



SAINT ANTHONY
COLLEGE OF NURSING
COLLEGE CATALOG/
STUDENT HANDBOOK



COLLEGE CATALOG/STUDENT HANDBOOK

All students are given a copy of the College Catalog/Student Handbook during their personal interview. This document contains the policies and procedures of the College. Students are held accountable for the information in the Student Handbook and are encouraged to use it for clarification. The handbook is revised annually as necessary utilizing input of students and faculty. Changes to the handbook are disseminated to the students as needed. The Student Handbook serves as a contract between the College and the student.



PRAYER OF SAINT FRANCIS

Lord, make me an instrument of Your peace
Where there is hatred ... let me sow love.
Where there is injury ... pardon.
Where there is doubt ... faith.
Where there is despair ... hope.
Where there is darkness ... light.
Where there is sadness ... joy.

O Divine Master, grant that I may
not so much seek
To be consoled ... as to console,
To be understood ... as to understand,
To be loved ... as to love,

for

It is in giving ... that we receive,
It is in pardoning ... that we are pardoned,
It is in dying ... that we are born to
eternal life.

* * *

DEAR STUDENT:

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

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

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

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

*Sincerely yours in Christ,
Terese A. Burch, Ph.D., R.N.
Dean/CEO*

HISTORICAL DEVELOPMENT

Saint Anthony College of Nursing is a baccalaureate 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 85 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.

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

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

MISSION STATEMENT

The Mission of Saint Anthony College of Nursing is to provide an upper-division baccalaureate nursing education. The College is a private, Catholic institution serving students from local, state, and national areas. Implementing the philosophy of the Saint Anthony College of Nursing, which reflects that of The Sisters of the Third Order of Saint Francis, the College prepares individuals to function as caring, competent, professional nurses in beginning leadership roles and as knowledgeable consumers of nursing research. These professional nurses are prepared to participate in the emerging health needs of a changing society. The academic program, based on Orem's theoretical framework, is implemented in an environment which encourages free inquiry, creativity, and decision-making for faculty, students and staff. This program builds on knowledge from liberal arts and sciences while integrating Christian ideals, values and practices.

STATEMENTS OF ACCREDITATION

ACCREDITATION

Saint Anthony College of Nursing is accredited by:

The Higher Learning Commission;
Member-North Central Association
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Telephone 312-263-0456
www.ncahigherlearningcommission.org

National League for Nursing -
Accrediting Commission
61 Broadway
New York, NY 10006
Telephone 212-363-5555

APPROVALS

The Illinois Department of Professional Regulation
The State of Illinois Board of Higher Education

MEMBERSHIPS

American Association of Colleges of Nursing
The National League for Nursing

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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 that expressed by The Sisters of the Third Order of St. Francis and the OSF HealthCare System. The faculty and staff share the following beliefs of person, environment, health and nursing.

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

VIEW OF ENVIRONMENT: Human environments, which may be interactive, include physical, chemical, biologic, and socioeconomic-cultural features. Persons exist within their environments. 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 and 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. Orem's Self-Care Theory of Nursing provides a frame-work for the integration of person, health, environment, self-care agency, and therapeutic nursing interventions. The nurse acts as an agent to work with the person in meeting self-care needs supporting individual dignity and rights utilizing the Standards of Clinical Nursing Practice (ANA, 1991).

The faculty and staff also share the following beliefs about caring, education, learning, nursing education, and research.

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 EDUCATION: 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 stimulate learners to explore their values and beliefs.

VIEW OF LEARNING: 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. The curriculum is based on Orem's framework. A variety of learning theories, including humanistic and behavioral, are used in curriculum preparation and presentation. The faculty provide both formative and summative evaluations of the learning process.

VIEW OF NURSING EDUCATION: Nursing education is a baccalaureate program of learning experiences which assists the learner in the acquisition of knowledge, skills, and values necessary for nursing in a rapidly changing society. This education is built on a foundation of study in the liberal arts and sciences, providing the understanding of humanity in society. Nursing education is accountable to the community for implementing a curriculum which reflects nursing decisions based on professional, Christian, ethical standards of care. The College of Nursing utilizes Orem's Self-Care Theoretical Framework in the presentation of nursing knowledge.

VIEW OF RESEARCH: Research is an integral part of the discipline of nursing in the search of new knowledge for professional practice.

GOALS

The Goals of Saint Anthony College of Nursing are as follows:

1. Saint Anthony College of Nursing graduates a nurse who as a generalist is able to administer comprehensive nursing care in a variety of settings.
2. The College provides an environment conducive to research, open inquiry, and ongoing education.
3. The College promotes a Christian philosophy in personal, professional, and academic settings.
4. The College provides the community with human resources to meet the changing health needs.

NON-DISCRIMINATORY STATEMENT

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

FACILITY INFORMATION

LOCATION OF COLLEGE

Saint Anthony College of Nursing is located in Rockford, Illinois, which is 75 miles northwest of Chicago on the campus of OSF Saint Anthony Medical Center, a level I trauma center. Rockford is well known for its three medical centers, State of Illinois mental health and development center, numerous community and ambulatory care agencies, industrial corporations and agriculture. Many recreational and cultural opportunities are available in this community of 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.

FACILITIES FOR INSTRUCTION AND LEARNING

The College building contains the new Sister Mary Linus Learning Resource Center, computer lab and fully equipped nursing skills laboratory, well-equipped classrooms, student study rooms, attractive seminar rooms for teaching discussion groups, and a central audiovisual equipment area. The educational areas permit optimal use in relation to the objectives of the upper-division baccalaureate nursing program. The facilities create an atmosphere which is conducive to the development of students and faculty and which encourages disciplined and independent learning.

SISTER MARY LINUS RESOURCE CENTER

The Sister Mary Linus Learning Resource Center (LRC) provides resources and services to meet the needs of students and faculty. Located on the first floor of the College, the LRC houses books, journals, audiovisual materials, and computer-assisted instruction programs in support of the nursing curriculum. Computers are available with Internet access and word processing software for students to complete class assignments and conduct literature searches. The Library Web site with access to both citation and full-text journal resources is also available to students from their own homes or any other off site location. Two librarians are on staff to assist students. Membership in the Northern Illinois Library System and the upstate Consortium of Health Science Libraries allows statewide interlibrary loan access to items not available in the College's collection. The Health Information Resource Center in the OSF Saint Anthony Medical Center provides a convenient supplementary resource for students.

CLINICAL RESOURCES

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

Clinical experiences and conferences are provided on various hospital units where classrooms and conference rooms are available. Acute care experiences are intermixed with community and ambulatory care clinical experience including public and private clinics, extended care facilities, adult day care centers, nursing homes, physicians' offices and home care experience.

ACUTE CARE AGENCIES

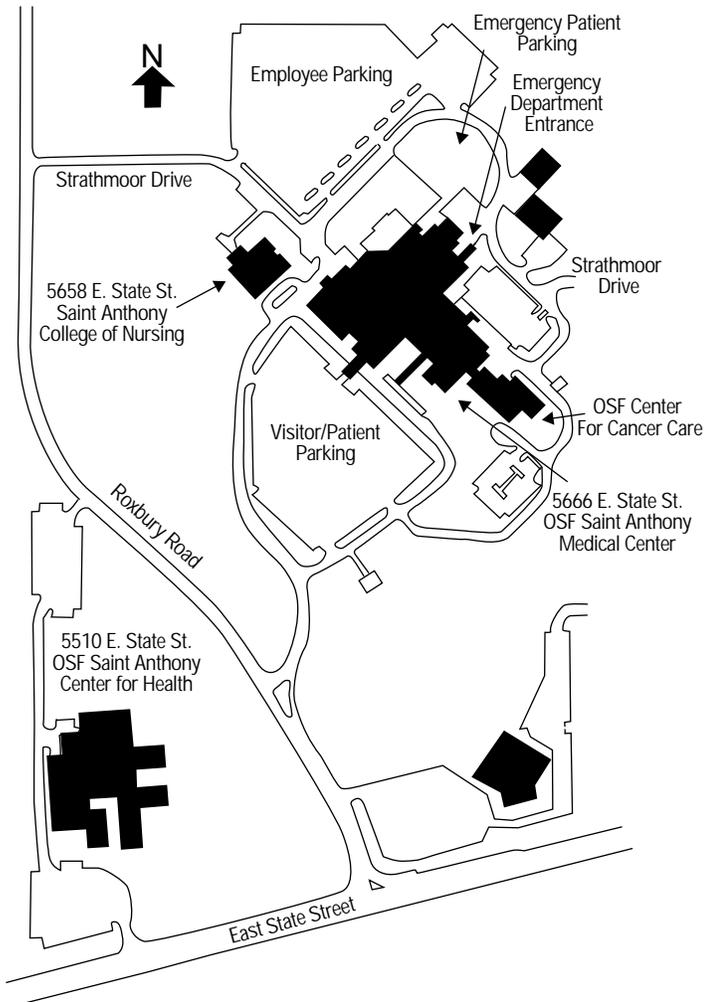
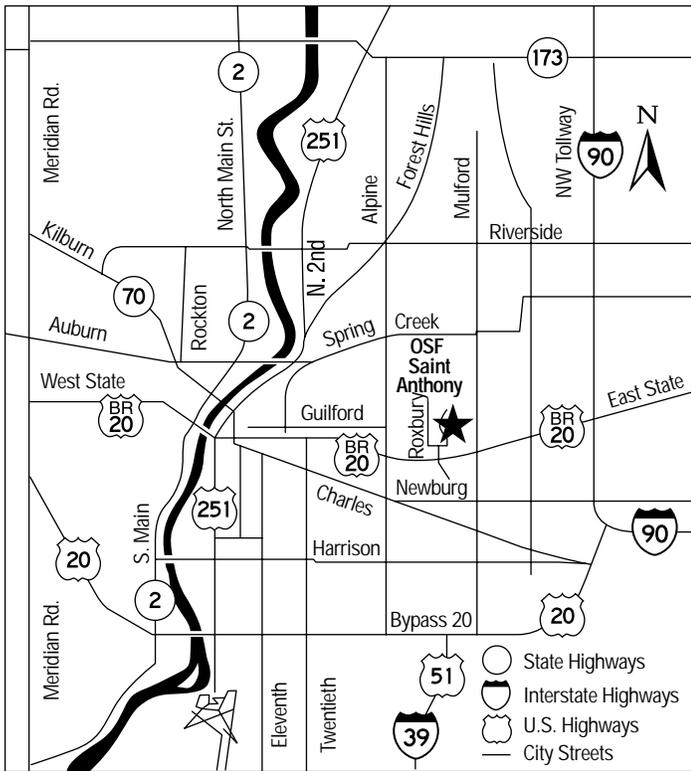
OSF Saint Anthony Medical Center is a not-for-profit 254-bed acute care tertiary level 1 trauma center. It is accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and is affiliated with the University of Illinois College of Medicine at Rockford. The medical center provides acute and critical medical and surgical services, and various support services and programs.

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

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

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

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



BSN DEGREE PROGRAM ADMISSION REQUIREMENTS

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

ADMISSIONS REQUIREMENTS

- A. Completion of a minimum of 64 semester credits with a grade of C or better at a regionally accredited college or university is required for acceptance. The applicant must have a cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale.
- B. Completion of each of the nursing prerequisites at a regionally accredited college or university with a grade of C or better.
- C. Completion of the general education core. This may be accomplished by:
 - a. Completing each individual course requirement or
 - b. Submitting transcripts indicating the applicant has already earned a bachelor degree from a regionally accredited college or university.
- D. Only courses completed at a regionally accredited college or university for a grade of "C" or higher will be considered for individual course transfer. Credit may also be awarded for acceptable scores on AP or CLEP tests (as recommended by the American Council on Education) in appropriate subject areas.
- E. A statement of personal, professional, educational, and career goals must be written at the time of the personal interview. This statement will be reviewed both for content and proficiency in written communication.
- F. Three acceptable professional references must be submitted, including one from a current or recent instructor. No personal references will be accepted.
- G. A completed application for admission to the BSN degree program must be submitted to Office of Student Services with the appropriate application fee.
- H. A passing score on the TOEFL exam as defined by TOEFL is required for those applicants whose primary language is not English.
- I. Admitted students must be in good physical and mental health and be able to carry out the functions of a nursing student as determined solely by the College. A physical and dental exam within six (6) months of entrance into the BSN degree program is required. Verification of all required immunizations must be provided. Specific health requirements will be determined by the College, and/or government and clinical agency mandates.
- J. Evidence of current cardiopulmonary resuscitation training must be submitted in accordance with College's CPR policy.
- K. Verification of health/accident and auto insurance (if operating a motor vehicle) must be on file in the Student Services Office in accordance with College's Insurance Requirements policy.
- L. "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 it.

ADMISSION DECISION

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

ADMISSION DOCUMENTS

It is the applicant's responsibility to have transcripts and all other appropriate documents necessary to comply with admission requirements submitted to the Student Services Office for evaluation. 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.

PROCEDURE FOR PROVISIONAL ACCEPTANCE

1. Applicants may apply to the Saint Anthony College of Nursing BSN program after successful completion of 32 semester credits of prerequisite college credits including 8 credits of math and/or science from a regionally accredited institution and submission of appropriate application materials. Provisional acceptance may be given after the completion of 32 semester credits.

A student who has completed at least seven (7) semesters of high school with a GPA of 3.0 or higher may request provisional acceptance to Saint Anthony College of Nursing if the student submits appropriate application materials and a plan of study that meets the pre-requisites and general education core required for admission into Saint Anthony College of Nursing.

Applicants are encouraged to consult with the nursing recruitment officer regarding plans to fulfill the prerequisites before registering for courses. Considering the cost and time involved in the mechanism of completing the prerequisites, this is to benefit the applicant in the event that the applicant's plan does not meet the criteria. All prerequisite courses and/or proficiency examinations and other agreed upon requirements, must be completed before an applicant is granted final acceptance.

2. Completed application form with non-refundable fee is to be submitted.
3. Official transcripts of all courses taken at postsecondary institutions must be mailed directly from each college or university attended to the admissions office at Saint Anthony College of Nursing.
4. Applicants are to make an appointment for a personal interview with the College recruitment officer after transcripts and references have been received. Applicants will be asked to write their statements of personal, professional, educational, and career goals at the time of their personal interview. An additional interview with the Dean and/or Academic Standards Committee may be requested.
5. After provisional acceptance an updated transcript is required for any courses taken prior to enrollment in the College of Nursing.
6. A physical and dental examination including medical history must be completed and documentation submitted within six months prior to enrollment to the College.

Documentation of the following immunizations and tests must be reported:

- A. Immunizations:
 1. Tetanus/diphtheria
 2. Polio
 3. Measles and mumps
 4. Chicken Pox
 - B. 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.
7. Required preadmission testing must be completed no later than the second week of the first semester of attendance. The office of Student Services will notify provisionally accepted students of dates available for pre-admission testing.
 8. Applications for admission are reviewed on a rolling basis, beginning in November for the following fall term, and in March for the following spring term. Summer review is on an as needed basis and at the discretion of the Academic Standards committee. Students who are granted provisional acceptance must submit a non-refundable tuition deposit as defined below 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.
 - A. Students planning to enroll in a clinical course for their first semester as a BSN student must pay a tuition deposit of \$200.
 - B. Students planning to enroll in only non-clinical courses during their first semester as a BSN student must pay a tuition deposit of \$50.
 9. When the provisional acceptance slots for a semester are filled, a student requesting provisional acceptance may be placed on a waiting list. The student will be ranked based on GPA and other admission criteria, then notified of their position on the waiting list.
 10. Final acceptance will be granted after all admission requirements have been met and verified. Final official transcripts are due no later than the first day of New Student Orientation for that term.

ACCEPTANCE OF CREDITS FROM OTHER COLLEGES

Nursing and other upper-division 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. Applicable credit for nursing and other upper-division 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. A student wishing credit for courses taken more than five years prior to enrollment may request permission to demonstrate proficiency in a manner determined as appropriate by the College.

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 reserves the right to charge a posting fee for nursing courses transferred after final acceptance.

ADVANCED PLACEMENT

Students with post-secondary credit or work experience related to selected Saint Anthony College of Nursing nursing and non-nursing courses may petition the College to receive credit for previous learning.

The College will consider requests for credit for selected courses provided that the course is listed in the current College catalog and mastery of content is demonstrated according to established College guidelines. The College reserves the right to charge a posting or examination fee. The student will be informed of posting and/or examination fee at the time of request for credit.

The basis for demonstrating proficiency and granting of credit will vary in accordance with the expectations of the course.

Individuals who are licensed for active practice as Registered Professional Nurses in the state of Illinois (RN) may petition escrow credit in the areas of Fundamentals of Nursing/Adult Health, Pediatric, Obstetrical, Mental Health Nursing and Pharmacology. Escrow credit will require documentation of knowledge appropriate to RNs as acquired in a state approved RN program. A maximum of twenty-three (23) escrow credits will be posted to the student's transcript as CR after the RN completes a professional nursing concepts bridge course N304, Concepts of Professional Nursing at Saint Anthony College of Nursing with a minimum grade of C. The 23 credits represent:

- N305 Nursing Care of the Adult With Health Deviations (8 CR credits)
- N350 Nursing of Families with Infants and Children (8 CR credits)
- N353 Mental Health Nursing (4 CR credits)
- N324 Principles of Pharmacology (3 CR credits)

RNs may petition and receive six (6) CR credits for N423, Nursing Dimensions for Preventive Health Care upon successful completion and posting of credit (6) for N431, Nursing Leadership/Management in Health Care Systems-RN. Information on requests for credits, examining procedures and cost are available in the office of Student Services. Requests for credit will be forwarded to the Curriculum Committee. The Curriculum Committee will review each request on a case by case basis according to established procedure. The decision of the Curriculum Committee as to whether or not credit will be awarded will be considered final.

Procedure:

1. The student must complete the application process for the BSN program and be accepted into the BSN program.
2. The student must present written documentation of post-secondary credit (i.e. college or diploma school transcripts and if requested, course description and/or course syllabus) or appropriate current work experience (i.e. portfolio).
3. For selected theory courses (as determined by the College at its discretion) in the current catalog the student may demonstrate mastery of content by satisfactory completion (78%) of a written comprehensive proficiency exam administered by the College. For each theory course the student will be required to submit a non-refundable examination fee of \$100 and receive a 78% on a comprehensive examination administered by the College. The examination fee must be submitted prior to examination.
4. For selected laboratory/clinical courses (as determined by the College at their discretion) in the current catalog the student may demonstrate mastery of content. The student will demonstrate mastery of each individual laboratory/clinical course by satisfactory completion of a written proficiency exam (78%) and a skill/practicum examination as administered by the College for each laboratory/clinical course with a minimum score of 78%. A \$200 non-refundable examination fee for each examination must be submitted prior to examination.

5. The examination fee must be paid before sitting for an exam. If the student passes an exam (earns a 78% or better on the examination) a grade of CR will be entered on the transcript. The College reserves the right to charge a posting fee of 50% of the current tuition for the course. Students will be notified in advance of testing of a posting fee. If the student fails an exam for a theory course or either part, (written or lab practicum proficiency for) a laboratory or clinical course, no grade will be entered and the student must enroll in and pass the course to meet graduation requirements. To qualify for the proficiency exam the student must not be currently enrolled in the class in the semester in which the exam is taken.

6. Upon payment of the examination fee, the student may meet with the Course Coordinator or designate for tutoring/guidance (two occasions maximum). The Course Coordinator will provide the student with an appropriate study guide or other materials.

7. The following steps are to be followed by RNs requesting escrow credit in N305, N350, N353 (Mental Health), N324 or credit for N423.

- A. RN must provide original Illinois RN license to the Director of Student Services for photocopying.
- B. RNs must complete a skills competency self-evaluation and affirm their ability to practice safely in a variety of comprehensive settings.
- C. Official transcripts must be submitted documenting fundamentals of nursing/adult health, pediatric, obstetrical and mental health nursing with a grade of "C" or better to receive credit for that content.
- D. The RN will request semester escrow credit hours for:

| | | |
|------|--|-----------|
| N305 | Nursing Care of the Adult with Health Deviations | 8 credits |
| N324 | Principles of Pharmacology | 3 credits |
| N350 | Nursing of Families with Infants and Children | 8 credits |

8. The RN may demonstrate proficiency in community/mental health nursing by either:

- A. taking N353 for 8 credits, or
- B. submitting transcripts and documentation of a mental health nursing course, earning 4 credits, and taking community health (N354) for 4 credits

9. For selected courses (as determined by the College at their discretion) in the current College catalog, the RN student may demonstrate mastery of content in one of two following ways:

- A. Documented clinical excellence, submission of examination fee, and satisfactory completion of proficiency exam as administered by the College or
- B. Proof of nationally recognized certification in the selected area.

The College reserves the right to charge a posting fee. The student will be informed of the posting fee at the time of request for credit.

10. An RN may receive six (6) credits (6 CR) for N423 upon completion of steps 7A, 7B, 7C above and successful completion of N431 (6 credits) for practicing RNs.

ADMISSION ADVISEMENT

The Director of Student Services gives assistance to those in need in the selecting and scheduling of prerequisite courses and in the completion of the application process. Academic advising is provided by College faculty members. Students are to see their advisors each semester in accordance with College policies and procedures.

STUDENT AT LARGE POLICY

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 Student-at-Large later wishes to pursue degree-seeking status in the Saint Anthony College of Nursing baccalaureate program, the student must apply according to the BSN degree program admission process. Credit earned as a Student-at-Large will be considered should the student pursue a degree from Saint Anthony College of Nursing. A maximum of 15 credit hours as a non-degree student may be applied to degree program requirements.

Students-at-Large are subject to College policies and regulations. Tuition and fees for Students-at-Large and degree seeking students is the same. Title IV Financial aid is not 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 form and fee. Official transcripts documenting required prerequisites are to be sent directly to the College. Priority for registration is given to degree-seeking students.

Any student who wishes to enroll in a Saint Anthony College of Nursing clinical course must meet health, dental and CPR requirements. Clinical students are to submit a non-refundable tuition deposit and will be expected to meet clinical competency requirements.

THE CURRICULUM

The Bachelor of Science in Nursing degree is awarded by Saint Anthony College of Nursing following the completion of the graduation requirements, including 128 semester hours of credit.

LOWER DIVISION COURSES

General Education Core and Pre-Nursing Support Course Prerequisites for Admission to Saint Anthony College of Nursing BSN Program

| NURSING PREREQUISITES | CREDITS |
|---------------------------------|---------|
| Anatomy & Physiology | 4 |
| Organic Chemistry | 3 |
| Microbiology | 4 |
| Nutrition | 3 |
| Statistics or College Algebra | 3 |
| Developmental Psychology | 3 |
| English Composition-1st sem | 3 |
| English Composition-2nd sem | 3 |
| Introduction to Sociology | 3 |
| Total for Nursing Prerequisites | 29 |
| GENERAL EDUCATION CORE CREDITS | |
| Inorganic Chemistry | 4 |
| General Psychology | 3 |
| Speech | 3 |
| Philosophy or Humanities | 3 |
| Cultural Diversity | 3 |
| Fine Arts | 3 |
| Social/Behavioral Science | 3 |
| Biology Elective | 4 |
| Electives | 3 |
| Electives | 3 |
| Electives | 3 |
| Total for General Education | 35 |

Description of Course Must Agree With Criteria as Required by Saint Anthony College of Nursing

CRITERIA FOR GENERAL EDUCATION CORE AND PRE-NURSING SUPPORT COURSES TAKEN AT ACCREDITED COLLEGE OF CHOICE

Saint Anthony College of Nursing has selected:

1. A general education core that contributes to the well-rounded liberal education of a baccalaureate student. This general education core of courses is cohesive and relates to the College Mission and is congruent with the Illinois Board of Higher Education Core Curriculum Articulation Initiative.
2. The Pre-Nursing support courses along with the General Education Core provide a base for one or more of the courses in the nursing major. Although colleges vary somewhat in the content of courses, the pre-nursing courses accepted for transfer credit must include essentially the same content as identified in the following criteria.

Anatomy and Physiology/Biology Requirement - 8 semester credits

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

Chemistry -7 semester credits

Two semesters of chemistry beyond the high school level or its equivalent. The first semester, inorganic chemistry will have a laboratory component and introduce fundamental principles and concepts. The emphasis would be on atomic structure, chemical bonding, kinetic theory, and chemical problems and solutions. The second semester would introduce the student to basic concepts of carbon chemistry with or without a laboratory component.

Cultural Diversity - 3 semester credits

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

Developmental Psychology - 3 semester credits

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

English Composition - 6 semester credits

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

Fine Arts - 3 semesters credits

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

Humanities - 3 semester credits

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

Introduction to Sociology - 3 semester credits

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

General Psychology - 3 semester credits

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

Math Requirement - 3 semester credits

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

Microbiology - 4 semester credits

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

Nutrition - 3 semester credits

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

Social/Behavioral Science - 3 semester credits

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

Speech - 3 semester credits

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

Electives - 9 semester credits

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

UPPER-DIVISION CURRICULUM PLAN

| | | |
|---|-------|---------|
| SEMESTER I LEVEL IIIA | | CREDITS |
| N302 Health Assessment | | 3 |
| N304 Concepts of Professional Nursing | | 3 |
| N305 Nursing Care of the Adult with Health Deviations | | 8 |
| Semester credits | | 14 |
| | | |
| SEMESTER II LEVEL IIIB | | |
| N301 Advanced Pathophysiology | | 3 |
| N324 Principles of Pharmacology | | 3 |
| N332 Cultural/Spiritual Aspects of Nursing Care | | 2 |
| N350 Nursing of Families with Infants and Children* or | | 8 |
| N353 Community/Mental Health Nursing* | | |
| Semester credits | | 16 |
| | | |
| SEMESTER III LEVEL IIIB | | |
| P342 Catholic Principles for Ethics and Health Care | | 4 |
| N326 Nursing Research | | 3 |
| N353 Community/Mental Health Nursing* or | | 8 |
| N350 Nursing of Families with Infants and Children | | |
| Special Topics | | 3 |
| Semester credits | | 18 |
| | | |
| * Both courses are required, but semester taken may vary depending upon enrollment. | | |
| | | |
| SEMESTER IV LEVEL IV | | |
| N423 Nursing Dimensions for Preventative Health Care | | 8 |
| N430 Nursing Leadership/Management in Health Care Systems | | 4 |
| N450 Senior Seminar | | 1 |
| Special Topics | | 3 |
| Semester credits | | 18 |
| | | |
| Total Credits | | 64 |
| | | |
| Special Topics | | |
| N341 Advanced Concepts in Gerontological Nursing | | 3 |
| N360 End-of-Life Nursing Care | | 3 |
| N371 Special Issues in Nursing Leadership: | | 1 |
| Leadership Communication | | |
| N372 Special Issues in Nursing Leadership: | | 1 |
| Motivation and Team Building | | |
| N373 Special Issues in Nursing Leadership: | | 1 |
| Fiscal Responsibility for Professional Nurses | | |
| N380 Critical Care Nursing of the Adult | | 3 |
| N382 Diet Therapy and the Nursing Process | | 3 |
| N383 Essentials of Perioperative Nursing | | 3 |
| N388 Internship in Clinical Nursing | | 4 |
| N399 Case Studies in Nursing | | 3 |
| N440 Critical Care Nursing | | 3 |
| N442 Families in Crisis | | 3 |
| N455 Independent Study in Nursing | | 3 |
| | | |
| REQUIREMENTS FOR GRADUATION | | |
| Lower-division general education and prerequisites | | 64 |
| Upper-division | | 64 |
| Total credits | | 128 |

N301 Advanced Pathophysiology - 3 credits
 Advanced pathophysiology builds on previous knowledge gained from anatomy, physiology, chemistry, and microbiology. It provides the student an opportunity to examine health deviations and their impact on human functioning. It is designed to facilitate the student's development of nursing systems, thereby enabling the student to manage the health deviations of the individual therapeutically. (Prerequisites: microbiology, anatomy and physiology and chemistry, or permission of the Dean. No co-requisites; may be taken as a Student-at-Large.)

N302 Health Assessment - 3 credits (2/1)*
 Health Assessment is designed to provide the student with the theoretical knowledge of examining an individual's state of health within the framework of Orem's Self-Care Deficit Theory. The universal self-care requisites are addressed:

maintenance of air, water, food, elimination activity and rest, solitude, and social interaction, prevention of hazards, and the promotion of human functioning. The student experiences focus upon the utilization of a health history and the performance of physical assessment skills to assemble a comprehensive health assessment. (Prerequisites: anatomy and physiology, chemistry, and microbiology, or permission of the Dean. No co-requisites; may be taken as a Student-at-Large.)

N304 Concepts of Professional Nursing - 3 credits
 Concepts of Professional Nursing examines nursing theories, legal and ethical issues, and the professional development of the nurse. Historical, political, and social influences affecting nursing practice within the changing health care delivery system are explored. (No pre- or co-requisites; may be taken as a Student-at-Large.)

N305 Nursing Care of the Adult with Health Deviations - 8 credits (4/4)*
 Nursing Care of the Adult with Health Deviations enables the student to care for adults with health deviation self-care requisites. The course prepares the student to apply critical thinking skills when examining individual responses to health problems of a medical-surgical nature. The nursing process is implemented with emphasis on health maintenance and health restoration for adults across health care delivery settings. (Prerequisites: Admission to the BSN program; pre- or co-requisites: N301, N302, N304, or permission of the Dean.)

N324 Principles of Pharmacology - 3 credits
 Principles of Pharmacology is a theory course that introduces the student to the basic principles of drug action and nursing implications within the framework of the nursing process. Specific drugs and the pharmacologic affects of these drugs on the body are discussed. Calculation of intravenous medications is included. Safety and legal implications of drug administration are discussed. (Prerequisites: N301, N304, N305, or permission of the Dean.)

N326 Nursing Research - 3 credits
 Nursing Research provides the undergraduate student with a basic understanding of the research process and its application to nursing and nursing practice. Various types of research and research methods as well as statistical methods will be explored. Ethical and legal issues of research will be discussed, with particular emphasis placed on the rights and responsibilities toward human subjects. Beginning with Orem's theoretical framework, various nursing theories are explored to serve as frameworks for nursing research. (Prerequisites: N304, N305, or permission of the Dean.)

N332 Cultural and Spiritual Aspects of Nursing Care - 2 credits
 Cultural and Spiritual Aspects of Nursing Care examines the beliefs and practices of individuals and groups. Emphasis is placed on methods for providing cultural and spiritual care within the framework of the nursing role. (Prerequisites: N304 or permission of the Dean.)

N341 Advanced Concepts in Gerontological Nursing - 3 credits
 Advanced Concepts of Gerontological Nursing focuses on care of the elderly in diverse settings. Health deviations specific to the aging population are discussed and health promotion activities are explored. Legal, ethical, and spiritual aspects of the care of the older adult are included. The course is designed to enhance the student's knowledge and understanding of the older adult and increase awareness of community resources available to the aging population. (Prerequisites: N301, N302, N304 and N305 or permission of the Dean.)

N350 Nursing of Families With Infants and Children - 8 credits (4/4)*
 Nursing of Families With Infants and Children focuses on the holistic care of the child-bearing and child-rearing family. The health care focus includes health promotion and maintenance with emphasis on life cycle therapeutic self-care demands and limitations. The nurse may function as a dependent-care agent in a variety of settings. (Prerequisites: completion of Semester I, Level IIIA or permission of the Dean; pre- or co-requisites: N324 and N326.)

N353 Community/Mental Health Nursing - 8 credits (4/4)*
 Community/Mental Health Nursing analyzes the scope of biopsycosocial factors which affect the health of individuals, families, and aggregates within communities. Emphasis is placed on facilitation of health promotion, maintenance, and maximization through health education and self-care measures. Nursing concepts are integrated into theory and in the clinical practice. (Prerequisites: completion of Semester I, Level IIIA or permission of the Dean; pre-or co-requisites: N324 and N326.)

N354 Community Health Nursing - 4 credits (2/2)*
 Community health nursing explores the influence of integrated nursing and public health knowledge on the health of individuals, families, groups, and committees. Orem's theoretical framework is utilized to explore the nursing paradigm in the care of aggregates and community as client. The clinical component provides opportunity to apply theoretical concepts to nursing practice in a variety of community settings (Prerequisites: RN or permission of the Dean.)

N360 End-of-Life Nursing Care - 3 credits

End of Life Nursing Care is a theory course that explores the competencies and guidelines for delivering quality nursing care at the end of life. The course is designed to add greater depth to bio-psychosocial-spiritual concepts presented in other courses. This course enables the student to build upon therapeutic approaches and skills acquired in previous course work when caring for patients and families experiencing terminal illness and coping with death. (Prerequisites: Completion of Level IIIA and completion of one semester of Level IIIB or permission of the Dean.)

N371 Special Issues in Nursing Leadership: Leadership Communication 1 credit

Leadership Communication is a theory course that uses a highly interactive format to demonstrate advanced principles of communication important to nursing leadership and management. Emphasis is placed on personal communication effectiveness, principles of giving and receiving positive feedback and strategies for managing conflict. (Prerequisites: Level IIIA and one semester of Level IIIB, RN status, or permission of the Dean.)

N372 Special Issues in Nursing Leadership: Motivation and Team Building 1 credit

Motivation and Team Building is a highly interactive theoretical course that allows the students to apply these skills as part of the learning process. An "unfolding case study" provides the framework from which students form a hypothetical team for a free-standing nursing center. Since the students themselves are also a team, they evaluate themselves and their peers as they fulfill these hypothetical management roles. In this manner, the students have assimilated experience in group formation and motivation. (Prerequisites: Level IIIA and one semester of Level IIIB, RN status, or permission of the Dean.)

N373 Special Issues in Nursing Leadership: Fiscal Responsibility for Professional Nurses - 1 credit

Fiscal Responsibility for Professional Nurses offers an in-depth look at the rising cost of healthcare and explores the nurse's role in providing quality patient care in a cost effective manner. This highly interactive course gives students the opportunity to analyze operational budgets and other fiscal management tools, explore cost-effective strategies employed by working nurse managers, identify current financial-based mandates, and examine methods of improving nursing productivity. (Prerequisites: Level IIIA and one semester of Level IIIB, RN status, or permission of the Dean.)

N380 Critical Care Nursing of the Adult - 3 credits (2/1)*

Critical Care Nursing of the Adult is a clinical nursing elective focusing on patients and families experiencing major health deviations. The nurse provides wholly compensatory care to patients in the critical care setting. Emphasis is placed on the maintenance and restoration of health. This course is designed for the generalist nurse who desires specialized knowledge in the area of critical care. (Prerequisites: completion of Level IIIA and one semester of Level IIIB, or permission of the Dean.)

N382 Diet Therapy and the Nursing Process - 3 credits

Diet therapy and the nursing process explores how much nutrition impacts the health of individuals. The role of the nurse in health promotion, disease treatment, and prevention and the relationship to nutrition are investigated. (Prerequisites: Completion of Level IIIA, or permission of the Dean.)

N383 Essentials of Perioperative Nursing - 3 credits (2/1)*

An introductory perioperative nursing course encompassing both a theory and clinical component. Content encapsulates essential concepts pertinent to perioperative nursing practice. (Prerequisites: Level IIIA and one semester of Level IIIB or permission of the Dean.)

N388 Internship in Clinical Nursing - 4 credits (2/2)*

Internship in Clinical Nursing allows the student to build on previous clinical and theoretical knowledge in a concentrated practicum. Supportive-educative, partial compensatory, and wholly compensatory care will be delivered in a variety of clinical settings. The nursing process will be utilized as the organizing framework of the course. (Prerequisites: Level IIIA and one semester of Level IIIB or permission of the Dean.)

N399 Case Studies in Nursing - 3 credits

Case studies in nursing is a theory course designed to discuss selected topics of current interest in nursing specialty areas. Offered according to sufficient student demand. This course may be repeated for credit if the current topic of interest differs from any previous content taken for credit. (Prerequisites: N305 or permission of the Dean.)

N423 Nursing Dimensions for Preventative Health Care - 8 credits (4/4)*

Nursing Dimensions for Preventative Health Care enables the student to apply the concepts descriptive of the systems of primary, secondary, and tertiary preventive health care. The role of the nurse is directed toward assisting individuals in meeting the goals of health promotion, disease prevention, health maintenance and restoration. The role of the individual as responsible agent will vary and is dependent upon the environmental setting in which nursing care is provided. (Prerequisites: Level IV status.)

N430 Nursing Leadership/Management in Health Care Systems - 4 credits

Nursing Leadership and Management in Health Care Systems provides opportunities to apply leadership and management skills to contemporary health care issues influencing professional practice. Opportunities to explore professional practice issues are provided. (Prerequisites: Level IV Status or permission of the Dean.)

N431 Nursing Leadership/Management in Health Care Systems - 6 credits

Nursing Leadership and Management in Health Care Systems provides opportunities to apply leadership and management skills to contemporary health care issues influencing professional practice. Opportunities to explore professional practice issues are provided. (Prerequisites: RN with Level IV Status or permission of the Dean.)

N442 Family in Crisis - 3 credits

Family in Crisis is a theory course explores the dynamics of the family unit during crisis states. Family in Crisis is designed to add greater depth to family concepts presented in other courses. This course will enable the student to further develop therapeutic approaches and skills acquired in previous courses to the family experiencing developmental and/or situational crisis. (Prerequisites: N353 or permission of the Dean.)

N450 Senior Seminar - 1 credit

Senior Seminar gives students the opportunity to synthesize and relate concepts expected of the new professional nurse. This will include an opportunity to guide student review in preparation for the NCLEX-RN. A seminar/discussion format will be utilized. (Prerequisites: Level IV status.)

N455 Independent Study - 3 credits

Independent Study in Nursing is pursued by qualified students relative to an area of interest. In consultation with a faculty member, the student will develop objectives and plans for the learning experience. The proposed plans will be implemented and the learning experience evaluated. Three semester hours are permitted. (Prerequisites: Level IV status with a 3.0 grade point average and consent of the instructor and the Curriculum Committee.)

P342 Catholic Principles for Ethics and Health Care - 4 credits

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

* The first number is credit hours for theory; the second number is credit hours for laboratory or clinical work, this applies to all courses.

LEVEL OBJECTIVES

LEVEL IIIA OBJECTIVES

Liberal Education

1. Applies liberal education concepts to nursing theory and practice.

Professional Values

2. Demonstrates respect for the personal worth and dignity of every person through caring service based on a Christian ethical framework.
3. Incorporates professional values and standards of practice into the care of diverse individuals.

Core Competencies

4. Applies the nursing process to the care of individuals.
5. Uses effective communication techniques.

Core Knowledge

6. Uses appropriate knowledge and resources to provide safe nursing care.

Role Development

7. Demonstrates concepts of professional nursing practice.

LEVEL IIIB OBJECTIVES

Liberal Education

1. Incorporates liberal education concepts to nursing theory and practice.

Professional Values

2. Demonstrates respect for personal worth and dignity of every person through caring service based on a Christian ethical framework.
3. Incorporates professional values and standards of practice into the care of families and aggregate populations.

Core Competencies

4. Applies the nursing process using theoretical frameworks for client care and organizational outcomes.
5. Demonstrates a variety of communication techniques in personal and professional contexts.

Core Knowledge

6. Applies knowledge of health care, research, and information technology in health promotion and disease management to provide holistic nursing care within a variety of health care settings.

Role Development

7. Designs health care plans to meet the needs of vulnerable individuals and populations.

LEVEL IV OBJECTIVES

Liberal Education

1. Synthesizes the comprehensive knowledge, skills and values acquired through the curriculum.

Core Competencies

2. Prepares individuals, families and groups to perform appropriate self-care actions in environmental settings and within the context of daily patterns of living.
3. Designs individualized nursing systems to assist families and population groups to achieve high level wellness.
4. Interacts effectively with individuals, families, groups and the health care team in a variety of settings.
5. Integrates critical thinking skills into professional nursing practice.

Professional Values

6. Establishes effective learning patterns that provide a basis for lifelong personal and professional growth as a contributing member of society.

Core Knowledge

7. Evaluates relevant nursing research findings in nursing practice.

Role Development

8. Incorporates principles of leadership role development and management in the collaborative practice of nursing within a changing health care delivery system.
9. Exercises personal accountability for nursing practice through decisions based upon professional, ethical and legal standards.
10. Displays caring Christian values in personal and professional behavior.

OREM'S CONCEPTUAL FRAMEWORK

The faculty, at Saint Anthony College of Nursing, has selected the theory of Dorothea Orem as the organizing framework for the nursing curriculum.

Orem's theoretical framework is expressed through her understanding of what nursing is and the relationship of nursing to society. Orem has stated that nursing is "...a world of experiences with people, of information seeking, of making judgments and decisions and acting to achieve foreseen results that fulfill existent or projected requirements of people for nursing (Orem 1995)." The following demonstrates Orem's model as it is perceived and implemented by the College as a framework for curriculum development. This model begins with the understanding of three constructs essential to the model: Universal self-care requisites, developmental self-care requisites, and health deviation self-care requisites. These constructs are essential for normal functioning, development, and personal well being. The first of these constructs, universal self-care requisites is defined as the essential needs of the person for the intake of food, water and air, for the living conditions that support life processes, and the formation and maintenance of structural integrity and the promotion of activities that contribute to normal life processes. The second construct is that of developmental requisites. Orem describes this construct as essential elements required by the human body for normal growth and development from intrauterine life through infancy, childhood, adulthood, and old age. A health deviations self-care requisite is the third construct. This third construct is defined as genetic and conditional deviations from normal. The individual is able to work toward prevention of the condition, and/or control the extension of the condition. Human beings by their very nature take responsibility for actions that constitute self-care. The need to be responsible leads directly to therapeutic self-care demand, which Orem describes as essentially a prescription for continuous self-care action through which self-identified self-care requisites can be met with various degree of effectiveness. When the individual has made the specific decisions through therapeutic self-care demand, the implementation of these decisions is made through self-care agency. Self-care agency is described by Orem as a complex acquired capability to meet one's continuing requirements for care of self. This self-care agency varies with individuals and depends on development, health state, and any factors that influence educability, cultural aspects and use of resources in daily living. Adequacy of self-care agency must be measured against therapeutic self-care demand. Self-care agency is conceptualized by Orem as having acquired the ability to make decisions concerning care of self and being able to operationalize these decisions. Ability to do self-care is determined mainly by the person engaged in the activity. The College curriculum is constructed around the constructs of self-care and the need the person has to engage in self-care systems of individuals. Nursing recognizes that self-care agency at particular times and under some conditions cannot be exercised adequately by the individual. Such conditions under which

the person cannot wholly or can only within limitations exercise self-care agency may require nursing care.

Students learn to recognize common needs of the person and assess self-care abilities of the individual. The person is regarded throughout the curriculum as a rational being capable of self-care. When self-care agency is insufficient for self-care, self-care deficit occurs and the nursing agency is activated by the nurse.

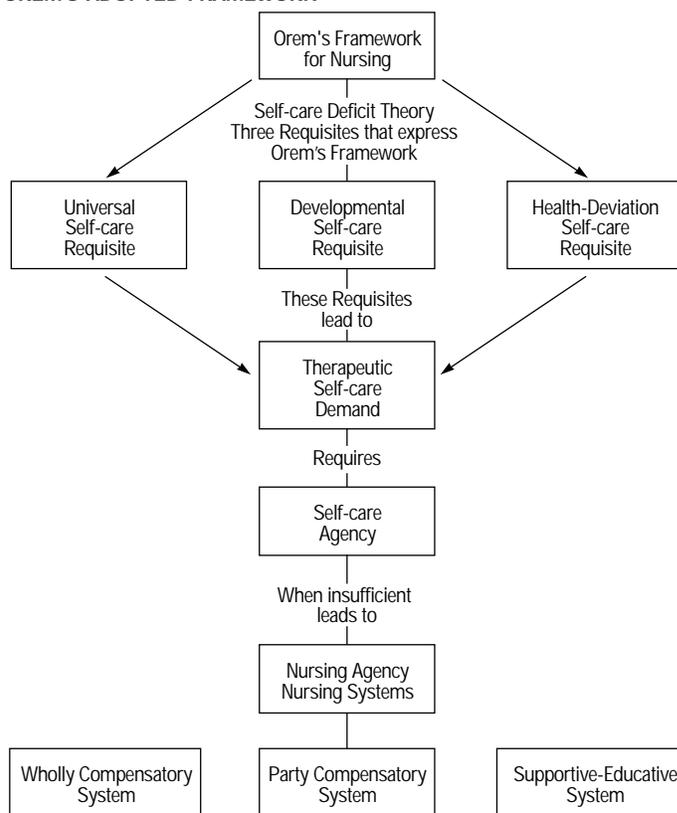
Nursing agency is a concept understood as a power developed through special education and development of special skills in nursing practice. This power has been defined by Orem as nursing agency, which in turn refers to the special attributes that define nursing and practice. Nurses, through nursing agency exercise care for individuals or groups in nursing practice. Nursing agency can be further defined as the care given by the professional nurse; the clinical practice afforded the person by nursing students under direct supervision of advanced practitioners, or by the advanced practitioners themselves. The College defines the advanced practitioner as the nurse with an advanced degree and one qualified to teach students in specific areas in which students practice.

The curriculum is focused on development of nursing students in acquisition of knowledge and skills. Students gain opportunities to acquire social, interpersonal, and technologic abilities that define nursing agency. To employ nursing agency, the nurse will act through nursing systems. Nursing systems assume the nurse will employ the nursing process to diagnose the patient self-care deficits, calculate the patient therapeutic self-care demands, identify self-care capabilities, and plan for appropriate nursing intervention. Nursing systems assume appropriate nursing intervention will be performed followed by evaluation of the intervention.

Basic to employment for nursing systems is recognition of three types of nursing systems. These systems are: (1) wholly compensatory nursing systems, (2) partly compensatory nursing systems, and (3) supportive-educative systems. These three systems are methods used within the curriculum to operationalize nursing education. Although no one nursing course employs only one type of nursing system, the level of acuteness of the individual nursing care will dictate the nursing system employed by the nursing student.

Wholly compensatory nursing will require students to act for the patient, because the patient is unable to care for the self, make reasoned judgments, or any way contribute to his/her own care. The partly compensatory system is for situations in which both patient and nurse perform actions that are for the benefit of the patient's health and/or well-being. Ideally, the patient and nurse work together to plan and implement the nursing process for the benefit of the patient. In the supportive-educative system, the nurse is present in a supportive role, educating the patient and offering the patient support in self-care and self-care decisions of the patient. The nurse is in a consultant role. (Orem, D. 1995).

OREM'S ADOPTED FRAMEWORK



Adopted from D. Orem (Sullivan and Anderson 1995)

STUDENT REGISTRATION

NEW STUDENTS

Registration for new students will be July 15 and December 1 of each year. Upon receipt of the tuition deposit, the student will receive registration materials by mail. All tuition and fees are due at Orientation.

ENROLLED STUDENTS

Students enrolled in the College of Nursing may pre-register for the following semester in May and December on the dates established for registration. The following procedure as written below will be followed:

1. The student will contact his/her advisor for an appointment to register.
2. The advisor will have registration cards to be completed by the student and signed by the advisor.
3. The Advisor Copy will be kept by the advisor and placed in the student's advising folder.
4. The Student Copy and Records Copy will be given to the Director of Student Services by the advisor.
5. The Director of Student Services will add the necessary financial information to the Student Copy and it will be mailed to the student. This will be the only bill sent to the student.
6. The registration fees are paid prior to or on the established registration date for the next semester. There will be an added charge for late payments.

A fee may be charged for any changes made after established deadlines.

FINANCIAL OBLIGATIONS

All financial responsibilities must be settled prior to each academic semester. A student's registration is not final, nor is enrollment in a course complete until all tuition and fees have been paid in full. Students who qualify to use college-based financial aid must contact the College Financial Aid Office before registering to complete the proper procedure to receive credit toward payment of their tuition and fees.

Regardless of financial assistance, the student's account remains the responsibility of the student. All grades and transcripts will be withheld until any outstanding financial obligation is paid in full. Registration for the next term may be withheld until final payment is made. If a student or alumnus fails to pay any outstanding balance, their account may be turned over for collection. In case of collection, the student or alumnus will be responsible for the original amount owed, any interest, and any fee, costs, and expenses, including reasonable attorney fees incurred during the collection process. If such restrictions occur, students have the right to discuss their restrictions with the appropriate member of the College administration.

PAYMENT OPTIONS

Students may use the following options for payment of outstanding balances:

1. Cash,
2. Check,
3. Discover, MasterCard or Visa credit cards, or
4. Payment schedule (see the Director of Student Services for details).

Interest will be charged at the rate of 1% per month on any outstanding balance at the end of each month. If a student fails to make a scheduled payment, there will be a \$10 late charge (separate from the interest charges).

TUITION & FEES

Application Fee - A non-refundable fee of \$50.00 is to be submitted with the application.

Registration Fee - \$200.00 (non-refundable, non-transferable, semester specific). Payment due upon student's provisional acceptance to hold a place in class. This fee is deducted from the first semester's tuition.

Tuition - Full-time students (12-18 credits/semester): \$6800/semester;
Part-time students (11 credits or less/semester): \$425/credit hour.

Transcript Fee - The first transcript is free. The fee for each additional transcript is \$5.00. All requests must be in writing with student's signature.

Graduation Fee - \$65.00

Computer Fee - \$50.00/student each semester.

Professional Liability Insurance - \$11.70/year

Skill Lab Starter Kit - \$35.00 (for students enrolled in N305)

Penalty for Returned Checks - \$25 will be charged on all checks returned to the College of Nursing for non-payment.

All fees are subject to change without notice.

FINANCIAL AID PROGRAMS

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. Student receiving state or 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 complete the Free Application for Federal Student Aid (FAFSA) form.
6. Preliminary awards will be revised if estimated awards are not realized from Pell or 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 levels 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 picked up at the financial aid office, or obtained on-line at www.fafsa.ed.gov. Student must inform the Student Services 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 by May 1 for the following academic year.

The financial aid programs available at the College include grants, tuition waivers, loans, and scholarships. Student may contact the Financial Aid Office concerning eligibility questions, procedures, application forms, and additional financial information. The following financial aid programs are available to qualified students at Saint Anthony College of Nursing.

SAINT ANTHONY COLLEGE OF NURSING SPONSORED SCHOLARSHIPS

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

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

Mary Michel Scholarship (awarded to a registered nurse returning to school to earn the BSN).

St. Joseph Foundation (awarded to students from Boone, McHenry, Kane and DeKalb counties).

HEALTH-CARE RELATED ORGANIZATION SCHOLARSHIPS

Association of Operating Nurses Association

Blanche Dawson Nursing Scholarship

CGH Medical Center Auxiliary

James D. Durante Nurse Scholarship

Helene Fuld Health Trust

Freeport Memorial Hospital Scholarship

Illinois Department of Public Health

Illinois Hospital Association

Illinois Hospital Research & Education Foundation

Illinois League for Nursing, Inc.

Illinois Nurses Association

Memorial Hospital Auxiliary (Woodstock)

Mercy Hospital

National Student Nurses Association

Northern Illinois Medical Center

OSF Saint Anthony Medical Center Auxiliary

OSF Saint Anthony Medical Center Medical Staff
Rockford Health Careers Foundation
Rockford Memorial Auxiliary Scholarship
Saint Anthony Alumni Memorial Scholarship
Saint Anthony Medical Center Medical/Dental Staff
Saint Anthony Nurses Alumni Association
Student Organization

This list is subject to change without notice

COMMUNITY ORGANIZATION SCHOLARSHIPS

American Legion
AMVETS
Blackwell Scholarship
DAR
Elks Lodge Auxiliary Scholarship
Edward Mellinger Education Foundation
Forest City Chapter of American Business Women
Guilford Chapter of Colonial Dames of the XVII Century
Harvard Women Moose
Illinois Association of Snowmobiles
Illinois Sheriff's Association
Lyman Thorpe Nurse's Scholarship (sponsored by Cosmopolitan Club of Rockford)
North Suburban Woman's Club
Ralph Baudhuin Foundation Scholarship
Scottish Rite Bodies (sponsored by Masonic Temple)
Sinnissippi Chapter of American Business Women
Trinity Lutheran Church
UAW Chrysler Tuition Assistance
Winnebago County Fair Board

FEDERAL AND STATE PROGRAMS

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

ALTERNATIVE LOAN PROGRAMS

Key Alternative Loan

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.

There is a bulletin board on the first floor hallway where scholarship applications and information are posted for student reference.

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

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 College notifies the students when the loan check has arrived and issues the student an authorization notice to take to administration (first floor) to pick up the loan check. 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.

REFUND POLICY

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

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

*Semester with more or less than 16 weeks will be prorated accordingly.
No refunds will be granted after the 20th day.

NO REFUND ON SUPPLIES OR FEES.

In order to receive the appropriate refund, a student who wishes to withdraw from the College must follow the "Withdrawal from the College" policy and procedure.

FINANCIAL AID RECIPIENTS:

Students who are receiving the Subsidized Stafford Loan, Unsubsidized Stafford Loan, Federal Plus Loan, or Federal Pell Grant may owe a refund if they completely withdraw from their classes prior to the completion of the 60% point of the semester. Refund calculations will be made using the worksheet provided by the Department of Education as per the November 1, 1999 final regulations (64 FR 59016). Please contact the Student Services Office if you are considering withdrawing from the institution.

PRO-RATA REFUND POLICY FOR VETERANS

In the event that any student who receives veteran's aid fails to enter a course, withdraws from the course, or is dismissed by the College at any time prior to the completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded within 40 days. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

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/year for each student.

Probation—a student will be placed on (SAP) probation if the student fails to:

1. earn a minimum grade point average of 2.0 for all Saint Anthony College of Nursing courses;
2. earn at least a "C" in all courses taken to meet SACN graduation requirements.

Suspension—a student's federal and state financial aid will be suspended if the student:

1. 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.
2. fails to complete the degree after attempting 96 credits at Saint Anthony College of Nursing.
3. 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 Director of Student Services for further information.

THE LIFETIME LEARNING TAX CREDIT

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

ACADEMIC POLICIES AND REQUIREMENTS

ACADEMIC ADMINISTRATION

Saint Anthony College of Nursing reserves the right, at any time, to change the policies pertaining to admission, instruction, and graduation from the College. The College also maintains the right to change any administrative regulation affecting the student body. Such changes will become effective at any time as determined by proper authority and will apply to all students in the program as well as prospective students. The College may also withdraw courses, add courses, change instructors, or update fee schedules whenever the College finds it necessary. The College maintains the right to dismiss a student at any time for reasons considered by the administration and faculty to be in the best interest of the individual and the College of Nursing.

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

The material and information presented in this Student Handbook are to be considered as an agreement between the student and the College.

COURSE LOAD/FULL-TIME STATUS

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

Course credit is designated as follows:

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

COURSE CANCELLATION

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

GRADING SYSTEM

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

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

Throughout each course, an informal progress report will be given on an individual basis. At the midpoint of each course, each student who is doing below "C" is notified. A "D" is considered a failure in any course. These grades are sent to students and faculty advisors. The student is expected to consult with the advisor about any below-average work. Students receive grade reports at the end of each course.

GRADING CRITERIA FOR THEORY/CLINICAL COMBINED COURSES

To pass a combined course, the student must pass both theory and the clinical portion of the course. Each theory portion of a required theory/clinical-combined course will consist of at least 90% of the grade to be determined by test scores and 10% by other criteria identified by the instructor. Clinical will be evaluated on a pass-fail basis. The student must demonstrate the following behaviors in order to pass the clinical component of a course:

1. The student meets the critical behaviors of the course.
2. Satisfactory comprehension and understanding of course content are evidenced.
3. Problem solving skills, critical thinking, and nursing judgments are appropriately demonstrated.
4. The student demonstrates safe practice.
5. Required resources are utilized.
6. The student seeks appropriate guidance.

GRADING CRITERIA FOR ALL OTHER COURSES

Other courses will consist of at least 60% of the grade to be determined by test scores and 40% by other criteria identified by the instructor.

COURSE GRADE REQUIREMENTS

The course syllabus is available to each student enrolled in a particular course at the beginning of each term. The course instructor will include on the syllabus the factors involved in calculation of the final grade for the course.

QUALITY POINTS/GRADE POINT AVERAGE (G.P.A.)

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

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

No credit or quality point are given for grades of "CR", "E", "P", "W", "WP", or "W-F".

INCOMPLETE GRADES

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

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

A "Work Incomplete Form" is to be completed by the student, signed by the instructor, and the Dean, and filed with the Registrar's Office prior to the ending date of the semester.

REPETITION OF COURSES

Permission to repeat a course is at the discretion of the Academic Standards Committee. If a student repeats a course and the final grade earned is A, B, C, D 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.

RECOGNITION AND ACHIEVEMENT

DEAN'S LIST

The College recognizes exceptional achievement at the end of each semester by including students' names on the Dean's List. The Dean's List will include full-time students (12 semester hours or above) with a GPA of 3.50 or higher (excludes P/F courses) and no course grade below "C". Any student on probation is not eligible.

GRADUATION

A candidate for a degree with a cumulative GPA of 3.50-3.79 will graduate *magna cum laude*. 3.80-3.89 GPA merits *magna cum laude* status; and 3.90-4.0 GPA will be awarded the highest academic award of *summa cum laude*. NOTE: Transfer credits are excluded from GPA calculated for honors.

CPR REQUIREMENTS

Evidence of current cardiopulmonary resuscitation (CPR) must be provided to the Director of Student Services annually. Only American Heart Association Healthcare Provider training is acceptable and may be obtained through local hospitals, fire departments and other community agencies. If a student has difficulty locating a CPR course, they may contact the Student Services Office for assistance.

Verification of current CPR training is mandatory to attend any clinical experience. If a student misses clinical time due to failure to provide CPR documentation, there may be deduction in the grade as denoted in the course syllabus.

INSURANCE REQUIREMENTS

Evidence of current health/accident insurance must be provided to the Director of Student Services annually prior to registration day. Should the insurance carrier change at any time during the year, the Student Services Office must be notified immediately.

Auto insurance verification must be updated as needed (usually quarterly or semi-annually) and on file in the Student Services Office.

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

Insurance verification is mandatory to attend any class experience. Students not in compliance with this policy will not be allowed in the classroom or clinical site. If a student misses class time due to failure to provide insurance documentation, there may be a deduction in the grade as denoted in the course syllabus.

EDUCATIONAL ASSESSMENT

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

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

CORE PERFORMANCE STANDARDS POLICY

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

| COMPETENCY | STANDARDS | EXAMPLES (Not all included) |
|-----------------------------|--|--|
| 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 write and speak English. Ability to operate information technology. | Teach clients. Document, interpret actions and 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. | Identify problems and potential solutions. Predict outcomes and interpret situations. |

REASONABLE ACCOMMODATION

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 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").

STUDENT-AT-RISK POLICY

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

Procedure:

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

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

RETENTION POLICY

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

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

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

1. Student-at-Risk Policy
2. Faculty advising program
3. Student Orientation program
4. Ongoing monitoring of student's academic progress
5. Counseling referrals for students who are in academic jeopardy due to problems other than academic in nature
6. Achievement awards
7. Student Organization, which attempts to provide socialization
8. Group study and peer tutoring

Students identified as experiencing academic/professional difficulties may access these components by contacting their advisor. The student and advisor will develop a plan of action.

AUDITING A COURSE

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 or laboratory exercises, test reviews, or test preparation.

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

COURSE ADD/DROP PROCEDURE

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

The student who wishes to drop a course(s) during the semester must fill out a registration form available from the Director of Student Services. It is the responsibility of the student to obtain the signatures of both the student's academic advisor and course instructor on this form.

COURSE WITHDRAWAL

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

ADMINISTRATIVE WITHDRAWAL

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

LEAVE OF ABSENCE

A leave of absence is an interruption in the program of nursing education for at least one semester and no more than one full year (two semesters plus a summer session). A leave of absence may be taken for academic, personal, or health reasons. As long as the nursing program is completed within five (5) years after admission the student may be allowed up to two leaves of absence during the program of study. The student who returns from a leave of absence must meet with the Dean to review the current curriculum and graduation requirements. Students must comply with the LOA procedure and return to the program of study within the specified time or the student will be dismissed from the College. The student may reapply for admission. Graduation requirements will be those in force as stated in the college catalog at the time of readmission.

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

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

WITHDRAWAL FROM THE COLLEGE

A student who withdraws from the College for any reason must comply with the following procedure:

1. Meet with their advisor.
2. Complete appropriate withdrawal form (forms may be obtained from the Director of Student Services).
3. Satisfy all financial obligations to the College.
4. Meet with the Dean.

STUDENTS ORDERED TO ACTIVE MILITARY DUTY WITHDRAWAL POLICY

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

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

PROBATION POLICY

Admission into Saint Anthony College of Nursing does not guarantee continuation and 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/competency befitting the baccalaureate degree and/or profession of nursing. Probation is a period of evaluation. Decisions to impose, continue, or remove probationary status are the responsibility of the Academic Standards Committee of the College of Nursing Faculty Organization. More than one probation may be grounds for a full review of the student's status, including possible dismissal from the College.

Academic probation is imposed when a student achieves a:

1. grade less than "C" in any course taken at the College.
2. cumulative grade point average below 2.0.

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

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

Students on probation are prohibited from:

1. Holding office in the Student Organization.
2. Serving as a representative of the Student Organization.
3. Being placed on the Dean's List.

DISMISSAL FROM THE COLLEGE

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 BSN program will not be eligible for readmission.

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

1. Academic failure in a nursing course.
2. A second period of Academic probation.
3. Evidence of unsatisfactory of professional behavior such as:
 - a. Unsafe nursing practice which may endanger the well-being of patients.
 - b. Falsification of health care facility records and/or reports.
 - c. Written or verbal dishonest behavior.
 - d. Unethical nursing practice.
4. Evidence of unsatisfactory standards of personal behavior including (but not limited to):
 - a. Falsification of records and/or reports.
 - b. Academic dishonesty.
 - c. Unacceptable behavior that would threaten the well-being of others.
 - d. Conduct which brings discredit to the College or profession.

Students in disagreement with the decision of the College have the right to file a grievance following the grievance policy/procedure in the Student Handbook. The student will be notified of the dismissal in writing by the Dean of the College of Nursing.

ATTENDANCE

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.

At the beginning of each course, the instructor provides information specific to attendance, make-up privileges, and acceptance of late assignments. These policies are found in the course syllabus. If absence from any class or clinical is anticipated, the instructor should be notified prior to the beginning of that class or clinical experience.

Each instructor monitors attendance. Excessive absences will be reported to the Academic Standards Committee. More than two clinical absences will result in a make-up assignment requirement. This make-up assignment will be developed in conjunction with the appropriate clinical instructor and/or courses coordinator. Make-up assignments should be equivalent in effort to clinical time missed and may include but are not limited to: clinical experiences, a research paper, or computer-assisted learning.

COLLEGE HOUR

Whereas College Hour sessions are designed to be an integral part of the nursing program at Saint Anthony College of Nursing and/or may be required by legal authority, attendance at College Hours is expected. Attendance sheets will be collected for each session.

MISSED EXAMINATION POLICY

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

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

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

HONESTY/PLAGIARISM POLICY

The College of Nursing expects that the student act in an honest manner. Unsatisfactory behavior could include acts of written, verbal and/or other acts of unsatisfactory behavior. Students who engage in a dishonest manner may be subject to disciplinary action, which may include dismissal from the College.

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 or cheating will be reported to the Academic Standards Committee. Once cheating or plagiarism has been verified, no credit will be given to the student for that examination or work. Students who engage in plagiarism or cheating may be subject to disciplinary action and may include dismissal from the College.

RECORD FALSIFICATION

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

PROGRESSION POLICY

Saint Anthony College of Nursing has developed a Progression Policy to assess and promote readiness of graduates for success on the NCLEX-RN. There are several components that must be successfully completed before a student not licensed as an RN will be allowed to progress to Level IV of the baccalaureate nursing program of Saint Anthony College of Nursing.

In order to progress to Level IV, a student must:

1. satisfactorily complete all required courses within Level IIIA and IIIB with a minimum grade of "C" in each course and an overall GPA of 2.0 on 4.0 scale.
2. satisfactorily complete the mid-curricular examination process administered by the College prior to enrollment in a Level IV course.

If a student fails to pass the mid-curricular examination administered by the College, the student must participate in a remediation and retesting process as defined by the College. A student may enroll in level IIIB and level IV courses while undergoing a remediation process.

The cost of one mid-curricular exam administered by the College is included in standard student tuition and fees. A student will be assessed a testing and administrative fee for each retake exam.

GRADUATION POLICY

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

LICENSURE STATEMENT

A goal of Saint Anthony College of Nursing is to prepare graduates to function in a generalist role as registered professional nurses and to promote application for RN licensure upon graduation. Upon successful completion of the entire Saint Anthony College of Nursing program, graduates will be eligible to apply for licensure as a Registered Professional Nurse. Students will be required to meet the licensure requirements including successful completion of the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and other requirements as determined by the department of professional regulation of the state in which licensure is desired. State requirements for licensure vary and may include personal history and other requirements. All applicants in the State of Illinois are required to answer the following questions:

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)?
2. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession?
3. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere?
4. Have you ever been discharged other than honorably from the armed service or a city, county, state or federal position?

An affirmative response to any of the items above may necessitate state review and/or denial of licensure.

STUDENT INPUT INTO EVALUATION

The faculty believes that students need to be involved actively and adequately in evaluation of all aspects of the College program. Students will have a voice in the formation of policies relative to academic and student affairs by representation on Faculty Organization and Academic Standards, Curriculum, and Research Committees. In addition, students will have input into the nursing program by completing questionnaires regarding the following: course, instructor, facility, advisor, advising program, health nurse, health services, librarian, library services, and financial aid program. Students' suggestions will also be considered during the revision of the Student Handbook and the College Catalog.

DIRECTORY INFORMATION

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

1. Student's current and previous name(s)
2. Student's date of birth
3. Dates of attendance at Saint Anthony College of Nursing
4. Enrollment status at Saint Anthony College of Nursing
5. Degree earned at Saint Anthony College of Nursing
6. Previous institutions of higher education attended

A student who chooses not to have directory information released must sign a notice in the Student Services Office.

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 remain confidential (secure codes must be assigned to each student).

CHANGE OF NAME OR ADDRESS

Students are to notify the Director of Student Services immediately of change of name, local address, home address, and/or telephone number. A name/address change form must be completed, and verification of the legal change of name must be provided.

CLASSROOM AND CLINICAL BEHAVIOR

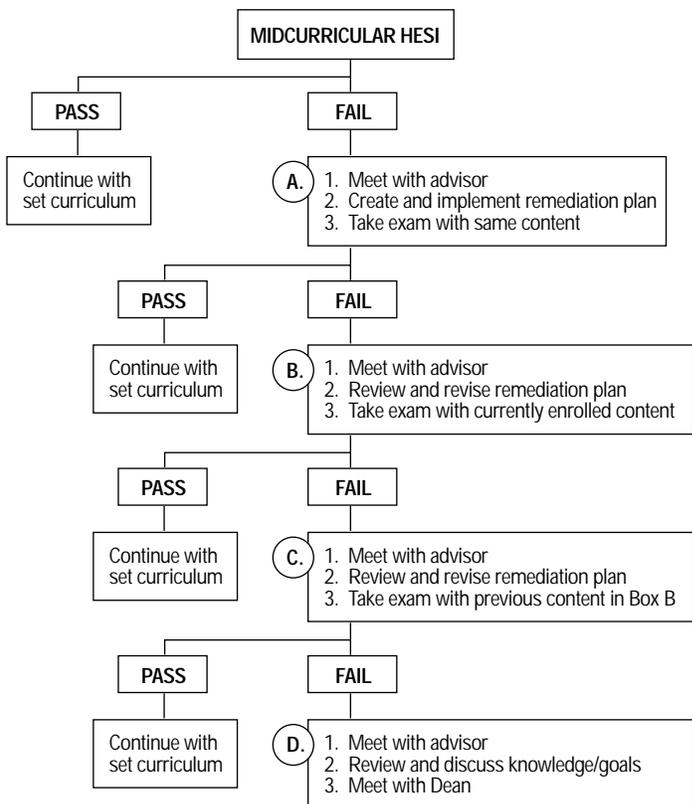
Appropriate and professional behavior is required during all classes, hospital and community clinical experiences. Violation of appropriate behavior will be subject to faculty action.

The dress code is required as appropriate for classroom, acute care or community experiences (see Dress Code). Student beepers are not permitted in the classroom and clinical areas. Extenuating circumstances may be discussed with the Dean. Beverages are allowed in the classroom.

COSIGNATORY CHARTING

In order to meet the regulations of all clinical agencies, faculty are required to co-sign all chart entries made by Saint Anthony College of Nursing students.

PROGRESSION FLOWCHART



STUDENT CLINICAL UNIFORM CODE

1. Wrinkle-free, clean, properly fitting white uniforms are required of all students on the clinical unit. Yellowing and/or graying uniforms or lab coats are not acceptable. White turtlenecks may be worn under white uniforms.
2. The OSF Saint Anthony Medical Center ID badge must be visible.
3. The College identification patch must be sewn on the left sleeve, centered two (2) inches below the shoulder seam on uniform tops and lab coats. These may be purchased from the Director of Student Services.
4. Either dress or pant uniforms are acceptable. No jumpsuits, overalls, sweat suits, stretch pants, or jean pants are allowed.
 - A. Dress uniforms must be at least knee length and no knee socks may be worn.
 - B. The pant uniform is to be white trousers and white top.
 - C. Pant legs to instep of foot. Pant legs may not be rolled.
 - D. White or neutral hose, knee-high nylons, or plain white socks may be worn with the pant uniform.
5. Clean white or neutral hose and all-white professional shoes are required (no clogs).
6. Solid neutral undergarments are required.
7. Clean, wrinkle-free laboratory coats may be worn with the uniform to the clinical unit or at specified times.
8. If necessary, an additional white sweater may be worn on the clinical unit. The sweater is removed while caring for patients.
9. Hair must be clean, neat, above and off the collar. Hair accessories must be in moderation.
10. Jewelry:
 - A. Plain wedding bands only
 - B. No necklaces visible
 - C. No bracelets
 - D. No body jewelry
 - E. No more than one pair of earrings may be worn. Earrings should be small and non-dangling.
11. Make-up in moderation. No perfume/cologne. Other scents should be avoided.
12. Fingernails:
 - A. Clean and short in length
 - B. Clear polish only.
 - C. Natural fingernails only, no artificial fingernails, acrylic overlays, or other nail coverings.
13. Gum chewing prohibited during any clinical experiences.
14. All tattoos/body art must be covered.

Lab Coat (white)

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

Uniform for Pediatrics

1. White skirt or slacks.
2. Colored top - preferably with collar and pocket.
3. Scrub tops are allowed.
4. No T-shirt type tops allowed.
5. OSF Saint Anthony Medical Center ID badge must be visible.

Uniform for Community Health

1. Navy blue skirt or slacks (no denim).
2. White blouse or shirt/lab coat.
3. Shoes must be enclosed (no sandals or heels).
4. OSF Saint Anthony Medical Center ID badge must be visible.

Uniform for Psychiatric Settings

1. Dress skirt or slacks and dress shirt or blouse.
2. No blue jeans, shorts, skirts, miniskirts, stretch pants, or tights.
3. Shoes must be comfortable. No clogs, open toed shoes, or heels.
4. No midriff blouses.
5. OSF Saint Anthony Medical Center ID badges must be visible and the last name may be covered.
6. Plain jewelry may be worn.

DRESS CODE FOR CLASSROOM, LIBRARY, AND HOSPITAL AREAS

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

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

DRESS CODE FOR ACADEMIC AFFAIRS

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

Females - dress or suit

Males - suit or shirt, pants and tie

Hair must be neat and off the face. Earrings are limited to simple studs. NO clunky or noisy bracelets are allowed. Rings are limited to two (2) and fingernails must be short and clean. Appropriate hose and dress shoes with moderate heels are required (no boots, platforms, or open toes).

Special Consideration for Commencement:

Academic dress ordered through the College will be worn. Cap is to be worn squarely on head, no tilted to back or side. No item may be pinned, taped or otherwise attached to the cap or gown. Nothing may be written on academic dress. Attire under gown and shoes is to be dark. Hose is to be neutral or dark.

TRANSPORTATION

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

INCLEMENT WEATHER CLASS AND/OR CLINICAL CANCELLATION

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

The following broadcasters will be notified of cancellations:

| | | |
|-----------------|----------------|-----------------|
| WROK - 1440 AM | WZOK - 97.5 FM | WREX CHANNEL 13 |
| WXRX - 104.9 FM | WXXQ - 98.5 FM | WTVO CHANNEL 17 |
| WYHY - 95.3 FM | WNTA - 1330 AM | WIFR CHANNEL 23 |

CLINICAL AREA INCIDENTS

Incidents in the area of clinical practice are to be reported immediately according to established procedure. Investigation and follow-up action will be taken by the hospital/cooperating agency and the College of Nursing.

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

Procedure:

1. The student immediately reports the incident to the instructor who will investigate the situation.
2. The student notifies the nurse in charge of the clinical area and/or the nurse providing care to the patient.
3. The student and instructor are to review the agency policy and procedure to ascertain that appropriate policy and procedure are followed.
4. An incident report is completed by the student according to policy.
5. A copy of the incident report is submitted to the Dean.
6. A second incident requires a conference with the Dean if deemed necessary by the instructor involved.

INFECTIOUS DISEASE AND EXPOSURE

Saint Anthony College of Nursing permits students to care for patients with an infectious disease only after reviewing content in this area and while under the clinical supervision of faculty.

Students and faculty are expected to follow agency policy and procedure while caring for patients with infectious disease and follow standard precautions with all patients.

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

SICK LEAVE POLICY

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

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

HEALTH CONDITION NOTIFICATION

It is the student's responsibility to notify the college of any health condition that may jeopardize their own or another person's health. If the student has

restrictions which may limit their participation in class or clinical, the student is to be seen by the Occupational Health Nurse. Reasonable accommodation in accordance with College policy will be made when possible.

STUDENT EMPLOYMENT

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

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 receptacles and paper towels 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.

VENDING MACHINES

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

MAIL SERVICE

Mailboxes 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

Personal belongings should not be left unattended. Students are encouraged to use lockers located on 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

OSF Saint Anthony Medical Center provides free parking space for its medical staff, employees, visitors and students. For maximum utilization of the parking areas, it is important that the medical staff, employees, visitors, and students use only those areas designated and striped for their respective use. Parking outside striped spaces (i.e. beyond end of row) inhibits the flow of emergency, safety, and other vehicle traffic and invites vehicle damage. Faculty, staff and students are required to register their cars with the reception desk of the College and obtain parking stickers. Stickers must be displayed at all times while the vehicle is parked on the Medical Center campus.

Students and employees may park in the designated parking lot immediately behind the College. If that lot is full, parking is permitted areas in the north parking lot (the employee parking lot). Overflow from that lot may be taken to the visitor parking lot in the front of the Medical Center, provided students and faculty use the last three rows (closest to East State Street).

Handicapped spaces have been marked in the front row of each lot. A row of spaces Northeast of the College are reserved for faculty. Students are not permitted to park in any reserved spaces (i.e., handicapped, physician, faculty, valet, or on-call parking). Improperly parked student cars are subject to disciplinary action and/or towing at the student's expense. Repeat student violations will result in a fine payable to the Office of the Student Services. Any other violation in parking regulations will also result in disciplinary action and may result in your car being towed away at your expense.

STUDENTS' BICYCLES

A bicycle rack is provided at the front of the College for student use. 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

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

USE OF MEDICAL RECORD DEPARTMENT

1. Students reviewing patients' charts in the medical record department or the nursing units must be in uniform or lab coat with College emblem and Medical Center name tag for identification. Students in lab coats will be dressed neatly according to regulations stated in the Student Handbook.
2. A student must present a written permit from his/her nursing instructor (with the date and the instructor's signature) at the medical records department in order to review patients' charts. Charts must be reviewed in the area designated by medical records personnel.

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 are not allowed in these areas and must have direct adult supervision at all times while in the learning center, private offices or recreation room.

STUDENT RIGHT TO KNOW ACT

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 Assistant Dean's Office. Copies of the report are available upon request.

STUDENT TUTORS

The College will provide student tutors on a need and availability basis. A student tutor is a member of the student body of Saint Anthony College of Nursing who is available for tutoring SACN students by appointment. The student tutor is expected to abide by and promote the Mission and Philosophy of the College within the philosophic framework and policies of OSF Healthcare and the College Board. Student tutors will be expected to meet defined qualifications including academic and communication skills. Student tutors will be recommended by course faculty and appointed by the Dean. Students will receive an hourly rate and are limited to a maximum of 25 hours per semester. Continued service will be based upon satisfactory service, need, and mutual consent of the College and tutor. Student tutors are provided free of charge. An appointment is required (sign up book is located at the front desk). If a student fails to attend a scheduled appointment without a 24-hour notice, there is a \$5.00 cancellation fee.

SISTER MARY LINUS LEARNING RESOURCE CENTER

LEARNING RESOURCE CENTER

The Sister Mary Linus Learning Resource Center (LRC) of the College provides services enriching the informational, educational, and research needs of the students, faculty and staff. The LRC contains appropriate holdings in size and scope to meet the educational requirements of the College. Students have an opportunity to evaluate the LRC and its services annually.

LRC HOURS

The hours of the LRC operation are posted outside the entrance to the LRC. Exceptions to these hours will also be posted.

LRC COMPUTERS

Computers are provided for students to complete class assignments and perform literature searches. Computer use is first come, first served unless a reservation is made with the Librarian. Students are advised to plan ahead for use of computers, and make a reservation whenever possible.

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.

CIRCULATION

All materials taken from the LRC must be signed out. Consult a librarian or the posted circulation periods at the circulation desk if you are unsure how long you may keep items out. Students may renew materials twice, unless another student is awaiting their return. All materials must be returned to the LRC at the end of each semester. Students will be fined for overdue materials. All library fines must be paid and all books returned before registering for the next semester, graduating or obtaining transcripts. Students are responsible for the replacement cost of lost library materials, including overdue fines.

Materials may be checked out as specified below:

| ITEM | TIME FRAME | COMMENTS |
|-------------------------------|------------|--|
| Reserve Books | 1 - 3 days | as specified by faculty |
| Reference Books | -- | for use in the LRC only |
| Historical Collection | -- | for use in the LRC only |
| Other Books | 14 days | |
| Unbound Periodicals (current) | -- | for use in the LRC only |
| Unbound Periodicals | 7 days | duplicates or past issues only |
| Bound Periodicals | -- | for use in the LRC only |
| Pamphlets & Readings | -- | see LRC librarian |
| CDs | | for use in the LRC only |
| Video tapes | overnight | |
| Computer Software | | MAY NOT BE BORROWED, COPIED OR USED OUTSIDE THE LRC. |

USE OF OSF SAINT ANTHONY MEDICAL CENTER HEALTH INFORMATION RESOURCE CENTER (LIBRARY)

Students may use this supplementary resource, and are subject to the same rules and regulations as employees. Students must pay for photocopies they make at the Medical Center.

INTERLIBRARY LOAN

Students are expected to search the College's LRC and the Medical Center's Health Information Resource Center for local availability of resources before requesting interlibrary loan. Generally, there is no charge for photocopied journal articles obtained through interlibrary loan; however, the student may elect to pay a fee to obtain an article from a library which charges fees. Students can reasonably expect journal article requests to take from three days to two weeks to arrive.

ACQUISITION OF NEW LIBRARY MATERIALS

Students may suggest that specific items be added to the LRC collection. Requests will be processed through the Curriculum Committee and LRC Director, and items may be purchased when they meet collection development criteria.

LEARNING RESOURCE CENTER BILL OF RIGHTS

The following Bill of Rights is observed at the Sister Mary Linus Learning Resource Center:

1. The right to study or do research in a proper environment, which is safe and conducive to learning.
2. The right to expect that resources needed for class work will be available. Theft or vandalism of materials and unauthorized removal of items is prohibited.
3. The right to receive the best service the staff can provide. A staff member is always available in the library whenever the library is open.
4. The right to expect the removal of persons who violate these rights.

STUDENT SERVICE PROGRAMS

ACADEMIC ADVISING PROGRAM

The College will maintain an Advising Program to assist students with progression through the program. Each entering student will have a faculty advisor assigned by the Assistant Dean in consultation with the Director of Student Services. The student is expected to remain with the assigned advisor throughout the program.

The student advisor will meet at least once each semester to review progression toward completion of the academic requirements. Final responsibility for the completion of academic requirements rests with the student.

GUIDELINE

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. Any situation which interferes with academic success.
4. Information regarding community resources and programs.
5. Progression toward career goals.

PROCEDURE

Students who wish to select a new advisor must:

1. Consult with the Assistant Dean.
2. Assistant Dean will consult with the Director of Student Services and the current advisor.
3. Assistant Dean will reassign advisors as deemed appropriate.

Program Objective:

Provide opportunities for the student to develop an understanding of the Christian Philosophy through its daily application as a person, citizen, and professional nurse.

Implementations:

1. Faculty members serve as role models for students in their personal/professional attitudes and actions.
2. The faculty encourages students to utilize formal and informal means of positive communication to promote Christian growth.
3. The faculty and administration plan the curriculum and College activities to uphold the Christian Philosophy.

Program Objective:

Promote an open environment, which fosters self-exploration, self-awareness, and self-evaluation to enhance a sense of personal identity.

Implementations:

1. Students are assigned an advisor by the Assistant Dean upon admission. The Director of Student Services notifies advisors and ensures that advising folders are available.
2. The faculty maintains an "open door" policy whereby any student may consult any faculty member at an agreed upon time.
3. Each advisor maintains a cumulative record on individual advisees.
4. Faculty maintains a regular schedule for student advisement.
5. Orientation includes an explanation of the Academic Advising, Health, and Financial Aid Programs.
6. Appropriate procedures for academic advising are developed by the Academic Standards Committee.
7. Confidentiality is maintained by faculty members in their roles as advisors.
8. Advisors arrange for referral of advisees with special needs to appropriate resources in the community.

Program Objective:

Provide for effective communication between the faculty and students.

Implementations:

1. Students and faculty members of the Academic Standards and Curriculum Committees make recommendations on matters of student health and welfare.
2. Faculty encourages each student to plan a well-balanced academic, social, and spiritual program.
3. Faculty encourages active student participation in community projects and affairs.
4. The Director of Student Services and the Academic Standards Committee interprets the value of general liberal arts course work taken by the student according to College policy.
5. Faculty assists the student to develop a sense of confidence and realistic expectations of self.
6. The advisor discusses opportunities in health care with the student to help the student understand the competition in the field and the expectations of employers.
7. A College calendar of events is given to students.
8. Continued education is encouraged.

Program Objective:

Implement approved policies concerning student services.

Implementations:

1. The Director of Student Services revises the Student Handbook with student and faculty input in order to meet the changing needs of the student body. The handbook is reviewed annually.
2. Members of the Academic Standards and Curriculum Committees clarify questions concerning College policies through discussions at meetings.

Program Objective:

Improve the quality and effectiveness of the advising program on a continual basis.

Implementations:

1. The Academic Standards Committee evaluates the effectiveness of the Academic Advising Program.
2. The student evaluates the Academic Advising Program annually, in writing, utilizing a standard format.
3. Faculty development programs regarding student advising are planned by the members of the Faculty Affairs Committee as needed.
4. The Academic Standards Committee submits an annual written report to the Faculty Organization.

ADVISEE'S RESPONSIBILITIES

The student is responsible for the requirements, procedures, and policies set forth in the College Catalog and Student Handbook. Advisors and administrative staff may assist the student by explaining requirements, procedures, and policies, but the ultimate responsibility for compliance rests with the student. In addition, the advisee has the following responsibilities to:

1. Be prepared by having the necessary forms and a tentative plan for semester course work.
2. Clarify pertinent personal values and goals in advance of the sessions with the advisor.
3. Prepare a list of questions prior to the advising session.
4. Cooperate with academic advisor regarding class scheduling.
5. Accept responsibility for academic and personal decisions.
6. Keep personal copies of schedules and other important information regarding academic progress (e.g., drop/add forms).
7. Become acquainted with the faculty advisor assigned to the advisee.
8. Take the initiative to contact the advisor as needed.

COUNSELING SERVICES

In accordance with the College's philosophy and objectives, counseling referrals are provided for students who request assistance with personal development. The services are under the supervision of the Director of Student Services. The College has a counseling psychologist who is available to faculty and students for consultation. These services are free of charge and available to all students. If extended counseling is necessary, the student may be referred to a professional counselor/psychologist and the student would be responsible for costs incurred.

Effective Fall, 2003 students will be able to access the Employee Assistance Program (EAP), from 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 Occupational Health Service of OSF Saint Anthony Medical Center is available to students. A registered nurse is available for evaluation and treatment of minor illnesses or injuries, consultation regarding health problems, and other routine nursing services.

The overall objective of the College of Nursing Health Services Program is to assist the student in maintaining an optimal level of health. We believe that the definition of health necessarily comprises a wholistic concept of the person and includes preventive health measures, as well as immediate health services. The health program is coordinated by the Director of Student Services. However, all faculty and students are involved in the implementation of the health measures of the program to ensure a positive state of health care for all.

Program Objective:

Administer a positive health program to emphasize preventive health measures and medical services which are necessary to meet the physical and mental health needs of the student.

Implementation:

1. The College requires pre-entrance dental and physical examinations. Immunizations for polio-myelitis, rubella, rubeola, and diphtheria toxoid are required. Vaccination for Hepatitis B or a signed release is required. Those records are reviewed by the Director of Student Services prior to admission. A report of each student's two-step T.B. skin test upon admission and an annual T.B. assessment by Occupational Health Nurse is required.
2. The health nurse maintains the health records and ensures that all necessary requirements are completed.
3. Any student who becomes ill during a College class or activity may use the Occupational Health Services of OSF Saint Anthony Medical Center.
4. A seriously ill student may use the Emergency Services of OSF Saint Anthony Medical Center at the student's own expense.
5. Each student who lives a considerable distance from the College is encouraged to select a local physician for medical care during the student's college years at Saint Anthony.
6. The faculty encourages each student to seek guidance to maintain physical and mental health.
7. Good dietary habits are encouraged by the faculty (i.e., by discussion in admission interviews, role modeling by faculty, and by encouraging attendance at dietary sessions sponsored by OSF Saint Anthony Medical Center).

STUDENT HEALTH SERVICE POLICIES

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

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

1. All students assume financial responsibility for their health services. Students must carry health insurance and show proof of insurance to the Director of Student Services.
2. In addition to meeting the specific health requirements for admission, an annual TB screening is required for all students. Additional examination and tests will be required if requested by a clinical or government agency. A yearly dental examination is strongly encouraged.
3. The Occupational Health Nurse will assist the student in securing an appointment with a physician, if requested. The service of the family physician is encouraged.
4. Any student receiving treatment for an illness or injury not deemed to be directly related to his/her education endeavors or clinical experience is responsible for the cost of such treatment or service.
5. Any student who has been absent for three or more days due to injury or illness (other than minor illness such as cold or flu) must have health care provider's consent to return to the College. Students with any infectious illness or fever must be cleared through Occupational Health Services before going to a clinical experience. A student with an infectious illness must be on antibiotics for 24 hours before going to a clinical experience.
6. Students may obtain a copy of their health records by submitting a written request with a \$5.00 fee to the Director of Student Services.

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.

RELIGIOUS AND SPIRITUAL DEVELOPMENT

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

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

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

RECREATIONAL OPPORTUNITIES

It is the aim of the College to graduate nurses who are well integrated in the community and who have had the opportunity to expand their scope of learning outside the classroom. Scholastic and recreational activities stimulate mental and social growth and provide opportunities for leadership and fellowship. A list of resources is available through Student Services.

ON CAMPUS

The College offers designated areas where students are encouraged to relax. The Center for Health at OSF Saint Anthony Medical Center offers a variety of indoor exercise programs for nominal fees, and wellness courses are available for endurance and stress reduction, as well as smoking cessation clinics.

Students will represent themselves through a student government organization. Student representative and alternates are elected to attend faculty committee meetings and act as liaison between those committees and the students. The students will be encouraged to plan and participate in a variety of social activities.

LOCALLY

Local high schools, colleges, and entertainment organizations offer a variety of theater productions, concerts, and lectures which are open to the public.

Rockford MetroCenter located in downtown Rockford features recognized artists, concerts, sporting events, and current theatrical productions. Rockford has an extensive recreational program in its many parks which is popular and appropriate to the changing seasons. Pierce Lake in Rock Cut State Park on Rockford's east side offers camping, fishing and sailing opportunities.

RESIDENCE

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

SAINT ANTHONY COLLEGE OF NURSING STUDENT ORGANIZATION BYLAWS

REASONS FOR BEING

PREAMBLE:

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

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

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

We believe every right bears inherent responsibility.

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

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

We believe that everyone has a right to an education.

RIGHTS/RESPONSIBILITIES:

Students have a right to a sound education:

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

a right to and a responsibility for having the highest quality practitioner-teacher;

a right to and a responsibility for achieving input into curriculum planning;

a right to and a responsibility for achieving self-directed learning;

a right to and a responsibility for achieving equal participation in all clinical settings;

a right to and a responsibility for participating in interdisciplinary activities;

Students have the right to due process;

a right to and a responsibility for insuring peer review and self-evaluation.

Students have a right and privilege of internal governance.

Students have a right to and a responsibility to organize and participate in an organization directed towards achieving professional goals;

a right to and a responsibility for facilitating change in health care delivery through various channels;

a right to and a responsibility for assembling the exploring fundamental and current professional issues and concerns;

a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;

a right to and a responsibility for fostering a better correlation between nursing education and practice.

ARTICLE I.

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

ARTICLE II. PURPOSE AND FUNCTIONS

The purpose of SO is:

a) To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care;

b) To provide programs representative of fundamental and current professional interest and concerns, and;

c) To aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in all walks of life.

d) To enhance a positive image of nursing in the media, community, and among all health care professionals.

The function of the SO is:

a) To have direct input into standards of nursing education and influence the education process.

b) To influence health care, nursing education and practice through legislative activities as appropriate.

c) To promote and encourage participation in community affairs and activities towards improved health care and the resolution of social issues.

d) To represent nursing students to the consumer; to institutions, to the media, and other organizations.

e) To promote and encourage students' participation in interdisciplinary activities.

f) To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of the person's race, color, creed, sex, lifestyle, national origin, age, or economic status.

g) To promote and encourage collaborative relationships with nursing and related health organizations.

ARTICLE III. MEMBERS

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

Section 2. Dues.

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

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

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

Section 3. School Constituent.

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

b) School constituent membership shall be composed of at least 5 members from Saint Anthony College of Nursing, or the total enrollment of the school if less than five.

c) For yearly recognition as a constituent, the president of the SO shall submit the Official Application for NSNA Constituency annually which shall include the following areas of conformity for active and associate members: purpose and function, membership, dues and representation.

d) A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent organization is given the opportunity to be heard.

e) School chapters and state organizations are entities separate and apart from NSNA in their administration of activities, with NSNA exercising no supervision or control over these immediate daily and regular activities. NSNA has no liability for any losses, damages, or injuries sustained by third parties as a result of negligence or acts of school chapters or state organizations, or the members thereof. In the event any legal proceeding is brought against NSNA as a result of such acts of omission or commission by a school chapter or state organization will indemnify and hold harmless the NSNA from any liability.

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

ARTICLE IV. OFFICERS

Section 1. Offices

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

Section 2. Term of Office.

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

Section 3. Duties of Officers.

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

a) President

1) Serve as the principal office of the SO and preside at all meetings of the SO and the executive council.

2) Appoint committees and their chairpersons as needed.

3) Represent SO in matters relating to the organization and perform all duties pertaining to the office.

4) Attend the faculty organization meetings of the college in order to represent the student body and give report to the student about the happenings of the meeting.

5) Submit an annual Official Application for NSNA Constituency status to NSNA.

6) Submit an annual report of the activities of the office at the April Faculty Organization meeting. This report shall be placed in permanent files of the organization.

7) The President shall act as Executive Consultant to the new board of directors the year following their term.

8) Call special meetings of the Executive Board as needed with a minimum of 24 hour notice.

9) Shall develop an agenda for the meeting and assure this agenda is posted a minimum of 48 hours prior to all general meetings.

10) Shall make a presentation of behalf of the SO at the annual Alumni Banquet.

11) Shall submit a written report of office to the Secretary of Faculty Organization prior to each Faculty Organization meeting.

b) Vice President

1) Shall assume responsibility of the office of President in the event of an absence or disability and if vacancy occurring in the office until the next regular election.

2) Shall perform all duties assigned by the president.

3) Shall serve as a member of the Executive Board.

c) Secretary

1) Shall record and distribute the minutes of the following meetings of the organization: meetings of the membership and meetings of the Executive Board. Distribution shall be to the Executive Board, all advisors, the Dean, and one copy of the amended minutes to the student bulletin board.

2) Shall prepare a copy of the agenda as advised by the President to be distributed at meetings of membership and the Executive Board.

3) Shall keep permanent records on file of all reports, papers, and documents submitted to the Secretary.

4) Forward minutes to the SNAI Board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.

5) Maintain a current list of NSNA membership.

6) Deliver the newly elected Secretary all records.

7) Shall serve as a member of the Executive Board.

8) Perform all duties assigned by the President.

- d) Treasurer
 - 1) Submit financial reports in writing to the organization membership as directed by the President, including an annual financial report submitted at the installation of officers.
 - 2) Prepare financial reports submitted at the regular monthly membership meeting.
 - 3) Keep an accurate record of all financial transactions of the organization.
 - 4) Assist and attend any meetings held by the Fundraising Committee.
 - 5) Shall obtain an annual audit from an outside source.
 - 6) Shall serve as a member of the Executive Board.
 - 7) Performs other duties as assigned by the President.
 - 8) Responsible for all monetary reimbursements to the Executive Board members as approved by the Executive Board.
- e) Director of Community Relations
 - 1) Develop and implement local community projects, and when possible, in alignment with SNAI and/or NSNA.
 - 2) Inform membership of pertinent community health issues.
 - 3) Shall be a member of the Executive Board.
 - 4) Perform all duties assigned by the President.
- f) Parliamentarian
 - 1) Shall maintain order at all meetings, and use parliamentary procedure as written in the Robert's Rules of Order, newly revised edition.
 - 2) Shall be the chair of the Bylaws Committee.
 - 3) Shall be responsible for educating the Executive Board with a general working knowledge of Parliamentary procedure.
 - 4) Shall be a member of the Executive Board.
 - 5) Shall perform all duties as assigned by the president.
- g) Class Representatives
 - 1) Act as a resource person and communication link between their class level and the organization.
 - 2) Perform all duties assigned by the president.

Section 4. Duties of Officers.

- a) All officers must familiarize themselves with Robert's Rules of Order in order to perform duties.
- b) All officers are expected to attend meetings of the organization. Absence from two consecutive board meetings without prior notice and approval of the President shall constitute resignation from the office and the Board of Directors shall be required to declare the office vacant and actively seek a qualified replacement.
- c) Officers function as communication liaison between the students and the faculty through the Communication Form Procedure as described in the Student Handbook. Reference: See "Procedure for Students to communicate Concerns to Faculty and/or Administration" attached.
- d) The Executive Board is responsible for properly appropriating funds to finance the business of the organization.
- e) All officers shall submit a written yearly summary to the President a minimum of two weeks prior to the end of the year report.
- f) If a member of the Executive Board fails to fulfill his or her responsibilities as defined in the Bylaws and in the policies of NSNA, the Executive Board shall have the option of removing that board member from office. This action will require a majority vote of the Executive Board. An appeal to this decision must be submitted in writing to the President within two weeks. The appeals case will be considered by the Executive Board within two weeks of the receipt of appeal. The appealing officer shall be reinstated by a majority vote of the Board of Directors.

ARTICLE V. MEETINGS.

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

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

ARTICLE VI. ELECTIONS

Section 1. Elections of Officers.

- a) Election of the President shall be in April following the NSNA National Convention. The President must be a current junior II or senior I and be willing to serve a full year term, if unable to serve a full year term, he/she will be required to submit a formal resignation one month prior to the beginning of the resignation.
- b) Election of the Executive Board shall be prior to the first official meeting of the year. Candidates may be from all classes with the exception of the Vice President who must be from the junior class. An additional "meet the candidates" meeting will be held prior to elections.
- c) Class representatives are selected on a voluntary basis at the first official meeting of the year.
- d) Elections will be performed by a secret ballot and each ballot shall be placed in a sealed envelope until all classes have an opportunity to vote. Each member voting shall receive one ballot after enrollment in the College of Nursing has been verified.
- e) Members may not vote by absentee ballot.
- f) A plurality vote of the members entitled to vote and voting shall constitute an official election. Election will be rescheduled in the event the voting body is less than 15 members present.

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

ARTICLE VII. COMMITTEES

Section 1. Appointments.

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

Section 2. Responsibility.

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

ARTICLE VIII. NSNA/SNAI CONVENTION DELEGATES AND ALTERNATES.

Section 1. Purpose and Function.

- a) Attend the House of Delegates and all meetings pertaining to the House of Delegates.
- b) Serve as spokesperson for the organization at the annual state and national meeting.
- c) Vote on resolutions brought to the NSNA/SNAI House of Delegates and vote for the NSNA/SNAI Board of Directors.
- d) Present to the organization all resolutions, amendments, bylaw and policy changes voted on at the national and state convention.

Section 2. Delegate Representation.

- a) School constituents:
 - 1) The organization delegates and their alternates shall be elected from the membership of the school chapter and must be NSNA members.
 - 2) Funding for the convention expenses (as available) shall be allotted to the delegates and their alternates, pre-slotted National or State Board Candidates, and then to active members at large.

Section 3. Attendance at conventions.

- a) Any SO member who has presented to the Executive Board a written proposal to attend any professional activity the student deems appropriate, shall be subject to approval by the Executive Board. The Executive Board represents the approval of the student body for the individual to attend this activity. Individuals are responsible for obtaining permission to miss class from the appropriate instructor and together they need to work out any further arrangements.
- b) Students attending any professional meetings may be asked to present a brief verbal report of the function to the SO body at the next meeting following their function attendance.

ARTICLE IX. AMENDMENTS.

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

ARTICLE X ADVISORS.

Section 1. Role.

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

ARTICLE XI. FUNDS

Section 1. Petty Cash Fund.

- a) A petty cash fund will be maintained for the convenient payment of supplies for SO activities.
- b) The petty cash fund will be accessed by Executive Board members only but may be on behalf of any SO member.
- c) Funds will be dispensed by the Treasurer after the Officer presents a receipt of the purchase and the purpose of the funds. Both the Treasurer and the Officer should sign a record of the transaction. The petty cash fund amount will be at the discretion of the Treasurer.
- d) Reference: See "Proposed Amendment to SO Bylaws for the Establishment of a Petty Cash Fund" attached.

Section 2. Copy Fund.

- a) A copy fund will be maintained for payment of copies made for SO activities.
- b) The copy fund will be accessed by Student Organization Officers, Class Representatives and Committee Representatives.
- c) The SO member making the copies will document the use of the copy machine in the school library with the librarian on a written log provided by the SO. The treasurer will monitor and pay for the use of the copies at least once a month during the school year.
- d) Reference: See "Proposed Amendment to SO Bylaws for the Establishment of a Petty Cash Fund" attached.

NATIONAL STUDENT NURSES' ASSOCIATION

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

SAINT ANTHONY NURSES' ALUMNI ASSOCIATION, INC.

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

INFORMATION SESSION AND OPEN HOUSE

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

ORIENTATION

An orientation period, held at the beginning of each academic semester, includes orientation to the library, computer services, the counseling and health services, and to the College itself. The Mission, Goals, Philosophy, and nursing curriculum of the College are also discussed with all the students. At this time activities will be conducted to socially integrate the incoming class.

COMMUNICATION FORM PROCEDURES

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

PROCEDURE

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

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

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

A record will be kept of the following dates:

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

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

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

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

INSTITUTIONAL RECORD OF STUDENT COMPLAINTS

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

COMMENCEMENT AND BACCALAUREATE MASS

Commencement exercises are held annually at the end of spring semester for students who completed all the requirements for the degree in the fall and spring semester. A Baccalaureate Mass will be held at the completion of the fall and spring semester. Students and faculty input relating to commencement and Baccalaureate Mass is encouraged. Final determination of these activities are established by administration.

BACCALAUREATE MASS

Student responsibility:

1. Nominate a class representative to speak
2. Assist with readings
3. Prayers of the Faithful
4. Offertory Gifts
5. Nominate faculty to help with pinning
6. Nominate faculty to distribute flowers
7. Nominate faculty to lead nurses' pledge
8. If desired, students may nominate and pay for own musician

ADMINISTRATION RESPONSIBILITIES:

1. Determine date
2. Determine time
3. Determine location
4. Determine apparel
5. Approve readings
6. Approve music selection
7. Engage a priest to offer Mass
8. Approval overall program

DIRECTOR OF STUDENT SERVICES RESPONSIBILITIES:

1. Meet with graduating students to inform of and supervise student responsibilities
2. Prepare program
3. Order pins
4. Order flowers
5. Order refreshments
6. Reserve pews for graduates, College Board, Faculty, and Sisters
7. Inform student body of baccalaureate mass place and time

COMMENCEMENT

Student responsibilities:

1. Elect a committee to choose announcements
2. Elect a student for the graduation response

Administration responsibilities:

1. Determine and confirm date
2. Determine and confirm time
3. Determine and confirm location
4. Determine apparel
5. Engage and confirm speaker
6. Approve musical selection or hire musician
7. Engage and confirm bishop or designee to preside over ceremony

Director of Student Services responsibilities:

1. Prepare program
2. Order and distribute announcements
3. Order diplomas
4. Order caps and towns for faculty, students, and board
5. Collect and return caps and gowns for board and students after ceremony
6. Arrange and supervise practice for commencement exercises
7. Reserve pews for graduates, College Board, Faculty, and Sisters

STUDENT RECORDS

Saint Anthony College of Nursing adheres to state and federal policies pertaining to student rights in the areas of placement, review, correction, and dissemination of student record information. The "Family Educational Rights and Privacy Act," known as the "Buckley Amendment," basically states that postsecondary students have the right to review their records (except references submitted in confidence, health records, and parents' financial statements), to challenge the content if in error, and to be assured of complete confidentiality in all matters pertaining to their records. Saint Anthony College of Nursing has developed the following policy for implementing this law.

A. Records of Currently Enrolled Students

1. Academic records of all currently enrolled students are kept and maintained in the Registrar's office. The individual record includes:

- a. Pre-entrance information, including all school or college transcripts, ACT, and other test scores.
 - b. Admission application materials (including photo after admission).
 - c. References.
 - d. Pre-entrance interview report.
 - e. Letter of acceptance.
 - f. Correspondence.
 - g. Release form.
 - h. Clinical competency reports.
 - i. Self-recommendation statement.
2. Selected Educational Assessment Records are kept in a separate file.
 3. Student Financial Records are kept in a separate file.
 4. Evidence of Health and Accident Insurance and Auto Insurance Forms are kept in the office of the Director of Student Services until five years after graduation.
 5. Health records are kept in the Occupation Health Department at OSF Saint Anthony Medical Center.
 6. Advising Records are kept in the advisor's office. They are destroyed upon graduation.
- B. Records of Students Who Have Withdrawn or Who Were Dismissed**
1. Application materials including transcripts from previous schools and/or colleges attended.
 2. Clinical competency records.
 3. Health records.
 4. Withdrawal or dismissal letter.
 5. Attendance records.
- C. Records of Graduates Maintained at Saint Anthony College of Nursing**
1. Application materials including transcripts from previous schools and/or colleges attended.
 2. College of Nursing transcript.
 3. Attendance record.
 4. Release permit.
 5. National Council Licensure Examination for Registered Nurses (NCLEX-RN) results.
 6. Summary of Clinical Evaluation.

The students' final transcripts are kept in the Office of the Registrar. Records are accessible to the administration, faculty, and registrar only.

Educational Assessment Records of past students are maintained in a separate College file.

- D. Records of Students Who Had Applied and Were Not Accepted are kept a minimum of five years.
- E. Access to Official College Records

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

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

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

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

- F. Procedure for Challenging Content of Official Records

Students who wish to challenge any aspect of their official record which they feel is inaccurate, misleading, or otherwise in violation of their privacy, may proceed as follows:

1. Submit in writing to the Dean a statement explaining the part of their official records that they are questioning. (This does not apply to grades.)
2. If the matter is not resolved with the Dean, the student may request a hearing to resolve the issue (see the Student Grievance Policy and Procedure in the Student Handbook).

TRANSCRIPTS

The Saint Anthony College of Nursing transcript is the official record of student academic progress on which all course grades, the grade point average, degrees, and graduation honors awarded by the College are documented. Copies of student transcripts are issued by the office of Student Services after receiving a written, signed request from the student. Transcripts issued to students for personal use will be labeled "Issued to Student" The first copy of a transcript is issued at no cost to the student, but after the first copy is issued, there is a \$5.00 charge.

FIRE REGULATIONS

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

FIRE SAFETY PROGRAM FOR THE COLLEGE

1. General Directions

Each student will be oriented to the fire safety program annually.

NOTE: a. Emergency telephone number is 5555.

- b. Location of all fire alarm boxes.
- c. Location of all fire extinguishers.
- d. Location of all emergency exits.

2. Fire Procedures for the College of Nursing

- a. Dial the emergency telephone number 5555 to report the fire and exact location then call 5091.
- b. Immediately pull the nearest fire alarm box.
- c. When the fire alarm sounds, evacuate the building completely. The person at the information office will notify the OSF Saint Anthony Medical Center operator of the fire alarm.
- d. Assemble in the parking lot adjacent to the College of Nursing. Remain until directed elsewhere by the Dean or designate.
- e. No student will reenter the College building until the "ALL CLEAR" is sounded.

DISASTER PLAN POLICY

1. Responsibilities

The Dean and/or designate will:

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

2. Assembly

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

SAFETY CODE POLICY

In the event of a Code, the OSF Saint Anthony Medical Center will announce the Code and the College will be notified if indicated.

| | |
|--------------------------|---|
| "CODE YELLOW" | Activate external disaster plan; usually more than 20 casualties. |
| "CODE YELLOW, ALL CLEAR" | Emergency condition is terminated. |
| "CODE BLUE" | Emergency cardiac, respiratory arrest. Code Blue team mobilized. |
| "CODE RED" | Activate fire plan. |
| "CODE RED, ALL CLEAR" | Fire condition is terminated. |
| "CODE GRAY" | Official tornado watch; weather conditions favorable for the development of a tornado. |
| "CODE GRAY, ALL CLEAR" | Official tornado watch has expired. |
| "CODE BLACK" | Official tornado warning; tornado has been sighted in the area. All people in the College will proceed immediately to basement. |
| "CODE BLACK, ALL CLEAR" | Official tornado warning has expired. |
| "CODE ONE" | Mobilize all male personnel to assist in controlling patient, visitor, or other. This code should be used with discretion. |
| "CODE PINK" | A possible infant/child abduction has occurred. |

SUBSTANCE ABUSE

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

PREVENTION OF THE ILLICIT USE OF DRUGS AND THE ABUSE OF ALCOHOL BY STUDENTS AND EMPLOYEES

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

In response to the "Drug-Free Schools and Communities Act Amendments of 1989", Public Law 101-226, Saint Anthony College of Nursing annually distributes the following information to each student and employee.

This statement of policy is intended to:

1. Clearly state that the standards of conduct at the College of Nursing prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on campus or at any campus activities.
2. Describe the health risks associated with the use of illicit drugs and the abuse of alcohol.
3. Describe the drug and counseling treatment or rehabilitation programs that are available to students and employees.
4. Describe the legal sanctions under local, State and Federal law for unlawful possession, use or distribution of illicit drugs and alcohol.
5. Describe the sanctions Saint Anthony College of Nursing will impose on students and employees for violation of this policy.

TESTING

Students may be kept from clinical and classroom activities and required to submit to drug and/or alcohol testing if the College has reasonable cause to suspect that the student is under the influence of alcohol and/or drugs while on the OSF campus or any clinical agency. Reasonable cause to suspect that a student is under the influence of alcohol and/or drugs while attending class or clinical may be based upon specific, contemporaneous, articulable observations of a member of the College concerning the appearance, behavior, speech, or body odor of the student. In determining whether "reasonable cause" exists, the College may consider factors including, but not 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 classroom/clinical 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.

Refusal to submit immediately to a drug or alcohol test when requested by the College may constitute unprofessional behavior and be subject to disciplinary action.

TREATMENT

Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation and reduced personal, family, and social disruption. Saint Anthony College of Nursing encourages the earliest possible diagnosis and treatment for alcohol and drug abuse. The College supports sound treatment efforts. Whenever feasible, the College will assist students in overcoming drug or alcohol abuse. However, the decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual student's responsibility.

SANCTIONS

Students are warned that they are not immune to arrest for drinking if under age. Students who choose not to comply with this policy may be immediately suspended from the College. The student will be expected to complete a treatment program approved by the College Administration before being readmitted to the nursing program. The student or employee will notify the College of Nursing within five (5) days if he/she is arrested or violating any laws regarding these issues.

ATTACHMENTS FROM THE U.S. DEPARTMENT OF EDUCATION (APPENDIX A)

This appendix contains a description of Federal trafficking (i.e., distribution) penalties for substances covered by the Controlled Substances Act (21 U.S.C. 811), and is taken from a Department of Justice publication entitled *Drugs of Abuse* (1989 Edition). Persons interested in acquiring the entire publication or in obtaining subsequent editions in the future should contact the Superintendent of Documents, Washington, DC 20402. This appendix also contains a description prepared by the Department of Justice of Federal penalties and sanctions for illegal possession of a controlled substance. Legal sanctions for the unlawful possession or distribution of alcohol are found primarily in State statutes.

The Department of Education is providing this information as an example of the minimum level of information that IHEs may provide to their students and employees in order to comply with the requirements in Sec. 86.100(a)(2) of these regulations relating to the distribution to students and employees of a description of the applicable legal sanctions under Federal law for the unlawful possession or distribution of illicit drugs and alcohol. The Secretary considers this description as meeting the requirements of the regulations, but IHEs are not precluded from distributing additional or more detailed information. In future years, IHEs should distribute the most current editions of these documents that are available.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(A)

1st conviction: up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provision re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853A

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

MISCELLANEOUS

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Not: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Last Update: November 06, 2000

U.S. DEPARTMENT OF JUSTICE FEDERAL TRAFFICKING PENALTIES*

| DRUG/SCHEDULE | QUANTITY | PENALTIES | QUANTITY | PENALTIES |
|--------------------------------|---|--|--|---|
| Cocaine (Schedule II) | 500 - 4999 gms | First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual. | 5 kgs or more | First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment |
| Cocaine Base (Schedule II) | 5-49 gms mixture | | 50 gms or more mixture | |
| Fentanyl (Schedule II) | 40 - 399 gms mixture | | 400 gms or more mixture | |
| Fentanyl Analogue (Schedule I) | 10 - 99 gms mixture | | 100 gms or more mixture | |
| Heroin (Schedule I) | 100 - 999 gms mixture | | 1 kg or more mixture | |
| LSD (Schedule I) | 1 - 9 gms mixture | | 10 gms or more mixture | |
| Methamphetamine (Schedule II) | 5 - 49 gms pure or 50 - 499 gms mixture | | 50 gms or more pure or 500 gms or more mixture | |
| PCP (Schedule II) | 10 - 99 gms pure or 100 - 999 gms mixture | 100 gm or more pure or 1 kg or more mixture | | |

| DRUG/SCHEDULE | QUANTITY | PENALTIES |
|-----------------------------|------------------|---|
| Other Schedule I & II drugs | Any amount | First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual. |
| Flunitrazepam (Schedule IV) | 1 gm or more | |
| Other Schedule III drugs | Any amount | First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual. |
| Flunitrazepam (Schedule IV) | 30 to 999 mgs | |
| All other Schedule IV drugs | Any amount | First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual. |
| Flunitrazepam (Schedule IV) | Less than 30 mgs | |
| All Schedule V drugs | Any amount | First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual. |

*retrieved from the World Wide Web 2-17-02 (www.usdoj.gov/agency/penalties.htm).

FEDERAL TRAFFICKING PENALTIES - MARIJUANA*

| DRUG | QUANTITY | 1st OFFENSE | 2nd OFFENSE |
|-------------|---|---|---|
| Marijuana | 1,000 kg or more mixture; or 1,000 or more plants | <ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual | <ul style="list-style-type: none"> Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual |
| | 100 kg to 999 kg mixture; or 100 to 999 plants | <ul style="list-style-type: none"> Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual | <ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual |
| | more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants | <ul style="list-style-type: none"> Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million if an individual, \$5 million if other than an individual | <ul style="list-style-type: none"> Not more than 30 years If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than individual |
| Marijuana | 1 to 49 plants; less than 50 kg mixture | <ul style="list-style-type: none"> Not more than 5 years Fine not more than \$250,000, \$1 million other than individual | <ul style="list-style-type: none"> Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual |
| Hashish | 10 kg or less | | |
| Hashish Oil | 1 kg or less | | |

*retrieved from the World Wide Web 2-17-02 (www.usdoj.gov/agency/penalties.htm).

The following form is a sample of the form the student signs after reading the policy regarding prevention of Illicit Use of Drugs and Alcohol.

ACKNOWLEDGMENT

I have carefully and thoroughly read the SAINT ANTHONY COLLEGE OF NURSING POLICY REGARDING THE PREVENTION OF THE ILLICIT USE OF DRUGS AND THE ABUSE OF ALCOHOL BY STUDENTS AND EMPLOYEES. I understand that this document is a statement of policy to bring the College in compliance with laws that are intended to prevent the unlawful possession, use, or distribution of drugs and alcohol and that this Policy is in no way intended to create any rights in Saint Anthony College of Nursing students and employees.

STUDENT/EMPLOYEE SIGNATURE

SMOKE-FREE POLICY

In accordance with the Health Care Focus of the College of Nursing and the Smoke-Free Policy of OSF Saint Anthony Medical Center, Saint Anthony College of Nursing also has adopted a no smoking policy. This smoke-free policy refers to the College of Nursing and all its outside surrounding areas. This policy includes the front entrances to the Saint Anthony College of Nursing and OSF Saint Anthony Medical Center.

Smoking by all students is restricted to one specific area outside the OSF Saint Anthony Medical Center cafeteria.

DATE

CAMPUS SECURITY COMMUNICATION

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

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 Director of Student Services.

Students and employees should report promptly all emergencies, suspicious persons, criminal actions, etc. directly to the Security Department, Extension **5499**. In the event that the incident involves a disturbed person either inside or outside the facilities, call a **Code One** by dialing **5555**. Disasters, fires, cardiac arrests, tornado warnings or watches are all reported by dialing **5555**.

Student 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.

IDENTIFICATION CARDS

Each student and employee is issued an identification badge during orientation. This badge is to visible at all times while on the OSF Saint Anthony Medical Center campus and other community agencies.

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 2002 calendar year of the following criminal offenses reported to campus security authorities or local police agencies.

| | |
|-------------------------------|----|
| Murder | 0 |
| Rape | 0 |
| Aggravated Assault | 1 |
| Theft | 11 |
| Motor Vehicle Theft | 0 |
| Attempted Motor Vehicle Theft | 0 |
| Vandalism | 5 |
| Hit & Run (auto damage only) | 4 |
| Suspicious Persons | 6 |
| Auto Accidents | 5 |

In 2002 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 |

GRIEVANCE POLICY

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. Use of the grievance policy is limited to the following conditions:

- In 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.

GRIEVANCE PROCESS

In the event of a grievance, the instructor(s) will meet with the student(s) involved to discuss the problem in an attempt to resolve the issue. All matters will be considered confidential. If the informal procedure does not resolve the problem, the student(s) may request in writing a hearing within seven business days with the Assistant Dean. The grievance will be reviewed and a meeting date between the student(s), the instructor(s), and the Assistant Dean will be arranged and communicated in writing. The instructor(s), student(s), and the Dean will be notified in writing by the Assistant Dean of the Assistant Dean's decision within seven business days.

If no resolution is reached to the satisfaction of the parties, the student(s) or faculty member(s) may, within seven business days, appeal the decision of the Assistant Dean to the Judicial Board and initiate the appeal grievance procedure. The Judicial Board consists of three faculty members elected at large by the Faculty Organization and two students, one junior and one senior, elected by the Student Organization. A faculty and a student alternate member are elected by their respective organizations to serve if needed.

APPEAL PROCESS

An 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 business days of the decision of the Assistant Dean. The Judicial Board will accept for hearings only those cases defined as grievances. Each party submits a written account of the grievance, as well as all information relevant to the case to the Chair of the Judicial Board.

The Chair of the Judicial Board will convene a meeting of the Judicial Board for a hearing within seven days of the appeal unless extraordinary circumstances dictate otherwise.

- The Chair of the Judicial Board notifies all individuals and the Dean in writing of the time, date, place and purpose of the hearing, allowing at least five business days for adequate preparation.
- The Chair of the Judicial Board will inform all parties that evidence may be presented during the hearing.
- The Judicial Board will review all written documents submitted by the parties involved.
- 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 collected.
- The Judicial Board will prepare written records of each grievance.
- The Chair of the Judicial Board will submit a final report to all parties and the Dean based on a majority decision. The report will state each issue, resolutions, and recommendations. Recommendations will be subject to final review by the Dean and actions will be implemented upon approval of the Dean.

THE FINAL APPEAL

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

CAPRICIOUS GRADING

The Capricious Grading Policy will be used by students appealing an allegedly capricious grade. 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.

Any student who wishes to appeal a final course grade which he or she 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.

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 business days, the student shall confer with the Assistant Dean. The Assistant Dean 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 Assistant Dean no later than 5 business days after the meeting with the Assistant Dean as stated in item 2.
5. Upon receipt of the student's written appeal, the Assistant Dean will notify the faculty member and the Dean of the written appeal and request a written statement from the faculty member within five business days.
6. Thereafter the Assistant Dean adjudicates the matter and notifies both parties of the decision within 5 business days.
7. If resolution is not reached to the satisfaction of both parties, the student and faculty member may, within 5 business days, appeal the decision of the Assistant Dean to the Judicial Board. Each party submits a written account of the information directly pertaining to the case to the Chair of the Judicial Board.
8. The Chair of the Judicial Board will convene a hearing within 5 days of the appeal unless extraordinary circumstances dictate otherwise.

The Judicial Board consists of three faculty members elected at large by the Faculty Organization and two students, one junior and one senior, elected by the Student Organization. A faculty and a student alternate member are elected by their respective organizations to serve if needed.

1. The Chair of the Judicial Board will notify all individuals and the Dean in writing of the time, date, place, and purpose of the hearing, allowing at least 5 business days for adequate preparation.
2. The Chair of the Judicial Board will inform all parties that evidence may be presented during the hearing.
3. The Judicial Board will review all writing documents submitted by the parties involved.
4. The Judicial Board will call on other faculty and students when necessary in order to assure fairness.
5. The Judicial Board will deliberate on the information collected.
6. The Judicial Board will prepare written reports of each grievance.
7. The Chair of the Judicial Board will submit a final written report to all parties and the Dean based on a majority decision. The report will state each issue, resolutions and recommendations. Recommendations will be subject to final review by the Dean and actions will be implemented upon approval of the Dean.

THE FINAL APPEAL

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

SEXUAL HARASSMENT

Saint Anthony College of Nursing is committed to creating and maintaining an atmosphere at the College in which the administration, faculty, students, and staff can work and learn free of all forms of harassment, exploitation, or intimidation. Sexual harassment, like harassment on the basis of race, age, disability, or religion, 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 employee, in any employment capacity or role, or student, whether male or female, 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
- 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 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 their co-workers or classmates. Such behavior may include:

- a. sexually-oriented verbal kidding or abuse.
- b. subtle pressure for sexual activity.
- c. unwelcome physical contact.
- d. demands 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.

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

The 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 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; or
12. The degree, if any, the student will receive.

An employee or student who believes that he or she has been sexually harassed should immediately make a verbal or written complaint to the College Dean, Assistant Dean or Faculty Advisor who are all available to counsel any employee or student with concerns of this nature. 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 this sexual harassment policy when necessary and assures its employees and students that they need not fear reprisals for so doing.

If, after thorough investigation, the College finds that any higher education representative, supervisor, agent, or employee has sexually harassed or discriminated against another employee or student, 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 or staff disciplinary action may include, but is not limited to, oral or written warnings, demotion, transfer, suspension, or dismissal.

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"). The Department and/or the EEOC will usually assign an investigator to the claim to determine whether there is sufficient evidence to support the allegations of sexual harassment. In order to be timely, such charge must be filed within one hundred eighty (180) days of the alleged harassment (if filed with the Department) or within three hundred (300) days of the alleged harassment (if filed with the EEOC).

The Illinois Department of Human Rights is located at:

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

The Illinois Human Rights Commission is located at:

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

The EEOC is located at:

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

STATEMENT OF PATIENT RIGHTS

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

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment and prognosis.

Except in emergencies when the patient lacks decision-making capacity and the need for treatment is urgent, the patient is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and the accompanying risks and benefits.

Patients have the right to know the identity of physicians, nurses and others involved in their care, as well as when those involved are students, residents or other trainees. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.

3. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action. In case of such refusal, the patient is entitled to other appropriate care and services that the hospital provides or transfer to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.
4. The patient has the right to have an advance directive (such as a living will, healthcare proxy, or durable power of attorney for healthcare) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.

Healthcare institutions must advise patients of their rights under state law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and include that information in patient records. The patient has the right to timely information about hospital policy that may limit its ability to implement fully a legally valid advance directive.

5. The patient has the right to every consideration of privacy. Case discussion, consultation, examination and treatment should be conducted so as to protect each patient's privacy.
6. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
7. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
8. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluation, service and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits and alternatives to such a transfer.
9. The patient has the right to ask and be informed of the existence of business relationships among the hospital, educational institutions, other healthcare providers or payers that may influence the patient's treatment and care.
10. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent. A patient who declines to participate in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.

11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care when hospital care is no longer appropriate.
12. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.
13. The patient has the right to safety during the hospital stay. OSF Saint Anthony Medical Center has a plan which is constantly reviewed to ensure that processes and systems are in place to provide patient safety. The patient has the right to have unexpected outcomes or adverse events occurring during the hospital stay to be explained in a timely fashion.

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

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

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

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

STUDENT CONSENT AND CONFIDENTIALITY STATEMENT

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

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

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