

Graduate Student
Catalog/Handbook
2010-2011



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Please note that policies and procedures are continually reviewed and updated to meet the needs of the College and its constituencies. Addendums to this catalog/student handbook will be produced as necessary to reflect those changes.

SAINT ANTHONY COLLEGE OF NURSING ROCKFORD, ILLINOIS

History

Saint Anthony College of Nursing (College) is a baccalaureate and master degree-granting institution, 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, Rockford, Illinois, 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 healthcare delivery system, guided administration and faculty in the decision to close the diploma training school and to establish 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 to offer the baccalaureate degree. In August of 1990, Saint Anthony College of Nursing admitted its first baccalaureate students. Saint Anthony College of Nursing was accredited by the Commission on Institutions of Higher Education for the North Central Association of Colleges and Schools in August 1994. In 1996 Saint Anthony College of Nursing Bachelor of Science in Nursing program was accredited by the National League for Nursing. In October 2003, Saint Anthony College of Nursing was accredited by the Commission on Collegiate Nursing Education (CCNE). In 2006, the College received approval from the Higher Learning Commission for the North Central Association to offer the Master of Science in nursing degree and in 2009 the program was also accredited by the CCNE. This program prepares nurses for specialty roles of nurse educator, clinical nurse specialist, or clinical nurse leader. Also in 2009, we had the honor of graduating our first Master's students. In spring of 2010, the College Board approved the development of a family nurse practitioner tract to begin fall 2010.

Mission Statement

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 and love for the sick and poor. This philosophy is congruent with the Mission and Values of The Sisters of the Third Order of St. Francis and the Mission of Saint Anthony College of Nursing. The faculty and staff share the following beliefs:

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 framework 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 dialogue 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 learner's 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 curriculum preparation and presentation. The faculty provides 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 that 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, *The Essentials of Baccalaureate Education for Professional Nursing Practice*, and *The Essentials of Master's Education for Advanced 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.

Goals of College and its Programs

The Goals of the College are:

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:

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:

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.

Expected Outcomes

The expected outcomes for faculty and students of the graduate program are to: practice in an advanced nursing role.

1. contribute to nursing knowledge through evidence-based practice.
2. lead in health care delivery systems.
3. exemplify professional values.

MSN Degree Programs

This program, designed for the part-time student to complete in approximately three years, will lead to a Master of Science in Nursing degree. 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, Family Nurse Practitioners (FNP), and Nurse Educators (NE). The faculty and staff are known for their ability to provide personal, individualized attention in a caring environment.

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 **Clinical Nurse Specialist (CNS)** tract prepares an advanced practice nurse in an adult health clinical specialty that 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 be eligible to take the national certification examination offered by the American Nurse's Credentialing Center (ANCC).

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 tract 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.

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 (1996) *Essentials of Master's Education for Advanced Practice Nursing*. All three specialty tracks include 500-650 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.

GENERAL INFORMATION

Location of College

Saint Anthony College of Nursing's main facility 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. OSF Guilford Square is located at 698 Featherstone Road in Rockford. In addition to the medical facilities in the building, the College has an auditorium, a large 50-student classroom, a skills lab, and a simulation lab.

Many recreational and cultural opportunities are available in this community of 160,000. Saint Anthony College of Nursing has cooperative relationships with three other degree-granting institutions of higher education serving the Rockford community.

Campus Information

Saint Anthony College of Nursing is located on the campus of OSF Saint Anthony Medical Center, which is on the east side of Rockford on Business Route 20. Administrative and faculty offices are located in the College of Nursing, 5658 E. State Street, Rockford, IL 61108-2468, (815)395-5091

Building Hours (when classes are in session)

Monday and Tuesday	7:30 am - 8:30 pm
Wednesday and Thursday	7:30 am - 6:00 pm
Friday	7:30 am - 5:00 pm
Saturday	9:00 am - 1:00 pm

Building hours are subject to change.

Graduate Affairs is open Monday – Friday 8:00 am – 4:30 pm or by appointment.

Offices and Personnel

Please check the website at <http://www.sacn.edu>

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. Coffee, tea, and soft drinks may be allowed in classroom settings. 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 of the main campus and in the kitchen at Guilford Square.

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.

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 and faculty are encouraged to park in the lot behind the College designated as faculty and student parking. 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 behind the College or the gravel lot, parking is permitted in the employee lot to the east side of the College or the lot at the southeast 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 in the learning center, private offices or recreation room.

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.

LEARNING RESOURCES 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
Mon-Tues: 7:30am - 8:15 pm Wed-Thurs: 7:30am-5:45 pm Friday: 8:00am - 4:45 pm Saturday: 9:00am – 12:45 pm Sunday: Closed	Mon-Fri: 8:00am - 4:15pm Saturday: Closed 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

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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.

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 for Support Services & Student Affairs.

Students and employees should report promptly all emergencies, suspicious persons, criminal actions, etc. directly to the Security Department, Extension **5499**. 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.

In order to inform students and employees about the prevention of crimes, a College Hour will be offered periodically on the topic of crime prevention. This program will be provided minimally every two years to reach students attending the College and all new employees.

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

Title II of Public Law 101-542 is the Crime Awareness and Campus Security Act of 1990. This law requires the College of Nursing to prepare, publish and distribute the following information to all current students and employees, and to any applicant for enrollment or employment upon request, beginning September 1, 1992 and each year thereafter. Included in this report are statistics concerning the occurrence on Saint Anthony Medical Center and College of Nursing campus during the 2007 calendar year of the following criminal offenses reported to campus security authorities or local police agencies.

Murder	0
Rape	0
Aggravated Assault	2
Theft	13
Motor Vehicle Theft	0
Attempted Vehicle Theft	0
Vandalism	1
Hit & Run	1
Suspicious persons	2
Auto Accidents	6

In 2007 there were no off-campus student organizations or off-campus housing facilities recognized by the institution.

There was no known criminal activity at off-campus student organization functions whose participants are students of Saint Anthony College of Nursing.

Statistics concerning the number of arrests for these crimes occurring on campus are as follows:

Liquor law violations	0
Drug abuse violations	0
Weapons possessions	0

January 2008 - December 2008

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 on the OSF Saint Anthony Medical Center campus and other community agencies. Other clinical agencies may require their own identification cards.

APPLICATION PROCESS

MSN Program Admission Policy (Policy G305)

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 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 in one of the jurisdictions of the United States. Additional 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.
3. Minimum cumulative grade point average of 2.8 on a 4.0 scale for courses from all regionally accredited college and universities. Official transcripts of all prior post secondary course work are required.
4. A typed statement of professional, educational, and career goals.
5. Three professional letters of recommendation from faculty or nursing leaders must be submitted which address the applicant's ability to undertake graduate study. At least one should be from a nursing instructor or other baccalaureate professor in the student's baccalaureate program. No personal references will be accepted.
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 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. 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 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 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.

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.

Admission Procedure

1. The following materials must be sent in a complete packet directly to the Graduate

Program Office:

- Completed application form with non-refundable \$50.00 fee
 - Copy of Registered Nurse license
 - 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 from faculty or nursing leaders
 - 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 it to you.
2. Official transcripts of all courses taken at postsecondary 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 of Graduate Affairs and Research 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. 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. There are 2 application deadlines – Early and Regular.
 - Early applications are accepted up to December 1st preceding the fall semester in which the applicant intends enrollment. Applications will be reviewed and admissions decisions made by the end of January of the year in which the applicant intends enrollment.

- Regular applications are accepted up to April 1st preceding the fall semester in which the applicant intends enrollment. Applications will be reviewed and admissions decisions made by the end of May of the year in which the applicant intends enrollment.
- Applications that are not approved during the early application period may be rolled over into the regular application pool for further consideration.
- If space is available after the early and regular 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.

Post-Master's Certificate in Nursing Education Admissions (Policy G311)

Saint Anthony College of Nursing conducts its programs 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 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. Documentation of current licensure as a Registered Nurse in one of the jurisdictions of the United States. Additional licensure may be required based on practicum placement.
2. Documentation of successful completion of a graduate degree in nursing from a regionally accredited college or university must be submitted.
3. Documentation of successful completion of a graduate degree in nursing from a regionally accredited college or university must be submitted.
4. Official transcripts of all prior college course work should be sent directly to the College.
5. Three professional letters of recommendation which address the applicant's ability to undertake graduate study. No personal references will be accepted.
6. A completed application for admission to the Post-Master's Certificate program with the appropriate application fee must be submitted.
7. Requirements based on institutional policies are also required for practicum.
8. Acceptable results from a Uniform Conviction Information Act (hereinafter referred to as UCIA) criminal history records check must be on file in accordance with Saint Anthony College of Nursing Criminal History Records Checks for Students Policy.

Priority registration is given to program admitted students.

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.

Decisions regarding the acceptance of each applicant are made by Graduate Affairs 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.

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 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. The following materials must be sent in a complete packet directly to the Graduate Program Office by August 1:
 - Completed application form with non-refundable \$50.00 fee
 - Copy of Registered Nurse license
 - Copy of current resume
 - Three professional letters of recommendation from faculty or nursing leaders
 - 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 it to you.

After this date, files may be reviewed by the Graduate Affairs Committee on a space-available basis.

2. Official transcripts of all graduate courses taken at postsecondary institutions must be mailed directly from each college or university attended to the *Graduate Program office at Saint Anthony College of Nursing*.
3. For those applicants subject to the College of Nursing Criminal History Records Checks for Students Policy, applicants must follow the procedures as more fully outlined therein.
4. Documentation of the following immunizations and tests must be reported:

A. Immunizations:

1. Polio
2. Measles and mumps
3. Chicken Pox

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), 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. Obtaining necessary examinations and tests is the responsibility of the student.

5. 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.

Masters of Science in Nursing Curriculum Guide Course Descriptions

Core Courses (16 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. 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 develop a clear understanding of 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 of 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

Clinical Nurse Specialist and Nurse Practitioner (20 credits)

N530 Advanced Physiology and Pathophysiology I (3 credits)

Advanced Physiology and Pathophysiology I is the first of a two course sequence that 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

N531 Advanced Physiology and Pathophysiology II (3 credits)

Advanced Physiology and Pathophysiology I is the second of a two course sequence that 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: N530; RN 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

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

N534 Advanced Pharmacology (4 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

N537 Clinical Nurse Specialist Role Development (1 credit)

Clinical Nurse Specialist Role Development is a seminar course that focuses on the advanced practice role. Current issues in the role will be discussed.

OR

N538 Nurse Practitioner Role Development (1 credit)

Nurse Practitioner Role Development is a seminar course that focuses on the advanced practice role. Current issues in the role will be discussed.

N539 Differential Diagnoses and Disease Management (3 credits)

Differential Diagnoses and Disease Management will integrate previous learning into a case study approach of common health conditions. Health deviations and appropriate management across the lifespan will be discussed. Management of common psychosocial disorders is addressed. Prerequisite: completion of clinical core courses

Clinical Nurse Specialist Practicum (8 credits)

N550 A Clinical Nurse Specialist Practicum I (7 credits)

The Clinical Nurse Specialist Practicum prepares nurses to develop a concentrated area of clinical knowledge. Students will be 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 clinical core courses

N550 B Clinical Nurse Specialist Practicum II (1 Credit)

Clinical Nurse Specialist Practicum II offers the student the opportunity to practice the CNS role functions within the chosen area of specialty concentration. This course will complete the clinical experience. Prerequisite: completion of previous practicum course

Family Nurse Practitioner Practicum (8 credits)

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

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. The practicum courses may be taken in any sequence. Prerequisite: completion of clinical core courses

N556 B Family Nurse Practitioner Practicum II- Adult (2 credits)

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. The practicum courses may be taken in any sequence. Prerequisite: completion of clinical core courses

N556 C Family Nurse Practitioner Practicum III- Aging (2 credits)

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. The practicum courses may be taken in any sequence. Prerequisite: completion of clinical core courses

N556 D Family Nurse Practitioner Practicum IV- Immersion Experience (1 credits)

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 (15 credits total)

N540 Instructional Strategies (4 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

N541 Teaching and Learning Concepts (3 credits)

Teaching and Learning Concepts examines learning theories, teaching/learning strategies, and research in nursing education. Factors affecting the learning environment are explored in relation to staff development, patient education, and academic nursing education including learners with special needs. Prerequisite: RN with a bachelor's degree

N542 Curriculum Theory and Development (4 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

N544 Testing and Evaluation in Nursing Education (4 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 Nurse Educator Practicum (8 credits)

The student will teach in selected situations in academic or practice settings (patient education, staff development, or nursing education) according to their area of specialization. Students will design, implement, and evaluate teaching strategies related to identified educational outcomes. Prerequisite: completion of education core courses

Master's Projects

N579 Master's Project (3 credits)

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. The student will complete the investigation/project, prepare a scholarly report, and provide a poster presentation of the project

OR

N599 Master's Thesis (5 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. Qualitative or quantitative methodologies may be used. Investigation of a nursing research question using the research process and subsequent presentation of the research is required for graduation.

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 of 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 of Graduate Affairs and Research:

Graduate nursing degree from a regionally accredited college or university;
Current nursing license in the state of practice;

Currently recognized by a nursing accreditation board as an advanced practice nurse and/or certified by the appropriate certifying body.

Area of clinical practice must be relevant to the practicum;

Able to provide adequate supervision, teaching, and evaluation of students for the achievement of practicum course objectives;

Able to facilitate active participation of students in the delivery of health care; and

Exceptions to these criteria will be made at the discretion of the Dean of Graduate Affairs and Research.

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

Students must meet with their appropriate practicum advisor early in the core coursework to complete a tentative Practicum Plan in declared specialty tract.

This plan should be revisited periodically prior to embarking upon N550 Clinical Nurse Specialist Practicum, N556 Nurse Practitioner Practicum, or N558 Nurse Educator Practicum.

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 of Graduate Affairs and Research for approval and official records retention.

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:
Write preliminary student learning objectives that are congruent with course objectives
Select a qualified preceptor(s) according to Policy#G409, Master's Practicum.

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 of Graduate Affairs and Research for approval and to keep on file.

The student arranges a meeting with the preceptor(s) to:

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.

Review and make recommendations as necessary to student learning objectives,

Arrange for orientation to the practice setting,

Determine a schedule most beneficial to those involved.

The student seeks practicum advisor approval to finalize student learning objectives and syllabus.

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).

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.

The student will verify that appropriate contracts are completed for the practicum experience before starting the actual practice.

Responsibilities of student during clinical practicum include:

Provide preceptor with documentation as required by the College and the preceptor site agency.

Demonstrate the College Mission and Philosophy.

Maintain an active licensure in the state of practice.

Follow the Graduate College dress code in the clinical setting.

Report to the clinical site on time.

Notify the preceptor of absence or tardiness in a timely manner.

Arrange at least one conference with preceptor and faculty member.
Collaborate with and seek guidance from preceptor in meeting practicum objectives.
Practice under the supervision of the preceptor.
Comply with clinical site policies and procedures, and advanced practice protocols.
Demonstrate progressive independence and competency in the advanced practice role.
Arrange for conferences with practicum advisor at the beginning, middle, and end of the semester to monitor progress towards meeting student learning objectives.
Maintain institution confidentiality.
Assume responsibility and accountability for practicum requirements.
Maintain a clinical log of completed hours which are to be signed and dated by the preceptor.
The log will be submitted to the supervising practicum advisor at the end of the semester.
The log must be available for review at each meeting with the preceptor or advisor.
Present evidence of attainment of student learning and course objectives so that an evaluation summary can be presented at the end of semester.
Complete preceptor evaluation at the end of the clinical experience.
Maintain professional liability insurance.

Preceptor Responsibilities for supervising a graduate student

Provide a current curriculum vita or resume and a copy of license and certifications to the Graduate Affairs office.

- a. Review and make recommendations to student learning objectives.
- b. Assist the student in selecting appropriate means for meeting learning objectives. Orient the student to the practice setting.
- c. Direct and supervise the student in the performance of advanced practice role responsibilities.
- d. Provide adequate facility and clinical space to facilitate the student's interaction with a variety of patients and experiences to meet course objectives.
- e. 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.
- f. Ensure that nursing care provided by the student is consistent with standards set forth in clinical site policies and procedures and advanced practice protocols.
- g. Provide constructive feedback to student in the provision of advanced practice nursing care.
- h. Provide validation for student findings in the clinical setting.
- i. Follow up with discussion in which the student receives feedback on overall performance.
- j. Verify the student's clinical log and the total number of hours as the hours are incurred with a date and signature.

- k. Provide confirmation of the student's self evaluation of performance.
 - l. Provide documentation of student attainment of learning objectives.
 - m. Inform the supervising clinical faculty member of concerns related to the student's provision of safe clinical practice or ability to meet course objectives.
2. 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.

PRACTICUM GUIDELINES

Course Sequence for Fall 2010 Student Cohort

CNS and NP Tracts

Year 1	Fall 2010	Credits	Spring 2011	Credits	Summer 2011	Credits
1st eight weeks	N502	3	M512	3	N514	3
2nd eight weeks	N504	4	P506	3		

Year 2	Fall 2011	Credits	Spring 2012	Credits	Summer 2012	Credits
1st eight weeks	N530	3	N532	3	N533	3
2nd eight weeks	N531	3	N534	4		

Year 3	Fall 2012	Credits	Spring 2013	Credits	Summer 2013	Credits
1st eight weeks	N537/N538	1	N550/		N550/N556	2
	N539	3	N556	2	N579	3
2nd eight weeks	N550/ N556	2	N550/ N556	2		

NE Track

Year 1	Fall 2010	Credits	Spring 2011	Credits	Summer 2011	Credits
1st eight weeks	N502	3	M512	3	N514	3
2nd eight weeks	N504	4	P506	3		

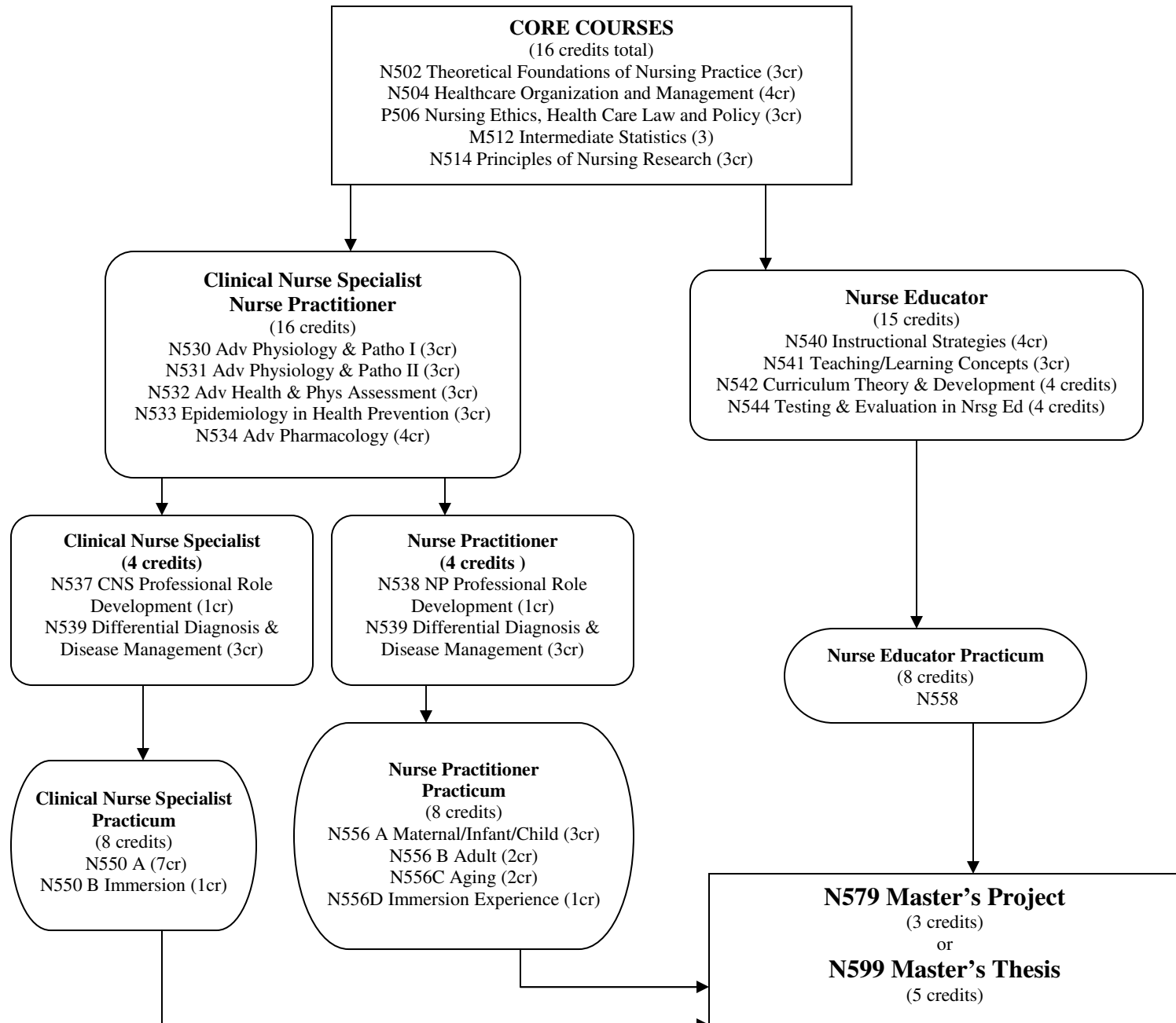
Year 2	Fall 2011	Credits	Spring 2012	Credits	Summer 2012	Credits
1 st eight weeks	N540	4	N542	4	N558	2
2nd eight weeks	N541	3	N544	4		

Year 3	Fall 2012	Credits	Spring 2013	Credits
1st eight weeks	N558	2	N558	2
2nd eight weeks	N558	2	N579	3

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

Course Sequence Flowchart



Tuition and 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.

Effective Fall Semester 2010	
Program Application Fee	A non-refundable fee of \$50.00 is to be submitted with the application
Student-At-Large Tuition Deposit	A non-refundable \$50.00 tuition deposit is to be submitted with the application
Registration Fee	Students must submit a non-refundable tuition of \$200 within 30 days of notification of acceptance.
Graduate Student Tuition	\$719 per credit hour
Employee Tuition Reimbursement Program	A \$300 deposit is required at registration if you defer any portion of your tuition. If classes are dropped, the deferment status may change.
Transcript Fee	Transcripts are free
Graduation Fee	\$160.00
Computer Fee	\$30.00/student each semester
Additional Charges as appropriate	
Library Photo Copy Fee	10¢/page
Check Return Fee	\$35.00
Late Payment Fee	1% per month on balance due
Books	Prices vary

FINANCIAL AID

The primary purpose of the Financial Aid program at Saint Anthony College of Nursing is to provide financial assistance within its available resources to those students who, without such assistance, would be unable to attend. State and federal funding is necessarily tentative at the time awards are made and the College cannot guarantee substitute awards if an anticipated outside source of assistance does not materialize.

All state and federal funding regulations relative to the individual program or award must be fulfilled by the student. In particular, the following criteria must be met in order to receive financial aid at Saint Anthony College of Nursing.

1. Students receiving state federal aid must remain enrolled in at least 6 credit hours.
2. Students receiving financial aid are subject to satisfactory academic progress.
3. The awards will be void if and when incorrect information is revealed on any student application for financial aid.
4. Financial aid is not automatically renewable and must be applied for each academic year. (PLEASE NOTE THAT FEDERAL AND STATE APPLICATION DEADLINE ARE NOT THE SAME. LATE APPLICATIONS RESULT IN A LOSS OF FINANCIAL AID).
5. Students seeking financial assistance must complete the Free Application for Federal Student Aid (FAFSA) form.
6. Preliminary awards will be revised if estimated awards are not realized from ISAC; if errors have been made in the calculation of the awards; if student enrolls on a less than full-time basis (12 credit hours); or if the funding level of these programs changes.
7. Any financial assistance such as scholarships or other outside resources must be reported to the financial aid office.

Application Procedure for Financial Aid

To apply for financial aid at Saint Anthony College of Nursing, a student must complete the Free Application for Federal Student Aid (FAFSA). These forms may be found at www.fafsa.ed.gov. Student must inform the Financial Aid Office of all awards. Students must reapply for financial aid each year. Financial assistance is not automatically renewed each year. Various awards have different application deadlines. For additional information, contact:

Financial Aid Officer
Saint Anthony College of Nursing
5658 East State Street
Rockford, Illinois 61108-2468
(815) 395-5089

To ensure consideration for various scholarship programs, the FAFSA form should be filed as soon as possible after January 1st and after taxes have been filed.

The financial aid programs available at the College include grants, tuition waivers, loans, and scholarships. Students may contact the Financial Aid Office concerning eligibility questions, procedures, application forms, and additional financial information.

Financial aid programs available to qualified graduate students at Saint Anthony College of Nursing

Federal and State Programs

Stafford Loan (subsidized - need based) Students may borrow up to \$8,500/year, depending on need

Stafford Loan (unsubsidized - non-need based) Students may use the unsubsidized loan to reach that portion of the \$8,500 that they did not qualify for under the subsidized program. Students may borrow up to the cost of attendance between the two programs. THIS PROGRAM REQUIRES THAT THE STUDENT BE RESPONSIBLE FOR THE INTEREST WHILE IN SCHOOL.

U.S. Department of Veterans 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 Scholarships

These are available in very limited numbers. All eligible students who have completed the FAFSA 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.

Additional scholarship information may be found at the Saint Anthony College of Nursing website (www.sacn.edu).

Stafford Loan Program

When a student completes the FAFSA form, they may indicate if they desire to be considered for a student loan. 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 a Master Promissory Note (MPN), authorizing the College to proceed with the loan. The student completes the "entrance loan counseling" process (may be done individually or as a group). The student signs an authorization to have loan checks disbursed via Electronic Funds Transfer (EFT)

The entire loan process must be repeated each year (checks are issued each semester). The student completes the "exit loan counseling" process (may be done individually or as a group) once he/she has ceased attending at least half-time.

Standards of Academic Progress for Financial Aid

This policy is to ensure compliance with Title 34, Section 668.16, Department of Education Federal Regulations. At the end of each semester, all students receiving

monies from any Title IV program or the ISAC Monetary Award Program, are reviewed to certify they have met the minimum Standards of Academic Progress (SAP). SAP will be checked once a year for each student.

Probation--a student will be placed on (SAP) probation if the student fails to: earn a minimum grade point average of 2.0 for all Saint Anthony College of Nursing courses; earn at least a "B" in all courses taken to meet SACN MSN graduation requirements.

Suspension--a student's federal and state financial aid will be suspended if the student: Fails to progress toward their degree at a minimum rate of 67%. Completion rate is calculated by dividing cumulative hours earned by cumulative hours attempted.* Fails to complete the degree after attempting 59 credits at Saint Anthony College of Nursing. Is placed on SAP probation for a second time.

Reinstatement

If a student completes one half-time semester (at least 6 credits) after SAP suspension, the student may be re-instated for the next semester. Monies will not be awarded retroactively.

Appeal

A student may appeal the SAP suspension to the Financial Aid Committee. The decision of the Financial Aid Committee is final.

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 Financial Aid Officer or the Assistant Dean for Admissions and Student Affairs 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.

Employee Tuition Reimbursement Programs

If your current employer offers tuition reimbursement, you may make a \$300 deposit at the beginning of the semester; the college will waive the remainder of the tuition price until the end of the semester. This will allow time for you and your employer to complete the necessary procedures for tuition reimbursement.

Financial Aid Resources on the Internet

[Saint Anthony College of Nursing](http://www.sacn.edu/) - <http://www.sacn.edu/>
[Federal Student Aid on the Web](http://studentaid.ed.gov/) - <http://studentaid.ed.gov/>
[Peterson's Planner](http://www.petersons.com/) - <http://www.petersons.com/>

[Adventures in Education](http://www.aie.org/) - <http://www.aie.org/>
[Illinois Mentor \(Illinois Student Assistance Commission\)](http://www.illinoismentor.org/FinAid/) -
<http://www.illinoismentor.org/FinAid/>
[College Opportunities Online Locator \(COOL\)](http://nces.ed.gov/collegenavigator/) - <http://nces.ed.gov/collegenavigator/>
[Discover Nursing](http://www.discovernursing.com/) - <http://www.discovernursing.com/>
[SRN Express](http://www.srnexpress.com) – <http://www.srnexpress.com>
[FastWeb](http://www.fastweb.com/) - <http://www.fastweb.com/>
[FinAid](http://www.finaid.org/) - <http://www.finaid.org/>
[Careers and Colleges](http://www.careersandcolleges.com/) - <http://www.careersandcolleges.com/>
\$\$\$ How to Avoid Scholarship Scams \$\$\$ (from [FastWeb](http://www.fastweb.com/)) -
<http://www.fastweb.com/content/educators>

ACADEMIC ADVISING, COUNSELING AND HEALTH SERVICES

Academic Advising Program

The College will maintain an Advising Program to assist students with progression through the program. Each student will have a faculty advisor. 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 Associate Dean (undergraduates) or the Dean of Graduate Affairs and Research (graduate students).

Counseling Services

In accordance with the College's philosophy and objectives, students will be able to access the Employee Assistance Program (EAP), through OSF Saint Anthony Medical Center. This program provides confidential, professional assessment to help employees and students resolve personal problems which may affect their health, personal well-being, or day-to-day performance. This benefit is extended to students to use the same as any employee may use it. For additional information, please see the Student Services Office.

Health Services Program

The student health service is maintained under the supervision of the Assistant Dean for Student Services. The College does not provide any medication or therapeutic agents.

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

All students assume financial responsibility for their health services. Students must carry health insurance and show proof of insurance to the Assistant Dean for Student Services.

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.

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.

Any student receiving treatment for an illness or injury is responsible for the cost of such treatment or service.

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.

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

Occupational Health will provide a physical assessment, immunizations, and lab tests to admitted students at a discounted rate. See the Occupational Health or Student Services for further information.

POLICIES

SAINT ANTHONY COLLEGE OF NURSING - ROCKFORD, ILLINOIS

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 graduate students are required to carry RN professional liability insurance during their clinical/practicum experience.

Admission Of 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.

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.

Acceptance Of Credit From Regionally Accredited Colleges Or Universities (Policy 313)

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 of 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 of Graduate Affairs and Research for graduate students. A student wishing 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 transferred after final acceptance.

Student Registration (Policy 320)

New Students

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

Enrolled Students

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 for students who do not register by the deadline dates. All students will be notified of the registration period through their OSF email. There is no guarantee of placement in classes if the registration occurs after the deadline date.

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.

Withdrawal from the college (Policy 337)

A student who withdraws from the College for any reason must notify Dean of Graduate Affairs and Research 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.

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/Dean of the College of Nursing.**

Commencement (Policy 341)

The College recognizes three academic terms. If all graduation requirements have been met, the President/Dean 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 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. Students and faculty input relating to commencement and Baccalaureate Mass is encouraged. Final determination of these activities is established by administration.

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:

Cases where it is felt that unfair or prejudicial treatment has occurred in relation to academic or disciplinary matters, except matters involving academic freedom.

The student has exhausted appropriate informal avenues of grievance resolution.

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

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.

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 for Undergraduate Affairs.

The Dean for Undergraduate Affairs will arrange and communicate in writing a meeting date between the student, the instructor(s), and the Dean for Undergraduate Affairs.

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 for Undergraduate Affairs.

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 for 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 for 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.

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.

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.

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.

The Chair will ensure that submitted materials will be available for review by all committee members.

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.

The Judicial Board will call on other faculty and students when necessary in order to assure fairness.

The Judicial Board will deliberate on the information presented, written and oral.

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.

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.

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.

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 of Graduate Affairs and Research. The Dean of 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 of Graduate Affairs and Research no later than five (5) business days after the meeting with the Dean of Graduate Affairs and Research as stated in item 2.
5. Upon receipt of the student's written appeal, the Dean of 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 of 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 of Graduate Affairs and Research to the Judicial Board and initiate the appeal process.

The Judicial Board consists of three faculty members elected at large by the Faculty Organization annually in May for the next academic year, and two students elected annually in August by the Student Organization. A faculty and student alternate member are 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.

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 of 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/Dean** 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 **Dean/Chief Administrative and Academic Officer** 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.

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.

Honesty And Plagiarism (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 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 academic 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 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.

Dress Code for Baccalaureate Mass, Pinning, Commencement and Opening Mass (Policy 357)

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

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

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, 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.

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 which are identified in the Student Handbook. Safety remains the individual student's responsibility should hazardous weather conditions prohibit attendance at class, lab 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:

Cumulus Broadcasting

WROK	1440 AM
WZOK	97.5 FM
WXXQ	98.5 FM

Radio Works

WXRX	104.9 FM
WNTA	1330 AM
WYHY	95.3 FM

WREX Channel 13
WTVO Channel 17
WIFR Channel 23

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”:

- Student’s current and previous name(s).
- Student’s date of birth.
- Dates of attendance at Saint Anthony College of Nursing
- Enrollment status at Saint Anthony College of Nursing
- Degree earned at Saint Anthony College of Nursing
- 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 the 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 Stafford loans.

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 permission.

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 as a group (electronically or on site) provided any one individual’s grades cannot be identified other than by the student and appropriate faculty member. Confidential, secure codes must be assigned to each student.

Students Ordered to Active Military Duty (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. Students 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.

Criminal History Records Checks 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.

Procedure

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 for 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 for 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 for 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 for 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 for 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 (Students) (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/Dean 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.

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/Dean's office for a minimum of five (5) years.

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 or (217) 785-5100

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

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

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.

Procedure:

A student requiring accommodation must present a written request to the Associate Dean. Included with the request must be an evaluation of the student’s disability from a qualified doctor, nurse practitioner, or counselor.

The Associate Dean will recommend appropriate accommodations to the Academic Standards Committee.

The Academic Standards Committee will confer and make recommendations to the Dean.

The Dean will make final decisions for reasonable accommodations. A written notification will be sent to the student, the student’s advisor, and Student Affairs within 30 days of the initial request from the student.

The advisor will review the accommodations each term (or as needed) and may make further recommendations to the Academic Standards Committee if necessary.

Core Performance Standards (Policy 397)

All students will be expected to independently demonstrate the following Core Performance Standards to complete the BSN & 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.

Grading Scale for College Of Nursing (Policy #514)

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

A 93-100%	AU Audit	P Pass of 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 B or above is required in all courses taken to meet Saint Anthony College of Nursing graduate degree requirements.

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.

Student Participation and Evaluation of College Policies and Programs (Policy 607)

Students have a voice in the formation of policies relative to academic and student affairs by will representation on Undergraduate Academic Standards, Undergraduate Curriculum, Assessment and Program Review, 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.

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 indicates 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 of 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 at 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 of 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."

MSN Incomplete Grade Policy (Policy G332)

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 of 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 of 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 of 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:

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

If the faculty, in consultation with the Dean of 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 of 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 (Loa) For Graduate Students (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 of 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.

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

Procedure

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

1. Meet with the Dean of Graduate Affairs and Research to discuss the request.
2. Obtain and complete a request form, including a statement of the reason(s) for the LOA.

The form is available in the Dean of Graduate Affairs and Research's office.

3. Petition the Graduate Affairs Committee for approval of the LOA.
4. Notification is sent to the Student Affairs Office.
5. Notify the Dean of Graduate Affairs and Research in writing no later than six (6) 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.
6. The student must meet all registration requirements in place at the time they return from the leave of absence.

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 of 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 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 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.

Assignment of Credit for Graduate Courses (Policy G517)

Theory

Theory courses are based on the attainment of course outcomes over an eight week period.

Clinical Practicum

- Students will maintain a clinical hours log to document at least a minimum of 500 practicum hours.
- Students may register for 1 to 8 clinical practicum credits per semester.
- Upon completion of theory courses, students must register for a minimum of 1 clinical practicum credit (minimum 60, maximum 80 clock hours) every semester until graduation.
- Clinical Practicum Grade- a grade will be assigned to each semester of Clinical Practicum experience completed. Grades will be assigned as follows:
 1. To obtain a grade of B, a minimum of 60 contact hrs per credit completed; meets the predetermined course objectives/strategies.
 2. To obtain a grade of A, a minimum of 80 contact hours per credit completed; meets and/or exceeds the predetermined course objectives/strategies.

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