. Students who have demonstrated unsafe clinical behaviors are not eligible for reinstatement

## **Z Code of Conduct Violation**

4. 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. All grades and grading codes will be sent electronically to the Registrar/Bursar. **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 Grade Point Average (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".

## **Dean's List**

The Dean's List recognizes outstanding academic performance based on grade point average per academic sequence. At the end of each sequence, any student that earned a grade point average of 3.4 or higher with a minimum of six (6) academic credits that sequence will qualify for the honor of Dean's List.

Evening-Weekend students complete 3 terms; however, students will be recognized for Dean's list after the following sequences are completed:

- NSG 110/111
- NSG 121/123
- NSG 209/211
- NSG 213/214

A complete list of students who earn this honor will be posted internally to students via email distribution lists and externally via the local newspapers. If a student does not wish his or her name to appear on this list, he or she must inform the Dean of Student Services prior to the final exam each semester.

## **Academic Standing Policy**

Students are considered to be in good academic standing when they have a cumulative GPA of 2.0 or better.

All students must maintain a cumulative GPA of 2.0 or better throughout the program. Any student whose cumulative average falls below a 2.0 is subject to academic action.

All obligations, financial or otherwise, must be cleared in order for students to receive grades, be promoted, or graduate.

## **Standards for Academic Progress Policy**

### **CRITERIA FOR PROGRESSION:**

- A minimum grade of “C” (2.0) in all courses
- Successful completion of all pre and co-requisite courses
- A satisfactory clinical grade. Any student receiving less than a “C” in a course with a NSG prefix grade cannot progress in the nursing major.

### **CLINICAL NURSING COURSES:**

- The 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.
- The student forfeits the opportunity to return to the program if dismissed due to: failing to provide safe care, academic dishonesty, and/or failing the same course twice.
- If the 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:**

- The student must successfully repeat a liberal arts course in which a minimum grade of “C” (2.0) was not achieved. A second grade achieved below a “C” (2.0) in a liberal arts course will result in academic dismissal.
- The student must successfully repeat a science course in which 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.

### **PROGRESSION CONSIDERATIONS:**

- 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 a satisfactory grade in clinical nursing to qualify for promotion to 200 level nursing courses.

- BSC 201 must be successfully completed to enter NSG 123. BSC 202 must be taken prior to or concurrent with NSG 123 and both must be successfully completed to be promoted to 200 level nursing courses.

## **Probation Policy**

### **PURPOSE:**

Students are expected to perform at a level which leads to academic and clinical achievement.

1. The student who fails to meet the standards of satisfactory academic progress will be placed on probation.
2. The student will receive a probation letter outlining the expected requirements for theory and clinical with the CEL recommendations necessary for achievement. The student must meet with the Dean of Student Services and sign a probation agreement.
3. The student will be responsible to contact the CEL Supervisor for the weekday program, or the corresponding lab/course chair for the evening/weekend program at least two weeks prior to the course starting. They will be directed to review the previous lab course and/or current lab course requirements with the designee prior to the course starting. If the student does not meet this requirement, they will not be able to attend clinical.
4. The student will meet with course leader and faculty advisor to discuss factors interfering with their progress and develop an individual plan for success.

## **Program Extension Policy**

### **PURPOSE:**

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

### **Time Limitation for Completion of Degree:**

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

1. The degree must be completed within five (5) years from the date of original matriculation (enrollment in the College).
2. If a student is reinstated, the original date of matriculation stands – not the date of reinstatement.
3. Consideration will be given for students who are attached to a US Military Unit and are activated for military service.

4. It is the responsibility of the student to keep track of time elapsed while enrolled in a program, keeping in mind that time is accrued during leave of absence for any reason.

**Transfer between Programs:**

Students may request transfer from the weekday to evening/weekend option or vice versa by sending a letter of request to the Dean of Academic Affairs, Chair of the Progression Committee. The letter must include reasons for the request. The transfer decision will be made by the Progression Committee based on individual success in theory, clinical, and seat availability in the requested course.

**Withdrawal Policy**

If a student wishes to withdraw from a course or the program for personal, medical, or academic reasons, a [Status Change Form # 20728](#) must be completed with the Dean of Student Services. The date of withdrawal is based on official notification to the College or last date of attendance at an academically related activity. Any student considering a withdrawal, should consult with the Financial Aid Office to determine how their financial aid will be affected. The Dean of Student Services will review with Financial Aid and the Bursar office for approval.

A student withdrawing prior to the designated drop date (see SJCON Academic Calendar) will receive a W (withdraw) on the transcript. A student withdrawing after the designated drop date will receive a grade of WP (withdraw passing) if in good academic and clinical standing. A grade of WF (withdraw failing) will be received if not in good academic and clinical standing. A WF will be calculated into the grade point average as zero points.

A student wishing to withdraw from a Le Moyne College course, must also contact Le Moyne’s administration for requests.

**WITHDRAW: TUITION REFUND**

If the student withdraws, tuition costs will be refunded as shown in the chart below. Fees are separate from tuition and are nonrefundable.

<u>Amount Refunded</u>	<u>Withdrawal Date</u>
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

**TITLE IV REFUND:**

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% point of the enrollment period, the student is eligible for the actual percentage of aid the calculation provides. After the 60% point of the semester, 100% of the Title IV aid is considered “earned” by the student.

Le Moyne Drop/Add Dates – See Le Moyne Calendar <http://www.lemoyne.edu>

## **Leave of Absence**

If a student wishes to take a leave of absence from the program for personal or medical reasons, a [Status Change Form #20728](#) must be completed with the Dean of Student Services. The Dean of Student Services will review with Financial Aid and the Bursar for approval. An LOA is based on official notification to the College and last date of attendance at an academically related activity.

A student LOA will receive an I (Incomplete) grade on the transcript. Incomplete indicates the student has not completed course requirements within the established timeframe. It is a temporary grade assigned by faculty and must be resolved within the time period specified in writing. Failure to do so results in the grade of a F (Failure). If the LOA exceeds 180 days, enrollment status will be changed to withdrawn (reference Withdraw Policy).

A student wishing to take a leave of absence from Le Moyne College, must also contact Le Moyne's administration for requests.

### **LOA: TUITION REFUND**

Upon return from LOA, the institution may not assess the student any additional institutional charges. Therefore, the student is not eligible for a tuition refund.

### **TITLE IV:**

The purpose of this policy is to confirm St. Joseph's CON is in compliance with federal regulations, regarding the process for students requesting a leave of absence. A leave of absence (LOA) is a temporary interruption in a student's program of study. The following criteria outlines the requirements to process an approved LOA:

- A LOA cannot be granted for academic reasons (i.e. to keep a student from failing).
- A student granted an approved LOA is not considered withdrawn, therefore, no return of Title IV calculation is required.
- There must be reasonable expectation that the student will return from LOA. Federal educational loan regulations state that when a student borrower ceases to be enrolled at least half-time for 180 days (6 months) in any 12-month period, the borrower will be considered as withdrawn from school for loan repayment purposes.
- Schools may neither credit a student's account nor deliver loan proceeds to the student borrower while the student is on an approved leave of absence.
- A student returning from a LOA must resume training at the same point in the academic program that they began the LOA. If the student will be unable to pick back up where they left off, and would have to re-start the coursework, it would considered a Title IV withdraw.

- Upon return from LOA, the institution may not assess the student any additional institutional charges. Therefore, the student is not eligible for any additional federal student aid (Title IV funds).
- If a student is a Title IV recipient, the institution must explain the requirements and regulations of his/her financial aid status (grace period, repayment, etc.) prior to granting the LOA. The information that will be provided will include the financial consequences if the student fails to return from LOA. A student who is granted an approved LOA is considered to remain in an in-school status for Title IV repayment purposes.

## **Reinstatement Policy**

### **PURPOSE:**

A student may request reinstatement by submitting a letter to the Dean of Academic Affairs of the College of Nursing. Reinstatement is based on current criteria for admission to the College of Nursing, safe clinical practices, as well as completion of any contingencies placed on the student prior to leaving. Admission and placement of these students will be considered on an individual basis. Recommendations made by the Progression Committee at the time of withdrawal will be reviewed as part of the reinstatement process. Reinstatement will take into consideration the “Time Limitation for Completion of Program” policy which states the degree must be completed within five years from the date of original matriculation.

1. A student receiving less than a “C” in a nursing course may petition for reinstatement. Considerations for reinstatement include:
  - Written request for reinstatement submitted to the Dean of Academic Affairs as Chairperson of the Progression Committee. The letter must include: the student’s past academic performance and the changes in the plan in order to be successful should the request to return be granted. This letter should also include any additional relevant information/documentation. (ie: G.P.A. of at least 2.0 in non-nursing courses, safe clinical practice, good financial standing).
2. Students who have demonstrated personal or academic dishonesty, unsafe clinical behaviors, or have failed the same course twice, are not eligible for reinstatement in the clinical nursing courses.
3. Reinstatement is also dependent upon completion of any additional recommendations/requirements placed on the student by the Progression Committee. Reinstatement will be considered on an individual basis and course placement based on space availability. Any student granted reinstatement will be placed on probation. Also, any repurposing of material already completed for another course or assignment is not allowed. See [Plagiarism Policy](#)
4. A second failure in a nursing course results in dismissal from the program.



## **Dismissal Policy**

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.

## **Nursing Assessment/Skills Class & Lab Guidelines**

Students will be required to wear clinical uniforms for their assigned section of hands-on lab and any simulation experience beginning early in the first semester.

Students are expected to show adequate preparation by satisfactorily demonstrating all skills required in each nursing course. Each student is expected to prepare for all assessment/skill class and lab experiences. Students will have a short quiz at the start of the hands-on lab session — based on the prep work assigned for the lab.

**Students who do not pass the quiz will be permitted to remain in the lab for the practice portion of the lab but will be required to attend the Remedial Performance Lab to complete their supervised practice.**

- Before attending the remedial session, the students will need to prepare by doing the prep-assignment and reviewing the material covered in the lab. Students will be required to complete a quiz at the beginning of the lab.
- The student will have one opportunity to participate in remedial performance lab without a fee. Subsequent repeat attendance at a one of the Remedial Performance Lab sessions will require the payment of a \$10 lab fee.
- Payment receipt is issued when the payment is made to the receptionist (cash or money order)
- Receipt must be presented to the faculty to gain entrance to the remedial performance lab.

**Referral to Administration is made after assignment to two (2) Remedial Performance Labs per semester.**

## **Clinical Requirements/Dress Code Policy**

### **Clinical Requirements**

Students are expected to demonstrate professional behavior at all times. Students are expected to arrive on the clinical unit at least five minutes prior to the time scheduled for their clinical experience. Students are expected to follow the attendance policy if unable to report to a clinical experience. All written clinical work must be submitted according to the requirements of each course.

Time is allotted for a 15-minute break if the student's assignment so permits. When students leave the unit, they are expected to notify the instructor and designated personnel and must report off consistent with the hand off policy, for the purpose of patient safety.

For your protection, the protection of your patients and fellow students, if at any time during clinical you become ill or exhibit behavior determined unusual or unexplainable, faculty has the right to require an immediate medical evaluation. This includes going to your family practitioner, the Employee Health Office (EHO), or if necessary (in case of emergency) the Emergency Department. Students must then provide clearance to return to the clinical setting. Any related medical and hospital service fees are the responsibility of the student.

### **Dress Code**

St. Joseph's College of Nursing believes that professionalism begins with appearance and attire. The values of asepsis, client safety, and client sensitivity are also incorporated into the policy. Our bodies as well as our clothing harbor microorganisms which increase the risk of infection and the risk of contamination in clinical areas, hence, the need for cleanliness and good grooming. The Dress Code ensures high standards of dress and appearance while representing our college in all settings. Faculty reserve the right to ask a student to leave the clinical area if appearance is not in keeping with the Dress Code.

The uniform is considered a symbol of St. Joseph's College of Nursing and is only worn when functioning as a student. The hospital-issued identification badge with the current level identified must be visibly worn on the upper torso at all times while on the hospital campus. All uniform attire must be neat and clean. Scrub attire is to be worn only in the hospital, not outside the building.

The uniform consists of navy blue pants and a khaki uniform top. Socks must be white or color coordinated with navy blue, white or black clinical footwear. T-shirts worn under the uniform top must be crewneck, (or a tank top for women), short or long sleeved and all white or navy. The St. Joseph's College of Nursing logo is embroidered on the left upper chest of the uniform top. When involved in clinical preparation or observational experiences, scrub attire and identification badge must be worn, lab coat is optional.

Students should consider the impact of cosmetics, tattoos, and decorative hair styles/colors upon patients, staff, and other individuals' responses to and perception of them as professionals. Hair must be conservative and professional in appearance and should be a color that appears naturally in humans.

When providing direct patient care it must be secured away from the face and tied back. Men are to be clean shaven. If a beard or mustache is worn, it must be neat and well groomed. Nails must

be short (fingertip length). Artificial nails or nail enhancements may not be worn (including but not limited to wraps, acrylics, tips, tapes, extensions, overlays, fills, appliqués, or gel polish) Only clear nail polish may be worn if in good repair. Acceptable jewelry may include one pair (2 earrings) of small hoop or post earrings and short neck chains, no longer than 16 inches. Excessive jewelry, noticeable body piercing (tongue and facial), tattoos, elaborate hair ornaments, hats, do-rags, bandannas and other headgear are not acceptable

Make-up should be natural looking, conservative and not extreme. Any visible tattoos are to be covered. Strong perfumes/colognes or scented products, or cigarette odor are not permitted.

### **Clinical Assignment**

The clinical faculty will correlate the concepts presented in lecture with the patient assignment when possible. Outcomes for the clinical area will vary from course to course, and each assignment will reflect the individual student's needs. The clinical faculty will provide guidelines to assist the student in understanding and meeting these outcomes. The patient assignment for students is made by the faculty in collaboration with the unit manager, charge nurse, and/or selected staff RN. The clinical assignment sheet is generally posted on the clinical unit the day before the clinical experience.

### **Clinical Attendance Policy**

Students are required to attend all scheduled clinical and assessment/skill lab and simulation experiences. Clinical time is essential to meet student learning outcomes. Attendance is documented and part of your permanent record.

If an absence is anticipated, it is required that the student leave a message with the clinical unit and your clinical instructor thirty (30) minutes prior to your clinical experience. If assigned to a community agency, also notify that agency.

Students will be referred to the Center for Experiential Learning (CEL) for unsatisfactory skill performance on the clinical unit. The faculty will discuss the unsatisfactory clinical performance with the student and will then complete and send a CEL referral to the CEL Supervisor. The student may not attend the next clinical experience until any referral has been successfully remediated. Failure to complete the referral will result in a grade of unsatisfactory in clinical responsibility and accountability. Failure to complete minimal clinical hours as designated in each syllabus will result in administrative dismissal.

### **Clinical Make-up**

All missed clinical and Center for Experiential Learning experiences must be made up. This includes a student not being allowed to attend their clinical experience for any reason. A student must be successful in all course requirements to be eligible for clinical make-up.

Any student absent more than 10% of scheduled clinical time may be subject to administrative dismissal.

There is a charge for clinical make-up payable to the College of Nursing.

- 1st missed clinical day: \$10 fee
- 2nd missed clinical day: \$20 fee
- 3rd missed clinical day: \$30 fee

The amount due must be paid in cash before the student attends clinical make-up. In the case of death of an immediate family member (spouse, parent, grandparent, sibling, or child), the make-up fee will be waived. The following are examples when the make-up fee will not be waived: ill student/family member, weather conditions, vehicle problems, babysitter cancellations.

A student may be required to obtain a medical release statement and be cleared by the Health Office for any absence due to illness or surgery. Please note: If the student does not disclose this illness or surgery and further injury occurs as a result, the College will not be held responsible.

### **Classroom Protocol**

The classroom environment must be conducive to learning. It is important that students and faculty show mutual respect. Please do not hold conversations with classmates whenever the faculty, guest speaker, or another student is speaking. Cell phones are permitted in class for educational purposes. Students will be asked to place their cell phones on vibrate and should excuse themselves from the classroom to answer emergency calls. Faculty will require students to leave the classroom if they are unable to demonstrate respectful behavior.

Class attendance will be noted by the faculty at the beginning of class and after each break. Absenteeism is documented as part of the student's permanent record. It is required that a student notify the reception desk if he/she expects to miss class. In order to prevent class disruption, faculty may refuse admittance to students who arrive late.

Permission of the teaching faculty member must be obtained prior to taking any audio or visual records of lectures or labs. See student handbook for the Social Networking Policy.

At the completion of class, students are asked to ensure that the classroom is left in an orderly arrangement.

### **ATI Requirements throughout the Curriculum Policy**

#### **PURPOSE:**

Assessment Technologies Institute (ATI) offers an assessment driven comprehensive review program designed to not only introduce the students to standardized testing format used by the National Council Licensure Examination for Registered Nurses (NCLEX<sup>®</sup>) but to also raise the level of critical thinking abilities for clinical application.

The comprehensive ATI review program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, practice, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and application of nursing content.

ATI information and resources can be accessed by going to [www.atitesting.com](http://www.atitesting.com) from your student home page. **It is highly recommended that students spend time navigating through the following assessment driven review programs.**

**Modular Study:** ATI provides Review Modules in print and eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work. Instructors may assign these ATI resources either during a given course and/or as part of active learning/remediation following assessments.

**Tutorials:** ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System/Quiz Banks** offer practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

**Assessments:** Standardized assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available for students as well as standardized proctored assessments that will be scheduled during courses.

**Active Learning:** Active Learning is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Active Learning Templates are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual performance profile will contain a listing of the topics to review. The student will review and increase their knowledge by using the Focused Review, which contains links to ATI books, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

**SJCON specific requirements for practice and proctored assessments:** Each student will sign the acknowledgement form after orientation to the program. Each course will include in their syllabus a description of the ATI requirements for practice assessments with non-testing point allocations. Specifics of each practice and proctored assessment will identified in the

course syllabus and posted on CANVAS as a grading rubric. The following are course expectations.

- **NSG 110:** RN Fundamentals of Nursing- tutorial.
- **NSG 121:** RN Fundamentals of Nursing- practice and proctored. (see grading rubric)
- **NSG 123:** RN Nutrition practice assessment.
- **NSG 123** RN Nursing Care of Children practice assessment
- **NSG 123** RN Maternal Newborn practice assessment
- **NSG 209:** RN Mental Health Nursing- practice and proctored  
RN Nursing Care of Children- practice and proctored (see grading rubric)
- **NSG 213:** RN Pharmacology-practice and proctored (see grading rubric)
- **NSG 213:** RN Maternal Newborn- practice and proctored (see grading rubric)
- **NSG 214: ATI Capstone Proctored Pre-Assessment, ATI Capstone course followed by RN Comprehensive-Proctored.**

### Content Mastery Series | Grading Rubric

The following is a template to be individualized by courses

Practice Assessment	
<p><b>Complete Practice Assessment A</b> Spend a <b>minimum of <u>one hour</u></b> of focused review on the topics missed. Points will not be given unless this is evident in the transcript.</p>	<p><b>Complete Practice Assessment B</b> Open for practice during the course.</p>

Standardized Proctored Assessment			
<u>Proctored assessments will be given course points as described in each course syllabus.</u>			
<u>The following is for NSG 121</u>			
Level 3	Level 2	Level 1	Below Level 1
<p><b>Remediation:</b> No remediation required</p>	<p><b>Remediation:</b> No remediation required</p>	<p><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum two hours Focused Review</li> <li>• <b>For each topic missed, complete an active learning template and/or identify three critical points to remember</b></li> </ul>	<p><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum three hours Focused Review</li> <li>• <b>For each topic missed, complete an active learning template and/or identify three critical points to remember</b></li> </ul>

		Check= completion of remediation and submission of templates/notes	Check= completion of remediation and submission of templates/notes
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<b>NSG 123 Health and Illness across the Lifespan for the Individual and Family Practice Assessment</b>	
<b>ATI (3)–10 points each</b>	
<ol style="list-style-type: none"> <li>1. Nutrition Practice Assessment</li> <li>2. Nursing Care of Children Practice Assessment</li> <li>3. Maternal Newborn Practice Assessment</li> </ol>	
Complete Practice Assessment A for each Assignment earning an 80% or >	Spend a minimum of one hour of focused review on the topics missed for grades <80%. Points will not be given unless this is evident in the transcript.

**Content Mastery Series | Grading Rubric  
NSG 209**

<b>Practice Assessment</b>	
<b>4 points</b>	
Complete Practice Assessment A Spend a minimum of <u>one hour</u> of focused review on the topics missed. Points will not be given unless this is evident in the transcript.	Complete Practice Assessment B Open for practice during the course.

<b>Standardized Proctored Assessment</b>			
<b><u>Proctored assessments will be given course points as described in each course syllabus.</u></b>			
<b><u>The following is from NSG 209</u></b>			
Level 3 16 points	Level 2 14 points	Level 1 4 points	Below Level 1 0 points
<b>Remediation:</b> No remediation required	<b>Remediation:</b> No remediation required	<b>Remediation:</b> • Minimum two hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember	<b>Remediation:</b> • Minimum three hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember
		8 points for completion of remediation and	11 points for completion of remediation and

		submission of templates/notes	submission of templates/notes
<b>20/20 points</b>	<b>18/20points</b>	<b>16/20 points</b>	<b>15/20 points</b>

**Content Mastery Series | Grading Rubric**

**NSG 209**

<b>Practice Assessment RN Nursing Care of Children</b>	
6 points	
<b>Complete Practice Assessment B</b> <b>Spend a minimum of one hour of focused review on the topics missed. Points will not be given unless this is evident in the transcript.</b>	

<b>Standardized Proctored Assessment for RN Nursing Care of Children</b> <u>Proctored assessments will be given course points as described in each course syllabus.</u> <u>The following is from NSG 209</u>			
<b>Level 3</b> 24 points	<b>Level 2</b> 22points	<b>Level 1</b> 9 points	<b>Below Level 1</b> 0 points
<b>Remediation:</b> No remediation required	<b>Remediation:</b> No remediation required	<b>Remediation:</b> • Minimum two hour Focused Review • <b>For each topic missed, complete an active learning template and/or identify three critical points to remember</b>	<b>Remediation:</b> • Minimum three hour Focused Review • <b>For each topic missed, complete an active learning template and/or identify three critical points to remember</b>
		10 points for Remediation and submission of Templates/Notes	16.5 points for Remediation and submission of Templates/notes
<b>30/30 points</b>	<b>28/30points</b>	<b>25/30 points</b>	<b>22.5/30 points</b>



**Content Mastery Series | Grading Rubric**

The following is a template to be individualized by courses

**NSG213 Maternal Newborn**

<b>Practice Assessment</b>	
3 points	
<p><b>Complete Practice Assessment A</b> Spend a minimum of one hour of focused review on the topics missed. Points will not be given unless this is evident in the transcript.</p>	<p><b>Complete Practice Assessment B</b> Open for practice during the course.</p>

<b>Standardized Proctored Assessment</b> <u>Proctored assessments will be given course points as described in each course syllabus.</u> <u>The following is from NSG 213</u>			
Level 3 12 points	Level 2 11points	Level 1 4.5 points	Below Level 1 0 points
<p><b>Remediation:</b> No remediation required</p>	<p><b>Remediation:</b> No remediation required</p>	<p><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum two hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to</li> </ul>	<p><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum three hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical</li> </ul>
		<p>5.5 points for Remediation and submission of Templates/Notes</p>	<p>8.25 points for Remediation and submission of Templates/notes</p>
<b>15/15</b>	<b>14/15points</b>	<b>13/15 points</b>	<b>11.25/15 points</b>

**Content Mastery Series | Grading Rubric**  
**The following is a template to be individualized by courses**  
**NSG 213 RN Pharmacology**

<b>Practice Assessment</b>	
3 points	
<p><b>Complete Practice Assessment A</b> Spend a minimum of one hour of focused review on the topics missed. Points will not be given unless this is evident in the transcript.</p>	<p><b>Complete Practice Assessment B</b> Open for practice during the course.</p>

<b>Standardized Proctored Assessment</b>			
<u>Proctored assessments will be given course points as described in each course syllabus.</u>			
<u>The following is from NSG 213</u>			
Level 3 12 points	Level 2 11points	Level 1 4.5 points	Below Level 1 0 points
<p><b>Remediation:</b> No remediation required</p>	<p><b>Remediation:</b> No remediation required</p>	<p><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum two hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to</li> </ul>	<p><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum Three hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical</li> </ul>
		<p>5.5 points for Remediation and submission of Templates/Notes</p>	<p>8.25 points for Remediation and submission of Templates/notes</p>
<b>15/15</b>	<b>14/15points</b>	<b>13/15 points</b>	<b>11.25/15 points</b>

**Comprehensive Predictor | Grading Rubric**  
**This Proctored Assessment is completed at the end of NSG 214.**

<b>Practice Assessment</b>	
Pass/Fail	
	<p><b>Practice assessment B</b> Open for practice during the course</p>
<p><b>ATI Proctored Pre-assessment followed by the ATI Capstone Course Completed throughout the semester</b>  <b>Standardized Proctored Assessment</b>  <b>The RN Comprehensive Predictor will be graded as pass/fail as describe in NSG 214 course syllabus</b></p>	

## **Cell Phone Policy (Personal Communication Devices)**

### **PURPOSE:**

To establish guidelines for use of cell phones by students at St. Joseph's College of Nursing while in the classroom, Center for Experiential Learning (CEL), and clinical settings.

The College of Nursing recognizes that portable digital communications technology is emerging as the dominant communications technology for the future. This policy is a way to educate students on how to use this technology in a responsible and respectful manner. The classroom, clinical experiential lab, clinical areas, and library must be conducive to learning and foster mutual respect. Cell phones are a distraction to other students, disrupt the college learning environment, and distract the student from patient care.

### **Classroom/CEL/Library:**

It is the policy of St. Joseph's College of Nursing that cell phones are permitted in the classroom for emergency situations only or unless directed by faculty for class related information. All cell phones must be on 'silent mode' and out of view (in book bags, lockers, purses, etc.) while students are in this setting. Furthermore, using cell phones to take pictures send emails, text message, or to make phone calls during class is prohibited. Taking videos/taping any class or lab experience is strictly prohibited unless approved by the faculty conducting the class or lab. Filming any part of class or lab will result in disciplinary action.

### **Testing/Test Review:**

In order to ensure a fair and honest environment cell phones are not permitted during the testing or test review process. Cell phones, PDA's, or any such device must be turned off and placed in the back of the room with the rest of the students' personal belongings. Failure to comply with this policy may ultimately affect your final grade. \*In an emergency situation the individual's course instructor may grant an alternative option for one's cell phone.

### **Clinical:**

Cell phones are not permitted in any clinical setting. Posting and sharing any information that may identify a patient, refer to a patient or their care, posting or videotaping patients is a violation of HIPAA and is strictly prohibited. As stated in St. Joseph's College of Nursing clinical requirements, students are expected to demonstrate professional behavior at all times. As an unlicensed professional, student nurses have a responsibility to protect patient confidentiality and privacy at all times. Therefore, on the clinical unit, the student should focus on the care of their patients while they prepare for licensure. In an emergency situation, the faculty may give a student permission to have a cell phone on 'silent mode' while on clinical.

Failure to comply with any policy will result in disciplinary action as deemed appropriate by administration and faculty. This includes being issued one verbal warning and if there are further violations of any policy, students are subject to dismissal/failure of the course and/or clinical.

## **Community/Alternative Clinical Experiences For Students**

Many community/alternative experiences are available Monday through Friday; some are available on the evening shift. Students may need to adjust their schedules in order to plan to do these experiences. Transportation is the responsibility of each student.

Students will be assigned or sign up at the beginning of each semester/term for the appropriate experience(s). It is then the student's responsibility to plan accordingly. If the experience **must** be rescheduled, the student **MUST** notify the faculty in charge at least 72 hours in advance. If this is not possible, the student will be charged the clinical make-up fee and rescheduled by the designated faculty person. (See also Clinical Attendance Policy).

Experiences will be outlined in the appropriate syllabi each semester.

## **Course/Clinical Faculty Evaluation Policy**

The purposes of evaluation include:

- Provision of feedback to faculty
- Assistance in making teaching and course-related improvements
- Allowance for student input
- Assessment and monitoring of teaching quality by administration

It is designed to assess, reinforce, alter, and project desirable educational outcomes and a positive learning environment for students. Therefore, it is important that students be afforded an opportunity each semester to evaluate all courses, classroom, clinical, and Center for Experiential Learning faculty.

## **Course/Faculty Evaluation Process**

- All course and faculty evaluations are now being done through SONIS (Integrated Data Management System)
- Students will receive at least one (1) e-mail each semester requesting completion for the course in which the student is currently enrolled
- The Student is also required to complete the evaluation on the clinical instructor
- The evaluation must be completed by the date specified in order to receive a final grade upon completion of the semester

## **Clinical Evaluation Guidelines**

1. The clinical evaluation includes objectives with appropriate clinical behaviors listed for each. Students are evaluated in each clinical rotation. This evaluation is based on progress towards

the achievement of the course clinical objectives. A narrative summary is written by the faculty at the completion of each rotation as indicated. A short narrative addressing the student's progress must be included at the end of every course. All clinical evaluations are completed only after students have satisfied all clinical requirements, including makeup.

2. Clinical behaviors developed for each objective are clearly defined. Each behavior will be graded "S" (Satisfactory achievement of the behavior) or "U" (Unsatisfactory achievement of the behavior). If a student is not making satisfactory progress toward achievement of an objective, a specific comment must be written for that objective. A student who is unsatisfactory in any area must have a ["Student Progress Report" form # 20672 \(SPRT\)](#) completed by the faculty in a timely manner.
3. Faculty fill-in "S" or "U" for each behavior on the clinical evaluation at the end of each rotation, with a narrative comment included for each rotation as indicated. Minimally there has to be a narrative comment on the paper evaluation form at the end of the course for each student.
4. The individual student and faculty member review and manually sign the paper evaluation after each rotation. The clinical evaluation meeting needs to occur maximally 2 weeks after the rotation ends unless there are extenuating circumstances.
5. Faculty receive the paper evaluation and fill it in for the subsequent rotations as applicable.

**PLEASE NOTE:**

At the end of the course, the Final Summary is completed by faculty, including a clinical summary statement.

The summary statement includes a description of strengths and areas of growth for the student.

6. All completed Paper evaluation forms are returned to the Office of the Registrar.

## **Medication Administration Policy**

### **General Guidelines:**

All medications must be administered according to hospital policy. Students are accountable for the rationales and nursing implications related to all medications being administered to the patient while under their care.

- Students must have all medications checked each time prior to administration and be supervised according to the guidelines below. All medication orders must be legally written by a provider and up-to-date before being dispensed by the student.
- Students may not give the following medication: Experimental drugs or any or all intravenous (IV) or intramuscular (IM) chemotherapy drugs; oral (PO) medications may be administered by the student if not used as or indicated for an antineoplastic

- Students cannot access any central lines without direct supervision of the instructor/facilitator. This includes: drawing blood, administering medications, flushing lines, hanging continuous IV fluids
- Students cannot place peripherally inserted vascular lines (i.e.: heparin lock or saline lock) as they are not trained in this skill set

### **Guidelines Pertaining to Levels**

**NSG 110** - students may administer medications under direct supervision of instructor by the following routes:

- Transdermal
- Eye drops
- Nasal
- Subcutaneous (SC)- all medications must be drawn up under the direct supervision of the instructor
- Inhalation (aerosol and non-aerosol)
- Continuous infusions
- Topical
- Vaginal/PR
- Enteral medication

**NSG 123** - students may administer medications under direct supervision of instructor by the following routes:

- PO
- Transdermal
- Eye drops
- Nasal
- Subcutaneous (SC)- all medications must be drawn up under the direct supervision of the instructor
- Inhalation (aerosol and non-aerosol)
- Sublingual (SL)
- Continuous infusions
- Topical
- Vaginal/PR
- Enteral medications
- Minibags via a peripheral/saline lock
- Secondary minibags only via or through a peripheral site
- IM injection

**NSG 209** - student may administer medications independently at the discretion of faculty/facilitator by the following routes once medications are verified/checked:

- PO
- Transdermal
- Eye drops
- Nasal
- Subcutaneous (SC) – students may draw up medications independently but must verify dose and vial with instructor
- Inhalation (aerosol and non-aerosol)
- SL
- Continuous infusions
- Topical
- Vaginal/PR

Additionally, students may administer medications under direct supervision of instructor by the following routes:

- Enteral medications
- Continuous IV medication infusions
- Medications via CVAD
- Hyperalimentation –monitoring
- IV push medications
- IV minibags
- IM injections
- PCA: set up and administration
- Epidural monitoring and maintenance

**NSG 213** - student may administer medications independently at the discretion of faculty/facilitator/preceptor by the following routes once medications are verified/checked:

- PO
- Transdermal
- Eye drops
- Nasal
- Subcutaneous (SC) – students may draw up medications independently but must verify dose and vial with instructor
- Inhalation (aerosol and non-aerosol)
- SL
- Continuous infusions
- Topical
- Vaginal/PR
- Enteral medications – once previously performed under direct supervision of instructor and/or at the discretion of instructor/facilitator

Additionally, students may administer medications under direct supervision of instructor/facilitator/preceptor by the following routes:

- Continuous IV medication infusions
- Medications via central line
- Hyperalimentation - monitoring
- IV push medications
- IV minibags
- IM injections
- PCA: set up and administration
- Epidural monitoring and maintenance
- Titration of medicated drips

**STUDENT OPPORTUNITY FOR IMPROVEMENT (SOFI):**

Any student who does not follow the hospital/college of nursing medication administration policy will complete a [SOFI form # 20669](#). A hospital MIDAS/Occurrence Report will be completed per hospital policy when necessary.

**Student Opportunity for Improvement (SOFI) Policy**

A Student Opportunity for Improvement (SOFI) form is completed whenever an event happens during a clinical experience that has the potential for harming the patient.

**PURPOSE:**

The purpose is to assist the student to identify and describe the event, potential patient consequences and steps that may have prevented the event. To identify the student requiring remediation. To identify and track trends that may impact the curriculum.

**PROCEDURE:**

1. When there is an event (or potential for an event) the clinical faculty will discuss the event with the student and initiate the SOFI/Self-Reflection form (# 20669). The following are guidelines for events that merit the student receiving a SOFI report, although it is not all-inclusive.
  - A. The basic “six rights” must be followed at all times and include:
    - Right medication
    - Right dose
    - Right time - student will follow hospital policy (1/2 hour before or after scheduled time on MAR) unless extenuating circumstances arise.
    - Right route
    - Right patient-student will correctly identify patient per hospital protocol each time meds are given
    - Right documentation, including injection site, amount of medication delivered and computer program procedure.



B. Medication administration

- Not knowing correct procedure for medication administration
- Incorrect computer procedure
- Administering medications without checking with the instructor
- Recapping contaminated needles
- Incorrect isolation procedure with medications
- Not checking parameters/labs prior to coming to instructor with meds

C. IV management

- Failure to check site/IV bag every hour
- Allowing bag to run dry
- Failure to date, time, initial IV bag or tubing
- Not noticing IV bag or tubing have expired
- Air in tubing Failure to record information accurately in the computer
- Incorrect IV calculation or calculation not done
- Accessing/flushing and so on CVAD without faculty

D. Patient / Learner Safety

- Side rails not up as needed
- Patient not restrained as needed or ordered
- Leaving a syringe and or needle in the patient's room
- Bed left in high position with patient in bed
- Call bell not within reach of the patient
- Break in sterile/aseptic technique
- Using improper technique or devices when moving or lifting patient

E. Miscellaneous: Failure to perform initial, ongoing and thorough assessments specific to the individual patient and the course level of the student

- Failure to report significant patient events or statements
- Failure to follow standard precautions
- Not following through on Medical or Nursing Care orders
- Not prepared for clinical
- Incomplete or inaccurate documentation

2. The faculty member will complete page 1 and the top of page 2, review and give to the student. The student will complete the bottom section on page 2 of the form, sign in the appropriate area, and return the form to the faculty by the date indicated.
3. A copy of the completed SOFI/Self-Reflection form is given to the student. The original form is placed in the student's clinical folder. The student's clinical folder is handed off to the Registrar/Bursar at the completion of the program. Copies of the SOFI will also be

distributed to: the Course leader, Assistant Deans, Dean of Academic Affairs, Dean of Student Services, and the CEL Supervisor.

4. The event is documented in the appropriate category on the Student Event Tracking Form that is contained in the student's clinical folder. (See directions below for use of SOFI/SPRT Tracking Form)
5. The CEL Supervisor will input the data in a data base as they occur on an ongoing basis. A summary will be generated, data trended and forwarded to each Course Leader, Assistant Dean, and to the Chairperson of Curriculum Committee at the end of each semester/term. Any emergent data trend will be forwarded upon discovery.
6. Each course under the direction of the Course Leader will review the fall/spring analysis and forward final recommendations to the Curriculum Committee.

### **Student Progress Report Policy (SPRT)**

#### **PURPOSE:**

The SPRT must be utilized to notify a student who demonstrates difficulty in clinical, classroom theory, and/or the Center for Experiential Learning (CEL). The faculty will review SPRT with Course Leader prior to meeting with the student.

#### **POLICY:**

1. The faculty then meets with the student to discuss difficulties and the remedial plan that has been formulated on an individual basis. A student who is achieving less than satisfactory progress is required to seek remedial assistance.
2. Directions for SPRT (form # 20672): The Course Leader, faculty, and the student must sign the SPRT. Attach original to the clinical evaluation and keep in student folder. The student's clinical folder is handed off to the Registrar/Bursar at the completion of the program. Distribute SPRT copies to: the Student, Course Leader, Faculty Advisor, Assistant Deans, Dean of Academic Affairs, Dean of Student Services, CEL Supervisor
3. The event is documented in the appropriate category on the Student Event Tracking Form that is contained in the student's clinical folder. (See directions below for use of SOFI/SPRT Tracking Form)
4. At the end of the next rotation, if the student has not satisfactorily achieved the objectives, an addendum to the SPRT should be completed and distributed as stated above.
5. The SPRT should also be utilized to document any continuing, unsafe, clinical practice at any time during the clinical rotation. The SPRT form may also be used for a reversal of the SPRT event. The SPRT is tracked by the Progression Committee.

## **Student Opportunity for Improvement (SOFI) & Student Progress Report (SPRT) Tracking Form (#20671)**

### **PURPOSE:**

A SOFI/SPRT Tracking Form is used to identify students requiring remediation.

### **PROCEDURE:**

1. Each clinical evaluation folder will contain a SOFI/SPRT Tracking Form. The tracking form will remain in the folder through the entire program. Additional forms if needed will be stapled to first tracking form.
2. Each SOFI/Self-Reflection will be entered on the Tracking Form, including the date of the event and a brief synopsis of the event.
3. After **two** Medication “Six Rights” events, remediation is required as follows:
  - a. **NSG 110 & 123** – Clinical faculty will complete a Student Progress Report (SPRT) and a Center for Experiential Learning (CEL) referral with a narrative explaining the student’s specific learning needs. A copy of his/her SOFI/SPRT Tracking Form, the SPRT, and the CEL referral will be forwarded to the CEL Supervisor. An individual remedial plan will be developed. The student may not attend clinical until this remediation has been successfully accomplished. Failure to complete minimal clinical hours as designated in each syllabus will result in failure of the course.
  - b. **NSG 209 & 213** – The student will receive a Student Progress Report (SPRT) and SOFI and be required to complete an ATI Dosage Calculation 2.0 module assigned by faculty.

### **Example:**

Ratio and Proportion: Safe Dosage Module 1

1. Sign onto ATI
2. Go to Tutorials, Simulations, and Quiz Banks
3. Find Dosage Calculation 2.0 Ratio and Proportion
4. Click the plus + sign
5. Click on the key under the Safe Dosage module. This will open up the module

The student is responsible to return proof of completion of the program to the faculty by a designated date. Depending on the SOFI an individual remedial plan may be an additional requirement. The student may not attend clinical until this referral has been successfully accomplished. Failure to complete minimal clinical hours as designated in each syllabus will result in failure of the course.

4. After two additional “Six Rights” medication events, the student will be referred to Administration for Administrative action up to and including dismissal from the program.

5. Procedural events are tabulated on page 2 of the Tracking Form. If deemed necessary by the Clinical faculty, a CEL referral will be completed for remediation and/or practice. A copy will be forwarded to the CEL Supervisor and a remediation deadline is determined by the Supervisor and Clinical faculty. The completed referral is returned to the clinical faculty and the form is placed in the student's clinical evaluation folder. The student may not attend clinical until this referral has been successfully accomplished. Failure to complete minimal clinical hours as designated in each syllabus will result in failure of the course.

## **Basic Math and Medication Math Competency Testing Policy**

### **PURPOSE:**

The ability to calculate medication dosages correctly is an essential skill for Registered Nurses. Many medication errors are directly related to either the administration of an incorrect dose or incorrect infusion rate caused by calculation errors; therefore, medication calculation competency is required throughout the curriculum.

### **USE OF CALCULATORS IN THE CURRICULUM**

A basic, 4-function calculator is the only type that may be used for Basic Math and Medication Calculation testing. Scientific/electronic storage calculators are prohibited.

### **BASIC MATH COMPETENCY**

All students will be given a basic math test during orientation to the college.

If 100% is not achieved on the test, the student will be required to:

- obtain remediation- attached list of suggestions
- retest.

Basic math competency must be achieved prior to beginning med-math calculations in Nursing 111. Students who remain unsuccessful in retesting will result in administrative action up to and including possible dismissal from the program.

The following resources are available to help students achieve medication math competency in all courses:

- review math/medication math test with Assistant Dean/Course Leader/designee
- complete math problems in medication/math calculation textbook
- use available resources in library (textbooks, CD ROM's)
- view ATI medication math calculation program

### **MEDICATION CALCULATION COMPETENCY**

#### **NURSING 111**

Nursing 111 students must achieve 100% on one medication math test with one opportunity to re-test after mandatory remediation. Failure to meet the medication calculation requirements for the course will result in administrative action up to and including possible failure of the course.

### **NURSING 121**

Nursing 121 students must achieve 100% on one medication math test with one opportunity to re-test after mandatory remediation. Failure to meet the medication calculation requirements for the course will result in administrative action up to and including possible failure of the course.

### **NURSING 211 AND NURSING 214**

NSG 211 and NSG 214 students must achieve 100% on one medication math test for each course with one opportunity to re-test after mandatory remediation. Failure to meet the medication calculation requirements for the courses will result in administrative action up to and including possible failure of the course.

### **PLEASE NOTE:**

Students enrolled in a nursing course not concurrently enrolled in a skills/assessment course must achieve 100% on one medication math test with one opportunity to re-test after mandatory remediation. Failure to meet the medication calculation requirements for the courses will result in administrative action up to and including possible failure of the course in which they are enrolled.

Nursing assessment courses are sequential. A successful grade must be achieved in order to progress to the next nursing assessment course.

## **Student Computer Purchasing Guide**

This document is designed to serve as a guide for purchasing or upgrading a computer to meet or exceed the system requirements necessary use and access the resources at the College. If you are purchasing a new machine this can be used to ensure you have everything you need to be successful. If you already have a device, you can use this to determine if you will need any upgrades or additional software.

### **Helpful Tips:**

- Your *Operating System* is often overlooked. Make sure you find one that works for you. All Windows 7 & 8 users are eligible for a free upgrade to Windows 10.
- Most modern systems will meet the minimum requirements. However, a system running Window 8 RT, Windows 8 8.1 RT will NOT work with the required software. This Operating System is most commonly seen on Windows Surface® tablets. Be sure to avoid this *Operating System* entirely when purchasing a new machine.

- Adobe Reader® is a document viewer used to access a file type known as PDF. By default most systems come with their own PDF viewer and there are a number of programs out there that imitate it. However, you **MUST** download and exclusively use Adobe Reader®. Other imitations will **NOT** work and you will lose your work upon saving. Don't learn the hard way!
- All software outlined in the requirements is free and can be downloaded onto any machine. If your new computer does not have it, don't worry! They can easily be downloaded online.

**Common Brands:** HP, Dell, Apple, (MacBook, iMac), ASUS, Lenovo, etc.

### **Incompatible System Specifications (DO NOT PURCHASE)**

- Operating System: Windows 8 RT, Windows 8.1 RT (Often comes with tablets such as the "Surface® Pro", does not allow installation of VPN Software.

### **MINIMUM COMPUTER REQUIREMENTS**

- High-Speed Internet Access (Cable, DSL, Verizon FIOS)
- Operating System: Windows 7, Windows 8, Windows 10, MAC OS 10.7.3+ (Lion)
- 4 GB RAM Memory
- 500 Gigabytes of Available Hard Drive Space
- Anti-Virus Software, w/ Current Virus Definitions. (ex. Microsoft Security Essential, AVG, etc.)
- Personal Firewall (ex. Windows Defender)
- One of the Following Web Browsers: Microsoft Internet Explorer Version, Safari, Mozilla Firefox, Google Chrome
- Adobe Reader DC
- Supportive Software: Adobe Flash Player, Java, Microsoft Silverlight
- VPN Access – Cisco Mobility Client & AnyConnect

### **RECOMMENDED COMPUTER REQUIREMENTS**

- High-Speed Internet Access (Cable, DSL, Verizon FIOS)
- Operating System: Windows 7, Windows 10, MAC OS 10.10+ (Yosemite)
- 8 GB RAM Memory
- 1 Terabyte of available hard drive space
- Anti-Virus Software, w/ current virus definitions: (ex. Microsoft Security Essential, AVG, ect)
- Personal Firewall (ex. Windows Defender)
- One of the following Web Browsers: Microsoft Internet Explorer Version, Safari, Mozilla Firefox, Google Chrome
- Microsoft Office 365
- Adobe Reader DC

- **Supportive Software: Adobe Flash Player, Java, Microsoft Silverlight**
- **VPN Software: Cisco Mobility Client & AnyConnect**

## **Examsoft Test Policy**

As a learning community committed to the Franciscan ideals of truth and caring, St. Joseph's College of Nursing dedicates itself to maintaining the highest standards of integrity. Students must accept the responsibility to be honest and to respect moral, legal, and ethical standards of the nursing profession in meeting their academic and clinical assignments and requirements.

In preparation for the quiz/test, the student's computer must meet the requirements for ExamSoft use. The computer must be fully charged and able to have power for the duration of the exam. Exams must be downloaded during the specified download availability AND prior to the beginning of the testing period. Students are expected to come with his/her own assigned username and password (ExamSoft computer login).

In limited emergency circumstances a student will be allowed to postpone a test. These circumstances may include serious illness, dangerous driving conditions, religious obligations, family crisis, or serious illness or death within the immediate family. A student must contact the Course Leader or designee prior to the time of the exam to determine whether postponement will be approved. The student may not attend clinical, classroom/lab theory, or lab skills until the postponed test is taken. The student will be responsible for providing sufficient documentation supporting the circumstances. Students who arrive late to an exam will not be able to take the test and will need to reschedule their test.

A student must voice a concern to the Course Leader or designee about taking a test before the test commences or may forfeit the right to an appeal. Please refer to the Student Grievance/Appeals Policy.

The official answers on which the student grade will be calculated occurs exactly when the student hits the submit button. Once the test is submitted, there is no going back to review or change answers. Before leaving the exam area, the student will raise hand for proctor to verify green screen and checkmark are present, indicating successful upload.

The grade a student achieves on a test is final. No test grade can be changed nor the test repeated. If there are circumstances that a student feels may affect their performance on a test, this must be communicated to the course leader/designee prior to the time the test begins. There will be no exceptions.

Note: The National Council Licensing Exam (NCLEX-RN) allots approximately 1.4 minutes per question (maximum 265 questions over 6 hours) therefore, St. Joseph's College of Nursing will allot:

70 minutes = 50 question test

60 minutes = 40 questions test

45 minutes = 30 questions test

15 minutes = 10 question quiz

All tests will be student-to-student peer-reviewed following the testing time except for the final exam. Peer-test review is a learning experience; therefore, all students are encouraged to attend. Test review is not a time for debate, but for clarification and learning. If there are concerns regarding specific test questions following peer-test review, students are encouraged to schedule an appointment with the course leader/designee to review their test within five days. Individual tests are available for review, only if the student attended the student peer review, and up until the next test is administered. Test/Quiz grades may not be made available until 48 hours post exam. All grades less than or equal to 80 will be referred to meet with their faculty advisor. TEST QUESTION REVIEW GUIDELINES.docx

Students may only have scratch paper and computer at the table during testing. Scratch paper will be available from the proctor only. Students will sign the scratch paper and turn it into the proctor prior to leaving the testing area. The use of tape recorders, cell phones, smart watches, and other electronic and/or recording/photographing devices are not allowed. There will be no belongings on or under desks/chairs or on students' person. No food or drinks are allowed during testing. See ExamSoft guidelines for general exam guidelines.

### **Test Review**

Test review is a learning experience; therefore, all students are encouraged to attend. Test review is not a time for debate, but for clarification and learning. Students are encouraged to review their tests with the course leader/designee if there are concerns regarding specific test questions. Individual tests are available for review until the next test is administered. Students may review their test with the course leader/designee only if they have attended test review.

Only pencils and highlighters are allowed during testing. Use of paper, pens, tape recorders, cell phones, smart watches, and other electronic and/or recording/photographing devices are not allowed.

### **English as a Second Language (ESL) Students Test Taking Policy**

English as Second Language (ESL) students will be permitted extra time for all tests according to the following guidelines:



### **Weekday Option:**

<b>First semester:</b>	30 extra minutes per hour
<b>Second semester:</b>	20 extra minutes per hour
<b>Third semester:</b>	10 extra minutes per hour
<b>Fourth semester:</b>	No additional time

### **Evening-Weekend Option:**

<b>NSG 110 &amp; 111:</b>	30 extra minutes per hour
<b>NSG 121 &amp; 123:</b>	20 extra minutes per hour
<b>NSG 209 &amp; 211:</b>	10 extra minutes per hour
<b>NSG 213 &amp; 214:</b>	No additional time

**Rationale:** The National Council Licensing Examination (NCLEX) is a timed test. No provision for extra time is made for ESL students

**PLEASE NOTE:** students requesting extra time must contact the Dean of Student Services at the beginning of each course.

### **CPR Policy**

St. Joseph's College of Nursing mandates Basic Life Support Cardiopulmonary Resuscitation (BLS) certification as an enrollment requirement. It is the student's responsibility to complete an **approved BLS CPR course** prior to the designated deadline.

Students **must** choose from the following options for **initial** BLS CPR certification:

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

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

Valid cards are to be uploaded to and managed through CastleBranch.com, and must be submitted by the designated deadline set in CastleBranch. Certification is valid for two (2) years. If nearing expiration, renewal is **REQUIRED** prior to expiration date.

## Student Records Policy (FERPA)

### Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the St. Joseph’s College of Nursing receives a request for access.

A student should submit to the registrar, Dean of Student Services, or course leader, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. St. Joseph’s College of Nursing’s official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask St. Joseph’s College of Nursing to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If St. Joseph’s College of Nursing decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before St. Joseph’s College of Nursing discloses personally identifiable information (PII) from the student's education records, *except to the extent that FERPA authorizes disclosure without consent:*

St. Joseph’s College of Nursing discloses education records without a student’s prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by the St. Joseph’s College of Nursing in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of St. Joseph’s College of Nursing who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another College official in performing his or her tasks. A College official has a legitimate educational interest

if the official needs to review an education record in order to fulfill his or her professional responsibilities for St. Joseph's College of Nursing.

Upon request, St. Joseph's College of Nursing also discloses education records without consent to officials of another college in which a student seeks or intends to enroll. (FERPA requires a college to make a reasonable attempt to notify each student of these disclosures unless the college states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Joseph's College of Nursing to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to St. Joseph's College of Nursing officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –
  - To other College officials, including teachers, within the [college] whom the college has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
  - To officials of another college where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
  - To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the college has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the college determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the college, governing the use or possession of alcohol or a controlled substance if the college determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### **Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that St. Joseph’s College of Nursing, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, St. Joseph’s College of Nursing may disclose appropriately designated “directory information” without written consent, unless you have advised the St. Joseph’s College of Nursing to the contrary in accordance with St. Joseph’s College of Nursing procedures. The primary purpose of directory information is to allow the St. Joseph’s College of Nursing to include information from your education records in certain publications. Examples include:

- Honor roll or other recognition lists;
- Graduation programs; and
- Employment/Education Verification

If you do not want St. Joseph's College of Nursing to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the St. Joseph's College of Nursing in writing. St. Joseph's College of Nursing has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**

## **Transfer Credit Policy**

### **Transfer Credit**

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

- Course was successfully completed with a grade of "C" (2.0) or higher.
- Course is similar in content, rigor, expected learning outcomes, and credit hours to those in the St. Joseph's curriculum.
- Science courses (Anatomy & Physiology; Microbiology) completed within seven (7) years of acceptance to St. Joseph's. Science courses completed outside of the seven year time frame must be repeated.

Secondary school and/or college transcripts from countries outside of the U.S. must be translated to English with U.S. grading system by an approved international credential evaluator if the transcripts are to be considered as part of meeting the admission requirements or are to be considered for college transfer credit. Applicants whose translated secondary school transcripts do not specifically list algebra, biology and chemistry will be required to complete these courses prior to being considered for admission.

Final determination of transfer credit is made by the College's Registrar in conjunction with the Dean for Academic Affairs. Official transcripts for all completed coursework must be submitted before a final determination can be made regarding transfer credit eligibility.

Transfer credits are not included in the computation of the cumulative GPA. A student must complete a minimum number of 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 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. An official AP Score Report must be requested from the College Board and forwarded to SJCON for transfer credit to be granted.

### **College Level Examination Program (CLEP)**

The College will grant academic credit for the following CLEP examinations: College Composition, Introductory Psychology, or Introductory Sociology. Credit for the examination is determined in accordance with the recommendations of the American Council on Education (ACE). A score of 50 or higher is required for transfer credit to be granted. An official score report must be requested from the College Board and forwarded to SJCON for transfer credit to be granted.

Information regarding these examinations may be found at <http://www.collegeboard.com>.

### **Excelsior College Subject Examinations**

The College will grant academic credit for Anatomy & Physiology and/or Microbiology courses taken more than seven (7) years prior to acceptance through Excelsior College Subject Examinations (UExcel Credit by Exam). Credit will only be granted for subject examinations if the student earned a grade of "C" (2.0) or higher in the initial course. A grade of "C" or better must be achieved on the subject exam. An official transcript must be requested from Excelsior College and forwarded to SJCON for transfer credit to be granted.

Information regarding these examinations may be found at <http://www.excelsior.edu>

Questions regarding any aspect of this policy may be directed to the Office of the Registrar.

## **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 all Arts and Science credits; completed cumulative credits totaling 68.
- 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 Vice President/Dean or designee
- returned all College keys and parking passes
- completed all evaluations
  - SONIS
  - SDCL
  - Program Assessment

Formal commencement ceremonies are held at the completion of both weekday and evening/weekend options

### **Professional Licensing Eligibility (NCLEX)**

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;
- 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.

Information regarding these examinations may be found at <http://www.collegeboard.com>.

### **Student Appeal Process For Financial Aid Policy**

**PURPOSE:**

The Grievance Policy exists because it is desirable to settle a grievance as quickly as possible so that fair and equitable treatment is ensured. It is also desirable to settle the grievance as close to the source of the grievance and to keep the proceedings as amicable and confidential as possible.

**Definition of a Financial Aid Grievance:**

Grievance is defined as perception of unfair treatment by faculty or Administration. It may include financial, academic, College policy, records, or a regulation that the student feels has been violated or has been misinterpreted.

**Financial Aid Grievance Process:**

The student may grieve a decision he/she feels is unfair. He/she must take the first step in the grievance process no later than five days following the incident that forms the basis of the complaint. Any delay beyond the applicable period constitutes a waiver of the grievance.

**Steps in the Financial Aid Grievance Process:**

1. The complainant & the Coordinator of Financial Aid shall meet.
2. If the conflict is not resolved, the person confers with the Vice President/Dean of the College of Nursing.
3. If the conflict is still not resolved, the person may then file an appeal to the Appeals Committee within three days of the meeting with Administration.

**The Appeals Committee:**

The purpose of the Appeals Committee is to allow a fair hearing and resolution of the problem that is unable to be resolved at a lower level. The Appeals Committee is composed of the Coordinator of Financial Aid, the Dean of Student Services, the Vice President/Dean of the College of Nursing, and the Director of Financial Services.

**The Appeal Process:**

1. A written statement of the grievance is to be submitted by the student to the Financial Aid Committee after three days of the meeting with the Vice President/Dean.
2. The aggrieved person appearing before the committee shall have the right to a witness of his/her choice present at the meeting.
3. Background material concerning the appeal will be available from the Vice President/Dean's office two hours before the meeting and must be reviewed within that office.
4. The aggrieved person shall have the right to present evidence and a witness relevant to the issue at hand. No more than one hour will be allowed.
5. The decision shall be given in writing within three days of the meeting.
6. Decisions made by the Appeals Committee are final.
7. All proceedings shall be strictly confidential.
8. An Appeals Committee meeting cannot be held unless the student appellant signs a release form authorizing the committee to have access to his/her record.



Any person who believes he/she has been aggrieved by an institution may file a written complaint with:

**The Commissioner of Education  
The University of the State of New York  
Albany, NY 12230**

## **Student Grievance/Appeals Policy**

### **Definition:**

A grievance is a perception by the student of unfair treatment. The grievance may include academic, college policy, records, or regulation issues that the student believes have been unfair, violated, or misinterpreted.

### **Purpose:**

The grievance process exists as a means of resolving an issue as quickly as possible following the event/occurrence to ensure fair, equitable treatment. The intention is to address and resolve the issue in a professional, confidential manner.

### **Grievance Process:**

The student may grieve an event/issue/decision he or she believes is unjust. He or she must initiate the first step outlined in the process no later than five (5) days following the event/issue/decision. If the five days extends beyond the end of a semester/term, the applicable period shall be one calendar week. Any delay beyond the applicable period constitutes a waiver of the grievance.

### **Steps in the Grievance/Appeal Process for the Student Appellant:**

1. The student and faculty member meet, at the request of the student, within five (5) days of the conflict/incident.
2. If unresolved, the student requests a meeting with the Course Leader. If the grievance involves testing, the entire test must be reviewed by the student with the Course Leader and Assistant Dean.
3. If resolution is not reached, the student requests a meeting with the Dean of Student Services/designee.
4. If resolution is not reached, the student may file an appeal request with a written statement including the original grievance. The appeal request must be submitted to the Dean of Student Services on behalf of the Appeals Panel within three days of meeting with Dean of Student Services/designee.
5. The Dean of Student Services will ensure that all steps of the process are followed. He/she will facilitate the scheduling of a date/time for the student and Course Leader or Clinical Faculty to meet with the Appeals Panel and may attend the appeals process, but does not participate in the discussion or vote.

6. The student will be allowed to attend class/clinical until the appeal is decided. Exception: clinical attendance will not be allowed in cases involving patient safety.

### **The Appeals Panel:**

- Comprised of three (3) faculty members randomly selected by the Vice President/Dean at the start of each academic year. One alternate is also selected.
- Class Representatives who are selected by their peers serve as student representatives on the student panel. Class Representatives can serve on panels in which a member of their cohort is not the Student Appellant. For example, if a weekday Level 1 student is the Student Appellant, Weekday Level 2, Evening/Weekend Level 1, and Evening/Weekend Level 2 Class Representatives would be eligible to serve on the panel. Three (3) serve on the panel as needed.
- Alternate student or faculty representative will serve on the panel if conflicts arise.
- The Vice President/Dean or designee will serve as moderator.
- An Attorney for the College may attend and monitor the appeals process at the request/discretion of the Vice President/Dean.
- The student appellant and faculty representative may invite a witness/observer to attend the hearing. The witness/observer, including an attorney, is not permitted to participate or make any statement during the hearing. The witness/observer will be excused if he/she attempts to make statements, objections, or other reactions during the hearing.

### **The Appeals Process:**

The purpose of an appeal is to allow a confidential, fair hearing and resolution of an unresolved conflict/incident. Audio and/or video recording of any kind is not permitted.

### **Steps in the Appeal Process/Meeting for the Panel:**

1. Review background material, including the written grievance and appeal, in the administrative suite within two hours prior to the meeting.
2. The Vice President/Dean or designee will convene the meeting by reading the following: "This discussion and all written materials related to the grievance are confidential. Any written notes/questions must be destroyed at the end of the meeting. All relevant documents will be placed in the student's confidential file."
3. All panel members sign a confidentiality policy prior to hearing the grievance
4. The meeting secretary will record minutes of the hearing to be filed in the administrative suite.
5. The hearing may not last longer than one (1) hour. The Vice President/Dean or designee will act as timekeeper.
6. The appellant and faculty member will relay his/her evidence related to the grievance. Panel members may ask questions or request clarification as needed.
7. Panel members will refrain from offering opinions or personal views during the hearing.
8. The student appellant, Course Leader or Clinical Faculty, and any witness/observers will be excused prior to the panel vote.

9. Panel members, in executive session, will vote by secret ballot. The Vice President/Dean or designee acts as teller and only votes in the event of a tie. The tally vote remains confidential and only the Vice President/Dean or designee are aware of the vote tally.
10. Following the vote, the Vice President/Dean or designee will inform the panel of the decision and then will dismiss the panel members and meet with the appellant to notify them of the panel decision
11. Appeals Panel decisions are final and will be immediately enforced by the Vice President/Dean.
12. A written summary of the decision will be provided to the appellant within three (3) business days of the meeting.

## **Code of Student Conduct**

### **PURPOSE:**

Students at St. Joseph's College of Nursing are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this College community.

Failure to comply with the Code of Student Conduct will result in a Student Conduct Board hearing. If the student is found in violation by the Student Conduct Board, The Vice President/Dean and Administration will give formal sanctions, which may include suspension or dismissal from the program.

St. Joseph's College of Nursing considers the following behavior, or attempts thereof, by any student, whether acting alone or with any other persons, to violate the Code of Student Conduct that follows:

1. Physical harm or threat of physical harm to any person or persons, including but not limited to: assault, sexual abuse, or other forms of physical abuse.
2. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words," bias-related or likely to cause an immediate breach of the peace.
3. Conduct which threatens the mental/physical health or safety of any person or persons including but not limited to hazing, drug or alcohol abuse, and other forms of destructive behavior.
4. Unprofessional or dishonorable conduct which may deceive, defraud, or injure patients, the public, school personnel, other students, and faculty.
5. Failure to care adequately for clients or to conform to minimum standards of acceptable practice under the supervision of the faculty or the designee of the facility.
6. Academic dishonesty, including but not limited to: plagiarism and cheating, and other forms of academic misconduct, for example; misuse of academic resources or facilities; misuse of computer software, data, equipment, or networks.

7. Intentional disruption or obstruction of lawful activities of the College or its members including their exercise of the right to assemble and to peaceful protest.
8. Vandalism, theft of or damage to personal or hospital/College property or services or illegal possession/use of same.
9. Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, College documents, or misrepresentation of any kind to a College office or official.
10. Unauthorized entry, use, or occupation of hospital/College facilities that are locked, closed, or otherwise restricted.
11. Disorderly conduct including, but not limited to: public intoxication, lewd, indecent or obscene behavior, libel, slander, and illegal gambling.
12. Illegal manufacture, purchase, sale, use, possession, or distribution of alcohol, drugs, or controlled substances, or any other violation of the Drug Free Campus.
13. Failure to comply with the lawful directives of hospital officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
14. Unauthorized possession, storage, or use of any weapon or ammunition including stun-guns, firearms, BB-guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.
15. Interference with or misuse of fire alarms, elevators, or other safety and security equipment or programs.
16. Violation of any federal, state, or local law, which has a negative impact on the well-being of hospital/College or its individual members.
17. Violation of policies, rules, or regulations that are published in the Student Handbook, or any other official publications or agreements.

## **Student Code of Conduct Procedures**

See Title IX Policy for more details <https://www.sjhcon.edu/titleix>

### **Procedures for Handling Complaints Involving Students Pursuant to Allegations of Sexual Misconduct or Gender-Based Harassment**

**Affirmative Consent** is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Consent to any sexual act or prior consensual sexual activity b/w or w/ any party does not constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated, which

occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop

The health and safety of every student at St. Joseph's College of Nursing is of utmost importance. St. Joseph's College of Nursing recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. St. Joseph's College of Nursing strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials.

A **bystander** acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to St. Joseph's Health College of Nursing's officials or law enforcement will not be subject to St. Joseph's Health College of Nursing's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

### **Student Bill of Rights**

In addition to the presumption of innocence; pursuant to section 6446 of article 129-B amendments to New York State Education Law, all students have the right to:

1. Make a report to local law enforcement and/or state police
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations
7. Describe the incident to as few institution members as practicable and not be required to unnecessarily repeat a description of the incident

8. Be protected from retaliation by the institution, and student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution
9. Access to at least one level of appeal of a determination
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution

### **Rights of Reporting Individuals**

All reporting individuals must be advised of certain rights, including the right to:

You have the right to make a report to campus security, local law enforcement, and/or state police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution

To have all info obtained during the course of the conduct/judicial process to be protected from public release until the appeals panel makes a final determination

Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for suspension, provided that such notation shall not be removed, prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed

Even St. Joseph's College of Nursing offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution."

If the institution determines that an investigation is required, it shall notify the reporting individuals and take immediate action as necessary to protect and assist them

### **Promoting Civility and Professionalism Policy**

At St. Joseph's College of Nursing, our primary commitment is to learn from each other, and from our work. We acknowledge differences amongst us in interests and experiences. By sharing our views openly, listening respectfully, and responding critically to ideas, we will all learn.

Civility is "the authentic respect for others when expressing disagreement, disparity, or controversy, involving time, presence, a willingness to engage in genuine discourse, and a sincere intention to seek common ground" (Clark & Carnosso, 2008, p. 13), and the foundation of caring. Incivility is discourteous, rude, or impolite speech or actions that violate the standards of mutual respect (Feldman, 2001). Academic incivility is any speech or behavior that negatively affects the well-being of students or faculty members, weakens professional relationships, and

hinders the teaching-learning process (Clark & Kenaley, 2011).

Ethical guidelines for nursing state respect and caring must extend to all persons the health professional comes in contact with. Students, faculty, and staff should:

- Make the care of people the first concern, respecting the dignity/individuality of each person.
- Work with others to protect and promote the health and wellbeing of those in your care, their families, and the wider community.
- Provide a high standard of practice and care at all times, be open and honest, act with integrity and uphold the reputation of your profession.

### **Faculty Rights/Responsibilities/Expectations**

Faculty has the right to define behavior expectations in the classroom and clinical areas and expect students to abide by them. Faculty has the responsibility to manage and address classroom disruption. Faculty has the right, and responsibility, to define expected classroom behavior to address disruptive student behavior. Faculty are expected to role model appropriate professional behaviors.

### **Staff Rights/Responsibilities/Expectations**

Staff has the right to a respectful, dignified working environment that recognizes the uniqueness of each individual. Staff are expected to role model appropriate professional behaviors as noted above.

### **Student Rights/Responsibilities/Expectations**

Students have the right to a learning environment free of disruptive behaviors. **Students**, like all members of the academic community, have the **responsibility** to create and support an educational environment. Students are expected and required to abide by the rules and policies of the College of Nursing, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct which disrupts the work of the College.

We believe that in order to achieve these ideals, all are expected, while in the role as student or representative of the College, to exhibit and practice civil behaviors that exemplify:

- Respecting faculty, staff, fellow students, guests, and all College property and policies.
- Taking responsibility for one's choices and actions.
- Communicating in a professional and courteous manner in all forms and at all times.
- Accepting the consequences of one's inappropriate choices and actions.

Anyone who violates these general standards of conduct will be subject to administrative action up to and including dismissal from the College and/or Nursing program.

## **Drug Free Community Policy**

### **PURPOSE:**

As an institution of higher education receiving federal funds, St. Joseph's College of Nursing is required by the Drug-Free Schools and Communities Act of 1986 (the "Act") as amended by the Drug-Free Communities Act Amendments of 1989 (the "1989 Amendments") to certify to the US 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 and employees.

Accordingly, the College adopts the following policies:

1. The College of Nursing prohibits the unlawful possession, use, sale, or distribution of illicit drugs by its students, employees, or guests on its property or as part of any activities. The possession, use, sale, or distribution of drug paraphernalia is also 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.
2. Moreover, the College's policy stipulates that students are required to report to the academic or clinical area on time and in appropriate mental and physical condition which enables them to carry out their clinical and theoretical learning objectives and duties.
3. The purpose of these policies is to provide a drug-free, healthful, safe and secure environment for the students of St. Joseph's College of Nursing during all activities that are necessary to accomplish their goal of becoming a licensed professional.
4. The College recognizes drug abuse as a potential 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.
5. Conviction of illegal use of these substances may result in failure of a student to be eligible for licensure under the by-laws of the New York State Educational Department Division of Professional Licensing Services.
6. Students needing help in dealing with drug abuse and/or drug dependency are encouraged to use our Employee Assistance Program (E.A.P.)/Carebridge. Conscientious efforts to seek help are supported by the College.
7. If a student is suspected of reporting to the clinical or classroom setting in an impaired condition, the student will be required to report to the Employee Health Office or the Emergency Department (after hours) and will be given a sobriety test. If the student refuses this test, he or she is subject to dismissal.

## **DRUG TESTING**

- A. Student Policy
- B. Reasonable Suspicion Testing
- C. Refusal to Submit to Testing
- D. Referral, Evaluation, & Treatment



- E. Consequences for Students
- F. Resources

**Goal:** St. Joseph's College of Nursing at SJHHC is committed to providing a safe work environment to foster the well-being of its patients as well as its students.

**Purpose:**

- To provide reasonable measures for the early detection of drug or alcohol abuse by students.
  - To identify and refer to treatment students who are currently abusing these substances.
1. **Enrolled Student Drug Testing Policy:** St. Joseph's College of Nursing at SJHHC is committed to maintaining a Drug/Alcohol Free community. This policy applies to all students. The College reserves the right to request students to submit to drug testing at an unannounced time prior to entering the clinical component of the program. In addition, the College reserves the right to request students 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.

**Prohibited Conduct:**

No student shall:

- Report to clinical or class, while under the influence of alcohol or drugs, or within four (4) hours of using alcohol
- Use, possess, distribute or dispense alcohol or drugs while on clinical or in class, while operating equipment, or on St. Joseph's Hospital Health Center property
- Refuse to submit to a drug and/or alcohol test conducted pursuant to this policy
- Report for clinical, remain on clinical or perform safety-sensitive functions or patient care if the student tests positive for any drug or alcohol

**Testing Procedure:**

All testing will be confidentially conducted by Industrial Medical Associates, P.C. (certified Drug and Alcohol collection site) at the College at unannounced times. Specimens will be collected by their staff and sent to a designated NIDA approved Laboratory for testing. Final results will be sent to the Dean

2. **Reasonable Suspicion Testing:**

Prohibited Conduct:

When an instructor or administrator has established a reasonable suspicion that a student may be under the influence of drugs and/or alcohol; based upon specific, observed behaviors (Assessment guideline for Substance Abuse tool), that person shall refer such behavior to the:

- Hospital Health Office, during regularly scheduled office hours (M-F; 7:30 am- 3:30 pm).
- Emergency Room, during after-hours or weekends for evaluation

If the RN/NP/ED nurse confirms the suspicion, the College administrator on-call will be notified. The Administrator on call may then request a Drug Test and/or Alcohol (BAC) Test with IMA be performed.

**Procedure:**

If the student is transported to IMA for testing, transportation to IMA may include escort by administration or Security Officer. IMA may also come to the ED after-hours.

The results of the testing will be sent directly to the Health Office.

Once the test results are received, the Dean or his/her designee will be notified.

The results will be shared as negative drug/alcohol screening or positive drug/alcohol screening.

The College will maintain results of the drugs and alcohol testing for each student in confidential records, so that disclosure of this information to unauthorized person(s) does not occur.

**3. Refusal to Submit to Testing:**

A student may not refuse to submit to an alcohol or drug test required under this policy. The refusal to submit to an alcohol or drug test as required by this policy will result in disciplinary action, up to and including termination from the program. A refusal to be tested shall be further defined as refusal to:

- complete and sign the breath alcohol testing form,
- complete the drug screening chain of custody form;
- provide a breath, an adequate urine specimen, or otherwise to cooperate with the testing process in a way that delays or prevents the completion of the test.

**4. Referral, Evaluation, and Treatment:**

- St. Joseph's College of Nursing will make available to its students information regarding the available resources for evaluating and resolving problems associated with the misuse of drugs and alcohol, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs
- Students who engage in conduct prohibited by this policy shall be evaluated by a substance abuse professional who shall determine what assistance, if any, they may need in resolving problems associated with alcohol misuse and drug use. The cost of this evaluation is the responsibility of the students. It may be covered

under the students; medical health benefits, subject to the plan's conditions and limitations

- Before the student can request to be reinstated to the College of Nursing after engaging in conduct prohibited by policy, the student shall undergo a follow up drug screening and submit results to the Dean

## 5. Consequences for Students:

Students found to have committed prohibited conduct under this policy will be subject to disciplinary action up to and including termination from the College.

## 6. Resources

### Definitions:

- **Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.
- **Drugs:** A drug is any substance that produces physical, mental, emotional, or behavioral changes in the user.
- **Drug and Alcohol Abuse:** The use of any drug and/or alcohol in a medically, socially, or legally unacceptable manner.
- **Substance Abuse:** The use of illegal drugs, the misuse of prescribed drugs, consumption of drugs and/or alcohol to the point of physical or mental impairment; or consumption of alcohol in an amount or at a time prohibited by the DRUG FREE Workplace Policy.
- **Reasonable Suspicion Testing:** This testing is conducted when a manager, instructor, or administrator suspects that the student is using alcohol or drugs in violation of the SJHHC policy, based on "specific, contemporaneous, and articulable observation concerning the appearance, behavior, speech or body odor" of the student.
- **Random Testing:** Testing that is conducted without suspicion that any particular student is using drugs or alcohol. It identifies students that are abusing drugs and alcohol but have been using the predictability of testing methods to escape detection.

### IMA Drug Testing:

A Federal Department of Health and Human Services certified Laboratory would perform drug testing on urine samples provided by students.

- **Alcohol:** A Breath Alcohol Technician will administer alcohol testing. If the initial test reveals a BAC (Breath Alcohol Concentration) of .02 or greater, a confirmatory test must be performed. The completed confirmatory test result is the final test result for the purpose of this policy.

## **Tobacco Free Campus**

### **Policy:**

Consistent with New York State law, it is the policy of St. College of Nursing to provide an environment free of Tobacco use. This policy exists, as one of many methods for St. Joseph's to promote and encourage healthy lifestyles throughout our community.

### **Scope:**

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 residences.

### **General Provisions:**

#### **1. Geographical Areas Covered by Policy**

- a. The main hospital campus is covered by this policy. State law requires that a smoke free perimeter be drawn around every Article 28 Licensed Hospital Campus. This includes parking lots and parking garages, even if you are in your vehicle.
- b. All other properties owned by and / or affiliated with St. Joseph's Hospital Health Center will also have established a tobacco free environment.

#### **2. Prohibited Products:**

- a. Smoking products – including, but not limited to cigarettes, cigars, pipe smoke, and other smoke delivery mechanisms.
- b. Tobacco products – including, but not limited to chewing tobacco.
- c. Electronic devices – including but not limited to, e-cigarettes and other vapor delivery devices.

#### **3. Clinical Responsibilities / Inpatient Smokers.**

- a. Physicians and Clinical Affiliates: the attending physicians or clinical affiliates shall assess and discuss appropriate options with the patient who indicates the use of any of the products referenced in Section 2.
- b. Nursing: Upon admission, the Registered Nurse will ask each patient if they currently use any of the products referenced in Section 2 and document the responses on the nursing assessment documents. Refer to System category policy Smoking Cessation for more details. Network Policies & Procedures/Tobacco Free Campus/December 2017/Page 1 of 4

#### **4. Visitor Responsibilities:**

- a. Informational cards are available for all staff to give to visitors. Employees can use the card as a cue to format discussion with the visitor by explaining St. Joseph's Hospital Health Center's policy and the property boundaries or, if interested, where they can go for tobacco cessation counseling.
- b. Visitors are asked to be courteous to the surrounding neighborhood residents if they choose to smoke or use tobacco products.
- c. Visitors can be referred to the New York State quit line.(1-866-NY-QUITS or 1-866-697-8487)

## 5. Employee Responsibilities:

- a. Compliance: Employees are expected to comply with this policy and not use prohibited products as defined in Section 2 of this policy, within the confines of the defined perimeter of the property.
- b. Enforcement: Employees are expected to use appropriate protocols, including but not limited to, reminding individuals who do not comply with the policy to become compliant by either stopping the use of the prohibited products, or by moving beyond the perimeter of the main hospital campus. If the individual willfully continues to smoke or use tobacco products, the employee shall inform security of the incident. Security will then notify the appropriate Director in the case of an employee or the appropriate service manager / charge nurse in the case of a patient or visitor.
- c. Health: Employees should remember that the intent of the policy is to provide a smoke free/vapor free/tobacco free environment for all patients, visitors, and staff.
- d. Professional image: Employees help to provide a professional image by maintaining compliance with the protocols and overall intent of this policy.
- e. Assistance: Employees may offer information about smoking cessation and about temporary nicotine replacement therapy.
- f. Good neighbor: Employees are expected to be good, courteous, neighbors, and respect the rights of individual property owners. This includes, complying with requests from Security, requests from neighbors, disposing properly of cigarette butts and trash, and keeping noise levels down.
- g. For employees that choose to use any of the products listed in Section 2, they must leave the hospital campus in order to do so and remain in compliance with the policy. When leaving the hospital campus for non-work related activity an employee is required to log out and then log in upon their return. Employees leaving work for reasons other than a meal break must receive approval from their supervisor.
- h. Employees, who fail to comply with any portion of this policy, including unauthorized extension of designated meal and break times, will be subject to disciplinary action, which could include suspension and / or termination from employment from St. Joseph's Hospital Health Center.
- i. Employees seeking assistance with tobacco cessation can contact the Wellness place at 315-458-3600. Ext 298. Employees can be referred to the New York State quit line. (1-866-NY-QUITS or 1-866-697-8487) Employees seeking immediate assistance can access the Employee Health Office, (Monday through Friday 7:00 AM to 3:30 PM).

## **Corporate Compliance**

St. Joseph's Hospital Health Center is committed to the highest standards of conduct. This includes displaying ethical behavior, following all applicable laws and regulations, billing properly for services, and detecting and preventing healthcare related fraud, waste, and abuse. In an effort to support this commitment, St. Joseph's Hospital Health Center has a Corporate Compliance Program in place that improves the organization's ability to operate in such a manner and to perform its mission. As a result, students are required to accept this responsibility

by showing a high degree of personal integrity, honesty, and fairness at all times. This also means that you are asked to perform your duties in good faith and in a manner that you believe to be in the best interest of the Hospital and our patients.

Everyone has the responsibility to protect patient confidentiality. All forms of patient information are confidential (i.e. verbal, written, and electronic). Never give patient information to any unauthorized person.

Do not provide patient information or business information to any person who identifies themselves as a government investigator (i.e., FBI, District Attorney, detective) or any other legal official until you have spoken with Administration or the Compliance Office. Do not feel pressured to talk with them. Asking to speak with the Compliance Office, Administration (or your own attorney if you are contacted at home) before answering questions is your legal right, and in no way indicates that you are not cooperating fully. If any person who identifies himself/herself as a government investigator approaches a student, the student should contact the Dean of the College of Nursing immediately.

It is expected that in compliance with the Business Conduct and Code of Ethics students will bring information about concerns or suspected violations to the attention of their faculty or the Compliance Office. You cannot be retaliated against or intimidated for reporting a concern in good faith. **You may call the Compliance Office at any time to ask questions or to report concerns. You may start with your professors or the Dean.** If you do not feel comfortable voicing your concerns to any of the above individuals, St. Joseph's Hospital Health Center has a Compliance Hotline that allows callers to report concerns anonymously. Calls are not traced. **The Compliance Hotline number is 315-448-6484.**

## **Campus Dress Code**

### **PURPOSE:**

Students are expected to be neat and clean, practice good personal hygiene and are expected to make intelligent judgements about items specifically not addressed in this policy. Hospital-issued identification badges must be worn visibly at all times as per policy. Students must wear clinical scrubs when on the clinical units.

1. Appropriate dress for the college campus or anywhere in the hospital network must be worn. Footwear must be clean and safe. Clothing that is too tight or revealing, clothing that exposes the midriff, crop tops, short shorts, tank tops without a jacket must not be worn.
2. Administration and Faculty reserve the right to ask students to change into more appropriate attire when on the college campus.

## **Identification Badge Policy**

### **PURPOSE:**

Identification (ID) badges provide constant and immediate identification of students, faculty, staff, volunteers, medical staff, affiliates and employees. In addition, the system provides authorized entry into buildings, a tool for the security of the campus and employee, volunteer and student identification for transacting business on hospital grounds. Identification badges must be worn at all times while on duty.

1. Each student will be issued a hospital identification (ID) badge with photo during Orientation to the College.
2. The ID badge is required and expected to be worn in a visible place above the waist at all times when in the hospital or College.
3. In addition, the ID badge provides a discount to students when purchasing food in the hospital cafeteria. There is a fee for the replacement of lost or mutilated badges.
4. New badges may be purchased in the Human Resources Department of the Hospital.
5. Identification badges must be returned to the College administration upon graduation or termination from the program.

**Resources and contact information includes:**

College Title IX Coordinator	315-448-5043
Hospital Security	5555 (from campus phone) or 315-448-5173
Syracuse Policy Department	315-442-5140 or 911
Carebridge	1-800-437-0911
SJ Emergency Department	315-448-5101
Dean of Student Services	315-448-5055
SJ Human Resources	315-448-5575
Vera House	315-422-7273
McMahon/Ryan Child Advocacy Center	315-701-2985
Onondaga County Sheriff's Office Abuse Persons Unit	315-435-3092
Syracuse Policy Department Abused Persons Unit (APU)	315-435-3016

**Student Services & Campus Life**

## Communication

**Faculty Office Hours:** Faculty office hours will be shared with all students. Students who have appointments with faculty are expected to keep appointments and to be prompt. Prior to an appointment with any faculty member, the student must call the faculty member.

**Bulletin Boards:** Students are responsible for reading all notices on the official bulletin boards in the College. Students must ask permission to post anything on any of the College bulletin boards. In addition, any posted notices must be dated prior to posting.

**Mail:** Individual combination lock mailboxes are provided for each student. They are used for internal mail, as well as U.S. Postal Service deliveries. Therefore, students are encouraged to check for mail daily. A mailbox for outgoing U.S. Postal mail is located near the hospital's main entrance.

**Telephones:** There are telephones available on all floors of the College. These phones make free local calls, however if students need to make long distance calls they must use a calling card.

**Emergency:** Daytime emergency calls may be received at the reception desk (315-448-5040). Relatives and friends should have the appropriate telephone number to reach students.

## Email Policy

### **PURPOSE:**

Email is the primary method of communication between St Joseph's College of Nursing and the student body. This policy ensures that all students are aware of the importance and necessity of this communication method. Furthermore, it ensures that a student can be contacted through a standardized channel by College of Nursing Faculty & Staff.

### **POLICY:**

Upon enrollment, each student is issued an email with an '@sjhcon.edu' address. This email account is the official address of a student which the College of Nursing will use for all communications. Due to security firewalls in place to protect information integrity, not all messages to or from personal emails accounts will reach the intended mailbox. Therefore, the '@sjhcon.edu' account must be used for all College correspondence and/or business. The College does not have an obligation to use personal or preferred emails for communication between institute and student.

All students are expected to check their College of Nursing email account frequently and consistently to remain informed of College related communication and updates. The College of Nursing requires students to check their email at least once per day.

Faculty reserve the right to set specific criteria in addition to this policy for use of email within a course. These definitions and criteria must be prominently displayed on all course syllabi when



in effect.

*Note: College of Nursing issued emails provide an appropriate degree of security and privilege of access. However, email is not always the appropriate method for transferring sensitive or confidential information and students must be aware of these concerns when communicating. All emails must comply with local, state, and federal laws including, but not limited to, HIPAA & FERPA.*

## **Learning Management Systems Guidelines**

The Canvas™ Learning Management System (LMS) is a web-based learning platform and should be used for purposes of enhancing the student learning experience. Canvas™ is intended to support the teaching, learning, and scholarship of faculty, staff, and students.

When using the Canvas™ LMS all content, uploads, posts, and discussions must abide by the United States Copyright Law and the St. Joseph's College of Nursing Copyright Policy. It is the responsibility of the Instructor to ensure their course content and postings fall within these guidelines. Please see the Copyright Policy for more information.

Canvas™ allows access to a number of tools, such as the discussion boards, which enable text-based communication. When posting to a Canvas™ discussion board:

1. Postings should not be offensive, inflammatory, racist/sexist or abusive in any other way.
2. Remember that textual interaction takes place without normal visual/verbal clues, which help to interpret meaning.
3. Posts will be visible to all students registered within the course, as well as instructors and system administrators and will be eventually archived for future reference.
4. Posts should be concerned with the topic of the discussion and the tone of the posts in accordance of the discussion.
5. The laws of copyright apply so users should not copy other user's posts/information without permission.
6. If Canvas™ discussion board postings count towards a grade, precautions against plagiarism should be taken the same as with written material.

Using Canvas™ to conduct or supplement a course allows for increased communication, electronic delivery of content and materials and online assessment, assignment submission, grading and feedback.

## **Social Media Policy**

### **PURPOSE**

This policy is intended to create a clear indication that all faculty, staff, and students are expected to follow the social media policies outlined by Trinity Health. These policies are outlined as

## *Standards for Use of Social Media, Social Media Use, and Participation in Social Media*

### **POLICY**

1. Social media, related terms, and scope of use are to be defined according to the Trinity *Social Media Use* policy
2. All faculty, staff, and students are required to abide by standards of use defined in the Trinity Health *Standards for Use of Social Media* guidelines when using social media.
3. All faculty, staff, and students are required to follow the *Participation in Social Media* procedures as outlined by Trinity Health when participating on social media or public platforms.

### **RELATED PROCEDURES AND OTHER MATERIALS**

- Communications Policy No. 1 – Social Media Use
- Communications Standards No. 1.1 – Standards for Use of Social Media
- Communications Procedure No. 1.1 – Participation in Social Media

## **Transportation**

Students are responsible for their own transportation to and from college classes, community agencies, conferences, etc. A bike rack is located near lot “A”. Bus schedules are available online.

## **Student Parking Policy**

1. A portion of the general student fees will be allocated yearly for student parking in the Fall Semester/Term. All students who wish to have student parking must have a valid parking sticker. These stickers are available at orientation for Students at the College.
2. Student parking for all Level I students is designated in the South Alternative Surface Lots.
3. Student parking for Level II students if they choose to park there is designated in the Medical Office Centre garage which can be accessed on Union Street. Students may ONLY park on the 7th and 8th floors and never on any other floors. If a student does not comply with these requirements, parking privileges will be suspended or revoked.
4. Security escorts are available to and from the Medical Office Center garage and/or the alternative lots by calling 315-448-5173. On-street parking is also available however it is the responsibility of the student to abide by all metered signs and payment. Students may never park in “A” or “M” lot.
5. This arrangement is subject to change based on space availability. Students will be given ample notice if the policy changes. In addition, students must abide by all posted parking rules and regulations in the garage or alternative parking lots. If they do not, parking privileges may be revoked by Security, garage staff, or college administration.
6. Students provided with handicapped parking accommodations must possess a New York State or County Handicapped Parking Permit. Temporary requests for handicapped

parking must be supported, in writing, by the requesting parties' provider specifically indicating the need for temporary parking accommodations.

7. When students are required to attend clinical at outside agencies, it is the students' responsibility to pay for daily parking or obtain a discounted monthly pass. In no way, does the student parking fee cover this expense.

## **Student Employment at St. Joseph's Hospital Health Center**

The Human Resource Department at St. Joseph's Hospital Health Center (SJHHC) provides opportunities for students to gain employment as Student Nurse Assistants (SNA) or Licensed Practical Nurses (LPN) in the student float pool. When positions are available and in order to be eligible to apply, the student must be matriculated in a nursing program or be a Licensed Practical Nurse in New York State.

Students interested in an SNA position must complete a required amount of clinical experience to be eligible for employment as a SNA. Conditions of employment will be explained during information sessions. Other open positions at SJHHC can be found on the main hospital web site <http://www.sjhsyr.org> under Human Resources entitled "Careers".

## **Library Policies**

### **Quiet Policy:**

The Library and Computer Learning Center at St. Joseph's College of Nursing strives to create an environment of mutual respect that promotes learning and is conducive to research and study. Understandably, there are times when students also require this space as an area in which they can they can work together, causing the level of noise to rise above that of a typical library atmosphere. In order to meet the study needs of all students, two times are available throughout the day for each purpose, a quiet period and a group study period.

**Quiet Hours:           M-F 8-10AM & 2-10PM**  
**S/S 12:30-2PM & 4-10PM**

**Group Study Hours: M-F 6AM-8AM & 10AM-2PM**  
**S/S 6AM-12:30PM & 2-4PM**

During group study hours, study rooms will be available for quiet study. The computer labs may also be used for this purpose if not previously reserved.

Although group study hours allow students to maintain some level of noise within the library, it must still be kept to a minimum. During group study hours, students should continue to keep their voices low; excessive noise will not be tolerated.

Quiet hours must be observed. If noise exceeds a certain level during quiet hours violators may be asked to leave the library for the remainder of the day. If you must speak to someone during quiet hours, please keep the conversation brief and your voice at a whisper. Quiet hours apply even if the library is not in use by others; so that noise does not discourage people from entering the library. If you wish to study in groups during quiet hours please use one of the rooms in the back of the library and close the door. Study room space has also been designed for individuals and small groups on the building's sixth floor. Anyone wishing to socialize should go to the lobby or other non-library area.

### **Cell Phone Policy:**

Non-study/social use of cell phones is prohibited in the library and ringers must be set to vibrate or silent. If you must use your cell phone please do so in the lobby or another non-library area. Repeated violation of the cell phone policy may result in a loss of library privileges.

### **Food and Beverage Policy:**

In an effort to maintain a user-friendly environment drinks and small snacks (e.g. granola bars, fruit, carrots, chips, etc.) are permitted in the library. Drinks must be in covered containers and we ask that patrons promptly address any spills. Meals are not permitted in the library, nor are foods that are particularly messy or aromatic (i.e. pizza, soup, ice cream, etc.). Since the trash in the library is not emptied daily and because food debris can lead to harmful molds and pests that destroy books; patrons must clean up after themselves and take their food waste with them when they leave the library. If food becomes distracting to others, library staff reserves the right to ask patrons to refrain from eating in the library.

### **Library Hours:**

The library is staffed seven days a week. Hours are periodically reevaluated to meet student needs. The library is badge accessible beginning at 6:00AM and ending at midnight daily. Students are not able to access the library outside of those hours. Grounds security asks students not to make all-night stays in the library. Patrol guards periodically make rounds in the building.

### **Circulation Policies**

#### **Checkout Procedures:**

All circulating materials must be checked out by library staff at the Service Desk or at the self-checkout kiosk. The self-checkout kiosk allows patrons to check out books independently, even when the library is unstaffed.

#### **General Items:**

General books, identified with an orange or green tag/dot and 14 day book stickers, circulate for 14 days. Green tags also signify those books older than 10 years. Library staff regularly purchase the latest editions in nursing materials, however depending on the subject, certain older materials retain shelf value as in areas of faculty education, nursing theory and history, sociology, and psychology. Note that prior editions can be either retained or purchased (when available), and

multiple copies are often bought (classified as reference, 7-day textbook, or 14-day loans) particularly for the convenience of weekend students and faculty. According to the American Library Association:

In an academic library, collection maintenance and weeding are usually driven by library faculty and staff and reflect the college/university's mission, goals, and curricula needs...Academic libraries frequently employ a methodology for weeding such as MUSTIE (misleading, ugly, superseded, trivial, irrelevant, or obtained elsewhere) or CREW (continuous review, evaluation, and weeding).

<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/weeding>.

### **Textbook Regular:**

Most current course textbooks are located in the Reserve collection, however at least 1 copy of each current course textbook may circulate. These books, identified with a violet dot and 7 day book stickers, circulate for 7 days and are not eligible for renewal or holds. Patrons will be invoiced immediately for any unreturned items in the textbook regular collection.

### **Reserve Books:**

The reserve collection is made up predominantly of nursing course textbooks and items that faculty have requested to be made available for students. Reserve books, identified with a yellow tag/dot and library use only stickers, do not circulate and may only be used in the library. These books are in high demand and need to be accessible. Taking a reserve book from the library is considered theft.

### **Reference Books:**

The reference collection is made up predominantly of medical dictionaries and encyclopedias. Reference books identified with a red dot/tag and library use only stickers, do not circulate and may only be used in the library.

### **Periodicals, Objects, and Audiovisual materials:**

Periodicals and objects (headphones, flashcards, etc.) may not leave the library. Audiovisual materials, such as CDs are inter-shelved alongside associated books (for instance, NCLEX material). Stand-alone CDs can also be located at the end of the circulating book section, one aisle away from the standalone DVDs near the middle of the library. CDS can circulate for 14 days, but higher demand, movie related DVDs check out for 3 days. These DVDs are designated by faculty as course-requiring viewing material. These items may not be renewed. Library staff must assist library patrons with the checkout of Audio-visual materials.

### **Holds:**

If a patron needs an item that is currently checked out they should inform a library staff member. Staff will complete a "hold" for the item and the requesting patron will be notified when the item is available. Holds are available for pick-up at the library service desk.

**Renewals:**

Items that have not been placed on hold by another patron may be renewed up to 2 times. Each renewal is for a period of 14 days. Items can be renewed a number of ways: Patrons may visit the library service desk, use the self-checkout kiosk, call (315) 448-5054, or email [Libraries@sjhsyr.org](mailto:Libraries@sjhsyr.org) . Patrons may also use the Library Intranet Service Request Form: <http://sjen.sjhsyr.org/libraries-services-support-Book-Renewal>. To facilitate renewal patrons may be asked to supply the library call number, found on the spine of the book (ex.: RT 42 L 33 1998). Note that books cannot be renewed if overdue or if requested (on hold) for other students. Please respect other students' needs. There are no long-term/semester loans.

**Returning Items:**

Checked out items should be handed to a staff member or returned in the metal depository drop box located outside of the main library entrance door if the library is closed. Placing items elsewhere (such as wooden carts) doesn't mean that the items have gone through the computerized check in. Therefore, students are asked to return circulated books to the library service desk. Non-checked in items may also result in issuance of overdue notices.

**In-House (Non-Checked Out) Books:**

Please put non-checked out books on wooden carts rather than re-shelving them. This means any items pulled from the shelves. These materials are categorized at the end of every shift as utilized items, and help determine annual statistics for purchasing new editions or similar subject matter.

**Overdue Policy:**

Patrons may not check-out more items if they have any overdue books or materials. Overdue items may be renewed if a hold has not been placed by another patron. Failure to respond to 3 overdue notices will result in the suspension of borrowing privileges and the patron will be invoiced for a replacement. Overdue notices are sent as a courtesy. Failure to receive a notice will not exempt the borrower from his/her responsibility for returning the material by the due date. Borrowers are also responsible for the replacement cost of any item that they lose or damage. At the end of each semester those with unmet library obligations will have their grades withheld and will not be promoted to the next level, or in the case of seniors, graduate.

**Please Note: Return of all library books and resources is a graduation requirement.**

**Theft:**

Theft has been an ongoing problem for the library and in previous years the cost of replacing stolen and missing items have exceeded the library's book budget. The library is now equipped with cameras and a security system to prevent theft of resources. Removing items from the library that are not checked out is stealing. Theft is a violation of the Honor & Integrity Code and is taken very seriously. First time offenders will lose their library privileges. Repeat offenders will be subject to disciplinary action, up to and including dismissal from the College.

**Interlibrary Loan (ILL):**

Please submit an e-mail or printout of a complete citation (including book title, author, edition, and year or article title, author, periodical name, volume, year, and page numbers) you would like to obtain to the library staff. Email requests can be submitted through the Interlibrary Loan forms provided on the Library's home page under the link "Renewals & interlibrary Loans": <https://sjensjhsyr.org/library-renewals-interlibrary-loans> or you may e-mail [Libraries@sjhsyr.org](mailto:Libraries@sjhsyr.org) directly. The key to successful use of the Library's interlibrary loan service is to ask for material early enough to allow requests to reach us from distant resource centers, in the event that items are not owned locally. Remember: A slower email response might take a couple of days, but an out-of-area book request could take two or more weeks.

### **Photocopying:**

Two copy machines are provided for patron use. The cost of photocopying is \$0.05 per page (either single or double-sided). We ask that all copying of the library's resources be done in compliance with Copyright Law (Title 17, United States Code). This statute states that photocopies are not to be used for anything other than "private study, scholarship, or research." If a user makes a photocopy for purposes in excess of "fair use," that user may be liable for copyright infringement. Please refer to the library's Copyright Policy.

### **Printing from Library Computers:**

Each student has a "PaperCut" printing account with a balance of \$20.00 at the beginning of each semester. The user must log onto a computer using his or her username and password in order to activate the account on a particular workstation. To print a document, the student simply clicks the print button and the document is sent to one of the selected printers in the library copy center. Money is automatically deducted from the student's account during each print transaction. Once the balance reaches zero pages, it is the student's responsibility to add money to the account. Students may add money to their "PaperCut" account through staffers at the library service desk. The cost of printing is \$0.05 per page (either single or double-sided). Students are encouraged to choose duplex printing (reduced, multiple pages per print) to save money and paper.

### **Fax Machine:**

The library's fax number is (315) 423-6804. Patrons may send and receive job and school related faxes at this number for free. There is a fee of \$0.50 per page per personal/non-school-related faxes.

### **Privacy:**

In recognition of the individual's right to privacy and in accordance with the Code of Ethics of the American Library Association and New York State Law, the library does not release patron records.

### **Plagiarism:**

Refer to the Library's Plagiarism Policy

## **Plagiarism Policy**

### **DEFINITIONS:**

*Plagiarism* is “to steal and pass off as one’s own the idea or words of another”, “to use without due credit the ideas, expressions, or productions of another” (Webster’s New Collegiate Dictionary). It is the policy of St. Joseph’s College of Nursing that all students also properly cite and produce reference lists for all written assignments as outlined by APA.

Plagiarism also refers to self-plagiarism, or re-purposing material that has already been completed for another course or assignment

### **POLICY:**

1. Plagiarism is not acceptable in any form. This includes, but is not limited to:
  - Failing to acknowledge the source(s) used\*
  - Stating an incorrect source
  - Copying another student’s work or allowing another student to copy his/her work

\*This can be the result of lack of knowledge or understanding as to proper academic citation procedures, so please seek assistance if you are not sure as to whether the appropriate procedures for intentional or unintentional plagiarism are the same.

2. Violation of the plagiarism policy will be noted in the student’s permanent file. In addition, violation of the plagiarism policy will result in no credit (a grade of 0) on the test or written assignment. Additionally, this violation may result in no opportunity to retest or rewrite, failure of the course or dismissal from the College.
3. If the student feels he or she has been misunderstood and/or misinterpreted or the student disagrees with the decision of the Administration, he or she may refer to the Student Grievance policy/appeal process in the student handbook.

## **Copyright Policy**

Membership in the academic community of the St. Joseph’s College of Nursing implies a high regard for human dignity and the expectation that ethical conduct be understood and practiced. Academic integrity is a demonstration of respect for the scholarship and the intellectual and creative efforts of others. We recognize that every individual has the right to the fruits of their own labor and is entitled to the appropriate acknowledgement of that labor. The purpose of this copyright and infringement policy is to provide a summary of US copyright law as it pertains to the copying, distribution, sharing, and display of materials at St. Joseph’s College of Nursing.



## Resident Student Guidelines

Living in the residence hall should be a harmonious and meaningful experience. It is the College's intent to provide an atmosphere that is healthy, comfortable, and conducive to goals of the student and the mission of the College.

To assist with this process, the Residence Hall has a residence staff consisting of a Resident Hall Coordinator and an appropriate number of Residence Advisors. The residence staff, responsible to the Dean of Students, promotes the social, cultural, and education programs in the residence hall. A Resident Advisor, Residence Hall Coordinator, or Administrator in charge is on call at all times when the residence hall is open. If students request to stay during closure of the residence hall, they must request to do so through the Dean of Students and students must sign an Extended Stay/Early Arrival Housing Request Form. All students living in the College are required to secure a housing deposit, sign a "Housing Contract" and are required to accept all rules, regulations, policies, and provisions in the "Student Handbook" in addition to the guidelines below.

**Smoking:** As per the Tobacco Free Policy: there is no smoking on the college campus, including the Residence Hall. This includes student rooms, bathrooms, lounges, and sundeck. Students Will Receive One Warning – Further Violation Will Result In Dismissal From The Residence Hall.

**Alcohol & Drugs:** Alcohol and drugs of any kind may not be stored, consumed, or sold on campus, including residence hall and rooms. Students will receive one warning – further violation will result in dismissal from the residence hall.

**Courtesy/Quiet Hours:** It is essential that each student's right to privacy within his/her own living quarters be respected by fellow students. There will be quiet hours negotiated between residents and Resident Coordinator/Advisor(s). These hours will be posted the first week of classes. During these particular hours, excessive noise is prohibited and students will receive one warning- further violations will result in dismissal from the residence hall.

**Floor Meetings:** In keeping with the spirit of our mission, we ask that resident students become more involved in their communities. We have intentionally developed an action plan to increase student involvement and learning through community development. Therefore, residents are encouraged to participate in decision-making, activities, and discipline. Floor meetings take place monthly and will be announced in advance. Floor meetings are MANDATORY for all residents. If, for any reason a student cannot make a scheduled floor meeting, it is their responsibility to notify the Residence Hall Coordinator and then find out what was discussed at the meeting.

**Laundry:** Each resident floor is equipped with High Efficiency washers and dryers and they are for use free of charge. It is the student's responsibility to provide his or her own HE detergent. Moreover, students must be in the immediate vicinity when using the equipment so that other students may use machines in a timely manner.

**Inspection of Rooms (Other Than Maintenance Purposes):** The Dean of Students, Residence

Hall Coordinator, and other appropriate College personnel are authorized to enter resident rooms for not only repair and maintenance purposes but also to inspect a room and its contents at any time for violations of resident/College regulations. Administration, Residence Hall Coordinator, and facilities services supervisors are the only people authorized to inspect rooms. Inspections are typically conducted when there is reasonable suspicion of rules violation or a clear concern about student safety; however may be done at any time. Students need not be present for room inspection in these cases. Fire hazards or contraband materials may be confiscated at any time.

**Room Checks:** When accompanied by an administrator, security, or maintenance worker, a Residence Hall Coordinator may also perform room checks without advanced notice. These checks are done in order for the health and welfare of the entire resident community.

**Appliances/ Baking and Cooking:** Each resident lounge is equipped with an approved, toaster, microwave oven, refrigerator and freezer. Cooking and baking are permitted in these lounges only, never in student rooms or other areas. Electrical appliances and/or microwaves of any kind must not be used in student rooms.

**Candles:** Candles (even those intended for decorative purposes only) are not permitted in the residence hall. Burning of candles or incense is not permitted in any area of the building. STUDENTS WILL RECEIVE ONE WARNING AND ITEM(S) WILL BE CONFISCATED. FURTHER VIOLATION WILL RESULT IN DISMISSAL FROM RESIDENCE HALL.

**Pets:** Fish are the only pets allowed in the residence hall. They must be kept in a tank 5 gallons or smaller. IF A PET IS BROUGHT INTO THE RESIDENCE HALL THE STUDENT MAY BE SUBJECT TO DISMISSAL.

**Repairs:** Students must notify the Resident Coordinator, Resident Advisor(s), or front desk staff, of needed repairs.

**Soliciting:** All soliciting is prohibited. Students may not sell, advertise or raise funds without the permission of an Administrator at the College of Nursing.

**Damage or Loss:** A security deposit is required. Students are liable for any damage and/or loss to their rooms and furnishings. Unoccupied rooms should be kept locked. All students are responsible for keeping common areas presentable at all times. The removal of any common area furniture or equipment is forbidden.

Any damage or loss to the common areas will be assessed to the students using the area as per the housing contract.

**Guest Policy:**

- Guests must be signed in electronically by sending an email including guest name, address and phone number to [collegeofnursing@sjhsyr.org](mailto:collegeofnursing@sjhsyr.org)
- The resident host must accompany the guest at all times during the visit. The host accepts full responsibility for the guest during this time. Please do not bring ANY individuals to the residence hall unless you are well acquainted with them.

- When the guest leaves the residence hall the resident must electronically sign the guest out
- Guests will be permitted in the living areas of the residence hall on weekdays following the student's final commitment of the day. Guests must leave the living areas Sunday through Thursday at 12 am and Fridays and Saturdays night by am. Quiet hours are in effect as published and must be followed by guests.
- Students must arrange for all overnight guests with the receptionist. Overnight guests of the SAME sex may stay in the residence hall rooms of their host with the roommate's consent. Overnight guests may stay a maximum of three days. The student host will supply linens/blankets.
- Resident male and female students must adhere to the above policies when visiting a student of the opposite sex. Guests of the opposite sex are NOT permitted to stay overnight.

Administration reserves the right to intervene when a student abuses the guest policy. Students are to comply with the guest policy and never provide access to the building to anyone when a receptionist is not on duty. Violators will be subject to dismissal from the residence hall and/or program.

## **Building Policy for Resident Students**

### **PURPOSE:**

St. Joseph's Hospital College of Nursing provides living accommodations for both male and female AAS resident students. Campus housing consists of a large residence hall with semi-private rooms for residents. Private rooms may be available at an extra cost depending on enrollment, space, and seniority.

1. A Housing Contract must be signed by the student and/or parent/guardian in order for a student to reside in residence hall. This contract will be on file for the academic year. A security deposit of \$200 must also be on file as per Section 4 in the housing contract.
2. Students must inform the College by April 1 and November 15 of their intent to reside in the building the following semesters. Students will receive additional information and deadlines if rooms are to be offered for summer sessions. By the above dates, students must also provide requests for private (if available) or semi-private rooms. In the event of a room shortage, class seniority will be used for private room consideration.
3. If a student has a preference for a roommate, this name must be provided by both the student and his/her roommate by the dates above. If there is no roommate preference or in the event, the roommate makes a different request or does not return to the residence hall, a roommate will be selected by the Residence Hall Coordinator.
4. Students will not be allowed to change roommates during the semester without special permission from the Residence Hall Coordinator. Students may not change rooms until the conclusion of the second week of school.
5. There is a telephone provided for all students on each floor. It is recommended that conversations be limited, especially during the evening when phone usage is highest.

These phones provide free local calls but students must use a calling card to make long-distance calls.

6. Students are permitted to have private telephones. All arrangements for private telephones are contracted between the student and the local telephone company. If a student wishes to install a telephone in his/her room, all liability belongs to the student alone. The College cannot be responsible for installation fees, collecting phone charges from individuals or loss of installation fees if the student changes rooms. Students who contract with the local telephone company for phone in their room are not permitted to have phone cords in the hallways. If you are sharing a phone with a student other than your roommate, you must make arrangements for the use of the phone.
7. Residence floors are equipped with wireless technology. Students must abide by the wireless policy in the handbook.
8. Rooms are guaranteed to students on a semester basis. It would be highly unlikely that a student would not be offered a residence hall room, but he/she may have to move to another room in the event of a roommate leaving the building or the hospital Administration needing the room for another purpose. Similarly, students are obligated to the residence hall for a semester at a time. However, they must notify the Residence Hall Coordinator of their intentions by the above dates to be guaranteed a room reservation for the following semester.
9. All students who request a room or permission to vacate the residence hall during the semester must arrange with the Residence Hall Coordinator. Merely inquiring about the rules or financial arrangements does not constitute correct procedure. Students will be billed for their rooms through such time that all paperwork is formally processed, keys returned, and rooms left in clean and proper order. All students must move out according to the policies published and by the dates indicated. Refer to the tuition/residence hall refund policy.
10. There are some rooms available for special circumstances and day-by-day or weekly use for any SJCON students. These rooms can be requested through the Residence Hall Coordinator and financial arrangements can be made through the Bursar.
11. Students may not paint their rooms or cause any permanent alteration to the premises. If this occurs, students can expect to be assessed repair bills and/or may be required to vacate the premises.
12. Students may not move any furniture without permission from the Residence Hall Coordinator.
13. The semester's charge for a student to stay in the residence hall must be paid in full before the first day of that semester. If it is not paid by that time, student will have to vacate the building.
14. If a student moves into the residence hall at any time during a semester, the cost will be pro-rated weekly. The figure is based on the number of weeks remaining in that semester times the current weekly room charges for either a double occupancy room or a private room. Refunds are given only when students withdraw from the program and are calculated as per tuition/residence hall refund policy.

15. A student will not be considered to have moved out of his/her room until all responsibilities, as described in this policy have been completed. Weekly charges, as described above, will be applied until all regulations for vacating the residence hall are met.
16. Students dismissed from the program must move out of the Residence Hall within five days of written notice.
17. Students withdrawing from a nursing course but continuing in courses toward their degree may continue to live in the residence hall. If a student is not taking courses toward their degree, they must vacate the building unless they are working as student nurse aide and get permission from the Dean of Student Services.

### **Wireless Policy for Resident Students:**

#### **Policy:**

Students living in the residence hall are provided access to a public and private WiFi networks. The public network is accessible by any device to any persons on campus whereas the private network is limited to students with network credentials only.

Students are not allowed to install any wired or wireless access points typically provided by a private ISP. Subscription services to mobile ISPs such as 'Broadband USBs' or 'Mobile Hotspots' must be turned off in accordance with Hospital policy. This is true for properties that include both Hospital & College campuses as well as all dormitories.

Students found in violation of this policy may be subject to all computer and internet privileges being revoked. Further disciplinary action is at the discretion of Vice President/Dean.

### **Missing Persons Policy**

#### **PURPOSE:**

St. Joseph's College of Nursing takes student safety very seriously. The following policy has been established to assist in locating St. Joseph's College of Nursing (SJCON) students who live in the SJCON Residence Hall, who, based on the facts and circumstances known to St. Joseph's College of Nursing have been determined to be missing.

#### **Residence Hall Coordinator Information to Resident Students**

At the beginning of each academic year, St. Joseph's College of Nursing Residence Hall Coordinator or Dean of Student Services will inform all students residing in the Residence Hall that the Residence Hall Coordinator will notify either a parent or an individual selected by the

student no later than 24 hours after the time that the student is deemed to be missing. The information provided to the resident students will include the following:

- Resident students may provide an emergency contact person to the Residence Hall Coordinator for whom will be contacted once the student has been determined to be missing for more than 24 hours. Students can register this confidential emergency contact information through the Residence Hall Coordinator Office or online through SONIS.
- If the resident student is under 18 years of age, and not an emancipated individual, the Residence Hall Coordinator or Dean of Student Services is required to notify a custodial parent or guardian after the time that the student has been determined to be missing for more than 24 hours. These students will be required to register confidential emergency contact information through the Residence Hall Coordinator Office or online through SONIS.
- SJHHC Security will notify the appropriate local law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
- If SJHHC Security and/or the local law enforcement agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the Residence Hall Coordinator or Dean of Student Services will initiate the emergency contact procedure in accordance with the student's designation.

### **SJHHC Security**

SJHHC Security upon notification of a missing student will conduct a thorough investigation and obtain all necessary information. The information obtained will include, but not be limited to: the person's description, clothes, who they may be with or where they may be, vehicle description, and the physical and mental well-being of the individual.

SJHHC Security will perform the following steps based on a careful assessment of the situation:

- Conduct a timely and thorough search of the campus buildings and parking lots using the student's class schedule.
- Check access card logs to determine the last time the ID card was used as well as any surveillance video.
- Request assistance from Resident Assistants or others (students, faculty, administration, or involved parties) to assist in a search on campus.
- Issue an ID card photograph to assist in the identification of the missing student. After a search has been conducted with negative results, the SJHHC Security will notify the local law enforcement agency.

### **Notification Procedure**

St. Joseph's College of Nursing will follow the following notification procedure for a missing student who resides in the SJCON Residence Hall:

- Any reports of missing students are to be referred immediately to the SJHHC Security and the Administrator on call by the Residence Hall Coordinator.
- After investigating the report, if it is determined that the student has been missing for more than 24 hours, the Residence Hall Coordinator will contact the student's emergency contact person or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated.

### **Campus Communications**

In all cases of a missing student, local law enforcement agency will provide information to the media that is designed to obtain public assistance in the search for any missing student. The local law enforcement agency will consult with the Dean/Administrator on call. Any media requests to the College will be directed to Marketing and Communications Department.

### **Student Development**

The Dean of Student Services is available during posted hours to serve the needs of the students. No appointments are necessary but are preferred.

Student development is a constant and active program. Its purpose is to help each student grow in the areas of academic, personal, professional and community life. Our student development has the following objectives:

- to assist students in adapting more effectively to self and environment
- to assist students in developing an understanding of self in relation to others and to increase self-direction in making choices and decisions
- to assist students in developing good study habits and time management skills

Students who are enrolled in Le Moyne College courses are also encouraged to engage in LMC student activities and take advantage of their programs. [www.lemoyne.edu/students](http://www.lemoyne.edu/students)

### **Student Development & Campus Life (SDCL) Committee**

The Student Development & Campus Life Committee plans various Student Body Organization, class activities and academic, social, and cultural functions throughout the academic year. Each student is charged a semester fee and is invited to make suggestions for programming to the Dean of Student Services, the class representatives, SDCL representatives, or class advisors who are all members of this committee.

### **National Student Nurses Association (NSNA)**

Participation in a national professional organization is highly encouraged at the College. For more information, please go to [www.nsna.org](http://www.nsna.org).

## **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 Dean of 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 Dean of Student Services. 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 Dean of Student Services 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.

## **Student Assistance Program**

St. Joseph's College of Nursing recommends [www.211.org](http://www.211.org) to provide professional service to students and their families who feel personal problems, such as alcoholism, drug abuse, emotional difficulties, stress, family discord, financial troubles, legal complications and other problems directly or indirectly affects their performance. For more information, students may contact the Dean of Student Services.

## **Study Groups/Tutoring**

Study groups for nursing content is available each semester/term. Dates and hours are posted on



canvas and updated as necessary. Study groups for non-nursing courses are available through Le Moyne College. The instructor or Dean of Student Services should be consulted to assist with arrangements. There is no charge for this service. Referrals for private tutors can also be obtained from the Dean of Student Services. Financial arrangements will be made between the student and the tutor. Clinical nursing faculty and Center for Experiential Learning faculty are available for individual help related to clinical skills. Students are also encouraged to form informal study groups.

### **Spiritual**

Mass is celebrated in the hospital Sunday through Thursday at noon, Friday, noon Communion Service. There is no mass on Saturdays. Other religious services are offered in the community.

### **Financial Aid**

A Coordinator for Financial Aid and a Bursar are available at the College of Nursing Monday through Friday. Tuition and fees will be collected from the first available funds received. Refunds will not be distributed until all tuition and fees have been paid.

### **Loan Deferment**

If you need an in-school deferment on a prior student loan, contact your lender to receive an In-School Deferment Request. Most lenders provide blank forms on their internet site. You will need to complete section 1 (borrower identification) and sign section 2 (borrower understandings and certifications). Be sure to notate the address where the form needs to be mailed, many lenders have several locations and it is extremely important that your deferment be sent to the correct address.

### **Financial Aid Code of Conduct**

#### **1. 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

Note: Lenders can no longer pay to get on a student's preferred lender list.

#### **2. 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.

### **3. 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 not 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.

### **4. 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

### **5. 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.

**6. 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.

**7. Educational Lender Advisory Board Compensation & 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.

## Financial Aid Satisfactory Academic Progress Policy

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 below:

**Probation Contract** – A student on financial aid probation must develop a probation contract with a faculty 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.

**Grade Point Average (GPA) Requirements** – Financial aid recipients must maintain a minimum cumulative GPA to meet satisfactory academic progress requirement.

**Completion Requirements** – A student must be progressively working towards completion of the degree as measured hours attempted vs. hourly successfully completed, with successful completion of a minimum of 67% of hours attempted.

Hours Attempted	Completion Rate	GPA 0.0-1.99	GPA 2.0
1-17	50%	Probation	Satisfactory
18-33	60%	Probation	Satisfactory
34-49	60%	Denial	Satisfactory
50 +	67%	Denial	Satisfactory

## Veterans Benefits Policy

In accordance with Title 38 US Code 3679 subsection (e), St. Joseph's College of Nursing at St. Joseph's Hospital Health Center adheres to the following provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

St. Joseph's College of Nursing at St. Joseph's Hospital Health Center will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class; each semester/term

- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

Any covered individual may attend or participate in the course of education during the period beginning on the date on which the individual provides to St. Joseph’s College of Nursing at Hospital Health Center, a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution. \
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

### **Safety/Security Services**

Students are provided with a full orientation to campus safety and security information at orientation.

### **Personal Identification Policy**

In compliance with the New York State Labor Law (203-d), students will be required to submit social security cards and drivers licenses to the College of Nursing to protect identity and discourage fraud. The student will upload copies of these documents into their certified profile as required for final enrollment. In cooperation with the Student Records policy, including FERPA regulations, any questions regarding personal information, academic information, and financial aid received at the College will be appropriately screened to ensure your personal identity.

### **Student Background Check Policy**

#### **PURPOSE:**

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 healthcare. 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 certifiedbackground.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 healthcare 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.

### **Medical/CPR Requirements**

New York State and the Department of Health both mandate that all students submit immunizations, TB testing, and a physical exam (completed within the current year) upon admission to the College. The TB test and the flu vaccine need to be updated annually. CPR must be kept current. If these requirements are not met, the student will not be allowed to attend clinical. Any student absent for greater than 10% of scheduled clinical time will may be subject to administrative dismissal.

### **Security Policies & Procedures**

The College of Nursing provides a receptionist during the hours of 7:30 a.m. to 4:30 p.m.

Monday through Friday and college weekends.

All College access points, including the main door are secured. Students authorized to access the building after normal operating hours must use their St. Joseph's Hospital Health Center ID Badge. Hospital ID Badges that are lost or stolen must be reported to Security immediately.

## **Security Services**

Security Services provides security related services to the College campus seven days a week, 24 hours a day. Although officers are not sworn or armed, they respond to calls of any nature, including all campus emergencies – fire, accidents, physical crimes, and disturbances.

Security conducts periodic patrols of all areas of campus. A wide range of non-emergency related services is also available to the Hospital community including personal safety escorts to and from the college, hospital, and the parking lots. As part of the programs sponsored by Security, crime prevention information or personal safety related in-services are available by request.

## **Escort Service**

All students are encouraged to contact security if they wish an escort to their vehicles in the lots or garage. Students need to call 448-5173 and request this service.

## **How to Report a Crime**

If a student is a victim of or witness to a crime, he or she must call Security immediately by dialing x85173 from a hospital telephone or 448-5173. If the crime is in progress or involves possible violence, call the emergency number by dialing x5555 from a hospital telephone, or 911. Security will notify local police right away upon your request.

St. Joseph's Hospital Security maintains a daily log of crimes and incidents that occur on campus that is available for the public to view. This information includes a period of the event and general summary. Entries are generally made within two business days of an event. Incidents deemed to pose a threat to the campus community may be the subject of a system notification alert. The hospital may determine that an incident be classified as "confidential" in order not to jeopardize a criminal investigation or the identity of a victim.

## **Weapons on Campus**

Except as required by law, (e.g., law enforcement, correctional facilities or armored carrier service) the possession or use of firearms or explosive materials on St. Joseph's College of

Nursing campus property is prohibited. If a weapon is discovered, it will be confiscated by security and turned over to the appropriate law enforcement agency. Students found in possession of a weapon are subject to arrest, suspension, and/or dismissal from the college.

## **Campus Safety Guidelines**

Burning of candles or incense is not permitted in any area of the building.

There is no smoking in the building, on the porch or other areas of the grounds

Decorations must be made of fireproof material. Lights may not be covered at any time.

## **Fire Procedures**

Fire drills are required by law. There will be a minimum of two fire drills per academic year. Students and faculty/staff are responsible for following the fire drill procedure as reviewed by Security & the Resident Hall Coordinator? and posted on the bulletin board in each lounge and in the back of each classroom. Students and faculty/staff should become familiar with the use and location of fire extinguishers and fire exits. If a student should be near any handicapped person (blind, deaf, etc.), he or she is asked to signal that person of the drill and escort him/her out of the building. The receptionist must be notified that this action has been taken.

In the event of a fire, follow standard hospital fire pre-plan: **RACEE:**

“**R**” – Rescue endangered persons

“**A**” – Alarm by pulling nearest alarm box and call x5555 on campus or 911 off campus

“**C**” – Confine – close all windows and doors

”**E**” – Extinguish if you feel comfortable.

“**E**” – Evacuate fire area.

Procedure:

Immediately pull the nearest fire alarm pull station. Alarms are monitored 24/7 by an independent company who would notify the fire department immediately.

Any employee, faculty member, or student in any other location of the building is to close windows and doors, and, if possible, turn off the lights while proceeding to the nearest exit.

Upon exit, proceed to designated area, which is the guard shack in parking lot “A.” *Note:* The person pulling the alarm, once he/she is safely outside, must immediately notify Security or the fire department as to the location of the fire.



## Smoke and Heat Detector System

All hallways in the College of Nursing are equipped with smoke and heat detection alarms as well as smoke doors midway in each hallway. These heat and smoke detectors plus the smoke doors are wired to the fire alarm panel in the College of Nursing.

Individual rooms have their own hard-wired smoke detectors. If activated, these smoke detectors do not sound through the main fire alarm system in the building but sound only in the individual room. If the room's smoke alarm should sound, the occupant should evaluate the cause before pulling the nearest alarm stations (located in the hallways).

Any tampering with smoke/heat detector system will result in dismissal from the college.

## Other Safety Information

Tampering with or abuse of any fire safety, emergency or elevator device or system, or any other act which threatens human life or safety, are considered extremely dangerous acts and are **prohibited**. Such systems include but are not limited to fire alarm pull boxes, smoke detector systems, alarm bells and sirens, fire extinguishers, emergency and electrical panels, exit signs, posted emergency information, and elevator systems and equipment. Furthermore, any unsafe condition should be reported immediately to Administration or to Security.

## Weather Related Emergency Closing/Cancelation Policy

### PURPOSE:

When severe weather emergencies (snow, ice, flooding, power failures) require the College to delay or cancel classes, notification will be made through announcements by local radio, television stations, and the College's SONIS system via text message. In the absence of any announcement, the College is open and students, faculty, and staff are expected to be in attendance. If you have not setup your text-me alert you can do so under your "Update Bio" page in SONIS.

Since the College serves a large geographic area, students, faculty, and staff are expected to exercise their own judgment when hazardous conditions exist.

### Students:

- The cancelling of classes includes theory, clinical, and outside experiences for students.
- If the cancellation of classes occurs **after** the theory, clinical, or outside experience has begun, these events will continue as scheduled.
- If the cancellation of classes occurs **before** the theory, clinical, or outside experience has begun, all will be cancelled.

- If an outside agency closes, even if the College remains open, students will be required to make up the clinical hours at no charge.

#### **Administration, Faculty, and Staff:**

- Administration, Faculty, and Staff who make the decision to not travel to work when classes at the College of Nursing are cancelled, are expected to take a PTO (Paid Time Off) day, as is the protocol for all employees of St. Joseph's Health.

#### **Delayed Opening:**

When the College delays opening due to inclement weather, classes will then resume during their regular time periods. For example, if the College delays opening until 11:00 a.m. on Tuesday, the 11:00 a.m. classes/clinical will meet, followed by all regularly scheduled classes after this time.

## **Emergency Notification of Campus Community Policy**

#### **PURPOSE:**

In the case of a significant campus emergency or dangerous situation to any of the locations specified in the Clery Act, (on campus, including the hospital and College; non-campus buildings, such as off-site properties; or public property, such as the streets adjacent to the campus) administration will immediately send out an urgent email via the college distribution lists. Next, this information will be shared with radio station WSYR-AM 570 as well as television news channels.

#### **Evacuation policy:**

**Emergency/Disaster Operations Plan Hospital Policy** can be found on the hospital intranet at the following site:

The entire policy is distributed and discussed at orientation. In addition, the College follows the hospital's policy and procedure for dealing with the following Overhead Response Codes. Procedure for these codes are reviewed at orientation and drills are conducted quarterly: SJHHC Overhead Response Codes

#### **Announcement Response**

**Code "A" Alpha** - Alerts staff to an infant/Minor abduction.

**Code "B" Bravo** - Activates the Hospital Command Center (HCC).

**Code "C" Charlie** - Alerts necessary personnel for an OB Emergency.

**Code "D" Decon** - Decontamination teams activated.

**Code "F" Foxtrot** - Facility evacuation as directed by Administration or Fire Chief

**Code "G" Gray** - Alerts the Behavioral Health Response team

**Code "I" Ivan** - An unexpected mass influx of patients is occurring, Surge Capacity Procedures in effect

**Code "L" Lockdown** - Activates house lockdown and traffic control procedures for Level 1, 2 or 3 Lockdown

**Code "M" Mike** - Calls additional security staff to an area.

**Code “P” Papa** - Patient discharge to open beds for emergency/disaster operations  
**Code “R” Red** - Fire Alarm (R.A.C.E.E.) Rescue, Alarm, Confine, Extinguish, Evacuate  
**Code “S” Sierra** - Bomb Threat  
**Code “T” Tango** - Active Shooter  
**Code “W” Weather** - Severe weather warning. Staff cannot leave without contacting manager/administrative coordinator.  
**Code “X” X-Ray** - Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) Event Response

## **Code “T” TANGO – Active Shooter Response**

### **Response:**

- a. Remain calm.
- b. Quickly determine the most reasonable way to protect yourself and others.
- c. Evacuate if safe to do so and leave your belongings behind.
- d. Prevent individuals from entering where the active shooter may be.
- e. Close doors leading into work or patient care areas including patient rooms.
- f. Conceal yourself and others within a closed and locked door (if available)
- g. Turn off any source of noise (i.e., radios, televisions, and silence cell phone).
- h. Call Security at x5555 or 911 (Off site locations) when you are safe and provide the following information if known:
  1. Location of the active shooter.
  2. Number of shooters, if more than one.
  3. Physical description of shooter/s.
  4. Number and type of weapons held by the shooter/s.
- i. Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

### **When Law Enforcement Arrives:**

- a. Law enforcement’s purpose is to stop the active shooter as soon as possible.
- b. The first officers to arrive to the scene will not stop to help injured persons.
- c. Remain calm, and follow officers’ instructions.
- d. Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from where the officers have come from. **DO NOT FOLLOW THE OFFICERS.**

### **Rescue Teams:**

- a. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers and treat or remove wounded persons.
- b. Once you have reached a safe location or an assembly point designated by law enforcement, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

- c. Do not leave until law enforcement authorities have instructed you to do so.

**Purpose:** As active shooter situations increase in frequency, the purpose of this response annex is to provide staff with the necessary information to mount an effective response to such a situation.

The college is equipped with an overhead speaker system. When code “T” is in effect, this will be broadcast college-wide and it is the responsibility of the student to follow the safety precautions listed above. In addition, if possible, a college administrator will share via text/e-mail for all off-campus students to stay away from campus.

## **Other Safety Information**

### **Hate Crimes**

What is a hate crime? Hate crime, also known as bias crime, is a criminal activity motivated, in whole or in part, by the perpetrator’s bias against another individual or group based on a belief or perception, regardless if that belief or perception is correct, based on another’s race, gender, religion, sexual orientation, ethnicity, or disability.

The College, in compliance with current regulations, reports as hate crimes any occurrences of criminal homicide, sex offences, robbery, aggravated assault, simple assault, burglary, larceny, motor vehicle theft, arson, intimidation, and destruction/damage/vandalism of property and any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias (race, gender, religion, sexual orientation, ethnicity or disability) that have been reported to local law enforcement or Campus Security authority.

Examples of hate crimes include murder, manslaughter, forcible and non-forcible sex offences, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny, intimidation, destruction/vandalism of property in which the victim or victims were intentionally selected because of an actual or perceived category outlined above.

Not only are hate crimes a violation of SJCON code of conduct, they are prohibited under the New York State Penal Law, Article 485. Penalties for a person convicted of a hate crime are serious and range from fines to lengthy prison sentences.

Clery Act only reports the six categories of bias outlined below:

- Race
- Gender
- Sexual Orientation
- Ethnicity/Nationality Origin
- Disability

The College of Nursing provides a preventative and awareness program related to sexual assault,

awareness, and prevention. Each year, incoming freshman participate in a mandatory program related to sexual assault awareness and prevention delivered by Vera House, a community based not for profit organization. Students who are dually enrolled at LMC are also encouraged to participate in Active Minds, the Wellness Center for Health and Counseling programming. Referrals are made to Carebridge for students enrolled solely at the College of Nursing. Ongoing programs at LMC are posted and students are encouraged to attend.

## **Hate, Bias, and Bullying Policy**

### **PURPOSE:**

St. Joseph's College of Nursing at St. Joseph's Hospital Health Center (St. Joseph's College) welcomes and respects the fundamental dignity of students, faculty and staff from all backgrounds and identities, strives to create a community that does the same, and facilitates the education and development of students. Bias-related incidents, hate crimes, and bullying in all forms are unacceptable and antithetical to these goals as they send a powerful message of intolerance and discrimination, disrupt the community and educational environment, and erode standards of civility. This includes inappropriate use of the Internet, mobile phones, and any other digital communication technologies.

St. Joseph's College 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.

As the College is committed to maintaining an environment in which the dignity and worth of each member of its community is respected, it will not tolerate harassment of its members by students, faculty, staff, guests or visitors. The College also does not tolerate any actual or attempted reprisals or retaliation against any employee or student who raises a sincere and valid concern regarding harassment or discrimination. All such discrimination, harassment, and/or retaliation are, strictly prohibited. Anyone engaging in the above mentioned conduct is subject to disciplinary action as described herein.

In accordance with Section 6436, Article 129A, of the New York State Education Law, and in order to inform the college community about bias related crime prevention and reporting procedures, the College provides a series of presentations on student safety and residence hall security. In addition, security procedures and the availability of counseling and support services are discussed with incoming students at New Student Orientation. In addition, key staff members in campus life, security and student development are trained to respond to hate crimes, bias-related incidents, bullying and other crimes on campus.

### **POLICY:**

This policy applies to conduct that occurs on any part of St. Joseph's campus or property. It also

applies when students travel off-campus as part of a College's activity, team, organization or event. The College also reserves the right to address hate crimes, bias related incidents/crimes or bullying that occurs off campus or during a time when the College is not in session. Campus Security will investigate complaints, and the College will determine the appropriate action to be taken, which may include contacting local law enforcement. Campus Security may be contacted at 315-448-5173.

**COMPLAINTS AGAINST STUDENTS:** This policy applies in those instances when a community member (faculty, staff or student, including a guest of another student, an alumnus or alumna, employees of St. Joseph's Health, or a visitor to the campus) feels they have been a victim of bias behavior or harassment by a St. Joseph's College student.

**COMPLAINTS AGAINST STAFF:** This policy applies if a community member wishes to bring forward a complaint of bias behavior or harassment against a faculty or staff member.

**COMPLAINTS AGAINST VISITORS OR NON-COMMUNITY MEMBERS:**

This policy applies if a community member wishes to bring forward a complaint of bias behavior or harassment against a visitor, or non-community member (e.g., an alumnus or alumna, a prospective student, a guest of a student, a member of another College's team, a local resident, etc).

**DEFINITIONS:**

Whether a particular act is considered a hate crime, bias related incident/crime or bullying lies in the point of view of the person(s) in which the acts were directed towards. In making these determinations, the Division of Student Development will consider whether the behavior affects the campus environment and the educational experience of the student targeted.

**HATE CRIMES:**

Hate crimes are conduct, such as threats of violence, property damage, personal injury and other illegal conduct (Refer to New York State Penal Law Section 485), which are motivated and/or accompanied by bias. New York State Penal Law Section 485, Article 129A, also known as the "Hate Crimes Act of 2000," sets forth the definition of a hate crime. Specifically, a person commits a hate or bias-related crime when he or she commits a specified offense and either:

"Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of that person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct."

**BIAS-RELATED INCIDENT/CRIMES:**

The College defines a bias-related incident as behavior that constitutes an expression of hostility against the person or property of another because of the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age or disability.

Bias-related incidents include, but are not limited to, non-threatening name calling and using degrading language or slurs that are directed toward a person because of his or her membership or perceived membership in a protected class and that create a hostile environment for that person. New York State Penal Law Section 485, Article 129A, also known as the "Hate Crimes Act of 2000," sets forth the definition of a bias-related crime. Specifically, a person commits a hate or bias-related crime when he or she commits a specified offense and either:

"Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of that person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct."

#### **BULLYING:**

Bullying is defined as repeated, unreasonable, or unwanted actions of a person or group of persons directed towards another person or group of persons, which are intended to hurt a person physically or emotionally, intimidate, degrade, humiliate, and/or undermine an individual. Bullying can include covert and/or overt actions and take on many forms including, but not limited to, verbal behavior (such as teasing, threats, name-calling), social actions (such as spreading rumors, excluding individuals, posting inappropriate messages, vandalism), and physical acts (such as hitting, punching, shoving).

#### **REPORTING:**

- A. **Initiating a Complaint** Individuals who would like to initiate a formal complaint are encouraged to report hate crimes, bias-related incidents/crimes and bullying to Campus Security. Incidents that place an individual and/or the community at risk of physical or emotional harm warrant the direct and immediate involvement of College staff. Incidents that involve physical violence or the threat of physical violence should be addressed with the assistance of a college staff person, Dean of Student Services, Campus Security, or the Syracuse Police Departments. It is the policy of St. Joseph's College Campus Security to contact all relevant local or federal law enforcement agencies in all cases where crimes may have taken place. These agencies will make their own independent determinations of how to proceed with investigations and/or referrals for prosecution. The decisions of the relevant law enforcement agencies should not be viewed as a replacement for St. Joseph's College's procedures under its Community Standards. Students may face penalties under the Community Standards, regardless of the outcome of any criminal investigation by public official. All students of St. Joseph's College

should also be aware of their rights, responsibilities, and duties under local law. New York State law provides enhanced penalties for certain crimes in which bias plays a role. Students are encouraged to advocate for themselves with the assistance of College staff members.

- B. **Timeframe for Making a Complaint** There is no time limit for bringing forward a complaint against a current student, faculty, or staff member. However, the passage of time may make an incident difficult or even impossible to investigate fairly or fully and to adjudicate or mediate. Therefore, individuals are encouraged to make a complaint as soon as possible after the incident has occurred.

### **CONFIDENTIALITY:**

St. Joseph's understands that an individual who has been the victim of a hate crime, bias-related incident or bullying may wish to talk about the incident with the assurance that the discussion will be confidential. There are several support resources that students may utilize on a confidential basis. These include Employee Assistance Program, Vera House Community Outreach, and Le Moyne College's Health and Wellness/Center. Individuals are encouraged to consult these sources for confidential emotional support. Because these services are confidential, a discussion with any of these sources may not result in a complaint being filed with the College or result in action being taken by the College to respond to the incident. An individual who wants emotional support only should contact the confidential counseling resources listed above. An individual wishing to have an incident investigated, mediated or adjudicated must make a complaint in accordance with the procedures described above. The College endeavors to respect and follow the wishes of an individual who brings forward a hate, bias-related or bullying concern. However, individuals should understand that St. Joseph's may have ethical and legal obligations to investigate, attempt to resolve or adjudicate such incidents that come to its attention. Therefore, depending on the circumstances, it may not always be possible for a conversation with Campus Security or other administrators to be kept in confidence always or, said another way, for these individuals simply to listen without taking action.

- A. **Reporting to the Community** St. Joseph's College publishes crime statistics annually, including bias-related conduct, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. A copy may be acquired by contacting Campus Security and is also published online on their web site annually. Further, as required by the Act, the College provides timely warnings to the campus community of certain crimes if they represent a threat to students and employees.

### **CONDUCT PROCESS**

In the case of a complaint being filed involving students, guests and/or non-community members, relative to a hate crime, bias related incident/crime or a case of bullying, an investigation of the incident will be conducted by Campus Security and/or the Dean of Student Services so that appropriate action may be taken.

When an incident involves a College employee as a perpetrator or a victim, the office of Human Resources will be notified and will participate in the investigation with other appropriate College



officials. Internal proceedings do not supersede, and will not interfere with, an individual's right to pursue other legal remedies, including criminal prosecution. Campus Security maintains a cooperative relationship with local police precincts and will assist any victim in every possible way through the process of reporting, investigation, and resolution of any criminal proceedings. Anyone who believes they may be a victim of hate crimes, bias-related incidents/crimes and/or bullying is also encouraged to utilize the services provided by Carebridge, CPEP or employee health office.

### **Sexual Violence Prevention and Response, Title IX Policy**

St. Joseph's College of Nursing (referred to as SJCON or the college) is committed to fostering a campus community where individuals are treated with dignity. Allegations of prohibited conduct, including, but not limited to: sexual violence, domestic or dating violence, sexual harassment, and stalking are treated seriously and resolved in a timely manner.

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 services. Retaliation against an individual who files a complaint of sex discrimination is strictly prohibited. Any questions regarding Title IX may be referred to the college's Title IX Coordinator at 315-448-5043, or [ann.noel@sjhcon.edu](mailto:ann.noel@sjhcon.edu)

**Resources and contact information includes:**

College Title IX Coordinator	315-448-5043
Hospital Security	5555 or 315-448-5173
Syracuse Policy Department	315-442-5140 or 911
Carebridge	1-800-437-0911
SJ Emergency Department	315-448-5101
Dean of Student Services	315-448-5055
SJ Human Resources	315-448-5575
Vera House	315-422-7273
McMahon/Ryan Child Advocacy Center	315-701-2985
Onondaga County Sheriff's Office Abuse Persons Unit	315-435-3092
Syracuse Policy Department Abused Persons Unit (APU)	315-435-3016

## **Campus Crime Report**

The Jeanne Clery Act mandates that certain crimes be reported for inclusion in the annual security report. In an effort to achieve the most accurate statistics possible, the Act has identified Campus Security Authorities as mandated reporters. Campus Security Authority is a Clery specific term that encompasses four groups of individuals:

- A campus police or security department
- Any individual who has responsibility for campus security, but does not constitute a campus police or security departments
- Any individual or organization specified in an institutions statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings.

### **Introduction**

The Jeanne Clery Disclosure of Campus Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of post- secondary- education participating in federal student aid programs are subject to it. The law, originally enacted by the Congress in 1990 as the Campus Security Act, was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. They also founded the non-profit Security on Campus, Inc. in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

### **Annual Report**

Schools have to publish an annual report every year by October 1 that contains 3 years' worth of campus crime statistics and security policy statements, including sexual assault policies that assure basic victim's rights, the law enforcement authority of campus police, and where students should go to report the crimes. The report is to be made available automatically to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Schools can comply using the Internet so long as the exact internet addresses where the report can be found and paper copies are available upon request. A copy of the statistics must also be provided to the US Department of Education. <http://ope.ed.gov/security>