



Saint Anthony College of Nursing
5658 East State Street
Rockford, IL 61108
815/395-5091
www.sacn.edu

College Catalog/Student Handbook
2011-2012

This College Catalog/Student Handbook describes programs and regulations in effect at Saint Anthony College of Nursing as of Summer 2011. These are subject to change and the College reserves the right to modify offerings and rules without prior notification.

Saint Anthony College of Nursing conducts its program and implements policies on a non-discriminatory basis with respect to race, age, religion, gender, national origin, marital status, military service, status upon military discharge, disability or handicap, and creed.

The College Catalog/Student Handbook is available on the college website and discussed during an applicant's personal interview. This document contains the policies and procedures of the College. Students are held accountable for the information in the College Catalog/ Student Handbook and are encouraged to use it for clarification. The handbook is revised as necessary utilizing input of students and faculty. Changes to the handbook are disseminated via the college website and specific changes are distributed to students as needed.

Dear Student:

With each new beginning are fresh hopes gently woven into dreams of tomorrow. It is our wish to welcome you to Saint Anthony College of Nursing and to be of assistance to you as you seek to fulfill your personal goals and aspirations. May this year be warmed with friendships and success in academic and professional achievements.

Nursing, as a caring profession for others, requires that the nurse continue to develop in all aspects as a person. To assist you during your years at our College, this college catalog/student handbook has been formulated as a reference for your use. Please question any policy or guideline that may be unclear to you. Each student is responsible for understanding and adhering to its contents. The faculty reviews this document regularly, reflecting on student input. It is revised as necessary. A contractual statement verifying that the catalog/handbook has been read is signed by each incoming student.

As you begin this year, we ask the Lord's Blessings upon you in all that you are and do. In the words of St. Francis, we pray:

*May the Lord Bless You
and Keep You
May He Show His Face to You
And Have Mercy on You
May He Turn His Countenance
To You
And Give You Peace.*

*Sincerely yours in Christ,
Terese A. Burch, Ph.D., R.N.
President of the College*

Prayer of Saint Francis

Lord, make me an instrument of Your peace

Where there is hatred ... let me sow love.

Where there is injury ... pardon.

Where there is doubt ... faith.

Where there is despair ... hope.

Where there is darkness ... light.

Where there is sadness ... joy

O Divine Master, grant that I may

not so much seek

To be consoled ... as to console,

To be understood ... as to understand,

To be loved ... as to love,

for

It is in giving ... that we receive,

It is in pardoning ... that we are pardoned,

It is in dying ... that we are born to

eternal life.

Table of Contents

| | |
|---|-----|
| Important Phone Numbers..... | 5 |
| Main Campus Map | 6 |
| Academic Calendar 2011-2012 | 7-8 |
| Last day to remove incomplete from spring 2011 transcripts..... | 7 |
| Mid-term break- College closed..... | 7 |
| BACCALAUREATE MASS | 7-8 |
| COMMENCEMENT..... | 8 |
| Faculty last day..... | 7-8 |
| History..... | 8 |
| Mission..... | 9 |
| Philosophy..... | 9 |
| Academic Administration..... | 11 |
| Services and Facilities | 12 |
| Campus Security..... | 13 |
| Library/Learning Resource Center | 14 |
| College-Wide Policies | 16 |
| Financial Aid | 19 |
| Student Services | 23 |
| Saint Anthony College of Nursing Student Organization Bylaws..... | 24 |
| Inclement Weather Class and/or Clinical Cancellation..... | 31 |
| Admission Requirements..... | 51 |
| Admission documents | 52 |
| RN-to-BSN Program Admissions | 69 |
| Student Clinical Uniform Code | 59 |
| Guidelines/Criteria For Undergraduate Clinical Experiences | 59 |
| Substance Abuse..... | 41 |
| Policy review | 44 |
| Honor Code | 44 |
| Grievance Policy | 65 |
| Sexual Harassment | 48 |
| Undergraduate Academic Policies and Procedures | 59 |
| CPR Requirements | 35 |
| Graduation Requirements-Bachelor of Science in Nursing..... | 64 |
| Safety Standards | 45 |
| Statement of Patient Rights | 47 |
| BSN Curriculum..... | 56 |
| RN-BSN Curriculum | 70 |
| MSN Graduate Program | 75 |
| MSN Degree Program | 75 |
| MSN Program Admission Policy | 75 |
| Academic Policies | 75 |
| Curriculum..... | 83 |

Important Phone Numbers

| | |
|--|--------------|
| College of Nursing (Front Desk) | 815-395-5091 |
| President of the College..... | 815-395-5090 |
| Secretary to the President | 815-395-5088 |
| Dean Undergraduate Affairs..... | 815-395-5102 |
| Dean Graduate Affairs and Research | 815-227-2444 |
| Associate Dean Support Services | 815-395-5100 |
| Graduate Admissions..... | 815-395-5476 |
| Undergraduate Admissions | 815-227-2141 |
| Student Records..... | 815-227-2141 |
| Financial Aid | 815-395-5089 |
| Learning Resource Center | 815-395-5097 |
| Saint Anthony Medical Center | 815-226-2000 |

Fax Numbers

| | |
|--------------------------|--------------|
| Student Affairs | 815-227-2730 |
| College Fax Machine..... | 815-395-2275 |

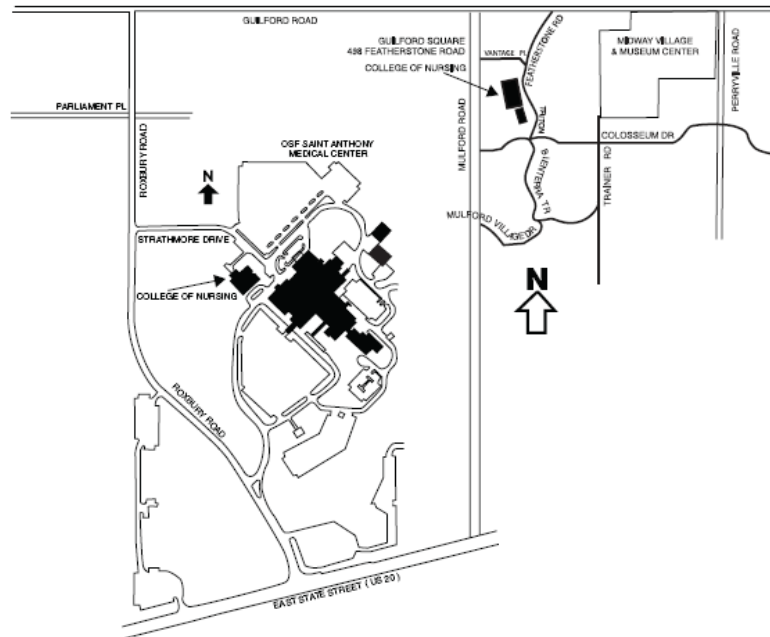
Main Campus Map

Driving Directions

Saint Anthony College of Nursing is located on the campus of OSF Saint Anthony Medical Center on the east side of Rockford, Illinois. We are approximately 90 miles northwest of Chicago, and we are easily accessible from all directions:

From the North and East: Take I-90 to Business 20 exit (State Street). Go west into Rockford. Saint Anthony College of Nursing is located three miles west of the I-90 interchange, on the north side of State Street.

From the South: Take I-39 to Rockford, exiting at Bypass 20 (going east). Exit at I-90, going north to Wisconsin. The Business 20 exit is next. Follow the directions listed above.



Alternate Routes: Take I-39 to Rockford, exiting at Bypass 20, going west. Exit at Alpine Road, going north. Take Alpine to State Street. Turn right. Saint Anthony College of Nursing is approximately two miles east of this intersection, on the left. Or Take I-39 to Rockford, exiting Bypass 20, going east. Exit at Harrison Avenue, going west toward Rockford. Take Harrison past the CherryVale shopping center, turn right, going north, at Perryville Road. Take Perryville to State Street. Turn left, going west on State. Saint Anthony College of Nursing is approximately one mile west of this intersection, on the right.

From the West: Take Business 20 east through Rockford. Or, take Bypass 20 to Alpine Road. Exit, going north. Take Alpine to State Street. Turn right. Saint Anthony College of Nursing is approximately two miles east of this intersection, on the left.

Guilford Square Campus

OSF Guilford Square is located 1.1 miles east of the main campus on Featherstone Road. This facility offers a 150 seat auditorium, 50 seat classroom with SmartTechnology, a clinical skills laboratory and a patient simulation laboratory.

Directions from main campus:

Going east on State Street turn left at Mulford Road. Continue north to Garrett Lane (turn right). On Triton Avenue turn left (Triton Avenue becomes Featherstone Road).

ACADEMIC CALENDAR 2011-12

Fall Semester, 2011

| | |
|------------------|---|
| August 8, 2011 | Faculty return. |
| August 10, 11 | New Student Orientation |
| August 15 | Class begin. Opening Mass in Medical Center Chapel |
| August 19 | Last day to add a theory class (with permission of the instructor) |
| | |
| September 2 | Last day to drop a class with no grade penalty (“W” grade entered) |
| September 3-5 | LABOR DAY—Holiday—College closed. |
| | |
| October 2 | Last day to remove an incomplete from spring 2011 transcripts |
| October 8-9 | Mid-term break- College closed. |
| October 10-11 | Mid-term break (no classes) |
| October 18 | 2010 Cohort Graduate students begin second-eight week course |
| | |
| November 4 | Last day to withdraw from a class with a “WP” or “W-F” |
| November 14 – 30 | Registration for spring term begins for currently enrolled students (BSN and MSN) |
| November 23-27 | THANKSGIVING BREAK –College closed. |
| November 28 | Classes resume. Last day for MSN projects to be submitted. |
| | |
| December 5 – 9 | Last week of class for MSN students |
| December 10 | ATI Retakes |
| December 12 | Final Exams |
| December 13 | Examinations continue. |
| December 14 | Examinations end by 2:00 pm Grades due in SonisWeb 8:00 a.m. for graduates. Baccalaureate Mass rehearsal (3:30 pm Holy Family Church) |
| December 15 | All grades are due in SonisWeb by 8:00 am |
| December 16 | BACCALAUREATE MASS (11:00 am Holy Family Church) Faculty last day. |

Spring Semester, 2012

| | |
|------------------|--|
| January 3, 2012 | Faculty return. |
| January 4, 5 | New Student Orientation |
| January 9 | Class begin. Opening Mass in Medical Center Chapel |
| January 14 | Last day to add a theory class (with permission of the instructor) |
| January 29 | Last day to drop a class with no grade penalty (“W” grade entered) |
| | |
| February 18 | Last day to remove an incomplete from spring 2011 transcripts |
| | |
| March 3-11 | Spring break for students and faculty (no classes). |
| March 12 | Classes resume. 2010 Cohort Graduate students begin second-eight week course |
| | |
| April 5 | Last day to withdraw from a class with a “WP” or “W-F” |
| April 6-8 | Easter Holiday—College Closed |
| April 9 – 24 | Registration for fall term for currently enrolled students (BSN and MSN) |
| April 23 | Last day for MSN projects to be submitted. |
| April 30 – May 4 | Last week for MSN classes. |
| | |
| May 5 | ATI Retakes |
| May 7 | Final Exams. |

| | |
|--------|--|
| May 8 | Examinations continue. |
| May 9 | Examinations continue. Grades due in SonisWeb by 8:00 am for graduates. |
| May 10 | Examinations end by noon. Baccalaureate Mass rehearsal (3:30 pm Holy Family Church) Commencement rehearsal TBA |
| May 11 | BACCALAUREATE MASS (11:00 am Holy Family Church) COMMENCEMENT TBA All other grades due in SonisWeb Office by noon. |
| May 25 | Faculty last day. |
| May 28 | Memorial Day—College closed |

Summer Semester, 2012

| | |
|--------------|---|
| May 28, 2012 | MEMORIAL DAY—Holiday—College Closed |
| May 29 | Classes begin |
| July 4 | INDEPENDENCE DAY—Holiday—College Closed |
| July 20 | Finals (tentative) |

History

Saint Anthony College of Nursing, Rockford, Illinois, is recognized throughout Rockford and surrounding communities for its excellence in nursing education. Saint Anthony College of Nursing and its predecessor, Saint Anthony Medical Center School of Nursing, have been preparing students for the profession of nursing for over 90 years.

Saint Anthony School of Nursing was established in 1915 under the auspices of The Sisters of the Third Order of St. Francis of East Peoria, Illinois. Since its inception, the school has developed and grown through high quality instruction and valuable learning experiences at excellent clinical facilities, first as a diploma program and later as a degree-granting college. Throughout the years the program has been highly respected for the professional quality and Christian characteristics of its graduates.

In 1986, philosophical changes in nursing education, as well as changes in the health delivery system, guided administration and faculty in the decision to research and plan toward the formation of a baccalaureate degree-granting college. After receiving approval from the Illinois Board of Higher Education, the College was approved by the State of Illinois Department of Professional Regulation. In May 1991 Saint Anthony Medical Center School of Nursing graduated its last diploma class. In August of 1990, Saint Anthony College of Nursing admitted its first class of nine students. Saint Anthony College of Nursing was accredited by The Higher Learning Commission and a member of the North Central Association. Saint Anthony College of Nursing Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE).

Striving for excellence in nursing education, this upper-division baccalaureate nursing program integrates Christian ideals, values, and practices, while building on a broad foundation of general education courses in the humanities and sciences.

Saint Anthony College of Nursing offers the last two years of a 4-year bachelor of science in nursing degree. These last two years build on the broad base of two academic years (64 semester hours) transferred from another regionally accredited college or university. To this end, cooperative agreements have been reached with several of the community colleges in the area.

In response to national trends and health care demands, the College implemented an additional degree program, a Master of Science in Nursing, in August 2006. This program, designed for the part-time student to complete within three years, will lead to a Master of Science in Nursing degree for nurse educators, clinical nurse leaders and clinical nurse specialists in adult health concepts. The first class of nine students graduated in May 2009. In Fall 2010 the College added a Family Nurse Practitioner (FNP) program to the MSN tracts offered.

Mission

The Mission of Saint Anthony College of Nursing, a private, Catholic college, is to provide-quality undergraduate and graduate nursing education. This education, grounded in the liberal arts and sciences, is provided in an environment that encourages open inquiry and lifelong learning in order to serve persons with the greatest care and love.

Philosophy

The Philosophy of Saint Anthony College of Nursing is based upon the example of St. Francis of Assisi, who demonstrated a dedication to love for the sick and poor. This philosophy is congruent with that expressed by The Sisters of the Third Order of St. Francis and the OSF Healthcare System. The faculty and staff share the following beliefs of person, environment, health, and nursing.

VIEW OF PERSON: God created people to live with faith, hope, and reverence for life. The person assumes responsibility for thoughts, feelings, and actions while aspiring toward eternal happiness with God. As a rational being, it is the primary responsibility of the person to direct those life experiences which relate to health care, education, family, and community. The person is a unique individual possessing dignity and is worthy of respect from self and others.

VIEW OF ENVIRONMENT: Persons interact within a diverse environment of physical, bio-psycho-social, economic, spiritual, political, cultural, and global elements. Environmental conditions can positively or negatively affect the lives, health, and well being of individuals, families, and communities.

VIEW OF HEALTH: Health is the state of a person's bodily and mental functioning characterized by the soundness or wholeness of the developed human being. Well-being, associated with health, is a state characterized by perceived experiences of contentment, pleasure, happiness, spiritual experiences, movement toward fulfillment of one's self-ideal and continuing personalization.

VIEW OF NURSING: It is the belief of the faculty that professional nursing is a science and an art requiring the synthesis of knowledge, skills, caring, and values. Various nursing theories and models provide a frame-work for the integration of nursing, person, health, and environment. The nurse supports individual dignity, and rights utilizing the current ANA Standards.

VIEW OF CARING: Caring is a process that involves the development of interpersonal relationships based on objectivity, respect, acceptance, and trust. Caring also includes recognition of the essential freedom of the person's decision-making capabilities. Caring is formulated through the acquisition of theoretical and experiential knowledge. The caring functions of the nurse include doing for or acting for another, guiding another, supporting another, providing environmental conditions that support personal development and teaching.

VIEW OF TEACHING AND LEARNING ENVIRONMENT: Education assists the learner in preparing for future life experiences and in the acquisition of critical thinking skills, self-direction, and self-discipline. Education promotes effective dialog through the use of communication skills which stimulates learners to explore their values and beliefs.

Learning is an active, continuous process involving changes in the learners knowledge, attitudes, and behaviors. This process is accomplished through faculty-guided and self-directed experiences. It is influenced by motivation, self-perception, unique life experiences, and goals of the learner. Although it is the responsibility of the faculty and staff to create the environment conducive to learning and development, it is the responsibility of the learner to achieve the knowledge and skills essential to practice professional nursing. A variety of learning theories, including humanistic and behavioral, are used in the curriculum preparation and presentation. The faculty provide both formative and summative evaluations of the learning process.

VIEW OF NURSING EDUCATION: Nursing education assists the learner in the acquisition of knowledge, skills, and values necessary for entry and advanced levels of nursing practice in a rapidly changing society. This education is built on a foundation of study in the liberal arts and sciences, providing an understanding of humanity in society. Nursing education is accountable to the community for implementing a curriculum which reflects nursing decisions based on professional, Christian, ethical

standards of care. The Saint Anthony College of Nursing curricula reflect current American Association of Colleges of Nursing (AACN) documents, and The Essentials of Baccalaureate Education for Professional Nursing Practice, and The Essentials of Master's Education for Advance Practice Nursing.

VIEW OF RESEARCH: Nursing research is scientific inquiry into the phenomena related to the profession and discipline of nursing. Nurses are both consumers and generators of nursing research. Nursing research contributes to knowledge development. A reciprocal relationship exists between nursing practice and nursing research: Nursing practice is based on research evidence, and nursing practice stimulates nursing research.

The Goals of the College are to:

- 1) promote a Christian philosophy in personal, professional, and academic settings.
- 2) prepare graduates for professional nursing roles appropriate for the changing health care needs of the community.
- 3) prepare graduates for the pursuit of lifelong learning and graduate education.

The Goals of the Baccalaureate Program are to:

1. prepare individuals with scientific, critical thinking, humanistic, communication, and leadership skills that are grounded in the liberal arts and sciences and the professional practice of nursing.
2. graduate professional nurses, who as generalists, provide nursing care to individuals, families, and population groups in a variety of settings.

The Goals of the Graduate Program are to:

1. prepare professional nurses to assume roles as nurse educators and as leaders in clinical practice.
2. develop the nurse's ability to critically and accurately assess, plan, intervene, and evaluate the holistic health and illness experiences of individuals, families and communities.
3. develop the nurse's ability to analyze and synthesize knowledge in the advancement of the nursing profession.

Statements of Accreditation

Saint Anthony College of Nursing is accredited by:

The Higher Learning Commission;

Member-North Central Association

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1413

Telephone 312.263.0456

www.ncahigherlearningcommission.org

Commission on Collegiate Nursing Education (CCNE)

One Dupont Circle, NW, Suite 530

Washington DC 20036-1120

Telephone 202.887.6791

<http://www.aacn.nche.edu/Accreditation/>

Approvals

The Illinois Department of Financial and Professional Regulation

The State of Illinois Board of Higher Education

Memberships

American Association of Colleges of Nursing

The National League for Nursing

Location of College

Saint Anthony College of Nursing is located in Rockford, Illinois, which is 75 miles northwest of Chicago on the campus of OSF Saint Anthony Medical Center, Magnet designated facility with a Level I Trauma Center. Rockford is well known for its three medical centers, State of Illinois mental health and development center, numerous community and ambulatory care agencies, industrial corporations and

agriculture. Many recreational and cultural opportunities are available in this community of 190,000. Saint Anthony College of Nursing has cooperative relationships with three other degree granting institutions of higher education serving the Rockford community.

Clinical Resources

Saint Anthony College of Nursing utilizes numerous health care facilities for students' clinical experiences. These facilities are all located within a 15-mile radius of the campus. Students receive clinical experience in acute care, community, and ambulatory settings.

The College of Nursing offers a demanding curriculum that provides more than 700 hours of direct clinical experience in a variety of acute care settings. Students will also gain experience working in ambulatory care settings such as home healthcare, mental health clinics, as well as community agencies and clinics. Students will gain clinical experience with children, adults and geriatric patients. In addition, the Sister Mary Linus Learning Resource Center, skills lab, and other innovative classroom and laboratory experiences provide ample opportunities for academic and personal growth.

Acute Care Agencies

OSF Saint Anthony Medical Center is a Magnet designated facility with Level I Trauma Center. It is accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and is affiliated with the University of Illinois College of Medicine at Rockford. The 254-bed medical center provides acute and critical medical and surgical services, and various support services and programs.

Rockford Memorial Hospital, a member of Rockford Health System, is a 481-bed voluntary, non-for-profit, JCAHO-accredited community general hospital located in Rockford, Illinois. It is a regional health and trauma center which provides perinatal services, renal dialysis, and rehabilitative services.

H. Douglas Singer Mental Health and Developmental Center is a State of Illinois psychiatric and developmental disabilities hospital located in Rockford, Illinois. It has inpatient facilities for patients with acute and chronic mental illness, substance abuse conditions, and developmental disabilities.

OSF Saint Anthony Center for Home Care is a Medicare-certified agency which delivers skilled nursing, home health aid, physical therapy, occupational therapy, speech and social worker services to a seven county area surrounding Rockford.

Other community agencies used for clinical experiences may include the Parish Nurse Program, Janet Wattles Mental Health Center, Northern Illinois Hospice Association, Rockford Rescue Mission, SwedishAmerican Hospital, Winnebago County Housing Authority and office experience through the OSF Medical Group.

Building Hours (when classes are in session)

| | |
|-----------|-------------------|
| Monday | 7:30 am - 7:00 pm |
| Tuesday | 7:30 am - 8:00 pm |
| Wednesday | 7:30 am - 7:00 pm |
| Thursday | 7:30 am - 8:00 pm |
| Friday | 7:30 am - 5:00 pm |

Hours may differ during breaks or holidays. Hours are subject to change.

Academic Administration

Saint Anthony College of Nursing reserves the right, at any time, to change the policies pertaining to admission, reinstatement, instruction, and graduation from the College. The College also maintains the right to change any administrative regulation affecting the student body. The College may also withdraw courses, add courses, change course content, change instructors, or update fee schedules whenever the College finds it necessary. The College maintains the right to dismiss a student at any time for reasons considered by the faculty to be in the best interest of the individual and the College of Nursing.

Following proper notifications, changes will become effective at the time deemed necessary by College authority and will apply to all students in the program as well as prospective students.

Services and Facilities

Food

Students may use the lower-level kitchen for preparing food. A refrigerator and microwave oven are available for student use. Beverages and/or foods are restricted to the kitchen area and the recreation room. It is an expectation that students will maintain a clean environment. Trash and recycling receptacles are available. Please contact the College reception desk if additional housekeeping help is needed. Meals are served in the OSF Saint Anthony Medical Center cafeteria and are available to students at a reduced cost. No food or drinks are allowed in any carpeted area of the College or at Guilford Square for safety and protection of resources. At the College food and beverages are allowed in the study rooms on first floor when computers are not displayed.

Vending Machines

Coin-operated machines providing a selection of food and drink are available to students and are located in the recreation room.

Mail Service

Mailbox assignments are made during orientation. Students should check their mailboxes on a regular basis for materials from the faculty, staff, administration, and other students.

Email

Student will be given email accounts before orientation. All students are expected to check their emails frequently for news and announcements.

Lockers (Policy 215)

Personal belongings should not be left unattended. Students are encouraged to use lockers located in the Locker Room in the lower level of the College. Students are responsible for providing their own locks at the College. Students are encouraged not to leave valuables in their lockers. All lockers must be emptied at the end of each semester. Lockers may be available at selected clinical sites. Students are to follow the expectations regarding the storage of personal belongings as defined by the individual clinical site.

Parking Regulations For Automobiles And Bicycles (Policy 214)

Automobile Parking Permits

Students are required to register their cars with the College of Nursing office of Student Affairs and obtain a parking permit. Students are required to display the College authorized automobile identification permit at all times while parked at an OSF facility. Faculty and staff are required to obtain and display the College authorization automobile identification permit if they wish to park in the College lot. There is no charge for these permits.

Students may park in the College gravel lot (although priority is given to construction vehicles) to the west of the College. Student parking is permitted in designated areas at the Specialty building on Roxbury Road adjacent to the College parking lot. Students are not to park in spaces identified as faculty, visitor, or other identified designations. Parking in space identified as Admission Guest is restricted to individuals visiting the Admissions Office. One space may be reserved for "Student of the Month" and a student selected for this honor must use the parking permit awarded to them for that month. This temporary permit is to be hung from the rear view mirror. If appropriate space is not available in the gravel lot, parking is permitted in the employee lot to the east side of the College or the lot at the south east end of the campus (near the secondary helipad).

Student, faculty, and staff are not to park in front of the hospital or in front of the College. The front hospital lot is restricted to patients and hospital visitors. Students, staff, or faculty who park improperly are subject to fines and/or disciplinary action. The College reserves the right to designated spaces as reserved to special events, conferences, and special guests.

Guilford Square Parking

Students may park at the west end of the parking lot nearest the student entrance to the building.

Student's Bicycles

Students who use a bicycle may store it in the bicycle rack provided at the assigned location. Students are encouraged to lock their bicycles.

Parking Fines

Parking fines will be assessed for violation of any of the parking regulations (including, but not limited to parking in unauthorized areas, not having a parking sticker displayed, etc.). Fines will be as follows:

| | |
|---------|----------------|
| Warning | first offense |
| \$10 | second offense |
| \$25 | third offense |

Parking fines issued by the City of Rockford are separate from (and may be in addition to) those issued by the College.

Soliciting and Selling (Policy 216)

Unauthorized solicitors are trespassers and are subject to arrest and prosecution.

Children at the College

The College understands there may be times a student may need to pick up materials, leave assignments or visit the library and bring a child along. The classrooms, labs and other areas are designed for adult use and material/equipment in those areas may be easily broken and potentially harmful to a child. As a safety measure children must have direct adult supervision at all times while on campus.

Student Right to Know Act (Policy 304)

Saint Anthony College of Nursing publishes annually the completion rate for full-time degree seeking students, as well as pass rates for NCLEX-RN (state boards) as they become available. This information is posted on the bulletin board outside the Associate Dean's Office. Copies of the report are available upon request.

Campus Security

Crime Awareness and Campus Security Act

Title II of Public Law 101-542, The Crime Awareness and Campus Security Act of 1990 requires institutions to prepare, publish, and distribute certain information regarding crime awareness and campus security policies. The following information is provided to all students and employees of Saint Anthony College of Nursing in accordance with this act.

Campus Security Policies and Procedures (Policy 388)

The OSF Saint Anthony Medical Center Security Department services the College of Nursing. The security department works cooperatively with the Rockford Police Department, Winnebago County Sheriff's Department, and the Illinois State Police agencies when their involvement is warranted or when requested by the individual involved in the incident. The officers in the security department are private security officers. They have no arrest powers. Local authorities are notified when it appears that state or federal statutes have been violated.

Violations of federal or state statutes generate not only a call to local authorities but also documentation on an incident report sheet. A copy of this incident report sheet is made available to the Director of Plant Operations of OSF Saint Anthony Medical Center. A summary of all incidents is given to the Associate Dean, Support Services & Student Affairs.

Students and employees should report promptly all emergencies, suspicious persons, criminal actions, etc. directly to the Rockford Police Department by dialing **911**. Disasters, fires, cardiac arrests, tornado warnings or watches are all reported by dialing **5555**.

Students are instructed to enter and exit through the designated door(s). Student may access the building during scheduled hours for the College.

Information regarding campus security procedures and practices will be discussed with incoming students during the Orientation Program. Any changes in these procedures will be communicated to the students as they become effective.

Students receive information regarding emergency codes and campus security procedures and practices during their orientation. Students and employees are encouraged to be responsible for their own security and the security of others.

Thefts, Valuables, and Insurance

The College of Nursing is not responsible for theft, damage, or loss of valuables, money, or other personal property.

Crime Statistics

A copy of the annual Crime Report required by the US Department of Education is available on the College's web site at <http://sacn.edu/documents/CrimeStats.pdf>. Copies may be mailed (by postal service or by email) upon request.

Identification Cards

Each student and employee is issued an identification badge during orientation. The appropriate (student or employee) badge is to be visible at all times while at any OSF facility and other community agencies. Other clinical agencies may require their own identification cards.

Student Tutors

The College will assist students to find a tutor on a need and availability basis. Students needing tutoring assistance should contact the course coordinator.

Facilities for Instruction and Learning

The College building contains the Sister Mary Linus Learning Resource Center (SML-LRC), computer lab and fully equipped nursing skills laboratory, technologically-equipped classrooms, student study rooms, and attractive seminar rooms for teaching discussion groups. The educational areas permit optimal use in relation to the objectives of the upper-division Baccalaureate and Master nursing programs. The facilities create an atmosphere which is conducive to the development of students and faculty and which encourages disciplined and independent learning.

Library/Learning Resource Center

The Sister Mary Linus Learning Resource Center (SML-LRC), located on the first floor of Saint Anthony College of Nursing, provides students, faculty, and staff with access to a wide variety of research materials. These include physical resources held within the SML-LRC walls and the Saint Anthony Medical Center Library, online resources which can be immediately retrieved, access to materials held by other OSF libraries, access to materials in area libraries, and interlibrary loan.

Vision

The SML-LRC will create an intellectual environment that will promote continuous learning through effective use of resources.

Mission

The mission of the SML-LRC is to provide access to current nursing resources, to promote the conditions necessary for their effective use, and to support the College's mission of preparing "graduates for the pursuit of lifelong learning and graduate education."

Goals

To this end, the Goals of the SML-LRC are to:

1. Continue to acquire, organize and maintain a core collection of nursing resources and such other materials required to further the educational and research objectives of Saint Anthony College of Nursing.
2. Provide an environment conducive to study and research.
3. Provide instruction to library users in research methods and in the skills needed for the effective use of information sources.

4. Facilitate access to and use of the Library's own resources and external sources of information.
5. Ensure a Library staff committed to providing a wide range of library services.

Circulation

After registering their IDs at the circulation desk, Saint Anthony College of Nursing students, staff, and faculty may check out materials for the following lengths of time:

- Books - 2 weeks
- Reserves - varies (library use only, overnight, 3 days, 1 week, etc.)
- Journal Issues - do not circulate
- Videos – In-house reference, overnight checkout only.

Materials may be renewed until recalled. At the circulation desk students may place holds on materials that are checked out to other patrons. Fines for overdue items accrue at a rate of \$.50/day. All fines must be paid off before the end of each semester.

Materials may be checked out by Saint Anthony College of Nursing or OSF associates only. Outside patrons must request items through their local library which will send us interlibrary loan requests via Docline, ALA forms, OCLC, etc.

Hours:

| Fall & Spring (while class is in session) | Summer & breaks |
|--|--------------------------------|
| Monday 7:30 a.m.-6:45 p.m. Tuesday 7:30 a.m.-7:45 p.m. Wednesday 7:30 a.m.-6:45 p.m. Thursday 7:30 a.m.-7:45 p.m. Friday 7:30 a.m.-4:45 p.m. | Mon-Fri: 8:00 a.m. - 4:15 p.m. |
| Saturday & Sunday: Closed | Saturday & Sunday: Closed |
| Hours may vary during breaks and holidays. Hours are subject to change. | |

The library follows the Academic Calendar as put forth by the College of Nursing. Hours are based on present staffing and reflect the needs of the majority of students. Given the small size of the staff, the library may be unstaffed from time to time without prior notice due to illness, medical emergencies, or other conflicts. In most instances where changes can be planned ahead of time, these changes will be posted outside the library.

STAFF

| | | |
|---|---|--|
| Heather Klepitsch, MLIS Director, Learning Resource Center Phone: 815.395.2446 Fax: 815.395.2275 Email: heather.klepitsch@osfhealthcare.org | Mary Dumar, MLIS Medical Librarian, SAMC Phone: 815.227.2558 Fax: 815.227.2904 Email: mary.dumar@osfhealthcare.org | Mel Finkbeiner, BA Library Technician Phone: 815.395.5097 Fax: 815.395.2275 Email: mary.finkbeiner@osfhealthcare.org |
|---|---|--|

LRC COMPUTERS

Computers are provided for students to complete class assignments and perform literature searches. Computer use is first come, first served. Students are advised to plan ahead for use of computers, and make reservations whenever possible. Students may reserve computers in advance through library staff if special accommodations are needed, such as for study groups or private online testing.

Students may not bring their own software. Students may expect assistance from librarians in getting started with computer-assisted instruction programs and in troubleshooting technical difficulties with those programs if they arise. Students needing extensive instruction in the use of other, non-course related programs such as word processing and spreadsheet programs should refer to their local community college for appropriate courses.

PHOTOCOPY MACHINE

A coin operated photocopy machine is provided for student use.

INTERLIBRARY LOAN

Interlibrary Loan (ILL) is available for students, faculty, and staff of Saint Anthony College of Nursing. Please see librarians for an ILL form, or use the "Request an Interlibrary Loan Item" link on the library Interlibrary Loan page. Attempts are made to retrieve items from institutions that do not charge. If no free source is found, the borrowing student will be responsible for paying the cost of acquiring the item.

Useful sites:

- [I-Share](#) -Online catalog for 79 college and university libraries in Illinois
- [Statewide Illinois Library Catalog \(SILC\)](#) -search holdings at every library in Illinois
- [Worldcat](#) - List of books, periodicals, and other materials held by libraries around the world; see librarian for login information

Patrons may also visit the following libraries. Services may vary from institution to institution.

- Highland Community College Library
- Kishwaukee College Library
- McHenry County College Library
- Northern Illinois University Library
- OSF Saint Anthony Medical Center Library
- OSF Saint Francis Medical Center College of Nursing Library
- OSF Saint Francis Medical Center Library
- Rock Valley College Library
- Rockford College Library
- Rockford Public Library
- Sauk Valley Community College Library
- University of Illinois College of Medicine at Rockford Library

RESOURCES

The SML-LRC houses a collection of over 1,500 current books, over 3,400 journal titles (print and electronic), and a growing collection of videotapes, DVDs, and computer software. A computer lab is available for word processing, database searching for books and articles, computer assisted instruction, and searching the Internet.



SACN uses Moodlerooms to provide online access for selected courses.

Students use this link for viewing course materials, checking grade status, participating in class discussions, and submitting assignments.

All course content is copyrighted by OSFHealthCareOnline. The delivery system is copyrighted by Moodlerooms.

College-Wide Policies

Non-Discriminatory Policy (Policy 301)

Saint Anthony College of Nursing conducts its program and implements policies on a non-discriminatory basis without regard to race, age, religion, gender, national origin, marital status, military service, status upon military discharge, disability, or any other classification protected by law.

The Board, administration, and faculty affirm that all students in a College of Nursing degree program must possess intellectual, physical, ethical, emotional, and interpersonal capabilities necessary to complete that degree and to achieve the levels of competency required for safe professional nursing practice at that level. Disabled individuals who apply to Saint Anthony College of Nursing are considered on an individual basis and in compliance with state and federal laws. The College cherishes its right and duty to seek and retain individuals who will make a positive contribution to all aspects of the College Mission.

Acceptance of Credit from Regionally Accredited Colleges or Universities (Policy 313)

Any college level course work taken at another college or university for purposes of transfer to Saint Anthony College of Nursing after the student's matriculation at Saint Anthony College of Nursing will be accepted subject to the approval of the Curriculum Committee (undergraduate) or Graduate Affairs Committee (graduate) and will incur a posting fee of \$25.00 for the course or courses submitted for transfer during each College term.

Courses from a regionally accredited college or university program will be evaluated for transfer credit on an individual basis by the Curriculum Chair and the applicable Course Coordinator for undergraduate students and the Dean for Graduate Affairs and Research for graduate students. Applicable credit for nursing courses taken no more than five years prior to enrollment at Saint Anthony College of Nursing will be awarded by the College upon recommendation of the Curriculum Chair and the applicable Course Coordinator for undergraduate students and upon recommendation of the Dean for Graduate Affairs and Research for graduate students. A student who desires credit for nursing courses taken more than five years prior to enrollment may request permission to demonstrate proficiency in a manner determined as appropriate by the College. The College will charge an examination fee for proficiency exams administered by the College.

All transfer work must have an earned grade of C or better for the undergraduate students and a B or better for graduate students.

Students accepted and enrolled at Saint Anthony College of Nursing are to request approval of courses taken to meet Saint Anthony College of Nursing graduation requirement prior to registration.

The College will charge a posting fee for nursing courses taken and transferred after final acceptance.

Admission of the Student-at-Large (Policy 312)

The College may accept Students-at-Large (SAL) wishing to enroll in courses non-pursuant to a degree. Acceptance as a SAL does not guarantee admission into the degree program. If a SAL later wishes to pursue degree seeking status in the Saint Anthony College of Nursing the student must apply according to the BSN or MSN degree program admission process. Credit earned as a SAL at Saint Anthony College of Nursing will be considered should the student pursue a degree at Saint Anthony College of Nursing. A maximum of 15 undergraduate credits as a non-degree student may be applied to the BSN requirements and eleven (11) graduate credits earned as an SAL at Saint Anthony College of Nursing may be applied to the MSN requirements.

Students-at-Large are subject to all College policies and regulations. Tuition and fees for students at large and degree seeking students are the same. Neither Title IV Financial Aid nor College scholarships are awarded through the College of Nursing to non-degree seeking students.

Students who wish to enroll as a Student-at-Large must submit a completed Student-at-Large application and fee. Official transcripts documenting required prerequisites are to be sent directly to the College. Priority registration is given to degree seeking students.

Any student who wishes to enroll in a clinical course must meet health, criminal history records check, drug screening, and CPR requirements as required of all other College applicants and students. Clinical students are expected to meet clinical competency requirements.

International Students

We regret that we accept only US citizens or persons with permanent residency. We do not have INS approval to accept students on student visas.

Registration (Policy 320)

New Students

Registration for new students will be at the time of documentation appointment. Students will receive registration materials by mail or email. All tuition and fees are due at Orientation.

Enrolled Students

Undergraduate students enrolled in the College of Nursing will preregister for the following semester in March (for summer courses), April (for fall courses) and November (for spring courses) according to the dates and procedure established for registration.

Graduate students enrolled in the College of Nursing will register for the following semester in March (for summer courses), May (for fall courses) and November (for spring courses) according to the dates and procedure established for registration.

There will be a fee charged to students who do not register by the deadline dates. All students will be notified of the registration period through their OSF e-mail. There is no guarantee of placement in classes if the registration occurs after the deadline date.

Reduced Enrollment

The Academic Standards Committee reserves the right at any time to restrict a new or continuing student's enrollment, if the committee feels to do so is in the student's best interest. Restrictions may include, but are not limited to, part-time enrollment or specific course enrollments. Notice of such restrictions will be sent

PROCEDURE:

1. Students will register online.
2. Students will be placed tentatively in their classes. Final registration will take place after all prerequisites have been checked. If a passing grade is not attained before final registration ends, the student will not be permitted to attend the next course.
3. Schedules and bills will be available to students online.
4. The registration fees are paid prior to or on the established registration date for the next semester. There will be an added charge for late payments.

TUITION & FEES

The following list shows some of the fees incurred while attending the College. It is not intended to be all-inclusive. All charges are subject to change at any time.

FULL TIME UNDERGRADUATE STUDENT TUITION - \$9680 per semester

PART TIME UNDERGRADUATE STUDENT TUITION - \$605.00 per credit.

GRADUATE STUDENT TUITION - \$737.00 per credit.

GRADUATION FEE - \$160.00

COMPUTER FEE - \$30.00/student each semester

SKILL LAB STARTER KIT - \$60.00 (for students enrolled in N307)

UNIFORMS - Information will be given to students during Orientation Days.

ATI TESTING FEE - \$93- \$130 (varies with class).

FINANCIAL PAYMENT (Policy 317)

Returning students are expected to pay all tuition and fees (less confirmed financial aid) one week prior to the first day of class. New students are expected to pay on the registration day. All students qualifying for financial aid, including Veterans' Benefits, must see the Financial Aid Office before bills are due. Although the College will defer payments for financial aid, and bill the agencies directly, the financial obligation remains the responsibility of the student. Should an agency be unwilling or unable to fulfill its commitment, the student will be expected to pay any outstanding balance.

For outstanding balances one of the following payment options may be arranged.

1. Payments may be made by personal or cashiers check, money order, cash, or by credit card. Students may use one of the following credit cards to make payments towards their accounts: Discover, MasterCard or Visa.
2. The College will accept the following three-payment schedule:
 - A. Students will pay 50% by the regularly scheduled payment date;
 - B. A second payment of 50% of the outstanding balance is due 30 days after the initial payment;
 - C. A third and final payment of the outstanding balance is due 60 days after the original payment date.
3. Alternate repayment arrangements must be made and approved by the College Bursar and/or Associate Dean, Support Services.

Interest will be charged at the rate of 1% per month on any outstanding balance at the end of each month.

If a student fails to make a scheduled payment, there may be a \$10 late charge (separate from the interest charges).

There will be a penalty for checks returned to the College of Nursing for non-payment for any reason.

All grades, transcripts, and diplomas will be withheld until any outstanding financial obligation is paid in full. If a student or alumnus causes the College to incur a loss whether through bankruptcy or any other means, the College will withhold transcripts, grades, and diploma. Registration for the next semester will be withheld until final payment is made. If a student or alumnus fails to pay any outstanding balance, their account may be turned over for collection. In case of collection, the student or alumnus will be responsible for the original amount owed, any interest, and any fee, costs, and expenses, including reasonable attorney fees incurred during the collection process.

Financial Aid

The goal of the College of Nursing is to provide the student with current information regarding sources of financial assistance including federal and state funding, institutionally sponsored programs, and other sources. The financial aid programs available at the College include: federal and state grants, tuition waivers, loans, private donor scholarships, and some veteran benefits. Students may contact the Financial Aid Office concerning eligibility questions, procedures, application forms, and additional financial information. A listing of scholarship and other available aid will be available on the College website or through the Financial Aid Office.

Satisfactory Academic Progress Guidelines for Financial Aid Recipients

According to federal and state guidelines students must maintain satisfactory academic progress in order to be eligible to receive financial assistance. Such guidelines are established to encourage students to progress satisfactorily toward degree completion.

Application Procedure for Financial Aid (Policy 316)

To apply for financial aid at Saint Anthony College of Nursing, the [Free Application for Federal Student Aid \(FAFSA\)](#) must be completed on-line. Students must reapply for financial aid each year. Financial assistance is not automatically renewed each year.

Application Deadlines for Financial Aid Awarded by the College

For fall semester priority will be given to students in attendance who submitted their FAFSA by April 15 of the previous academic year. For spring semester priority will be given to students in attendance who submitted their FAFSA by August 15 of the previous calendar year.

1. Student completes FAFSA (Free Application for Federal Student Aid) on-line. Once the FAFSA is completed, the student is then considered for any scholarships the College financial aid committee is responsible for granting.
2. The College receives an Institutional Student Information Report (ISIR).
3. The EFC (Estimated Family Contribution) is the figure used to determine financial aid.
4. Upon acceptance to SACN an initial financial aid interview is scheduled with the Financial Aid Officer.
The following items are discussed at the financial aid interview:
 - a. Cost of program
 - b. Sources of financial aid—grants, scholarships, loans, and other funding
 - c. Financial Aid Policy
 - d. Standards of Academic Progress
 - e. Entrance counseling (completed online at www.studentloans.gov)
 - f. Award letter
 - g. Applying for Direct Loans
 - h. Verification (if applicable)
 - i. Next interview date
5. Upon completion of the initial interview all documents are given to the student to read, sign, and return and to present any questions to the Financial Aid Officer at the next scheduled interview.
6. All Federal Loan funds are disbursed through Electronic Funds Transfer (EFT). The student will sign an authorization form allowing the funds to be disbursed on their account.
7. With each disbursement of Title IV funds, the student's account will be evaluated for excess funds. A check for excess funds will be issued to the student.

Saint Anthony College Of Nursing Sponsored Scholarships

Alumni Memorial Scholarship (\$1000 is awarded to an in-coming junior based on scholarship, financial need and community service).

Dean's Scholarship (awarded to a high school senior, and held in escrow until student enrolls and meets final eligibility requirements).

LEGACY NAMED SCHOLARSHIPS

Josephine Deery

Frank and Mary A. Gambino

Donald and Mary Anne Doherty

James and Terese A. Burch

Marjorie Neustadt

Carol and Carl Sciamé

David Ronald Carroll

Johanna M. Valiulis

John Paul Michel

Marlene May Heiser Deery

Claudene Ann Schertz

Betty J. D'Agnolo

Sister Anthony Clare Floto

Faculty of Saint Anthony College of Nursing, 2004-2005

Marvel B. Kirk

Helen Kerl

Martha Louise Leonard

Kneeland Scholarship

OSF Saint Anthony Medical Center 2005 Auxiliary Securing Nursing Excellence Scholarship

Contarino Family Scholarship

Carole A. Mounier Scholarship

Francis E. and Vivian Veach Hickey Scholarship

Gambino Realtors Homebuilders, Inc. Scholarship

Joan and Paul Wallem Family Scholarship

Josephine Matranga Morrisey Scholarship

Rockford Health System Scholarship

Sister Mary Linus Nowak, OSF, MSNE Alumni Memorial Scholarship

Rosemary H Geraghty Scholarship
 Franchini Family Scholarship
 2003 OSF Golf Invitational Scholarship
 Frank J. Lewis Foundation Scholarship
 Louise K. Vallini Trust Scholarship
 Hinshaw & Culbertson, L.L.P. Scholarship
 Jack Roy Joyce Memorial Scholarship
 Charles F. Doyle Memorial Scholarship
 Peggy McCabe Memorial Scholarship
 Swedish American Medical Center and Foundation Scholarship
 Freeport Health Network Scholarship
 Ringland-Johnson Construction Scholarship
 Giovanni's Restaurant and Convention Center Scholarship
 John R. Cagney, Terese Cagney, Kinny and Kenneth Parrish Kinney
 Saint Anthony Class of 1965 Memorial Scholarship
 Gordon E. Wesner, Ph.D. Scholarship
 Frances P. Rink Memorial Scholarship
 Harriett, James and John Burch Scholarship
 David n. Swanson Memorial Scholarship
HEALTH-CARE RELATED ORGANIZATION SCHOLARSHIPS
 Association of Operating Nurses Association
 Blanche Dawson Nursing Scholarship
 CGH Medical Center Auxiliary
 James D. Durante Nurse Scholarship
 Helene Fuld Health Trust
 Freeport Memorial Hospital Scholarship
 Illinois Department of Public Health
 Illinois Hospital Association
 Illinois Hospital Research & Education Foundation
 Illinois League for Nursing, Inc.
 Illinois Nurses Association
 Memorial Hospital Auxiliary (Woodstock)
 Mercy Hospital
 National Student Nurses Association
 Northern Illinois Medical Center
 OSF Saint Anthony Medical Center Auxiliary
 OSF Saint Anthony Medical Center Medical Staff
 Rockford Health Careers Foundation
 Rockford Memorial Auxiliary Scholarship
 Saint Anthony Alumni Memorial Scholarship
 Saint Anthony Medical Center Medical/Dental Staff
 Saint Anthony Nurses Alumni Association
 Student Organization
 This list is subject to change without notice

COMMUNITY ORGANIZATION SCHOLARSHIPS

American Legion
 AMVETS
 Blackwell Scholarship
 DAR
 Elks Lodge Auxiliary Scholarship
 Edward Mellinger Education Foundation
 Forest City Chapter of American Business Women
 Guilford Chapter of Colonial Dames of the XVII Century
 Harvard Women Moose
 Illinois Association of Snowmobiles
 Illinois Sheriff's Association

Lyman Thorpe Nurse's Scholarship (sponsored by Cosmopolitan Club of Rockford)
North Suburban Woman's Club
Ralph Baudhuin Foundation Scholarship
Scottish Rite Bodies (sponsored by Masonic Temple)
Sinnissippi Chapter of American Business Women
Trinity Lutheran Church
UAW Chrysler Tuition Assistance
Winnebago County Fair Board

FEDERAL AND STATE PROGRAMS

Americorps
Illinois Department of Public Health (Nursing Education Scholarship)
Job Training Partnership Act (JTPA)
MAP Grant (Illinois State Monetary Award)
Pell Grant (federal)
Private Industry Council (PIC)
Upward Mobility Program
Federal Direct Loan (subsidized - need based)
Federal Direct Loan (unsubsidized - non-need based)
Federal Direct PLUS Loans (parent loans for undergraduate students)

ALTERNATIVE LOAN PROGRAMS

U. S Department of Veteran Affairs

Saint Anthony College of Nursing has been approved to provide Veterans Education Benefits by the State Approving Agency for Veterans Education, Illinois Department of Veteran Affairs. For more information regarding the education benefits, please contact the Student Services Office.

Other Scholarship

These are available in very limited numbers. All eligible students who have completed the FASFA form will be considered for available private scholarships. A private interview with the Scholarship Committee may be requested of the student to further determine the award. The Financial Aid Officer notifies students when scholarship applications become available.

Students beginning to take the required pre-nursing courses at other colleges or universities in preparation for transferring to Saint Anthony College of Nursing should contact the financial aid office at that institution for financial aid. Students should be sure to use that institution's college code on their financial aid application.

Direct Loan Program

Once a student completes the Free Application for Federal Student Aid (FAFSA) form, the College determines the student's eligibility for subsidized and unsubsidized loans and awards accordingly. The student may at that time accept or reject the loan offer on the award letter. If the loan is accepted, the student must complete and sign an electronic Master Promissory Note (MPN) at www.studentloans.gov, authorizing the College to proceed with the loan. When the student graduates or ceases attending at least half-time, they must complete the Exit Counseling at www.nsls.gov.

Robert A. Miller, Sr Emergency Loan Fund

The Robert A. Miller, Sr. Emergency Loan Fund was established by the family of Mr. Miller to help nursing students in time of need. This short-term loan program can be used to help pay rent, living expenses, books, supplies or other related expenses. Students who are in need of a small, short-term loan should contact the Director of Student Services for further information.

The Lifetime Learning Tax Credit

Each year Saint Anthony College of Nursing will provide statements needed for students and their families to file for the Lifetime Learning Tax Credit. Student or parents should contact their accountant or tax preparer for more information to apply for this new tax credit and how it may apply to their specific situation.

Refund Policy (Policy 318)

Since Saint Anthony College of Nursing incurs expenses in advance for the entire academic year; a refund schedule has been developed to reflect an equal sharing of the loss when a student withdraws. Students who officially withdraw from the College or are dismissed will be able to receive the following refunds.

| Week of Withdrawal* | Percent of Tuition Refunded | Class Days |
|----------------------------|------------------------------------|-------------------|
| First or Second | 70 | 1 - 10 |
| Third | 50 | 11 - 15 |
| Fourth | 30 | 16 - 20 |

*Semester with more or less than 16 weeks will be prorated accordingly. No refunds will be granted after the 20th day. Students who drop one or more courses, but maintain full-time status are not eligible for a tuition refund. Students who drop below full-time status prior to the first day of class will have their tuition calculated as a part-time student (per credit hour), less and registration change fees. Students who are full-time as of the first day of class, but drop a course or courses resulting in less than full-time status during the refund period will have a refund calculated on the basis of the difference in the full-time and new enrollment status (per credit hour) and the refund percentage listed above.

No refund on supplies or fees. In order to receive the appropriate refund, a student who wishes to withdraw from the College must follow the "Withdrawal from the College" policy and procedure.

Financial Aid Recipients

The refund policy may be superseded by any federal and /or state mandate necessary to remain eligible for student financial aid programs. Any refunds or repayments are made to the financial aid programs first.

Student Services**Student Life**

It is the aim of Saint Anthony College of Nursing to graduate nurses who are well integrated in the community and who have had the opportunity to expand their scope of learning outside the classroom. Scholastic and recreational activities stimulate mental and social growth and provide opportunities for leadership and fellowship.

On Campus

Recreational Opportunities Saint Anthony College of Nursing offers designated areas where students are encouraged to relax. The Center for Sports Medicine and Health Fitness at OSF Saint Anthony Center for Health offers a variety of indoor exercise programs for nominal fees, and wellness courses are available for weight and stress reduction, as well as smoking cessation clinics. Students represent themselves through a student government organization. Student representatives and alternates are elected to attend faculty committee meetings and act as liaison between those committees and the students. The students will be encouraged to plan and participate in a variety of social activities.

Locally

Local colleges and entertainment organizations offer a variety of theater productions, concerts and lectures which are open to the public. Rockford MetroCentre and the Coronado Theater, located in downtown Rockford, feature recognized artists, concerts, sporting events and current theatrical productions. Rockford has an extensive recreational program in its many parks which is popular and appropriate to the changing seasons. Pierce Lake in Rock Cut State Park on Rockford's east side offers camping, fishing and sailing opportunities.

Spiritual (Policy 380)

One of the goals of the College is to provide opportunities for the student to develop an understanding of the Christian philosophy of life and its application in daily living as a person, a citizen, and a professional nurse. The College of Nursing and many religious affiliations in the Rockford area offer ample opportunity for students to enrich their Christian lives. Masses are offered daily in the OSF Saint Anthony Medical Center Chapel. These services are open to all denominations.

Students have the opportunity to plan special services and are encouraged to attend services of the religion of their preference. Names of nearby places of worship are available through the Student Services Office.

Each semester is opened with a Mass at the Medical Center chapel and all students and faculty members are encouraged to attend. There is a Baccalaureate Mass held at the completion of the Fall and Spring semesters.

National Student Nurses' Association

Students are eligible for membership in the National Student Nurses' Association (NSNA) upon admission to the college. The NSNA is a pre-professional organization for student nurses. Its chief purpose is "to aid in the preparation of student nurses for the assumption of professional responsibilities." The NSNA is structure on a multilevel basis which includes national, state and local chapters. Saint Anthony College of Nursing has a local chapter.

Information Sessions and Open House

Each fall and spring semester, time is provided for prospective and incoming students to visit the College. At these sessions, they meet the nursing faculty and learn about admission requirements, the College curriculum and the financial aid available. The prospective and incoming students are also given opportunities to tour the College of Nursing and OSF Saint Anthony Medical Center and to hear about career opportunities available in the nursing profession. Nursing students assist with activities at the information sessions and open houses, which are open to the public.

Orientation (Policy 319)

An orientation period, held at the beginning of each semester, includes orientation to the resource center, computer services, the counseling and health services, and to the College itself. The Mission, Goals, Philosophy, and nursing curriculum of the College are also discussed with all the students.

Residence

Nursing students live in housing of their choice while attending Saint Anthony College of Nursing. The Associate Dean, Support Services will assist students with information about local apartments, rooms for rent by alumni, or helping students find roommates.

Employee Assistance Program (EAP)

To provide the students with a counseling and referral service 24 hours a day, 7 days a week, the College participates in the OSF Healthcare Employee Assistance Program. The program is free to students. It is voluntary and completely confidential. Students may call (800) 433-4716 or access some on-line services by going to <http://ofseap.centersite.org>.

Student Organization

The Student Organization is a group of students elected by the student body to act as liaisons with the faculty and administration.

Saint Anthony College of Nursing Student Organization Bylaws

REASONS FOR BEING

PREAMBLE:

We, students of nursing, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing.

We believe every citizen has the right to the highest quality of health care.

We believe in the development of the whole person toward his/her professional role with its rights, responsibilities, and ideals.

We believe every right bears inherent responsibility.

We believe responsibilities are participatory, not purely philosophical or ideological, and

We believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

We believe that everyone has a right to an education.

RIGHTS/RESPONSIBILITIES:

Students have a right to a sound education:

a right to and a responsibility for having a creative educational opportunity;

a right to and a responsibility for having the highest quality practitioner-teacher;
a right to and a responsibility for achieving input into curriculum planning;
a right to and a responsibility for achieving self-directed learning;
a right to and a responsibility for achieving equal participation in all clinical settings;
a right to and a responsibility for participating in interdisciplinary activities;
Students have the right to due process;
a right to and a responsibility for insuring peer review and self-evaluation.
Students have a right and privilege of internal governance.
Students have a right to and a responsibility to organize and participate in an organization directed towards achieving professional goals;
a right to and a responsibility for facilitating change in health care delivery through various channels;
a right to and a responsibility for assembling the exploring fundamental and current professional issues and concerns;
a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
a right to and a responsibility for fostering a better correlation between nursing education and practice.

ARTICLE I.

The name of this organization shall be the Student Organization of Saint Anthony College of Nursing, hereinafter referred to as SO.

ARTICLE II.

Purpose and Functions

The purpose of SO is:

- a) To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care;
- b) To provide programs representative of fundamental and current professional interest and concerns, and;
- c) To aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in all walks of life.
- d) To enhance a positive image of nursing in the media, community, and among all health care professionals.

The function of the SO is: a) To have direct input into standards of nursing education and influence the education process.

- b) To influence health care, nursing education and practice through legislative activities as appropriate.
- c) To promote and encourage participation in community affairs and activities towards improved health care and the resolution of social issues.
- d) To represent nursing students to the consumer; to institutions, to the media, and other organizations.
- e) To promote and encourage students' participation in interdisciplinary activities.
- f) To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of the person's race, color, creed, sex, lifestyle, national origin, age, or economic status.
- g) To promote and encourage collaborative relationships with nursing and related health organizations.

ARTICLE III.

Members

Section 1. Membership in SO is open to all students enrolled in Saint Anthony College of Nursing.

Section 2. Dues. a) Dues shall be collected at the beginning of each school year or the semester when the student begins his/her enrollment at the college.

b) Dues shall be for NSNA/SNAI, currently \$30.00 per year, plus an additional \$10.00 fee for the SO.

c) There shall be a 'slush' fund established through the organization where those who can not afford dues may get assistance. Director of student services will determine need on an individual basis.

Section 3. School Constituent. a) School constituent membership is composed of active and associate members who are current members of the NSNA and SNAI.

- b) School constituent membership shall be composed of at least 5 members from Saint Anthony College of Nursing, or the total enrollment of the school if less than five.
- c) For yearly recognition as a constituent, the president of the SO shall submit the Official Application for NSNA Constituency annually which shall include the following areas of conformity for active and associate members: purpose and function, membership, dues and representation.
- d) A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent organization is given the opportunity to be heard.
- e) School chapters and state organizations are entities separate and apart from NSNA in their administration of activities, with NSNA exercising no supervision or control over these immediate daily and regular activities. NSNA has no liability for any losses, damages, or injuries sustained by third parties as a result of negligence or acts of school chapters or state organizations, or the members thereof. In the event any legal proceeding is brought against NSNA as a result of such acts of omission or commission by a school chapter or state organization will indemnify and hold harmless the NSNA from any liability.

Section 4. Active membership in NSNA/SNAI may be extended six months beyond graduation from a student program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

ARTICLE IV.

Officers

Section 1. Offices

President, vice president, secretary, treasurer, parliamentarian, director of community relations, these positions comprising the Executive Board.

Section 2. Term of Office.

The term of office shall be academic calendar year, with the exception of the president who shall serve a full year term.

Section 3. Duties of Officers.

The officers shall perform the duties prescribed by the parliamentary authority, and more specifically shall include:

- a) President 1) Serve as the principal office of the SO and preside at all meetings of the SO and the executive council.
 - 2) Appoint committees and their chairpersons as needed.
 - 3) Represent SO in matters relating to the organization and perform all duties pertaining to the office.
 - 4) Attend the faculty organization meetings of the college in order to represent the student body and give report to the student about the happenings of the meeting.
 - 5) Submit an annual Official Application for NSNA Constituency status to NSNA.
 - 6) Submit an annual report of the activities of the office at the April Faculty Organization meeting. This report shall be placed in permanent files of the organization.
 - 7) The President shall act as Executive Consultant to the new board of directors the year following their term.
 - 8) Call special meetings of the Executive Board as needed with a minimum of 24 hour notice.
 - 9) Shall develop an agenda for the meeting and assure this agenda is posted a minimum of 48 hours prior to all general meetings.
 - 10) Shall make a presentation of behalf of the SO at the annual Alumni Banquet.
 - 11) Shall submit a written report of office to the Secretary of Faculty Organization prior to each Faculty Organization meeting.
- b) Vice President 1) Shall assume responsibility of the office of President in the event of an absence or disability and if vacancy occurring in the office until the next regular election.
 - 2) Shall perform all duties assigned by the president.
 - 3) Shall serve as a member of the Executive Board.

- c) Secretary
- 1) Shall record and distribute the minutes of the following meetings of the organization: meetings of the membership and meetings of the Executive Board. Distribution shall be to the Executive Board, all advisors, the Dean, and one copy of the amended minutes to the student bulletin board.
 - 2) Shall prepare a copy of the agenda as advised by the President to be distributed at meetings of membership and the Executive Board.
 - 3) Shall keep permanent records on file of all reports, papers, and documents submitted to the Secretary.
 - 4) Forward minutes to the SNAI Board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
 - 5) Maintain a current list of NSNA membership.
 - 6) Deliver the newly elected Secretary all records.
 - 7) Shall serve as a member of the Executive Board.
 - 8) Perform all duties assigned by the President.

- d) Treasurer
- 1) Submit financial reports in writing to the organization membership as directed by the President, including an annual financial report submitted at the installation of officers.
 - 2) Prepare financial reports submitted at the regular monthly membership meeting.
 - 3) Keep an accurate record of all financial transactions of the organization.
 - 4) Assist and attend any meetings held by the Fundraising Committee.
 - 5) Shall obtain an annual audit from an outside source.
 - 6) Shall serve as a member of the Executive Board.
 - 7) Performs other duties as assigned by the President.
 - 8) Responsible for all monetary reimbursements to the Executive Board members as approved by the Executive Board.

- e) Director of Community Relations
- 1) Develop and implement local community projects, and when possible, in alignment with SNAI and/or NSNA.
 - 2) Inform membership of pertinent community health issues.
 - 3) Shall be a member of the Executive Board.
 - 4) Perform all duties assigned by the President.

- f) Parliamentarian
- 1) Shall maintain order at all meetings, and use parliamentary procedure as written in the Robert's Rules of Order, newly revised edition.
 - 2) Shall be the chair of the Bylaws Committee.
 - 3) Shall be responsible for educating the Executive Board with a general working knowledge of Parliamentary procedure.
 - 4) Shall be a member of the Executive Board.
 - 5) Shall perform all duties as assigned by the president.

- g) Class Representatives
- 1) Act as a resource person and communication link between their class level and the organization.
 - 2) Perform all duties assigned by the president.

Section 4. Duties of Officers. a) All officers must familiarize themselves with Robert's Rules of Order in order to perform duties.

b) All officers are expected to attend meetings of the organization. Absence from two consecutive board meetings without prior notice and approval of the President shall constitute resignation from the office and the Board of Directors shall be required to declare the office vacant and actively seek a qualified replacement.

c) Officers function as communication liaison between the students and the faculty through the Communication Form Procedure as described in the Student Handbook. Reference: See "Procedure for Students to communicate Concerns to Faculty and/or Administration" attached.

d) The Executive Board is responsible for properly appropriating funds to finance the business of the organization.

e) All officers shall submit a written yearly summary to the President a minimum of two weeks prior to the end of the year report.

f) If a member of the Executive Board fails to fulfill his or her responsibilities as defined in the Bylaws and in the policies of NSNA, the Executive Board shall have the option of removing that board member from office. This action will require 3/4 vote of the Executive Board. An appeal to this decision must be

submitted in writing to the President within two weeks. The appeals case will be considered by the Executive Board within two weeks of the receipt of appeal. The appealing officer shall be reinstated by a 3/4 vote of the Board of Directors.

ARTICLE V.

Meetings

Section 1. All meeting of the organization shall be open to the membership at large unless voted by the Executive Board as a closed meeting. All meetings of the organization shall be conducted according to Robert's Rules of Order, newly revised edition, where the rules apply and are not in conflict with these Bylaws.

Section 2. Meetings will be held once a month during designed College Hour in the student lounge unless otherwise posted 48 hours before the meeting.

ARTICLE VI.

Elections

Section 1. Elections of Officers. a) Election of the President shall be in April following the NSNA National Convention. The President must be a current junior II or senior I and be willing to serve a full year term, if unable to serve a full year term, he/she will been to submit a formal resignation one month prior to the beginning of the resignation.

b) Election of the Executive Board shall be prior to the first official meeting of the year. Candidates may be from all classes with the exception of the Vice President who must be from the junior class. An additional "meet the candidates" meeting will be held prior to elections.

c) Class representatives are selected on a voluntary basis at the first official meeting of the year.

d) Elections will be performed by a secret ballot and each ballot shall be placed in a sealed envelope until all classes have an opportunity to vote. Each member voting shall receive one ballot after enrollment in the College of Nursing has been verified.

e) Members may not vote by absentee ballot.

f) A plurality vote of the members entitled to vote and voting shall constitute an official election. Election will be rescheduled in the event the voting body is less that 15 members present.

g) Vacancies of any office, except the President, shall be filled by appointment of the Board.

ARTICLE VII.

Committees

Section 1. Appointments.

a) Committee chair appointments shall be made by the President and shall be deemed standing committee unless otherwise stated at the time of appointment.

Section 2. Responsibility. a) All committees shall be responsible to the Board and the membership for reporting committee activities at scheduled meetings of the organization. A written report from the committee chair is to be submitted to the President before the next scheduled meeting.

ARTICLE VIII.

NSNA/SNAI Convention Delegates and Alternates

Section 1. Purpose and Function.

a) Attend the House of Delegates and all meetings pertaining to the House of Delegates.

b) Serve as spokesperson for the organization at the annual state and national meeting.

c) Vote on resolutions brought to the NSNA/SNAI House of Delegates and vote for the NSNA/SNAI Board of Directors.

d) Present to the organization all resolutions, amendments, bylaw and policy changes voted on at the national and state convention.

Section 2. Delegate Representation.

a) School constituents: 1) The organization delegates and their alternates shall be elected from the membership of the school chapter and must be NSNA members.

2) Funding for the convention expenses (as available) shall be allotted to the delegates and their alternates, pre-slated National or State Board Candidates, and then to active members at large.

Section 3. Attendance at conventions. a) Any SO member who has presented to the Executive Board a written proposal to attend any professional activity the student deems appropriate, shall be subject to approval by the Executive Board. The Executive Board represents the approval of the student body for the individual to attend this activity. Individuals are responsible for obtaining permission to miss class from the appropriate instructor and together they need to work out any further arrangements.

b) Students attending any professional meetings may be asked to present a brief verbal report of the function to the SO body at the next meeting following their function attendance.

ARTICLE IX.

Amendments

Section 1. Amendments to the Bylaws will be made annually as needed, in time for NSNA to receive any changes prior to the deadline date, with a simple majority of those present and voting at the membership meeting provided that notice of the proposed amendments are posted at least 30 days prior to the meeting.

ARTICLE X.

Advisors

Section 1. Role.

a) The role of advisors is to serve as resource people and consultants to the Board of Directors, members, faculty, and the whole organization as appropriate and to assist in the conduction of the organization business as needed.

ARTICLE XI.

Funds

Section 1. Petty Cash Fund.

a) A petty cash fund will be maintained for the convenient payment of supplies for SO activities.

b) The petty cash fund will be accessed by Executive Board members only but may be on behalf of any SO member.

c) Funds will be dispensed by the Treasurer after the Officer presents a receipt of the purchase and the purpose of the funds. Both the Treasurer and the Officer should sign a record of the transaction. The petty cash fund amount will be at the discretion of the Treasurer.

d) Reference: See "Proposed Amendment to SO Bylaws for the Establishment of a Petty Cash Fund" attached.

Section 2. Copy Fund. a) A copy fund will be maintained for payment of copies made for SO activities.

b) The copy fund will be accessed by Student Organization Officers, Class Representatives and Committee Representatives.

c) The SO member making the copies will document the use of the copy machine in the school library with the librarian on a written log provided by the SO. The treasurer will monitor and pay for the use of the copies at least once a month during the school year.

d) Reference: See "Proposed Amendment to SO Bylaws for the Establishment of a Petty Cash Fund" attached.

e) Members may not vote by absentee ballot.

f) A plurality vote of the members entitled to vote and voting shall constitute an official election. Election will be rescheduled in the event the voting body is less than 15 members present.

g) Vacancies of any office, except the President, shall be filled by appointment of the Board.

Saint Anthony Nurses' Alumni Association, Inc.

Saint Anthony Nurses' Alumni Association, Inc. offers membership to the graduates of Saint Anthony College of Nursing. The annual newsletter, homecoming event, and spring banquet offer graduates an opportunity for camaraderie with classmates and other alumni members.

Communication Form Procedures

The Communication Form is a way for students to communicate concerns to faculty and/or administration. The Student Organization (SO) acts as a liaison in responding to student concerns so that confidentiality can be maintained. Though maximum time limits for responses have been given, immediate, thorough responses are ideal.

Procedure

The Student will obtain a communication form from any Student Organization officer but preferably from the President. The officer receiving the form will act as a liaison for the student. Once all areas on the form are completed, the student will submit it to the liaison. If the concern is confidential or personal, the student may submit the completed form to his/her faculty advisor.

The student's liaison will review the concern addressed by the communication form and submit it to the appropriate committee, faculty, or staff person. The liaison will also return the response from the committee to the student.

The committee or faculty person will address the concern and respond to the student's liaison in writing on the communication form.

A record will be kept of the following dates:

- when the student contacted the liaison

- when the liaison contacted the committee
- when the committee responded to the liaison
- when the liaison contacted the student.

This will ensure a timely response to the student's concern.

It is the student's responsibility to initiate the communication by picking up and completing a communication form from any SO officer. The student must make himself/herself available for the response. This may require the student to be available by telephone, mail, or in person.

The student's liaison must review the form and give it to the appropriate committee or faculty person as soon as possible, but no longer than 5 school days. The committee, faculty, or staff person has 3 weeks to address the concern and return a response to the liaison. Once the liaison has the response from the committee, he/she has 5 school days to contact the student.

Institutional Record of Student Complaints (Policy 394)

Saint Anthony College of Nursing recognizes the students' right to communicate concerns to the faculty and/or administration. All concerns submitted in writing and signed by the student are to be addressed by a college committee or administrator within three (3) weeks. All concerns of a serious nature will be kept on file in the President's office for a minimum of five (5) years.

Dress Code for Academic Affairs (Policy 357)

Saint Anthony College of Nursing has established guidelines to promote a positive professional image during Baccalaureate Mass and Commencement.

Appropriate corporate attire must be worn for Commencement and Baccalaureate Mass:

Females—dress or suit. Neckline/hemline should be modest and professional.

Males—Suit or dress pants (suit or sports coat optional), dress shirt and tie.

Hair must be neat and off the face. NO clunky or noisy bracelets are allowed. Appropriate dress shoes with moderate heel are required (no boots, platforms, clogs, crocs, or flip-flops).

Special considerations for Commencement:

Cap and gown ordered through the College will be worn. Hoods ordered by the College will be worn by graduate degree candidates. Cap is to be worn squarely on head, not tilted to the back or side. No items may be pinned, taped or otherwise attached to the cap, gown or hood. Nothing may be written on cap, gown or hood.

Opening Mass

Casual dress. Necklines/hemlines should be modest.

Transportation (Policy 365)

Students are responsible for providing their own transportation to the College of Nursing, clinical agencies, observational experiences, and field trips.

Inclement Weather Class and/or Clinical Cancellation (Policy 367)

The College reserves the right to cancel classes and/or clinical in the case of severe weather. This will be communicated by local television or radio stations as identified below. Safety remains the individual student's responsibility should hazardous driving conditions prohibit attendance at class, labs and/or clinical. Classes, labs, and/or clinical experiences may be rescheduled at the discretion of the faculty and/or administration.

The following broadcasters will be notified of cancellations:

WROK - 1440 AM

WZOK - 97.5 FM

WXXQ - 98.5 FM

WXXR - 104.9 FM

WNTA - 1330 AM

WYHY - 95.3 FM

WIFR CHANNEL 23

WREX CHANNEL 13

WTVO CHANNEL 17

Sick Leave Policy (Policy 362)

In the event of illness/injury preventing the student from attending class, lab, and/or clinical, Saint Anthony College of Nursing requires students to notify the College.

After three (3) consecutive days of absence or any hospitalization, the student, prior to returning to class, lab and/or clinical is required to provide a physician's, physician's assistant's, or nurse practitioner's verification that the student is fit to return to class, lab and/or clinical. If the student has restrictions which may limit his/her participation in class, lab and/or clinical, the student is to be seen by the College Health Nurse. Reasonable accommodation in accordance with College policy will be made when possible.

Health Condition Notification (Policy 372)

It is the student's responsibility to notify the College of any health condition that may jeopardize the student's own or another person's health. If the student has restrictions which may limit the student's participation in class, lab or clinical, the student is to be seen by the College Health Nurse. Reasonable accommodation in accordance with the Reasonable Accommodation Policy will be made when possible. If faculty or administration have reason to believe the student may be unfit for duty, faculty or administration may require that the student be seen by the College Health Nurse for evaluation and approval to attend class, lab or clinical. If the College Health Nurse indicates that the student is not fit to attend class, lab or clinical, the student will not be allowed to attend that experience(s) until the student meets requirements set by the College Health Nurse which may include, but not limited to, written verification from a licensed health care provider, physician's assistant or nurse practitioner before returning to class, lab, or clinical.

If the student refuses to be seen and approved by the College Health Nurse to attend College class, lab or clinical, the College has the right to dismiss the student.

Student Employment

College administration and faculty realize the necessity for many students to be employed while attending college; however, it is recommended that students need to be cognizant of the demands and expectations of the nursing program. A student who seeks employment while enrolled as a nursing student assumes the responsibility of maintaining a balance between employment and meeting the objectives of the College program.

Insurance Requirements (Policy 307)

All students are required to be protected by health insurance. Proof of current coverage must be presented to the Student Affairs office and Graduate Affairs office annually. Students not in compliance with this policy will not be allowed in the classroom, lab, or clinical site.

Professional liability insurance will be required of all BSN students through a group policy obtained by the College. Costs of this policy will be assessed to each student annually.

MSN students must meet the professional liability insurance requirement established by the agency where they attend clinical/practicum. All CNS and FNP Graduate Students are required to carry RN professional liability insurance during the clinical/practicum experience.

Classroom Behavior (Policy 354)

Appropriate and professional behavior is required in all classes. The dress code for classroom as stated in the student handbook is observed for all classes. Laboratory and classroom food and beverage restrictions posted in the Student Handbook and/or on-site are to be followed. In classrooms, Learning Resource Center (LRC), and lab all phones, pagers, and PDAs are to be set to vibrate or turned off. Out of consideration for others, cell phone/pager users are to step out of the classroom, LRC, or lab if necessary to answer a cell phone or pager.

All electronic devices including, but not limited to, cell phones, pagers and PDAs are prohibited during all exams, quizzes, test, etc. Use of such devices during an exam, quiz, or test may result in a zero for that experience. For urgent matters, students may leave the number of the College front desk. The front desk receptionist will contact the instructor who will notify the student.

During College proctored exams, quizzes, or tests, only College computers and calculators are to be used. No other calculators or computers, i.e., personal computers, PDAs, are to be used.

Clinical Behavior

Appropriate and professional behavior is required during all hospital and community clinical experiences. The dress code is required as appropriate for hospital or community experiences. (See Dress Code)

Clinical agencies guidelines are to be followed regarding pagers and cell phones. If allowed they are to be set to vibrate with consideration for others during speaking.

Violation of appropriate behavior will be subject to disciplinary action by the individual faculty member, Academic Standards Committee, or Graduate Affairs Committee.

Auditing a Course (Policy 330)

With permission of the instructor, a student may register to audit the theory portion of any course. As an auditor, the student will be a listener and will not be permitted to take examinations or do class reports or projects. The student will not receive a grade for the audited course. The auditor cannot displace a student who is taking the course for credit. The auditor will be charged regular tuition, which is non-refundable. An auditing student may not attend during clinical, laboratory exercises, or any test/examination review.

The student wishing to change from audit to credit will follow the Add/Drop policy.

Students Ordered To Active Military Duty Withdrawal Policy (Policy 383)

Saint Anthony College of Nursing recognizes that students may be called to active military duty while enrolled in classes. The following will be adhered to for students who have been called to active military duty:

1. Student who must withdraw prior to the sixth week of the semester will receive a full refund.
2. Students who must withdraw after the sixth week of the semester may request a military incomplete. A military incomplete will be indicated for current courses as a "MI" on the transcript. A military incomplete will allow the student to return the first semester after military discharge and to reenroll in the courses so designated, if the course is offered and space is available. The student will not have to resubmit tuition for those courses that semester.
3. The student will adhere to any curriculum/catalog changes as mandated by the Leave of Absence Policy.

Student Input Into Evaluation (Policy 607)

Students will have a voice in the formation of policies relative to academic and student affairs by representation on Undergraduate Academic Standards, Undergraduate Curriculum, Judicial, and Graduate Affairs committees. The president of Student Organization and a representative for the graduate students will attend and have voice on Faculty Organization unless excluded during executive session.

Students will be provided the opportunity to evaluate instructors, courses at the end of each term, and clinical experience at the end of each rotation. Students will be provided the opportunity annually to evaluate library and computer services, advising services, financial aid, and other current academic and student services.

Health Services Program (Policy 378)

The student health service is maintained under the supervision of the Associate Dean, Support Services. The College does not provide any medication or therapeutic agents.

College students are expected to comply with the following health policies:

1. All students assume financial responsibility for their health services. Students must carry health insurance and show proof of insurance to the Assistant Dean, Student Services.
2. In addition to meeting the specific health requirements for admission, an annual TB screening is required for all students. Additional examination and tests will be required if requested by a clinical or government agency. A yearly dental examination is strongly encouraged.
3. The College health nurse will assist the student in securing an appointment with a physician, if requested. The service of the family physician is encouraged.
4. Any student receiving treatment for an illness or injury is responsible for the cost of such treatment or service.
5. Any student who has been absent for three or more days due to injury, illness (other than minor illness such as cold or flu) or hospitalized must have health care provider's consent to return to the College. Students with any infectious illness, fever, or believed to be unfit for duty must be cleared by the College health nurse before going to class, lab and/or clinical experience. A student with an infectious illness must be on antibiotics for 24 hours before going to a clinical experience.
6. Students may obtain a copy of their health records for by submitting a written request with a \$5.00 fee to the Employee Health Department.

Physical Assessment, Immunizations, And Lab Tests

The Employee Health Department will provide a physical assessment, immunizations, and lab tests, including initial drug screening, to admitted students at a discounted rate. See the Employee Health or Student Services Departments for further information.

Commencement and Baccalaureate Mass (Policy 341)

The College recognizes three academic terms. If all graduation requirements have been met, the President of the College is authorized and may authorize the registrar to send letters, transcripts and other official documentation of program completion to the state and other appropriate parties at the end of fall, spring or summer terms. Commencement exercises are held annually at the end of the spring semester for students who completed all of the requirements for the degree in the previous fall, spring or summer term. A baccalaureate mass will be held at the completion of the fall and spring term. Diplomas will be issued at the end of each term. Student and faculty input relating to commencement and baccalaureate mass is encouraged. Final determination of these activities is established by administration.

Student Records (Policy 343)

Saint Anthony College of Nursing will maintain and follow pre-determined procedures for the retention, release and destruction of records. These procedures will support consistent handling of administrative, financial, and student academic records. The procedures are set forth in accordance with generally accepted accounting and educational principles, including state and federal policies pertaining to student rights in the areas of placement, review, correction, and dissemination of student record information.

The College of Nursing adheres to the "Family Educational Rights and Privacy Act," known as the "Buckley Amendment". Saint Anthony College of Nursing students have the right to review their records (except documents submitted in confidence) to challenge the content if in error, and to be assured of confidentiality in all matters pertaining to their records.

Release of Student Records – Without Written Consent

Educational records may be released to the following without the written consent of the student:

1. To the administration, faculty, and clerical staffs of the College of Nursing who have legitimate educational interest in the data.
2. To parents who provide proof that the student is a dependent for income tax purposes.
3. To court representatives with a court subpoena.
4. To the Illinois Department of Public Health if required.

Release of Student Records – With Written Consent

Educational records, including the results of a Uniform Conviction Information Act (hereinafter referred to as UCIA) criminal history records check, will be released to an authorized party upon receipt of a signed authorization form.

Students who wish to see their individual educational records, are to make a request in writing to the appropriate College Office. College personnel have up to 10 business days to honor the written request.

All items that are on computer files, which can be retrieved at a later date as paper documents, are considered "original" documents. All items saved through the computer network are considered saved as permanent documents.

Transcripts

The Saint Anthony College of Nursing transcript is the official record of student academic progress on which all course grades, the grade point average, degrees, and graduation honors awarded by the College are documented. Copies of student transcripts are issued by the office of Student Services after receiving a written, signed request from the student. Transcripts issued to students for personal use will be labeled "Issued to Student". There is no transcript fee.

Course Cancellation (Policy 334)

It is the right of the College to cancel any course with an enrollment of fewer than 10 students. The College also reserves the right to limit the number of students enrolled in courses. Enrollment restrictions for theory courses differ from those for courses with clinical components. Admission to restricted classes requires permission of the Dean.

Grading System (Policy 514)

The following grading system is used in evaluating students in the College of Nursing courses:

| | | | | | |
|---|--------------|----|--------------------------|-----|--------------------------|
| A | 93-100% | AU | Audit | P | Pass or Pass/Fail Course |
| B | 86-92% | CR | Credit Awarded | TI | Testing Incomplete |
| C | 78-85% | E | Fail of Pass/Fail Course | W | Withdrawn |
| D | 70-77% | I | Incomplete | W-F | Withdrawn Failing |
| F | 69% or below | MI | Military Incomplete | WP | Withdrawn Passing |
| | | R | Repeated Course | | |

A grade of C or above is required in all courses taken to meet Saint Anthony College of Nursing undergraduate degree requirements. A grade of D or F, or a second grade of W-F (or a combination of D, F, or W-F) on their Saint Anthony College of Nursing transcripts is grounds for review by the Academic Standards Committee for probation and/or dismissal.

A grade of B or above is required in all courses taken to meet Saint Anthony College of Nursing graduate degree requirements.

Theory/Clinical Combined Courses

To pass a combined course, the student must pass theory, clinical, and the examination portions of the course. The clinical component of required Theory/Clinical combined courses will be evaluated on a pass-fail basis. A 78% average for all examinations/tests is required for the examination portion of the course.

Grade Point Average (GPA)

The following grade point scale is used in computing the cumulative G.P.A. of students in the College of Nursing:

| | | | |
|-----|---|-----|---|
| A - | 4 | D - | 1 |
| B - | 3 | E - | 0 |
| C - | 2 | F - | 0 |

Calculation Of GPA When A Student Has Repeated A Course

If a student repeats a course and the final grade earned is A, B, C, D, E or F, only the final grade of the repetition will be calculated in the grade point average (GPA). All attempts will appear on the student's transcript, but a notation will be made to indicate those courses not included in the GPA. The following grading system is used in evaluating students in the College of Nursing courses:

Credit/Quality Points

No credit or quality points are given for grades of "W", "WP", "W-F".

CPR Requirements (Policy 306)

Policy: Every student enrolled in a clinical/practicum course must provide appropriate documentation of cardiopulmonary resuscitation (CPR) training.

1. Only American Heart Association (<http://www.americanheart.org/presenter.jhtml?identifier=3012360>) CPR courses for healthcare providers are acceptable.
2. The certification must be renewed every year on the students own time if they are an undergraduate. Graduate students must comply with the agency in which their practicum is being performed.
3. It is the students responsibility to present the original card to the Student Services office (for undergraduates) and Graduate Affairs office (for graduates) before the clinical course begins. A copy will be made and the original returned to the student.
4. Students will not be allowed in the clinical/practicum area if a current CPR card is not on file with the appropriate office.
5. If students are not allowed in the clinical/practicum area, there may be a deduction in the grade as denoted in the course syllabus.

Missed Examination Policy (Policy 353)

Students are expected to take examinations, tests and/or quizzes as scheduled or a grade of zero will be received.

Permission to take a missed examination should be very rare and granted by the course coordinator only in the case of a serious emergency, illness or extenuating circumstances. The student may be asked to provide documentation. Permission to reschedule an examination must be requested and acknowledged by the course coordinator prior to the missed examination unless the critical nature of the emergency prohibits it.

Missed examinations are to be taken on the first day of the student's return to class or clinical. The time for the test administration will be the student's first non-class/non clinical period (day or evening) or as designated by the instructor.

Course Withdrawal

Prior to week four of the semester, withdrawal will result in a "W" on the transcript. Withdrawal during weeks four through twelve will result in a "WP" or "W-F" on the transcript. This determination will be based on the student performance to the time of withdrawal. A grade of "WP" is reserved for individuals doing passing work at the time of withdrawal. Withdrawal after week twelve will result in an "F" on the transcript. If a course is greater than or less than 16 weeks, withdrawal dates, resulting in a withdrawal grade of "W", "WP", "W-F", or "F", will be prorated accordingly.

Administrative Withdrawal

An administrative withdrawal is a special withdrawal to be granted at the discretion of the President of the College only for documented extraordinary and/or emergency circumstances. A grade of "W" will be assigned.

Withdrawal From The College (Policy 337)

A student who withdraws from the College for any reason must notify the President of the College and the Associate Dean, Support Services (for undergraduate) or the Dean, Graduate Affairs and Research (for graduate) in writing, comply with the withdrawal procedure, and satisfy any financial obligations to the College.

Failure to follow policies and procedures outlined here could result in dismissal from the College.

Procedure

The student will:

1. Obtain appropriate withdrawal form from the office of Student Affairs or Graduate Affairs.
2. Meet with their advisor.
3. Meet with the President of the College.
4. Satisfy all financial obligations to the College.
5. Return completed withdrawal form with all appropriate signatures to the Associate Dean, Support Services or Dean, Graduate Affairs and Research.

Dismissal From the College (Policy 338)

Saint Anthony College of Nursing reserves the right to dismiss any student whose class work, health, conduct, or nursing practice makes it inadvisable for the student to remain in the College. A student who has been dismissed from Saint Anthony College of Nursing program will not be eligible for readmission to that program.

The faculty of the College of Nursing reserves the right to dismiss a student for:

1. Academic failure in any course taken at Saint Anthony College of Nursing.
2. A second incident of probation.
3. A second grade of W-F.
4. Evidence of unsatisfactory professional behavior including, but not limited to:
 - a. Unsafe nursing practice that may endanger the well-being of patients.
 - b. Falsification of health care facility records and/or reports.
 - c. Dishonest behavior.
 - d. Unethical nursing practice.
5. Evidence of unsatisfactory personal behavior including, but not limited to:
 - a. Falsification of documents and/or other records.
 - b. Academic dishonesty.
 - c. Unacceptable behavior that would threaten the well-being of others.
 - d. Conduct that brings discredit to the College or profession.
 - e. Conduct reported by a local, state or federal agency that is in conflict with the Illinois Nursing and Advanced Nursing Practice Act or the Illinois Health Care Worker Background Check Act.

Students in disagreement with the decision of the College have the right to file a grievance following the grievance policy in the student handbook.

The student will be notified, in writing, of the dismissal by the President of the College of the College of Nursing.

Directory Information (Policy 368)

Directory information may be given out in response to inquiries from individuals or groups outside Saint Anthony College of Nursing without the express permission of the student. The following information has been designated as “directory information”:

1. Student’s current and previous name(s)
2. Student’s date of birth
3. Dates of attendance at Saint Anthony College of Nursing
4. Enrollment status at Saint Anthony College of Nursing
5. Degrees earned at Saint Anthony College of Nursing

6. Previous institutions of higher education attended

A student who chooses not to have directory information released must sign a notice in the Student Affairs or Graduate Affairs offices.

Release of information to federal and state agencies

Some federal and/or state agencies may mandate that information be made available for students receiving financial aid, without express consent of the student. Examples include (but are not limited to) address changes or number of credit hours enrolled for students receiving Pell, MAP or Federally Subsidized loan programs. All information pertaining to a student’s personal life and academic performance not deemed as “directory information” is the sole possession of the student and may not be released without the student’s written consent.

Test or course grades will not be released to anyone over the telephone, fax machine, or by e-mail. Test or course grades may be posted for a class or group (electronically or on site) provided any one individual’s grades can not be identified other than by the student and appropriate faculty member. Confidential secure codes must be assigned to each student.

Change of Name or Address (Policies 369 and 371)

Current and former students who have a legal change of name must submit a copy of the legal document describing the change to the Associate Dean, Support Services (for undergraduate students) or the Dean for Graduate Affairs and Research (for graduate students). This document will become part of the student’s record.

Students experiencing a change of local address, home address and/or telephone are required to notify the office of Student Affairs (for undergraduate students) or the office of Graduate Affairs (for graduate students) within one week of the change.

Core Performance Standards (Policy 397)

All students will be expected to independently demonstrate the following Core Performance Standards to complete the BSN and MSN programs of Saint Anthony College of Nursing. Reasonable accommodation will be considered in accordance with the Reasonable Accommodation policy.

| COMPETENCY | STANDARD | EXAMPLES (Not all inclusive) |
|-----------------------------|--|--|
| Motor Skills | Gross and fine motor skill abilities sufficient to function safely and effectively. Ability to lift 50 pounds. | Manual dexterity to grasp, push, pull, twist, pinch, and cut. Ability to operate and calibrate equipment. Ability to prepare and administer medications. |
| Communication | Ability to read, write, speak, and comprehend English. Ability to operate and utilize information technology. | Teach clients. Read, document, interpret patient documentation interventions and client responses. Ability to communicate in a professional manner. |
| Interpersonal Relationships | Ability to interact with individuals, families, and groups in a variety of settings. | Assertiveness and sensitivity. Able to work effectively in large and small groups. |
| Vision | Sufficient ability to observe and assess. | Assess skin color, pupillary response. Read graphs, charts, and monitoring devices. Observe client responses to interventions. Prepare and administer medications. |
| Hearing | Sufficient ability for assessment and response. | Detect alarms and calls for help. Hear heart, lung, and other body sounds. |
| Touch | Sufficient ability to discriminate normal and abnormal findings upon palpation. | Detect temperature and perform palpation. |
| Mobility | Ability to maneuver in confined spaces. | Ability to move around in small spaces. Ability to perform CPR. |
| Critical Thinking | Ability to problem solve and demonstrate sound clinical judgment and safe clinical practice. | Identify problems and potential solutions. Predict outcomes and interpret situations. |

Reasonable Accommodation (Policy 396)

It is consistent with the mission of Saint Anthony College of Nursing and the requirements of the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act for Saint Anthony College of Nursing to provide a “reasonable accommodation” to qualified individuals with disabilities who are otherwise qualified to enroll in and graduate from the nursing program.

When a qualified individual with a disability believes that he/she may be able to perform the essential functions required of him or her as part of the College of Nursing coursework, but cannot do so without a “reasonable accommodation”, the individual should address such a request in writing to the College of Nursing. Once such a request for a “reasonable accommodation” has been made, a process is initiated whereby the College of Nursing will consider the appropriateness of the requested accommodation and whether such an accommodation may be granted without creating an undue hardship.

The process to be followed in determining whether a “reasonable accommodation” may be granted includes, but is not limited to:

- ◆ Consideration of the requested “reasonable accommodation” by others within the College of Nursing.
- ◆ Discussions with the otherwise qualified individual concerning ideas that he/she may have that would allow him or her to satisfy the essential functions and requirements of the particular coursework or the nursing program curricula as a whole.
- ◆ Consultation with appropriate health care professionals and/or disability constituent organizations for assistance in reviewing and exploring possible “reasonable accommodations” that would allow the otherwise qualified individual to perform the essential functions and requirements of the particular coursework or the nursing program curricula as a whole.

A “reasonable accommodation” will be granted by Saint Anthony College of Nursing where the individual can otherwise satisfactorily complete the particular coursework or the nursing program curricula as a whole, unless such results in an undue hardship and/or a direct threat or serious harm to the individual or to others (and that threat cannot be reduced to an acceptable level or eliminated altogether through the provision of a “reasonable accommodation”). The student will be expected to bear any cost associated with the accommodation.

Dress Code for Classroom, Library and Hospital Areas

Short shorts*, miniskirts, midriff, halter tops, tank tops, sleeveless shirts or visible undershirts are not permitted. Shoes are required at all times. Carpenter's pants, painter's pants and farmer's overalls are not permitted. All apparel must be neat, clean, unpatched, and untornd. Blouses/shirts must be worn in the classroom.

* Shorts of modest length and jeans may be worn to the classroom, but no where else on the medical center campus. Violations of the dress code will be subject to faculty action.

Clinical Area Incidents (Policy 359)

Occurrences and near misses in the area of clinical practice are to be reported immediately according to the established procedure of the affiliated clinical agency. Investigation and follow-up action will be taken by affiliated clinical agency. The President of the College will be notified that an occurrence and/or near miss was reported.

An occurrence or near miss will be defined as any incident that occurs in or around the hospital/cooperating agencies or any of their facilities and properties that is not consistent with the normal or usual operation of the hospital or its departments. It may involve patients or visitors. Injury or the potential for injury and/or property damage is sufficient for an incident to be considered an occurrence.

Procedure

- a. The student immediately reports the incident to the instructor who will investigate the situation.
- b. The student and instructor notify the nurse in charge of the clinical area and/or the nurse providing care to the patient.
- c. The student and instructor are to review the agency policy and procedure to ascertain that appropriate

- agency policy and procedure are followed.
- d. An occurrence/near miss report is completed by the student and faculty and reviewed with the charge nurse according to agency policy.
 - e. The instructor will notify the Dean that an occurrence and/or near miss was reported.

Infectious Disease and Exposure (Policy 361)

Saint Anthony College of Nursing permits students to care for patients with an infectious disease only after reviewing content in this area and while under the clinical supervision of faculty. Students and faculty are expected to follow agency policy and procedure while caring for patients with infectious disease and follow standard precautions with all patients.

Students experiencing a significant exposure to blood/body fluids are to notify the instructor and Employee Health Nurse immediately. The Employee Health Nurse and instructor are to monitor that appropriate policies and procedures are followed.

Criminal History Records Check for Students (Policy 387)

Personal safety for employees, patients, and students is of utmost concern to the faculty and administration at Saint Anthony College of Nursing. Additionally students will have access to controlled substances and confidential information, and practice in settings that require good judgment and ethical behavior. Thus, an assessment of the students' suitability to function in such an environment is imperative to promote integrity in health care service. To facilitate this assessment, A Uniform Conviction Information Act (hereinafter referred to as UCIA) criminal history records check will be required for all students prior to final acceptance or enrollment in a clinical/practicum course. The criminal history records check will not replace the fingerprint-based UCIA criminal history records check done at the time of graduation and required by the State of Illinois 60 days prior to licensure.

A UCIA criminal history records check based on, but not limited to, social security number and demographics, will be required before students may enroll. Students shall bear the expense for the criminal history records check. If the criminal history records check shows a conviction for a criminal offense, students may be ineligible for enrollment, for final acceptance, or for continuation as a student in the College of Nursing and, therefore, ineligible for graduation. Saint Anthony College of Nursing does not accept responsibility for a student's ineligibility for enrollment, final acceptance, continuation in the College of Nursing, or graduation. Students who provide false information regarding conviction for a criminal offense in any document related to their enrollment, admission or attendance at Saint Anthony College of Nursing are subject to immediate dismissal from the College of Nursing without the need for a proceeding.

1. Effective fall 2009, all students shall complete a Student Consent, Authorization and Release for Disclosure of UCIA Criminal Background Check information form (hereinafter referred to as the Student Consent Form) authorizing Saint Anthony College of Nursing to conduct or have conducted a UCIA criminal history records check; and to release the UCIA criminal history records check results to any third party related to the students' enrollment or admission as deemed necessary by the College of Nursing, such as, but not limited to, the Illinois Department of Public Health (hereinafter referred to as IDPH), the College of Nursing clinical affiliates, any health care provider subject to 225 ILCS 46/1, et seq., also known as Health Care Worker Background Check Act (hereinafter referred to as the Act), who may be involved in the students clinical experience, or to any clinical agency upon request.
2. The Student Consent form must be completed by the dates designated for submission of admission materials as more fully described in the Saint Anthony College of Nursing BSN or MSN admission policies.
3. Omission of required information or the provision of false or misleading information in the Student Consent form, or in any documents relating to enrollment, admission or attendance at the College of Nursing, may subject the student to denial of acceptance, rescission of acceptance or enrollment, disciplinary action or immediate dismissal from the College of Nursing at the sole discretion of the College and without the need for any proceeding.
4. The Associate Dean, Support Services, or designee, may obtain or receive a UCIA criminal history records check from a qualified vendor approved by the College of Nursing.

5. All costs incurred in obtaining a UCIA criminal history records check shall be borne by the students.
6. The following results from the criminal history records check will require the indicated action:
 - A. If Saint Anthony College of Nursing receives notice of no record or conviction data on file based on the information submitted, the student may continue with enrollment at Saint Anthony College of Nursing.
 - B. If Saint Anthony College of Nursing receives notice of a pending search, the student will not receive final acceptance until this process has been completed and a final determination made.
 - C. If Saint Anthony College of Nursing receives notification of a “MULTI-HIT SUBMIT FINGERPRINTS,” the student will be required to submit fingerprints to determine if the record belongs to the student. The student will not receive final acceptance until this process has been completed and a final determination made.
 - D. If Saint Anthony College of Nursing receives notification of an error, the student will be required to correct any errors for the completion of a subsequent criminal history records check. The student will not receive final acceptance until the error has been corrected and a final determination made.
 - E. If Saint Anthony College of Nursing receives notification of conviction for any offense, the Associate Dean, Support Services will review the results and notify the student.
7. If the UCIA criminal history records check reveals conviction for a criminal offense, the student may submit a written request to the Associate Dean, Support Services to review the results of the UCIA criminal history records check.
8. If the UCIA criminal history records check reveals a conviction for a disqualifying offense as enumerated in the Act, the student may be subject to denial or rescission of acceptance or enrollment, disciplinary action or immediate release from Saint Anthony College of Nursing at the sole discretion of the College and without need for any proceeding.
9. If the UCIA criminal history records check reveals conviction for an offense other than those enumerated in the Act, the student shall provide to the Associate Dean, Support Services, or designee, a written description and explanation of the facts supporting conviction within 10 days of notice to the student of such results. The student may also be required to provide documentation, including, without limitation, police report(s) or certified court document(s) related to the conviction. Upon consideration by the appropriate committee of the College, the student may be subject to denial or rescission of acceptance or enrollment, disciplinary action or immediate dismissal from Saint Anthony College of Nursing at the sole discretion of the College and without need for any proceeding.
10. If the student desires to challenge the results of a UCIA criminal history records check showing conviction, the student may petition to appeal the UCIA criminal history records check vendor, but final acceptance or enrollment may be denied until clearance is received from the vendor. The student shall be responsible for any additional costs associated with the appeal.
11. Pursuant to the Student Consent form, or as mandated by law, the results of the students’ UCIA criminal history records check may be released to third parties, including but not limited to, IDPH, The College of Nursing clinical affiliates, any health care provider subject to the Act who may be involved in the student’s clinical experience and training program or to any clinical agency upon their request. The decision of the clinical agency to accept or deny the student for entry into a clinical or practicum experience lies within the sole discretion of the clinical agency. Therefore, the College of Nursing bears no responsibility for such decision and is not required to provide alternative clinical placement, but, at the College’s sole discretion, may offer alternative clinical placement if available. If the student is ineligible to qualify for, enroll in, or complete the clinical requirements of Saint Anthony College of nursing based upon the results of a UCIA criminal history records check, the student may be ineligible for continuation on the College of Nursing and, therefore, may be ineligible for graduation.
12. It is the student’s obligation to notify the Associate Dean, Support Services, or designee, of conviction for any offense occurring subsequent to the College’s receipt of the UCIA criminal history records check.

13. Upon notification of a new or subsequent conviction for any offense, the student may be dismissed from Saint Anthony College of Nursing at the sole discretion of the College and without need for any proceeding.
14. An updated UCIA criminal history records check may be requested and obtained at any time by Saint Anthony College of Nursing.
15. Saint Anthony College of Nursing is not responsible for any students' ineligibility for final acceptance, enrollment or continuation in the College of Nursing, graduation or licensure.

Substance Abuse (Policy 389)

Saint Anthony College of Nursing is committed to providing an environment free of the effects of substance abuse in order to maintain an environment that is safe for our students, patients, residents, members and visitors as well as our employees.

Saint Anthony College of Nursing recognizes that safety and productivity is compromised by substance abuse, including alcohol and drug abuse (as those terms are defined in this policy), by increasing the potential for accidents, absenteeism, substandard performance, poor student morale and damage to Saint Anthony College of Nursing's reputation. Saint Anthony College of Nursing has zero tolerance for substance abuse, including the abuse of drugs and alcohol.

Definition

For purposes of this policy, "substance abuse" means: The use, possession, or distribution of illicit drugs and alcohol, as well as unauthorized controlled substances, is strictly prohibited in the academic setting. It is expressly prohibited for any student to attend a College-sponsored educational activity with the unauthorized presence in the body of illicit drugs, alcohol or other controlled substances for non-medical reasons (as determined by Saint Anthony College of Nursing) and/or to use such substances while in class, laboratory or clinical experience. For purposes of this policy, "illicit drugs, alcohol or other controlled substances" include, but are not limited to, illicit drugs; alcohol; controlled substances and/or otherwise lawful substances (e.g. over-the-counter medications, paints, thinners, solvents, etc.) abused by a student for their intoxicating effects. "Possession" or "use" does not include possession or appropriate use of a substance which is prescribed and solely intended to be delivered and administered to a patient or resident under the care of a physician or by an authorized Saint Anthony College of Nursing employee (Registered Nurse, Pharmacist, etc.), provided that such possession and/or use is consistent with the prescription provided to the student and that the student is otherwise in compliance with the provisions of this policy. No student may report to classroom, laboratory, and/or clinical activities impaired by, under the influence of, or otherwise use while at those activities any illicit drug, alcohol or controlled substance (as defined in this policy). A student who has been informed, or has reason to believe, that the use of a legal drug may present a safety risk or may otherwise adversely affect the student's conduct and/or performance is to report such drug use to his/her instructor prior to beginning class, clinical or lab after consuming such a legal drug and/or prior to consuming such a legal drug while at the academic setting. The instructor may then schedule an appointment to determine fitness for duty. Any student whose substances jeopardize the safety of patients, residents, employees, students or visitors shall be deemed "unfit for duty."

College Responsibility

Saint Anthony College of Nursing does not wish to become unduly involved in the personal affairs and activities of its students. It is primarily concerned with students performing adequately and safely in the classroom, laboratory, or clinical setting. If a student's performance and/or conduct declines and this may be attributed or related to drug and alcoholic activities, the student will be treated as any other student with a health problem provided the student approaches Saint Anthony College of Nursing and requests such assistance prior to the student's violation(s) of this policy becoming identified through the testing procedures set forth in this policy. Saint Anthony College of Nursing recognizes drug dependency and/or alcoholism as health problems and it will be of assistance to a student seeking care for such a dependency provided such assistance is sought prior to violation(s) of this policy being detected as a result of drug and/or alcohol testing administered under the provisions of this policy. Students who have been selected for such testing and who only then request assistance at such time shall not be exempted from disciplinary action, including dismissal, under the provisions of this policy.

Saint Anthony College of Nursing maintains and encourages the use of our Employee Assistance Program (EAP) which provides help to students who suffer from substance abuse, chemical dependency or other personal problems.

Student Responsibility

It is the responsibility of the student to seek voluntary and confidential help from the EAP before drug and alcohol problems lead to academic impairment, poor performance or unsafe behavior in the classroom, laboratory, and/or clinical setting which can lead to disciplinary action, up to and including dismissal.

If the student refuses or is unable to correct his/her health problems and academic performance and/or patient safety is affected, the student shall be subject to disciplinary action according to current applicable disciplinary policies.

Testing Protocol

The drug and alcohol testing facility shall utilize testing procedures consistent with industry standards.

Pre-Enrollment Screening

Saint Anthony College of Nursing will require provisionally accepted students to submit to drug testing as part of the pre-enrollment physical examination. Students must authorize a disclosure to Saint Anthony College of Nursing and offers of acceptance will be made contingent upon satisfactorily meeting these requirements as determined by Saint Anthony College of Nursing. Based on a determination made by the Occupational Health Physician, if the screening procedures indicate the presence of drugs or controlled substances, the student will not be considered for further admission for a period of one (1) year after a positive test.

Reasonable Suspicion

Students of Saint Anthony College of Nursing may be prevented from engaging in further academic activities and required to submit to a drug and/or alcohol testing if any instructor, preceptor, or member of Saint Anthony College of Nursing management staff has reasonable cause to suspect that a student is under the influence of alcohol and/or drugs while in class, laboratory or clinical assignments. Reasonable cause to suspect that a student is under the influence of alcohol and/or drugs while during such times may be based upon specific, contemporaneous, articulate observations of an instructor, preceptor, or member of the management staff in his or her discretion. In determining whether "reasonable cause" exists, instructors and preceptors may consider factors including, but not are limited to, the following:

- Direct observation of drug or alcohol use or possession and/or symptoms of being under the influence of drugs or alcohol.
- A pattern of aberrant or abnormal behavior, such as mood and behavioral swings and wide variations or changes in job performance.
- Arrest or conviction of a drug-related offense or identification of a student as the subject of a drug-related criminal investigation.
- Information provided by a reliable and credible source(s).
- Newly discovered evidence that a student tampered with a previous test.

The student will be required to authorize disclosure of the test results to the College. Refusal by a student to authorize disclosure to the College or to submit immediately to a drug or alcohol test when requested by the College will subject him/her to disciplinary action up to and including dismissal. Refusal to test will be construed as a positive test.

Any student caught tampering, or attempting to tamper, with his/her test specimen or the specimen of any other student shall be subject to immediate dismissal.

If the test(s) is (are) positive, the Occupational Health Physician will review the results with the student and inform the President of the College and/or her designee about the final results of the test(s).

Post-Accident Testing

When a student is involved in a clinical-related accident, he/she may be required to undergo a drug and/or alcohol test. "Accident" is an occurrence which results in an incident report being filed for injury/illness or

damage to property. Each student whose performance may have contributed to the accident (as determined by Saint Anthony College of Nursing) shall be tested. Where feasible, testing shall occur within twenty-four (24) hours of the accident, or as soon as possible after the accident; however, nothing in this Policy shall be construed to require the delay of necessary medical attention for the injured following the accident, nor negate the right of Saint Anthony College of Nursing to require the student to submit to drug and/or alcohol testing. A student who, as determined by Saint Anthony College of Nursing, has refused to cooperate or has inappropriately delayed such testing shall be subject to disciplinary action, up to and including dismissal.

Random Testing for Drugs and/or Alcohol

Students who have previously tested positive for the use of drugs and/or alcohol use and, by agreement of Saint Anthony College of Nursing, are participating in or have successfully completed a rehabilitation program may be subject to periodic unannounced drug and/or alcohol testing on a schedule and for a duration established by Saint Anthony College of Nursing. It is the responsibility of the student to present evidence of program compliance to Saint Anthony College of Nursing upon its request. In addition, such students must comply with the conditions of the treatment and counseling program. Failure to comply with those conditions and/or failure to submit to testing shall result in discipline up to and including dismissal.

Search and Seizure

In order to best protect the interests of students, employees, the public, and the College, the College will take whatever measures are necessary to find out if alcohol or illegal drugs are located on or being used on the College's property. These measures will only be taken when the College, in its discretion, believes them to be completely justified and necessary. They will not be unreasonably implemented. The measures that may be used will include, but are not limited to, the following:

- Searches of people, vehicles and/or personal property located on the College's campus may be conducted by management. Searches of the person and of personal property (where reason to suspect exists, as determined by Saint Anthony College of Nursing) will not be conducted if an individual refuses to submit to a search. Upon refusal to submit to such searches, the purpose of the requested search and the potential implications of refusal will be carefully explained to the student. Further refusal to submit will result in immediate removal from class, clinical, and/or laboratory experiences and may result in dismissal.
- Federal, State, and/or Local authorities may be called upon to assist in any investigation that becomes necessary.

The decision to use the measure described above, or other similar measures, must first be approved by the College President and/or her designee.

The Prevention of the Illicit Use of Drugs and the Abuse of Alcohol (Policy 386)

The health and safety of our students, patients, visitors and employees is of paramount concern. Saint Anthony College of Nursing will not tolerate drug or alcohol use that imperils the health and well-being of its students, patients, visitors and employees. The use of illegal drugs and abuse of other controlled substances is inconsistent with the mission and goals of the College of Nursing and is inconsistent with law-abiding behavior expected of all citizens. Students and employees have the right to learn and work in a drug free environment. For these reasons, it is the policy of Saint Anthony College of Nursing that:

The unlawful possession, use, or distribution of drugs and alcohol by students and employees on the campus of Saint Anthony College of Nursing, at a clinical site, a College sponsored event, community service event, or at any of the activities of the institution is prohibited.

In response to the "Drug-Free Schools and Communities Act Amendments of 1989", Public Law 101-226, Saint Anthony College of Nursing annually distributes the following information to each student and employee. This statement of policy is intended to: 1) Clearly state that the standards of conduct at the College of Nursing prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on campus or at any campus activities; 2) Describe the health risks associated with the use of illicit drugs and the abuse of alcohol; 3) Describe the drug and alcohol counseling treatment, or rehabilitation programs that are available to students and employees; 4) Describe the legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol; and,

5) Describe the sanctions Saint Anthony College of Nursing will impose on students and employees for violation of this Policy.

Description of the health risks and legal issues are available through internet links on the College website. Upon admission or hire, all students and employees must sign a form verifying that they have read the Drug and Alcohol information provided on the College's website. In addition, each fall the Associate Dean, Support Services will disseminate updated information and collect a written acknowledgement from every student and employee that they have received the updated information.

A biennial review of the College's drug and alcohol policies and program will be conducted by the Associate Dean, Support Services, and reports filed with federal and/or state agencies as required.

Policy review

The College of Nursing will review this policy in accordance with the Department of Education Certification requirements.

For more information on legislation regarding substance abuse, the following web addresses are provided:

<http://www.justice.gov/dea/agency/penalties.htm>

Each incoming student will be asked to sign an affidavit stating that they have read the substance abuse policy.

Smoke-Free Policy (Policy 363)

In accordance with the Health Care Focus of the College of Nursing and the Smoke-Free Policy of OSF Saint Anthony Medical Center, Saint Anthony College of Nursing also has adopted a no smoking policy. This smoke-free policy refers to the College of Nursing and all its outside surrounding areas. This policy includes the front entrances to the Saint Anthony College of Nursing and OSF Saint Anthony Medical Center. While attending clinical experiences at other locations, students are expected to refrain from smoking at those facilities as well.

Honesty/Plagiarism Policy (Policy 351)

The College of Nursing expects that students act in an honest manner and in accordance with the College Honor Code. Unsatisfactory behavior could include acts of written, verbal and/or other acts of unsatisfactory personal or professional behavior. A student who fails to adhere to this policy and/or commits any other acts of dishonesty will be subject to judicial action. Disciplinary action up to and including dismissal from the College may result.

Plagiarism refers to using the words of another as one's own, presenting the ideas of others as one's own, or preparing/using another student's assignment.

Suspected instances of plagiarism, cheating or other violations of the Honor Code will be reported to the Academic Standards Committee or the Graduate Affairs Committee. Once plagiarism, cheating or other violations of the Honor Code has been verified, Academic Standards Committee or Graduate Affairs Committee will assign sanction. When appropriate, academic and non academic violations of the Honor Code will be reviewed by College Administration and sanctions applied. Sanctions by Academic Standards Committee, Graduate Affairs Committee and College Administration may include no credit for academic work and other consequences, up to and including dismissal from the College.

Students will receive a copy of and be required to read Policy# 351, Honesty/Plagiarism Policy, and the Honor Code and sign the Receipt and Acknowledgement Form which will be placed in their files.

Honor Code

The academic community of students and faculty at Saint Anthony College of Nursing maintain an environment of honesty, trust, and respect. Students and faculty are expected to hold themselves and their peers to a high standard of honor and integrity. The Honor Code allows students and faculty to attain appropriate recognition for their academic and personal achievements. The Honor Code also mandates that

students acknowledge when information is obtained from other sources as identified in the plagiarism policy.

Violation of the Honor Code involves acts of dishonesty or other unprofessional or inappropriate personal behavior which may include, but are not limited to:

| | |
|---|--|
| Plagiarism: | Refers to using the words of another as one's own, presenting the ideas of others as one's own, or preparing/using another student's assignment. |
| Cheating: | Using prohibited notes or study aids, allowing another party to do one's work/exam and turning in that work/exam as one's own, copying off of another student's course work, collaborating on course work (including on-line courses) when prohibited for that course, and submitting the same or similar work in more than one course without permission from the course instructors. |
| Violation of Exam Integrity: | Recording in oral or written form any part of a question following an exam or other assessment of learning for purposes of sharing such information with any current or future student of the College or any other college or organization. |
| Fabrication: | Falsification or creation of data, research or resources, or altering a graded work without the prior consent of the course instructor. |
| Lying or misrepresentation: | Deliberate falsification with the intent to deceive in written or oral form. |
| Bribery: | Providing, offering, or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty. |
| Threat: | An attempt to intimidate, bully or coerce a student, staff, or faculty member for any reason, including the purpose of receiving an unearned grade, or in an effort to prevent the reporting of an Honor Code violation. |
| Unauthorized access to protected information: | Gaining unauthorized access to protected information. |

Record Falsification

Falsification or incomplete application/registration documents may be cause for denial of admission to the College. Should such falsification be discovered after a student has been accepted, the President of the College will determine appropriate action, which could include dismissal from the College. Future eligibility for admission will be determined at this time.

Safety Standards

Fire Regulations

To comply with the Fire Department's regulations, no combustible substances, including candles, lacquer, or similar products, are allowed in the College building. Students tampering with fire equipment and those failing to comply with fire drill procedures will be subject to disciplinary action by the College administration. Firecrackers are prohibited by federal law. Students must comply with the fire regulations.

Fire Safety Program For The College

1. General Directions

- Each student will be oriented to the fire safety program annually.
- NOTE: Emergency telephone number is 5555.
 - Location of all fire alarm boxes.

- c. Location of all fire extinguishers.
- d. Location of all emergency exits.

2. Fire Procedures for the College of Nursing

- a. Dial the emergency telephone number 5555 to report the fire and exact location.
- b. Immediately pull the nearest fire alarm box.
- c. When the fire alarm sounds, evacuate the building completely (use nearest exit). Do not use the elevator. The Student Affairs staff will facilitate evacuation of the building.
- d. Assemble in the parking lot adjacent to the College of Nursing. Remain until directed elsewhere by the President of the College or designate.
- e. No student will reenter the College building until the “ALL CLEAR” is sounded.

Disaster Plan (Policy 219)

In the event of an emergency at OSF Saint Anthony Medical Center (SAMC) or in the community which requires SAMC response the College of Nursing will provide support to the Medical Center as follows:

1. Responsibilities

The Dean and/or designate will:

- a. Advise manpower control how many faculty and students are available to assist within the medical center.
- b. Prepare the College of Nursing to receive families of disaster victims and assist social services to provide support and facilities for those who might need privacy.
- c. Provide assistance on nursing units and treatment areas if requested to do so by manpower control.

2. Assembly

- a. The Dean will submit a list of individuals currently at the College to manpower control center.
- b. All individuals should return immediately to the College once a Code Yellow is paged.
- c. All individuals arriving in response to a disaster must enter through the main College entrance, be identified, and report to the Dean and/or designate for instructions.

Emergency Codes (Policy 217)

In the event of an emergency, OSF Saint Anthony Medical Center will announce the appropriate Code and the College will be notified. Appropriate announcements will be made on the intercom system. Faculty and students will respond as instructed by each clinical site. While in the College of Nursing building faculty, staff, and students will respond to emergency codes as follows:

Code Gray - Tornado Watch

Tornado watch means conditions are favorable for a tornado to occur. The designee for OSF Saint Anthony Medical Center will announce a “Code Gray” on the intercom system but no further action is required.

Code Black - Tornado Warning

Tornado warning means that a tornado has been sighted. The designee for OSF Saint Anthony Medical Center will announce a “Code Black” on the intercom system. All drapes are to be closed and everyone is to go to the basement. All personnel should be directed to use the stairs and not to use the elevator.

“All Clear” will be announced when the situation requiring the emergency code is under control.

Code Silver – Act of Violence

A “Code Silver” alert is called to warn employees and students that there is an active act of violence involving a weapon occurring in OSF Saint Anthony Medical Center or one of its buildings. Students are expected to assist their assigned staff member (when in clinical). Student not in clinical or classroom activities will be instructed to stay away from the immediate area. Notices will be sent by phone and/or text message.

Statement of Patient Rights

A Patient's Bill of Rights was first adopted by the American Hospital Association in 1973. This revision was approved by the AHA Board of Trustees on October 21, 1992 and is included in OSF Saint Anthony Medical Center's "Advanced Directives."

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment and prognosis. Except in emergencies when the patient lacks decision-making capacity and the need for treatment is urgent, the patient is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and the accompanying risks and benefits. Patients have the right to know the identity of physicians, nurses and others involved in their care, as well as when those involved are students, residents or other trainees. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.
3. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action. In case of such refusal, the patient is entitled to other appropriate care and services that the hospital provides or transfer to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.
4. The patient has the right to have an advance directive (such as a living will, healthcare proxy, or durable power of attorney for healthcare) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy. Healthcare institutions must advise patients of their rights under state law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and include that information in patient records. The patient has the right to timely information about hospital policy that may limit its ability to implement fully a legally valid advance directive.
5. The patient has the right to every consideration of privacy. Case discussion, consultation, examination and treatment should be conducted so as to protect each patient's privacy.
6. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
7. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
8. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluation, service and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits and alternatives to such a transfer.
9. The patient has the right to ask and be informed of the existence of business relationships among the hospital, educational institutions, other healthcare providers or payers that may influence the patient's treatment and care.
10. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those

studies fully explained prior to consent. A patient who declines to participate in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.

11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care when hospital care is no longer appropriate.

12. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.

13. The patient has the right to safety during the hospital stay. OSF Saint Anthony Medical Center has a plan which is constantly reviewed to ensure that processes and systems are in place to provide patient safety. The patient has the right to have unexpected outcomes or adverse events occurring during the hospital stay to be explained in a timely fashion.

These rights can be exercised on the patient's behalf by a designated surrogate or proxy decision maker if the patient lacks decision-making capacity, is legally incompetent, or is a minor.

This statement is a reaffirmation of the ongoing purpose of this health care facility to promote Christian community and enhance the dignity of men by providing optional health care services and programs to people being served. This facility recognizes the inherent rights of patients to appropriate information regarding their care. The patient should understand, however, that the nature of content and scope of the information supplied by his physician rests in the sound professional judgment and discretion of his physician.

Recognizing the above stated rights, the patient has a corresponding responsibility to bring to the attention of the appropriate person or persons in the institution these occasions when in his opinion these rights are not being respected. It then becomes the responsibility of the hospital to see to it that effective mechanism exists to take corrective action when necessary. In addition, the patient has the responsibility to cooperate in the treatment program specified by his physician and to respect the rights of other patients who are also receiving treatment in this hospital. The patient has the responsibility to know and observe the policies and procedures established by this hospital in the best interests of all patients being served.

As part of the total resources of the health care facility, the organized medical staff is accountable for its role in insuring the patients' rights are respected through a specific mechanism in the institution's medical staff organization. The medical staff bylaws, as approved by the board of trustees, include provisions for delineating the authority and responsibility of the medical staff organization in respecting this statement of patient rights. Physicians practicing in the hospital are granted privileges, within the contexts of the philosophy of a Catholic health care facility. These privileges include the physician's right to exercise medical judgment in the interest of the patient and the responsibility to be guided by this statement of rights of patients. General hospital policies and procedures which involve all employees are developed to insure the protection of the patient's rights in the contexts of the corporate obligations and moral and religious beliefs of a Catholic health care facility (American Hospital Association, 1972).

Student Consent and Confidentiality Statement

Before participating as a practice partner, each student shall sign a consent form giving consent to be a practice subject for assigned supervised learning procedures. By signing the consent form, the student also releases Saint Anthony College of Nursing students, faculty, staff, administrators, and College Board, and Saint Anthony College of Nursing, and OSF Saint Anthony Medical Center from any liability.

Sexual Harassment (Policy 395)

Saint Anthony College of Nursing is committed to creating and maintaining an atmosphere at the College in which the administration, faculty, students, staff, College Board and/or volunteers may work, interact and learn free of all forms of harassment, exploitation, or intimidation. Sexual harassment, like unlawful harassment on the basis of race, age, disability, religion or any other protected class, is a form of

discrimination expressly prohibited by law. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, of Title IX of the Education Act Amendments of 1972, and of the Illinois Human Rights Act. Saint Anthony College of Nursing will not tolerate, condone, or subject anyone to sexual harassment. In addition to being illegal, sexual harassment violates the dignity of the individual and the integrity of the College as an institution of learning. Academic freedom can exist only when each person is free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. Accordingly, Saint Anthony College of Nursing has adopted the following policy which applies to everyone:

It is against the policies of Saint Anthony College of Nursing for any College community member in any capacity or role (including, but not limited to, administration, faculty, student, staff, employee, College Board and/or volunteer) to sexually harass another by:

- a. making unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature a condition of an employee's continued employment or academic achievement; or
- b. making submission to or rejection of such unwelcome conduct the basis for any employment or academic decision; or
- c. creating an intimidating, hostile or offensive working or learning environment by such unwelcome conduct.

Sexual harassment includes behavior which is personally offensive and which interferes with the working or learning effectiveness of its victims and/or their co-workers or classmates. Such behavior may include, but is not limited to:

- a. sexually-oriented verbal kidding, jokes, innuendo or abuse
- b. circulation of sexually suggestive materials
- c. unwelcome sexual advances or physical contact
- d. requests for sexual favors, which may be accompanied by implied or overt promises of preferential treatment or by threats concerning an individual's employment or academic status.

Consistent with this policy, Saint Anthony College of Nursing prohibits "Sexual Harassment in Higher Education" as is set forth in the Illinois Human Rights Act.

The Illinois Human Rights Act defines "higher education representative" to include:

The president, chancellor, or other holder of any executive office on the administrative staff of an institution of higher education, and any member of the faculty of an institution of higher education, including but not limited to a dean or associate or assistant dean, a professor or associate or assistant professor, and a full or part time instructor or visiting professor, including a graduate assistant or other student who is employed on a temporary basis of less than full time as a teacher or instructor of any course or program of academic, business or vocational instruction offered by or through an institution of higher education.

The Illinois Human Rights Act defines "student" to include:

Any individual admitted to or applying for admission to an institution of higher education, or enrolled on a full or part time basis in a course or program of academic, business or vocational instruction offered by or through an institution of higher education.

Based on the definitions above, Saint Anthony College of Nursing prohibits:

Any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or when the higher education representative either explicitly or implicitly makes the student's submission to such conduct a term or condition of,

or

uses the student's submission to or rejection of such conduct as a basis for, determining:

- (1) Whether the student will be admitted to an institution of higher education;
- (2) The educational performance required or expected of the student;
- (3) The attendance or assignment requirements applicable to the student;
- (4) The courses, fields of study or programs, including honors and graduate programs, to which the student will be admitted;
- (5) The placement or course proficiency requirements that are applicable to the student;
- (6) The quality of instruction the student will receive;
- (7) The tuition or fee requirements that are applicable to the student;
- (8) The scholarship opportunities that are available to the student;
- (9) The extracurricular teams the student will be a member of or the extracurricular competitions in which the student will participate;
- (10) The grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;
- (11) The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled;
- (12) The degree, if any, the student will receive; or
- (13) Any other academic decision.

Complaint Procedure

An employee, student or other College community member who believes that he or she has been sexually harassed should immediately make a verbal or written complaint to the College Dean, Associate Dean or Faculty Advisor, all of whom are available to counsel any such College community member with concerns of this nature.

Investigation

The College will immediately undertake a thorough investigation of all such complaints. In all cases, the investigation will be conducted by personnel not involved in the alleged harassment and with the utmost privacy and confidentiality. Saint Anthony College of Nursing encourages the use of the procedures set forth in this policy against sexual harassment when necessary and assures its employees and students that they need not fear reprisals for so doing.

Responsive Action

If, after thorough investigation, the College finds that any higher education representative, supervisor, agent, employee or other member of the College community has sexually harassed or discriminated against another College community member, it will take immediate corrective action, including appropriate disciplinary action, against the party engaging in the harassing conduct. The College will take whatever action is needed to prevent, stop, correct or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to, oral or written warnings or dismissal for students. Faculty, staff, volunteer or College Board member disciplinary action may include, but is not limited to, oral or written warnings, demotion, transfer, suspension, or dismissal, all as determined in the discretion of the College.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other forms of prohibited harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

Administrative Contacts

While the College strives to be able to resolve any complaints of harassment within the organization, the College acknowledges an employee's or student's right to contact federal or State entities for purposes of discussing and, potentially, filing a formal complaint. An aggrieved individual may file a charge of sexual harassment with the Illinois Department of Human Rights (the "Department") and/or the Federal Equal Employment Opportunity Commission (the "EEOC").

Illinois Department of Human Rights
 100 W. Randolph Street
 James R. Thompson Center, Suite 10-100
 Chicago, IL 60601
 (312) 814-6200

Equal Employment Opportunity Commission
 500 W. Madison Street
 Suite 2800
 Chicago, IL 60661-2511
 (312) 353-2713

Illinois Human Rights Commission
State of Illinois
100 W. Randolph Street
James R. Thompson Center
Suite 5-100
Chicago, IL 60601
(312) 814-6269

Undergraduate Students

(Policy 305)

The Board, administration, and faculty affirm that all students in the College of Nursing BSN degree program must possess intellectual, physical, ethical, emotional, and interpersonal capabilities necessary to complete the BSN degree and to achieve the levels of competency required for safe professional nursing practice. Disabled individuals who apply to Saint Anthony College of Nursing are considered on an individual basis and in compliance with state and federal laws. The College cherishes its right and duty to seek and retain individuals who will make a positive contribution to all aspects of the College Mission.

ADMISSION REQUIREMENTS – BSN Program

1. Completion of a minimum of 64 semester credits with a grade of C or better at a regionally accredited college or university is required for acceptance. The applicant must have a cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale with a 2.7 GPA for the required science courses (anatomy and physiology, microbiology, and chemistry). Those courses used to meet the science requirements must have been taken within 10 years of the student's enrollment into the BSN program.
2. Completion of each of the nursing prerequisites at a regionally accredited college or university with a grade of C or better as outlined in the College catalog.
3. Completion of the general education core. This may be accomplished by:
 - a. Completing each individual course requirement as outlined in the College catalog with a grade of C or better at a regionally accredited college or university, or
 - b. Submitting transcripts indicating the applicant has already earned a bachelor degree from a regionally accredited college or university.
4. Only courses completed at a regionally accredited college or university for a grade of "C" or higher will be considered for individual course transfer. Credit may also be awarded for acceptable scores on AP or CLEP tests (as recommended by the American Council on Education) in appropriate subject areas.
5. A statement of personal, professional, educational, and career goals must be written at the time of the personal interview. This statement will be reviewed both for content and proficiency in written communication.
6. Three professional letters of recommendation must be submitted, and found to be acceptable as supporting admission. At least one must be from a current or recent college liberal arts/science instructor (a science professor or instructor is preferred). No personal references will be accepted.
7. A completed application for admission to the BSN degree program must be submitted to Office of Student Affairs with the appropriate application fee.
8. Acceptable results from a criminal history records check must be on file in accordance with the Saint Anthony College of Nursing criminal history records check policy.
9. Acceptable results from a drug test must be on file in accordance with the College's drug testing policy.

10. All applicants who have not completed high school or two (2) years of college in a country where English is the primary language must demonstrate a passing score on the TOEFL exam as defined by TOEFL
11. Admitted students must be in good physical and mental health and be able to carry out the functions of a nursing student as determined solely by the College. A physical exam within six (6) months of entrance into the BSN degree program is required. Verification of all required immunizations must be provided. Specific health requirements will be determined by the College, and/or government and clinical agency mandates.
12. Evidence of current cardiopulmonary resuscitation training must be submitted in accordance with College's CPR policy.
13. Verification of health/accident insurance must be on file in the Student Affairs Office in accordance with College's Insurance Requirements policy.
14. "*Verification of Transfer/Withdrawal/Dismissal Form*" must be completed if an applicant has attended another nursing or professional health care program, but did not satisfactorily complete that program.
15. Pre-admission Testing requirements as defined and administered by the College must be satisfied.

ADMISSION DECISION

Decisions regarding the acceptance of each applicant are made by the Academic Standards Committee based upon fulfillment of admission requirements approved by the Faculty and College Board. The College retains the right to accept the most highly qualified applicants as determined by the College.

PROVISIONAL ACCEPTANCE

A student who has completed at least 32 of the general education core and/or nursing prerequisite semester credits including at least one class in anatomy and physiology, microbiology, or chemistry, (required GPA for these specific science courses is 2.7) and has submitted appropriate application materials may request application review and provisional acceptance into Saint Anthony College of Nursing. Appropriate application materials include a completed application and application fee, official transcripts of college courses taken, letters of recommendation, personal interview, and if requested, other academic verifications.

A high school student who has completed at least seven (equivalent to) (7) semesters of high school with a GPA of 3.25 or higher, and at least 2 ½ years of high school sciences may request provisional acceptance to Saint Anthony College of Nursing if the student submits appropriate application materials and a plan of study that meets the pre-requisites and general education core required for admission into Saint Anthony College of Nursing. Appropriate application materials include a completed application and application fee, high school transcripts, transcripts of college courses if applicable, letters of recommendation, personal interview, ACT or SAT scores, and if requested, other academic verifications.

Upon receipt of provisional acceptance, an applicant must submit a tuition deposit within 30 days. This deposit is semester specific, non-refundable, and non-transferable.

FINAL ACCEPTANCE

Final acceptance will be granted when all BSN admission requirements are satisfied, including payment of the required tuition deposit and satisfaction of any applicable government or clinical agency mandates. Matriculation depends upon evidence of completion of all requirements and ability to discharge financial obligations.

ADMISSION DOCUMENTS

It is the applicant's responsibility to have official transcripts and all other appropriate documents necessary to comply with admission requirements submitted to the Student Affairs Office for evaluation. Falsification or incomplete documents may be grounds for denial of admission. Admission materials are valid for 24 months. All documents submitted to Saint Anthony College of Nursing for admission or transfer purposes

become the property of the College. Transcripts from other institutions will not be released to a student, nor will they be forwarded to other educational institutions or agencies unless specified by state or federal regulation. A student needing copies of documents from other institutions must contact those institutions directly.

| NURSING PREREQUISITES | (CR) |
|---|-------------|
| Anatomy & Physiology | (4) |
| Chemistry | (3) |
| Microbiology | (4) |
| Nutrition | (3) |
| Statistics or College Algebra (Statistics will be required effective Fall 2012) | (3) |
| Developmental Psychology | (3) |
| Total for Nursing Prerequisites | (20) |
| GENERAL EDUCATION CORE | (CR) |
| English Composition--1st semester | (3) |
| English Composition--2nd semester | (3) |
| Introduction to Sociology | (3) |
| Physical/Life Science Elective | (4) |
| General Psychology | (3) |
| Speech | (3) |
| Philosophy or Humanities | (3) |
| Cultural Diversity | (3) |
| Fine Arts | (3) |
| Social/Behavioral Science | (3) |
| Biology Elective | (4) |
| Electives | (3) |
| Electives | (3) |
| Electives | (3) |
| Total for General Education | (44) |

ANATOMY AND PHYSIOLOGY– 4-8 semester credits

One semester of human anatomy and physiology, which will have a laboratory component, is required, but two semesters is preferred (the second semester would meet the Biology Elective course requirement). All body systems must be included through lecture, demonstrations, visuals, and hands-on laboratory dissection. Physiology of the body systems would be explored, including reproduction, homeostasis, and fluid balance. A two-semester anatomy and physiology sequence may be used to meet the requirement.

BIOLOGY ELECTIVE – 3-5 semester credits

Students need a minimum of 12 credits of biology, including anatomy/physiology and microbiology. If the student earns 12 credits with those two requirements, the biology elective is complete. If he/she has less than 12 hours with the combination of anatomy/physiology and microbiology, additional biology credits are required. Any college-level biology course would meet this elective, but students may wish to call the Admissions Office for suggestions.

CHEMISTRY - 3 semester credits

One semester of chemistry beyond the high school level or its equivalent. This semester will introduce fundamental principles and concepts. The emphasis would be on atomic structure, chemical bonding, kinetic theory, and chemical problems and solutions.

CULTURAL DIVERSITY - 3 semester credits

This course focuses on the concept and characteristics of the cultural diversity of societies, individuals and families. It is a study of cultures or social organizations that will allow the student to gain an appreciation of cultural similarities enhancing intercultural sensitivity

DEVELOPMENTAL PSYCHOLOGY - 3 semester credits

This course will include human development throughout the life span, investigating behavior, as well as physical growth and development, which accompany the life processes from conception through old age.

ENGLISH COMPOSITION - 6 semester credits

Two semesters of basic English composition which will enable the student to acquire writing skills essential for success in their academic and professional life.

FINE ART - 3 semesters credits

The fine arts requirement may be satisfied through appreciation courses in art, music or theater. (More than one course may be required to satisfy the requirement of three hours.)

GENERAL PSYCHOLOGY - 3 semester credits

One semester of an introduction to the scientific study of human behavior. Topics would include a broad area which includes perception, learning, motivation, personality, and intelligence.

HUMANITIES - 3 semester credits

This requirement must be satisfied through any number of courses which explore the philosophic concerns of human civilization or religious thought, logic, humanities, literature or foreign languages (if emphasis is placed on foreign culture and not development of language skills).

INTRODUCTION TO SOCIOLOGY - 3 semester credits

One-semester course which will provide an introduction to the broad issue of sociology, social structures, cultural patterns, and social issues would be included in this course.

MICROBIOLOGY - 4 semester credits

An introduction to the classification, morphology, and physiology of microorganisms and the relationships these life forms have within their environment. A laboratory component is required.

NUTRITION - 3 semester credits

An elementary exploration of the function of food and nutrition as it affects the human body. The course would introduce the student to various food groups and emphasize the importance of nutrition to the human being.

PHYSICAL/LIFE SCIENCE ELECTIVE – 3-4 semester credits

Any college-level course from the physical or life sciences, but not used to meet other requirements. Examples may include biology, chemistry, physics, earth science, and geology.

SOCIAL/BEHAVIORAL SCIENCE - 3 semester credits

One course in social science (anthropology, economics, history, human geography, political science, or interdisciplinary social/behavioral science).

SPEECH - 3 semester credits

One semester of introduction to the theory and practice of effective oral communication. The student will be able to organize, deliver, and evaluate oral communications.

STATISTICS - 3 semester credits

One semester of math beyond high school including basic concepts statistics including central tendency, variability, graphical presentation of data, and T- and Chi-square distributions.

ELECTIVES - 9 semester credits

Electives are courses which will enrich and/or broaden the education of the baccalaureate student. The students are free to choose electives that are of interest to them and which support the College philosophy and goals. A maximum of 2 credits of Physical Education will transfer for elective credit to Saint Anthony College of Nursing.

BSN Curriculum (for those who do not have a RN license)

| Junior I | |
|---|-----------|
| N301 Pathophysiology of Health Deviations | 3 |
| N302 Health Assessment | 3 |
| N304 Concepts of Professional Nursing | 3 |
| N307 Foundations of Nursing Practice | 8 |
| Total for Junior I | 17 |
| Junior II | |
| N317 Adult Health Deviations | 3 |
| N324 Principles of Pharmacology | 3 |
| N332 Cultural/Spiritual Aspects of Nursing Care | 2 |
| N350 Nursing of Families with Infants and Children | 8 |
| Total for Junior II | 16 |
| Senior I | |
| N326 Nursing Research | 3 |
| P342 Catholic Principles for Ethics and Health Care | 4 |
| N401 Nursing Care of the Adult with Health Deviations | 8 |
| Total for Senior I | 15 |
| Senior II | |
| N430 Nursing Leadership and Management in Health Care Systems | 4 |
| N453 Community and Psychiatric/Mental Health Nursing | 8 |
| N469 Case Studies in Nursing | 4 |
| Total for Senior II | 16 |

N301 Pathophysiology of Health Deviations (3 credits)

Pathophysiology of Health Deviations builds on previous knowledge gained from anatomy, physiology, chemistry and microbiology. It provides the student an opportunity to examine health deviations and their impact on human functioning. It is designed to facilitate the student's development of nursing systems, thereby enabling the student to manage the health deviations of the individual therapeutically (*Prerequisite: microbiology, anatomy, physiology and chemistry or permission of the Dean. No co-requisites; may be taken as a Student-at-Large*)

N302 Health Assessment (3 credits) (2/1)*

Health Assessment is designed to provide the student with the theoretical knowledge of examining an individual's state of health across the lifespan. The student experiences focus upon the utilization of a health history and the performance of physical assessment skills to assemble a comprehensive health assessment. (*Prerequisites: anatomy and physiology, sociology and psychology or permission of the Dean. No co-requisites; may be taken as a Student-at-Large*)

N304 Concepts of Professional Nursing (3 credits)

Concepts of Professional Nursing examines nursing theories, legal and ethical issues and the professional development of the nurse. Historical, political and social influences affecting nursing practice within the changing health care delivery system are explored. (*No pre- or co-requisites; may be taken as a Student-at-Large*)

N307 Foundations of Nursing Practice (8 credits) (4/4)*

Foundations of Nursing Practice focuses on concepts, principles, and skills basic to beginning professional nursing practice. Scientific and theoretical foundations of basic human needs and selected pathophysiological processes are introduced. The course prepares students to apply critical thinking skills when examining individual responses to health problems of a medical-surgical nature.

(PREREQUISITE: Acceptance into the BSN program. CO-requisites: N301; N302; N304 or permission of the Dean)

N317 Adult Health Deviations (3 credits)

Adult Health Deviations focuses on the holistic nursing care management of patients experiencing select acute and chronic problems. Theories and concepts related to alterations in health in the adult are presented within the framework of critical thinking and caring. *(Prerequisites: Successful completion of N301, N302, N304, N307 or permission of the Dean. Co-requisites: None)*

N324 Principles of Pharmacology (3 credits)

Principles of Pharmacology is a theory course that introduces the student to the basic principles of drug action and nursing implications within the framework of the nursing process. Specific drugs and the pharmacologic affects of these drugs on the body are discussed. Calculation of intravenous medications is included. Safety and legal implications of drug administration are emphasized. *(Prerequisites: N301, N304, N307, or permission of the Dean)*

N326 Nursing Research (3 credits)

Nursing Research provides the undergraduate student with a basic understanding of the research process and its application to nursing and nursing practice. Various types of research and research methods as well as statistical methods will be discussed, with particular emphasis on the rights and responsibilities toward human subjects. Various nursing theories are explored to serve as frameworks for nursing research. *(Prerequisites: N304, N307, or permission of the Dean)*

N332 Cultural and Spiritual Aspects of Nursing Care (2 credits)

Cultural and Spiritual Aspects of Nursing Care examines the beliefs and practices of individuals and groups. Emphasis is placed on methods for providing cultural and spiritual care with the framework of the nursing role. *(Prerequisites: N304 or permission of the Dean)*

N350 Nursing of Families with Infants and Children (8 credits) (4/4)*

Nursing of Families with Infants and Children focuses on the wholistic care of the child-bearing and child-rearing family. The health care focus includes health promotion and maintenance with emphasis on life-cycle therapeutic self-care demands and limitations. The nurse may function as a dependent-care agent in a variety of settings. *(Pre-requisites: N301, N302, N304, and N305. Pre or co-requisites: N324)*

N390 Basic Parish/Faith Community Nurse Preparation Course

Basic Parish Nurse Education Course prepares the registered nurse to develop a parish nurse ministry in the faith community setting of their choice. The course is ecumenical and integrates the *Scope and Standards for Faith Community Nursing* into the content. The course utilizes the approved curriculum from the International Parish Nurse Resource Center.

N401 Nursing Care of the Adult with Complex Health Deviations (8 credits) (4/4)*

Nursing Care of the Adult with Complex Health Deviations continues the preparation of the student to provide holistic care to adults in a medical surgical environment. The student will provide comprehensive care in a variety of acute and subacute settings. The student will collaborate with multidisciplinary teams to create health promotion, risk reduction, and disease prevention strategies for patients. *(Prerequisites: Completion of Junior Level or permission of the Dean. Co-requisites: N326, P342)*

N430 Nursing Leadership/Management in Health Care Systems (4 credits)

Nursing Leadership and Management in Health Care Systems provides opportunities to apply leadership and management skills to contemporary health care issues influencing professional practice. Opportunities to explore professional practice issues are provided. *(Prerequisites: Completion of Senior I semester. Corequisites: N453, N469 or permission of the Dean.)*

N431 Nursing Leadership/Management in Health Care Systems (5 credits)

Nursing Leadership and Management in Health Care Systems provides opportunities to apply leadership and management skills to contemporary health care issues influencing professional practice. Opportunities to explore professional practice issues are provided. *(Prerequisites: Completion of Senior I semester. Corequisites: N453, N469 or permission of the Dean.)*

N453 Community and Psychiatric Mental Health Nursing (8 credits) (4/4)*

Community and Psychiatric Mental Health Nursing analyzes the scope of biopsychosocial factors which influence the health of individuals, families, and aggregates within communities. Emphasis is placed upon the integration of primary, secondary, and tertiary prevention. Nursing concepts, therapeutic communication skills, and elements of group process are integrated into theory and practice in a variety of community and psychiatric mental health settings. (*Prerequisites: junior and senior I level courses or permission of the Dean. Corequisites: N430*)

N454 Community Health Nursing-RN (4 credits) (2/2)*

Community Health Nursing analyzes the scope of biopsychosocial factors which influence the health of individuals, families, and aggregates within communities. Emphasis is on integration of primary, secondary, and tertiary prevention in a variety of community settings. (*Prerequisites: Level III, Completion of first semester Senior year, current RN Illinois licensure, or permission of the Dean. Co-requisites: N431, N470.*)

N469 Case Studies in Nursing (4 credits)

Case Studies in Nursing is a comprehensive review of previously learned concepts. Students apply the nursing process in varied patient simulations and case studies. Emphasis is placed on preparing the student for success on the NCLEX-RN examination. (*Prerequisites: Successful completion of all junior level and first semester senior year courses, or permission of the Dean. Co-requisites: N430, N453*)

N470 Case Studies in Nursing-RN (3 credits)

Case Studies in Nursing for RN's prepares the RN to critically evaluate varied patient simulations and case studies. (*Prerequisites: Successful completion of all junior level and first semester senior year courses; RN status, or permission of the Dean. Co-requisites: None*)

P342 Catholic Principles for Ethics and Health Care (4 credits)

Catholic Principles for Ethics and Health Care guides the student in developing a basis for making bioethical decisions from a Judeo-Christian system. The essential beliefs and structures of the Catholic faith are surveyed. The student is introduced to the ethical decision-making process and this framework is utilized in topics pertaining to Christian, nursing, and medical ethics. (*Prerequisite: none*)

Junior and Senior/Terminal Objectives

At the conclusion of each level the student will be able to:

JUNIOR

LIBERAL EDUCATION

Be a critical thinker who utilizes knowledge, skills, and values from the arts and sciences to provide holistic, safe, quality health care.

ORGANIZATIONAL and SYSTEMS LEADERSHIP

Demonstrate a basic understanding of organizational structure, mission, vision, philosophy, and values. Work within interprofessional health care teams to create a safe, caring environment for care delivery.

SCHOLARSHIP for EVIDENCE BASED PRACTICE

Integrate reliable evidence in their clinical nursing judgment and practice.

INFORMATION MANAGEMENT

Apply knowledge of patient care technology in health promotion and disease management to provide holistic nursing care within a variety of settings.

POLICY, FINANCE, AND REGULATORY

Recognize that healthcare systems are influenced by financial and regulatory policies that impact quality and safety of patient care.

COMMUNICATION AND COLLABORATION

Communicate in a therapeutic and professional manner as a member of the health care team

PREVENTION AND POPULATION HEALTH

Apply concepts of health promotion, disease, and injury prevention across the lifespan.

PROFESSIONALISM AND VALUES

Respect the worth and dignity of every person through service based on a caring, Christian ethical framework and a reverence for life.

GENERALIST NURSING PRACTICE

Utilize the nursing process to provide evidenced-based care.

SENIOR/TERMINAL

LIBERAL EDUCATION

Be a critical thinker who integrates the arts, sciences, and humanities into clinical nursing judgment and ethical decision making.

ORGANIZATIONAL and SYSTEMS LEADERSHIP

Incorporate principles of leadership, management, quality, and safety in the collaborative practice of nursing within the global health care community.

SCHOLARSHIP for EVIDENCE BASED PRACTICE

Translate current evidence into practice and evaluate outcomes.

INFORMATION MANAGEMENT

Be competent in information and patient care technology to provide holistic nursing care within changing health care delivery systems.

POLICY, FINANCE, AND REGULATORY

Demonstrate knowledge of health care policy, finance, and regulatory environments.

COMMUNICATION AND COLLABORATION

Facilitate communication and collaboration with members of the health care team.

PREVENTION AND POPULATION HEALTH

Support individuals, families, communities, and populations across the lifespan to promote health and prevent disease and injury.

PROFESSIONALISM AND VALUES

Respect the worth and dignity of every person through service based on a caring, Christian ethical framework and a reverence for life.

GENERALIST NURSING PRACTICE

Practice within the scope of expected nursing standards in the provision of evidenced-based care.

Undergraduate Academic Policies and Procedures

Student Clinical Uniform Code (Policy 356)

Saint Anthony College of Nursing has established a dress code for the purpose of promoting a professional image in the clinical area and for the safety of the student. The criteria will be communicated in the Student Handbook and are to be followed. Faculty may enforce additional guidelines if a cooperating agency so requests.

Although dress codes may vary from site to site, students are expected to dress professionally, regardless of how employees at those sites may dress. Faculty will dismiss a student from class or clinical if that student is dressed inappropriately for the experience they are attending.

Guidelines/Criteria for Undergraduate Clinical Experiences

1. Wrinkle-free, clean, properly fitting white uniforms are required of all students on the clinical unit. Yellowing and/or graying uniforms or lab coats are unacceptable. Only white shirts may be worn under white uniforms.
2. The OSF Saint Anthony Medical Center ID badge must be visible.
3. The College identification patch must be sewn on the left sleeve, centered two (2) inches below the shoulder seam on uniform tops and lab coats. These may be purchased from the Student Affairs Office.
4. Either dress or pant uniforms are acceptable. No jumpsuits, overalls, sweat suits, stretch pants or jean pants are allowed. Necklines/hemlines should be modest and professional.
 - a. Dress uniforms must be at least knee length and no knee socks may be worn.
 - b. The pant uniform is to be white trousers and white top.
 - c. Pant legs to instep of foot. Pant legs may not be rolled.
 - d. White or neutral hose-knee high nylons or plain white socks may be worn with the pant uniform.
 - e. All uniforms/tops must have a pocket.
5. Clean white or neutral hose and all-white, enclosed (toe and back) professional shoes are required (no clogs, crocs, high heels, or sandals).
6. Solid neutral undergarments are required. Undergarments should not be visible through or outside of the uniform.
7. Clean, wrinkle-free laboratory coats may be worn with the uniform to the clinical unit or at specified times.
8. Odors should not be excessive. No overpowering odors (fragrances, body odor, tobacco or other smoke, etc.) shall be noticeable from a student during clinical hours.
9. Hair clean, neat, above and off the collar, and away from the face. Hair accessories must be in moderation.
10. Jewelry:
 - a. Plain wedding bands and simple watches only.
 - b. No visible or reachable necklaces.
 - c. No bracelets.
 - d. No body jewelry.
 - e. No more than one pair of post earrings may be worn. Earrings should be small and non-dangling.
11. Make-up in moderation. No perfume/cologne. Other scents should be avoided.
12. Fingernails:
 - a. Clean and short in length.
 - b. Clear, non-cracked polish only.
 - c. Natural fingernails only, no artificial fingernails, acrylic overlays, or other nail coverings.
13. Gum chewing is prohibited during any clinical experiences.
14. All tattoos/body art must be covered.

Lab Coat (White)

1. Lab coat must be worn to obtain patient assignments and if lab coats are not worn, the uniform is required.
2. OSF Saint Anthony Medical Center ID badge and College emblem must be visible.
3. No shorts or midriff blouses may be worn with the lab coat.
4. Slacks may be worn under the lab coat, no denim is allowed.

Uniform For Pediatrics

1. Plain colored skirt or slacks.
2. Colored top with collar and pocket.
3. Scrub tops are allowed. Must have pockets.
4. No T-shirt type tops allowed.
5. OSF Saint Anthony Medical Center ID badge must be visible.
6. No more than one pair of post earrings may be worn. Earrings should be small and non-dangling.
7. Necklines/hemlines should be modest and professional.
8. Hair clean, neat, above and off the collar, and away from the face. Hair accessories must be in moderation.
9. Shoes must be enclosed (toe and back, i.e., no sandals, clogs, crocs) and white or mostly white.

Uniform For Community Health

1. Navy blue skirt or slacks (no denim). No carpenter pants.
2. White blouse or shirt with lab coat with the College emblem patch on the sleeve.
3. Shoes must be enclosed (toe and back, i.e., no sandals, clogs, crocs or heels).
4. OSF Saint Anthony Medical Center ID badge is required.
5. No more than one pair of post earrings may be worn. Earrings should be small and non-dangling.
6. Necklines/hemlines should be modest and professional.
7. Hair clean, neat, above and off the collar, and away from the face. Hair accessories must be in moderation.

Uniform For Psychiatric Settings

1. Dress is professional/casual.
2. No denim, shorts, skirts, miniskirts, stretch pants, carpenter pants or tights.
3. Shoes must be comfortable. No sandals, open-toed or open-backed shoes, clogs, or spiked heels.
4. No midriff blouses, camisole tops, tank tops, halter tops, or sleeveless shirts.
5. OSF Saint Anthony Medical Center ID badge must be visible and the last name may be covered.
6. Plain jewelry may be worn. No more than one pair of post earrings may be worn. Earrings should be small and non-dangling.
7. Necklines/hemlines should be modest and professional.
8. Hair clean, neat, above and off the collar, and away from the face. Hair accessories must be in moderation.

Course Load/Full-Time Status (Policy 517)

The College of Nursing considers a full-time credit hour load to be 12 - 18 credit hours per 16 week semester. Full time status for summer is six (6) credit hours. More than 18 credit hours represents an overload and requires permission of the Dean.

Course credit is designated as follows:

- A. One fifty minute period of theory per week equals one (1) credit hour.
- B. Three (3) hours of clinical per week equals one (1) hour of credit.
- C. Two (2) hours of seminar per week equals one (1) hour of credit.

Incomplete Grades (Policy 332)

An "I" Grade

The designation of the grade "I" (incomplete) may be assigned by faculty with approval of the Dean when a student is unable to complete the course work because of illness, serious injury, or other circumstances beyond the student's control. An "I" may be assigned if at least three quarters of the course has been completed within the term grading period and the student has maintained a consistent rate of progress in the course. Failure to appear for a final exam or to complete course work in the time allowed is not justification for an incomplete.

An incomplete grade must be removed no later than six weeks into the following semester. The following semester is defined: fall if the incomplete is in spring or summer term, or spring if the incomplete is in fall term. If at the end of six weeks, the incomplete has not been removed, a grade of "F" will be received. An extension of the time to remove the incomplete may be granted if recommended by the instructor and approved by the President of the College or a leave of absence is granted. An "I" grade is not included in any grade point computation.

Recognition and Achievement (Policy 327)

The College recognizes exceptional achievement for undergraduate students through use of the Dean's list and graduation honors. The Dean's List will include full-time students (12 semester hours or above) in good standing with a minimum semester G.P.A. of 3.50 (on a 4 point scale). Transfer credits are excluded from the G.P.A. calculated for honors.

A candidate for an undergraduate degree with a cumulative G.P.A. of 3.50-3.79 will graduate cum laude; 3.80-3.89 magna cum laude and 3.90-4.0, summa cum laude.

Educational Assessment

The College uses an assessment plan for student academic achievement. It begins with assessment of prerequisite courses to the upper-division courses and is continuous throughout the student program of study at the College. It consists of various exam results reflective of general education, nursing, and other related courses, written student portfolio materials, and other assessment exhibits.

All assessment activities are required. Select assessment materials become a part of the College's permanent files. Results of assessment are used for student advising, program evaluation, and improvement of the College. Changes in the plan may result as the plan's implementation is evaluated further.

Student-At-Risk Policy (Policy 374)

The faculty is committed to assisting each student to achieve success in the nursing program. The faculty will measure student academic achievement, monitor student progress, and communicate concerns at midterm and more frequently as needed. Students who may be at risk for academic failure will be identified and offered assistance in resolving the problem.

Procedure

The following steps outline the process to assist students-at-risk:

1. The course coordinator will submit a Progress Report Form to the President of the College as notification of the midterm progress of all students enrolled in the course.
2. Students with a midterm grade below a "C" will be considered at risk for failure and will be notified by the course coordinator.
3. The course coordinator will inform the student's advisor of the student's status in the course.
4. The President of the College will send a Letter of Concern to the student and a copy to the advisor.
5. The student will meet with course coordinator to collaboratively develop a plan of action to promote resolution of academic difficulties.
6. The President of the College and/or advisor may also meet with the student to assist in the resolution of academic difficulties.

Retention Policy (Policy 379)

The Student Retention Program at Saint Anthony College of Nursing is defined to include the various methods supported by the College to enhance student completion of the BSN program.

Students-at-Risk are those students whose future learning could be negatively affected by previous or existing problems; identification of such students is based on history of past or present assessment parameters and/or expressions of concern by the student.

The purpose of this program is to retain qualified students who are motivated and capable of achieving the knowledge and skills essential to practice professional nursing. The retention program consists of the following components:

1. Student Orientation program
2. Study skills resources
3. Student advising program
4. Ongoing monitoring of student's academic progress
5. Referrals to EAP or other counseling resources if available
6. Achievement awards – Dean's List
7. Student Organization activities that provide socialization.

Students identified as experiencing academic/professional difficulties may access these components by contacting her/his advisor. A plan of action will be developed by the student and advisor.

Leave Of Absence (Policy 336)

A leave of absence is an interruption in the program of nursing education for at least one semester and no more than one full year (two semesters plus a summer session). A leave of absence may be taken for academic, financial, personal, or health reasons. As long as the nursing program is completed within five (5) years after admission the student may be allowed up to two leaves of absence during the program of study. The student who returns from a leave of absence must meet with the President of the College to

review the current curriculum and graduation requirements. Students must comply with the LOA procedure and return to the program of study within the specified time or the student will be dismissed from the College. The student may reapply for readmission. Graduation requirements will be those in force as stated in the College catalog at the time of readmission.

Procedure

A student may request a leave of absence by completing the following:

1. Meet with the Associate Dean, Support Services to discuss the request.
2. Obtain and complete a request form, including a statement of the reason(s) for the LOA and its estimated duration. The form is available in the Student Affairs Office.
3. Meet with the Academic Advisor and President of the College.
4. Petition the Academic Standards Committee for approval of the LOA.
5. Notify the Associate Dean, Support Services in writing no later than six weeks prior to the end of the approved period of the leave of the intent to resume participation in the nursing program. The student will be granted permission to return provided there is space available in the courses.

Attendance (Policy 345)

Promptness and attendance are hallmarks of professionalism. Patterns of absenteeism and tardiness are monitored and disciplinary action will be instituted at the discretion of the faculty. Extenuating circumstances are reviewed on an individual basis. Regardless of absenteeism the course requirements and/or clinical competencies must be met by each student.

Each instructor monitors attendance. Excessive absences will be reported to the Academic Standards Committee. Attendance requirements for on-line courses are explained in the course syllabus. Online attendance will be monitored weekly and reported to the Student Affairs Office.

At the beginning of each course, the instructor provides information specific to attendance, make-up privileges, and acceptance of late assignments. These guidelines are found in the course syllabus.

If absence from any educational experience (clinical, lab, lecture, observation experiences, mandatory meetings) is anticipated, the course coordinator should be notified prior to the beginning of that-educational experience. Students will be required to attend an alternative clinical session as defined in the Clinical Absence Policy for Undergraduates.

Graduation Requirements-Bachelor of Science in Nursing (Policy 340)

The Bachelor of Science in Nursing degree indicates completion of the BSN educational program. Upon completion of all course requirements and audit of the records a signed degree will be issued to the graduate.

Degree completion is subject to the following:

1. Satisfactory completion of the prescribed curriculum of 128 semester credits.
2. Satisfactory completion of all required courses with a minimum grade point average of 2.0, including courses taken in transfer and confirmed by official transcript.
3. Satisfactory completion of all learning experiences of the program.
4. Satisfactory completion of a secured comprehensive exit examination process administered by Saint Anthony College of Nursing and other required NCLEX RN preparatory activities or proof of current RN licensure.
5. Completion of twenty-four (24) semester credits including required 400 level courses taken in residence at Saint Anthony College of Nursing.
6. Completion of all course work taken at Saint Anthony College of Nursing no later than five (5) years of initial enrollment in a Saint Anthony College of Nursing clinical course.
7. Settlement of all financial obligations to College of Nursing.
8. Completion of the Candidate to Graduate Form.

Licensure Statement

A goal of Saint Anthony College of Nursing BSN program is to prepare graduates to function in a generalist role as registered professional nurses and to promote application for RN licensure upon graduation. Upon successful completion of the entire Saint Anthony College of Nursing BSN program, graduates will be eligible to apply for licensure as a Registered Professional Nurse. Students will be

required to meet the licensure requirements including successful completion of the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and other requirements as determined by the department of professional regulation of the state in which licensure is desired. State requirements for licensure vary and may include personal history and other requirements. All applicants in the State of Illinois are required to answer the following questions:

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? *If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.*
2. Have you been convicted of a felony?
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? *If yes, attach a copy of the certificate.*
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? *If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.*
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? *If yes, attach a detailed explanation.*
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? *If yes, attach a detailed explanation.* An affirmative response to any of the items above may necessitate state review and/or denial of licensure.

Academic Advising Program (Policy 375)

The College will maintain an Advising Program to assist students with progression through the program. Each student will have a faculty advisor. It is expected that undergraduate students will remain with the assigned advisor throughout the program. Graduate students may elect to change their advisor after they declare their area of concentration.

The student is responsible to meet with his/her advisor at least once each semester and more often as recommended or requested to review progression toward completion of the academic requirements. Final responsibility for the completion of academic requirements rests with the student.

Guidelines:

Students should consult advisors during posted office hours or by appointment. Students are encouraged to seek advisor's assistance with:

1. Appropriate course selection for fulfillment of graduation requirements.
2. Interpretation of institutional policies and procedures.
3. Situations which interfere with academic success.
4. Information regarding community resources and programs.
5. Progression toward career goals.
6. Students who wish to change advisors must obtain permission from the Dean, Undergraduate Affairs or the Dean, Graduate Affairs and Research.

Students serving as subjects and/or practitioners will maintain confidentiality of findings encountered during practice procedures. Consent forms and Confidentiality statements will be filed in the Office of Student Affairs.

STUDENT PROBATION POLICY FOR BSN STUDENTS (Policy 326)

Admission into Saint Anthony College of Nursing does not guarantee program continuation or graduation. Saint Anthony College of Nursing utilizes probationary status to respond to actions or performances which indicate that the student may lack academic or professional conduct/competence befitting the baccalaureate degree and/or profession of nursing. Probation is a period of evaluation. Decisions to impose, continue, or remove probationary status are the responsibility of the Academic Standards Committee of the College of

Nursing Faculty Organization. More than one probation is grounds for a full review of the student's status in the program and may result in the student's dismissal from the College.

A. Academic Probation

Academic probation is imposed when a student achieves a:

1. grade less than "C" in any course taken at the College,
2. cumulative grade point average below 2.0, or
3. a second grade of W-F,
4. a grade of D or F, or a second grade of W-F (or a combination of D, F, or W-F) on their Saint Anthony College of Nursing transcripts is grounds for review by the Academic Standards Committee for probation and/or dismissal.

Probationary status is removed upon satisfactory resolution of the academic issue.

B. Disciplinary Probation

Disciplinary probation may be imposed for violation of College policy. Probationary status is removed upon satisfactory resolution of the disciplinary issue.

Students on probation may be prohibited from:

1. Holding office in the Student Organization.
2. Serving as a representative of the Student Organization.

Students on probation will not be placed on the Dean's List.

A student on probation is to prepare an action plan addressing resolution of the concern leading to probation. The student is expected to seek assistance from appropriate faculty or administration. While on probation students are expected to schedule and attend regular appointments with their faculty advisor to monitor progression of the action plan. Failure to prepare and successfully complete an action plan may lead to further disciplinary action.

STUDENT GRIEVANCE PROCEEDINGS (Policy 346)

The grievance policy protects the rights of a student in the event of a grievance. A student grievance is considered appropriate in cases where it is felt that unfair or prejudicial treatment has occurred in relation to an academic or disciplinary matter. A grievance is not considered appropriate in cases which would impede academic freedom. The student may not proceed with the formal aspect of the grievance procedure until all informal avenues have been attempted. A grievance proceeding is an internal hearing process, not a legal process, and no external representation is allowed. Throughout the process, the President of the College shall be available as resource with voice, but without vote. All matters, oral and written, will be considered confidential. Use of the grievance policy is limited to the following conditions:

- a. Cases where it is felt that unfair or prejudicial treatment has occurred in relation to academic or disciplinary matters, except matters involving academic freedom.
- b. The student has exhausted appropriate informal avenues of grievance resolution.
- c. The grievance must be filed within one year of the occurrence.

The Judicial Board consists of three faculty members that represent the undergraduate and graduate programs. They will be elected at large by the Faculty Organization annually in May for the next academic year, and two students (one graduate and one undergraduate), elected annually in August by the Student Organization. A faculty and a student alternate member are elected by their respective organizations to serve if needed. An alternate will be asked to serve if the elected member is unable to serve due to an illness or other circumstance beyond their control or if the elected member is party to the issue and needs to be excused from the Judicial Committee review of this matter. The committee will meet annually in August to elect one faculty committee member to serve as chair and one to serve as secretary and to review the grievance process and judicial committee appeal process. The President of the College will serve as resource, except in the case where the grievance is against the President of the College. In that case a member of the College Board Academic Affairs Committee will be appointed by the Chair of the College

Board to serve as resource. All members of the Judicial Board, including the resource, are to be present throughout each meeting.

GRIEVANCE PROCESS

1. In the event of a grievance, the student (s) will meet with the instructor(s) involved to discuss the problem in an attempt to resolve the issue.
2. If the informal procedure does not resolve the problem, the student(s) may, within seven (7) business days, request in writing a hearing with the Dean, Undergraduate Affairs.
3. The Dean, Undergraduate Affairs will arrange and communicate in writing a meeting date between the student, the instructor(s), and the Dean, Undergraduate Affairs.
4. Within ten (10) business days this meeting will be held and the instructor(s), student(s), and the President of the College will be notified in writing of the decision by Dean, Undergraduate Affairs.
5. If no resolution is reached to the satisfaction of the parties, the student(s) or faculty member(s) may, within seven (7) business days, appeal the decision of the Dean, Undergraduate Affairs to the Judicial Board and initiate the appeal process.

APPEAL PROCESS

The appeal procedure is activated by means of a written request by the faculty member(s) and/or student(s) to the Chair of the Judicial Board within seven (7) business days of the decision of the Dean, Undergraduate Affairs. The written request must define the issue that is the object of the grievance. The Judicial Board will accept for hearings only those cases defined as grievances.

1. The Chair of the Judicial Board will convene a meeting of the Judicial Board including the President of the College within seven (7) days of the appeal unless extraordinary circumstances dictate otherwise. The Chair of the Judicial Board will notify each committee member and the President of the College in writing of the time, date, place, and purpose of meeting. The purpose of this meeting is to review the letter defining the grievance and issue being grieved. If agreed that the issue meets the conditions necessary to be heard as a grievance, the committee will identify anticipated parties and information needed and will agree on the date and time of the hearing and procedures to be followed.
2. The Chair will ask each involved party to submit a written account of the grievance, as well as all information directly pertaining to the case, to the Chair of the Judicial Board.
3. The Chair will notify all named parties as well as each committee member and the President of the College in writing of the time, date, and place of the hearing, allowing at least five (5) business days for adequate preparation including review of all submitted documents.
4. The Chair will ensure that submitted materials will be available for review by all committee members.
5. The Chair of the Judicial Board will inform all parties that an opportunity for oral testimony by all involved parties will be given during the hearing.
6. The Judicial Board will call on other faculty and students when necessary in order to assure fairness.
7. The Judicial Board will deliberate on the information presented, written and oral.
8. The secretary of the Judicial Board will prepare minutes of each meeting and hearing to be filed in the office of the President of the College.
9. Within seven (7) days the Chair of the Judicial Board will submit a final written report to all named parties and the President of the College based on a majority decision. The report will state each issue, resolutions, and recommendations.
10. Recommendations will be subject to final review by the President of the College and actions will be implemented upon approval of the President of the College.

THE FINAL APPEAL

All decisions of the Judicial Board and actions as approved by the President of the College may be appealed to the College Board whose decisions are final.

CAPRICIOUS GRADING (Policy 347)

The Capricious grading policy will be used by students appealing an allegedly capricious grade. Any student who wishes to appeal a final course grade which the student feels was capriciously given, may appeal the grade no later than the beginning of the second week of the following academic term. A capricious grading proceeding is an internal hearing process, not a legal process, and no external representation is allowed. Throughout the process, the President of the College shall be available as resource and all matters, written and oral, will be considered confidential. Use of the Capricious Grading Policy is limited to the following conditions:

- a. The assignment of a grade to a particular student on some basis other than performance in the course.
- b. The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that section.
- c. The assignment of a final course grade to a particular student by a substantial departure from the instructor's standards announced during the term which are not uniformly applied to others in the class.

The Judicial Board consists of three faculty members that represent the undergraduate and graduate programs. They will be elected at large by the Faculty Organization annually in May for the next academic year, and two students (one graduate and one undergraduate), elected annually in August by the Student Organization. A faculty and student alternate member is elected by their respective organization to serve if needed. The committee will meet annually in August to elect one faculty committee member to serve as chair and one to serve as secretary and to review the capricious grading process and judicial committee appeal process. The President of the College will serve as resource, except in the case where the grievance is against the President of the College. In that case a member of the College Board Academic Affairs Committee will be appointed by the Chair of the College Board to serve as resource. All members of the Judicial Board, including the resource, are to be present throughout each meeting.

PROCESS

1. The student will meet with the instructor no later than the beginning of the second week of the following term. The goal of the meeting is to reach a mutual understanding of the assigned grade.
2. If, after consulting the instructor, the student maintains that a grade is capricious, within five (5) business days, the student shall confer with the Dean, Undergraduate Affairs. The Dean, Undergraduate Affairs shall attempt to resolve the conflict to the satisfaction of all parties after consultation with the student and instructor, either together or separately.
3. If after step 1 & 2 the matter is not resolved, then the student may proceed with a written appeal of the alleged capricious grade.
4. The student shall present a written appeal to the Dean, Undergraduate Affairs no later than five (5) business days after the meeting with the Dean, Undergraduate Affairs as stated in item number 2.
5. Upon receipt of the student's written appeal, the Dean, Undergraduate Affairs will notify the faculty member and the President of the College of the written appeal and request a written statement from the faculty member within five (5) business days.
6. Thereafter the Dean, Undergraduate Affairs adjudicates the matter and notifies both parties of the decision within five (5) business days.
7. If resolution is not reached to the satisfaction of both parties, the student and faculty member may, within five (5) business days, appeal the decision of the Dean, Undergraduate Affairs to the Judicial Board and initiate the appeal process.

APPEAL PROCESS

The appeal procedure is activated by means of a written request by the student to the Chair of the Judicial Board within seven (7) business days of the decision of the Dean, Undergraduate Affairs. The written request must define the issue that is the object of the capricious grade allegation. The Judicial Board will accept for hearings only those cases defined as a capricious grade allegation.

1. The Chair of the Judicial Board will convene a meeting of the Judicial Board including the President of the College within seven (7) days of the appeal unless extraordinary

circumstances dictate otherwise. The Chair of the Judicial Board will notify each committee member and the President of the College in writing of the time, date, place, and purpose of meeting. The purpose of this meeting is to review the letter defining the issue alleged to be a capricious grade. If agreed that the issue meets the conditions necessary to be heard as a capricious grade allegation, the committee will identify anticipated parties and information needed and will agree on the date and time of the hearing and procedures to be followed.

2. The Chair will ask each involved party to submit a written account of the alleged capricious grade, as well as all information directly pertaining to the case, to the Chair of the Judicial Board.
3. The Chair will notify all named parties as well as each committee member and the President of the College in writing of the time, date, and place of the hearing, allowing at least five (5) business days for adequate preparation including review of all submitted documents.
4. The Chair will ensure that submitted materials will be available for review by all committee members.
5. The Chair of the Judicial Board will inform all parties that an opportunity for oral testimony by all involved parties will be given during the hearing.
6. The Judicial Board will call on other faculty and students when necessary in order to assure fairness.
7. The Judicial Board will deliberate on the information presented, written and oral.
8. The secretary of the Judicial Board will prepare minutes of each alleged capricious grade meeting and hearing to be filed in the office of the President of the College.
9. Within seven (7) days the Chair of the Judicial Board will submit a final written report to all named parties and the President of the College based on a majority decision. The report will state each issue, resolutions, and recommendations.
10. Recommendations will be subject to final review by the President of the College and actions will be implemented upon approval of the President of the College.

THE FINAL APPEAL

All decisions of the Judicial Board and actions as approved by the President of the College may be appealed to the College Board whose decisions are final.

RN-TO-BSN Specific Policies and Procedures

RN-TO-BSN PROGRAM ADMISSIONS POLICY (Policy 308)

The Board, Administration, and Faculty affirm that all students in the College of Nursing BSN degree program must possess intellectual, physical, ethical, emotional, and interpersonal capabilities necessary to complete the BSN degree and to achieve the levels of competency required for safe professional nursing practice. Disabled individuals who apply to Saint Anthony College of Nursing are considered on an individual basis and in compliance with state and federal laws. The College cherishes its right and duty to seek and retain individuals who will make a positive contribution to all aspects of the College Mission.

ADMISSION REQUIREMENTS – RN-to-BSN

1. Completion of an approved diploma or associate degree in nursing program and is currently a licensed Registered Professional Nurse (RN) in the state in which their clinical experiences will be conducted.
2. Completion of any course that applies to the BSN program with a grade of C or better as outlined in the College catalog.
3. Only courses completed at a regionally accredited college or university for a grade of C or higher will be considered for individual course transfer. Credit may also be awarded for acceptable scores on AP or CLEP tests (as recommended by the American Council on Education) in appropriate subject areas.
4. A statement of personal, professional, educational, and career goals must be written at the time of the personal interview. This statement will be reviewed both for content and proficiency in written communication.
5. Three professional letters of recommendation must be submitted, and found to be acceptable as supporting admission. No personal references (e.g. family, friends, or coworkers) will be accepted.
6. A completed application for admission to the BSN degree program must be submitted to Office of Student Affairs with the appropriate application fee.
7. Acceptable results from a criminal history records check must be on file in accordance with the Saint Anthony College of Nursing criminal history records check policy.
8. Acceptable results from a drug test must be on file in accordance with the College's drug testing policy.
9. All applicants who have not completed high school or two (2) years of college in a country where English is the primary language must demonstrate a passing score on the TOEFL exam as defined by TOEFL.
10. Admitted students must be in good physical and mental health and be able to carry out the functions of a nursing student as determined solely by the College. A physical exam within six (6) months of entrance into the BSN degree program is required. Verification of all required immunizations must be provided. Specific health requirements will be determined by the College, and/or government, and clinical agency mandates.
11. Evidence of current cardiopulmonary resuscitation (CPR) training must be submitted in accordance with College's CPR policy.
12. Verification of health/accident insurance must be on file in the Student Affairs Office in accordance with College's Insurance Requirements Policy.
13. *"Verification of Transfer/Withdrawal/Dismissal Form"* must be completed if an applicant has attended another nursing or professional health care program, but did not satisfactorily complete that program.

ADMISSION DECISION

Decisions regarding the acceptance of each applicant are made by the Academic Standards Committee based upon fulfillment of admission requirements approved by the Faculty and College Board. The College retains the right to accept the most highly qualified applicants as determined by the College.

PROVISIONAL ACCEPTANCE

Upon receipt of provisional acceptance, an applicant must submit a tuition deposit within 30 days. This deposit is semester specific, non-refundable, and non-transferable.

FINAL ACCEPTANCE

Final acceptance will be granted when all RN-to-BSN admission requirements are satisfied, including payment of the required tuition deposit and satisfaction of any applicable government or clinical agency mandates. Matriculation depends upon evidence of completion of all requirements and ability to discharge financial obligations.

ADMISSION DOCUMENTS

It is the applicant's responsibility to have official transcripts and all other appropriate documents necessary to comply with admission requirements submitted to the Student Affairs Office for evaluation. Falsification or incomplete documents may be grounds for denial of admission. Admission materials are valid for 24 months. All documents submitted to Saint Anthony College of Nursing for admission or transfer purposes become the property of the College. Transcripts from other institutions will not be released to a student, nor will they be forwarded to other educational institutions or agencies unless specified by state or federal regulation. A student needing copies of documents from other institutions must contact those institutions directly.

ADMISSION PROCEDURE

1. Applicants may apply to the Saint Anthony College of Nursing BSN program after successful completion of an approved RN program.
2. Applicants are encouraged to consult with a Saint Anthony College of Nursing Admission Representative regarding plans to fulfill the prerequisites before registering for courses. Considering the cost and time involved in the mechanism of completing the prerequisites, this is to benefit the applicant in the event that the applicant's plan does not meet the criteria. All prerequisite courses and/or proficiency examinations and other agreed upon requirements, must be completed before an applicant is granted final acceptance.
3. Completed application form with non-refundable fee and a copy of the applicant's current Illinois Registered Nurse License must be submitted.
4. Official transcripts of all courses taken at postsecondary institutions must be mailed directly from each college or university attended to the admissions office at Saint Anthony College of Nursing.
5. Applicants are to make an appointment for a personal interview with a College Admission Representative after transcripts and letters of recommendation have been received. Applicants will be asked to write their statements of personal, professional, educational, and career goals at the time of their personal interview. An additional interview with the President of the College and/or Academic Standards Committee may be requested.
6. After provisional acceptance, an updated official transcript is required for any courses taken prior to enrollment in the College of Nursing.
7. After provisional acceptance and before final acceptance, acceptable results from a criminal history records check must be on file in accordance with the College's criminal history records check policy.
8. After provisional acceptance and before final acceptance, acceptable results from a drug test must be on file in accordance with the College's drug testing policy.

9. A physical examination, including medical history, must be completed and documentation submitted within six (6) months prior to enrollment to the College.
10. Documentation of the following immunizations or titer/health history must be submitted:
 - A. Immunizations:
 1. Polio
 2. Measles (Rubeola), mumps, and Rubella
 3. Chicken Pox or varicella
 - B. T.B. Tests:
 1. A two-step T.B. skin test upon admission to the College (the second step must be within three weeks of enrollment), and an annual T. B. skin test thereafter and/or annual T.B. assessment by the College Health Nurse.
 - C. Vaccination with Hepatitis B vaccine or a signed release form for Hepatitis B Vaccine. Affiliating agencies where students have clinical experience may require additional tests. Students will be notified by the College when testing is requested by the agencies. Obtaining necessary examinations and tests is the responsibility of the student.
11. Registered Nurses who are ready for admission may be reviewed on a rolling basis.
12. Students who are granted provisional acceptance must submit a non-refundable tuition deposit of \$200.00 within 30 days of notification of acceptance to confirm their desire to attend Saint Anthony College of Nursing. Proof of tuition deposit is required prior to registration.
13. When the provisional acceptance slots for a semester are filled, a student requesting provisional acceptance may be placed on a waiting list. The student will be ranked based on GPA and other admission criteria, then notified of their position on the waiting list.
14. Final acceptance will be granted after all admission requirements have been met and verified. Final official transcripts are due no later than the first day of New Student Orientation for that term.

RN-to-BSN Nursing Courses

| | | |
|-----------|--|-----------|
| N304RN | Concepts of Professional Nursing | 3 credits |
| P342RN | Catholic Principles for Health Care Ethics | 4 credits |
| N308RN | Assessment in the Community | 3 credits |
| N301RN | Pathophysiology | 3 credits |
| N326RN | Nursing Research | 3 credits |
| N332RN | Cultural/Spiritual Aspects of Patient Care | 2 credits |
| N406/504* | Healthcare Organization and Management | 4 credits |
| N435RN | Leadership in Healthcare Communities | 6 credits |

*dual credit (undergraduate and graduate credit)

Courses titles and credits are subject to change.

N301RN Pathophysiology of Health Deviations (3 credits)

Pathophysiology of Health Deviations builds on previous knowledge gained from anatomy, physiology, chemistry and microbiology. It provides the student an opportunity to examine health deviations and their impact on human functioning. It is designed to facilitate the student's development of nursing systems, thereby enabling the student to manage the health deviations of the individual therapeutically (*Prerequisite: microbiology, anatomy, physiology and chemistry or permission of the Dean. No co-requisites; may be taken as a Student-at-Large*)

N304RN Concepts of Professional Nursing (3 credits)

Concepts of Professional Nursing examines nursing theories, legal and ethical issues and the professional development of the nurse. Historical, political and social influences affecting nursing practice within the changing health care delivery system are explored. *(No pre- or co-requisites; may be taken as a Student-at-Large)*

N308RN Assessment in the Community (3 credits) (2/1)*

Assessment in the Community expands upon the core concepts and techniques used by the registered nurse. This course explores the acquisition of knowledge about a community of interest and its health problems. Communities of interest may include populations within organizations, neighborhoods or communities. Students will gain experience in the identification of population characteristics and problem health identification. The lab experience will focus on aggregate and community populations rather than the individual.

N326RN Nursing Research (3 credits)

Nursing Research provides the undergraduate student with a basic understanding of the research process and its application to nursing and nursing practice. Various types of research and research methods as well as statistical methods will be discussed, with particular emphasis on the rights and responsibilities toward human subjects. Various nursing theories are explored to serve as frameworks for nursing research. *(No pre- or co-requisites; may be taken as a Student-at-Large)*

N332RN Cultural and Spiritual Aspects of Nursing Care (2 credits)

Cultural and Spiritual Aspects of Nursing Care examines the beliefs and practices of individuals and groups. Emphasis is placed on methods for providing cultural and spiritual care with the framework of the nursing role. *(Prerequisites: N304RN or permission of the Dean)*

N435RN Leadership in Healthcare Communities (6 credits)

Leadership in Healthcare Communities integrates concepts from community health nursing and leadership/management. Opportunities for clinical practice outside of the in-patient setting will be available. Emphasis will be placed on the role of the nurse as a frontline manager.

N460RN/504 Organizational Management in Healthcare (4 credits)

Organizational Management in Health Care focuses on the ability of the baccalaureate nursing to design, coordinate, and manage care. The emphasis is on nursing at the microsystem level. Healthcare polices at the local, regional, state, national, and global levels will be studied. The impact of structure and organizations on quality and safety issues will be addressed.

P342RN Catholic Principles for Ethics and Health Care (4 credits)

Catholic Principles for Ethics and Health Care guides the student in developing a basis for making bioethical decisions from a Judeo-Christian system. The essential beliefs and structures of the Catholic faith are surveyed. The student is introduced to the ethical decision-making process and this framework is utilized in topics pertaining to Christian, nursing, and medical ethics. *(Prerequisite: none)*

RN-to-BSN General Education Courses

| | |
|---|-------------------|
| Physical/Life sciences (biology, chemistry, physics) | 12 credits |
| Social Sciences (one psychology, one sociology, one either) | 9 credits |
| Composition | 6 credits |
| Humanities/philosophy | 3 credits |
| Math (statistics required for students accepted Fall 2012 or later) | 3 credits |
| Cultural diversity | 3 credits |
| Speech | 3 credits |
| Fine arts | 3 credits |
| Electives (100 level and above) | <u>11 credits</u> |
| Subtotal | 53 credits |
| Associate Degree/Associate in Applied Science Degree in Nursing | <u>47 credits</u> |
| Total | 100 credits |

ANATOMY AND PHYSIOLOGY/BIOLOGY REQUIREMENT - *minimum 4 semester credits*

One semester of human anatomy and physiology, which will have a laboratory component, is required, in addition to a principles of biology course (also, with lab). All body systems must be included through lecture, demonstrations, visuals, and hands-on laboratory dissection. Physiology of the body systems would be explored, including reproduction, homeostasis, and fluid balance. A two-semester anatomy and physiology sequence is preferred to meet the requirement.

CHEMISTRY - *minimum 3 semester credits*

One semester of chemistry beyond the high school level or its equivalent. This semester will introduce fundamental principles and concepts. The emphasis would be on atomic structure, chemical bonding, kinetic theory, and chemical problems and solutions.

CULTURAL DIVERSITY - *minimum 3 semester credits*

This course focuses on the concept and characteristics of the cultural diversity of societies, individuals and families. It is a study of cultures or social organizations that will allow the student to gain an appreciation of cultural similarities enhancing intercultural sensitivity

DEVELOPMENTAL PSYCHOLOGY - *minimum 3 semester credits*

This course will include human development throughout the life span, investigating behavior, as well as physical growth and development, which accompany the life processes from conception through old age.

ENGLISH COMPOSITION - *minimum 6 semester credits*

Two semesters of basic English composition which will enable the student to acquire writing skills essential for success in the academic and professional life.

FINE ART - *minimum 3 semesters credits*

The fine arts requirement may be satisfied through appreciation courses in art, music or theater. (More than one course may be required to satisfy the requirement of three hours.)

HUMANITIES - *minimum 3 semester credits*

This requirement must be satisfied through any number of courses which explore the philosophic concerns of human civilization or religious thought, logic, humanities, literature or foreign languages (if emphasis is placed on foreign culture and not development of language skills).

INTRODUCTION TO SOCIOLOGY - *minimum 3 semester credits*

One-semester course which will provide an introduction to the broad issue of sociology. Social structures, cultural patterns, and social issues would be included in this course.

GENERAL PSYCHOLOGY - *minimum 3 semester credits*

One semester of an introduction to the scientific study of human behavior. Topics would include a broad area which includes perception, learning, motivation, personality, and intelligence.

MATH REQUIREMENT - *minimum 3 semester credits*

One semester of math beyond high school including basic concepts of college algebra, metric system, linear equations, fractions, decimals, percentages, and ratios; or a statistics course including central tendency, variability, graphical presentation of data, and T- and Chi-square distributions.

MICROBIOLOGY - *minimum 4 semester credits*

An introduction to the classification, morphology, and physiology of microorganisms and the relationships these life forms have within their environment. A laboratory component is required.

NUTRITION - *minimum 3 semester credits*

An elementary exploration of the function of food and nutrition as it affects the human body. The course would introduce the student to various food groups and emphasize the importance of nutrition to the human being.

SOCIAL/BEHAVIORAL SCIENCE - *minimum 3 semester credits*

One course in social science (anthropology, economics, history, human geography, political science, or interdisciplinary social/behavioral science).

SPEECH - *minimum 3 semester credits*

One semester of introduction to the theory and practice of effective oral communication. The student will be able to organize, deliver, and evaluate oral communications.

ELECTIVES - *minimum depends on other courses taken*

Electives are courses which will enrich and/or broaden the education of the baccalaureate student. The students are free to choose electives that are of interest to them and which support the College philosophy and goals. A maximum of 2 credits of Physical Education will transfer for elective credit to Saint Anthony College of Nursing.

MSN Graduate Program

MSN Degree Program

This program, designed for the part-time student, will lead to a Master of Science in Nursing. It builds upon the concepts of a Bachelor of Science degree in Nursing and is focused on the development of Clinical Nurse Specialists (CNS) in adult health concepts, Nurse Educators (NE) and Family Nurse Practitioner (FNP).

The Clinical Nurse Specialist (CNS) is an advanced practice nurse prepared in an adult health clinical specialty who functions as an expert clinician in their field. The curriculum follows the competencies delineated in the AACN (1996) *Essentials of Master's Education for Advanced Practice Nursing*. CNS graduates will meet the academic requirements to take the CNS national certification examination by the American Nurse's Credentialing Center (ANCC).

The Nurse Educator (NE) track prepares nurses to teach in academic, staff development, and patient teaching settings. The curriculum follows the NLN (2003) *Core Competencies for Nurse Educators* in preparation for the NLN-AC Nurse Educator certification exam. The courses are also offered as a Post-master Certificate for Nurse Educators.

The Family Nurse Practitioner (FNP) program prepares graduates to provide primary health care to mothers, infants, children, adults, and geriatric patients in a variety of settings. The FNP track will focus on health promotion, injury and illness prevention, and assessment, diagnosis, management, treatment, and monitoring of common acute and chronic health problems. The curriculum follows national APRN and AANC guidelines. FNP graduates will be eligible to take the national certification examinations and apply for state licensure as an advanced practice nurse.

The students enrolled in the CNS, NE, and FNP tracks will complete a core of classes to meet competencies outlined in the AACN (1996) *Essentials of Master's Education for Advanced Practice Nursing*. All three specialty tracks include a minimum of 500 hours of track-specific clinical and laboratory experiences. Variable practicum credits may be distributed over several semesters. Students will have the option of completing a capstone project or master's thesis

Post Master's Certificate

Completion of program requirements will qualify students for Certified Nursing Educator (CNE) Examination after meeting the current requirements of the National League for Nursing. Through a portfolio review, candidates may receive up to two (2) Nurse Educator Practicum credits for teaching experience in an academic and/or staff education setting. Two credits equal 120 contact hours.

The students enrolled in the CNS, FNP, and NE tracks will complete a 16-credit core of classes to meet competencies outlined in the AACN (March, 2011) *Essentials of Master's Education for Advanced Practice Nursing*. All of the specialty tracks include a minimum of 500 contact hours of track-specific clinical and laboratory experiences. Variable practicum credits may be distributed over several semesters. Students will have the option of completing a master's project or thesis.

MSN Program Admission Policy (Policy G305)

The Board, administration, and faculty affirm that all students in the College of Nursing MSN degree program must possess intellectual, physical, ethical, emotional, and interpersonal capabilities necessary to complete the MSN degree and to achieve the levels of competency required for safe professional nursing practice. Disabled individuals who apply to Saint Anthony College of Nursing are considered on an individual basis and in compliance with state and federal laws. The College cherishes its right and duty to seek and retain individuals who will make a positive contribution to all aspects of the College Mission.

ADMISSION REQUIREMENTS – MSN Program

1. Current licensure as a Registered Nurse and/or Advanced Practice Nurse in one or more jurisdictions of the United States in accordance with expectations of the jurisdiction issuing the license(s) is required. All nurse licenses must be unencumbered as defined by the College. Additional state licensure may be required based on practicum placement.
2. Completion of a baccalaureate degree in nursing (BSN) or completion of a baccalaureate degree (non-nursing) with professional nursing concepts (3 credits) and research (3 credits) completed from a regionally accredited college or university. Accepted students will need to have an undergraduate level statistics course completed with a grade of B or better from a regionally accredited college or university as a prerequisite to the graduate level statistics course.
3. Minimum cumulative grade point average of 2.8 on a 4.0 scale. Official transcripts of all prior college course work must be submitted to the Graduate Affairs office directly from each college or university attended.
4. A typed statement of professional, educational, and career goals. This statement will be reviewed both for content and proficiency in written communication. This statement should also align with the current work experience and specialty track of interest.
5. A total of three professional letters of recommendation are required. Two letters from faculty or nursing leaders and one from a supervisor are required. These should address the applicant's ability to undertake graduate study. A professional is defined as an individual prepared at the master or higher degree level. At least one letter of recommendation should be from a collegiate level faculty member, preferably in the student's baccalaureate nursing or higher degree program. No personal references from family, peers, or friends will be accepted. If the applicant has had any previous volunteer work, a fourth letter should be submitted from the volunteer agency supervisor, documenting dates and times of volunteer work.
6. A completed application for admission to the MSN degree program with the appropriate application fee.
7. Acceptable results from a criminal history records check must be on file in accordance with the College's criminal history records check policy.
8. Acceptable results from a drug test must be on file in accordance with the College's drug testing policy.
9. All applicants who have not completed high school or two (2) years of a college in a country where English is the primary language, must demonstrate a passing score on the TOEFL exam as defined by TOEFL.
10. Verification of all required immunizations must be provided to OSF Employee Health at the time of acceptance with the completion of the Saint Anthony College of Nursing Immunization Record form. Specific health requirements will be determined by the College, and/or government and clinical agency mandates.
11. Evidence of current cardiopulmonary resuscitation training must be submitted in accordance with College's and/or practicum agency's CPR policy.
12. Verification of professional liability and health/accident must be on file in the Graduate Affairs office in accordance with College's Insurance Requirements Policy.
13. "*Verification of Transfer/Withdrawal/Dismissal Form*" must be completed if an applicant has attended another nursing or professional health care program, but did not satisfactorily complete that program.

ADMISSION DECISION

The admission process is a self-managed process. All application materials should be sent in a complete packet directly to the Graduate Affairs office. Official transcripts should be sent by each institution directly to the Graduate Affairs office.

Decisions regarding the acceptance of each applicant are made by Graduate Affairs based upon criteria noted on the Admission Criteria Evaluation Scale (most recent undergraduate or BSN GPA, graduate GPA, cumulative GPA, personal statement of career goals matching the College Mission, service to community or group, nursing experience, and letters of recommendation), and College admission requirements approved by the Faculty and College Board. The College retains the right to accept the most highly qualified applicants as determined by the College.

The applicant must submit a tuition deposit within 30 days of the Graduate Affairs announcement of acceptance into the program. This deposit is semester specific, non-refundable, and non-transferable.

Matriculation depends upon evidence of completion of all requirements and ability to discharge financial obligations.

Falsification or incomplete documents may be grounds for denial of admission. Admission materials will be kept on file for 24 months. All documents submitted to Saint Anthony College of Nursing for admission

or transfer purposes become the property of the College. Transcripts from other institutions will not be released to a student, nor will they be forwarded to other educational institutions or agencies unless specified by state or federal regulation. A student needing copies of documents from other institutions must contact those institutions directly.

Applicants may be reviewed and/or accepted that do not meet the established minimum requirements based on demonstration of ability to complete graduate level work. Decision to place students on probation at the time of admission is at the discretion of the Graduate Affairs Committee. Students who are not accepted and wish to reapply for the next admission cycle, are encouraged to set an appointment with the Dean, Graduate Affairs and Research in order to review their file.

ADMISSION PROCEDURE

1. The following materials must be sent in a complete packet directly to the Graduate Affairs Office:
 - Completed application form with non-refundable \$50.00 fee
 - Copy of Registered Nurse license(s)
 - Copy of current resume
 - A typed statement of professional, educational, and career goals
 - Describe your current professional role
 - Identify your professional, educational, and career goals
 - Describe how attainment of these goals will enhance your professional practice
 - Three professional letters of recommendation outlined by the policy
 - Send reference forms and self-addressed envelopes to three persons from whom you request references. Please instruct your references to complete the form, enclose it in an accompanying envelope, sign the seal, and return forms to you.
 - A typed description of activities representing service to others; an additional letter from the service agency director will also be required to verify length and type of service.
2. Official transcripts of all courses taken at post-secondary institutions must be mailed directly from each institution attended to the Graduate Program office at Saint Anthony College of Nursing.
3. For those applicants subject to the Saint Anthony College of Nursing criminal history records checks policy and drug testing policy, applicants must follow the procedures as more fully outlined therein.
4. Applicants are to make an appointment for a personal interview with the Dean, Graduate Affairs and Research or designee after transcripts and letters of recommendation have been received. An additional interview with the President of the College and/or Graduate Affairs Committee may be requested.
5. The Saint Anthony College of Nursing Immunization Record must be completed and submitted to the OSF Employee Resource Center at the time of acceptance. Documentation of the following immunizations and tests must be reported:
 - A. Immunizations:
 1. Polio
 2. Measles and mumps
 3. Varicella (or documented immunity to Varicella)
 - B. Tests:
 1. Rubella and Rubeola titers (students must prove immunity to Rubella and Rubeola)
 2. A two-step T.B. skin test upon admission to the College (the second step must be within three weeks of enrollment), and an annual T. B. skin test thereafter and/or annual T.B. assessment by the College Health Nurse.
 - C. Vaccination with Hepatitis B vaccine or a signed release form for Hepatitis B Vaccine. Affiliating agencies where students have clinical experience may require additional tests. Students will be notified by the College when testing is requested by the agencies. Obtaining necessary examinations and tests is the responsibility of the student.
6. The Application Deadline is:
 - February 1st preceding the summer semester in which the applicant intends enrollment. Applications

will be reviewed and admissions decisions made by the end of March of the year in which the applicant intends enrollment.

- If space is available after the admissions decision period has passed, late applications may be considered.
7. Students who are accepted must submit a non-refundable tuition deposit of \$200 within 30 days of notification of acceptance to confirm their desire to attend Saint Anthony College of Nursing. Proof of tuition deposit is required prior to registration. This deposit is applied to the student's first semester tuition.

Graduate Program Academic Policies

Student Probation (Policy G326)

Admission into Saint Anthony College of Nursing does not guarantee program continuation or graduation. Saint Anthony College of Nursing utilizes probationary status to respond to actions or performances which indicate that the student may lack academic or professional conduct/competence befitting the masters degree and/or profession of nursing. Probation is a period of evaluation. Decisions to impose, continue, or remove probationary status are the responsibility of the Graduate Affairs Committee of the College of Nursing Faculty Organization. More than one probation is grounds for a full review of the student's status in the program and may result in the student's dismissal from the College.

A. Academic Probation

Academic probation is imposed when a student achieves either:

1. grade less than "B" in any course taken at the College
2. cumulative grade point average below 3.0

Probationary status is removed upon satisfactory resolution of the academic issue.

B. Disciplinary Probation

Disciplinary probation may be imposed for violation of College policy. Probationary status is removed upon satisfactory resolution of the disciplinary issue.

Graduate Course Addition/Withdrawal/Repetition (Policy G328)

Course Addition

A student may add a theory course with permission of the course instructor, the student's academic advisor, and the Dean, Graduate Affairs and Research no later than the first week of the course. Clinical courses must be added before the first day of the course.

Course Withdrawal

Prior to week three of an 8 week course, withdrawal will result in a "W" on the transcript. Withdrawal during weeks three through five will result in a "WP" or "W-F" on the transcript. This determination will be based on the student performance to the time of withdrawal. A grade of "WP" is reserved for individuals doing passing work at the time of withdrawal. Withdrawal after week six will result in an "F" on the transcript. If a course is greater than or less than 8 weeks, withdrawal dates, resulting in a withdrawal grade of "W," "WP," "W-F," or "F," will be prorated accordingly.

Course Repetition

Permission to repeat a course is at the discretion of the Graduate Affairs Committee in consultation with the course instructor.

Administrative Withdrawal

An administrative withdrawal is a special withdrawal to be granted at the discretion of the Dean, Graduate Affairs and Research only for documented extraordinary and/or emergency circumstances. A grade of "W" will be assigned.

Credit/Quality Points

No credit or quality points are given for grades of "W," "WP," "W-F."

Procedure

The student who wishes to add or drop a course (s) must fill out a registration form available from the Graduate Affairs office. It is the responsibility of the student to obtain the signatures of both the student's academic advisor and course instructor on this form.

MSN Incomplete Grade (Policy G332)

An "I" Grade

The designation of the grade "I" (incomplete) may be assigned when a student is unable to complete the course work during the assigned course dates because of extraordinary circumstances. An "I" may be assigned if at least three quarters of the course has been completed within the term grading period and the student has maintained a consistent rate of progress in the course.

It is the student's responsibility to initiate a request for an Incomplete before the last day of class. Appropriate reasons to request an Incomplete include extraordinary circumstances not related to performance in the class, such as illness or a family emergency. Reasons for requesting an incomplete must be acceptable to the instructor.

The instructor may deny a request for an Incomplete. At the end of the course a grade will be assigned based on performance against course requirements.

If the instructor, in consultation with the Dean, Graduate Affairs and Research, accepts the request for an Incomplete, the student and instructor will complete the Contract for an Incomplete Grade. The Contract for an Incomplete Grade will include the due date for submitting all remaining work and the approval of the Dean, Graduate Affairs and Research. The date for submitting all remaining work is not to exceed 6 months from the end of the course.

At the end of the contract, the instructor will change the "I" to the grade earned based on performance against course requirements.

An extension of the time to remove the Incomplete may be granted if recommended by the instructor and approved by the Dean, Graduate Affairs and Research or if a leave of absence is granted. If the remaining work is not completed at the end of the extension or leave of absence the "I" grade will revert to the grade earned based on performance against course requirements.

An "I" grade is not included in any grade point computation.

Procedure

An "I" Grade

The student will initiate a request for an Incomplete before the last day of class.

If the faculty, in consultation with the Dean, Graduate Affairs and Research, accepts the request for an Incomplete, the student and faculty will complete the Contract for an Incomplete Grade.

The instructor will review the contract with the student and both will sign. The contract will indicate the conditions for the removal of the Incomplete, including the due date for submitting all remaining work not to exceed 6 months after the end of the term.

The contract will be forwarded to the Dean, Graduate Affairs and Research for final approval.

Graduate Program Class Size (Policy G335)

Traditional graduate cohort size shall not exceed 15 students. The College reserves the right to cancel classes for insufficient enrollment. Practicum class size is limited to 12 students per faculty member. Administration reserves the right to increase or decrease class/cohort size as appropriate.

Leave of Absence (Policy G336)

A leave of absence is a suspension of continuous matriculation in a graduate course at Saint Anthony College of Nursing. A leave of absence may be taken for academic, personal, or health reasons. As long as

the nursing program is completed within six (6) years after admission the student may be allowed one (1) leave of absence during the program of study. The student who returns from a leave of absence must meet with the Dean, Graduate Affairs and Research to review the current curriculum and graduation requirements. Students must comply with the LOA procedure and return to the program of study within the semester following approval. An extension must be requested if the student can not return in the specified timeframe or the student may be dismissed from the College. If dismissed for non-compliance with LOA policy, the student may reapply for readmission. Graduation requirements will be those in force as stated in the College catalog at the time of readmission. At the time of return the student must go over a revised plan with their advisor.

Master's Program Practicum (Policy G409)

A clinical practicum is a supervised clinical experience that allows students to apply knowledge gained in the didactic portion of the Clinical Nurse Specialist, Nurse Practitioner, or Nurse Educator tracts. It requires careful preparation and planning early in the student's coursework in collaboration with the student's practicum advisor and the Dean, Graduate Affairs and Research. Students must meet with their practicum advisor early in the didactic coursework to complete the appropriate specialty tract Practicum Plan.

Preceptors are carefully selected according to the following criteria and are approved by the Dean, Graduate Affairs and Research:

1. Graduate nursing degree from a regionally accredited college or university;
2. Current nursing license in the state of practice;
3. Currently recognized by a nursing accreditation board as an advanced practice nurse and/or certified by the appropriate certifying body.
4. Area of clinical practice must be relevant to the practicum;
5. Able to provide adequate supervision, teaching, and evaluation of students for the achievement of practicum course objectives;
6. Able to facilitate active participation of students in the delivery of health care; and
7. Exceptions to these criteria will be made at the discretion of the Dean, Graduate Affairs and Research.

Procedure: Clinical Nurse Specialist, Nurse Educator, or Nurse Practitioner Tract Practicum

1. **Students must meet with their appropriate practicum advisor early in the core coursework to complete a tentative Practicum Plan in declared specialty tract.**
 - a. This plan should be revisited periodically prior to embarking upon N550 Clinical Nurse Specialist Practicum, N556 Nurse Practitioner Practicum, or N558 Nurse Educator Practicum.
 - b. At least one semester prior to registering for a practicum, the student will meet with the advisor to finalize the practicum plan. A copy of the final practicum plan must be sent to the Dean, Graduate Affairs and Research for approval and official records retention.
2. After the practicum plan is finalized, the student meets with the assigned practicum advisor to complete the course syllabus (N550, N556, or N558) including the following:
 - a. Write preliminary student learning objectives that are congruent with course objectives
 - b. Select a qualified preceptor(s) according to Policy#G409, Master's Practicum.

- c. Students must complete a new course syllabus for each semester they are registered in the practicum. A copy of the course syllabus must be sent to the Dean, Graduate Affairs and Research for approval and to keep on file.
3. The student arranges a meeting with the preceptor(s) to:
 - a. Obtain signed acceptance (Preceptor Acceptance Form) from preceptor and share preceptor guidelines (Preceptor Checklist) and Preceptor's Evaluation of the Graduate Student form for the practicum experience.
 - b. Review and make recommendations as necessary to student learning objectives,
 - c. Arrange for orientation to the practice setting,
 - d. Determine a schedule most beneficial to those involved.
4. The student seeks practicum advisor approval to finalize student learning objectives and syllabus.
5. The student gains permission to practice at the site of their practicum and communicates name/number of contact person to the Graduate Affairs Specialist who will initiate appropriate contract approval. Allow plenty of time to complete this process (up to 3 months in some cases).
6. The student will turn in Preceptor Acceptance Form and ask preceptor to send copy of curriculum vitae and license to the Graduate Office at Saint Anthony College of Nursing.
7. The student will verify that appropriate contracts are completed for the practicum experience before starting the actual practice.
8. Responsibilities of student during clinical practicum include:
 - a. Provide preceptor with documentation as required by the College and the preceptor site agency.
 - b. Demonstrate the College Mission and Philosophy.
 - c. Maintain an active licensure in the state of practice.
 - d. Follow the Graduate College dress code in the clinical setting.
 - e. Report to the clinical site on time.
 - f. Notify the preceptor of absence or tardiness in a timely manner.
 - g. Arrange at least one conference with preceptor and faculty member.
 - h. Collaborate with and seek guidance from preceptor in meeting practicum objectives.
 - i. Practice under the supervision of the preceptor.
 - j. Comply with clinical site policies and procedures, and advanced practice protocols.
 - k. Demonstrate progressive independence and competency in the advanced practice role.
 - l. Arrange for conferences with practicum advisor at the beginning, middle, and end of the semester to monitor progress towards meeting student learning objectives.
 - m. Maintain institution confidentiality.
 - n. Assume responsibility and accountability for practicum requirements.
 - o. Maintain a clinical log of completed hours which are to be signed and dated by the preceptor.
 - i. The log will be submitted to the supervising practicum advisor at the end of the semester.
 - ii. The log must be available for review at each meeting with the preceptor or advisor.

- p. Present evidence of attainment of student learning and course objectives so that an evaluation summary can be presented at the end of semester.
 - q. Complete preceptor evaluation at the end of the clinical experience.
 - r. Maintain professional liability insurance.
9. Preceptor Responsibilities for supervising a graduate student
- a. Provide a current curriculum vita or resume and a copy of license and certifications to the Graduate Affairs office.
 - b. Review and make recommendations to student learning objectives.
 - c. Assist the student in selecting appropriate means for meeting learning objectives. Orient the student to the practice setting.
 - d. Direct and supervise the student in the performance of advanced practice role responsibilities.
 - e. Provide adequate facility and clinical space to facilitate the student's interaction with a variety of patients and experiences to meet course objectives.
 - f. Actively participate in the student's advanced practice experience through diverse teaching strategies such as, but not limited to, role modeling, hands-on and return demonstrations, case presentations and discussions, active questioning, challenging student to provide evidence-based rationale or theory for various activities.
 - g. Ensure that nursing care provided by the student is consistent with standards set forth in clinical site policies and procedures and advanced practice protocols.
 - h. Provide constructive feedback to student in the provision of advanced practice nursing care.
 - i. Provide validation for student findings in the clinical setting.
 - j. Follow up with discussion in which the student receives feedback on overall performance.
 - k. Verify the student's clinical log and the total number of hours as the hours are incurred with a date and signature.
 - l. Provide confirmation of the student's self evaluation of performance.
 - m. Provide documentation of student attainment of learning objectives.
 - n. Inform the supervising clinical faculty member of concerns related to the student's provision of safe clinical practice or ability to meet course objectives.
10. Practicum Advisor Responsibilities
- a. Ensure that a formal contract is signed by the College and the preceptor's agency.
 - b. Provide guidance for the student during the preceptor-ship.
 - c. Participate in conferences with student at beginning, middle and end of the semester to monitor progress towards meeting course objectives.
 - d. Assist the student in solving clinical and interactional communication problems during on-site visits, conferences, and seminar discussions.
 - e. Maintain communication with preceptors and other agency personnel.
 - f. Evaluate the student's practicum performance. Practicum evaluation criteria may include:
 - i. observations during on-site visits
 - ii. assigned materials
 - iii. ongoing contact with preceptor
 - iv. ongoing contact with student
 - v. degree of attainment of course and personal objectives
 - g. Encourage the student to incorporate nursing theory and evidence-based research to patient care and clinical experiences.

Curriculum

Core Courses (26 credits total)

N502 Theoretical Foundations of Nursing Practice (3 credits)

Theoretical Foundations of Nursing Practice explores conceptual frameworks and theories relevant to the discipline of nursing. The role of theory in the generation of nursing knowledge is introduced. Selected nursing models/theories are critiqued. Concepts of health promotion and disease prevention will be addressed within the theoretical frameworks including concepts of holistic care, healthy lifestyle, self-care, risk reduction, and quality of life. Relevant theories and issues affecting successful human development are examined. The psychosocial and sociocultural lifespan influences on health will be discussed. Prerequisite: RN/BSN or Professional Nursing Concepts course or equivalent

N504 Health Care Organization and Management (4 credits)

Health Care Organization and Management examines local, regional, national, and global health care trends utilizing appropriate epidemiological principles. Students are introduced to the roles of the advanced practice nurse and examine the design, implementation, and management of care in a variety of health care systems. Cost analysis using information technology and the impact on healthcare services will be discussed. Administrative and organizational behavior will be examined in relation to population-based needs, economic, and reimbursement issues. Organizational and management theory are examined as they relate to nursing, strategic planning, management of the changing health care delivery system, program planning and evaluation, decision-making and change. Prerequisite: RN with a bachelor's degree.

P506 Nursing Ethics and Health Care Law and Policy (3 credits)

Nursing Ethics and Health Care Law and Policy will explore the moral imperative of professional nursing, emphasizing the legal and ethical decision making process in clinical practice, research, education, and management. Moral agency will guide issues related to human diversity, vulnerability, and spirituality. Prerequisite: N504 or consent of the Dean, Graduate Affairs and Research

M512 Intermediate Statistics (3 credits)

Statistical tools for scientific research, including parametric and non-parametric methods for ANOVA and group comparisons, simple linear and multiple linear regression, and basic ideas of experimental design and analysis. Emphasis placed on the use of SPSS statistical package. Prerequisite: Undergraduate Statistics Course

N514 Principles of Nursing Research (3 credits)

Principles of Nursing Research provide students with the skills to analyze evaluate and synthesize health-related research and evidence-based practice reviews for the improvement of nursing practice. The student will use the research process to write a research proposal. Prerequisite: N502; RN with a bachelor's degree

N530 Advanced Physiology and Pathophysiology (4 credits)

Advanced Physiology and Pathophysiology provides an in-depth foundation in understanding normal physiologic and pathologic mechanisms of disease to serve as a foundation for clinical assessment, decision making, and management. Lifespan variations are included. Prerequisite: R.N. with a bachelor's degree

N532 Advanced Health and Physical Assessment (3 credits [2 theory/1 lab])

Advanced Health and Physical Assessment develops advanced nursing assessment skills including the comprehensive history, physical, and psychological assessment, pathophysiologic changes, with emphasis on psychosocial and lifespan variations of the individual, family, and community. Prerequisite: RN with a bachelor's degree

N534 Advanced Pharmacology (3 credits)

Advanced Pharmacology provides an understanding of the pharmacotherapeutics and pharmacokinetics of broad categories of pharmacologic agents. Specific rules, regulations and procedures involved with prescriptive authority will be reviewed. Students use case examples to practice the basic processes involved with prescribing medications for patients. Prerequisite: RN with a bachelor's degree

Clinical Nurse Specialist and Nurse Practitioner (8 credits)

N533 Epidemiology in Health Prevention (3 credits)

Epidemiology in Health Prevention introduces students to the principles and methods of the design, conduct, and interpretation of epidemiological studies. Emphasis is placed on prevention of health problems based on these epidemiological findings. The use of genomic information and the impact on health deviations is also emphasized in this course. Prerequisite: RN with a bachelor's degree

N535 Prescriptive Authority for Advanced Practice Nurses (1 credit)

Prescriptive Authority reviews the specific rules, regulations and procedures involved with APN prescriptive authority. Students use case examples to practice the basic processes involved with prescribing medication for patients. Prerequisite: Completion of core courses, N530, N532 or consent of Dean, Graduate Affairs and Research Corequisite: N534

N537 Professional Role Development (1 credit)

Professional Role Development is a seminar course that focuses specifically on the advanced practice role. Current issues in the role will be discussed. Prerequisite: Completion of core courses/ specialty courses

N539 Differential Diagnoses and Disease Management (3 credits)

Differential Diagnoses and Disease Management will integrate previous learning into an application integrating patient history, chief complaints, and diagnostic results in planning client management. This course will incorporate case studies in building critical thinking needed for APN practice. Health deviations and appropriate management across the lifespan will be discussed. Management of common psychosocial disorders is also addressed. Prerequisite: N530

Clinical Nurse Specialist Practicum (11 credits)

N550 A Clinical Nurse Specialist Practicum I- Teacher/Coach (3 credits) 2/1

Students practice the CNS roles of patient, family, and staff educator and coach. Emphasis is on methods of teaching and evaluation of education outcomes. Prerequisite: completion of clinical core courses

N550 B Clinical Nurse Specialist Practicum II-Practice (3 credits) 2/1

The Clinical Nurse Specialist Practicum prepares nurses to develop a concentrated area of clinical knowledge. Students are mentored by an expert in their population of interest to focus on promoting the health of the population through theory and research-based interventions. Protocols for treatment decisions, referrals, and follow-up are used in the management of commonly encountered health deviations in the population.

Prerequisite: completion of previous practicum course

N550 C Clinical Nurse Specialist Practicum III- Quality/Change Agent/Collaborator (3 credits) 2/1

Students emphasize the functions of quality control, change agent, and collaborator within the chosen area of specialty. Patient safety, quality care, and advocacy are emphasized. Prerequisite: completion of previous practicum courses

N550 D Clinical Nurse Specialist Practicum-Immersion (2 credits) 0/2

All of the functions of the CNS advanced practice role are performed within a chosen area of practice. Prerequisite: completion of previous practicum courses

Family Nurse Practitioner Practicum (15 credits)

N556 A Family Nurse Practitioner Practicum I- Maternal/Newborn/Child (4 credits) 3/1

Family Nurse Practitioner Practicum I offers students clinical experience related to the family nurse practitioner role with focus on the maternal, newborn, and pediatric populations. Health promotion and disease prevention strategies are incorporated; culturally sensitive care is emphasized. Prerequisite: completion of clinical core courses

N556 B Family Nurse Practitioner Practicum II- Adult (4 credits) 3/1

Family Nurse Practitioner Practicum II offers students clinical experience related to the family nurse practitioner role with focus on the adult population. Health promotion and disease prevention strategies are incorporated; culturally sensitive care is emphasized.

Prerequisite: completion of clinical core courses

N556 C Family Nurse Practitioner Practicum III- Aging (4 credits) 3/1

Family Nurse Practitioner Practicum III offers students clinical experience related to the family nurse practitioner role with focus on the aging population. Health promotion and disease prevention strategies are incorporated; culturally sensitive care is emphasized

Prerequisite: completion of clinical core courses

N556 D Family Nurse Practitioner Practicum IV- Immersion (3 credits) 1/2

Family Nurse Practitioner Practicum IV offers students the opportunity to practice the family nurse practitioner role with emphasis on life span primary and preventative advanced practice nursing care. This course will complete the clinical experience sequence. Prerequisite: completion of all previous practicum courses

Nurse Educator Courses (9 credits total)

N540 Instructional Strategies (3 credits)

Instructional Strategies provides an introduction to classroom and clinical teaching. This course utilizes principles of adult education to introduce and familiarize the nurse educator with the teaching/learning processes in patient education, staff development and nursing education. Various approaches and learning theories are explored. Prerequisite: RN with a bachelor's degree

N542 Curriculum Theory and Development (3 credits)

Curriculum Theory and Development provides a knowledge base in curriculum development, including philosophical foundations and educational theories in nursing education. This course introduces the student to the evaluation and use of various educational applications of technology in curricular design.

Prerequisite: RN with a bachelor's degree

Nurse Educator Courses (9 credits total) (continued)

N544 Testing and Evaluation in Nursing Education (3 credits)

Testing and Evaluation in Nursing Education addresses assessment strategies to facilitate and determine student learning. This course gives the student practical and theoretical strategies for the preparation and application of measures and instruments. Prerequisite: RN with a bachelor's degree

Nurse Educator Practicum (8 credits)

N558 A Nurse Educator Practicum I- Introduction to Teaching Practice (2 credits) 1/1

The student will teach in selected situations in academic and/or practice settings (patient education, staff development, or nursing education) according to their area of specialization. Functions emphasize the use of learning theories, teaching/learning strategies, program assessment and evaluation, and research significant to patient and nursing education within a clinical setting. Factors affecting learning and the learning environment will be emphasized. Prerequisite: Nursing Education Core or permission of the Dean, Graduate Affairs and Research

N558 B Nurse Educator Practicum II-Academic Focus (2 credits) 1/1

Academic Focus emphasizes concepts of student instruction including classroom management, student assessment, and individual and class evaluation. Content will incorporate personal and environmental factors that impact learning including classroom setup, learning styles, setting boundaries, and classroom discipline. Individual and class evaluation is an important focus. Students will design, implement, and evaluate teaching strategies related to identified educational outcomes. Prerequisite: Nursing Education Core or permission of the Dean, Graduate Affairs and Research

N558 C Nurse Educator Practicum III-Focus on Staff/Patient Education (2 credits) 1/1

Focus on Staff/Patient Education emphasizes the specific concepts of teaching/learning as applied to staff development and patient education roles. Education strategies and methods of evaluation will be

emphasized. Prerequisite: Nursing Education Core or permission of the Dean, Graduate Affairs and Research

N558 D Nurse Educator Practicum IV- Immersion in Nursing Education (2 credits) 0/2

Immersion in Nursing Education encompasses all of the practices expected of a nurse educator, teaching, clinical oversight of students, test development and analysis, and student and program assessment and evaluation. Prerequisite: Nursing Education Core, completion of N558 A, B, and C, or permission of the Dean, Graduate Affairs and Research

Clinical Nurse Leader (7 credits)

N533 Epidemiology in Health Prevention (3 credits)

Epidemiology in Health Prevention introduces students to the principles and methods of the design, conduct, and interpretation of epidemiological studies. Emphasis is placed on prevention of health problems based on these epidemiological findings. The use of genomic information and the impact on health deviations is also emphasized in this course. Prerequisite: RN with a bachelor's degree

N536 Nursing Leadership in Client-Centered Healthcare (1 credit)

Nursing Leadership in Client-Centered Healthcare prepares the student for the role of the clinical nurse leader. Concepts of horizontal leadership, effective use of self, patient advocacy, and lateral integration of care will be introduced and competencies of the role examined. Emphasis is placed on clinical and financial outcomes and care environment management. Prerequisite: Completion of core courses or consent of Dean, Graduate Affairs and Research

Clinical Nurse Leader (7 credits) (continued)

N539 Differential Diagnoses and Disease Management (3 credits)

Differential Diagnoses and Disease Management will integrate previous learning into an application integrating patient history, chief complaints, and diagnostic results in planning client management. This course will incorporate case studies in building critical thinking needed for APN practice. Health deviations and appropriate management across the lifespan will be discussed. Management of common psychosocial disorders is also addressed. Prerequisite: N530

Clinical Nurse Leader Practicum (10 credits)

N554 A Leadership in Practice (2 credits) 1/1

Leadership in Practice provides the student with the opportunity to practice horizontal leadership, effective use of self, advocacy, and lateral integration of care. Prerequisite: N536 and completion of all MSN course work or consent of Dean, Graduate Affairs and Research

N554 B Clinical Decision-Making (3 credits) 2/1

Clinical Decision-Making emphasizes the critical thinking skills that are utilized in problem identification, determination of strategies to resolve those problems, outcome measurement, and the basic processes in making clinical decisions that impact patients and health care. Prerequisite: Completion of all MSN course work, N536, N554 A or consent of Dean, Graduate Affairs and Research.

N554 C Immersion: Part 1 (2 credits) 1/1

This clinical immersion experience, Part 1, will provide the student with the opportunity to develop clinical delegation skills and coordinate plans of care for specific patient cohorts. The student will analyze clinical and cost outcomes that improve safety, effectiveness, timeliness, efficiency, and quality of patient centered care. The student will work with clinical experts and mentors. Prerequisite: Completion of all MSN course work, N536, N554 A, N554 B or consent of Dean, Graduate Affairs and Research.

N554 D Immersion: Part 2 (3 credits) 1/2

This clinical immersion experience continues the practice and skills developed in N554C, Part 1. Part 2 will provide the student with the opportunity to improve clinical delegation skills and coordinate plans of care for specific patient cohorts. The student will analyze clinical and cost outcomes that improve safety, effectiveness, timeliness, efficiency, and quality of patient centered care. Leadership modalities will be practiced within the healthcare and organization system. Prerequisite: Completion of all MSN course work, N536, N554 A, N554 B, N554 C or consent of Dean, Graduate Affairs and Research.

Master's Project (3 credits)

N578 Master's Project- Project Initiation (1 credit)

The master's project is an in-depth synthesis and analysis of a topic of significance to the nursing profession. This may include projects such as clinical investigations, integrative literature reviews, or evaluation projects. In the initiation phase of project development, the student will obtain approval for the project and complete a project proposal in conjunction with the project advisor. Prerequisite: Nursing Core/ Specialty Core

N579 Master's Project- Project Development (1 credit)

During the development phase, the student will obtain appropriate IRB approval, complete the investigation/project, prepare a scholarly report, with ongoing evaluation and support from the project advisor and a project committee member chosen for their expertise and/or interest in the student project. Prerequisite: Nursing Core/ Specialty Core

N580 Master's Project- Project Completion (1 credit)

During the completion phase, the student will submit the completed project, prepare and present a power point presentation of the project, develop handouts, and complete a poster presentation after approval by the project advisor, student project committee member, Dean, and faculty of the Graduate Affairs department. Prerequisite: Nursing Core/ Specialty Core

OR

Master's Thesis (5 credits)

N595 Master's Thesis: Initiation (1 credits)

The master's thesis is a systematic scientific inquiry into a problem or phenomenon significant to nursing. This course is an extension of knowledge acquired in the core courses of statistics and research in nursing. During this first phase of development, the student will identify the subject of study, obtain approval from the thesis advisor, and initiate a thesis proposal. Prerequisite: Nursing Core/ Specialty Core

N596 Master's Thesis: Proposal Completion (1 credits)

During the proposal completion phase, the thesis proposal will be finalized with appropriate approval from the IRB, project advisor, thesis committee member, the Dean, and Graduate Affairs Committee members. A literature review will be initiated. Prerequisite: Nursing Core/ Specialty Core; completion of N595.

N597 Master's Thesis: Thesis Development (1 credits)

During the thesis development phase, research methodologies will be finalized, tools developed, and methods implemented. The student will investigate the nursing research question using the research process. The literature review will be completed and the written scholarly document initiated with support from the thesis advisor and thesis committee member. Prerequisite: Nursing Core/ Specialty Core; completion of N595 and N596.

N598 Master's Thesis: Data Analysis (1 credits)

During the data analysis phase, qualitative and/or quantitative data will be evaluated and conclusions determined; the scholarly document will be finalized with approval of the thesis advisor, thesis committee member, and the Dean, and Graduate Affairs Committee members. Prerequisite: Nursing Core/ Specialty Core; completion of N595, N596, and N597.

N599 Master's Thesis: Completion (1 credits)

During the completion phase, the student will submit the completed thesis, prepare and present a power point presentation of the study, develop handouts, and complete a poster presentation after approval by the thesis advisor, thesis committee member, Dean, and faculty of the Graduate Affairs Committee members. Prerequisite: Nursing Core/ Specialty Core; completion of N595, N596, N597, and N598.

**Course Sequence for
Fall 2011 Student Cohort**

CNS and NP Tracts

| Year 1 | Fall 2011 | Credits | Spring 2012 | Credits | Summer 2012 | Credits |
|-----------------|-----------|---------|-------------|---------|-------------|---------|
| 1st eight weeks | N502 | 3 | M512 | 3 | N514 | 3 |
| 2nd eight weeks | N504 | 4 | P506 | 3 | | |

| Year 2 | Fall 2012 | Credits | Spring 2013 | Credits | Summer 2013 | Credits |
|-----------------|-----------|---------|-------------|---------|-------------|---------|
| 1st eight weeks | N530 | 3 | N532 | 3 | N533 | 3 |
| 2nd eight weeks | N531 | 3 | N534 | 4 | | |

| Year 3 | Fall 2013 | Credits | Spring 2014 | Credits | Summer 2014 | Credits |
|-----------------|---------------|---------|---------------|---------|-------------|---------|
| 1st eight weeks | N537/N538 | 1 | N550/ N556 | 2 | N550/N556 | 2 |
| | N539 | 3 | | | N579 | 3 |
| 2nd eight weeks | N550/ N556 | 2 | N550/ N556 | 2 | | |

NE Track

| Year 1 | Fall 2011 | Credits | Spring 2012 | Credits | Summer 2012 | Credits |
|-----------------|-----------|---------|-------------|---------|-------------|---------|
| 1st eight weeks | N502 | 3 | M512 | 3 | N514 | 3 |
| 2nd eight weeks | N504 | 4 | P506 | 3 | | |

| Year 2 | Fall 2012 | Credits | Spring 2013 | Credits | Summer 2013 | Credits |
|-----------------------------|-----------|---------|-------------|---------|-------------|---------|
| 1 st eight weeks | N540 | 4 | N542 | 4 | N558 | 2 |
| 2nd eight weeks | N541 | 3 | N544 | 4 | | |

| Year 3 | Fall 2013 | Credits | Spring 2014 | Credits |
|-----------------|-----------|---------|-------------|---------|
| 1st eight weeks | N558 | 2 | N558 | 2 |
| 2nd eight weeks | N558 | 2 | N579 | 3 |

CNL Track

| Year 1 | Fall 2011 | Credits | Spring 2012 | Credits | Summer 2012 | Credits |
|-----------------------------|-----------|---------|-------------|---------|-------------|---------|
| 1st eight weeks | N502 | 3 | M512 | 3 | N514 | 3 |
| 2nd eight weeks | N504 | 4 | P506 | 3 | | |
| Year 2 | Fall 2012 | Credits | Spring 2013 | Credits | Summer 2013 | Credits |
| 1 st eight weeks | N530 | 3 | N532 | 3 | N533 | 3 |
| 2 nd eight weeks | N531 | 3 | N534 | 4 | | |
| Year 3 | Fall 2013 | Credits | Spring 2014 | Credits | Summer 2014 | Credits |
| 1st eight weeks | N536 | 4 | N554 | 2 | N554 | 2 |
| 2nd eight weeks | N554 | 2 | N554 | 2 | | |

Total Credits for Each Track

| Track | Year 1 | Year 2 | Year 3 | Total Per Track |
|------------|--------|--------|--------|-----------------|
| CNS | 16 | 16 | 15 | 47/49 |
| NP | 16 | 16 | 15 | 47/49 |
| NE | 16 | 17 | 9 | 42/44 |
| CNL | 16 | 16 | 12 | 44 |

POST-MASTER'S CERTIFICATE ADMISSIONS POLICY (Policy G311)

Saint Anthony College of Nursing conducts its programs and implements policies on a non-discriminatory basis without regard to race, age, religion, gender, national origin, marital status, military service, status upon military discharge, disability, or any other classification protected by law.

The Board, administration, and faculty affirm that all students in the College of Nursing MSN degree program must possess intellectual, physical, ethical, emotional, and interpersonal capabilities necessary to complete the Post-Master's Certificate. Disabled individuals who apply to Saint Anthony College of Nursing are considered on an individual basis and in compliance with state and federal laws. The College cherishes its right and duty to seek and retain individuals who will make a positive contribution to all aspects of the College Mission.

ADMISSION REQUIREMENTS

1. Current unencumbered (as defined by College policy) licensure as a Registered Nurse or Advance Practice Nurse in one of the jurisdictions of the United States. Additional state licensure may be required based on practicum placement.
2. Completion of a graduate degree in nursing including the following completed graduate level courses: statistics, nursing theory, research, ethics, advanced physiology & pathophysiology, advanced health & physical assessment, and advanced pharmacology, from a regionally accredited college or university. Non-nursing transcripts will be evaluated on an individual basis. The adequacy or equivalency of classes are reviewed and approved at the discretion of the Graduate Admissions, Progression, and Graduation Committee.
3. Official transcripts of all prior college course work should be sent directly to the College.
4. Three (3) professional letters of recommendation and a completed application for admission to the Post-Master's Certificate program with the appropriate application fee must be submitted.

5. Acceptable results from a criminal history records check must be on file in accordance with the College's Criminal History Records Check Policy.
 6. Acceptable results from a drug test must be on file in accordance with the College's Drug Testing Policy.
 7. Verification of all required immunizations must be provided to OSF Employee Health at the time of acceptance, with the completion of the Saint Anthony College of Nursing Immunization Record form. Specific health requirements will be determined by the College, and/or government, and clinical agency mandates.
 8. Evidence of current cardiopulmonary resuscitation training must be submitted in accordance with College's and/or practicum agency's CPR policy.
 9. Verification of professional liability and health/accident insurance must be on file in the Graduate Affairs Office in accordance with College's Insurance Requirements Policy.
 10. "*Verification of Transfer/Withdrawal/Dismissal Form*" must be completed if an applicant has attended another nursing or professional health care program, but did not satisfactorily complete that program.
- ** Prerequisite courses may be transferred in. The course(s) for transfer must be from a CCNE or NLNAC MSN accredited program. Transcripts will be evaluated on an individual basis.
- ** Clinical hours must be specific to the track of admission

ADMISSION DECISION

The admission process is a self-managed process. All application materials should be sent in a complete packet directly to the Graduate Affairs office. Official transcripts should be requested by the candidate and sent by each institution directly to the Graduate Affairs office at Saint Anthony College of Nursing.

Decisions regarding the acceptance of each applicant are made by Graduate Admissions, Progression, and Graduation Committee based upon required criteria.

The applicant must submit a tuition deposit within 30 days of the Graduate Admissions, Progression, and Graduation Committee announcement of acceptance into the program. This deposit is semester specific, non-refundable, and non-transferable.

Matriculation depends upon evidence of completion of all requirements and ability to discharge financial obligations.

Falsification or incomplete documents may be grounds for denial of admission. Admission materials will be kept on file for 24 months. All documents submitted to Saint Anthony College of Nursing for admission or transfer purposes become the property of the College. Transcripts from other institutions will not be released to a student, nor will they be forwarded to other educational institutions or agencies, unless specified by state or federal regulation. A student needing copies of documents from other institutions must contact those institutions directly.

ADMISSION PROCEDURE

1. The following materials must be sent in a complete packet directly to the Graduate Affairs Office:
 - Completed application form with non-refundable \$50.00 fee;
 - Copy of Registered Nurse license(s);
 - Copy of current resume;
 - A typed statement of professional, educational, and career goals;
 - Describe your current professional role
 - Identify your professional, educational, and career goals
 - Describe how attainment of these goals will enhance your professional practice
 - Three professional letters of recommendation outlined by the policy; and
 - Send reference forms and self-addressed envelopes to three persons from whom you request references. Please instruct your references to complete the form, enclose it in an accompanying envelope, sign the seal, and return forms to you.
 - A typed description of activities representing service to others; an additional letter from the service agency director will also be required to verify length and type of service.
2. Official transcripts of all graduate courses taken at postsecondary institutions are to be requested by the

candidate and mailed directly from each college or university attended, to the Graduate Affairs office at Saint Anthony College of Nursing.

3. For those applicants subject to the Saint Anthony College of Nursing criminal history records checks policy and drug testing policy, applicants must follow the procedures as more fully outlined therein.
4. Applicants are to make an appointment for a personal interview with the Dean Graduate Affairs and Research or designees after transcripts and letters of recommendation have been received. An additional interview with the President of the College and/or Graduate Admissions, Progression, and Graduation Committee, may be requested.
5. The Saint Anthony College of Nursing Immunization Record must be completed and submitted to the OSF Employee Health Center at the time of acceptance. Documentation of the following immunizations and tests must be reported:
 - A. Immunizations:
 1. Polio
 2. Measles and mumps
 3. Varicella (or documented immunity to Varicella)
 - B. Tests:
 1. Rubella titer (students must prove immunity to Rubella and Rubeola)
 2. A two-step T.B. skin test upon admission to the College (the second step must be within three weeks of enrollment), an annual T. B. skin test thereafter, and/or annual T.B. assessment by the College Health Nurse.
 - C. Vaccination with Hepatitis B vaccine or a signed release form for Hepatitis B Vaccine. Affiliating agencies where students have clinical experience may require additional tests. Obtaining necessary examinations and tests is the responsibility of the student.

Applications for admission are reviewed as received.

6. Students who are accepted must submit a non-refundable tuition deposit of \$200 within 30 days of notification of acceptance to confirm their desire to attend Saint Anthony College of Nursing. Proof of tuition deposit is required prior to registration. This deposit is applied to the student's first semester tuition.

MSN STUDENT REGISTRATION (Policy G320)

New Students

Registration for new students will be at the time of documentation appointment. Students will receive registration materials by mail or email. All tuition and fees are due by the first day of classes in the semester of enrollment.

Enrolled Students

Graduate students enrolled in the College of Nursing will register for the following semester in March (for summer courses), April (for fall courses), and November (for spring courses) according to the dates and procedure established for registration.

There will be a fee charged to students who do not register by the deadline dates. All students will be notified of the registration period through their OSF e-mail. There is no guarantee of placement in classes if the registration occurs after the deadline date.

PROCEDURE:

1. Students will register online during the open registration period (deadline for each semester will be announced at least one month in advance of the registration deadline).
2. Schedules and pre-bills will be made available to students through SONIS-Web within two weeks after the close of registration. Final bills will be available after financial aid is confirmed.
3. Any student that needs to register or change a registration after the open registration period may do so by completing a registration form in the Graduate Affairs office.

4. All previous bills must be paid in full prior to registering for the next semester. There will be an added charge for late payments. Students who fail to pay for their classes on time may be dropped from their courses. There is no guarantee of enrollment if a student is dropped for non-payment.
5. Students with registration holds are held to the same deadlines and penalties as all other students.

STUDENT GRIEVANCE PROCEEDINGS (Policy G346)

The grievance policy protects the rights of a student in the event of a grievance. A student grievance is considered appropriate in cases where it is felt that unfair or prejudicial treatment has occurred in relation to an academic or disciplinary matter. A grievance is not considered appropriate in cases which would impede academic freedom. The student may not proceed with the formal aspect of the grievance procedure until all informal avenues have been attempted. A grievance proceeding is an internal hearing process, not a legal process, and no external representation is allowed. Throughout the process, the President of the College shall be available as resource with voice, but without vote. All matters, oral and written, will be considered confidential. Use of the grievance policy is limited to the following conditions:

- a. Cases where it is felt that unfair or prejudicial treatment has occurred in relation to academic or disciplinary matters, except matters involving academic freedom.
- b. The student has exhausted appropriate informal avenues of grievance resolution.
- c. The grievance must be filed within one year of the occurrence.

The Judicial Board consists of three faculty members that represent the undergraduate and graduate programs. They will be elected at large by the Faculty Organization annually in May for the next academic year, and two students (one graduate and one undergraduate), elected annually in August by the Student Organization. A faculty and a student alternate member are elected by their respective organizations to serve if needed. An alternate will be asked to serve if the elected member is unable to serve due to an illness or other circumstance beyond their control or if the elected member is party to the issue and needs to be excused from the Judicial Committee review of this matter. The committee will meet annually in August to elect one faculty committee member to serve as chair and one to serve as secretary and to review the grievance process and judicial committee appeal process. The President of the College will serve as resource, except in the case where the grievance is against the President of the College. In that case a member of the College Board Academic Affairs Committee will be appointed by the Chair of the College Board to serve as resource. All members of the Judicial Board, including the resource, are to be present throughout each meeting

GRIEVANCE PROCESS

1. In the event of a grievance, the student(s) will meet with the instructor(s) involved to discuss the problem in an attempt to resolve the issue.
2. If the informal procedure does not resolve the problem, the student(s) may, within seven (7) business days, request in writing a hearing with the Dean, Graduate Affairs and Research.
3. The Dean, Graduate Affairs and Research will arrange and communicate in writing a meeting date between the student, the instructor(s), and the Dean, Graduate Affairs and Research.
4. Within ten (10) business days this meeting will be held and the instructor(s), student(s), and the President of the College will be notified in writing of the Dean, Graduate Affairs and Research decision.
5. If no resolution is reached to the satisfaction of the parties, the student(s) or faculty member(s) may, within seven (7) business days, appeal the decision of the Dean, Graduate Affairs and Research to the Judicial Board and initiate the appeal process.

APPEAL PROCESS

The appeal procedure is activated by means of a written request by the faculty member(s) and/or student(s) to the Chair of the Judicial Board within seven (7) business days of the decision of the Dean, Graduate Affairs and Research. The written request must define the issue that is the object of the grievance. The Judicial Board will accept for hearings only those cases defined as grievances.

1. The Chair of the Judicial Board will convene a meeting of the Judicial Board including the President of the College within seven (7) days of the appeal unless extraordinary circumstances dictate otherwise. The Chair of the Judicial Board will notify each committee member and the President of the College in writing of the time, date, place, and purpose of meeting. The purpose of this meeting is to review the letter defining the grievance and issue being grieved. If agreed that the issue meets the conditions necessary to be heard as a grievance, the committee will identify anticipated parties and information needed and will agree on the date and time of the hearing and procedures to be followed.
2. The Chair will ask each involved party to submit a written account of the grievance, as well as all information directly pertaining to the case, to the Chair of the Judicial Board.
3. The Chair will notify all named parties as well as each committee member and the President of the College in writing of the time, date, and place of the hearing, allowing at least five (5) business days for adequate preparation including review of all submitted documents.
4. The Chair will ensure that submitted materials will be available for review by all committee members.
5. The Chair of the Judicial Board will inform all parties that an opportunity for oral testimony by all involved parties will be given during the hearing.
6. The Judicial Board will call on other faculty and students when necessary in order to assure fairness.
7. The Judicial Board will deliberate on the information presented, written and oral.
8. The secretary of the Judicial Board will prepare minutes of each meeting and hearing to be filed in the office of the President of the College.
9. Within seven (7) days the Chair of the Judicial Board will submit a final written report to all named parties and the President of the College based on a majority decision. The report will state each issue, resolutions, and recommendations.
10. Recommendations will be subject to final review by the President of the College and actions will be implemented upon approval of the President of the College.

THE FINAL APPEAL

All decisions of the Judicial Board and actions as approved by the President of the College may be appealed to the College Board whose decisions are final.

CAPRICIOUS GRADING (Policy G347)

The Capricious grading policy will be used by students appealing an allegedly capricious grade. Any student who wishes to appeal a final course grade which the student feels was capriciously given, may appeal the grade no later than the beginning of the second week of the following academic term. A capricious grading proceeding is an internal hearing process, not a legal process, and no external representation is allowed. Throughout the process, the President of the College shall be available as resource and all matters, written and oral, will be considered confidential. Use of the Capricious Grading Policy is limited to the following conditions:

- a. The assignment of a grade to a particular student on some basis other than performance in the course.
- b. The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that section.
- c. The assignment of a final course grade to a particular student by a substantial departure from the instructor's standards announced during the term which are not uniformly applied to others in the class.

The Judicial Board consists of three faculty members that represent the undergraduate and graduate programs. They will be elected at large by the Faculty Organization annually in May for the next academic year, and two students (one graduate and one undergraduate), elected annually in August by the Student Organization. A faculty and a student alternate member are elected by their respective organizations to serve if needed. An alternate will be asked to serve if the elected member is unable to serve due to an

illness or other circumstance beyond their control or if the elected member is party to the issue and needs to be excused from the Judicial Committee review of this matter. The committee will meet annually in August to elect one faculty committee member to serve as chair and one to serve as secretary and to review the capricious grading process and judicial committee appeal process. The President of the College will serve as resource, except in the case where the grievance is against the President of the College. In that case, a member of the College Board Academic Affairs Committee will be appointed by the Chair of the College Board to serve as resource. All members of the Judicial Board, including the resource, are to be present throughout each meeting.

PROCESS

1. The student will meet with the instructor no later than the beginning of the second week of the following term. The goal of the meeting is to reach a mutual understanding of the assigned grade.
2. If, after consulting the instructor, the student maintains that a grade is capricious, within five (5) business days, the student shall confer with the Dean, Graduate Affairs and Research. The Dean, Graduate Affairs and Research shall attempt to resolve the conflict to the satisfaction of all parties after consultation with the student and instructor, either together or separately.
3. If after step 1 & 2 the matter is not resolved, then the student may proceed with a written appeal of the alleged capricious grade.
4. The student shall present a written appeal to the Dean, Graduate Affairs and Research no later than five (5) business days after the meeting with the Dean, Graduate Affairs and Research as stated in item 2.
5. Upon receipt of the student's written appeal, the Dean, Graduate Affairs and Research will notify the faculty member and the President of the College of the written appeal and request a written statement from the faculty member within five (5) business days.
6. Thereafter the Dean, Graduate Affairs and Research adjudicates the matter and notifies both parties of the decision within five (5) business days.
7. If resolution is not reached to the satisfaction of both parties, the student and faculty member may, within five (5) business days, appeal the decision of the Dean, Graduate Affairs and Research to the Judicial Board and initiate the appeal process.

APPEAL PROCESS

The appeal procedure is activated by means of a written request by the student to the Chair of the Judicial Board within seven (7) business days of the decision of the Dean, Graduate Affairs and Research. The written request must define the issue that is the object of the capricious grade allegation. The Judicial Board will accept for hearings only those cases defined as a capricious grade allegation.

1. The Chair of the Judicial Board will convene a meeting of the Judicial Board including the President of the College within seven (7) days of the appeal unless extraordinary circumstances dictate otherwise. The Chair of the Judicial Board will notify each committee member and the President of the College in writing of the time, date, place, and purpose of meeting. The purpose of this meeting is to review the letter defining the issue alleged to be a capricious grade. If agreed that the issue meets the conditions necessary to be heard as a capricious grade allegation, the committee will identify anticipated parties and information needed and will agree on the date and time of the hearing and procedures to be followed.
2. The Chair will ask each involved party to submit a written account of the alleged capricious grade, as well as all information directly pertaining to the case, to the Chair of the Judicial Board.
3. The Chair will notify all named parties as well as each committee member and the President of the College in writing of the time, date, and place of the hearing, allowing at least five (5) business days for adequate preparation including review of all submitted documents.
4. The Chair will ensure that submitted materials will be available for review by all committee members.
5. The Chair of the Judicial Board will inform all parties that an opportunity for oral testimony by all involved parties will be given during the hearing.
6. The Judicial Board will call on other faculty and students when necessary in order to assure fairness.

7. The Judicial Board will deliberate on the information presented, written and oral.
8. The secretary of the Judicial Board will prepare minutes of each alleged capricious grade meeting and hearing to be filed in the office of the President of the College.
9. Within seven (7) days the Chair of the Judicial Board will submit a final written report to all named parties and the President of the College based on a majority decision. The report will state each issue, resolutions, and recommendations.
10. Recommendations will be subject to final review by the President of the College and actions will be implemented upon approval of the President of the College.

THE FINAL APPEAL

All decisions of the Judicial Board and actions as approved by the President of the College may be appealed to the College Board whose decisions are final.

ATTENDANCE POLICY FOR GRADUATE STUDENTS (Policy G34%)

Promptness and attendance are hallmarks of professionalism. Patterns of absenteeism and tardiness are monitored and disciplinary action will be instituted at the discretion of the faculty. Extenuating circumstances are reviewed on an individual basis. Regardless of absenteeism the course requirements and/or clinical competencies must still be met by each student.

At the beginning of each course, the instructor provides information specific to attendance, make-up privileges, and acceptance of late assignments. These guidelines are found in the course syllabus.

Each instructor monitors attendance. Excessive absences will be reported to the Graduate Affairs Committee. Attendance requirements for on-line courses are explained in the course syllabus.

MSN INCOMPLETE GRADE POLICY (Policy G332)

An "I" Grade

The designation of the grade "I" (incomplete) may be assigned when a student is unable to complete the course work during the assigned course dates because of extraordinary circumstances. An "I" may be assigned if at least three quarters of the course has been completed within the term grading period and the student has maintained a consistent rate of progress in the course.

It is the student's responsibility to initiate a request for an Incomplete before the last day of class. Appropriate reasons to request an Incomplete include extraordinary circumstances not related to performance in the class, such as illness or a family emergency. Reasons for requesting an incomplete must be acceptable to the instructor.

The instructor may deny a request for an Incomplete. At the end of the course a grade will be assigned based on performance against course requirements.

If the instructor, in consultation with the Dean, Graduate Affairs and Research, accepts the request for an Incomplete, the student and instructor will complete the Contract for an Incomplete Grade. The Contract for an Incomplete Grade will include the due date for submitting all remaining work and the approval of the Dean, Graduate Affairs and Research. The date for submitting all remaining work is not to exceed 6 months from the end of the course.

At the end of the contract, the instructor will change the "I" to the grade earned based on performance against course requirements.

An extension of the time to remove the Incomplete may be granted if recommended by the instructor and approved by the Dean, Graduate Affairs and Research or if a leave of absence is granted. If the remaining work is not completed at the end of the extension or leave of absence the "I" grade will revert to the grade earned based on performance against course requirements.

An "I" grade is not included in any grade point computation.

PROCEDURE:**An "I" Grade**

The student will initiate a request for an Incomplete before the last day of class.

If the faculty, in consultation with the Dean, Graduate Affairs and Research, accepts the request for an Incomplete, the student and faculty will complete the Contract for an Incomplete Grade.

The instructor will review the contract with the student and both will sign. The contract will indicate the conditions for the removal of the Incomplete, including the due date for submitting all remaining work not to exceed 6 months after the end of the term.

The contract will be forwarded to the Dean, Graduate Affairs and Research for final approval.

GRADUATE PROGRAM CLASS SIZE (Policy G335)

Traditional graduate cohort size shall not exceed 15 students. The College reserves the right to cancel classes for insufficient enrollment. Practicum class size is limited to 12 students per faculty member. Administration reserves the right to increase or decrease class/cohort size as appropriate.

GRADUATION REQUIREMENTS FOR MSN (Policy G340)

The Master of Science in Nursing degree indicates completion of the educational program. Upon completion of all course requirements and audit of the records a signed degree will be issued to the graduate.

Degree completion is subject to the following:

1. Completion of the Intent to Graduate Form in the semester previous to intended graduation date.
2. Satisfactory completion of all course credits prescribed by the student's admission curriculum or course substitutions as approved by the Dean, Graduate Affairs and Research.
3. Satisfactory completion of all required courses with a minimum grade point average of 3.0, including courses taken in transfer and confirmed by official transcript.
4. Satisfactory completion of all learning experiences of the program.
5. Completion of a minimum of twenty-four (24) graduate semester credits at Saint Anthony College of Nursing including all required practicum hours and project/thesis hours.
6. Completion of all course work taken at Saint Anthony College of Nursing no later than six (6) years of initial admission to the Saint Anthony College of Nursing MSN program.
7. Settlement of all financial obligations to College of Nursing.
8. Completion of the Candidate to Graduate Form.

ATTENDANCE POLICY FOR GRADUATE STUDENTS (Policy G345)

Promptness and attendance are hallmarks of professionalism. Patterns of absenteeism and tardiness are monitored and disciplinary action will be instituted at the discretion of the faculty. Extenuating circumstances are reviewed on an individual basis. Regardless of absenteeism the course requirements and/or clinical competencies must still be met by each student.

At the beginning of each course, the instructor provides information specific to attendance, make-up privileges, and acceptance of late assignments. These guidelines are found in the course syllabus.

Each instructor monitors attendance. Excessive absences will be reported to the Graduate Affairs Committee. Attendance requirements for on-line courses are explained in the course syllabus.

FINANCIAL AID (Policy G390)

This policy is to ensure compliance with Title 34, Section 668.34, Department of Education Federal Regulations. At the end of each semester, all students receiving monies from any U.S. Department of Education Title IV programs are reviewed to certify they have met the minimum Standards of Academic Progress (SAP).

Hours attempted are defined as the total credit hours in which a student is enrolled on the first day of any semester. Grades of W, WP, and W-F will be included in the calculation as hours attempted when measuring satisfactory academic progress. All hours taken at Saint Anthony College of Nursing (SACN), regardless of financial aid status at that time, are included in this calculation. Credits that transfer from another institution to meet SACN requirements will also be used in the calculation. Pace is calculated by dividing cumulative hours completed by cumulative hours attempted.

FINANCIAL AID WARNING:

A student will be placed on SAP Warning if the student fails to:

1. Earn at least a "B" in all courses taken to meet SACN graduation requirements.

Student may continue to receive U.S. Department of Education Title IV assistance for one semester (one time only). No appeal or other action is required.

FINANCIAL AID SUSPENSION/PROBATION:

1. Fails to progress toward their degree at a minimum pace of 67%.
2. Fails to complete the degree after attempting 50% more credits at SACN than required for the degree.

Student may appeal Financial Aid Suspension to the Financial Aid Committee. (The decision of the Financial Aid Committee is final).

Appeal Process: The student will be notified by certified mail that his/her financial aid has been suspended. If a student wishes to appeal, the student may write a letter of appeal. The appeal letter must be received by the Financial Aid Office within one week of the date on the Financial Aid Suspension letter. The appeal letter must include: why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. If approved, the student will be placed on Financial Aid Probation. The student will have one semester to re-establish their SAP requirements. The Financial Aid Committee may allow for an extended time period if the academic plan necessitates it.

Letters can be mailed/delivered to the Financial Aid Office, 5658 East State Street, Rockford IL 61108-2468.

ASSIGNMENT OF CREDIT FOR GRADUATE COURSES (Policy G517)

Clinical courses will include theoretical content for all masters' area of studies. Final grades for practicum will be based on student performance as outlined and the current academic syllabus for each practicum course.

Student will maintain a clinical hours log to document at least a minimum of 500 practicum hours. (1 credit = 100 hours).

