



**SAINT PAUL'S  
SCHOOL OF NURSING**

**2022 – 2023**

**CATALOG**

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## HOLIDAY/BREAK CALENDAR

01.01.2021	NEW YEAR'S DAY
01.18. 2021	MARTIN LUTHER KING DAY
02.15. 2021	PRESIDENTS DAY (NURSING)
04.02. 2021	SPRING BREAK DAY
04.29.21 to 05.09.21	SPRING BREAK (NURSING)
05.31. 2021	MEMORIAL DAY
07.05.2021	INDEPENDENCE DAY Observed
07.04.21 to 07.11.21	SUMMER BREAK (ALLIED HEALTH)
08.25.21 to 09.06.21	SUMMER BREAK (NURSING)
09.06. 2021	LABOR DAY
11.25.2021 to 11.26.2021	THANKSGIVING BREAK
12.234.2021 to 01.09.2022	WINTER BREAK (NURSING)
12.24.2021 to 01.02.2022	WINTER BREAK (ALLIED HEALTH)
01.03.2022	NEW YEAR'S DAY
01.17. 2022	MARTIN LUTHER KING DAY
02.21. 2022	PRESIDENTS DAY (NURSING)
04.15. 2022	SPRING BREAK DAY
04.28.22 to 05.08.22	SPRING BREAK (NURSING)
05.30. 2022	MEMORIAL DAY
07.04.2022	INDEPENDENCE DAY Observed
07.04.22 to 07.10.22	SUMMER BREAK (ALLIED HEALTH)
08.24.22 to 09.05.22	SUMMER BREAK (NURSING)
09.05. 2022	LABOR DAY
11.24.2022 to 11.25.2022	THANKSGIVING BREAK
12.22.2022 to 01.08.2023	WINTER BREAK (NURSING)
12.25.2021 to 01.02.2023	WINTER BREAK (ALLIED HEALTH)

## INTRODUCTION & OVERVIEW

### HISTORY AND OWNERSHIP

St. Paul's School of Nursing, Staten Island, New York is owned and operated by Education Affiliates, Inc. Education Affiliates, Inc. is located at 5026-D Campbell Boulevard, Baltimore, Maryland 21236, phone: 410-633-2929 and fax: 410-633-1844 and is a privately held corporation providing career education through a variety of certificate, diploma, and degree programs. Duncan Anderson is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

In 1889, the Diocese of Brooklyn, a leader in the health care field, founded its first of five diploma Schools of nursing to support the thirteen health care facilities within the diocese. In 1967, the Diocese of Brooklyn consolidated its health care facilities into the Catholic Medical Center of Brooklyn and Queens, Inc. In 1969, the Catholic Medical Center School of Nursing was established and became a registered academic three year diploma program. In February 1983, the Catholic Medical Center School of Nursing was approved to award an Associate in Applied Science Degree by the Regents of New York State. In August 2000, Catholic Medical Centers of Brooklyn & Queens merged with Sisters of Charity Medical Center and Saint Vincent Hospital and Medical Center. The new entity was called Saint Vincent Catholic Medical Centers of New York. In 2001, the School of Nursing was approved to award an Associate in Science.

In 2007, Saint Vincent Catholic Medical Centers and Education Affiliates entered into an administrative agreement whereby Education Affiliates became the new sponsor for the School of nursing under the auspices of Saint Vincent Catholic Medical Centers. In April 2009, the transfer of ownership from Saint Vincent Catholic Medical Centers to Educational Affiliates, Inc. was completed. The name of the School was changed to St. Paul's School of Nursing.

### CONSUMER INFORMATION

This Catalog is published in order to inform students and others of St. Paul's School of Nursing's academic programs, policies, calendar, tuition, fees, administration, and faculty. This Catalog is published for informational purposes only and is not intended as a contractual agreement between St. Paul's School of Nursing and any individuals. The information provided is current and accurate as of the date of publication.

St. Paul's School of Nursing reserves the right to make changes within the terms of this Catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a Catalog Addendum, which is intended as, and is to be regarded as, an integral part of this Catalog.

St. Paul's School of Nursing expects its students to read and understand the information published in this Catalog and in any Catalog Addendum identified as belonging to this Catalog. Failure to read and understand this Catalog will not excuse any student from the application of any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his or her program.

St. Paul's School of Nursing affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public, and administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, national origin, age, physical or mental disadvantage, or other factors, which cannot be lawfully the basis for an employment decision.

St. Paul's School of Nursing is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans Benefits
- Title IX, Education Amendments of 1972
- Article 129A/B
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus President, 2 Teleport Drive, Staten Island, NY 10311.

#### ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the college's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the College's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Saint Paul's School of Nursing satisfies the regulatory criteria for provisional authority to award the Associate in Science (A.S.) degree and the Associate in Occupational Studies (A.O.S) degree by the by the New York State Board of Regents, New York State Education Department, 89 Washington Avenue, Room 110 EB, Albany, New York, 12234, 518-474-5889, [www.regents.nysed.gov](http://www.regents.nysed.gov).
- Saint Paul's School of Nursing (Institution ID: 51031007) is registered by the New York State Education Department, 89 Washington Avenue, Albany, New York, 12234, 518-474-3852, [www.nysed.gov](http://www.nysed.gov).
- Saint Paul's School of Nursing (Institution ID: I-261) is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia, 22043, 703-917-9053. ABHES is recognized by the U. S. Secretary of Education.

St. Paul's School of Nursing accreditation, approvals, and membership certificates are displayed on campus. Students may receive a copy of the School's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

#### MISSION AND PURPOSES

St. Paul's School of Nursing provides postsecondary career education to both traditional and nontraditional students through a variety of degree programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. St. Paul's School of Nursing strives to develop within its students the desire for lifelong and continued education. The staff at St. Paul's School of Nursing believes that they make an important contribution to the economic growth and social well-being of the area. St. Paul's School of Nursing educates its students to help meet the economic needs of their community in entry-level positions. The educational process is a change-oriented approach to education that provides the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging career occupations.

The following goals are integral to the mission of St. Paul's School of Nursing:

- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To develop each student's professional attitude and an awareness of contemporary career practices through exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current medical and/or technical practices, and who motivate and develop students.
- To offer sound associate in science and associate in occupational studies programs.
- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- To assist graduates in finding positions for which they are trained.

#### PROGRAM MISSIONS, GOALS, AND STUDENT LEARNING OBJECTIVES

The mission and purpose of Saint Paul's School of Nursing guides the planning, implementation, and evaluation of the curriculum and the services provided by the School.

**Student Learning Outcomes of the Nursing Program**

As a member of the nursing profession, the graduate functioning within structured care settings will

1. Demonstrate a sound theory base incorporating knowledge from nursing, liberal arts, and sciences.
2. Exhibit critical thinking skills necessary for promotion of self-care abilities.
3. Utilize concepts of communication, teaching, and research in providing quality health care to individuals, families, and groups throughout the life span.
4. Utilize the nursing process to identify requisites and deficits in patients in order to enhance self-care ability across the lifespan.
5. Integrate the three practice roles of the Associate in Science Degree in Nursing within the interdisciplinary health care system.
6. Practice nursing within the established scope of ethical and legal standards of the profession.
7. Accept personal and professional responsibility for the development of self-actualization of educational, professional, social, and community pursuits by emulating the mission statement.

**CRITICAL STRENGTHS OF ST. PAUL'S SCHOOL OF NURSING**

*Career-oriented programs:* The School's programs have been developed and are periodically reviewed in conjunction with industry advisory boards to ensure that they continue to prepare graduates according to current needs and expectations of the community of employers served by St. Paul's School of Nursing.

*Qualified, caring faculty:* In their academic credentials and professional experience, faculty members are qualified to teach the courses assigned to them, and all are committed to providing the extra assistance students may need to achieve their career goals.

*Graduate employment assistance:* Students approaching graduation receive, at no additional charge, career and employment assistance in finding entry-level positions in their preferred careers. While the primary responsibility for securing such employment rests with the student, the Career Services Department is available for information, contacts, and guidance.

*Small classes and personal attention:* A small student-to-faculty ratio helps students obtain the most from their educational investment by ensuring easy access to instructional equipment and to attentive and helpful faculty.

The following campus administrators should be consulted to obtain the information listed:

Campus President: policies pertaining to grievances, disability accommodations, non-discrimination, and privacy of student records; information that pertains to school accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

Director of Education and/or Program Directors: descriptions of academic programs, faculty information, data on student

enrollment and graduation, academic policies and procedures, and credit transfer

Director of Finance: tuition charges, payments, adjustments, and refunds

Director of Financial Aid: descriptions of financial aid programs, rights and responsibilities of financial aid recipients, means and frequency of payments of financial aid recipients, means and frequency of payments of financial aid awards, student loan repayment, and employment provided as financial aid

Director of Career Services: information pertaining to placement rates and employment opportunities for graduates

**PROGRAM AND POLICY CHANGES**

St. Paul's School of Nursing reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this Catalog and applicable Student Handbooks.

**FACILITIES AND EQUIPMENT**

St. Paul's School of Nursing occupies a 51,700 square-foot facility and is located at Corporate Commons Two, 2 Teleport Drive, Suite 203, Staten Island NY10311. The school is located on the 2nd floor of a multi-tenant office building. All school facilities, including offices and classrooms, are provided on this floor. In addition to stairs, three elevators provide access to the floor. A learning resource center is available with internet access, computer stations, web-based resources, health reference books, and periodicals. Medical labs are equipped with medical exam tables, computers, microscopes, stethoscopes, blood pressure cuffs, EKG machines and other medical training equipment as applicable. Dental labs are equipped with dental office chairs and pertinent accessories, radiology equipment, lab for making molds, and other dental training equipment as applicable. Computer labs include student computer stations with internet access and word processing, presentation, spreadsheet, database, and medical software applications. Lecture rooms have internet connectivity, media cabinets, and digital projectors. There is a student lounge with vending machines and microwaves. Library resources and library information services are available to students and faculty. Saint Paul's School of Nursing also uses the offices and laboratories of local physicians, clinics, healthcare facilities and hospitals to provide on-the-job experiences for students. Administrative offices include academics, student and career services, financial aid, registrar, admissions, and business offices. There is a faculty workroom and faculty offices. Clinical and externship sites are in area doctor's offices, hospitals, and other professional medical facilities.

The facility is accessible.

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

St. Paul's School of Nursing is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristics. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test

and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes. For applicants, prospective, or current students for the nursing programs, the Campus President will consult with the Vice President of Nursing at Education Affiliates, Inc. Questions about this process may be directed to the Vice President of Education, at [egoodman@edaff.com](mailto:egoodman@edaff.com) or 443-678-2143 (voice)/410-633-1844 (fax) or for nursing students to the Vice President of Nursing at [sburke@edaff.com](mailto:sburke@edaff.com) or 630-379-4402 (voice).

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Education at Education Affiliates, Inc. in writing within ten days of the alleged discriminatory act. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

#### **NON-DISCRIMINATION STATEMENT**

St. Paul's School of Nursing ("Institution") is committed to maintaining a safe and healthy educational and work environment free from discrimination or harassment based on age, race, color, sex, gender, sexual orientation or identity, religion or creed, national or ethnic origin, or disability.

St. Paul's School of Nursing, in accordance with Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of sex, including in admissions and employment, nor will it permit or tolerate sex discrimination or sexual harassment against a student, employee, or other member of the Institution community.

All students and employees are expected to comply with this Title IX Policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Any inquiries regarding Title IX or Institution's Title IX Policy and Procedures can be directed to the Title IX Coordinator as provided below, the U.S. Assistant Secretary of Education for Civil Rights, or both.

#### Title IX Coordinator

Attention: Title IX Coordinator  
Suzanne Peters Esq., M.Ed.  
National Dean of Programmatic Accreditation

Address: 5026D Campbell Blvd.  
Baltimore, Maryland 21236

Telephone: Phone: 330-805-2819

E-Mail Address: [speters@edaff.com](mailto:speters@edaff.com)

A complete copy of the Title IX policy, including the applicable grievance procedures, is available on the Institution's website.  
<http://www.stpaulsnursing.edu/>

## **ADMISSIONS INFORMATION**

### **ADMISSIONS REQUIREMENTS AND PROCEDURES**

Each applicant for admission is assigned an admissions representative who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that St. Paul's School of Nursing receives all required documentation. **All records received become the property of St. Paul's School of Nursing.**

### **GENERAL ADMISSIONS REQUIREMENTS**

The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from high school or college in the form of a valid high school certificate or an earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other documentation which confirms that the applicant meets or exceeds the academic achievement equivalent to a high school diploma in the USA as defined by the State where the diploma was earned. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school certificate by a credential evaluation service acceptable to the School.

1. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
2. The applicant for a nursing program must be eighteen years of age or older to apply to the program.
3. The applicant must complete an applicant information form.
4. The applicant must interview with an admissions representative and/or other administrative staff.
5. The applicant must provide a valid form of picture, name, and address identification. A valid and current driver's license, United States passport or Permanent Resident card are acceptable forms of identification.
6. Applicants who otherwise meet the requirements to pursue a selected program of study will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE-Q). Applicants to the School who do not achieve a passing score are eligible to immediately retake another version of the SLE-Q. (See below for the SLE-Q minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE-Q, the applicant is eligible to take the SLE-Q a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE-Q will be administered. In addition, this administration and subsequent administrations require approval by the Campus President. A fourth and final administration of another version of the SLE-Q is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who

choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.

7. Once a passing score is earned, the SLE-Q score is valid for three years from the date of administration. Applicants for readmission (former students who meet the criteria for re-admission) must achieve the passing score on the SLE-Q required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE-Q, that score will be used for readmission, provided the SLE-Q test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE-Q score for the applicable program.
8. Applicants must pay the enrollment fee and meet all financial obligations.
9. The SLE-Q minimum entrance requirements by program are as follows:

<b>Medical Assistant</b>	<b>11</b>
<b>Dental Assistant</b>	<b>11</b>
<b>Nursing</b>	<b>16</b>
10. Accepted applicants must agree to and sign the St. Paul's School of Nursing Enrollment Agreement.

**Note:** In the event an applicant desires special accommodations for the SLE, the applicant must follow the policies in this catalog to request those accommodations. Campus staff members are not authorized to approve accommodation for admissions testing.

### **ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE ASSOCIATE DEGREE IN NURSING PROGRAM**

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Associate Degree in Nursing (ADN) program.

### **ADDITIONAL ADMISSIONS REQUIREMENTS FOR ALL NURSING PROGRAM APPLICANTS**

1. The applicant must provide a valid form of identification with a picture, name and address. A valid and current driver's license, United States Passport, or Permanent Resident Card are acceptable forms of identification.
2. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. Failure to provide the evidence of required insurance coverage may prevent the student from participating in the scheduled clinical experience. The School does not provide health insurance. The School does not provide alternative sites if students do not have the insurance coverage required by a specific clinical site.
3. Applicants must submit to and pass a drug-screening test prior to

being admitted and the test results must be in the student's file prior to the start of classes. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Dean or Nursing or the Assistant Dean of Nursing in order to remain in the program.

4. Applicants must submit to and pass a criminal background check administered by the school prior to starting the program, or being readmitted following a withdrawal period of 90 days. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.
5. Hepatitis B immunization is administered as a series of injections. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.
6. No applicant will be admitted who failed previously in another nursing program.
7. If an applicant attended and dropped from another nursing program but did not technically fail, the applicant's transcript must be reviewed by the campus nursing applicant review committee and DON and a decision will be made as to the applicant's request for admission.

#### **ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE NURSING PROGRAM**

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Nursing program.

After successfully achieving a SLE score of 16 or higher, the applicant will be given the opportunity to take the Evolve Reach Admission Assessment Examination. The applicant will be informed to select a date and time (maximum time for A2 Exam: 4 hours) when he/she will not have external time pressures for arrival or departure, be well rested, and not be accompanied by children or other persons who need supervision. The proctored examination must be monitored at a computer terminal in a quiet area by a staff person who does not report within the Admissions Department. The student may not bring paper, books, cell phone, or other electronics into the testing environment. Calculators are to be provided by the School, distributed prior to the exam, and collected at the end of the examination. Applicants may be admitted to the nursing program with an A2 score of 80 or higher on (1) English Language Composite Score comprised of reading, grammar, vocabulary, and (2) math. Prior to taking the A2 examination the applicants will be provided an opportunity to purchase the study guide and prepare for the assessment. Applicants are strongly discouraged from taking the assessment without completing the workbook and/or review class.

#### **Admissions testing from another location:**

Applicants that have official documentation of having completed the HESI A2 at another accredited academic institution within 12 months

from expected enrollment at St. Paul's School of Nursing and achieved a score that meets or exceeds that required by St. Paul's School of Nursing will be considered for admission and not be required to repeat the HESI A2.

#### **Nursing Programs' Entrance Exam Retakes & Timelines**

1. An applicant failing the first attempt of the HESI A2 may be permitted to retake the exam up to two more times within 90 days of the first attempt. The timing of the second and third attempts will be determined by the school based on progress made during the prep course.
2. After three (3) unsuccessful attempts, an applicant may only re-apply to the college or institute after six months from the third attempt and prior to the fourth attempt will be required to submit evidence of having completed additional academic coursework that would demonstrate additional preparation for success (e.g. completed course work in science courses, certification or documentation of having completed professional education or skills development from a community college adult education course/s or formal tutoring).
3. If the fourth attempt to pass the HESI A2 is unsuccessful the applicant will no longer be eligible to apply for the nursing program.

Any candidate who has an adverse result on his/her background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on his/her background chooses to participate in a program that requires a clear background for admission to externship/clinical sites, eligibility to acquire professional certification/licensure required for employment in specific career fields and obtaining employment, he/she will be required to sign a disclosure document accepting full responsibility for any and all costs associated with attending the career program, and does not hold the institution and its associates liable for being denied program completion, entrance to any and all externship/clinical training facilities necessary for the completion of the program, ability to achieve certification/licensure, or gain employment in the field of study.

Students must report to the Dean of Education/Nursing in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the program.

4. Applicants must submit a current copy of the Basic Life Support (BLS) for Healthcare Providers certification card by the American Heart Association.
5. The applicant must submit a current completed physical examination with immunizations as outlined in the Clinical Requirements Policy.
6. The applicant who successfully passes the Admissions exam will be responsible to pay an enrollment fee.

When the entire requirements for admission to the Associate Degree in Nursing Program have been completed and submitted the completed application file will be forwarded to the Nursing Programs Admissions Committee for consideration. The Nursing Program Admissions Committee reviews each completed application package and makes the final determination on admission to the Associate Degree in Nursing Program.

After the Nursing Programs Admissions Committee meets and makes its determinations, letters of acceptance or denial are mailed to the applicants. Once the above admission prerequisites are successfully fulfilled, the applicant must agree to and sign the school's enrollment agreement.

#### **AVAILABILITY OF GED TESTING**

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. The General Educational Development (GED) test cannot be taken online. The GED tests can only be taken at an official testing center. There are more than 3,400 testing centers worldwide. For more information, please go to [www.acenet.edu](http://www.acenet.edu) and select GED Testing Services or contact the local Board of Education or the School's Admissions Office.

#### **READMISSION**

A former student who withdrew in good standing may make application for readmission to his or her program of study. Generally, a student will not be considered for readmission more than two times unless there are exceptional extenuating circumstances, such as military deployment. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability that he or she can complete the program of study. A former student who wishes to be considered for admission to different program of study should contact the Admissions office.

A former student seeking readmission in the same program must apply for readmission by submitting a Readmission Application to the Director of Student Services. The applicant must meet with the Director of Student Services to discuss and document the circumstances that led to the prior withdrawal and what he or she has done to ensure that these or other issues will not interrupt the completion of the program of study if he or she is approved for readmission. The Director of Education or specific Program Director will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. Prior to approval for readmission, the applicant for readmission must meet with the Financial Aid Director (or his or her designee) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applications are reviewed and approved by a committee comprised of the institute's Campus President, Director of Education, and Financial Aid Director, or their designees. Approval of an applicant for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission if there

is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA), and can increase his or her credits earned to credits attempted ratio to comply with the school's SAP policy. If approved for re-admission, the student will re-enter the school in a status of Academic Probation. A student may remain in a status of Academic Probation for only one Semester or Quarter. A student who fails to meet SAP after the first Semester or Quarter will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until he or she corrects the condition that caused the loss of SAP standing (See SAP policy for specific requirements). If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

Any student, who withdraws from a course prior to completing all course requirements and/or achieving a passing grade in the course, must retake and successfully complete the entire course. If the curriculum and/or program requirements have been revised, the student is required to meet all new requirements. The student should refer to the School Catalog, any relevant student handbooks, and course syllabi for program-specific changes and requirements. For example, a student seeking readmission to a nursing program must have current CPR certification and immunizations.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition, current fees, revised graduation date, and acknowledges receipt of other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Campus President. With assistance from the Registrar, the Director of Education will establish a course schedule for program completion.

#### **ORIENTATION**

St. Paul's School of Nursing provides an orientation program to help students adjust to the School environment.

Orientation is held by the School prior to the start of each program term. School policies, student responsibilities, and any questions are addressed at the orientation.

#### **ALLIED HEALTH PROGRAMS HEALTH AND IMMUNIZATION REQUIREMENTS**

Students in the Medical Assistant and Dental Assistant programs must either present documentation of having had Hepatitis B vaccine 1 and 2 and a TB test within an acceptable timeframe, or must complete the first two Hepatitis B vaccination series and a TB test at least one quarter prior to the term in which they take any externship course. If the TB test result is positive, a chest X-ray test must be completed.

In addition, New York State Department of Health requires the following immunizations for all students entering post-secondary educational institutions: proof of immunity against measles, mumps and rubella, and proof of the meningitis immunization or a signed meningitis declination form.

If there are any questions regarding these requirements, students



should make an appointment to speak with the Program Director and/or Director of Education.

### **NURSING PROGRAM HEALTH AND CLINICAL REQUIREMENTS**

As a part of contractual agreements with clinical agencies, all nursing students must fulfill the following requirements per the current admissions policy. Failure to submit all requirements may result in dismissal from the program. All requirements must remain current throughout the program. It is important to note that the contracted clinical agency agreements are not negotiable in their requirements. Students who do not have documentation that evidences acceptable criminal background history, negative drug screen, immunization, and health clearance may not be accepted at the site.

Students are responsible for all costs of program immunizations and medical clearance required for admission and continuation within the nursing program. In addition, students are responsible for all costs that may be associated with injury or illness while on campus, in the learning laboratories, at a clinical experience, or while performing other campus/program related activities during enrollment in the nursing program.

#### **1. Cleared Background Check**

The applicant must submit to a criminal background check and be cleared per St. Paul's School of Nursing policy as well as appropriate State Board of Nursing rules and regulations. Results must be in applicant's admission file before starting the program. Students must maintain a clear criminal background while enrolled in the nursing program. Students must report to the Dean of Nursing in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the nursing program.

#### **2. Negative Drug Screen**

The applicant must submit to and pass a drug screen and results must be in the applicant's admission file before starting the program. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at a School designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dropped from the program as per the Nursing Substance Abuse and Drug Screening policy.

#### **3. Current BLS CPR Card**

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the nursing program. The School must maintain a current signed copy of the student's CPR card within the student file. Students are required to have their CPR card on them at all times during class, laboratory, and clinical activities. If

the CPR card expires during the nursing program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered an unexcused absence.

#### **4. Current Health Care Declaration and Essential Skills and Functional Abilities for Nursing Students Forms**

Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms. It is essential that nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical, and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the director of the nursing program. Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the director of the nursing program to make the final decision as to the student's ability to participate in clinical activities.

Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from the nursing program. Students are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to the Dean of Nursing immediately (within 24 hours) and prior to participating in any clinical, laboratory, or simulation experience.

Please note that some clinical sites may require that students have health insurance in order to participate in clinical experiences at their facilities. The School does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences at such facilities and they may be dropped from the program if equivalent experiences cannot be arranged.

#### **5. Immunizations**

Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or School policy. The School has identified a standard immunization policy, but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the nursing program. Students may be responsible for the cost of any additional requirements.

Students are not permitted to participate in any clinical experiences if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

*Proof of Immunizations* is mandatory for every nursing student and will

be verified as complete prior to the student being permitted to enter any clinical site (whether for the assigned course activities or for orientation at the clinical site prior to the course start).

Admissions staff will provide all new nursing students with information regarding the immunization requirements for participating in the education program.

New York State mandates that all students have basic immunizations to start school. It is required that all students have the required immunizations as required by New York State no later than the end of the student's second week of classes.

All students are required to sign the acknowledgement of information regarding immunization requirements.

Students will be provided information about the local resources for obtaining the immunizations if they have not had the required immunizations or do not have acceptable immunization documentation.

Where the campus has an affiliation with a healthcare center the expectation is the student will use the center or students may choose to obtain the immunizations from another healthcare center

Failure to provide the required documentation no later than 10 business days prior to the start of 1st clinical session will result in suspension from the clinical portion of the program. No student will be permitted to enter a clinical site without having satisfied the requirement for immunization documentation. Students unable to participate in scheduled clinical sessions will be recorded as absent and may potentially risk failure of the entire course.

## 6. Serological Evidence of Immunity

### Hepatitis B Vaccine

Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination within the first week of admission. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Proof of the first administration must be provided in order to participate in any agency based clinical rotations. The student must submit documented proof of completing the hepatitis B series six months from receiving the first hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided two months following the third vaccination for those individuals undergoing initial vaccination.

For non-responders or those who have not completed the series of hepatitis B vaccination, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood.

For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider recommendation, a vaccination waiver must be on file. Any individual who has not

completed the hepatitis B vaccination series and final serologic testing indicating immunity must maintain a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during a clinical experience. Expense may also include testing of the patient in the event of an exposure.

### Measles, Mumps, and Rubella (MMR)

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime.

Individuals must submit proof of immunity against measles, mumps, and rubella through serology testing or laboratory confirmation of the disease.

### COVID-19 Vaccination

All students must sign an attestation of COVID-19 acknowledgement. Medical Assistant students may require COVID-19 vaccination before externship. All Nursing students must be fully vaccinated against COVID-19 before their first day of class. Agency-based clinical rotations require COVID-19 boosters every six months.

<b>Vaccination/ Screening</b>	<b>Requirements in Brief</b>
COVID-19 Vaccine	<ul style="list-style-type: none"> <li>– Full series of Moderna or Pfizer Vaccine are required for all Nursing students upon entry</li> <li>– COVID vaccine series older than 6 months require booster doses</li> </ul>
Hepatitis B	<ul style="list-style-type: none"> <li>– Serologic proof of immunity is required.</li> <li>– Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2).</li> <li>– Obtain serologic testing 2 months after dose #3.</li> </ul>
MMR	<ul style="list-style-type: none"> <li>– Serologic evidence of immunity or laboratory confirmation of disease is required.</li> <li>– If no evidence of immunity or equivocal serology results is reported, two doses of MMR at least 28 days apart required.</li> </ul>
Varicella	<ul style="list-style-type: none"> <li>– Serologic proof of immunity or laboratory confirmation of disease required.</li> <li>– If no evidence of immunity or equivocal serology results is reported, two doses of Varicella vaccine at least 28 days apart required.</li> </ul>
Tetanus, Diphtheria, Pertussis	<ul style="list-style-type: none"> <li>– One-time dose of Tdap is required.</li> <li>– Td boosters every 10 years thereafter.</li> </ul>
Influenza	<ul style="list-style-type: none"> <li>– Required annually.</li> </ul>
Tuberculin Skin Test (TST)	<ul style="list-style-type: none"> <li>– For students with no history of previous annual tuberculin skin testing, an initial two-step is required.</li> <li>– For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days.</li> <li>– For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided.</li> </ul>

If serology results indicate that the individual is not immune or serological test results indicate "indeterminate" or "equivocal," individuals should be considered non-immune, and additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines. Students are required to provide documentation to the School and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Varicella (Chicken Pox)

Students must submit proof of varicella immunity by providing documented serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/ guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide required documentation to the School and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Tetanus, Diphtheria, Pertussis (Td/Tdap)

Students must provide proof of vaccination for tetanus, diphtheria and pertussis within the past 10 years. If no documentation is presented, vaccination is required. Evidence of one time Pertussis vaccination is required. A one-time dose of Tdap is required for all students who have not received Tdap previously. A Td booster should be documented every 10 years thereafter. Students are required to provide documentation to the School and maintain compliance with the immunization and health clearance policy.

COVID-19 Vaccination

All students must sign an attestation of COVID-19 acknowledgement. Allied Health students may require COVID-19 vaccination before externship. All Nursing students must be fully vaccinated against COVID-19 before their first day of class. Agency-based clinical rotations require COVID-19 boosters every six months.

Seasonal Influenza

Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to the School and maintain compliance with the immunization and health clearance policy.

Tuberculosis/Tuberculin Skin Test (TST)

Students are not permitted to practice in any clinical, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in the nursing program.

For students with no history of previous annual tuberculin skin testing (TST), an initial two-step is required. For those students with previous annual and/or current TST (within the past 364 days) who provide evidence by documentation, only a current one-step TST is required. A current one-step TST is valid and may be accepted by the School only if completed within the past 90 days and can be verified through an appropriately credentialed healthcare provider.

Initial Two-Step TB Skin Test:

- Step #1 TB skin test administered and read within 48-72 hours.
- Step #2 TB skin test is administered 7 to 14 days after the 1st test and it is read within 48-72 hours.
- Annual TST.

One-Step TB Skin Test (for students with evidence of previous

screening within the past 364 days):

- Step #1 TB skin test administered and read within 48-72 hours.
- Annual TST.

After the initial two-step TST, annual tuberculosis screening and TST is required each year the student is enrolled in the nursing program. Students must provide documented evidence of compliance to the School.

For students with a history of a positive TST, they must complete a questionnaire, have a post treatment or symptom negative chest x-ray free of active pulmonary disease, and be currently free of any symptoms. An annual tuberculin skin testing is not required for previous TB positive students. A repeat or annual chest x-ray is not required unless the questionnaire or symptoms suggest further evaluation. A negative chest x-ray result must be no older than 2 years for health clearance and must document "no evidence of active pulmonary disease" by an appropriately credentialed healthcare provider.

If an annual TST is read as a new positive, documentation of a negative chest x-ray report documenting "no evidence of active pulmonary disease" must be provided. The student will not be permitted to participate in clinical experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students with a history of vaccination of Bacilli Calmette-Guerin (BCG) must complete required initial and annual screening and TST testing. In the event of a positive TST for those who received BCG, students are required to provide documented evidence of a negative chest x-ray reporting "no evidence of active pulmonary disease." Students with a history of BCG vaccination are not exempt from annual TB screening.

A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test may be accepted in the place of a TST or chest x-ray. Both results must be within the past 90 days prior the first week of the semester in which the student initially enrolls in the nursing program.

Students who demonstrate a positive TST, QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TST, or positive pulmonary disease on a chest x-ray, will not be permitted to participate in clinical experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

#### 7. Additional Immunizations

Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Contracted clinical agencies where students will be assigned may have additional health clearance and immunization requirements beyond the current recommendations by the CDC or ACIP. The School has identified a standard immunization policy, but reserves the right to require any additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the nursing program. In addition,

immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Students are required to provide documentation within the designated timeframe in order to maintain enrollment and progress. All additional requirements are at the student's expense.

#### 8. Student Health Requirements

It is essential that nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical and learning laboratory portions of the program.

Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. The School or clinical agency reserves the right to request a medical release from a health care provider if an identified condition, illness, and/or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student's expense.

Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immuno-suppression, pregnancy, back injury, behavioral health, etc.

Students may not enter or practice within a clinical area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless if prescribed by a healthcare provider. The clinical instructor and nursing program director will be the final deciding authority as to their perception if the student may practice safely within the clinical environment. The clinical agency may be consulted as well.

NOTE: Any changes in physical or mental health must be reported immediately to the clinical instructor and Dean of Nursing within 24 hours or before entering a clinical area (whichever comes first).

Students must submit the approved physical and health clearance forms to the School prior by the designated deadline.

NOTE: Students with medical and/or mental health conditions which may place the student or patient safety at risk may not be eligible for admission or continuation in the nursing program. Risk assessment is at the discretion of the Dean of Nursing in consultation with the Regional Dean of Nursing.

9. Provide any additional documentation that may be required by the assigned clinical site.

#### TRANSFER OF CREDIT

Transfer of credit is always the decision of the individual college or university, and is controlled by the receiving institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at St. Paul's School of Nursing should check with the receiving institution directly to determine to what extent, if any, credits can be transferred.

The request to transfer credit must be initiated by the applicant or student. Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an

exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date or re-entry date of the student's program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the school to the attention of the Registrar. Students may be required to provide a relevant catalog and/or other relevant documents regarding the course(s) to be considered. Foreign transcripts must be translated into English and be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA) at the time the student earned the credits. If students earned educational credits at a post-secondary institution outside the United States and not accredited by an agency recognized by the United States Department of Education at the time the student earned the credits, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence at the time the student earned the credits.

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

- Courses in general taken at an institution outside of Education Affiliates must have been completed within the previous five years (60 months).
- Mathematics and prerequisite science courses in the Nursing program must have been completed within the past three years (36 months).
- Mathematics and prerequisite science courses in the Nursing program must have a grade of "B" or higher on the transcript from the awarding institution.

#### Additional Requirements for Specific Programs

- Nursing courses completed at another postsecondary institution are not eligible for transfer credit (i.e., a course with an "NUR" prefix). The only exceptions are nursing courses completed at Education Affiliates-affiliated nursing programs. Acceptance of these nursing credits is subject to approval by the: Dean of Nursing. Evidence of skill competency may be required.

Students will be informed in writing regarding the acceptance or rejection of transfer credit after evaluation of all materials provided. Grades associated with transfer credits are not calculated in the student's Grade Point Average (GPA) and will appear on the student's transcript with a grade of "TR." Transfer credits are included in the calculation of the credits earned/credits attempted ratio for purposes of determining rate of progress in satisfactory academic progress. Since the number of credits transferred into a program may shorten the maximum program length for completion of graduation requirements, students should consult the Financial Aid Department about the effect of the change in program length on their eligibility for grants and loans under federal Title IV rules and regulations. Transfer credits will also impact the maximum allowable

- All other courses must have a grade of "C+" or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at St. Paul's School of Nursing in order for transfer credit to be awarded.
- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval.

Credit may also be awarded for successful completion of Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST) examinations in subject areas equivalent to courses within the student's St. Paul's School of Nursing program. The student must provide official documentation in order to be considered for possible award of course credit. Minimum scores required in order to receive transfer credit are: CLEP scaled scores of 60 or higher, and DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered).

The School does not award credit for life or work experience.

The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program.

St. Paul's School of Nursing will accept credit earned in a similarly-titled program from another Fortis College or Institute, up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.

If students wish to transfer between programs at the same school, students should seek guidance from the Director of Education and the Registrar. The Dean of Education will work with students seeking to transfer to a different program to determine if any of the courses or learning from the current or prior program of study is applicable and can be transferred into the proposed new program with credit granted accordingly.

A Veterans Administration (VA) funded student enrolling in any of the School's programs with prior credit from another school or military education or skills training will be evaluated according to the timeframe in which a student must complete a program.

**ARTICULATION AGREEMENT**

St. Paul's School of Nursing has established articulation agreement(s) with the following institution(s) for articulation into its Nursing program.

DENVER COLLEGE OF NURSING  
MILDRED ELLEY

**FIRST DAY OF CLASS**

**MEDICAL ASSISTANT & DENTAL ASSISTANT PROGRAM**

02/07/2022	03/21/2022	05/02/2022
06/13/2022	08/01/2022	09/12/2022
10/24/2022	12/05/2022	01/23/2023
03/06/2023	04/17/2023	05/29/2023
07/10/2023	08/21/2023	10/02/2023
11/13/2023		

Each term is six (6) weeks in length. Each quarter is twelve (12) weeks in length. Not all allied health programs have a start each Module/Term. Module and Term start dates are subject to change

**ASSOCIATE DEGREE IN NURSING PROGRAM**

01/10/2022	05/09/2022	09/06/2022
01/09/2023	05/08/2023	09/05/2023

Each nursing term/semester is fifteen (15) weeks in length. Term start dates are subject to change.

**ACADEMIC PROGRAMS****ASSOCIATE DEGREE PROGRAMS****PLAN OF STUDY****NURSING**

HEGIS: 5208 Program Length: 1440 Clock Hours  
 Day & Evening Program: 75 Instructional  
 Weeks/Five 15-Week Academic Terms  
 Program Semester Credits: 69  
 Credits Credential Awarded:  
 Associate in Science Mode of  
 Delivery: Residential

*Clinical times may start as early as 6:00 am and end as late as 12:00 a.m. and may require Saturday and/or Sunday rotations.*

**STUDENT LEARNING OUTCOMES**

As a member of the nursing profession, the graduate functioning within structured care settings will:

1. Demonstrate a sound theory base incorporating knowledge from nursing, liberal arts, and sciences.
2. Exhibit critical thinking skills necessary for promotion of self-care abilities.
3. Utilize concepts of communication, teaching, and research in providing quality health care to individuals, families, and groups throughout the life span.
4. Utilize the nursing process to identify requisites and deficits in patients in order to enhance self-care ability across the lifespan.
5. Integrate the three practice roles of the Associate in Science Degree in Nursing within the interdisciplinary health care system.
6. Practice nursing within the established scope of ethical and legal standards of the profession.
7. Accept personal and professional responsibility for the development of self-actualization of educational, professional, social, and community pursuits by emulating the mission statement.

Graduation from the Associate Degree Nursing program does not guarantee eligibility to sit for state licensure examination in this or any other state. A nursing graduate cannot work as a registered nurse (RN) without licensure from this or any other state.

Course Code	Course Title	Credit Hours	Clock Hours
BIO105	ANATOMY & PHYSIOLOGY I*	4.0	90
BIO 106	ANATOMY & PHYSIOLOGY II*	4.0	90
BIO 300	MICROBIOLOGY*	4.0	90
BIO 301	PHARMACOLOGY*	3.0	45
ENG 104	ENGLISH COMPOSITION*	3.0	45
ENG204	LITERATURE*	3.0	45
NUR100	FOUNDATION OF NURSING CONCEPTS	3.0	45
NUR101	FUNDAMENTALS/MEDICAL SURGICAL NURSING I	5.0	120
NUR102	THERAPEUTIC COMMUNICATION	2.0	30
NUR103	MATH FOR MEDS	1.0	15
NUR105	MEDICAL SURGICAL NURSING 2	5.0	135
NUR106	PEDIATRIC NURSING	3.0	75
NUR201	MEDICAL SURGICAL NURSING 3	5.0	135
NUR202	PSYCHIATRIC-MENTAL HEALTH NURSING	3.0	75
NUR203	OBSTETRIC AND NEONATAL NURSING	3.0	75
NUR205	MEDICAL SURGICAL NURSING 4	5.0	135
NUR206	PROFESSIONAL TRENDS IN NURSING	3.0	45
NUR207	SEMINAR FOR LICENSURE	0.0	
NUT100	NUTRITIONAL THERAPY*	1.0	15
PSY 103	GENERAL PSYCHOLOGY*	3.0	45
PSY203	HUMAN GROWTH AND DEVELOPMENT*	3.0	45
SOC107	PRINCIPLES OF SOCIOLOGY*	3.0	45
	TOTAL	69.0	1440

\*INDICATES GENERAL EDUCATION COURSE

**MEDICAL ASSISTANT**

HEGIS: 5214  
 Program Length: 1564 clock hours  
 Day Program: 72 Instructional Weeks/Six 12-Week Academic Terms Program Quarter  
 Credits: 97 Credits  
 Credential Awarded: Associate in Occupational Studies  
 Mode of Delivery: Residential

**PROGRAM DESCRIPTION**

The objective of the Medical Assistant program is to educate students to acquire satisfactory skills and demonstrate competency in a variety of medical office procedures and laboratory techniques under the direction of a physician. The knowledge and skills obtained in this program will enable graduates, upon completion of required course work, to further develop their careers as medical assistants through an externship in a clinic, laboratory, physician's office, or hospital.

The duties of medical assistants vary depending on office location, size, and specialty.

Medical assistants perform many administrative duties. They answer telephones, greet patients, update/file patient medical records, complete insurance forms/referrals forms, handle correspondence, schedule appointments, arrange for hospital admissions, laboratory services, handle medical prescriptions, coordinate meetings with medical representatives, and handle billing and bookkeeping.

Clinical duties may include: taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients regulations, HIPAA requirements, confidentiality, and the legal aspects of the allied health environment.

2022-2023 ST. PAUL'S SCHOOL OF NURSING CATALOG

There are roughly 20,000 private practice, medical facility, and hospital doctors in Staten Island, Queens, Brooklyn, and Manhattan that speak to the need of the program.

Graduates of the Medical Assistant program will receive an Associate in Occupational Studies (A.O.S.) and will be eligible to sit for the Registered Medical Assistant (RMA) exam offered by the American Medical Technologists (AMT) and/or The Certified Medical Assistant (CMA) exam through the American Association of Medical Assistants. The RMA and CMA are professional certifications recognized in the medical field. School staff will assist graduates with the application process.

**PLAN OF STUDY**

Course Code	Course Title	Credit Hours	Clock Hours
AHP104	BASIC LIFE SUPPORT	4.0	60
AHP105	MEDICAL TERMINOLOGY	4.0	60
AHP106	MEDICAL ANATOMY AND PHYSIOLOGY	4.0	60
AHP114	HEMATOLOGY AND PHLEBOTOMY	4.0	60
AHP130	SPANISH FOR ALLIED HEALTH PROFESSIONALS	4.0	60
AHP201	CARDIOVASCULAR AND EKG	4.0	60
AHP203	PATHOPHYSIOLOGY AND PHARMACOLOGY	4.0	60
CMP101	COMPUTER APPLICATIONS*	4.0	60
CMP102	COMPUTER APPLICATIONS II*	4.0	60
COM101	COMMUNICATION*	4.0	60
ENG101	ENGLISH COMPOSITION*	4.0	60
ENV101	ENVIRONMENTAL SCIENCE*	4.0	60
MAS113	MEDICAL SPECIALTIES I	4.0	60
MAS114	MEDICAL SPECIALTIES II	4.0	60
MAS115	ADMINISTRATIVE MEDICAL PROCEDURES	4.0	60
MAS117	Medical Records & Insurance	4.0	60
MAS212	INVASIVE MEDICAL PROCEDURES	4.0	60
MAS214	MA SKILLS, CERTIFICATION REVIEW & PATIENT EDUCATION	4.0	60
MAS241	EXTERNSHIP	4.0	160
MAT101	COLLEGE MATHEMATICS*	4.0	60
MOA109	ELECTRONIC HEALTH RECORDS	4.0	60
PSY101	General Psychology*	4.0	60
SOC101	Sociology*	4.0	60
PDC100	College Success*	1.0	24
PDC200	Career Development*	4.0	60
	<b>Total</b>	<b>97.0</b>	<b>1564</b>



**DENTAL ASSISTANT**

HEGIS: 5202

Length: 1764 Clock Hours/84 Instructional Weeks

Program Quarter Credits: 103 Credits

Credential Awarded Associate in Occupational Studies

Mode of Delivery: Residential

**PROGRAM DESCRIPTION**

The objective of this program is to prepare students to function effectively as an integral member of the dental health team in the operation of a dental practice. Students in this program will acquire satisfactory skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. Students will learn the administrative procedures currently practiced in dental settings through instruction provided in the program and through clinical experiences in private practices. The procedures and laboratory techniques include:

- conduct preliminary examination procedures
- assist at chair-side using four-handed dentistry
- take impressions and pour dental models
- chart the dentition
- schedule patient appointments
- keep patient records
- sterilize instruments
- The assistant certified in radiology may also expose and process radiographs

Students are evaluated in all areas of professional development including applicable spelling, terminology, theory and performance skills, as well as front office skills.

Upon satisfactory completion of the program students will be qualified to assume entry-level positions as a dental assistant in dental offices and clinics performing the lab techniques and office procedures described above.

Graduates of the program are eligible to sit for the Radiation Health and Safety Examination (RHS), the Infection Control Examination (ICE), and the New York Professional Dental Assisting Component Examination (NYPDA) offered by the Dental Assisting National Board (DANB) throughout the year at Pearson VUE testing centers across the United States. School staff will assist candidates with the application process.

Satisfactory skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. Students will learn the administrative procedures currently practiced in dental settings through instruction provided in the program and through clinical experiences in private practices. The procedures and laboratory techniques include:

- conduct preliminary examination procedures
- assist at chair-side using four-handed dentistry
- take impressions and pour dental models
- chart the dentition
- schedule patient appointments
- keep patient records
- sterilize instruments
- The assistant certified in radiology may also expose and process radiographs

Students are evaluated in all areas of professional development including applicable spelling, terminology, theory and performance skills, as well as front office skills.

Course Code	Course Title	Credit Hours	Clock Hours
AHP104	BASIC LIFE SUPPORT	4.0	60
AHP103	INTRODUCTION TO BASIC DENTAL ASSISTING	4.0	60
AHP115	Office Communications	4.0	60
AHP130	SPANISH FOR ALLIED HEALTH PROFESSIONALS	4.0	60
CMP101	COMPUTER APPLICATIONS*	4.0	60
COM101	COMMUNICATION*	4.0	60
DAS102	GENERAL ANATOMY AND PHYSIOLOGY FOR DENTAL PROFESSIONALS	4.0	60
DAS105	Dental Assisting Procedures and restorative applications	4.0	60
DAS106	Dental Specialties and expanded functions	4.0	60
DAS112	Dental materials / prosthesis fabrication	4.0	60
DAS114	Radiology	4.0	60
DAS116	Computer applications and billing	4.0	60
DAS121	Dental office procedures	4.0	60
DAS213	Intermediate dental assisting procedures and restorative applications	4.0	60
DAS214	Intermediate dental specialties and Expanded function	4.0	60
DAS215	Infection control in dentistry	4.0	60
DAS230	Dental assisting seminar	4.0	60
DAS231	Dental Clinical I	4.0	180
DAS232	Dental Clinical II	4.0	120
DAS241	Dental Clinical III	2.0	60
ENG101	ENGLISH COMPOSITION*	4.0	60
ENV101	ENVIRONMENTAL SCIENCE*	4.0	60
MAT101	COLLEGE MATHEMATICS*	4.0	60
PSY101	General Psychology*	4.0	60
SOC101	Sociology*	4.0	60
PDC100	College Success*	1.0	24
PDC200	Career Development*	4.0	60
	Total	103.0	1764

\* Indicates a General Education course.

## ACADEMIC POLICIES & SERVICES

### ACADEMIC ACHIEVEMENT/GRADING

The progress and quality of students' work is measured by a system of letter grades and grade percentages. Grades are based on the quality of work as shown by written tests, laboratory work, clinical rotations or externships, term papers, projects and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may result in an "F" grade.

The grading scale, with equivalent percentages, is as follows:

Grade	Percentages	Quality Points
A	95 to 100	4.0
A-	90 to 94	3.7
B+	87 to 89	3.3
B	83 to 86	3.0
B-	80 to 82	2.7
C+	78* to 79	2.3
C	73 to 77	2.0
C-	70 to 72	1.7
D+	67 to 69	1.3
D	60 to 66	1.0
F	59 or below	0.0
P	Proficient in the course	N/A

Other letter grades used by the School include:

I	Incomplete
W	Withdrawn
WF	Withdrawn Failing
TR	Transfer Credit

**\*Nursing Students.** The minimum grade of a "C+" (78%) is required to pass all nursing courses and the following prerequisite science courses:

- Anatomy and Physiology I & II
- Microbiology
- Nutritional Therapy
- Pharmacology

For successful completion of nursing courses, a minimum test composite score of 78% (total average of key graded assessments) and clinical, simulation, and laboratory performance grades of Pass ("P") are required for the science courses. The minimum overall course grade of C+ (78%) is also required for Mathematics (MAT 101). The minimum grade of "C-" (70%) is required to pass all other courses (non-nursing and non-required courses) in the program curriculum.

Often, for graduating students to be eligible to sit for state licensing or national examinations, some programs, or some courses within programs, may have specified course requirements that will apply to achieve a passing grade for the course and/or the designated minimum passing grade may be higher. Students who do not successfully complete the specified course requirements or who do not achieve the specified minimum passing grade for that course will have to retake and successfully pass that course. Please refer to the program and course syllabus for specific details.

Records of a student's progress are maintained by the school. Course

grades are issued to students at the end of each grading period. Students may check on their cumulative academic progress by logging into the student portal. When no portal is available, students may get a copy from the Registrar. A student receives a copy of a final grade transcript when all graduation requirements have been completed. The cumulative grade point average (CGPA) is computed by multiplying the number of credits in each course by the grade points achieved in each and then dividing by the number of credit hours for all courses attempted. If a student repeats a failed course, the grade used in the CGPA calculation will be the highest grade earned in that course.

Some courses may have skills tests or clinical performance evaluations where a specific standard of performance is defined in the syllabus.

For the purposes of satisfactory academic progress and CGPA calculation:

- A course in which a student receives an "F" grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives an "W" grade will be counted in credits attempted; it will not be counted in the CGPA calculation
- A course in which a student receives a WF grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives a "TR" grade will be counted in credits attempted and credits earned; it will NOT be counted in the CGPA calculation.

#### NON-OBJECTIVE EVALUATION:

Non-objective measures are encouraged in order to promote student learning in writing and critical thinking skills. No more than 20% of the course grade is comprised of non-objective (non-test) assignments such as care plans, term papers, case studies and other homework assignments. **These non-objective grades are NOT calculated into the overall course grade when a student has less than 78% objective test average.**

#### OBJECTIVE EVALUATION:

A minimum of 80% of the total course grade must be based solely on objective testing methods with specific correct/incorrect responses. These tests may be graded electronically. Grading of all objective assignments **MUST** use the nursing program approved grading rubric distributed within the course syllabus. Standardized tests are counted as a course exam and are calculated at 10% of the final course grade.

#### CALCULATING GRADES:

The objective test component in the NUR (nursing) and required nutrition and science courses (see definition) must be 78% or above for

the student to progress. If this threshold is achieved the final grade is determined by adding the objective test score to the nonobjective testing score. The letter grade must follow the SPSON approved grading scale. Tests may not be repeated to improve a grade. Students taking a test after the scheduled time **MUST** be given an alternative version of the test. For successful completion of the course, a minimum test composite score of 78% (total average of objective assessment) and clinical and labs performance grades of Pass "P" are necessary.

Clinical/laboratory/simulation activities are graded as a pass/fail. The

activities are to use grading rubrics that identifies the critical elements and must be judged satisfactory for passage. Any pass/fail element in the syllabus grading rubric are considered necessary to achieve a passing grade in the course and a failure of laboratory or clinical or simulation will result in failure of the entire course. All elements of the course must be repeated when a course is retaken.

**\*Minimum Passing Grade:** To progress in the curriculum a minimum passing grade of a 78% which is a C+ is required in all nursing courses and the following additional courses:

- Anatomy and Physiology
- Microbiology
- Nutritional Therapy
- Pharmacology

A minimum grade of C- (70%) is required to pass all other courses in the curriculum. Grades of "D+", "D" or "F" for English, Psychology and Sociology courses are considered unsatisfactory and therefore, non-passing. The student with any of the above grades will not be eligible to progress in the curriculum.

### **NURSING STUDENT SUCCESS POLICY**

Each student in a nursing program associated with Saint Paul's School of Nursing is expected to participate in the Student Success Program. This program prepares students for successful completion of the NCLEX examination after completion of the Associate Degree in Nursing curriculum. The process currently uses testing and remediation strategies that starts with the Admission Assessment examination, continues using examinations throughout the program and finishes with a Comprehensive Exit Exam predictor examination. In addition to testing, this process includes ongoing, individualized remediation based on exam performance, an academic advising program, case studies, and practices tests. Although the advising and remediation programs are encouraged for all students, they are mandated for those students who score poorly on their first testing opportunity. Students must show documentation of required remediation activities between attempts.

### **Case Studies**

These online case studies provide an introduction to real world patient situations with critical thinking questions to help students learn to manage complex patient conditions and make sound clinical judgment. The questions cover of nursing care for clients with a wide range of this logical and psychosocial alterations, as well as related management, ecological, and nursing concepts. The case studies are be integrated throughout the RN curriculum.

### **NCLEX-RN REVIEW COURSE**

Nursing students are required to participate in a mandatory Pre/Post Graduate Engagement Program (PGE). This program prepares students for success on the NCLEX-RN examination. The process currently uses testing and individualized remediation strategies such as academic coaching and senior-level mentoring, which begins in the 5<sup>th</sup> semester and continues post-graduation till the graduate tests. Although the advising and remediation programs are encouraged and available for all students, they are mandated for those students who are 5<sup>th</sup> semester students preparing for graduation. Students are required to attend 2, mandatory, school-approved NCLEX-RN review courses upon completion of all required coursework. Graduates also participate in a faculty driven 'NCLEX review boot camp' that continues the review process utilizing small group activities and a formal review program.

### **ACADEMIC HONORS**

St. Paul's School of Nursing recognizes students who have achieved a better than average scholastic record.

#### **Dean's List**

Students who earn a grade point average between 3.50 and 3.99 for an academic term will be placed on the Dean's List.

Students acquiring Dean's List status will receive a certificate designating their status. Students who achieved Dean's List in the most recent term will be displayed prominently throughout the campus.

#### **President's List**

Students who earn a 4.0 grade point average for an academic term will be placed on the President's List.

Students acquiring President's List status will receive a certificate designating their status. Students who achieved President's List in the most recent term will be displayed prominently throughout the campus.

#### **Valedictorian**

The valedictorian represents both academic and personal achievement. The valedictorian will be selected from the group of students having a GPA of 3.70 or higher, the group who have earned High or Highest Honors. The School's Campus President will select a student from this group to be the valedictorian for the graduation ceremony based on additional input from faculty and staff about public speaking skills, personal achievements, and rapport with the class. The valedictorian's responsibilities may include representing and addressing the graduating class at the graduation ceremony.

### **CLINICAL EVALUATION**

Clinical and laboratory activities will be graded as Pass/Fail using approved grading rubrics that identify critical elements that must be judged satisfactory for passage. Any Pass/Fail element in the syllabus grading rubric will be considered necessary to achieve a passing grade in the course. Failure of clinical or lab will result in failure of the entire course. All elements of a course must be repeated when a course is repeated.

The instructor will provide feedback to the student regarding his or her progress. In addition, a formative clinical evaluation will be completed at mid-term, and a comprehensive clinical evaluation will be completed at the end of each clinical rotation.

## NURSING ATTENDANCE

Chronic Absenteeism – Absenteeism is considered excessive when it significantly interferes with a student's learning, as reflected in academic performance or development.

Some programs of study may have specific attendance policies. Students should refer to their Program Handbook for more details.

### CLINICAL ATTENDANCE NURSING COURSE

In accordance with the nursing program philosophy, regular class and clinical attendance are considered necessary in order to complete course objectives in a satisfactory manner.

One hundred percent (100%) of required laboratory and clinical hours must be completed in order to satisfactorily complete a course. In order to accomplish the outcomes of the curriculum, attendance is required on all laboratory and clinical experience days.

Students are expected to have all clinical requirements, [current CPR, current physicals and immunizations] submitted before the start of the laboratory and/or clinical experiences for courses. Any student without current clinical requirements will not be permitted to attend laboratory and/or clinical and will be dropped from the course.

**There are no allowed absences from clinical.** In the event of an unavoidable clinical absence, the student must make every effort to notify the clinical instructor at least one hour prior to the beginning of the clinical shift. **Failure to notify the clinical instructor, in the absence of extraordinary and verifiable circumstances, will result in failure of the clinical experience.**

A student with an unavoidable clinical absence may submit a "Written Appeal for a Make-up Day" along with official documentation of the event to the Dean of Nursing. The Dean of Nursing will grant or deny the request. **The decision made by the Dean of Nursing is final. The school does not guarantee clinical make-up.**

### INCOMPLETE GRADE POLICY

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if the circumstances which are causing the student to request the incomplete grade are beyond the student's control and prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete Grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and the instructor is responsible for obtaining approval signature from the Program Director or Academic Dean before submitting the form to the Registrar for recording.

All incomplete work must be completed and submitted for grading no later than 30 calendar days from the last day of the completed academic term. If there are circumstances that delay the student's submission of the required work within the 30 day period a further extension may be permitted based on the student's situation. The student is responsible to notify the Program Director or Academic Dean of specific circumstances and the plan to complete the required coursework by day 25 of the 30 day period. The Program Director or Academic Dean will review requests for extension of an Incomplete and provide a decision within 4 business days..

At the end of the period granted for the Incomplete a grade of 0 (zero)

will be entered for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus.

Credits associated with courses in which an incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the School. They bear no quality points and are not included in the calculation of CGPA.

**Nursing students:** All incomplete coursework must be completed and submitted for grading within one calendar week from the last day of the completed academic term. Any coursework not completed in this timeframe will be given a grade of 0 (zero) and the course grade will be determined in accordance with the criteria published in the course syllabus. In no case may a nursing student progress to the next term with a grade of "Incomplete."

### COURSE REPEAT POLICY

All courses in which a student fails to earn a passing grade (as defined in the course syllabus) must be repeated and successfully completed in compliance with course prerequisite requirements and to graduate.

All courses from which a student has withdrawn (whether with a "W" or "WF" grade) must be repeated and successfully completed in compliance with course prerequisite requirements and to graduate.

If a higher grade is earned in the repeated course, it will be used to compute the CGPA. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory academic progress. All final grades are reflected on the official transcript; repeated courses are designated by with an asterisk.

Students who need to repeat a course must meet with the Registrar regarding scheduling. It is the responsibility of the student to meet with a financial aid officer to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations. A student who withdraws from a course must repeat that course as soon as possible after re-entry. Failing or withdrawing from a course and the subsequent required repeat of the course may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility and/or impact the student's satisfactory academic progress status. Students who are required to repeat a course due to failure or withdrawal may be required to delay repeating the required course if the required course is not immediately available.

### Nursing Students:

**When a student fails a nursing and a science course in the same semester, the student is ineligible to apply for the science waiver and will be dismissed from the program** A student in a nursing program is permitted to continue his or her enrollment in the program after receiving a failing grade in one nursing and/or required courses. Nursing courses are those with an NUR or PNR course code prefix; required courses are anatomy and physiology, nutrition, general biology, microbiology, and mathematics (Math 101). The specific information for achieving a passing grade is defined in the course syllabus. The course grading requirements are reviewed with students at the beginning of each term and are always visible to the students. A second failure to successfully complete a nursing and/or a required course will result in dismissal from the program except in cases of an approved waiver as outlined below.

A student who fails for the first time to achieve the required 78% passing score in one of the courses listed above may retake the course and petition for a waiver that, when successfully completed as specified below, will exclude the

first failing grade from counting towards the two-course failure limit that would result in dismissal from the program.

A student is allowed only one waiver for the aggregate of all required courses in the entire nursing program. The petition must be made in writing and submitted to the Dean of Nursing and the Dean/Director of Education or Campus President jointly for consideration.

When repeating a failed required course under the waiver petition, the following will apply:

- A student who achieves a grade of 83% or higher will pass the course and will not have his or her original failing grade in the class counted towards the two-course failure limit for nursing and required science courses.
- A student who achieves a grade between 78% and 82% (grades are not rounded) will pass the course. However, the original failing grade in the class still counts towards the two-course failure limit. A second failure to successfully complete a nursing and/or a required course will result in dismissal from the program.
- A student who achieves a grade less than 78% will fail the course a second time and will be dismissed from the program.

The privilege to petition a waiver DOES NOT apply to any failing grade in a Nursing course or withdrawal from a required course. Refer to the Withdrawal policy for information on the number of times a student may withdraw from a course while enrolled in a nursing program.

#### **COURSE AUDIT**

Any current student may audit a lecture class without charge, provided that seating space is available in the course of choice and that auditing a class does not interfere with the student's required course schedule. Arrangements to audit a class must be made with the Dean of Education. Due to space limitations, students may not be permitted to audit laboratory or clinical/externship activities or experiences.

A course audit status is also available when it is determined by the institution that a student on clinicals or externship requires an evaluation and improvement of skills. If it is necessary to remove a student from a clinical/externship site for auditing of a class, the student will not be charged tuition.

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned and will be assigned a grade of "AU"; neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit cannot last more than one term 6 weeks for MA courses and 15 weeks for Nursing courses. Auditing a class may lengthen the time it takes for a student to complete the program.

#### **COURSE REFRESHER**

To refresh their knowledge and skills, graduates of St. Paul's School of Nursing may enroll in up to two classes that were a part of their curriculum at the time of graduation with no tuition charge. Graduates seeking to take a refresher course must contact the Director of Education to determine availability of course(s). Because of space limitations, graduates may not be permitted to take laboratory or clinical/externship activities or experiences. Refresher courses are not graded, and no credit is earned. Graduates taking refresher courses must abide by current school rules and regulations, particularly in attendance and punctuality. Graduates will need to purchase the

appropriate textbook(s) associated with the class.

#### **TRANSCRIPT OF GRADES**

Students will be provided one official transcript of their grades upon completion of their program of study. Each additional transcript will cost \$10.00. All requests for student transcripts must be made in writing to the Registrar's Office. The institution reserves the right to withhold an official transcript if the student's financial obligations to the School or state or federal loan agencies are not current.

#### **GRADUATION REQUIREMENTS**

Upon successful completion of all requirements of their chosen program of study, students will be awarded the degree that they have earned.

To be eligible for graduation, students must have

- 1) Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
- 2) Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
- 3) Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog
- 4) Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services
- 5) Returned any school property, including books and equipment
- 6) The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the School

In addition to be eligible for graduation, **nursing students** must also have:

- Completed 38 semester credits of course work in nursing.
- Completed 31 semester credits in specified General Education courses.
- Achievement of passing grade in each required course.
- Verified satisfactory completion of all program criteria for graduation with the Dean of Nursing.
- Recommendation for graduation by the Faculty.
- Successful completion of all components of an approved NCLEX-RN Live Review course.

#### **LICENSURE, CERTIFICATION, AND REGISTRATION**

Graduation does not guarantee eligibility to sit for licensure, certification, or registry exams. As part of the licensure, certification and registration application process, arrest and court records of adjudication for any offense other than a minor traffic violation may be submitted to credentialing agency for review. Applicants who have been convicted of a felony and whose civil rights have not been restored may be considered to be incomplete by the School until documentation of restoration of civil rights is received.

Students should consult with the credentialing agency for more specific information.

#### **STUDENT HANDBOOKS**

Additional program policies and procedures are published in student

handbooks, specific to each program, and are to be regarded as an integral part of this Catalog.

### **COUNSELING/ADVISEMENT**

Academic advising is available throughout the student's enrollment at the School to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

The School does not offer counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the School's management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help.\* While the School does not provide counseling services, it maintains a community resource list for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

*\* If a student has a problem that cannot be addressed by St. Paul's School of Nursing team members, that student is referred to WellConnect. WellConnect is a professional, confidential service provided by St. Paul's School of Nursing to give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you are in school. This 24 hour service is prepaid for by St. Paul's School of Nursing and there is no cost to the student. All members of campus have 24/7 access to licensed WellConnect counselors at 866.640.4777.*

### **TUTORING**

Tutoring is available for all students. Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program. All tutoring is at no additional cost to students. Students who experience difficulty understanding and learning the material contained within the training programs should contact the instructor, program director, or Director of Education to schedule tutoring with an instructor. Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the instructor or Director of Education.

Students with unacceptable academic performance may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

### **ACADEMIC APPEALS**

The Student Academic Appeal policy provides students a way to appeal dismissal from their academic program. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the *SAP Appeals & Financial Aid Probation* section of the *Satisfactory Academic Progress* policy within this Catalog.

Students who wish to challenge a decision related to course-specific testing, classroom assignments, classroom policies or grades should first discuss their concerns with their instructor. If the issue is not resolved satisfactorily at that point, the student can bring the issue to the appropriate Dean or Program Director for evaluation. The submission of an Academic Appeal is specifically for a student who has been notified of being dismissed from a program.

An academic appeal must be received within 14 calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education or the Select: Dean of Nursing (for students enrolled in nursing courses). The appeal must include a description of the academic decision the student is requesting be reviewed and the relevant facts explaining the reason for a review of the decision.

The Dean of Education will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course and the Select: Dean or designee and Campus President. This meeting will be held within seven calendar days of the Dean receiving the student's written appeal. The student will be notified in writing (via mail and/or email) of the Academic Review Board's decision. The notification will be sent no later than the end of the 3rd business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from the school until the appeal is successful.

#### **Academic Appeals - Nursing**

If a nursing student wishes to appeal a dismissal from the program due to a second failure to successfully complete a nursing and/or a required course, the student's appeal letter must describe the significant extenuating circumstances that directly affected the student's ability to successfully pass the courses. The appeal letter must also state the changes that have occurred in the student's circumstances that will support the student being able to successfully pass the course/s if the appeal is granted. Qualifying significant extenuating circumstances are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters. The Academic Review Board will make the determination of whether the person will be allowed to re-enter the program and define the requirements for re-entry. Students who are dismissed for 2 course failures and have their appeal granted to return are not permitted to re-enter in the term immediately following the dismissal. The return will require the student's written agreement to comply with the re-entry requirements.

If the person who has been dismissed or a student believes that he or she did not receive the appropriate due process, the person may submit a grievance by following the procedure described in the grievance policy section of this Catalog.

### **ATTENDANCE**

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations.

Students should begin to develop these qualities the day they begin their training.

Attendance is taken daily in class by the instructor and turned over to the Registrar before the end of the class day. Early departures, tardiness, and class cuts will be recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student's permanent academic record.

Students with chronic absenteeism in excess of 20% of the scheduled hours for a course may receive a failing or reduced grade for the course.

A student attending the School will be withdrawn from any course he or she does not attend within a 14 day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he or she does not attend any course(s) within a 14 calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

Students are responsible for making-up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by instructors, program directors, and the Director of Education on a weekly basis with a focus on those who have been absent for 15% of the scheduled course. Students will be notified by phone, e-mail, or online in the student portal if their attendance is in danger of violating attendance requirements.

Students may appeal the School's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, death of a family member, court appearance, or jury duty. Appeals should follow the standard grievances/appeals escalation process. That is, the student should first discuss the issue with his or her instructor.

#### **Additional Program Attendance Policies:**

A nursing student who accumulates two (2) absences in any one lecture, lab, or clinical during a semester will be placed on attendance probation for the duration of the semester. During the probationary period, the student cannot miss any class, lab or clinical time. Students who miss class, lab or clinical time during the probationary period will be dropped from the course and receive a failing grade. These students are permitted to register and re-enter the following semester (space permitting). Re-admission policies will apply.

A student who accumulates two (2) absences in any one semester after being readmitted from attendance suspension may be permanently dismissed from the program.

Some programs of study may have specific attendance policies. Students should refer to the student handbooks for those programs for more details.

#### **MAKE-UP WORK**

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the Director of Education/Dean of Nursing. See the *Incomplete Grade Policy*.

#### **TARDINESS/EARLY DEPARTURE**

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual instructors for any and all make-up of work missed as a result of being late for classes or leaving early. Time missed in class due to students' tardiness or leaving early is recorded as time absent from class.

#### **ACADEMIC LEAVE OF ABSENCE**

Students enrolled in term-based credit hour programs who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), are not able to resume training at the same point where the training was interrupted and therefore would not qualify for a Leave of Absence, but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, the request must be made prior to the first scheduled class day of a term or module and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, the Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied.

The following are the criteria for making application and approving an Academic Leave of Absence:

The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the ALOA. If unforeseen circumstances inhibit a student from making the ALOA request in advance, the School may grant an ALOA on behalf of a student without prior written request as long as the School can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.

The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the School. The School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into the School prior to the student's initial ALOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

#### **BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN)**

With the exception of scheduled holiday and breaks, the School programs and courses are delivered continuously throughout the year. Programs of study are designed to be delivered in an uninterrupted academic calendar; however, there are a certain set of limited circumstances when an individual student, for academic reasons, needs to interrupt the sequential order of the courses in his or her program of study. The School has an enrollment status provision, Standard Period of Non-Enrollment (SPN), which would allow a

student to request and be approved to retain his or her status as an otherwise active and enrolled student in the School during these brief periods.

There are six required steps that must be completed prior to the approval of the SPN enrollment status:

The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.

The student must otherwise be in good academic and financial standing with the School and sign a Standard Period of Non-Enrollment Request Form wherein the student affirms that he/she will attend the next module.

The student must be able to return to the same payment period, or term for which the SPN is granted.

The Campus President and Financial Aid Director must approve the SPN request.

Any approved SPN means that the School will not charge the tuition, books or fees for the module of instruction for which the student is not in attendance.

### **WITHDRAWAL**

To remain in "Active" status at the Insert: College, Institute or School, students must be enrolled in and actively attending at least one course. If students withdraw from all their classes, or cease to actively attend, they will be withdrawn from the Insert: College, Institute or School in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students who wish to withdraw from all their courses, and therefore from the Insert: College, Institute or School, must submit the request in writing to the Insert: College, Institute or School. The withdrawal request is to be submitted to the program director/dean.

If a student is considering withdrawing from a course or from School, the student should contact and meet with the Dean of Education or Dean of Nursing (for students enrolled in nursing courses), or the Campus President to receive information about the possible options and to be fully aware of the implications of withdrawal from a course. Students may not be aware of the range of resources available to support their ability to continue in their academic program or may not be fully aware of the impact withdrawal may have on their academic standing, financial obligations, or ability to complete the program.

If a student decides to proceed with withdrawal, the student is required to notify the Campus President and the Registrar in writing and meet with the Director of Financial Aid to review and complete an acknowledgement of the Student Responsibility (see below).

Students who withdraw from a course or from the Insert: College, Institute or School will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript.

Nursing Students: Students enrolled in nursing courses and required courses (anatomy and physiology, microbiology, nutrition, general biology, and mathematics (Math 101) who withdraw from a course or from the School will receive a grade of "W" if they withdraw before the end of the 8th week of a quarter-based course, or before the end of the

11th week of a semester-based course. If students withdraw in week 9 (for quarter programs) or week 12 (for semester programs) and thereafter, they will receive a "WF" grade for the course. The grade will be recorded on their transcript.

A "WF" grade is regarded the same as an "F" grade in determining Academic persistence and Satisfactory Academic Progress.

Nursing students are allowed only two course withdrawals (including both "W" and "WF") from nursing courses and/or required courses (anatomy and physiology, microbiology, nutrition, general biology, and mathematics (Math 101) during the entire program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program.

Nursing students: All incomplete coursework must be completed and submitted for grading within one calendar week from the last day of the completed academic term. Any coursework not completed in this timeframe will receive a grade of 0 (zero) and the course grade will be determined in accordance with the criteria published in the course syllabus. In no case may a nursing student progress to the next term with a grade of "Incomplete."

Each student in a Practical Nursing or Associate Degree in Nursing program is required to successfully complete a capstone course (PNR 207 or NUR 210) that includes a comprehensive competency exam. The capstone course is taken in the final term of the program.

The successful completion of the capstone course requires the student achieve no less than the minimum required score on the comprehensive exam. The specific information about the comprehensive examination and required minimum score is in the course syllabus.

Depending upon his or her overall academic progress in the program, a student who fails the capstone course may be dismissed from the program or may be permitted to retake the capstone course. If a student has had one prior course failure of a required nursing or science course and is in good academic standing, which is based on satisfactory performance in all other courses, attendance and conduct, the student may be permitted to retake the capstone course. A student who has had one prior course failure and is not in good academic standing will be dismissed based on the two-course failure limit for nursing students. A person who is dismissed for academic failure of two nursing (or other required) courses may choose to submit an Appeal. Please refer to the Appeal Policy for additional information.

### **Withdrawals as a Result of Failure to Attend**

A student attending the Insert: College, Institute or School will be withdrawn by the registrar from any course he or she does not attend within a 14-calendar day period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he/she does not attend any course(s) within a 14-calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

### **Effective Date of Withdrawal**

If students provide notification of withdrawal, the effective date of the withdrawal will be the earliest of the following: the date on the written notification, the date it was received if there is no date on the notification, or the student's last day of attendance.

If students withdraw without providing written or verbal notice to an authorized program administrator, or if students fail to return from a Leave of Absence, the student will be dismissed effective as of the last day of recorded attendance.



SAP - Dismissal from the Program and the Insert: College, Institute or School

Students who have been dismissed from the Insert: College, Institute or School may not be eligible for re-instatement, unless the dismissal was due to failure to meet the Insert: College, Institute or School standards of satisfactory academic progress, in which case the appeal process is to be followed.

### **Dismissal from the Program and the School**

Students who are dismissed from the school are not eligible for re-instatement, unless the dismissal was due to failure to meet the School's standards of satisfactory academic progress, in which case the appeal process is to be followed.

### **Student Responsibility**

Whenever their schedules change, whenever a course is added, dropped, or when students withdraw from a course, students must meet with the Financial Aid Department in order to understand the impact of the change on their financial aid and financial obligations and must meet with the Registrar in order to review the impact of the change on their graduation date.

NOTE: Students who are contemplating withdrawing from a term should be cautioned that:

- The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.
- They must repeat all courses from which they elected to withdraw.
- There may not be space available in the class upon their return.
- They may have to wait for the appropriate course in the term to be offered again.
- Their graduation date may change.
- Their financial aid and/or tuition costs may be affected.

### **EDUCATIONAL DELIVERY SYSTEMS**

All lectures are residentially delivered by qualified instructors in a traditional classroom with the assistance of text and/or internet materials with internet access and computer projection devices. Labs are delivered in equipped laboratories under instructor supervision. Clinical and externship experiences are delivered at area healthcare facilities. There is no online or distance education instruction at St. Paul's School of Nursing.

Courses are taught employing a combination of didactic, laboratory, and experiential or practical learning. The lecture, laboratory, and externship/clinical hours for a course are identified on the syllabus. Lab hours may be scheduled differently from classroom hours and may vary continuously throughout the program.

### **CLOCK HOUR OF INSTRUCTION**

Clock hours of instruction consist of 50 minutes of instruction in a 60 minute period.

### **CLOCK TO CREDIT HOUR CONVERSION FORMULA**

#### **Definition of a Credit Hour**

St. Paul's School of Nursing uses the following clock hour to semester/quarter credit hour conversions:

One quarter credit hour is defined as:

- 10 hours of classroom or direct faculty instruction, plus out-of-class student work
- 20 clock hours of laboratory activities
- 30 clock hours of clinical/externship

One semester credit hour is defined as:

- 15 hours of classroom or direct faculty instruction, plus out-of-class student work
- 30 clock hours of laboratory activities
- 45 clock hours of clinical/externship

For all courses except clinical/externship, one clock hour is defined as 50 minutes of class and 10 minutes of break time.

### **Out-of-Class Work**

Out-of-class work or homework refers to learning tasks assigned to students to be completed outside of classroom or faculty instruction hours. An essential part of every program of study, out-of-class work enables students to master course objectives and leads toward the achievement of overall program objective. Students are expected to complete approximately two hours of out-of-class work for each classroom or faculty instruction hour per week.

### **Types of Out-of-Class Work**

Common out-of-class work includes but is not limited to reading and writing assignments, mathematical problems, projects and case studies, worksheets, research work, journal entries, review of key concepts and principles, and other learning activities aimed at building and/or enhancing specific skills in a particular subject field. Out-of-class assignments are designed for various purposes such as reinforcing what students have already learned, preparing them for upcoming lessons, applying concepts and principles to new situations, or exercising their critical thinking and problem-solving skills in theoretical or practical cases.

### **Assignment of Out-of-Class Work**

Out-of-class work is assessed in varied ways. Overall, out-of-class work accounts for no more than 20% of the final course grade. Typically specified in the outline portion of the course syllabus, out-of-class work is to be completed by the students on their own time outside of their scheduled class hours according to instructions by the faculty of the course.

### **MAXIMUM CLASS SIZE**

#### **Allied Health Programs**

50:1 Lecture  
20:1 Lab

#### **Nursing Programs**

10:1 Clinical Rotation  
40:1 Lecture  
20:1 Laboratory

### **COURSE PROGRAMMING**

St. Paul's School of Nursing reserves the right to determine when each course is offered, to decide the number of credits a student may carry, and to make changes in programs or classes to better fit changing career requirements or student goals, objectives, and needs. Class size may vary depending upon the course.

Classes may be scheduled between 8:30 a.m. and 11:00 p.m., Monday through Friday.

Some courses require clinical hours at hospitals and skilled nursing facilities which operate 24-hours each day, seven days a week. The scheduling of clinical hours for some classes may be at times other than normal School hours, including late evenings, early mornings, and

weekends. The assignment of externship and clinical hours is non-negotiable by students

### SCHOOL CLOSURES

The School reserves the right to close the School during weather or other emergencies. Notice of closures may be broadcast on the radio or TV station, posted on the Student Bulletin Board and/or portal, or a recorded phone announcement of closure or delayed opening will be available to students by calling the School's telephone number.

In the event that the School must cancel classes due to emergencies, the School will determine the date and time of any required make-up for courses and inform the students as soon as possible. Make-up days will be posted on the student portal and/or Student Board.

### COURSE ADD/DROP

Students may not drop or add a course, except in certain circumstances. A student enrolled in multiple courses may have the ability to drop a course, but the student must be aware that dropping a course may affect the student's enrollment in multiple ways, including his or her financial aid eligibility, satisfactory academic progress, and graduation date. Students who wish to add or drop a course must do it before the semester/module start.

### CLINICALS, INTERNSHIPS, AND EXTERNSHIPS

#### NURSING PROGRAM:

See Student Handbook for Specifics.

#### Allied Health Program:

1. Nature of policies in this section of the Catalog
  - a. The policies in this section pertain to all programs and to all students enrolled in those programs where the program requirements include a clinical rotation, internship, or externship (CIE). In this policy where the term "externship" is used, it is used as the generic term and is intended to cover all three of these types of academic experiences.
2. Nature of CIE - educational purpose, status of students
  - a. Most programs at this School are intended to prepare students for a specific career or profession. Therefore, the externship component of those courses is integral to academic requirements for preparation for the chosen career or profession. The externship closely reflects the student's future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and measurable professional qualities. While at the externship site, the student's status is that of student at the institution. The student is not an employee at the site. Students receiving education at clinical/externship sites may not be permitted to be paid for their time onsite.
3. Requirements that must be met prior to release to externship
  - a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.
  - b. Students must have a CGPA of at least 2.0 in order to be eligible to be assigned to an externship site, be meeting the terms for satisfactory academic progress, and

assuming successful completion of the externship, be able to complete the program within the maximum time frame specified by the SAP policy.

- c. There are a wide range of program and site specific requirements including, in some programs, mandatory vaccinations, immunizations, background checks, and health insurance. These requirements are disclosed to the student during the enrollment process and the student is required to sign an acknowledgement of the information disclosure.
4. Agreements
    - a. The School maintains current agreements with all entities and locations where the student may be assigned for purposes of meeting the externship component of the program requirements. The standard agreement calls out the responsibilities of the site, the responsibilities of the institution, and the responsibilities of the student.
  5. Site availability, assignment to a site
    - a. Students will meet with the externship coordinator or externship instructor during the course preceding any course with an externship component. This meeting will normally take place within 30 days from the day the student is scheduled to start the externship course. The externship instructor will review available sites with the student and select the venue that will best meet educational requirements. Student considerations for distance to travel and availability of transportation will be taken into account where possible. Generally students are not required to find their own sites; rather they will be assigned to a site with whom the School has an existing relationship. Should the student want to introduce a new site to the School, the School will need to inspect and evaluate the appropriateness of the site and its ability to meet the educational objectives of the externship course module, and to complete an agreement with that site before the student can attend there.
    - b. The student will be assigned to a specific venue and will be assigned specific regular hours of attendance that will enable the student to complete the externship within the timeframe specified in the program requirements if the student attends as specified.
    - c. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are convenient for the student; however, this may not always be possible. Students will be informed by the externship coordinator or instructor if there is state-specific regulation or guidance as to the distance the student is expected to travel. Additional information can be found in the externship handbook.
  6. Scheduling
    - a. A student must be scheduled to begin externship within 14 calendar days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within 10 scheduled externship days of the scheduled start dates, he or she must be terminated (dropped) from the program.
    - b. Hours of externships availability
      - i. For most programs, students are expected to make themselves available for externship duties between the hours of 8:00 pm to 6:00 pm Mondays through Fridays or

- normal business hours for the site. For most programs, the level of supervision required is not available on nights and weekends so students enrolled in night and weekend classes must plan accordingly. Night and weekend students sign a disclosure that they were made aware of this at the time of enrollment.
- ii. Students will be advised if their program requires an exception to this weekday, daytime scheduling of externship hours during the enrollment process and during their study.
  - c. Length of day, maximum length of day
    - i. In the interests of safety and of effectiveness of the learning experience, a student will normally be expected to be on site at the externship location for between four and eight hours per day, five days a week or according to the site's schedule of business hours.
7. Attendance, reporting of attendance, notification of intention to be absent, or unexpected absence
- a. The student must complete 100% of the hours specified in the program outline for externship.
  - b. The student must report site attendance to the externship instructor daily. The Registrar will record attendance. A student who does not report attendance risks being in violation of the attendance policy. Violation of the attendance policy could cause the student to be dismissed from the school.
  - c. Students are discouraged from being absent during the externship. Students must request prior approval from the site and the externship instructor for anticipated absences. Approval will be given only for extraordinary circumstance such as a death in the family, jury duty, military duty, or similar.
  - d. Students must not be late or tardy to their site. Lateness will be counted for attendance purposes at externship sites the same way that lateness to class is accounted for under the School's attendance policy. A student who is likely to be late must inform the site supervisor as soon as it is safe and feasible to do so.
  - e. If more than 20% of the scheduled externship hours are missed, in accordance with the attendance and grading policy, the student will be considered to have failed the course and will be required to retake it when a suitable site becomes available. There may be a charge involved.
  - f. In addition, in some programs, the student is required to attend meetings at the School to discuss the progress, the experience, the program, and extern site instructors. Attendance will be taken at these meetings but it will not count towards hours of attendance for the course or module.
  - g. Make-up hours for lateness or absences are difficult to schedule. Make-up hours must be arranged with the site supervisor and externship instructor. Students should understand that make-up hours may not be contiguous to their scheduled end date.
8. Supervision on site
- a. Supervision
    - i. Students will be supervised on site either by a member of the Schools staff or by a member of the site's staff. The student will be advised of the supervisor's name and contact information when the site assignment is given.
    - ii. If the student's supervisor is a member of the site's staff, a member of the School's staff will visit that site at least once during the time the student is assigned there to observe the student first hand and to obtain feedback from both the student and the on-site supervisor.
  - b. Sign-off on attendance
    - i. The student's supervisor must sign off on time reported back to the School. It is the student's responsibility to get the supervisor's signature on his or her timecard.
9. Safety, confidentiality, professionalism
- a. Students are expected to observe and comply with all site and institutional requirements for safety and preservation of confidentiality. Students are expected to demonstrate professionalism in their interaction with all members of staff and members of the public at the site where they are assigned. Such professionalism includes appropriateness of communications. Allied health students may be required to sign a statement acknowledging confidentiality of patient records and the applicability of HIPAA laws.
10. Dress code, behavior, conduct, and rights and responsibilities
- a. At all times the School's policies and code of conduct including all student responsibilities are in force. These policies include the dress code policy, the drugs and alcohol policy, visitor policy, the anti-smoking policy, video and audio recording policy, and termination/expulsion policy.
  - b. In addition, each site will advise the student during his or her site orientation of site-specific policies that the student is also required to observe. Violations of the site's policies and discipline will be administered accordingly, up to and including dismissal from the program.
11. Grading, student performance evaluation
- a. Academic
    - i. In order to receive a grade for the course, the site must turn in an evaluation of the student's performance during the time of assignment to the site.
    - ii. The grade cannot be turned in until all the required hours have been completed.
    - iii. The site will not assign a grade. The School's externship instructor will assign the grade based on first hand observation and input from the site.
    - iv. The student is required to fill out a survey evaluating the extern site and experience.
  - b. If the student has not performed sufficient hours to complete the externship by the scheduled end date, the student's grade for the module will automatically be turned to "Incomplete" and the student will be notified. The Incomplete grade policy will then be invoked: that is, the student has 14 calendar days within which to complete the required hours.
12. Program Specific Requirements
- a. There is a wide and extensive array of program specific conditions that a student must meet both in order to be eligible to attend education at an externship site and during the

education experience itself. These conditions are often mandated by state regulators or accreditors. The School also specifies conditions in order to maintain uniformity of high standards such that the institution's credentials will be valued in the workplace. These may include vaccinations, immunizations, background checks, drug tests, and other kinds of requirements. Students are informed of these requirements at the time of enrollment. Evidence of compliance is typically requested and must be presented when requested. The program director and externship instructor will meet with students to remind them of such requirements.

- b. In some states and for some programs, the School is required to conduct a federal and/or state background check on the student. As part of that background check, the School will request records about any prior criminal or drug related offenses. For some programs, the student's driving record may also be checked. See program specific requirements.
  - c. There is a wide array of site-specific requirements, the most common of which is finger printing or conducting a background check.
13. Additional sources of information
- a. All students whose programs of study include an externship component are required to attend mandatory orientation held at the institution at least a week prior to their first day on an externship site.
  - b. Additional information can also be obtained from the program director or the program's externship instructor.
  - c. Any program specific requirements are stated in the program section of this Catalog.

### **ACADEMIC IMPROVEMENT PLANS**

The campus maintains an academic improvement plan, which includes plans for new programs, changes to existing programs, facility improvements, and changes to academic policies. Students may contact the Campus President for copies of the School's Academic Improvement Plan.

### **FACULTY EVALUATIONS**

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assists the School in making changes and modifications to improve the quality of programs, instruction, and student services.

### **LEARNING RESOURCE CENTER**

#### **MISSION STATEMENT**

The mission of the Learning Resource Center (LRC) is to support and enhance the educational process at the School, and to support the professional development and research needs of faculty and students. Accessibility of current, relevant resources for users is the guiding mission in establishing all policies and procedures, in budgeting, and in decision-making.

#### **OBJECTIVES**

The Learning Resource Center (LRC) enriches the educational experience of all users by providing users accessibility to a wide range of current and relevant materials and information services that promote education and cultivate life-long learning. The LRC fulfills the unique informational needs of the library community by providing access to

electronic data bases, web-based resources, print journals, media titles, and reference books. The LRC enhances faculty instructional strategy and delivery by providing access to internet technology and virtual access to data bases and web-based resources in classrooms, laboratories, offices, and other learning spaces.

#### **DEFINITION**

The Learning Resource Center (LRC) is a library serving a number of academic programs. The Center is located in a defined learning space within the School. The LRC houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of data bases and web-based resources that are accessible on computers in the LRC or at any location in the School. The LRC provides a quiet environment for study or research, and is staffed by knowledgeable and trained professionals.

#### **CAREER SERVICES**

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the students by promoting the School to prospective employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

All current and prospective students are entitled to review the School's completion rate and job placement rates. Statistics pertaining to these are updated and published annually. Copies are available from the Admissions Office or from the Registrar.

The Career Services staff aid graduates in finding employment by assisting with resume preparation, helping with development of interviewing skills, and identifying job leads appropriate for the graduates. They may set up job interviews for graduates.

Recent graduates and students approaching graduation receive first priority for job search assistance services.

Graduate candidates meet with the Director of Career Services or a member of the Career Services staff during their last term to discuss services available in their individual job search. Interviews with a member of the Career Services staff will normally be scheduled before a student is released to externship.

Obtaining employment is ultimately the graduate's responsibility. While the Career Services department will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the department.

Recent graduates who have not yet obtained employment in the field of their program should notify the School's Career Services Director of pending job interviews or any placement or change in status (continuing education, further education, job change, etc.). Graduates who have not yet obtained employment in the field of their program should contact the school frequently to inquire about job openings.

Prospective employers may request training-related information about students they could consider hiring. The student's academic and attendance patterns, as well as observable professional behavior, are factors that may be considered by prospective employers.

Students and graduates should also be aware that potential employers may conduct a criminal and/or personal background check. Students with criminal records that include misdemeanors or felonies (including those that are drug-related) or personal background issues such as

bankruptcy might not be accepted by these employers. Some agencies, institutions, and employers may require candidates for employment to submit to a drug test.

To comply with reporting requirements the School reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the School may disclose personal information to the employer for the sole purpose of employment verification.

***While placement assistance will be provided, the School cannot promise or guarantee employment or a specific salary.***

## TUITION & FEES

PROGRAM	TUITION	ENROLLMENT FEE	BOOKS CHARGES	UNIFORM & KIT BAG	INSTRUCTIONAL MATERIALS	TESTING	GRAD FEE	TOTAL COST
DEGREE PROGRAM								
DENTAL ASSISTANT	\$31,829	\$50	\$2,280	\$75/\$105	\$850	\$750	\$200	<b>\$36,139</b>
MEDICAL ASSISTANT	\$30,516	\$50	\$2,280	\$75/\$105	\$750	\$454	\$200	<b>\$34,430</b>

PROGRAM	TOTAL TUITION	DRUG FEE	ENROLLMENT FEE	BOOKS (ESTIMATE)	UNIFORM	NURSING KIT	Laptop Fee	GRAD FEE	TEST PREP FEE	NCLEX FEE	Exam Fee	SIM FEE	TOTAL COST
DEGREE PROGRAM													
NURSING	\$48,870	\$275	\$100	\$2,370	\$60	\$200	\$770	\$300	\$1,091	\$343	\$681	\$140	<b>\$55,198</b>

The Enrollment Agreement obligates the student and the School by the academic Quarter or Semester for the program of instruction selected by the student. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this School catalog. The content and schedule for the programs and academic terms are described in this catalog. With the exception of the enrollment fee, drug screen, kit & bag, graduation fee, NCLEX/Certification Testing fee, and review course which are one-time charges, all other tuition and fees are charged each Quarter or Semester. A returned payment fee of \$25.00 may be charged for each returned check or rejected payment.

**REFUND AND CANCELLATION POLICIES**

If an applicant/student cancels, withdraws, or is dismissed by the School for any reason, refunds will be made according to the School's Refund Policy. If a refund is due to the student, it will be paid within 30 days of the date that the student either officially withdraws or the School determines that the student has withdrawn. All refunds will be calculated using the student's last day of class attendance. The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of St. Paul's School of Nursing from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

**TUITION REFUND POLICY**

A student wishing to officially withdraw should inform St. Paul's School of Nursing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal, and is encouraged to do so in writing. A student who returns to St. Paul's School of Nursing after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition and fees. A student's last date of attendance as documented St. Paul's School of Nursing will be used to calculate any money the student owes and to calculate any refund the student is due. All other fees are non-refundable when the applicable item or service is provided to the student.

Student refunds are based on the formula below:

**PROPORTION OF FIRST QUARTER/SEMESTER TAUGHT TUITION DUE**

First Week	0%
Second Week	20%
Third Week	35%
Fourth Week	50%
Fifth Week	70%
After Fifth Week	100% / No Tuition Refund

**PROPORTION OF ANY QUARTER/SEMESTER AFTER THE FIRST QUARTER/SEMESTER TAUGHT TUITION DUE**

First Week	25%
Second Week	35%
Third Week	50%
Fourth Week	70%
After Fourth Week	100% / No Tuition Refund

**RIGHT TO CANCEL**

An applicant to the School may cancel his or her enrollment to the School and receive a full refund of monies paid. Written notice of

cancellation is encouraged, and should be mailed to St. Paul's School of Nursing, postmarked no later than midnight on the fifth (5th) calendar day after the date the applicant's Enrollment Agreement with the School was signed by the student and a representative of the School. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to St. Paul's School of Nursing at 2 Teleport Drive Staten Island, NY 10311: Attention Campus President. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees, minus the applicable Enrollment Fee, to be paid within 30 days.

**CANCELLATION/REJECTION POLICY**

The School will refund within 30 days, all monies paid by an applicant who is rejected for enrollment by School or who enrolls in a program that the School cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

**OTHER CHARGES**

Students may be required by an externship site to have an additional background check and/or drug test. A \$100.00 fee will be charged each time a student changes his or her program. A student must see the Registrar's Office and Financial Aid to discuss any program changes.

Graduation fees:

- Nursing \$300
- Medical Assistant \$200
- Dental Assistant \$200

## FINANCIAL ASSISTANCE PROGRAMS

St. Paul's School of Nursing maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include the federal grant and state aid programs, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current guide, *Funding Your Education*, published by the U.S. Department of Education. This important document may be obtained from the School's Financial Aid Office or online at <http://studentaid.ed.gov/students> and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available. In addition, the School's *Consumer Information Guide* contains more detailed information about financial assistance programs. The *Consumer Information Guide* is available online <http://www.stpaulsnursingedu.info/>.

### FEDERAL PELL GRANT

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available on-line at [www.StudentAid.gov](http://www.StudentAid.gov), or in paper form from high school counselors and at public libraries. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available from the School's Financial Aid Office.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Each year Education Affiliates School makes a limited number of awards to students through the Federal Supplemental Educational Opportunity Grant (FSEOG) program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum. Consult the School's Financial Aid Officer for the School-specific FSEOG policy.

### FEDERAL DIRECT LOAN PROGRAM (FDLP)

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need (need is the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact the School's Financial Aid Office.

### FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) LOAN PROGRAM

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by the US Department of Education. For additional information, students should contact the School's Financial Aid Office.

### FEDERAL WORK-STUDY PROGRAM (FWSP)

The Federal Work-Study Program (FWSP) program provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. The program encourages community service work and work related to a student's program of study. FWSP employment is arranged with public or private non-profit agencies off campus, and the work performed must be in the public interest. FWSP employment opportunities are also available on campus in a variety of student services positions. Eligibility for participation in the FWSP is determined by the School's Financial Aid Office, based on the student's financial need and academic progress. Questions regarding the FWSP should be directed to School's Financial Aid Office.

An FWSP request form is completed by interested students. Interested students must have completed a FAFSA and must have financial need remaining after other aid is awarded. If a position is available, a qualified student is notified of their acceptance into the FWS program. If a position is not available, a qualified student is advised to apply again at a later date once a position opens. If an applicant for FWSP does not qualify for the FWS program, he or she is notified by letter.

### VETERANS' BENEFITS

St. Paul's School of Nursing is approved for participation in various funding programs offered through the Veterans' Administration. Information on eligibility requirements and applications can be obtained from the Financial Aid Office.

### SCHOOL, PRIVATE, STATE, AND LOCAL FINANCIAL RESOURCES

Sources (where applicable) of state, local, and other private aid include state grants, scholarships, and agency funding, which are available from organizations such as those listed below. Note that these sources are separate from federal student financial aid sources and private lending sources. Please consult the Financial Aid Office or funding grantor for additional information.

The state's higher education webpage may be visited for more information on specific state grant options.

Students interested in scholarships are encouraged to search using FinAid!, a leading scholarship search provider for students. Their free service matches scholarships to the student's specific qualifications and can be accessed online at [www.FinAid.org](http://www.FinAid.org).

### BUREAU OF INDIAN AFFAIRS AID TO NATIVE AMERICANS HIGHER EDUCATION ASSISTANCE PROGRAM

To be eligible, the applicant must:

- Be an enrolled member of an American Indian, Eskimo or Aleut tribe, band or group recognized by the Bureau of Indian Affairs
- Be enrolled in or accepted for enrollment as an undergraduate in an approved degree-granting institution
- Be pursuing at least a two-year degree
- Demonstrate financial need.



Depending on availability of funds, grants may also be made to summer semester students. Priority is given to applicants in the following order:

- Continuing awards
- Applicants enrolled on reservations
- Applicants already enrolled.

Application forms may be obtained from and submitted to the Bureau of Indian Affairs, Federal Building, Room 523, 100 South Clinton Street, Syracuse, NY 13026-0043. An application is necessary for each year of study. The strictly observed application deadlines are as follows:

Fall semester, July 1  
Spring semester, October 15  
Summer semester, May 15.

An official need analysis from the Financial Aid Office is also required each year. Moreover, each first-time applicant must obtain tribal enrollment certification from the enrollment clerk who records enrollment for the tribe. Awards are contingent upon available funds and are based on financial need. Award amounts are equal to the difference between total student expenses and financial assistance from all other sources, as indicated by financial aid administrators.

### **TUITION ASSISTANCE PROGRAM (TAP)**

Grant eligibility requirements:

TAP, the New York State Grant program is an entitlement program. Each applicant for TAP must meet the following eligibility requirements:

1. Be a New York State resident for a minimum of 12 months and U.S. citizen, permanent resident alien, a paroled refugee or a conditional entrant to the United States.
2. Be enrolled full-time and matriculated in an approved New York State postsecondary institution.
3. Not be in default on a government student loan
4. Be charged tuition of at least \$200 per year.
5. Have a cumulative "C" average after receipt of two annual payments.
6. Have a high School diploma or GED.
7. Have a valid social security number; and meet income eligibility requirements
8. Complete the Free Application for Federal Student Aid (FAFSA). The Higher Education Services Corporation (HESC) will then send the student an Express TAP Application (ETA), which the student will complete and return to HESC. The Higher Education Services Corporation determines each applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of the grant. The amount of the TAP award is scaled according to type of School, level of study, tuition charge, and net taxable income.

### **ACADEMIC ELIGIBILITY REQUIREMENTS**

New York State Education Department regulations require that students applying for the Tuition Assistance Program (TAP) must meet both the School's Standards of Satisfactory Academic Progress and the TAP Pursuit of Program requirements to maintain eligibility for the program. Students who are not in compliance with these standards will have their awards suspended and may re-establish eligibility only after providing acceptable evidence of their ability to successfully complete the program.

### **TAP PURSUIT OF PROGRAM REQUIREMENTS**

Students must complete courses (achieve a passing or failing grade) in the following percentages of a full-time program (at least 12 credits per quarter/semester) in each quarter/semester in which TAP is received to continue eligibility for TAP payments: 50% of the full-time program in each quarter/semester in the first year; 75% of the full-time program in each quarter/semester in their second year and 100% of their full-time program in each quarter/semester in their third and fourth years.

### **FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS:**

A student who exceeds the maximum number of hours allowed for degree completion will be suspended from future financial aid until the reason for the excessive hours can be adequately documented.

A student who either fails to achieve the required cumulative Graduation/Retention GPA, or to complete at least 75% of the total hours attempted, will be placed on financial aid probation for the following semester of enrollment at SPSON. Student may receive financial aid while on probation.

At the end of the probationary period, if a student is meeting the Satisfactory Academic Progress requirements, he/she will regain unconditional eligibility for federal financial aid programs. If a student has not met the requirements, he/she will have eligibility for federal financial aid suspended. Please see below.

Financial Aid Suspension:

A student denied assistance based on the Satisfactory Academic Progress Policy may submit a written appeal to the Appeals Committee. An appeal form is included in the suspension notification letter. The appeal and supporting documentation must be received in the SPSON Registrar's Office by the deadline reflected in the suspension notification letter. The appeal should speak in detail to mitigating or extenuating circumstances that affected the student's academic performance, i.e., severe physical injury or mental trauma.

A student suspended for exceeding the maximum hours allowed for degree completion should also have the Registrar complete the "Remaining Hours Required for Degree Completion" form if extenuating circumstances require the student to exceed the maximum hours limit. The form is included in the suspension notification letter.

Action taken on a financial aid appeal is final and is transmitted to the student in writing by the Appeals Committee. Depending upon the timeliness of the appeal, it is possible for a student to have an appeal denied and also not be entitled to a refund of charges if the student chooses to withdraw from classes. A student who enrolls and attends class whose appeal is subsequently denied will be eligible for a refund of charges based solely on the refund policy in the SPSON Catalog.

A student suspended for reasons other than exceeding the maximum number of hours for degree completion who does not appeal, or whose appeal is denied, may be reinstated on a probationary basis by meeting both of the following criteria:

1. Achieve the required cumulative Graduation/Retention GPA or the required Semester GPA (Undergraduate = 2.00); and,
2. Successfully complete 75% of the total cumulative hours attempted or 75% of the hours attempted for that semester/quarter

A student may regain eligibility by attending SPSON for the academic year without the benefit of federal financial aid and meeting the SAP eligibility criteria. A student may also regain eligibility by transferring work into SPSON from an accredited institution. Transfer work must be reflected on the SPSON transcript to be considered for purposes of federal financial aid eligibility.

#### TAP SATISFACTORY ACADEMIC PROGRESS – PROBATIONARY SEMESTER

Students who do not meet these State standards may seek a one-time waiver from the Financial Aid Committee (Camus President, Financial Aid Director & Director of Education). Those students placed on probation due to unsatisfactory grade point average may be limited to a maximum of 13 credits in the following quarter/semester.

Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student, whose first award year is in 2010-11 and thereafter, must meet new standards of satisfactory academic progress (SAP).

Non-remedial students whose first year is 2007-08 through 2009-10 must meet the SAP requirements enacted in 2006.

**STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR THE  
PURPOSE OF DETERMINING ELIGIBILITY FOR STATE STUDENT AID**

*Effective 2010-11 for non-remedial students receiving first NYS award payment in 2010-11 and thereafter.*

Programs: Associate Program						
Calendar: Semester 2010-11 and thereafter (non-remedial students)						
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th
A Student Must Have Accrued at Least This Many Credits	0	6	15	27	39	51
With at Least This Grade Point Aver	0	1.3	1.5	1.8	2.0	2.0

Program: Associate Program									
Calendar: Trimester 2010-11 and thereafter (non-remedial students) - C average must be met by 7th payment									
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
A Student Must Have Accrued at Least This Many Credits	0	2	6	14	22	30	38	46	54
With at Least This Grade Point Average		1.0	1.3	1.5	1.5	1.8	2.0	2.0	2.0

Program: Associate Program									
Calendar: Trimester 2010-11 and thereafter (non-remedial students) - C average must be met by 7th payment									
A Student Must Have Accrued at Least This Many Credits	0	2	6	14	22	30	38	46	54
With at Least This Grade Point Average		1.0	1.3	1.5	1.5	1.8	2.0	2.0	2.0

**The 2010-11 enacted NYS budget mandates the following standards of progress, enacted in 2006-07, shall be used for non-remedial students who first receive State aid in 2007-08 through 2009-10.**

#### SECOND DEGREE

According to New York State Education Law, an eligible student is entitled to up to four years of Tuition Assistance Program (TAP) awards: five years at the undergraduate level if the student is enrolled in an approved five-year program. **Effective with the 2010-11 academic year and thereafter, New York State law does not provide TAP funding for graduate students.**

TAP is available for students with remaining eligibility who enroll for a second degree at the undergraduate level. However, the law limits a student to three years of TAP if enrolled in a certificate program or an associate level degree program.

#### BENEFICIAL PLACEMENT

Beneficial placement is a policy that applies when a recipient of State student aid in good standing transfers to another institution or, within the same institution, changes academic programs.

Beneficial placement applies only with respect to satisfactory academic progress and means that a student can be re-positioned on the progress chart based either on the **number of credits accrued (earned)** or **aid payments received**, whichever is more beneficial to the student.

In the case of student transferring/changing programs within an institution, the same beneficial policy would apply, providing the student is in good academic standing at the time of the change of program. A student who has failed to maintain good academic standing cannot regain eligibility by changing programs in the same institution.

Beneficial placement does not have a bearing on the pursuit of program requirement. For example, if a student has received four or more State award payments, the student is at the 100 percent pursuit level and must complete/get a grade in the minimum full-time or part-time course load to satisfy this requirement.

Although the student's total entitlement of four years of undergraduate TAP is not affected by beneficial placement, this policy does permit a student in situations similar to the examples above time to adjust to a

new institution or new program by having to meet credit accrual requirements at a more gradual rate than might otherwise be the case.

**TAP CALENDAR FOR A SEMESTER PROGRAM: ASSOCIATE DEGREES**

Before Being Certified for this Payment	1st	2nd	3rd	4th	5th	6th
A Student Must Have Accrued at Least This Many Semester Credits	0	6	15	27	39	51
With at Least this Grade Point Average	0	1.3	1.5	1.8	2.0	2.0

**TAP CALENDAR FOR A QUARTER PROGRAM: ASSOCIATE DEGREES**

Before Being Certified for this Payment	1st	2nd	3rd	4th	5th	6th
A Student Must Have Accrued at Least This Many Quarter Credits	0	2	6	14	22	30
With at Least this Grade Point Average	0	1.0	1.3	1.5	1.5	1.8

Before Being Certified for this Payment	7th	8th	9th
A Student Must Have Accrued at Least This Many Quarter Credits	38	46	54
With at Least this Grade Point Average	2.0	2.0	2.0

**OTHER NEW YORK STATE AWARDS**

New York State residents may also be eligible for the following scholarships and grants:

- Regents Awards for Children of Deceased or Disabled Veterans.
- Regents Awards for Children of Deceased State Corrections.
- Memorial Scholarships for Children and Spouses of Deceased Police Officers and Firefighters.
- Flight 3407 Memorial Scholarship
- Flight 587 Memorial Scholarship
- NYS Scholarships for Academic Excellence
- Military Service Recognition Scholarship
- World Trade Center Memorial Scholarship

**INDIVIDUALS WITH DISABILITIES**

Students who are medically diagnosed with a physical, developmental or emotional disability may be eligible for a grant that would help cover tuition, fees and the cost of books. Please contact the Office of Vocational and Educational Services for Individuals with Disabilities (VESID) for more information, or visit their website at [www.vesid.nysed.gov](http://www.vesid.nysed.gov).

**VERIFICATION**

A student's Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students are

reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax/income information as directed by the Financial Aid Office.

St. Paul's School of Nursing has developed policies and procedures regarding the verification of information provided by the FAFSA under the Title IV Programs. For more information regarding the policies and procedures for verification, please consult the School's *Consumer Information Guide* or contact the Financial Aid Office.

**RETURN OF TITLE IV FUNDS POLICY**

If a student withdraws from the School and the student received Title IV Federal Student Aid (FSA) assistance during the period (the specific term, quarter, or payment period for which the Return to Title IV refund must be calculated), the School must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV (R2T4) funds formula. The Title IV FSA program rules may require a return to the Federal government of all, or a portion of, the amounts disbursed during the term. The amount of FSA assistance earned by a student is based upon the amount one of the following formulas. Students should consult their Financial Aid officer regarding their program's specific measurement.

Credit Hour Programs:

$$\frac{\text{No. of Days Completed in the Payment Period through Withdraw Date}}{\text{Total Number of Days in the Payment Period}}$$

*Note: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved leave of absence are excluded from both the numerator and denominator. Percentages are calculated to the fourth decimal place.*

Based on the calculation, through the 60% point in each period, a pro rata schedule is used to determine how much Title IV FSA funding the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV FSA funds. (Sample Return of Title IV calculations are available from the institution's Financial Aid Office upon request.)

Title IV FSA funds that require refund are credited in the following order:

- Unsubsidized Direct Stafford loans (other than Graduate PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)

**Return of Unearned FSA Funds**

The School must return the lesser of the following:

- The amount of FSA Program funds that the student does not earn; OR
- The amount of institutional costs that the student incurred for the period multiplied by the percentage of funds that were not earned. Earned means the percentage of funds that were earned over time (during the term) by the student.

If there are additional FSA funds that must be returned, the student must return or repay, as appropriate:

- Any FSA loan funds in accordance with the terms of the loan;
- Any remaining unearned FSA grant (Not to exceed 50% of the grant as an overpayment of the grant; the School currently refunds the Student Grant Overpayment on behalf of the student.)

If a student earned more aid than was disbursed, the School may owe the student a Post-Withdrawal Disbursement (PWD) which must be paid as soon as possible, but no later than 180 days from the date the school determined the student withdrew (for loans) or no later than 45 days from the date the school determined the student withdrew (for grants). The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a PWD of Title IV loan funds; however, if the student (or parent in the case of a PLUS loan) is eligible to receive a PWD of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a PWD. A PWD of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. The School will seek the student's authorization to use a PWD for all other educationally-related charges in addition to tuition and fees. All Direct Loan refunds will be made by EFT to the U.S. Department of Education and COD disbursement records will be updated when refunds are made. The student is notified by letter from the School of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

The School is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

The information presented above is subject to change based on Federal regulations.

#### **ADDITIONAL INFORMATION REGARDING FINANCIAL ASSISTANCE PROGRAMS**

For additional information on the following topics, students should consult the School's *Consumer Information Guide*, which is available online at <http://www.stpaulsnursing.edu/info/>

- Loan Repayment and Counseling
- Terms and Conditions for Federal Loan Deferments
- Student Lending Code of Conduct
- Private Education Loans
- EA Institutional Loans
- Preferred Private Education Loan Lender List

#### **SATISFACTORY ACADEMIC PROGRESS**

The School's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are used primarily to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the School for continued enrollment.

#### **SAP Evaluation Periods**

The School's SAP standards measure a student's satisfactory academic progress at the end of each semester/quarter. The School will provide an academic grade report to each student at the end of each semester/quarter which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all credits attempted and completed and a cumulative grade point average at the end of each grading period.

#### **Maximum Time Frame**

The maximum time frame in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in his or her educational program.

#### **Quantitative Requirement Credit Completion**

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a "W", "WF", or "F." All courses for which a student receives a grade, whether passing or failing, a withdrawn ("W"), a withdrawn failing ("WF"), or a repeated course are counted in determining credits attempted. Transfer credits accepted for the student's program will be counted as credits attempted and credits completed. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted below. (See Credit Completion requirements at each Evaluation Level in the charts below.)

#### **Qualitative Requirement – Cumulative Grade Point Average (CGPA)**

The School measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's CGPA, except that of a withdrawal ("W") or incomplete ("I") will not be included in determining a student's cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA. (See CGPA requirements at each Evaluation Level in the charts below.)

#### **Academic/Financial Aid Warning**

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate "Evaluation Level" will receive written notification from the Director of Education or his/her designee stating that he or she is being placed on an Academic/Financial Aid Warning. A student in Academic/Financial Aid Warning status will have one additional semester/quarter to correct the deficiency and meet the minimum requirements at the end of his or her next semester/quarter. The Academic/Financial Aid Warning period shall be one semester/quarter. The student will remain eligible for federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of federal student assistance under Title IV of the Higher Education Act and will be dismissed from the School unless the student submits an Appeal (see description below) and is granted a "Probationary" period by the Financial Aid Committee ("Committee"). A student whose enrollment is terminated because he or

she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.

### SAP Tables

The following charts provide the minimum quantitative and qualitative requirements for each evaluation level.

#### Medical Assistant / Dental Assistant

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	50%	2.00
3	32.5 to 48	66.67%	2.00
4	48.5 & Higher	66.67%	2.00

#### Nursing

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 12	50%	1.75
2	12.5 to 24	50%	2.00
3	24.5 to 36	66.67%	2.00
4	36.5 & Higher	66.67%	2.00

In addition, for those programs that are more than two academic years in length, a student must have a "C" average at the end of the second academic year in order to maintain satisfactory academic progress.

### SAP Appeals & Financial Aid Probation

Students who fail to meet satisfactory academic progress requirements after an Academic/Financial Aid Warning period are permitted to appeal the termination of their federal financial aid eligibility and termination from the School if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. A SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Warning period. All appeals must be submitted in writing to the Director of Financial Aid. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Campus President, Director of Education, and Financial Aid Director, or their designees.

The Financial Aid Committee may grant one additional semester/quarter as a Financial Aid Probationary period, approve an "Academic Improvement Plan," which may require the student to fulfill specific terms and conditions, or deny the appeal. By approving a semester/quarter as a Financial Aid Probation Period, the Committee determined that the student should be able to meet the School's satisfactory academic progress standards by the end of that semester/quarter. The Committee, in conjunction with the student, may also develop and approve an individual Academic Improvement Plan if the Committee determines that the student's circumstance warrant. The Academic Improvement Plan will measure incremental improvement, and if the student does not meet the incremental improvement requirements, the student would no longer be eligible for federal financial aid assistance and would be terminated from the School. The Academic Improvement Plan must also ensure that the student is able to meet SAP standards by a specific point in time.

If the appeal is approved by the Committee, the student will be eligible for federal student assistance (Grants, Loans, & FWS) during a Financial Aid Probationary semester/quarter or the period of an Academic Improvement Plan. If a student submits a timely and complete written appeal to the Financial Aid Director, the School may permit the student to continue his or her enrollment while the appeal is pending; however, the student would be responsible for the full payment of his or her tuition and fees if his or her appeal is not successful. The SAP appeal decision of the Financial Aid Committee is final, and the Committee's decision will be provided to the student in writing within 30 days of the appeal filing.

If a student successfully appeals his or her loss of federal financial aid eligibility, the student's financial aid eligibility will be re-established. In most cases, the Committee will place the student on a SAP Financial Aid Probationary status for one additional term or establish a time frame for meeting the minimum requirements under an Academic Improvement Plan.

#### Cancellation of Aid

If a student's financial assistance is cancelled for failure to meet satisfactory academic progress standards after either a SAP Academic/Financial Aid Warning period or a SAP Financial Aid Probationary period, the student will be notified in writing informing him or her of the cancellation of federal financial aid and termination from the School as well as the requirements for the submission of an appeal and the requirements for re-admission to the School.

#### Re-Establishment of Satisfactory Academic Progress at the College and Reinstatement of Financial Aid

Students who have been terminated from the School for failure to achieve satisfactory academic progress may qualify for readmission to the School for the purposes of reestablishing their satisfactory academic progress. However, during this period, students will not be eligible to receive any form of federal financial aid.

Students may regain federal financial aid eligible by achieving the minimum qualitative and quantitative standards. Students can accomplish this by raising their cumulative GPA and/or completing an appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be achieved by successfully completing the necessary course(s) at the School at students' own expense or through transferring credits into the School.

When a student who has lost his or her eligibility to receive federal student assistance meets the required cumulative GPA and/or the

appropriate minimum percentage of cumulative credits completed, their financial aid eligibility may be reinstated. Students are responsible for notifying the Financial Aid Director and Director of Education in writing when they believe they have corrected their satisfactory academic progress deficiencies.

### **Transfer and Readmitted Students/Students Changing Majors**

If a student transfers to the School from another postsecondary institution, the transfer credits that were accepted by the School will count as credits attempted and credits completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into the School, changes program of study, or seeks to earn an additional credential, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress standing and the appropriate evaluation level for the student in terms of establishing the total number of credits attempted and completed at each of the student's evaluation periods.

Students receiving federal financial aid may repeat a course in accordance with the School's academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the School, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion. Students may receive financial aid for each repeated course provided that a student may not repeat a passed course more than once.

### **Remedial Courses**

Credits associated with remedial courses will not count as either credits attempted or Minimum Cumulative Credits Completed at the School.

### **Termination**

The School reserves the right to terminate a student's enrollment if, during the student's program of study, the School determines that the student has failed to maintain the minimum standards of satisfactory academic progress, or has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with the School's rules and regulations as published in the School's Catalog; or has failed to meet his or her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from the School for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student making application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

## STUDENT RIGHTS

Students accepted into an academic program of study at the School have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and an explanation by the School of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the School.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the laboratory areas. Cell phones are not allowed to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time.

## BEHAVIOR AND STUDENT ACCOUNTABILITY

### Student Responsibilities and Standards of Professional Conduct

The following are student responsibilities:

- Attend classes regularly.
- Make the most out of his or her educational experience.

## STUDENT POLICIES

- Maintain satisfactory grades.
- Know and observe the School's rules and regulations governing conduct.
- Become informed and express his or her opinion.
- Not to discriminate against any other person because of race, age, sex, sexual orientation national origin, or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others.

At all times, all personal property is the sole responsibility of the student, and the School does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

### Standards of Student Professional Conduct – Academic Integrity

All incidences of academic dishonesty and violations of academic integrity will be disciplined. Such acts cannot be listed exhaustively but examples include:

- Cheating
- Plagiarism - Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student; copying the work of others, allowing another student to copy from the student
- Unauthorized use of notes or materials in exams, including talking to other students
- Forging or altering assignments
- Un-permitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted
- Allowing others to copy or use work that is not his or her own
- Providing answers from graded assignments to others

### Standards of Student Professional Conduct – General Conduct

As students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

A list of forms of misconduct can only be used as a reference- it is not all-inclusive. Examples of conduct that may lead to disciplinary action up to and including dismissal include:

- Knowingly furnishing false information to the School
- Theft of the School's property; theft, damage, forgery, alteration, misuse or mutilation of the School's documents, records, identification, educational materials, or property
- Interfering with the right of others to an education; violation of safety and security rules, bringing animals or children into class
- Hazing, on or off School property (Also see Anti-Hazing policy)
- Discourteous, disruptive or disrespectful to fellow students, faculty, and staff on or off campus
- Physical or verbal abuse of any person or engaging in conduct, which threatens or endangers the health or safety of others
- Unauthorized entry or use of facilities

- Intentional or unauthorized interference with a right of access to School facilities or freedom of movement or speech of any person on the premises
- Unlawful possession, use, or distribution of illicit drugs and alcohol on campus or during any student activities. If a student appears to be under the influence of drugs or alcohol in a clinical, class, or laboratory experience, that student will be removed from the learning experience. A student thought to be under the influence of drugs or alcohol will be mandated to have a Rapid Drug Screen and/or a Breath Alcohol level performed within 45 minutes of being removed from the learning experience; these tests will be at the School's expense.
- Use or possession of firearms, ammunition, or other dangerous weapons or substances prohibited by law
- Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression
- Violation of federal, state, or local ordinances including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which violation occurs on School property or at a School function (Please refer to the Drug Free Policy established by the School for further information.)
- Unauthorized solicitation of students, staff, or faculty on-campus or online for any product or service
- Misuse of electronic equipment, copiers, faxes, e-mail accounts, or internet services, including viewing any material or sending any message that is obscene, harassing, or threatening to any individual
- Aiding, abetting, encouraging, or participating in a riot
- Failure to comply with the verbal or written directions of any School official acting within the scope of his or her authority, or resisting a security officer performing his or her duty
- Aiding and abetting or inciting others to commit any act of misconduct
- Violating the dress code policy. (Please refer to the Dress Code Policy established by the School for further information.)

#### **VIOLENCE AGAINST WOMEN ACT**

St. Paul's School of Nursing is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include: sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. St. Paul's School of Nursing will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. St. Paul's School of Nursing will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy can be found at Page 46 and the Termination or Expulsion Policy can be found at Page 46 of this Catalog. St. Paul's School of Nursing will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form of Victim's Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person

later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at St. Paul's School of Nursing or an employee is urged to make a complaint to the Deputy Title IX Coordinator. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the Deputy Title IX Coordinator or the local police. Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or, is a witness in any proceeding is prohibited and will not be tolerated by St. Paul's School of Nursing. Should a victim of sexual violence request confidentiality, St. Paul's School of Nursing will honor the request to the extent possible and allowed by law. St. Paul's School of Nursing will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.

#### **Title IX Coordinator**

Attention: Title IX Coordinator  
Suzanne Peters Esq., M.Ed.  
National Dean of Programmatic Accreditation

Address: 5026D Campbell Blvd.  
Baltimore, Maryland 21236

Telephone: Phone: 330-805-2819

E-Mail Address: speters@edaff.com

#### **Affirmative Consent to Sexual Activity**

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 between or with any party does not necessarily 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.

#### **Policy for Alcohol and/or Drug Use Amnesty**

The health and safety of every student at St. Paul's School of



Nursing is of utmost importance. The School 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. Paul's School 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 the School's officials or law enforcement will not be subject to the School'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.

### Students' Bill of Rights

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 representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the School, any 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.

St. Paul's School of Nursing will include notations on the transcripts of students found responsible through the conduct process for crimes of violence, including, but not limited to, sexual violence set forth in the Clery Act. Students seeking removal of such notations will be provided an opportunity to appeal.

### Victim's Bill of Rights

St. Paul School of Nursing (SPSON) will assist all students, faculty and staff who are victims of dating violence, domestic violence, sexual assault, stalking or any crime under Title IX of the Education

Amendments of 1972 or the Violence Against Women Reauthorization Act of 2013 (VAWA) by providing them with a copy of their rights as a victim. SPSON will assist the victim in exercising these rights. SPSON will not tolerate any retaliation, intimidation, threats or other forms of discrimination against any victim for exercising their rights as stated below:

Victims of dating violence, domestic violence, sexual assault or stalking are encouraged to report offenses to the Title IX Coordinator, Suzanne Peters either by phone at (330)805-2819, or by email at [speters@edaff.com](mailto:speters@edaff.com). and to exercise their rights, if desired, including:

- Reporting offenses to proper local law enforcement.
- Preserving evidence that may assist in obtaining a protection order or prove an offense occurred.
- Receiving appropriate counseling referral information.
- Applying for protective orders.
- Changing academic schedule as a result of a protective order.
- Both accuser and accused having same opportunities during a disciplinary hearing.
- Both the accuser and the accused receiving the outcome of a disciplinary hearing at the same time.

### SOCIAL MEDIA

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The School values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the School also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.

- Students are prohibited from posting confidential or proprietary information about the school, its students, faculty, or staff members on a social media site.
- Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all time.
- When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the college community.
- The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the college and/or affiliate is strictly prohibited and will not be tolerated. (See Policy on Cyberbullying.)
- When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school.
- The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event

is strictly prohibited.

- Students are expected to obey the Terms of Service of any social media site.

Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

### **CYBERBULLYING**

The School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The School encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student's educational experience, opportunities or performance. Any threats, verbal and/or psychological abuse, electronically transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from school. Students, faculty, staff, and other parties, who feel like they have been a victim of cyberbullying, should contact the Director of Education or his/her designee immediately. Students enrolled in nursing programs and nursing faculty and staff should contact the Dean of Nursing

### **ANTI-HAZING POLICY**

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the School, for the purpose of initiation or admission into an affiliation with any organization recognized by the School.

Hazing includes, without limitation, the following as determined by the School: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.

- Hazing is a violation of the School's Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the School.

### **COPYRIGHT PROTECTION POLICY**

Students will be held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials and are expected to report violations if they become aware of them.

Additional information is included in the School's *Consumer Information Guide*, available online at <http://www.stpaulsnursing.edu/info/>

### **VIDEO-RECORDING OR AUDIO-RECORDING POLICY**

In the interests of an appropriate academic atmosphere in the classroom and encouragement of class participation, video- or audio-recording is not permitted without prior approval of the Director of Education.

### **INTERNET USAGE**

Internet access to global electronic information resources on the World Wide Web is used by the campus to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via the campus computer communications systems is considered to be part of the official records of the school and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided via the Internet are the property of the School. As such, the School reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the school's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

Abuse of the Internet access provided by the School in violation of law or school policies will result in disciplinary action, up to and including dismissal. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission

- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the School name, titles and positions in any publication that may be perceived as offensive
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Posting on behalf of the School, without explicit permission from the Campus President of the School.
- Posting or discussing confidential patient/client information related to externship and clinical experiences, or any information or photographs concerning patients/clients or their families.
- Posting work-related pictures of School employees, students, or anyone associated with the School, without that person's permission.
- Attempting to break into the computer system of another organization or person
- Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service
- Refusing to cooperate with security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other inappropriate or illegal activities

## DRESS CODE

Each program of study at St. Paul's School of Nursing has a dress code. Students must comply with the School's dress code while attending classes, including any externship or clinical course. Compliance with the School's dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the School therefore, it is important that each student always present themselves in a professional manner.

On certain designated days or times, the standard dress code may be modified or waived. Notice will be given to the students by either instructors or the Campus President. The following clothing items may never be worn by students on campus or while attending campus-related activities:

- Any clothing showing obscenities
- Clothing in ill repair (e.g. ripped or torn, extremely dirty, etc.)
- Cut off shorts above mid-thigh length
- Facial or tongue jewelry
- Low cut blouses or shirts
- Tank tops or other sleeveless tops
- Visible undergarments

## Personal Hygiene

Although individual program dress code standards may vary, the following personal hygiene standards apply for all programs:

- Students must take daily preventive measures to maintain cleanliness.
- Hair must always be clean and conservatively styled. For laboratory and clinical classes, long hair must be pulled off the collar.
- Nails must be manicured to sport length or shorter. For laboratory classes in nursing and allied health programs, artificial nails or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- Moustaches and beards must be trimmed to an appropriate length. Only complimentary conservative makeup should be worn. Unacceptable: Heavy makeup, including long false eyelashes or bright eye shadow.

## Accessories

The following accessories are not allowed while attending classes or clinical/externship:

- Cell phones, earphones, and headsets may not be visible and must be turned off or silenced during all classes. Students anticipating an emergency call must inform their instructor so arrangements can be made. All phones and electronic equipment will be kept in a purse, bag, or vehicle.
- Excessive jewelry. Jewelry should be limited to wedding rings or one small ring on the left or right hand and one pair of stud type earrings. Hoops larger than a nickel or dangling earrings are a hazard and are not permitted in any lab.
- No facial piercing, tongue rings, or ear stretchers are to be worn while attending classes.
- Scarves, hats, or baggy fitting clothing.
- Tattoos must be covered while attending classes, labs, or the clinical/externship portion of program.
- Religious head covers must be the solid color of the student's particular uniform or white.

St. Paul's School of Nursing students are expected to wear their St. Paul's School of Nursing picture identification badge while on campus or on externship/clinical sites at all times.

Students are issued a minimum of two uniform scrub sets for allied health and nursing programs and two uniform shirts for trade programs.

The following standards apply to allied health programs:

- A clean, wrinkle-free, and well-fitting uniform top and bottom with warm-up jacket. T-shirts, sweat pants, jeans or jean-like materials are unacceptable (please see specific program for further details).
- Tops may be worn tucked inside or outside of the uniform pants.
- Appropriate undergarments must be worn and should not be visible through the uniforms.
- A full-length uniform slip must be worn under a skirted uniform. All dresses and skirts must be hemmed and cover the legs to the knees when in a seated (operator) position.
- Appropriate sweaters or warm-ups may be worn over the uniform if they are flat knit and free of ornamentation. No bulky sweaters or coats will be worn during any class or at the externship or clinic site.
- Appropriate business casual will be worn on days deemed by program curriculum. Example: interview(s), professional development, and select field trips.

Students enrolled in trades programs are expected to adhere to their program dress code.

Students dressed inappropriately or who do not follow the dress code,

including standards above for personal hygiene and accessories, may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed from St. Paul's. Questions should be addressed to the specific program director.

### **DRUG AND ALCOHOL POLICY**

The School is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Upon enrollment, the student signs a statement indicating understanding of and intent to abide by the School's Drug Free Program.

A student who violates this policy will be dismissed from the School without recourse, and reported to local law enforcement.

In regards to the Drug Free School Policy and Program, the School reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug Free School Policy will be dismissed and will not be eligible for readmission.

Additional information is included in the School's *Consumer Information Guide*, available online at <http://www.stpaulsnursingedu.info/>

### **NON-SMOKING/NON-TOBACCO POLICY**

The School is a non-smoking, non-tobacco facility. Smoking is only allowed in designated outdoor areas of the School's premises. Use of tobacco of any kind is not permitted inside the School's building. Smoking in non-designated areas is a violation of the School's Standards of Conduct.

### **STUDENT CONDUCT PROCEEDINGS PROCESS**

#### **TO REQUEST THAT STUDENT CONDUCT CHARGES BE FILED AGAINST THE ACCUSED.**

Students that are seeking to file charges must make a complaint to the Title IX Coordinator, Suzanne Peters either by phone, 330-805-2819, or by email at [speters@edaff.com](mailto:speters@edaff.com).

Conduct proceedings are governed by the procedures set forth in the Student as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.

Throughout conduct proceedings, the respondent and the reporting individual will have:

- The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
- The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
- The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful

opportunity to be heard) and is not conducted by individuals with a conflict of interest.

- When the accused is not a student but is a member of the institution's community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and rules and policies of the institution
- The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
- The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay
- The right to offer evidence during an investigation and to review available relevant evidence in the case
- The right to present evidence and testimony at a hearing, where appropriate.
- The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
- The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
- The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
- The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
- Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years
- The right to choose whether to disclose or discuss the outcome of a conduct hearing.
- The right to have all information obtained during the course of the conduct or judicial process be protected from public

release until the appeals panel makes a final determination unless otherwise required by law.

- The reporting individual has the right to withdraw a complaint or involvement from the institution process at any time

### **DISCIPLINARY ACTION POLICY**

Any student who observes a violation of School policies on Anti-Hazing, Drugs and Alcohol, Student Professional Conduct and Academic Integrity, or Smoking should report the incident immediately to the Campus President who will review all disciplinary matters. Student violations of these policies may result in sanctions ranging from warning, lowering of grades, failure of class or placement on probation, to suspension and/or immediate dismissal.

**SUSPENSION** is a period of time to be determined by the Campus President during which the student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met, the student will be dismissed from the program. A student may be placed on suspension at any time during the program.

**PROBATION** is a trial period of attendance during which the student must improve attendance, grades, or conduct. If the student does not improve as required, the student will be dismissed from the program.

**DISMISSAL** means that the student has been permanently withdrawn (expelled) from the School.

The student will be notified by the Dean or Program Director by e-mail using the official school e-mail and the dismissal notice will also be mailed to the student (with return-receipt requested) within three business days of the dismissal decision. The dismissal information will identify the reason for the dismissal, and information as to the individual's right to appeal the decision, if applicable. If the dismissal is due to the failure of two or more nursing and/or required courses. The required courses are the anatomy and physiology, microbiology, nutrition, general biology, and Math 101. Please refer to the Student Appeal Policy.

### **TERMINATION OR EXPULSION POLICY**

All students are expected to conduct themselves as responsible adults, to attend their scheduled course sessions, and to maintain a satisfactory level of academic achievement.

Any behavior that threatens the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the School. Students dismissed for conduct violations will not be eligible for appeal.

The School reserves the right to suspend or dismiss any student who

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or school, as addressed in the "Conduct" section of this Catalog
- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards
- Fails to meet financial obligations to the School

Time on suspension will be counted as an absence from the School and in the event the time on suspension exceeds the allowable absences stated in the attendance policy, the student will be dismissed.

Please refer to the Student Responsibilities and Standards of Professional Conduct Section, pg. 39

The School reserves the right to suspend or dismiss any student who

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the School, as addressed in the "Conduct" section of this Catalog
- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards
- Fails to meet financial obligations to the School

Time on suspension will be counted as an absence from the School and cannot exceed the allowable absences stated in the attendance policy.

Students dismissed for conduct violations will not be readmitted.

### **STUDENT APPEAL PROCESS**

Students who are dismissed by the School have the right to appeal that decision, unless otherwise prohibited. Students must initiate the appeal process by submitting, in writing (e-mail), the reason why they should be re-admitted to the School to the Campus President within 14 calendar days of the notification of dismissal. The Campus President will respond to the appeal, in writing, within 10 calendar days of receipt of the request. Nursing students who are dismissed and are eligible to submit an Appeal will be required to submit the appeal in writing (e-mail) to the Dean of Nursing within 14 calendar days from the date of dismissal from the program. The Dean of Nursing will respond to the appeal in writing within 10 calendar days of receipt of the request.

### **Satisfactory Academic Progress**

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the School's SAP policy.

### **CRIME AWARENESS AND CAMPUS SECURITY ACT**

The School provides the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- The Campus Security Report is distributed directly in paper format to all enrolled students and employees, and is available upon request to prospective students. It should be noted that this report is updated annually and distributed by October 1 of each year.
- Information on Crime Statistics is also available on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.
- Appendix A of the Consumer Information Guide (<http://www.stpaulsnursing.edu/info/>) contains School-specific links for the College Navigator website. Information as it appears on the College Navigator website is based on Integrated Postsecondary Education Data System (IPEDS)

data that are deemed final and closed, based on prior year statistical submissions.

For more up-to-date information, please contact an Admission's Representative.

### **PERSONAL PROPERTY**

All personal property is the sole responsibility of the student. The School does not assume liability for any loss or damage. It is recommended that clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

### **VISITOR POLICY**

Visitors, including family members, may be permitted in the classrooms and other teaching areas only with prior authorization by the Director of Education or designee. Visitors are required to adhere to the same standards of conduct as students.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

An education record is defined as files, materials or documents that contain information directly related to a student. The School maintains education records. Education records are supervised by the Campus Director and access is afforded to School officials for purposes of recording grades, attendance, and advising as well as determining financial aid eligibility.

All students attending this post-secondary School shall have the right to inspect, review and challenge their academic records; including grades, attendance, advising and any additional information contained in their education record. Students may request a review of their records by writing the Campus Director at the address in this Catalog. Requests for review will be granted within 45 days. The review will be allowed during regular School hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

Students may challenge the record for purposes of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only on the grounds that they are improperly recorded. If, after the hearing, the School decides not to amend the record, the student has the right to place on file a statement setting forth his or her view of the contested information.

Generally the School must have on file written permission in order to release any information from the student's educational record, other than directory information as defined in the next paragraph. As a post-secondary educational institution, parental access to students' records will not be allowed without prior consent. The School may disclose educational records without consent to any of the following:

- Parents of a student who is a dependent for tax purposes
- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for the purposes of audit or evaluation
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the School's accrediting organizations

- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in the case of health and safety emergencies
- State and local authorities within the juvenile justice system, pursuant to state-specific law

Directory information includes the student's name, address, email address, telephone number, birth date, program undertaken, degrees conferred and dates of conferral, honors and awards, and dates of attendance. This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. The School requires students to present such a request in writing. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

To make a request to suppress directory information, please complete the Request to Suppress Directory Information form and submit it to the Registrar's Office. Directory information will be suppressed until the student signs a revocation of the request.

### **PROFESSIONAL LIABILITY AND STUDENT ACCIDENT INSURANCE**

The School maintains Student Professional Liability insurance on all students and instructors while at externship or clinical sites. Student Professional Liability insurance is malpractice insurance that is intended to pay claims made against a student or an instructor by a third party, such as a patient in the student's care, for injury the third party incurred while being cared for by the student.

All students on clinical sites or externship sites are supervised by approved faculty or clinical on-site personnel. Each student is covered only while supervised at a clinical or externship site. Coverage ceases upon termination of the student's enrollment, either by graduation, withdrawal, or dismissal.

Student Professional Liability Insurance does not cover medical bills that a student may incur if the student gets hurt while performing tasks that are a part of the program curriculum. The School maintains Student Accident Insurance which provides limited insurance for accidental injuries that students incur while participating in school-sponsored activities related to the curriculum. Coverage is limited to activities that are part of, and a requirement of, the student's curriculum and which is school sponsored. The School recommends all students maintain personal health care insurance. Personal healthcare insurance provides primary coverage of medical bills in the case of an accidental injury while participating in School sponsored activities.

In many instances, externship and clinical sites require that students maintain personal health care insurance. Failure to provide proof of personal healthcare insurance at the time of externship or clinical site assignment may prohibit a student from certain sites, and this may delay the completion of the program. The School recommends all allied health students maintain personal healthcare insurance to minimize any conflicts with potential clinical sites.

It is the student's responsibility to immediately notify their instructor, or externship/clinical supervisor and the Director of Education faculty about any accident or injury to themselves, to another student or to a patient under their care that might cause liability to the student, externship or clinical site, or the School. A written report must also be completed.

## **HIPAA REQUIREMENT**

All those in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extends to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a Federal law. Penalties for wrongful disclosure range from fines and/or imprisonment.

## **STUDENT ACTIVITIES**

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The School believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

## **FIELD TRIPS**

When appropriate, the School may recommend or approve field trips to industrial or professional locations.

## **HOUSING ASSISTANCE**

Although the School does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance.

## **SIGNIFICANT MEDICAL CONDITIONS**

St. Paul's School of Nursing encourages students to promptly report significant medical conditions to the respective program director to prevent danger to the student's health. St. Paul's School of Nursing encourages students to obtain written clearance from their physician, specifically citing any no restrictions on activity or weight lifting, and to report such restrictions immediately to the student's program director and instructor.

# GRIEVANCE PROCEDURE

A student has the right to bring forward a complaint or an item of concern regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the complaint or concern with their instructor or program director immediately.

A grievance is the escalation of the complaint to a next level authority. If the issue is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to submit a grievance with respect to:

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

Concerns about academic matters should first be addressed through the Student Appeal Process; concerns about non-academic matters should first be addressed directly with the head of the department or departments involved.

A student wishing to escalate his or her complaint should follow the steps listed below:

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to communicate their concerns as soon as possible to achieve a resolution in a timely fashion. If the issue cannot be resolved at this level, students have the right to address the issue in writing with the Dean of Education, or the Dean of Nursing (for students enrolled in nursing courses).
2. If the dispute has not been resolved through addressing the Dean Education, or the Dean of Nursing (for students enrolled in nursing courses) the next step is to submit the issue or concern in writing (e-mail) to the Campus President. The written (e-mail) complaint must be submitted within ten calendar days of the incident or notification of termination. The documentation should include a description of the disputed items, the date, or dates when the issue occurred, the reason why the student is requesting a review of the decision and the steps the student has taken to resolve to issue. When submitting the documentation, the student should include the relevant factual evidence, such as evidence of extenuating circumstances. The Campus President will investigate the student's concern, including gathering additional data about the issue or incident as necessary. The Campus President will then convene the Campus Review Committee which will consist of the Campus President and the heads of the relevant departments.

It will be at the discretion of the Campus Review Committee to determine if a meeting with the student is appropriate to address the grievance and develop a plan to achieve a resolution. A response from the Campus Review Committee will be provided to the student within ten calendar days. All decisions will be provided in writing (e-mail) and may be delivered to the student in person if the student is on campus as well as to the student's mailing address (e-mail) of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file

the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing (e-mail) and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Review Committee's decision.

The appeal to the Regional Vice President may also be submitted by e-mail. The Regional Vice President will investigate of the issue and will respond to the student within seven calendar days of receiving the escalated grievance. All decisions will be provided in writing (e-mail) and will be delivered to the student in person if the student is on campus and will also be sent to the student's official school e-mail and the mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved (the student is still unsatisfied with the response), the student may submit a request for reconsideration of the decision to the appropriate individual/s (depending on the student's program of study). Non-nursing students will submit the request for reconsideration to the Corporate Vice President (VP) of Education at Education Affiliates and nursing students will submit this request to the Corporate Vice President of Nursing.

This request for reconsideration must be submitted in writing (e-mail) to the appropriate person within ten calendar days of being notified of the Regional Vice President's decision.

The Corporate VP of Education (or Nursing) will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the request for reconsideration. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's official e-mail address or mailing address of record with acknowledgement of receipt required.

5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his or her concerns by directing them to the State Licensing Authority, the School's accrediting body, and/or Customize: add any Other Agencies to Which a Student May File A Complaint (Such as any Programmatic Accrediting/Approving Agencies). Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

**For students enrolled in nursing degree programs, there is a variant to the escalation process in Step 3 for nursing specific academic matters. Please refer to the Nursing programs section of this Catalog and the Nursing Student Handbook for specifics.**

The title and address of the state licensing authority is:

New York State Education Department, 89 Washington Avenue,  
Albany, New York, 12234, 518-474-3852, www.nysed.gov.



The title and address of the institutional accrediting commission is: Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia, 22043, 703-917-9053. ABHES is recognized by the U. S. Secretary of Education.

The title and address of the agency that approves and registers the nursing program is: Office of the Professions, New York State Education Department, 89 Washington Avenue, Albany, New York, 12234, 518-474-3852, [www.op.nysed.gov](http://www.op.nysed.gov).

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date.

If the student's eligibility for Financial Aid has been suspended, the student may remain in school during the Appeals process.

### **MANDATORY ARBITRATION AND CLASS ACTION WAIVER**

As a condition of enrolling at St. Paul's School of Nursing, applicants must agree to submit all claims and disputes with St. Paul's School of Nursing to arbitration. Arbitration is a private dispute-resolution process in which disputes are heard and resolved by an arbitrator, rather than by a judge or jury. Applicants also must agree to have any and all claims and disputes against St. Paul's School of Nursing resolved on an individual basis and to waive any right to initiate or participate in a collective or class action against St. Paul's School of Nursing. Individual arbitration of claims and disputes allows for faster resolution of issues at less cost than typically is seen in judicial proceedings and class actions.

St. Paul's School of Nursing cannot and does not require any applicant who enrolls and borrows under a federal student loan program to submit to arbitration or any institutional dispute-resolution process prior to filing any borrower defense to repayment that a borrower may claim. Further, St. Paul's School of Nursing cannot and does not in any way require a student to limit, relinquish, or waive the ability to file a borrower defense claim at any time. Any mandatory arbitration proceeding tolls the limitations period for filing a borrower defense to repayment claim.

## **COURSE DESCRIPTIONS**

### **EXPLANATION OF COURSE NUMBERING SYSTEM**

The first three letters identify the subject area. For example, AHP represents courses in the Allied Health Professions subject area.

AHP .....	Allied Health
BIO .....	Biology
CMP .....	Computer Technology
COM.....	Communications
DAS.....	Dental Assistant
ENG.....	English
ENV.....	Environmental Science
MAS.....	Medical Assistant
MAT.....	Mathematics
MOA .....	Medical Office Administration
NUR.....	Nursing
NUT.....	Nutritional Therapy
PDC.....	Professional Development
PSY.....	Psychology
SOC.....	Sociology

The first number represents the level of the course: 100 series courses are generally first academic year courses or do not have pre-requisite requirements; 200 series courses are generally second academic year; courses or the course requires completion of a pre-requisite.

### **AHP 103 INTRODUCTION TO DENTAL ASSISTING**

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course will introduce the students to facial, oral and dental anatomy and terminology, tooth morphology and numbering and occlusion. Also included is a brief description of the caries process. Students will be introduced to the concepts of asepsis including blood-borne pathogens and hazard communication. An overview of pharmacology and prescription writing will also be covered.

*Prerequisite:* none

### **AHP 104 BASIC LIFE SUPPORT**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

Upon completion of this course, students will be eligible for certification in American Heart Association CPR for the Healthcare Provider. Students will become proficient in First Aid, assisting in emergency responses, and taking vital signs: pulse, respiration, temperature, and height and weight measurements. Additional topics include background information on patients with HIV/AIDS and Alzheimer's disease, recognizing and managing medical issues associated with domestic violence, and recognizing and preventing medical errors.

*Prerequisite:* None

### **AHP 105 MEDICAL TERMINOLOGY**

4.0 Quarter Credits

60 Clock Hours (60 Lecture Hours)

This course will introduce students to the terminology associated with medical language. The structure of medical language, including prefixes, suffixes, and root words associated with the medical profession will be discussed. The following body systems are included: gastrointestinal, respiratory, cardiovascular, hematology and immunology, integumentary, skeletal, muscular, nervous, special

senses, urinary system, male genitourinary system, female reproductive system, endocrine system, ophthalmology, otolaryngology, and medical abbreviations. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology, and nuclear medicine.

*Prerequisite:* None

### **AHP 106 MEDICAL ANATOMY AND PHYSIOLOGY**

4.0 Quarter Credits

60 Clock Hours (50 Lecture Hours/10 Lab Hours)

This course will introduce students to the anatomy and physiology associated with human body. The following body systems are included: gastrointestinal, respiratory, cardiovascular, hematology and immunology, integumentary, skeletal, muscular, nervous, special senses, urinary system, male genitourinary system, female reproductive system, endocrine system, ophthalmology, and otolaryngology.

*Prerequisite:* None

### **AHP 114 HEMATOLOGY AND PHLEBOTOMY**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course introduces the roles, responsibility, and professionalism of phlebotomists. Safety and infection control, HIPAA, and ethics as they pertain to phlebotomy are discussed.

*Prerequisite:* None

### **AHP 115 OFFICE COMMUNICATIONS**

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course addresses workplace and interpersonal communication skills. The fundamentals of business writing including word selection, clearly written communication, and writing for effect will be explored. The writing process and the basic patterns of business messages are explained and applied. The fundamentals of writing short reports and proposals are introduced. The use of graphics in business communication is explored. Additional forms of business communication including informal oral communication, public speaking, and oral reporting are described and demonstrated. Cross-cultural communication, correctness, and technology-enabled communication is defined and analyzed.

*Prerequisites:* none

### **AHP 130 SPANISH FOR ALLIED HEALTH PROFESSIONALS**

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course covers all aspects of Spanish needed by health professionals who work in Spanish and Spanish-English bilingual settings or who work with Spanish-Speaking patients.

*Prerequisite:* None

### **AHP 201 CARDIOVASCULAR AND EKG**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is designed to provide students with an understanding at the anatomy and physiology of the circulatory system, as well as

disorders and abnormalities, diagnostic procedures, and pharmacology associated with it. Students will be taught how to safely and correctly perform electrocardiograms (EKG).

*Prerequisite: None*

### **AHP 203 PATHOPHYSIOLOGY AND PHARMACOLOGY**

4.0 Quarter Credits

60 Clock Hours (40 Lecture Hours/20 Lab Hours)

This course is designed to introduce students to the essentials of human disease and pathophysiology.

*Prerequisite: none*

### **BIO 105 ANATOMY & PHYSIOLOGY I**

4.0 Semester Credits

90 Clock Hours (45 Lecture Hours/45 Lab Hours)

This course examines the human body in terms of its anatomical structures and physiological functions. Topics include the cell, tissues, integumentary, musculoskeletal and nervous system. Lecture topics correlate with laboratory sessions.

*Prerequisite: None*

### **BIO 106 ANATOMY & PHYSIOLOGY II**

4.0 Semester Credits

90 Clock Hours (45 Lecture Hours/45 Lab Hours)

This course builds upon the knowledge acquired in the Anatomy & Physiology I course. The human body is examined in terms of its anatomical structures and physiological functions. Topics include the cardiac, respiratory, digestive, endocrine, urinary, and reproductive systems. Lecture topics correlate with laboratory sessions.

*Prerequisite: BIO 105*

### **BIO 300 MICROBIOLOGY FOR HEALTH RELATED SCIENCES**

4.0 Semester Credits

90 Clock Hours (45 Lecture Hours/45 Lab Hours)

Study of bacteria, molds, yeasts, and viruses, with emphasis on microorganisms associated with infectious diseases. Laboratory includes basic microbiological techniques, and procedures for sterilization and disinfecting.

*Prerequisites: BIO105, BIO106*

### **BIO301 PHARMACOLOGY**

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This course is designed to establish a strong foundation in basic pharmacologic principles. Such a foundation will enhance student understanding of drug therapies utilized for a variety of disease processes. Relevant physiology and pathophysiology for all major drug families are reviewed. Emphasis is placed on the clinical applications of varied drug families. Further, specific nursing implications demonstrating the application of pharmacology to nursing practice are stressed.

*Prerequisite: BIO105, BIO106, NUR100, NUR101, NUR102, NUR103, NUT100*

### **CMP 101 COMPUTER APPLICATIONS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is designed to review keyboarding skills and then introduce students to Microsoft applications, Outlook, Word, and Power Point.

*Prerequisite: None*

### **CMP 102 COMPUTER APPLICATIONS II**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course begins with Microsoft Office Access. Familiarity with this software is gained through assignments and projects. Students will also be provided an introduction to integration, Windows Live, Web applications, and Medical Coding and Billing. At the end of this course students will be familiar with the professional applications of software and its uses in the workplace.

*Prerequisite: None*

### **COM 101 COMMUNICATIONS**

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course will introduce the students to communication with the goal of helping the student become more effective in verbal and non-verbal communication, and to be able to manage interpersonal as well as group communication. The course focuses on learning and applying practical principles to one's daily life, both in formal and informal settings. The course takes a look at the psychological, social, cultural, and linguistic factors that influence person-to-person interaction. This course is designed to give students strategies for improving their communication behavior. Some of the topics addressed include human perceptions, interpersonal dynamics, and patterns of influence, listening and visual symbols.

*Prerequisite: None*

### **DAS 102 GENERAL ANATOMY & PHYSIOLOGY FOR ALLIED DENTAL PROFESSIONALS**

4.0 Quarter Credits

60 Clock Hours (50 Lecture Hours/10 Lab Hours)

General anatomy & physiology for Allied Dental Professionals is an integrated lecture and laboratory course that includes the basic principles of anatomy and physiology. Included is a general overview of microbiology, pharmacology, embryology, and histology in relation to dentistry. Emphasis is placed upon oral health, disease prevention, and nutritional therapy.

*Prerequisite: None*

### **DAS 105 DENTAL ASSISTING PROCEDURES AND RESTORATIVE APPLICATIONS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

Students will study the dental office environment and learn to recognize and classify hand instruments found in the dental office. This course also provides lecture and laboratory-based instruction on the properties of the most common dental restorative materials and procedures used in restorative dentistry. Students obtain training in the preparation and application of dental materials as related to general and specialized areas of dentistry. *Prerequisite: None*

### **DAS 106 DENTAL SPECIALTIES AND EXPANDED FUNCTIONS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This is a lecture and laboratory course designed to prepare the student to assist the dentist in dental specialty and expanded functions areas. Students will demonstrate competency in equipment preparation, chair-side dental laboratory skills, patient control and education, instrument identification and usage, tray set-ups, and sterilization techniques. Students will also be trained in endodontic, periodontics, oral and maxillofacial surgery, pediatric and orthodontic specialty procedures.

*Prerequisites: AHP103, DAS105*

*Prerequisites: AHP103, DAS105*

### **DAS 112 DENTAL MATERIALS/PROSTHESES FABRICATION**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is an integrated lecture laboratory course that introduces students to the dental laboratory environment. Students will learn to assist the dentist in restorative, fixed, and removable prosthodontics. Prerequisite: AHP103

### **DAS 114 RADIOLOGY**

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Students will also learn the basic principles of radiation physics and the concepts of radiation safety in the dental office. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems.

*Prerequisite: DAS102*

### **DAS 116 COMPUTER APPLICATIONS AND BILLING**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

The text and workbook activities prepare students for administrative tasks in a dental office. Students are provided with an overview of dental insurance billing procedures and are introduced to Dentrix, dental practice management software. Class activities involve working through patient simulation exercises. While progressing through Dentrix's menus and windows, students learn to process both electronic and paper insurance claims. The rules of function of the Health Insurance Portability and Accountability Act of 1996, Administrative Simplification, as it applies to the dental healthcare system is reviewed. The Principles of Ethics and Code of Professional Conduct are examined.

*Prerequisite: AHP103*

### **DAS 121 DENTAL OFFICE PROCEDURES**

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course introduces students to the business management aspects of a dental practice. Students learn charting, appointment control, various management techniques, dental office inventory control, and accounts payable and receivable systems. The course covers effective telephone techniques and sound patient/customer/vendor communication skills. The course provides a broad overview of insurance terminology including claim forms processing and follow-up techniques. Also presented are law and ethics as they apply to the practice of dentistry.

Prerequisite: none

### **DAS 213 INTERMEDIATE DENTAL ASSISTING PROCEDURES AND RESTORATIVE APPLICATIONS**

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab hours)

This course is a continuation of DAS 105 – Introduction to Dental Assisting Procedures/Restorative. Also included is information regarding caries, preventive dentistry, and nutritional therapy, assessment of the patient, managing a compromised patient, assisting during an emergency, and assisting during dental restorative procedures.

*Prerequisites: AHP103, DAS105*

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is a continuation of DAS106 – Introduction to Dental Specialties & Expanded Functions. Further exploration of expanded dental assistant functions within the dental specialties of endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics is included, along with the concepts of pain management. A research topic will be assigned in class.

*Prerequisite: AHP103, DAS106*

### **DAS 215 INFECTION CONTROL IN DENTISTRY**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is a continuation of DAS112 – Introduction to Dental Materials/Prostheses and provides instruction on infection control and occupational health and safety.

*Prerequisite: AHP103, DAS112*

### **DAS 230 DENTAL ASSISTING SEMINAR**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course provides a comprehensive review of the components of the Certified Dental Assistant (CDA) examination and helps to prepare students to sit for the examination. Students are also given an opportunity to review those hands-on skills acquired throughout the program and that are essential for satisfactory performance during the clinical component.

*Prerequisites: Completion of all coursework except DAS241 Co-requisite: DAS241*

### **DAS 231 DENTAL CLINICAL I**

4.0 Quarter Credits

180 Clock Hours (180 Clinical Hours)

This course provides 180 hours of clinical experience in a dental practice to gain hands-on dental assisting experience in clinical, laboratory, and administrative duties while under the supervision of a licensed dentist and office manager.

*Prerequisite: Satisfactory completion of all coursework except DAS232, DAS 241, DAS230*

### **DAS 232 DENTAL CLINICAL II**

4.0 Quarter Credits

120 Clock Hours (120 Clinical Hours)

This course provides 120 hours of clinical experience in a dental practice to gain hands-on dental assisting experience in clinical, laboratory, and administrative duties while under the supervision of a licensed dentist and office manager.

*Prerequisite: Satisfactory completion of all coursework except DAS230, DAS241*

### **DAS 241 DENTAL CLINICAL III**

2.0 Quarter Credits

60 Clock Hours (60 Clinical Hours)

This course provides 60 hours of clinical experience in a dental practice to gain hands-on dental assisting experience in clinical, laboratory, and administrative duties while under the supervision of a licensed dentist and office manager.

*Prerequisite: Satisfactory completion of all course work except DAS230*

### **ENG 101 ENGLISH COMPOSITION**

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course will introduce the students to English Composition and covers all aspects of writing for a college-level course, beginning with components of the essay, and ending with modes of writing and argumentation. Students cover all writing stages and strategies and learn to adapt them to their own writing and learning preferences. The student acquires skills for generating ideas and drafting preliminary outlines using brainstorming, drafting, outlining, and topic selection, while learning to revise, rewrite, and

polish structure, syntax, argumentation, grammar, punctuation, word choice, and diction.

*Prerequisite: None*

### ENG 104 ENGLISH COMPOSITION

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This course focuses on developing the critical thinking and reasoning skills for formal college writing and comprehension and analysis of college reading material. Writing skills will include emphasis on utilizing the writing process, essay format, reference materials, research notes, and other sources to create grammatically correct, well-organized, literate essays.

*Prerequisite: None*

### ENG 204 LITERATURE

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This course in Genre of Literature provides the study of techniques and conventions of various literary genres, such as poetry, novels, short stories, biographies, journals and essay. The course explores the relationship between form and meaning, specifically how genre shapes our literary understanding and experience.

*Prerequisite: ENG104*

### ENV 101 ENVIRONMENTAL SCIENCE

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This Course will discuss sustainability and its links with natural capital, natural capital degradation, solutions, trade-offs, and how individuals can make a positive impact in solving environmental problems and sustaining the earth's natural capital.

*Prerequisite: None*

### MAS 113 MEDICAL SPECIALTIES I

4.0 Quarter Credits

60 Clock Hours (40 Lecture Hours/20 Lab Hours)

This course is designed to provide the student with an understanding of the normal structure and function, disorders and abnormalities, diagnostic procedures, and pharmacology associated with cardiology, pediatrics, geriatrics, urology, and the immune system. Infection control, aseptic techniques, OSHA standards for healthcare settings, and disease transmission will be introduced and discussed. Upon completion of this course, students will demonstrate competency in the following areas: patient assessment, vital signs, chemical testing, macroscopic and microscopic examination of urine, and bacteriological testing. Students will learn the required procedures and steps for preparing the patient for a general physical examination and the proper clinical lab procedures, in addition to learning proper aseptic techniques, surgical asepsis, and surgical supplies and instruments.

*Prerequisite: None*

### MAS 114 MEDICAL SPECIALTIES II

4.0 Quarter Credits

60 Clock Hours (40 Lecture Hours/20 Lab Hours)

This course is designed to provide the student with an understanding of the normal structure and function, disorders and abnormalities, diagnostic procedures, and pharmacology associated with ophthalmology, otolaryngology, dermatology, gastroenterology, urology, male reproduction, obstetrics & gynecology, orthopedic medicine, neurology & mental health, endocrinology and pulmonary medicine.

Upon successful completion of this course, students will be able to describe the methodology used to educate patients, and will demonstrate comprehension and competency in performing basic neurological assessment, blood/glucose testing, labeling the skin and understanding different type of burn treatments, diagnostic imaging, and performing spirometry testing. Students will demonstrate the proper techniques to teach patients how to use ambulatory devices.

*Prerequisite: None*

### MAS 115 ADMINISTRATIVE MEDICAL PROCEDURES

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course is designed to provide the student with an introduction to the health care system and the medical assisting profession. Students will be introduced to proper telephone techniques, appointment scheduling, patient reception, the office environment, written communications and mail processing. Communication, defense mechanisms, and barriers to communication will be discussed. Communication during difficult times and multicultural communication issues will be introduced. Professional behavior, medical law and ethics, and office management will be introduced and analyzed.

*Prerequisite: None*

### MAS 117 MEDICAL RECORDS AND INSURANCE

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course explores computers and their function in the medical office. The fundamentals of medical record management, fee determination, credit policies, billing methodology, and collection processes are reviewed. Financial management of the medical office and various medical insurance plans are also discussed. The principles and applications of coding are identified. Computerized medical billing software and its functions are taught. In addition, students will learn about privacy in the physician's office (HIPAA), medical practice management and human resources, as well as medical practice marketing and customer service. Students will also complete lessons using Virtual Medical Office Simulation Software.

*Prerequisite: None*

### MAS 212 INVASIVE MEDICAL PROCEDURES

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course introduces students to the medical assistant's role with minor surgical procedures, injections, phlebotomy, the analysis of blood, and the principles of IV therapy. Pharmacology, pharmacological math, and Drug Enforcement Administration (DEA) regulations are introduced and reviewed. This course also explores the important topics of aseptic technique, infection control, and proper procedure for hand washing. The medical assistant's roles and responsibilities during medical emergencies is defined and explained. General rules for emergencies, common equipment used during emergencies, and common office emergencies are explored. The role and responsibilities of the medical assistant who assists in the clinical laboratory is defined. Clinical laboratory measurement and mathematics are introduced. Clinical laboratory equipment are identified and reviewed.

*Prerequisite: None*

### MAS 214 MA SKILLS CERTIFICATION REVIEW / PATIENT EDUCATION

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course provides a comprehensive review of the administrative and clinical skills learned during prior Medical Assisting classes. The review prepares students to sit for the national Certified Medical Assistant (CMA) examination or the Registered Medical Assistant (RMA)

examination. Students are introduced to the teaching methodology and strategies used for holistic patient education. Nutrition and health promotion is reviewed and discussed.

*Prerequisite: All allied health, all medical assistant, and all medical office assistant courses (with the exception of MAS241 Externship) in the MA Program*

### **MAS 241 EXTERNSHIP**

4.0 Quarter Credits

160 Clock Hours (160 Externship Hours)

This course allows students to gain hands-on medical assisting experience in an outside environment, clinical, laboratory and administrative duties while under the supervision of a doctor and office manager. *Prerequisite: All allied health, all medical assistant, and all medical office assistant courses (with the exception of MAS241 Externship) in the MA Program*

### **MAT 101 COLLEGE MATHEMATICS**

4.0 Quarter Credits

60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course provides an introduction to college level math with the goal of teaching students to read, write, and think mathematically in support of real world applications. Topics include solving problems using equation, developing graphs for linear equations and functions, solving polynomial equations, factoring and solving problems using quadratic equations, solving problems using rational expressions, solving systems of equations, and solving problems using roots and radicals. The focus of this course is to apply mathematics to solve problems mathematically.

*Prerequisite: None*

### **MOA 109 ELECTRONIC HEALTH RECORDS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course presents different approaches to managing information systems in a variety of healthcare organizations. Course content addresses the full range of electronic health record functionalities and information management.

*Prerequisites: none*

### **NUR 100 FOUNDATIONS OF NURSING CONCEPTS**

3.0 Semester

Credits 45 Clock Hours (45 Lecture Hours)

This introductory course focuses on central concepts essential to the student's evolving knowledge base. The concepts involved in this course include, but are not limited to, Orem's theory of self-care, historical perspectives of nursing, legal and ethical boundaries, critical thinking, cultural and spiritual influences, psychosocial nursing interventions, and fundamentals of scientific inquiry. It also introduces the student to the basic pharmacology concepts.

*Prerequisite: None*

### **NUR 101 FUNDAMENTALS / MEDICAL SURGICAL NURSING 1**

5.0 Semester Credits

120 Clock Hours (45 Lecture Hours/ 30 Lab Hours/45 Clinical Hours)

This course focuses on the integration of cognitive and psychomotor domains of nursing practice. It introduces the students to the use of the nursing process as central to all nursing actions. Classroom, laboratory and clinical experiences are provided to enable the student to acquire basic skills that focus on the self-care requisites of the adult. The student will learn to initiate nursing actions in response to identification of self-care deficits, utilizing Orem's Self Care Deficit model.

*Prerequisite: BIO105, NUR100*

### **NUR202 PSYCHIATRIC – MENTAL HEALTH NURSING**

3.0 Semester Credits

75 Clock Hours (30 Lecture Hours/ 45 Clinical Hours)

This course focuses on nursing actions to meet the self-care needs of patients with a variety of psychiatric pathologies. Students apply the Nursing Process, and Orem's Theory of Nursing Systems in the organization and provision of care for individuals, families/significant others, and groups. Clinical experience includes practice in various treatment settings providing psychiatric and mental health care.

*Prerequisite: BIO105, BIO106, BIO301, NUR100, NUR101, NUR102, NUR103, NUR104, NUT100, Coreq NUR201; Successful completion of Dosage Calculation Exam*

### **NUR203 OBSTETRIC & NEONATAL NURSING**

3.0 Semester Credits

75 Clock Hours (30 Lecture Hours/ 45 Clinical Hours)

This course focuses on nursing actions to meet adult and child human responses within a family-centered setting. The student is introduced to the needs of family while emphasis is placed on the developmental stages of the newborn and the health needs of newborns and childbearing females. This course prepares the student to assume the role of provider of care for childbearing females and neonates. The clinical experience includes participation and observation in a variety of maternal/child settings, including antepartum, labor and delivery, postpartum and newborn nursery units.

*Prerequisite: BIO105, BIO106, BIO301, NUR100, NUR101, NUR102, NUR103, NUR104, NUT100, Coreq NUR201; Successful completion of Dosage Calculation Exam*

### **NUR205 MEDICAL SURGICAL NURSING 4**

5.0 Semester Credits

135 Clock Hours (45 Lecture Hours/ 90 Clinic Hours)

This course is structured to assist the student to synthesize theoretical concepts in the formulation of inclusive nursing care plans for patients with multidimensional interdisciplinary self-care deficits. Emphasis is placed on advanced nursing interventions for selected groups of patients with complex medical-surgical health deficits. Dorothea Orem's Self Care Deficit Theory, is used as a framework for identification and intervention in selected patient situations. Correlated clinical experience includes opportunities for the student to continue focusing on psychosocial, physiological and sociocultural needs of patients.

*Prerequisite: BIO105, BIO106, BIO300, NUR100, NUR101, NUR102, NUR103, NUT100, NUR104, BIO301, NUR201, NUR203, Coreq NUR202; Successful completion of Dosage Calculation Exam*

### **NUR206 PROFESSIONAL TRENDS IN NURSING**

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This comprehensive course addresses the current nursing trends and issues that define the practice of nursing. A broad variety of contemporary issues are explored, including legal and ethical values, research and evidence-based practice, work-related aspects of nursing such as unions and collective bargaining, as well as economic and political issues affecting health care today. The role of the nurse as provider of care, manager of care, and member within the discipline of nursing is further defined and studied. The student will develop a sense of accountability, develop critical thinking skills, and learn to formulate a basic legal-ethical framework for responsible decision-making in nursing practice.

*Pre-requisites: BIO105, BIO106, BIO300, NUR100, NUR101, NUR102, NUR103, NUT100, NUR104, BIO301, NUR201, NUR203, Coreq NUR202, NUR205, Successful completion of Dosage Calculation Exam*

### **NUR207 SEMINAR FOR LICENSURE**

0.0 Semester Credits

Transition to Practice is a seminar course designed to assist students in assimilating and applying core nursing content, while preparing to pass the NCLEX-RN Licensing Exam, first testing, and enter into practice. Building on prior learning related to holistic patient care, students will use the nursing process, following Orem's Self-Care Deficit Theory, to meet the psychosocial, physiological, sociocultural, and spiritual needs of patients. Students will actively engage in self-assessment, critical thinking, application of nursing content, and test taking skills development. The NCLEX-RN Test Plan, Kaplan and Evolve learning resources, and specialty exam performance/remediation data will be used to assist students in reviewing core nursing content and in developing an individualized study plan to pass the NCLEX-RN Licensing Exam. Students will meet their assigned mentors from the NCLEX-RN Licensure Exam Preparation Engagement Program to discuss best practices to pass the Licensing Exam, first testing.

*Prerequisite:  
All coursework.*

**NUR102 THERAPEUTIC COMMUNICATION**

2.0 Semester Credits  
30 Clock Hours (30 Lecture Hours)

This course focuses on the interactional process and components of communication. Factors facilitating communication, as well as challenges, special needs, and barriers to effective communication are examined. A practice component focuses on the use of therapeutic skills, attending skills and responding skills essential in establishing and maintaining nurse-client relationships while implementing the nursing process. Dorothea Orem's Theory is used as a framework for identification and intervention in forming therapeutic nurse-client relationships. Students will continue focusing on the psychosocial, physiological and socio-cultural needs of the clients.

**NUR103 MATH FOR MEDS**

1.0 Semester Credit  
15 Clock Hours (15 Lecture Hours)

This course provides the student with the opportunity to develop skills in the conversion of metric, apothecary and household dosages, and the mathematical skills necessary to compute medication dosages, calculate intravenous therapy flow rates, and to calculate advanced IV medication dosages for safe client care.

A practice component focuses on supervised medication dosage calculations for adults and children, IV therapy flow rate calculations, and calculation of advanced IV medication dosages in compliance with client rights. Orem's Self Care Deficit Theory is used as a framework for safe medication administration in maintaining the client's physiological integrity.

**NUR105 MEDICAL SURGICAL NURSING 2**

5.0 Semester Credits  
135 Clock Hours (45 Lecture Hours/90 Clinical Hours)

This course is designed to expand the basic knowledge and skills the student has mastered in Fundamentals/MS 1, with emphasis on selected psychosocial, physiological and sociocultural needs and deficits of the client. Emotional and behavioral responses during the process of maturation (throughout the life cycle) are examined. Aspects of Adult Health experiences are studied and analyzed. The nursing process approach, within the framework of Orem's self-care deficit theory is further developed in the classroom and clinical settings, as well as the nursing interventions and skills specific to these states.

*Prerequisite: BIO105, BIO106, NUR100, NUR101, NUR102, NUR103, NUT100, Successful completion of Dosage Calculation Exam*

**NUR106 PEDIATRIC NURSING**

3.0 Semester Credits  
75 Clock Hours (30 Lecture Hours/45 Clinical Hours)

This course is designed to expand the basic knowledge and skills the student has mastered in Fundamentals/MS 1, with emphasis on selected psychosocial, physiological and sociocultural needs and deficits of the client. Emotional and behavioral responses during the process of maturation (throughout the life cycle) are examined. Aspects of Pediatric Health experiences are studied and analyzed. The nursing process approach, within the framework of Orem's self-care deficit theory is further developed in the classroom and clinical settings, as well as the nursing interventions and skills specific to these states.

**NUR201 MEDICAL SURGICAL NURSING 3**

5.0 Semester Credits  
135 Clock Hours (45 Lecture Hours/ 90 Clinical Hours)

This course provides a greater depth of theoretical knowledge with emphasis on those health deficits which interfere with the patients' ability to manage and negotiate increasingly complex self-care needs. Adult health experiences are studied and analyzed. Students will be involved in active learning during the theoretical component of this course. The nursing process, following Orem's Self Care Deficit Theory, is used as a framework for identification and intervention in selected patient situations. Correlated clinical experience includes opportunities for the student to continue focusing on psychosocial, physiological and sociocultural needs of patients.

*Prerequisite: BIO105, BIO106, BIO301, NUR100, NUR101, NUR102, NUR103, NUR104, NUT100, Successful completion of Dosage Calculation Exam*

**NUT100 NUTRITIONAL THERAPY**

1.0 Semester Credit  
15 Clock Hours (15 Lecture Hours)

This course introduces the student to the basic principles of Diet Therapy as it affects human responses of the adult on a wellness to illness continuum. Classroom learning experiences will assist the student in learning the dietary modifications needed when health is compromised. The student will be able to apply theoretical knowledge to clinical nursing practice.

*Prerequisite: BIO105, NUR100*

**PSY 101 INTRODUCTION TO PSYCHOLOGY**

4.0 Quarter Credits  
60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course provides a general overview of the field of psychology. It begins by discussing psychological research methods used to gather psychological data to provide students with a foundation for critically analyzing information. The course then discusses basic psychological concepts from the perspective and with the goal of improving the quality of life for self and others. Topics include the brain and human development, learning and memory, intelligence and creativity, motivation and emotion, personality, and the impact of stress on health. The course then discusses selected psychological disorders and associated common therapies.

*Prerequisite: None*

**PSY 103 GENERAL PSYCHOLOGY**

3.0 Semester Credits  
45 Clock Hours (45 Lecture Hours)

This course focuses on understanding human behavior which includes but is not limited to: Learning, Motivation, Cognition, Personality, Developmental Psychology, and Social Psychology. This course is also a prerequisite for higher-level Psychology courses.

*Prerequisite: none*

**PSY 203 HUMAN GROWTH AND DEVELOPMENT**

3.0 Semester Credits  
45 Clock Hours (45 Lecture Hours)

This course focuses on the study of development and the aging process from birth to death, including methods of research, theoretical perspectives, as well as biological, social, and psychological changes. *Prerequisite: PSY 103*

**PDC 100 COLLEGE SUCCESS**

1.0 Quarter Credit  
24 Clock Hours (24 Lecture Hours)

This course is designed to introduce students to the realm of a college atmosphere. Students will establish skills that will aid in their success throughout college and their careers.

*Prerequisite: None*

**PDC 200 CAREER DEVELOPMENT**

4.0 Quarter Credits  
60 Clock Hours (40 Lecture Hours/20 Lab Hours)

This course is designed to provide the graduate with necessary marketable job search techniques and skills. It will encompass all phases of professional development relative to employment.

*Prerequisite: None*

**SOC 101 INTRODUCTION TO SOCIOLOGY**

4.0 Quarter Credits  
60 Clock Hours (30 Lecture Hours/30 Lab Hours)

This course introduces students to the principles, methods, and major theoretical orientations of sociology. This course covers the theoretical underpinnings of the field of sociology, provides an introduction to central sociological concepts such as social structure, socialization, social interaction, deviance and social control, groups and organizations. In addition, it looks at inequality in society, starting with social stratification and class systems, locally and globally. The course provides explanations for differences in social institutions as well as the behaviors of individuals in society, including gender relations, marriage, and family. Social institutions are examined and their impact on society, including health, life expectancy, education, and the economy are explored. Further current topics and controversies are explored and discussed.

*Prerequisite: None*

**SOC107 PRINCIPLES SOCIOLOGY**

3.0 Semester Credits  
45 Clock Hours (45 Lecture Hours)

This course is intended to serve as an introduction to the discipline of sociology. As an introductory class the focus will be more on breadth than depth. This class will discuss topics studied by sociologists and the theories and techniques they use in studying a particular facet of the social world. Lectures, discussions, and assigned readings will provide an overview of the major areas within the discipline of sociology.

*Prerequisite: None*

## **STAFF & FACULTY**

### **ADMINISTRATIVE STAFF**

Campus President	Anthony Stanziani
Human Resources Administrator	Lynn Salvage
Business Office Manager	Mary Ellen Elias
Assistant Business Officer	Robert Braun
Registrar	Satwinder Kaur
Administrative Assistant	Donna Gargiulo
Receptionist	Kim Cush
IT Administrator	Alhaji Nayallay

### **ADMISSIONS**

Director of Admissions	Dashun Taylor
Admissions Coordinator	Candice Barcia
Admissions Representative	Grahame Davis
Admissions Representative	Natasha Mencini
Admissions Representative	Robert Nelson
Admissions Representative	ChynaLynn Santiago

### **CAREER SERVICES**

Director of Career Services	Lynn Salvage
Career Services Advisor	Megan Delmar

### **FINANCIAL AID**

Director of Financial Aid	Charles Johnson III
Financial Aid Administrator	Lauren O'Brien
Financial Aid Administrator	Joy Topping-Mann

### **LIBRARY**

Learning Resource Center Manager	Judy Lee, MBA, MLS
Learning Resource Center Technician	Nadia Palma, MLIS

## **ACADEMIC LEADERSHIP**

### **FACULTY**

#### **Dental Assistant Program**

Fatma Zohra Bourib (P/T) <i>MS Implants and Dental Esthetic, New York University BS Dentistry, University of Algiers)</i>
Muhammad Iqbal (P/T) <i>BDS, Multan Medical &amp; Dental College, Pakistan</i>
Otilia Marticorena (PT) <i>DDM University of Medicine and Dentistry of New Jersey (Rutgers) BA Biology, Kean University</i>
Sandy Sedhom (P/T) <i>BDS, Egypt</i>
Hina Shahid (P/T) <i>BDS, Lahore Medical and Dental College</i>

#### **DIRECTOR OF EDUCATION:**

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MS, New Jersey Institute of Technology*

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BSN, Tuskegee University*

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*BMS, MS, Diagnostic Radiology*

#### **DIRECTOR OF STUDENT**

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 Bachelors Business Administration, Arab Academy for  
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*MS, FNP, Wagner College*  
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*MS, FNP, Wagner College*  
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- Frederica Pierre, RN (P/T)  
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*MS, Family Health, Sage College*  
*BS, Nursing, St. Francis College*  
*AS, Psychology, Union County College*
- Maryann Plumb, RN (P/T)  
*MS, Nursing Administration, Aspen University*  
*BS, Nursing, South University*  
*AS, Nursing, St. Vincent's School of Nursing*
- Ilana Rabinowitz, RN (P/T)  
*MS Nursing Education, SUNY Delhi*  
*BS Nursing, SUNY Delhi*  
*AS Nursing, St. Paul's School of Nursing*
- Catherine Raio, RN (P/T)  
*MS Nursing, College of Staten Island*  
*BS Nursing, College of Staten Island*
- Debbie Satriano, RN (P/T)  
*MSN, Education, Chamberlain College of Nursing*  
*BS Nursing, Wagner College*
- Debra Sicurella, RN (P/T)  
*MS Nursing Education, Grand Canyon University*  
*BS Nursing, Chamberlain University*  
*AS Nursing, St. Vincent's School of Nursing*
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*DNP, Chatham University*  
*MSN, FNP, SUNY Downstate Medical Center*  
*BSN, Hunter-Bellevue School of Nursing*  
*AASN, Touro College*

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# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2022 - 2023 Catalog, 2/16/2022 Volume 1 Version 2

Effective date: 3/28/22

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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***This is effective July 1, 2021 until further notice.***

***This addendum replaces all prior published COVID-19 addenda.***

*The items listed in this addendum are on an as-needed basis.*

### ADMISSION REQUIREMENTS

There are no additional admission requirements that need to be met.

### EMERGENCY DISTANCE EDUCATION TECHNOLOGY REQUIREMENTS

#### Minimum Technology Requirements Hardware:

- 2.2 GHz CPU or greater with minimum of 4 GB RAM
- Broadband Connection: Cable or DSL
- Web Cam
- Speakers may be required (see course requirements)

#### Software:

- Windows – Operating System: Windows® 8.1 or higher
- Apple Mac – Operating System: Mac OS X
- Chrome – Operating System: Chrome OS
- Office Productivity Suite – Microsoft Office 365

#### Browser:

- Mozilla Firefox Web Browser or Google Chrome Web Browser (most recent version)

#### Plugins (most recent versions):

- Java™ Runtime Environment 7
- Flash Player (until EOL on 12/31/20)
- Adobe Reader

Please review your course syllabus for any additional plugins required for your class. Popup blockers can cause access issues if not correctly configured. It is important to allow popups from fortis.instructure.com.

For technology support, students should contact: Alhaji Nyallay IT Manager ANyallay@edaff.comrt

## **ADDITIONAL ADMISSION REQUIREMENTS FOR NURSING PROGRAMS**

Applicants are required to provide evidence that they have received at least the first dose of the COVID-19 vaccine prior to starting one of these programs and must be fully vaccinated (both doses if other than the Johnson & Johnson vaccine) prior to entering a clinical/externship site that requires students to be vaccinated.

Although we list the COVID-19 vaccine as an admissions requirement for the above mentioned programs, we cannot deny any student's ability to start school if they do not plan to get vaccinated against COVID-19 but otherwise meet the entrance requirements as stated in the catalog. Thus, going forward every student who enrolls in one of the affected programs must sign the ***COVID-19 Vaccine Acknowledgement***.

## **ADDITIONAL ADMISSIONS REQUIREMENTS FOR ALL NURSING PROGRAM APPLICANTS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC**

1. The applicant must provide a valid form of identification with a picture, name and address. A valid and current driver's license, United States Passport, or Permanent Resident Card are acceptable forms of identification.
2. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. Failure to provide the evidence of required insurance coverage may prevent the student from participating in the scheduled clinical experience. The School does not provide health insurance, The School does not provide alternative sites if students do not have the insurance coverage required by a specific clinical site.
3. Applicants must submit to and pass a drug-screening test, as was specified in this Catalog prior to publication of this COVID-19 addendum. Applicants who experience delays in meeting this requirement as a result of the COVID-19 Pandemic may start class (which do not include clinical placements) while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.
4. Applicants must submit to and pass a criminal background check, as was specified in this Catalog prior to publication of this COVID-19 addendum. Applicants who experience delays in meeting this requirement as a result of the COVID-19 Pandemic may start class (which do not include clinical placements) while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.
5. Hepatitis B immunization is administered as a series of injections. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Applicants who experience delays in obtaining initial immunizations as a result of the COVID-19 Pandemic may start class (which do not include clinical placements) while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.
6. No applicant will be admitted who failed previously in another nursing program.
7. If an applicant attended and dropped from another nursing program but did not technically fail, the applicant's transcript must be reviewed by the campus nursing applicant review committee and DON and a decision will be made as to the applicant's request for admission.

## **ADDITIONAL ADMISSIONS REQUIREMENTS RELATING TO CPR - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC**

To comply with the CDC precautions during COVID-19, applicants and students in nursing and medical technology programs will be provided with the opportunity to complete an AHA BLS Provider Course within their program prior to the scheduling of clinicals. Students enrolled in the nursing and medical technology programs will be required to comply with all applicable requirements within the timeframes which will be specified by the Program Director or Academic Dean in order to remain in the program.

## **ADDITIONAL ADMISSION REQUIREMENTS RELATING TO DRUG SCREENS, PHYSICALS, CRIMINAL BACKGROUND CHECKS, AND IMMUNIZATIONS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC**

Applicants who experience delays in obtaining drug tests, physicals, criminal background checks, and initial immunizations as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program. Failure to complete the requirements may result in dismissal from the program.

## **EDUCATIONAL DELIVERY SYSTEMS - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

Courses and student work impacted by the COVID-19 Pandemic are residential but will be temporarily delivered via distance education through Zoom, as appropriate.

## **INCOMPLETE GRADE POLICY – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control as a result of COVID-19 related reasons, including, but not limited to, the illness of the student or family member, compliance with a quarantine restriction, or the general disruption to the student's educational experience which prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete Grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and the instructor is responsible for obtaining approval signature from the Program Director or Academic Dean before submitting the form to the Registrar for recording.

All incomplete work must be completed and submitted for grading no later than 30 calendar days from the last day of the completed academic term. If there are circumstances that delay the student's submission of the required work within the 30 day period a further extension may be permitted based on the student's situation. The student is responsible to notify the Program Director or Academic Dean of specific circumstances and the plan to complete the required coursework by day 25 of the 30 day period. The Program Director or Academic Dean will review requests for extension of an Incomplete and provide a decision within 4 business days.

At the end of the period granted for the Incomplete a grade of 0 (zero) will be entered for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus. If a student is unable to complete the term due to COVID-19 related reasons, the student will receive a grade of E for course attempted in the term.

Credits associated with courses in which an incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the School. They bear no quality points and are not included in the calculation of CGPA.



## **ACADEMIC LEAVE OF ABSENCE - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

Students enrolled in term-based credit hour programs who need to interrupt their program of study due to COVID-19 related issues affecting the student or a member of the student's immediate family (spouse and/or children) are not able to resume training at the within the same term in which the training was interrupted and therefore would not qualify for a Traditional Leave of Absence (TLOA), but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, Tuition Refund policy as listed in the catalog will be applied and a waiver will be applied under the CARES Act for any refunds required under the Return to Title IV policy.

The following are the criteria for making application and approving an Academic Leave of Absence:

- 1) The student's request and reason(s) for the Leave of Absence must be submitted on an Academic Leave of Absence Request Form in advance of the ALOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the ALOA request in advance, the School may choose to grant an ALOA on behalf of a student without having received prior written request as long as the School has received appropriate documentation to support the decision and the student provides the required information at a later date. This would apply in such instances where the student became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care, or other COVID-19 related reasons.
- 2) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request an A L O A after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term ALOA request, the student will receive a grade of E for course attempted in the term.
- 3) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the School. The School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be submitted to the School prior to the student's initial ALOA return date. In any 12month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

## **WITHDRAWAL - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

In order to remain in "Active" status at the School, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the School in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the School, by notifying the School in writing.

Should students be considering withdrawing from a course or from the School, they should meet with the Dean of Education or the Dean of Nursing (for students enrolled in nursing courses), or the Campus President in order to gain an appreciation for what the School can do to help them address their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the School due to COVID-19 related reasons will receive a grade of "E". The grade will be recorded on their transcript.

## ACADEMIC ACHIEVEMENT/GRADING - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

**Other letter grades used by the School include:**

Grade	Description	Affects Credits Attempted	Affects GPA
<b>AU</b>	<b>Audit</b>	<b>No</b>	<b>No</b>
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No
CR	Block Credit award to LPN students entering ADN program (where applicable)	Yes	No
E	Excused/Emergency Withdrawal related to the COVID-19 Pandemic	No	No

## TUITION AND FEES – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

There are no additional fees for any program in regards to Emergency Distance Education.

**Optional Tablet** - In response to the COVID-19 pandemic, and to assist students to avoid interruption to their education, St. Paul's School of Nursing temporarily moved all educational instruction to online delivery. A tablet was made available to order through St. Paul's School of Nursing in the amount of \$200.00. This purchase was optional and made available to help accommodate access to online course content.

There are also laptops available to borrow. If the student does not return the laptop they will be charged.

## FEDERAL WORK STUDY - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

FWS employees working in facilities, either on campus or off campus, that have closed as a result of COVID-19 can continue to be paid during the facilities closure if the closure occurred after the beginning of the students term, the institution is continuing to pay its other employees (including faculty and staff), and the institution continues to pay the required non-federal share.

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, 2/16/2022, Volume 1 Version 2

Effective date: March 25, 2022

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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### **INTRODUCTION & OVERVIEW, PAGE 2**

#### **CONSUMER INFORMATION**

This Catalog is published in order to inform students and others of St. Paul's School of Nursing's academic programs, policies, calendar, tuition, fees, administration, and faculty. This Catalog is published for informational purposes only and is not intended as a contractual agreement between St. Paul's School of Nursing and any individuals. The information provided is current and accurate as of the date of publication.

St. Paul's School of Nursing reserves the right to make changes within the terms of this Catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a Catalog Addendum, which is intended as, and is to be regarded as, an integral part of this Catalog. The Campus President's Office may be contacted at (718)517-7700 to obtain and confirm most recent information. Separate publications, including the school's website and nursing student handbook are also in use.

### **TUITION & FEES, PAGE 30**

#### **OTHER CHARGES, PAGE 31**

Background check including medical document manager fee through Castlebranch \$195.25

Students may be required by an externship site to have an additional background check and/or drug test.

Clinical Make-Up Fee \$200 per make-up clinical

Basic Life Support (CPR) tuition fee, if needed \$100

A student must see the Registrar's Office and Financial Aid to discuss any program changes.

### **COURSE DESCRIPTIONS, PAGE 50**

#### **NUR COURSES, PAGES 54-55**

##### **NUR 100 FOUNDATIONS OF NURSING CONCEPTS**

3.0 Semester

Credits 45 Clock Hours (45 Lecture Hours)

This introductory course focuses on central concepts essential to the student's evolving knowledge base. The concepts involved in this course include, but are not limited to, Orem's theory of self-care, historical perspectives of nursing, legal and ethical boundaries, critical thinking, cultural and spiritual influences, psychosocial nursing interventions, and fundamentals of scientific inquiry. It also introduces the student to the basic pharmacology concepts.

*Prerequisite: None*

### **NUR 101 FUNDAMENTALS / MEDICAL SURGICAL NURSING 1**

5.0 Semester Credits

120 Clock Hours (45 Lecture Hours/ 30 Lab Hours/45 Clinical Hours) This course focuses on the integration of cognitive and psychomotor domains of nursing practice. It introduces the students to the use of the nursing process as central to all nursing actions. Classroom, laboratory and clinical experiences are provided to enable the student to acquire basic skills that focus on the self-care requisites of the adult. The student will learn to initiate nursing actions in response to identification of self-care deficits, utilizing Orem's Self Care Deficit model.

*Prerequisite: BIO105, NUR100*

### **NUR102 THERAPEUTIC COMMUNICATION**

2.0 Semester Credits

30 Clock Hours (30 Lecture Hours)

This course focuses on the interactional process and components of communication. Factors facilitating communication, as well as challenges, special needs, and barriers to effective communication are examined. A practice component focuses on the use of therapeutic skills, attending skills and responding skills essential in establishing and maintaining nurse-client relationships while implementing the nursing process. Dorothea Orem's Theory is used as a framework for identification and intervention in forming therapeutic nurse-client relationships. Students will continue focusing on the psychosocial, physiological and socio-cultural needs of the clients.

*Prerequisite: NUR100*

### **NUR103 MATH FOR MEDS**

1.0 Semester Credit

15 Clock Hours (15 Lecture Hours)

This course provides the student with the opportunity to develop skills in the conversion of metric, apothecary and household dosages, and the mathematical skills necessary to compute medication dosages, calculate intravenous therapy flow rates, and to calculate advanced IV medication dosages for safe client care.

A practice component focuses on supervised medication dosage calculations for adults and children, IV therapy flow rate calculations, and calculation of advanced IV medication dosages in compliance with client rights. Orem's Self Care Deficit Theory is used as a framework for safe medication administration in maintaining the client's physiological integrity.

*Prerequisite: NUR100*

### **NUR105 MEDICAL SURGICAL NURSING 2**

5.0 Semester Credits

135 Clock Hours (45 Lecture Hours/90 Clinical Hours))

This course is designed to expand the basic knowledge and skills the student has mastered in Fundamentals/MS 1, with emphasis on selected psychosocial, physiological and sociocultural needs and deficits of the client. Emotional and behavioral responses during the process of maturation (throughout the life cycle) are examined. Aspects of Adult Health experiences are studied and analyzed. The nursing process approach, within the framework of Orem's self-care deficit theory is further developed in the classroom and clinical settings, as well as the nursing interventions and skills specific to these states.

*Prerequisite: BIO105, BIO106 NUR100, NUR101, NUR102, NUR103, NUT100, Successful completion of Dosage Calculation Exam*

### **NUR106 PEDIATRIC NURSING**

3.0 Semester Credits

75 Clock Hours (30 Lecture Hours/45 Clinical Hours))

This course is designed to expand the basic knowledge and skills the student has mastered in Fundamentals/MS 1, with emphasis on selected psychosocial, physiological and sociocultural needs and deficits of the client. Emotional and behavioral responses during the process of maturation (throughout the life cycle) are examined. Aspects of Pediatric Health experiences are studied and analyzed. The nursing process approach, within the framework of Orem's self-care deficit theory is further developed in the classroom and clinical settings, as well as the nursing interventions and skills specific to these states.

*Prerequisite: BIO105, BIO106 NUR100, NUR101, NUR102, NUR103, NUT100, Successful completion of Dosage Calculation Exam*

### **NUR201 MEDICAL SURGICAL NURSING 3**

5.0 Semester Credits

135 Clock Hours (45 Lecture Hours/ 90 Clinical Hours)

This course provides a greater depth of theoretical knowledge with emphasis on those health deficits which interfere with the patients' ability to manage and negotiate increasingly complex self-care needs. Adult health experiences are studied and analyzed. Students will be involved in active learning during the theoretical component of this course. The nursing process, following Orem's Self Care Deficit Theory, is used as a framework for identification and intervention in selected patient situations. Correlated clinical experience includes opportunities for the student to continue focusing on psychosocial, physiological and sociocultural needs of patients.

*Prerequisite: BIO105, BIO106, BIO301, NUR100, NUR101, NUR102, NUR103, NUR105, NUR106, NUT100, Successful completion of Dosage Calculation Exam*

### **NUR202 PSYCHIATRIC – MENTAL HEALTH NURSING**

3.0 Semester Credits

75 Clock Hours (30 Lecture Hours/ 45 Clinical Hours)

This course focuses on nursing actions to meet the self-care needs of patients with a variety of psychiatric pathologies. Students apply the Nursing Process, and Orem's Theory of Nursing Systems in the organization and provision of care for individuals, families/significant others, and groups. Clinical experience includes practice in various treatment settings providing psychiatric and mental health care.

*Prerequisite: BIO105, BIO106, BIO301, NUR100, NUR101, NUR102, NUR103, NUR105, NUR106, NUT100, Coreq NUR201; Successful completion of Dosage Calculation Exam*

### **NUR203 OBSTETRIC & NEONATAL NURSING**

3.0 Semester Credits

75 Clock Hours (30 Lecture Hours/ 45 Clinical Hours)

This course focuses on nursing actions to meet adult and child human responses within a family-centered setting. The student is introduced to the needs of family while emphasis is placed on the developmental stages of the newborn and the health needs of newborns and childbearing females. This course prepares the student to assume the role of provider of care for childbearing females and neonates. The clinical experience includes participation and observation in a variety of maternal/child settings, including antepartum, labor and delivery, postpartum and newborn nursery units.

*Prerequisite: BIO105, BIO106, BIO301, NUR100, NUR101, NUR102, NUR103, NUR105, NUR106, NUT100, Coreq NUR201; Successful completion of Dosage Calculation Exam*

### **NUR205 MEDICAL SURGICAL NURSING 4**

5.0 Semester Credits

135 Clock Hours (45 Lecture Hours/ 90 Clinic Hours)

This course is structured to assist the student to synthesize theoretical concepts in the formulation of inclusive nursing care plans for patients with multidimensional interdisciplinary self-care deficits. Emphasis is placed on advanced nursing interventions for selected groups of patients with complex medical-surgical health deficits. Dorothea Orem's Self Care Deficit Theory, is used as a framework for identification and intervention in selected patient situations. Correlated clinical experience includes opportunities for the student to continue focusing on psychosocial, physiological and sociocultural needs of patients.

*Prerequisite: BIO105, BIO106, BIO300, NUR100, NUR101, NUR102, NUR103, NUT100, NUR105, NUR106, BIO301, NUR201, NUR203, Coreq NUR202; Successful completion of Dosage Calculation Exam*

### **NUR206 PROFESSIONAL TRENDS IN NURSING**

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This comprehensive course addresses the current nursing trends and issues that define the practice of nursing. A broad variety of contemporary issues are explored, including legal and ethical values, research and evidence-based practice, work-related aspects of nursing such as unions and collective bargaining, as well as economic and political issues affecting health care today. The role of the nurse as provider of care, manager of care, and member within the discipline of nursing is further defined and studied. The student will develop a sense of accountability, develop critical thinking skills, and learn to formulate a basic legal-ethical framework for responsible decision-making in nursing practice.

*Pre-requisites: BIO105, BIO106, BIO300, NUR100, NUR101, NUR102, NUR103, NUT100, NUR105, NUR106, BIO301, NUR201, NUR203, Coreq NUR202, NUR205, Successful completion of Dosage Calculation Exam*

### **NUR207 SEMINAR FOR LICENSURE**

0.0 Semester Credits

Transition to Practice is a seminar course designed to assist students in assimilating and applying core nursing content, while preparing to pass the NCLEX-RN Licensing Exam, first testing, and enter into practice. Building on prior learning related to holistic patient care, students will use the nursing process, following Orem's Self-Care Deficit Theory, to meet the psychosocial, physiological, sociocultural, and spiritual needs of patients. Students will actively engage in self-assessment, critical thinking, application of nursing content, and test taking skills development. The NCLEX-RN Test Plan, Kaplan and Evolve learning resources, and specialty exam performance/remediation data will be used to assist students in reviewing core nursing content and in developing an individualized study plan to pass the NCLEX-RN Licensing Exam. Students will meet their assigned mentors from the NCLEX-RN Licensure Exam Preparation Engagement Program to discuss best practices to pass the Licensing Exam, first testing.

*Prerequisite:*

*All coursework.*

## **STAFF & FACULTY, PAGE 56**

### **NURSING FACULTY, PAGES 57-59**

Francine Amico RN (P/T)

*Master of Science in Nurse Education, Chamberlain University  
Bachelor of Science in Nursing, College of Staten Island, Staten Island, NY  
Bachelor of Arts in Sociology, College of Staten Island, Staten Island, NY  
Associate Degree in Nursing, College of Staten Island, Staten Island, NY*

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*MSN, South University  
BSN, SUNY Downstate Medical Center*

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BSN, College of Staten Island/CUNY, New York  
AAS, College of Staten Island/CUNY, New York*

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*MS, Family Nurse Practitioner, Wagner College  
BS, Nursing, Wagner College  
AS, Nursing St. Vincent Medical Center School of Nursing*

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Diploma in Nursing, St. Vincent's School of Nursing, Staten Island, NY*

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*Master of Science in Nursing, Ball State University, Muncie, IN  
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BS, Nursing, Wagner College*

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BS, Biology, College of Staten Island  
AS, Nursing, St. Vincent School of Nursing*

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Bachelors of Science in Nursing, New York City College of Technology, Brooklyn, NY  
Associate of Applied Science in Nursing, New York City College of Technology, Brooklyn, NY*

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AAS, College of Staten Island, Staten Island, New York*

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*Masters in Science, Primary Care Adult Gerontology Nurse Practitioner, College of Staten Island CUNY, Staten Island, NY  
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BS, Nursing, Chamberlain College of Nursing*

*AS, Nursing, St. Paul's School of Nursing*

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Bachelor of Science in Nursing, Rutgers University, New Brunswick, NJ  
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MPA, New York University, New York  
BS St. Joseph's College, Brooklyn, New York*

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Bachelor of Science in Nursing, Chamberlain College of Nursing  
Associate of Science Degree in Nursing, St. Paul's School of Nursing, NY*

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BS Nursing, Hunter-Bellevue School of Nursing*

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BSN, Chamberlin College, Illinois*

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*BS, Nursing, Wagner College*

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*AS, Nursing, City University of New York*  
*BA, Political Science, Kingsborough Community College*

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*AS, Nursing, St. Paul's School of Nursing*

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*Bachelor of Science in Pharmacy, University of San Augustine, Iloilo City, Philippines*

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*Bachelor of Science in Health Administration, Warren National University, Cheyenne, WY*  
*Associate of Science in Nursing, The College of Staten Island, Staten Island, NY*

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*Master of Science in Nursing, Walden University*  
*Certificate in Public Health, University of the Philippines, Manila, Philippines*  
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*MPA, Long Island University*  
*BSN, College of Staten Island*  
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*MSN, Thomas Edison State College*  
*BS, Wagner College*

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*BS, Nursing, South University*  
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*BS Nursing, SUNY Delhi*  
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*BS Nursing, Chamberlain University*  
*AS Nursing, St. Vincent's School of Nursing*

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*BS Nursing, College of Staten Island*

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*BS Nursing, University of Phoenix*  
*AS Nursing, College of Staten Island*

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, Volume 1 Version 3

Effective date: 6/3/2022

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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### TUITION AND FEES, PAGE 30

*The following information applies to all students who enroll for start dates 6/1/2022 and later*

<b>NURSING PROGRAMS</b>	<b>TOTAL TUITION</b>	<b>DRUG FEE</b>	<b>Admin. &amp; Tech. FEE</b>	<b>BOOKS (ESTIMATE)</b>	<b>Laptop Fee</b>	<b>UNIFORM</b>	<b>NURSING KIT</b>	<b>GRAD FEE</b>	<b>TEST PREP FEE</b>	<b>NCLEX FEE</b>	<b>Testing Fee</b>	<b>SLS FEE</b>	<b>TOTAL COST</b>
<b>NURSING - (A.S.)</b>	\$50,344	\$275	\$350	\$2,005	\$515	\$60	\$200	\$300	\$1091	\$343	\$681	\$138	<b>\$56,302</b>

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, 2/16/2022, Volume 1 Version 4

Effective date: 6/24/2022

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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### TUITION AND FEES, PAGE 30

*The following information applies to all students who enroll for start dates 7/1/2022 and later*

<b>PROGRAM</b>	<b><u>Total Tuition</u></b>	<b><u>Admin. &amp; Tech. Fee</u></b>	<b><u>Book Charges</u></b>	<b><u>Uniform &amp; Kit/Bag</u></b>	<b><u>Instructional Materials</u></b>	<b><u>Testing</u></b>	<b><u>Graduation Fee</u></b>	<b><u>Total Cost</u></b>
DEGREE PROGRAMS								
<b>Dental Assistant, AOS</b>	\$32,781	\$175	\$2,280	\$75/\$105	\$850	\$750	\$200	<b>\$37,216</b>
<b>Medical Assistant, AOS</b>	\$31,434	\$150	\$2,280	\$75/\$105	\$750	\$454	\$200	<b>\$35,488</b>

*Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.*

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, February 16, 2022, Volume 1 Version 5

Effective date: 7/6/2022

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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### **ADMISSIONS INFORMATION, PAGE 6**

#### **READMISSION (NURSING PROGRAMS)**

A former student who withdrew in good standing may make application for readmission to his or her program of study. Generally, a student will not be considered for readmission more than two times unless there are exceptional extenuating circumstances, such as unexpected military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from participating in the program. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the applicant from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability that he or she can complete the program of study. A former student who wishes to be considered for admission to a different program of study should contact the Admissions office.

Former students in any of the nursing programs who have been dismissed for academic failure of two nursing or required science courses are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Refer to the Appeal Policy. Nursing students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' nursing programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools or Denver College of Nursing. A former student seeking readmission to the same program must apply for readmission by submitting a Readmission Application to the Campus Student Success Coordinator or the staff person designated to coordinate readmissions. The applicant for re-entry is required to meet with the Student Success Coordinator or designee to discuss the circumstances that led to the prior withdrawal and what the applicant has done to ensure that these or other issues will not interrupt the completion of the program of study if the applicant is approved for readmission.

For former students seeking readmission to the nursing program the determination on the readmission will require approval of the Dean of Nursing. The Academic Dean or specific Program Director will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. Prior to approval for readmission, the applicant for readmission is required to meet with the Director of Financial Aid (or his or her designee) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applications for re-admission are reviewed by a committee comprised of the Campus President, Academic Dean, and Director of Financial Aid, or their designees. Approval of an applicant for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

### **ACADEMIC POLICIES & SERVICES, PAGE 18**

#### **COURSE REPEAT POLICY**

All courses in which a student fails to earn a passing grade (as defined in the course syllabus) must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate. All courses from which a student has withdrawn (whether with a "W" or "WF" grade) must be repeated and successfully completed in compliance with course prerequisite requirements and in order

to graduate. If a higher grade is earned in the repeated course, it will be used to compute the CGPA. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory progress. All final grades are reflected on the official transcript; repeated courses are designated by with an asterisk. Students who need to repeat a course must meet with the Dean of Nursing regarding their course plan. It is the responsibility of the student to meet with a financial aid officer to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations. A student who withdrew from a course must repeat that course as soon as possible after re-entry. Failing or withdrawing from a course and the subsequent required repeat may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility and/or impact the student's satisfactory academic progress status.

A student in a nursing program is permitted to continue his or her enrollment in the program after earning two failing grades in a nursing and/or required math/science course/s. Students will be removed from the nursing program after earning the third failing grade. Nursing courses are those with an NUR or PNR course code prefix; required science courses are anatomy and physiology, nutrition, general biology, and microbiology. Failure is defined as achieving less than a 78% score on objective testing content (see Nursing Student Handbook for definition of objective testing) or not achieving 78% of the total course grade points. A third failure to successfully complete a nursing and/or a required math/science course will result in dismissal from the program except in cases of an approved waiver as outlined below.

A student who fails to achieve the required 78% passing score in one of the science courses listed above may retake the course and petition for a waiver that, when successfully completed as specified below, will exclude the first failing grade from counting towards the three-course failure limit that would result in dismissal from the program. A student is allowed only one waiver for the aggregate of all science courses in the entire nursing program. The petition must be made in writing and submitted to the Dean of Nursing and the Director of Education or Campus President jointly for consideration.

When repeating a failed science course under the waiver petition, the following will apply:

- A student who achieves a grade of 83% or higher will pass the course and will not have his or her original failing grade in the class counted towards the two-course failure limit for nursing and required science courses.
- A student who achieves a grade between 78% and 82% (grades are not rounded) will pass the course. However, the original failing grade in the class still counts towards the three-course failure limit. A third failure to successfully complete a nursing and/or a required science course will result in dismissal from the program.
- A student who achieves a grade less than 78% will fail the course a second time and will be dismissed from the program.

The privilege to petition a waiver DOES NOT apply to any failing grade in a Nursing course or withdrawal from a science course.

The course repeat limitation does not apply to the capstone course if the student has failed only due to not achieving the required score on the comprehensive competency exam. Refer to the Withdrawal policy for information on the number of times a student may withdraw from a course while enrolled in a nursing program.

## **ACADEMIC APPEALS**

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic Progress policy within this Catalog. Students thinking about appealing a decision related to classroom policies such as decisions regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. Dismissal can only be appealed if there are significant extenuating circumstances.

An academic appeal must be received within seven calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education or the Dean of Nursing (for students enrolled in nursing courses). The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision. The Academic Dean will convene a meeting of the Academic Review Board, consisting of the program director who was not the instructor for the course if the issue is grade related, and the Academic Dean. This meeting will be held within seven calendar days of the Dean receiving the student's written appeal. The student will be notified in writing via mail and email of the Academic Review Board's decision. The notification will be sent no later than the end of the next business day after the Academic Review Board meeting. If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from the school until the appeal is successful. If a nursing student is appealing termination due to a third failure to successfully complete a nursing and/or a required science course, the student's letter of appeal must explain and document, to the satisfaction of the Academic Review Board (in this case consisting of the campus nursing admissions committee, Dean of Nursing, Campus

President and Corporate Vice President of Nursing) that had it not been for significant extenuating circumstances, the student would have passed one or both of the failed courses. Qualifying significant extenuating circumstances are very rare and are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters.

Upon unanimous agreement of the Academic Review Board, the student will be granted Contingent Reinstatement. To satisfy the contingency and gain approval for reentry, the student must explain and document in writing, to the unanimous satisfaction of the Academic Review Board (consisting of the previously mentioned individuals) that circumstances have substantially changed such that the previously identified contributing factors will no longer affect the student's academic performance. The student will remain withdrawn from the school until the appeal is successful and the contingency is satisfied. If the student believes that he or she still did not receive the appropriate due process, the student may file a grievance or complaint by following the procedure described in the grievances and complaints section of this Catalog.

## **WITHDRAWAL**

In order to remain in "Active" status at the School, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the School in accordance with the Attendance Policy. A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the School, by notifying the School, in writing. Should students be considering withdrawing from a course or from the School, they should meet with the Academic Dean or the Dean of Nursing (for students enrolled in nursing courses), or the Campus President in order to gain an appreciation for what the School, can do to help them solve their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the School will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript. Nursing Students: Students enrolled in nursing courses and required science courses (anatomy and physiology, microbiology, nutrition, and general biology) who withdraw from a course or from the School will receive a grade of "W" if they withdraw before the end of the 8th week of a quarter-based program, or before the end of the 11th week of a semester-based program. If students withdraw in week 9 (for quarter programs) or week 12 (for semester programs) and thereafter, they will receive a "WF" grade for the course. The grade will be recorded on their transcript. A "WF" grade is regarded the same as an "F" grade in determining whether or not the student can remain enrolled in the program. Nursing students are allowed only two course withdrawals (including both "W" and "WF") from nursing during the entire program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program.

### **Withdrawals as a Result of a Failure to Attend**

A student attending the School will be withdrawn from any course he or she does not attend within a 14-day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he/she does not attend any course(s) within a 14-calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

### **EFFECTIVE DATE OF WITHDRAWAL**

If students provide notification of withdrawal, the effective date of the withdrawal will be the earliest of the following: the date on the written notification, the date it was received if there is no date on the notification, or the student's last day of attendance. If students withdraw without written or verbal notice, termination shall take effect on their last day of attendance. Dismissal from the program and the students who have been dismissed from the School, may not be eligible for re-instatement, unless the dismissal was due to failure to meet the School standards of satisfactory academic progress, in which case the appeal process is to be followed.

# Saint Paul's School Of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog 2/16/2022, Volume1, Version 6

Effective date: 9/20/2022

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### INTRODUCTION AND OVERVIEW, PAGE 2

#### ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the college's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the College's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Saint Paul's School of Nursing satisfies the regulatory criteria for provisional authority to award the Associate in Science (A.S.) degree and the Associate in Occupational Studies (A.O.S) degree by the by the New York State Board of Regents, New York State Education Department, 89 Washington Avenue, Room 110 EB, Albany, New York, 12234, 518-474-5889, [www.regents.nysed.gov](http://www.regents.nysed.gov).
- Saint Paul's School of Nursing (Institution ID: 51031007) is registered by the New York State Education Department, 89 Washington Avenue, Albany, New York, 12234, 518-474-3852, [www.nysed.gov](http://www.nysed.gov).
- Saint Paul's School of Nursing (Institution ID: I-261) is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852 301-291-7550 [www.ABHES.org](http://www.ABHES.org). ABHES is recognized by the U. S. Secretary of Education.
- St Paul's School of Nursing is exempt from Pennsylvania Department of Education registration per 22 Pa. Code § 31.1(e).
- St Paul's School of Nursing is not required to seek licensure from New Jersey Department of Education Licensure Commission approval per N.J. Admin. Code § 9A:1-7.5

St. Paul's School of Nursing accreditation, approvals, and membership certificates are displayed on campus. Students may receive a copy of the School's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

## State Authorization Disclosure For Students With Distance Education Programs

The following information is applicable to any prospective or current student enrolled in a program with distance education, including blended programs. St Paul's School of Nursing reviews admissions applications and may enroll students in programs with distance education who are residents of the following states only: Pennsylvania, New Jersey, and New York. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, or student attestation will be utilized to determine state of residency. Should the student change their address while enrolled at St. Paul's School of Nursing, the student is required to notify the School's Registrar of their new address. Should the student move out of one of the above listed states while enrolled in a program with distance education at St. Paul's School of Nursing, the School may be required to withdraw the student from the program prior to completion.

## GRIEVANCE PROCEDURE, PAGE 48

A student has the right to bring forward a complaint or an item of concern regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the complaint or concern with their instructor or program director immediately.

A grievance is the escalation of the complaint to a next level authority. If the issue is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to submit a grievance with respect to:

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

Concerns about academic matters should first be addressed through the Student Appeal Process; concerns about non-academic Matters should first be addressed directly with the head of the department or departments involved.

A student wishing to escalate his or her complaint should follow the steps listed below:

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to communicate their concerns as soon as possible to achieve a resolution in a timely fashion. If the issue cannot be resolved at this level, students have the right to address the issue in writing with the Dean of Education, or the Dean of Nursing (for students enrolled in nursing courses).
2. If the dispute has not been resolved through addressing the Dean Education, or the Dean of Nursing (for students enrolled in nursing courses) the next step is to submit the issue or concern in writing (email) to the Campus President. The written (e-mail) complaint must be submitted within ten calendar days of the incident or notification of termination. The documentation should include a description of the disputed items, the date, or dates when the issue occurred, the reason why the student is requesting a review of the decision and the steps the student has taken to resolve to issue. When submitting the documentation, the student should include the relevant factual evidence, such as evidence of extenuating circumstances. The Campus President will investigate the student's concern, including gathering additional data about the issue or incident as necessary. The Campus President will then convene the Campus Review Committee which will consist of the Campus President and the heads of the relevant departments. It will be at the discretion of the Campus Review Committee to determine if a meeting with the student is appropriate to address the grievance and develop a plan to achieve a resolution. A response from the Campus Review Committee will be provided to the student within ten calendar days. All decisions will be provided in writing (email) and may be delivered to the student in person if the student is on campus as well as to the student's mailing address (e-mail) of record with acknowledgement of receipt required.

If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing (e-mail) and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Review Committee's decision.



The appeal to the Regional Vice President may also be submitted by email. The Regional Vice President will investigate of the issue and will respond to the student within seven calendar days of receiving the escalated grievance. All decisions will be provided in writing (e-mail) and will be delivered to the student in person if the student is on campus and will also be sent to the student's official school e-mail and the mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved (the student is still unsatisfied with the response), the student may submit a request for reconsideration of the decision to the appropriate individual/s (depending on the student's program of study). Non-nursing students will submit the request for reconsideration to the Corporate Vice President (VP) of Education at Education Affiliates and nursing students will submit this request to the Corporate Vice President of Nursing. This request for reconsideration must be submitted in writing (e-mail) to the appropriate person within ten calendar days of being notified of the Regional Vice President's decision. The Corporate VP of Education (or Nursing) will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the request for reconsideration. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's official e-mail address or mailing address of record with acknowledgement of receipt required.
5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his or her concerns by directing them to the State Licensing Authority, the School's accrediting body, and/or Customize: add any Other Agencies to Which a Student May File A Complaint (Such as any Programmatic Accrediting/Approving Agencies). Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

For students enrolled in nursing degree programs, there is a variant to the escalation process in Step 3 for nursing specific academic matters. Please refer to the Nursing programs section of this Catalog and the Nursing StudentHandbook for specifics.

The title and address of the state licensing authority is:

New York State Education Department  
89 Washington Avenue  
Albany, New York, 12234  
518-474-3852  
[www.nysed.gov](http://www.nysed.gov)

The title and address of the institutional accrediting commission is:

Accrediting Bureau of Health Education Schools (ABHES)  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
301-291-7550  
[www.ABHES.org](http://www.ABHES.org)

The title and address of the agency that approves and registers the nursing program is:

Office of the Professions, New York State Education Department  
89 Washington Avenue  
Albany, New York 12234  
518-474-3852  
[www.op.nysed.gov](http://www.op.nysed.gov)

#### **GRIEVANCE POLICY FOR PENNSYLVANIA RESIDENTS**

To file a formal complaint against a postsecondary institution, students will have to fill in a complaint form provided by the department according to the type of institution they are in. The complaint form can be found on their website at:

<http://www.education.pa.gov/postsecondaryadult/college%20and%20career%20education/pages/students-complaints.aspx>

## **GRIEVANCE POLICY FOR NEW JERSEY RESIDENTS**

For all types of complaints concerning colleges and universities in New Jersey, the first course of action must be to try to resolve the complaint directly with the administration of the college or university involved. Resident students and non-New Jersey residents under the State Authorization Reciprocity Agreement (SARA) may file a complaint by completing a complaint form found at: <http://www.state.nj.us/highereducation/documents/pdf/OSHEComplaintForm.pdf>

More information about exceptional complaint cases and which departments to contact can be found on the website: <http://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml>

More information about SARA can be found on the website at: <http://www.state.nj.us/highereducation/SARA.shtml>

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date.

If the student's eligibility for Financial Aid has been suspended, the student may remain in school during the Appeals process.

## **MANDATORY ARBITRATION AND CLASS ACTION WAIVER**

As a condition of enrolling at St. Paul's School of Nursing, applicants must agree to submit all claims and disputes with St. Paul's School of Nursing to arbitration. Arbitration is a private dispute-resolution process in which disputes are heard and resolved by an arbitrator, rather than by a judge or jury. Applicants also must agree to have any and all claims and disputes against St. Paul's School of Nursing resolved on an individual basis and to waive any right to initiate or participate in a collective or class action against St. Paul's School of Nursing. Individual arbitration of claims and disputes allows for faster resolution of issues at less cost than typically is seen in judicial proceedings and class actions.

St. Paul's School of Nursing cannot and does not require any applicant who enrolls and borrows under a federal student loan program to submit to arbitration or any institutional dispute-resolution process prior to filing any borrower defense to repayment that a borrower may claim. Further, St. Paul's School of Nursing cannot and does not in any way require a student to limit, relinquish, or waive the ability to file a borrower defense claim at any time. Any mandatory arbitration proceeding tolls the limitations period for filing a borrower defense to repayment claim.

