Holy Name
SISTER CLAIRE TYNAN
SCHOOL OF NURSING

Registered Nurse Program Student Handbook 2024-2025

Welcome from the School of Nursing Director

Welcome to the 2024-2025 Academic Year! The Holy Name Medical Center Sister Claire Tynan School of Nursing Student Handbook provides vital information to help students understand expectations while attending the School of Nursing. The Student Handbook also includes important School of Nursing policies and procedures with which all students should familiarize themselves each semester.

All enrolled nursing students are held accountable to the School of Nursing requirements, policies, and procedures as outlined in the Student Handbook for the current academic year. All students are required to read the handbook and provide signed documentation, which certifies the student has been informed of School of Nursing policies and procedures.

I look forward to working with you to achieve your goal of becoming a registered professional nurse. The faculty, school administration, and staff are available to assist you in achieving successful outcomes throughout the program.

Sincerely

Donna M. Penn DNP, RN, CNE, NEA-BC
Director, Holy Name Medical Center Sister Claire Tynan School of Nursing

Student Responsibility for Handbook Use

It is the student's responsibility to become thoroughly familiar with the Holy Name Medical Center Sister Claire Tynan School of Nursing Student Handbook and to comply with the policies and guidelines as written. The rules and regulations set forth in this publication constitute students' rights and responsibilities, as well as outlining the requirements for admission, retention, and program completion for the diploma nursing program.

This publication is reviewed and revised each academic year. The current RN Program Student Handbook becomes effective on the first day of the new semester. Progressing students will be notified of any changes to program policies applicable to all students regardless of the date of admission to the nursing program. Policy change notification is disseminated to students through their school email account and also posted in the Policy section of the Moodle learning management system. This publication contains information for the 2024-2025 academic year. A copy of the current Student Handbook can be accessed through the Moodle learning management system and is published on the School of Nursing website. New students receive a hard copy of the handbook during the first week of class.

All School of Nursing rules, regulations, policies, and procedures are subject to change. Students are notified in advance of School of Nursing policy changes. Failure to read this or other Holy Name Medical Center Sister Claire Tynan School of Nursing publications does not excuse the student from knowing the policies in effect at the time of enrollment.

Notice of School of Nursing policy changes are emailed to all enrolled students and posted on the Announcement and RN/LPN E-Bulletin pages in the Moodle LMS. Please refer to the Holy Name Medical Center School of Nursing website for the most up-to-date program, admission, and tuition and fees information.

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General Information

History of the School of Nursing

The education of nurses has always been an important part of the Holy Name Medical Center (HNMC) healthcare community. The School of Nursing, founded by the Sisters of St. Joseph of Peace in 1925, has grown from a class of 13 women to become one of the largest coeducational diploma schools in New Jersey sponsored by a Catholic healthcare institution. A collaborative agreement with Saint Peter's University provides expanded educational opportunities for our students to receive the Associate in Science degree if 30 academic credits are taken at St. Peter's University.

The School of Nursing was renamed in 2018 to honor Sister Claire Tynan, who served as the Director of the Nursing Program from 1969 until 2008. In August 2019, the School of Nursing relocated to Englewood Cliffs to a beautiful site adjacent to the Hudson River. The new School of Nursing location features state-of-the-art classroom technology to facilitate a meaningful educational experience for our students. Additionally, the school continues to have exceptional outcomes with NCLEX-RN licensure pass rates, graduate satisfaction, and job placement as a Registered Nurse after graduation.

In order to prepare the student for a nursing role in an ever-changing society, emphasis is placed on sound nursing theory, closely supervised clinical experience with emphasis on evidence-based practice, and on the student's development as an individual. We take pride in providing a positive student-centered learning environment to facilitate growth as a healthcare practitioner.

Holy Name Medical Center Sister Claire Tynan School of Nursing
Vision, Philosophy, and Program Outcomes

School of Nursing Vision

The vision of our School of Nursing is to be a leader within the academic community as an institution of educational excellence, integrity, research, technological distinction and innovative teaching modalities. Graduates of our nursing program are prepared as professional nurses providing holistic, culturally competent care to patients in a diverse ever-evolving healthcare environment.

School of Nursing Philosophy

We, the faculty of Holy Name Medical Center Sister Claire Tynan School of Nursing, in harmony with the philosophy of Holy Name Medical Center, believe our mission is to assist our community to achieve the highest level of health and wellness through education, prevention and treatment. We accomplish this by promoting the worth and uniqueness of the learner. We enhance the learner's respect for the dignity, spiritual and cultural dimensions of the community by creating an environment in which the development of each student's values and professional identity can be cultivated.

We believe that **Nursing** is a unique, humanitarian profession whose central purpose is assisting individuals and their families in maintaining and maximizing health throughout the lifespan. We believe that **Learning** is a lifelong process and occurs in a student-centered environment open to diversity, tolerant to differences, and grounded in equality and fairness to all. We believe **Teaching,** is facilitated by the educator, for the learners'

acquisition of knowledge, skills**,** and attitudes required for quality, safe, competent delivery of nursing practice. We believe **Health** is a state of complete physical, mental, spiritual, and social well-being and not merely the absence of disease or infirmity. We believe **Humans** are holistic beings with biological/psychological/social/spiritual aspects that make them unique and valued persons.   We believe **Environment** is the collection of people, places, things, and conditions that surround us and affect our everyday lives.

Graduates of our program provide **safe, patient centered care** supported by a **collaborative** relationship with the entire health care **team.**
Graduates of our program use **evidence and informatics** to guide and communicate decision- making that reflects sound clinical judgement.
Graduates of our program embrace the attributes of a **professional** for **quality** care in all healthcare environments.

School of Nursing End of Program Student Learning Outcomes
The Graduate will:
1. The graduate will provide patient centered care recognizing the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patients' preferences, values, and needs.
2. The graduate will function effectively within interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. The graduate will integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

The graduate will use data to monitor outcomes of care processes, and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
4. The graduate will minimize risk of harm to patients and providers through individualized performance, sound clinical judgement, and system effectiveness performance.
5. The graduate will use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. The graduate will demonstrate professionalism and the inherent values of advocacy, servant leadership, human dignity, and social justice in ethical practices of quality health care.

School of Nursing Program Outcomes
Three (3) quality indicators are trended by year and program track (RN program, LPN-RN program) to demonstrate evidence that graduates are achieving identified competencies consistent with the School of Nursing Philosophy, Student Learning and Program Outcomes, and Professional Standards. The program outcome information is publicly accessible from the Consumer Information page on the Holy Name Medical Center Sister Claire Tynan School of Nursing website.
https://www.holyname.org/schoolofnursing/consumer-information.aspx

1. Holy Name Medical Center Sister Claire Tynan School of Nursing NCLEX-RN licensure examination pass rate will be at least 80% for all first-time test takers for the 12-month period January 1st – December 31st.

2. 50% of the students who begin the first nursing course will graduate from the program within 100% of the time-frame allotted for the program track (RN or LPN-RN).

3. 80% of Holy Name Medical Center Sister Claire Tynan School of Nursing graduates who are seeking employment will obtain a Registered Nurse (RN) position within 12 months of graduation as per the Employment Survey.

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1. Holy Name Medical Center Sister Claire Tynan School of Nursing NCLEX-RN licensure examination pass rate will be at least **80%** for all first-time test takers for the 12-month period January 1- December 31st.

RN Program Track

Year	National NCLEX-RN Average*	Holy Name NCLEX-RN Pass Rate**
January 1st- December 31st 2023	88.55%	**92.5%** N=68

LPN-RN Program Track

Year	National NCLEX-RN Average*	Holy Name NCLEX-RN Pass Rate (LPN-RN Program Track)
January 1st- December 31st 2023	88.55%	**100%** N=7

* NCLEX-RN National Average retrieved from NCLEX Statistics from NCSBN
**NCLEX-RN Pass Rate Data retrieved from NJ State Board of Nursing

2. **50%** of the students who begin the first nursing course will graduate from the nursing program within **100%** of the time- frame allotted for the program track. (Complete program within 2 years for on-time graduation)

Year of first nursing course	Number of Students Starting (RN)	Number of students who finished (RN program) in 2024	2024 Program Completion Rate for Cohort starting in 2022 (RN program track)
2022	87	57 (45 RN & 12 LPN-RN)	57/87 = **66%**

Year of first nursing course	Number of Students Starting (LPN-RN) in January 2023	Number of students who finished (LPN-RN) in 2024	2023 Program Completion Rate (LPN-RN program track)
2023	14	12	12/14 = **86%**

3. **85 %** of Holy Name Medical Center Sister Claire Tynan School of Nursing graduates who are seeking employment will obtain a Registered Nurse (RN) position within 12 months of graduation as per Graduate Survey 6-12 months' post-graduation.

Year of Graduation RN Track	Number of Surveys Distributed	Number of Surveys Returned	Percent Returned	Percent of Students Employed
2023	68	26	38%	**96%**
Year of Graduation LPN-RN Track	Number of Surveys Distributed	Number of Surveys Returned	Percent Returned	Percent of Students Employed
2023	7	4	57%	**100%**

Accreditation

The Diploma nursing program at Holy Name Medical Center Sister Claire Tynan School of Nursing located at 333 Hudson Terrace Englewood Cliffs New Jersey 07632 is accredited by:

New Jersey State Board of Nursing
PO Box 45010, Newark, New Jersey 07101
973-504-6430
www.njconsumeraffairs.gov

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000
www.acenursing.org
The most recent accreditation decision made by the ACEN Board of Commissioners for the Diploma nursing program is **continuing accreditation**.

Federal Compliance

Holy Name Medical Center Sister Claire Tynan School of Nursing, is in compliance with Titles VI and VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate on the basis of race, color, national origin, religion, sex, age, marital status, handicap or military veteran status in any of its education or employment policies, procedures or practices. Holy Name Medical Center Sister Claire Tynan School of Nursing complies with the Higher Education Reauthorization Act Title IV and maintains eligibility and certification requirements.

Holy Name Medical Center Sister Claire Tynan School of Nursing is in compliance with the Family Educational Rights and Privacy Act of 1974 (commonly known as the Buckley Amendment).

This school is in compliance with Public Law 101-226 Drug Free Schools and Community Act, Public Law 101-542 Crime Awareness and Campus Security Act, American with Disabilities Act, and The Student Right-to-Know Act.

State Licensure Requirements

The Diploma in nursing program at Holy Name Medical Center Sister Claire Tynan School of Nursing meets the state education requirements for a Registered Professional Nurse license in the state of New Jersey. Holy Name Medical Center Sister Claire Tynan School of Nursing has not determined if the Diploma in nursing Registered Nurse program at Holy Name

Medical Center meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia.

Holy Name Medical Center Sister Claire Tynan School of Nursing Administration, Faculty and Staff Contact Information (2024-2025 Academic Year)

Administrative Staff	Position	Email	Office
Donna M. Penn, DNP, RN, CNE, NEA-BC	Director	dpenn@hnmcson.org	551-248-4606
Jennifer Gazdick, MSN, RN	Nursing Program Coordinator	jgazdick@hnmcson.org	551-248-4605
Monica Hare	Coordinator of Student Services (Admissions, Registrar, Bursar)	mhare@hnmcson.org	551-248-4601
Danielle Jerez, BA	Financial Aid Officer	djerez@hnmcson.org	551-248-4602
Helen Perez	Support Services Coordinator	hperez@hnmcson.org	551-248-4603
Michele Yacovino, BA	Library Assistant	myacovino@hnmcson.org	551-248-4607
Main SON Number			**551-248-4600**
SON Library			**551-248-4607**
SON Health Office			**551-248-4618**
Report an Absence from Class or Clinical			**551-248-4603**
Main Office Fax Number			**551-248-4699**
Full Time Faculty	**Position/Level**	**Email**	**Office Phone Number**
Catherine Swagger MSN, RN AC-CPNP	Coordinator of Simulation Instruction	cswagger@hnmcson.org	551-248-4608
Lori Dugan MSN, RN	Health Officer & Skills Lab Coordinator	ldugan@hnmcson.org	551-248-4618
Samantha Benevenga MSN, RN	Freshman Level Faculty	sbenevenga@hnmcson.org	551-248- 4620
Carol Ann Laraia-Bendana, MSN, RN	Freshman Level Faculty	cbendana@hnmcson.org	551-248-4611
Marie Fagan, DNP, MSN, BC	Freshman Level Faculty	mfagan@hnmcson.org	551-248-4616
Bernadette Minasian, MSN, RN	Freshman Level Faculty	bminasian@hnmcson.org	551-248-4619
Lisa Karlsen, MSN, RN	Freshman Level Faculty	lkarlsen@hnmcson.org	551-248-4617
Rose Beecher MSN, RN	Senior Level Faculty	rbeecher@hnmcson.org	551-248-4610
Arlene Coughlin, MSN, RN	Senior Level Faculty	acoughlin@hnmcson.org	551-248-4613
Julianne Davidson MSN, RN, PCCN	Senior Level Faculty	jgolia@hnmcson.org	551-248-4622

Kathryn Labriola, EdD, MSN, RN, BC, CNE	Senior Level Faculty	klabriola@hnmcson.org	551-248-4614
Camile Richards MSN, RN, CEN, CNE	Senior Level Faculty	crichards@hnmcson.org	551-248-4612
Mila Jones MSN, RN, CCRN	Senior Level Faculty	mjones@hnmcson.org	551-248-4621
Carmen Caines, MSN, RN	Adjunct Faculty (Freshman Level)	ccaines@hnmcson.org	
Shawn Simone MSN, RN, FNP-C	Adjunct Faculty (Freshman Level)	ssimone@hnmcson.org	
Cheryl Remington MSN, RN	Adjunct Faculty (Freshman Level)	cremington@hnmcson.org	
Mercy Grace Cana Cooper, MSN, RN	Adjunct faculty (Senior Level)	mcanacooper@hnmcson.org	
Genevieve Santos, MSN, RN	Adjunct faculty (Senior Level)	gsantos@hnmcson.org	
Johanna Marto, MSN, RN-BC	Adjunct Faculty (Senior Level)	jmarto@holyname.org	
Laetitia St Preux, MSN, RN	Adjunct Faculty (Senior Level)	lstpreux@hnmcson.org	

Nursing Course Descriptions

NRS 101 Professional Nursing I (9 credits) (4 lecture hours/6 lab hours/6 clinical hours)
15 Week Course
This course introduces the student to the fundamental concepts of professional nursing practice and the application of the concepts with a focus on wellness and health promotion to diverse patients across the lifespan. Program concepts are introduced including the concepts related to patient centered care, safety, evidenced based practice, teamwork and collaboration, quality improvement, informatics, and professionalism. The application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings
Prerequisites: Formal acceptance to Nursing Program, Co-requisites: Anatomy & Physiology I, Introduction to Psychology.

NRS 102 Professional Nursing II (8 credits) 4 lecture hours/2 lab hours/9 clinical hours)
15 Week Course
This course builds upon the students' knowledge of professional nursing practice through the application of program concepts related to the care diverse patient populations with uncomplicated acute and chronic conditions across the lifespan. Emphasis is placed on the knowledge, skills, and attitudes needed to provide safe, quality care.
Laboratory experiences will provide the student the opportunity to develop higher level skills. *Simulation* will also be scheduled to assist the student in developing clinical reasoning and critical thinking in a simulated clinical setting.
Clinical experiences provide the student an opportunity to apply concepts of patient centered care, teamwork and collaboration, safety, evidence based practice, informatics, quality improvement, and professionalism for clients of diverse populations with simple health care issues, in a variety of health care settings.
Prerequisites: NRS 101, Anatomy & Physiology I, and Introduction to Psychology. Co-Requisites: Anatomy & Physiology II and Lifespan Development.

NRS 201 Professional Nursing III (8 credits) (4 lecture hours/12 clinical hours) 15 Week course

This course builds upon the student's knowledge of professional nursing practice through application of the program concepts related to the care of diverse patient populations with complicated acute and chronic conditions across the lifespan. Emphasis is placed on the knowledge, skills, and attitudes needed to provide safe quality care.

Clinical experiences and Simulation provide the student an opportunity to apply concepts of patient centered care, teamwork and collaboration, safety, evidence based practice, informatics, quality improvement, and professionalism for clients of diverse populations with acute and chronic health care issues, in a variety of health care settings.

Prerequisites: NRS 101, 102, Anatomy & Physiology I & II, Introduction to Psychology, Lifespan Development.
Co-Requisites: Basic Microbiology, English Composition.

NRS 202 Professional Nursing IV (9 credits) (4 lecture hours/15 clinical hours) 15-week course

This course builds upon the student's knowledge of professional nursing practice through application of the program concepts related to the care of diverse patient populations with complex acute and chronic conditions across the lifespan. Emphasis is placed on the knowledge, skills, and attitudes needed to provide safe, quality care. The course also focuses on the development of leadership and management skills as students prepare to transition to professional practice.

Clinical experiences and simulation provide the student an opportunity to apply concepts of patient centered care, teamwork and collaboration, safety, evidence based practice, informatics, quality improvement, and professionalism for clients of diverse populations with acute and chronic health care issues, in a variety of health care settings.

Prerequisites: NRS 101, 102, 201 Anatomy & Physiology I & II, Introduction to Psychology, Lifespan Development, Basic Microbiology, English Composition.
Co-Requisites: Contemporary Issues in Bioethics, elective course

General Education Curriculum Courses (offered through St. Peter's University)

BI-171. Anatomy and Physiology I. 4 Credits (3 lecture hours, 1 lab hour)
This course is offered in the fall semester of the first year. Emphases are on the structure and function of the major systems of the human body and its variations from the normal. The cellular, embryological, and genetic basis of structure and function are also considered. Includes laboratory. This course is offered online.
Prerequisite: None

BI-172. Anatomy and Physiology II. 4 Credits. (3 lecture hours, 1 lab hour)
This course is offered in the winter semester of the first year. Emphases are on the structure and function of the major systems of the human body and its variations from the normal. The cellular, embryological, and genetic basis of structure and function are also considered. Includes laboratory. This course is offered online.
Prerequisite: BI171 Anatomy and Physiology I with a minimum grade of C

BI-161 Basic Microbiology. 4 Credits. (3 lecture hours, 1 lab hour)
This course is offered in the winter semester of the first year. Students learn the biology of

bacteria and viruses: their morphology, physiology, and ecology, and the role of microorganisms in disease and the principles of immunology. Includes laboratory. Course is offered at online.
Prerequisite: None

CM-116 English Composition. 3 Credits. *(3 lecture hours)*
This course is offered in the fall semester of the first year. The course introduces and provides instruction and practice in the art of writing expository prose and the methods of writing research papers. There are readings of short prose pieces and essays by distinguished writers. All written work, including examinations, tests the student's ability to write clearly and with understanding of what they have read. Emphasis is on objectivity, accuracy, clarity of expression, logical organization, and the elimination of grammatical and mechanical errors. Course is offered online only.
Prerequisite: None

PS-151. Introduction to Psychology. 3 Credits. *(3 lecture hours)*
This course is offered in the fall semester of the first year. It explores the methods and applications of psychology; and provides an introduction to research techniques, concepts, theories, and findings about normal and abnormal behavior. Course is offered online only.
Prerequisite: None

PS-235. Life Span Development. 3 Credits. *(3 lecture hours)*
This course is offered in the spring semester of the first year. It provides a comprehensive examination of the basic principles, stages and aspects of human growth and development from birth to senescence. Course is offered online only.
Prerequisite: PS151 – Introduction to Psychology with a minimum grade of C

PL-254. Contemporary Issues in Bioethics. 3 Credits. *(3 lecture hours)*
This course is offered in the winter semester of the second year.   It is intended to develop the student's decision-making skills as they encounter the moral dilemmas that accompany control over birth and death, genetic engineering, human experimentation, the AIDS crisis, and the allocation of scarce medical resources. Course is offered online only.
Prerequisite: PL100 – Introduction to Philosophy

SO-121. Introduction to Sociology. 3 Credits. *(3 lecture hours) Elective Course*
This course is offered in the fall semester of the second year. We examine sociology, both as a practicing profession and scientific discipline, with an introduction to research methods, concepts, theories, and findings about the social world and their application. Course is offered online only.
Prerequisite: None

PL-130. Introduction to Philosophy. 3 Credits. *(3 lecture hours) Elective Course*
This course is offered in the fall semester of the second year. Students learn the origins of the principle philosophical problems in Western civilization and various speculations to resolve them. The central topics are knowledge, nature, being, God, man and values. Course is offered online only.
Prerequisite: None

LS-117 Spanish for Healthcare Professionals I. 3 credits (3 lecture hours) Elective Course

Grammar and vocabulary taught through dialogues and situations related to the healthcare professional.
Prerequisite: None

Curriculum Tracks (RN and LPN-RN)

RN Program Track Curriculum
(Suggested sequence for full-time student enrollment)

Year One

SEMESTER I (Fall) (15 weeks)   **CREDITS**
BI-171* Anatomy and Physiology I 4
PS-151* Intro to Psychology 3
NRS-101 Professional Nursing I 9
                  TOTAL   **16**

SEMESTER II (Spring) (15 Weeks)   **CREDITS**
BI-172* Anatomy and Physiology II 4
PS-135* Life Span Development………………………… 3
NRS-102 Professional Nursing II…………………………8
                  TOTAL   **15**

Year Two

SEMESTER III (Fall) (15 Weeks)   **CREDITS**
BI-161* Basic Microbiology……………………………….4
CM-116* English Composition…………………………3
NRS-201 Professional Nursing III……………………..8
                  TOTAL   **15**

SEMESTER IV (Spring) (15 Weeks)   **CREDITS**
PL-254* Contemporary Issues in Bioethics 3
Elective**..3
NRS-202 Professional Nursing IV…………………….9
                  TOTAL   **15**

*General education and science courses are offered online through St. Peter's University. Applicable courses may be evaluated for transfer from other colleges/universities.
 Students wishing to earn the Associate in Applied Science (AAS) degree from St. Peter's University must take 30 credits from St. Peter's University, 3 additional credits must be taken if the student wishes to receive the AAS degree.

CREDIT ALLOCATION
      Nursing...34
      General Education….. ……………………….. ……27
    Total Program Credits for Program……………........ 61

**Elective List (SPU Courses)
 SO-121 Introduction to Sociology
 PL-130 Introduction to Philosophy
 LS-117 Spanish for the HealthCare Professional I

LPN-RN Program Track Curriculum

(Suggested sequence for full-time student enrollment)

Pre-requisites   **CREDITS**

BI-171 Anatomy & Physiology I 4

PS-151 Intro to Psychology 3

Practical Nurse License (credit received) …………9

LPN-RN Pathways Bridge Course………………………0

                                      Total 16

Students enter formal RN program in January

Year One

SEMESTER I (Spring) (15 Weeks)   **CREDITS**

BI-172* Anatomy and Physiology II 4

PS-135* Life Span Development……………………… 3

NRS-102 Professional Nursing II…………………………8

                          TOTAL 15

Year Two

SEMESTER II (Fall) (15 Weeks)   **CREDITS**

BI-161* Basic Microbiology…………………………….4

CM-116* English Composition…………………………3

NRS-201 Professional Nursing III……………………8

                          TOTAL 15

SEMESTER III (Spring) (15 Weeks)   **CREDITS**

PL-254* Contemporary Issues in Bioethics 3

Elective**..3

NRS-202 Professional Nursing IV…………………….9

                          TOTAL 15

*General education & science courses are offered online through St. Peter's University (SPU). Applicable courses may be evaluated for transfer from other colleges/universities.
Students wishing to earn the Associate in Applied Science (AAS) degree from St. Peter's University must take 30 credits from St. Peter's University, **3 additional credits must be taken if the student wishes to receive the AAS degree from SPU.**

                  CREDIT ALLOCATION

         Nursing 34

         General Education 27

         Total Program Credits ………….......... 61

**Elective List (SPU Courses)
SO-121 Introduction to Sociology
PL-130 Introduction to Philosophy
LS-117 Spanish for the HealthCare Professional I

Transfer Credit Policy from Other Colleges and Universities

If a student completes an applicable science or general education course(s) at another college or university, it is the student's responsibility to ensure the Coordinator of Student Services receives official transcript evidence in order for the course to be evaluated for transfer credit to the School of Nursing transcript.

Official transcripts from other academic institutions must be sent to the Coordinator of Student Service's Office for evaluation. The transcript evaluation process may take up to 3 weeks to be completed. The Holy Name School of Nursing does not accept transfer credits for nursing courses from other academic institutions**.**

Students who have completed college level courses at an accredited college or university will be evaluated for transfer credit for up to 27 credits for the RN program and up to 17 credits for the Practical Nursing Program. A minimum grade of "C" or 70% is required to receive transfer credit for all general education and science courses.

Current matriculated students who wish to take a nursing curriculum general education or science course at another academic institution for possible transfer credit must first seek approval from the Coordinator of Student Services to determine course equivalency before course enrollment.

Military Benefits

Any student wishing to use military benefits for attending the School of Nursing, please speak to the school's School Certifying Officer (SCO) in the SON Admission Office or email **school@hnmcson.org**

Safety and Security (Englewood Cliffs Campus)

The Sister Claire Tynan School of Nursing is committed to maintaining a safe and secure environment for all students, employees, and visitors on campus. In accordance with the Higher Education Reauthorization Act (Public Law 101-542) all students and employees receive updated safety and security information. All students are provided with information on safety policies and procedures through the publication of the RN Handbook.   Statistics pertaining to campus crime are published in an annual Campus Safety Report which is publicly available on the School of Nursing website and distributed to all enrolled students through email.

The security of the School is under direct jurisdiction of the Holy Name Medical Center (HNMC) Security Department and local law agencies. Specific safety and security policies and regulations of HNMC pertain to the School as well.

Security staff is present at the Englewood Cliffs campus Monday to Friday, 6am – 10pm. All outside perimeter doors are locked and accessible by an authorized key card. Twenty-four-hour video surveillance of the school building and surrounding parking areas are monitored by the Holy Name Medical Center security office.

Any security related incident should be reported to the School of Nursing security staff by dialing 551-248-4623 or by notifying the School of Nursing office staff at 551-248-4603 or 4604 if calling from a cell phone.

OR

By dialing extension 4623, 4603 or 4604 from any campus landline.

Students must display a valid Holy Name Medical Center ID badge when on the Englewood Cliffs campus or when at a clinical facility. Students doing clinical experiences at facilities other than Holy Name may be required to display an additional ID badge.

Security officers will investigate all complaints. Major offenses are reported immediately to the appropriate police agency.

Fire Safety

Fire drills are conducted each semester in collaboration with the Holy Name Safety Officer. Fire alarms are located at the front entrance and at the student entrance to the building, and at the service entrance in the large lunchroom area. Fire extinguishers are located at the end of the hallways on both the first and second floors, in the lunchroom area, and in the student lounge/library area.

Reporting Crimes

In order to promote a safe and secure School of Nursing campus community, all students, faculty, staff, and guests of the School of Nursing are encouraged to report emergencies, criminal activity, and suspicious persons in an accurate and timely manner to the School of Nursing security officer by dialing **551-248-4623.**

Medical Emergencies

To ensure public safety in the event of a medical emergency or accident resulting in bodily harm to faculty, staff, students or visitors of the Holy Name Medical Center Sister Claire Tynan School of Nursing, emergency medical services are to be contacted using the correct procedure.

Non-medical emergency situations should be reported directly to the School of Nursing office staff at 551-248-4603 or 4604 if calling from a cell phone or by dialing extension 4603 or 4604 from any campus landline or by contacting the on-site security officer at 551-248-4623. **In the event of a medical emergency or accident, emergency medical services should be contacted by dialing 911 from any School of Nursing landline phone or 911 from any cell phone**.

1. After Emergency Medical Services are contacted, notify the School of Nursing office of the emergency by dialing 4603 or 4604 from any landline phone or by calling **551-248-4603** or 4604 from any cell phone and notify Security by dialing **551-248-4623.**

2. An AED device is located in the hallway outside of classroom 1 (lower level).

3. A bleeding kit is located in the Health Office Infirmary (lower Level).

Faculty and students are to follow the procedure for the reporting of emergency medical incidents respective to each healthcare organization during clinical experiences.

Alcoholic Beverages and Illegal Drugs

In keeping with the mandate to uphold the highest standards of safety and to maintain quality nursing practice, the SON has adopted a drug- and alcohol-free environment.

- The School of Nursing strictly prohibits the unlawful manufacture, distribution, dispensing, possession, use, sale, purchase, transfer, consumption, or being under the influence of a controlled substance on School of Nursing property or as part of any School of Nursing sponsored activity.
- The School of Nursing also prohibits the abuse of prescription drugs as well as the illegal use, purchase, sale, or attempted sale of prescription drugs.
- The use of alcoholic beverages while on School of Nursing premises, including meal periods and breaks, is absolutely prohibited.
- Violations of local ordinances or of state or federal laws regarding controlled and/or dangerous substances, including alcohol, by members of the School of Nursing community may result in School of Nursing disciplinary actions regardless of where such violations occur.
- A student who reports a chemical dependency problem will be counseled by the SON Director and/or other suitable licensed personnel. Conditions for continued participation in the program will be set at the discretion of the Director with possible

consultation from qualified licensed personnel, if applicable.

Parking
Englewood Cliffs Campus Parking
Student parking is available at the Englewood Cliffs campus to students displaying a valid Holy Name Medical Center School of Nursing parking hangtag. Parking hangtags are distributed to students during first nursing course orientation. **Students are responsible for displaying the hangtag in the vehicle when parking on campus**. **Students must park only in areas designated for student parking.** Students are not to park in areas designed for St. Michael Villa or the St. Michael's Infirmary. Students are not to park in areas designated for School of Nursing faculty and staff.

Security will monitor student compliance with all parking regulations and will issue parking tickets to violators. Parking fines are determined by Holy Name Medical Center.
If needed on Mondays, additional overflow parking will be available at the Allison Park, which is adjacent to the School of Nursing grounds.
If needed, a shuttle service to the Allison Park overflow parking area will be available on Mondays when classes are in session as follows:
Mondays: 7:30am - 8:30am and 12noon – 1pm
The overflow parking area will only be used on the high student volume days (e.g. Mondays)
Please note: The Allison Park parking area closes at dusk. All student cars must be moved from the lot by 4 pm.

Parking fines for the Englewood Cliffs campus are as follows:
1st Offense – Warning Citation
2nd Offense - $100.00
3rd Offense - $200.00
After the third offense, the student will be required to meet with the School of Nursing program director. Failure to pay parking fines constitutes grounds for withholding transcripts and/or diploma.
Students are required to adhere to the speed limit and directional signs on the campus grounds. **The speed limit on the St. Michael Villa Campus is 15MPH at all times.**

Holy Name Medical Center Parking for Clinical Experiences

Students may park in the employee parking garage on the Holy Name Medical Center Teaneck campus. The Holy Name ID badge will provide access to the employee parking lots.
Parking instructions for facilities other than Holy Name utilized for clinical experiences will be provided by the course facilitator or clinical instructor.
Students are expected to comply with all parking instructions as written by each clinical facility. Non-compliance with parking policies may result in fines and progressive disciplinary action.
Parking fines for clinical facilities, including Holy Name Medical Center, are at the discretion of the facility.
Holy Name Medical Center student parking instructions are subject to change. Changes will be communicated to students through email and on Moodle.

Holy Name Sister Claire Tynan School of Nursing Address and Office Hours

The School of Nursing is located on the campus of the St. Michael Villa at 399 Hudson Terrace, Englewood Cliffs, New Jersey 07632, and maintains regular office hours Monday

through Friday 6:00 am - 4:00 pm. The address for St. Michael Villa is 399 Hudson Terrace. When using a map or GPS app to locate the School of Nursing, please use the 399 Hudson Terrace address.

The School building is open for student use **Monday – Friday, 6:00 am to 10:00 pm during the academic yea**r. The building is closed on weekends, holidays, and designated holiday break periods (Thanksgiving and Christmas). During the **summer months of July and August, the school is open for student use by appointment only during the hours of 8:00am-2:00pm Monday-Thursday and 8:00am-12noon on Fridays**. Appointments are made by emailing Helen Perez at hperez@hnmcson.org or Monica Hare at mhare@hnmcson.org

A locked drop box is located outside of the Coordinator of Student Services office to deposit items for the SON administrative personnel after normal office business hours.

Mailing address for the Holy Name Sister Claire Tynan School of Nursing:
333 Hudson Terrace
Englewood Cliffs, New Jersey 07632
Website: holyname.org/SchoolofNursing
Main School of Nursing phone number: 551-248-4600
Fax number: 551-248-4699
Email: school@hnmcson.org

Change in Name/Address/Telephone Number/Email Address
Students needing to change their name, address, or telephone number while attending the School of Nursing must notify the Coordinator of Student Services of the changes. Please email school@hnmcson.org with the changes. Verification documentation of legal name change will be required to be submitted to the Coordinator of Student Services.
The School is not responsible for any information that the student does not receive due to an incorrect name, address, or email address.

Family Educational Rights and Privacy Act of 1974 (FERPA)
It is the policy of the School of Nursing to allow students to have access to certain records maintained by the School and to provide an opportunity for a hearing to challenge the accuracy or appropriateness of such records.
The purpose of the act is to protect the privacy of students and parents, and to notify students and their parents of their rights to privacy as provided under Section 438 of the General Education Provision Act as amended. This handbook serves to notify all students of the provisions of the act.

Provisions:
- Students enrolled at the School of Nursing have the right to inspect and review their educational record. If any material or document in the educational record of a student includes information on more than one student, each student will have the right to inspect and review only the part of the material or document that relates to him/her.
- Because the School of Nursing is an institution of post-secondary education, the permission or consent required of and the rights accorded to parents of students who have not attained eighteen years of age shall only be required of and accorded to the student.
- The Director of the School of Nursing has the responsibility for maintenance of the educational record and other documents relative to the student's

enrollment.
- The term "educational record" at the School of Nursing includes only the following materials and documents.
  - Clinical evaluations, warnings/failures
  - Any school communications pertaining to academic matters
  - Transcripts of academic grades

"Educational record" does not include the following:
- Financial records of parents or students
- Confidential letters and statements placed in the student's file
- Records of administrative and teaching faculty which are in the sole possession of the maker and which are not accessible to or revealed to any other person
- Health record - This record may be personally reviewed by a physician, psychiatrist, psychologist or other recognized professional person of the student's choice.
- Confidential recommendations regarding admissions, honors and awards, or employment if the student has signed a waiver of his/her right to access to this information. Such a waiver shall apply to recommendations only if:
  - the student is, upon request, notified of the names of all persons making confidential recommendations
  - such recommendations are used only for the purpose specifically intended

The School of Nursing will not permit access to or release of the educational record or personally identifiable information without the written consent of the student to any party other than the following:
a. School of Nursing officials
b. The New Jersey State Board of Nursing
c. Accrediting organizations in order to carry out their accrediting functions
d. Organizations conducting studies for or on behalf of educational agencies and institutions for education purposes if such studies do not permit personal identification of students by person's other representatives of such organizations and with the understanding that the information will be destroyed when no longer needed for purposes of the designated study.
e. Authorized representatives of the Comptroller General of the United States Department of Education, administrative heads of education agencies or state educational authorities about the audit and evaluation of this program.
f. Authorized judicial representative in compliance with a judicial order or a lawfully issued subpoena. The student will be notified of the order or subpoena in advance of compliance by the School of Nursing. Such court orders must be delivered to the office of the President of the Hospital where the court official shall be requested to produce proper identification and state the specific nature of his inquiry and the date of the required court appearance. An appointed representative of the Hospital will then arrange to personally deliver the required student record to the court on the date of the hearing.
g. Organizations or agencies connected with a student's application for or receipt of financial aid.

- Consent must be in writing, signed and dated by the student giving consent, and shall include: (1) specification of the portions of the educational record to be released; (2) the reason for such release, and (3) the name(s) of the person(s) to whom the

records will be released.

- The School of Nursing will not release personal information on a student except on condition that the party to which the information is transferred will not permit any other party to have access to it without the consent of the student. A statement informing such party of this requirement will be included with the information.

- The School of Nursing will maintain an access record which will be kept with the educational record of each student and which will indicate all individuals, agencies or organizations except the New Jersey State Board of Nursing who have requested or obtained access to a student's educational record. It will also indicate specifically the legitimate interest that each person, agency or organization has in obtaining this information. The access record will be available only to the Director of the School of Nursing and to those persons responsible for the custody of the records and the audit of this policy.

- Students may request access to their own educational records by writing to the Director of the School of Nursing, 333 Hudson Terrace, Englewood Cliffs, New Jersey. The student must specify the type of inspection he/she desires: (a) it is to be an in-person review; (b) a copy of the record is to be sent to the student; or (c) both. An access date and time will be sent to the student for an in-person review.

- In any case, first review of the educational record by the student will be granted within forty-five (45) days after the request has been made.

- Students may request explanations and interpretations of any portion of their educational record.

- Such requests will be in writing and will receive a response within twenty-eight (28) days.

- If a dispute arises regarding the content of the educational record, the Director of the School of Nursing or his/her designee, will attempt to settle it with the student through informal meetings or discussions.

- Upon request of the Director of the School of Nursing or the student, a formal hearing will be held.

- Students may request a hearing: (1) to challenge the content of the educational record to ensure that the record is accurate, not misleading or otherwise in violation of the privacy or other rights of the students; (2) to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data; and/or (3) to insert into the educational record a written explanation by the student in respect to the content of the educational record. The hearing will take place within thirty (30) working days of the request. The student will be afforded a full and fair opportunity to present evidence relevant to the issues listed above. The Director of the School of Nursing or his/her designee will hear the student. A decision will be rendered within ten (10) working days after the conclusion of the hearing.

Tuition and Fees

The School of Nursing website, https://www.holyname.org/SchoolOfNursing/ has the most current information on the tuition and fees for the RN Program and LPN-RN Program. https://www.holyname.org/schoolofnursing/rn-schedule-of-expenses.aspx

Students are notified in advance and in writing of the School of Nursing's intent to raise tuition and fees.

PLEASE NOTE: Tuition and fees are to be paid by the due dates published in the academic calendar. An installment payment option is available to students which splits the total tuition and fees payment into two payments. Students with unpaid balances by the

second installment payment due date will not be permitted to attend class or clinical until the balance is paid in full or until satisfactory payment arrangements have been made with the Coordinator of Student Services.

Financial Aid

The Holy Name Medical Center Sister Claire Tynan School of Nursing offers financial aid to help students fund their educational goals. Students seeking financial aid need to follow two steps to apply for financial aid.

1. Get an FSA ID at https://fsaid.ed.gov/npas/index.htm and complete the Free Application for Federal Student Aid (FAFSA) online. **Use school code 006417.** The FAFSA must be completed and processed before making an appointment with the School of Nursing Financial Aid Officer.
2. Once accepted into the nursing program and your FAFSA is processed, schedule an appointment with the School of Nursing Financial Aid Officer at https://calendly.com/sonfinancialaid.

Full- and part-time students may be eligible for financial aid; however, some forms of aid will be adjusted for students who are less than full-time.

Steps to the Financial Aid Application Process

- **Step 1**: **Complete the FAFSA**. The first step is to complete the FAFSA (Free Application for Federal Student Aid) at https://fafsa.ed.gov/ **Remember to enter the school code of 006417 for Holy Name School of Nursing**. You will need to apply for a Personal Federal Student Aid ID (FSA-ID). If you are a dependent student, you and one parent will need to apply for separate FSA-IDs and use the FSA-IDs to electronically sign your FAFSA. You and/or parents must complete a federal tax return, if required. While completing the FAFSA online, you and/or parents can import the federal tax information from the IRS using a secure data retrieval tool (DRT).

- **Step 2**: **Review your Student Aid Report.** Once you have submitted a FAFSA, the U.S. Department of Education will process your FAFSA and send you a copy in the form of a Student Aid Report (SAR). This may take 3 – 5 business days. The SAR will be sent to you electronically if you have listed an e-mail address on your FAFSA. As soon as you receive the SAR, contact the School of Nursing Financial Aid Officer for an appointment.

Financial Aid Application Deadlines

A FAFSA application must be completed each year and serves the entire academic year (Fall, Winter and Spring terms). The FAFSA becomes available each October for the following year's Fall term and will remain available through the following Summer. It is recommended students complete the FAFSA as soon as possible. All financial aid awards must be finalized prior to the start of the Fall semester or the student will be responsible for remitting one half of the Fall semester's tuition bill.

PLEASE NOTE: You must have all financial aid **finalized** by the deadline dates. **Finalized** means you must have all appropriate documents signed and received and all **verification** items complete and submitted to the Financial Aid Office.

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Financial Aid deadline dates to remember:
RN and LPN-RN Program Tracks

2024-2025 Academic Year **October 1, 2024 - June 30, 2025**

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How is financial need determined?

- During your financial aid appointment, the Financial Aid Officer will determine an estimate of how much it will cost for you to attend school, including tuition and fees, books and supplies, room and board, personal expenses, transportation and miscellaneous expenses. This is called your *Cost of Attendance* and it will vary from one institution to another. It also varies depending on whether you are a graduate or an undergraduate student.
- To determine your financial need, your expected family contribution is subtracted from the cost of attendance. It is Holy Name Medical Center School of Nursing policy to award grants and scholarships first, followed by loans for which you qualify. You may receive some types of financial aid in excess of your need up to the Cost of Attendance.
- A financial aid Award Letter outlining your estimated cost and financial aid eligibility will be prepared and given to you for review during your financial aid appointment. The Award Letter will include general information about each award offered. Some awards (i.e., parent loans (PLUS)) may require supplemental applications. **Please be advised the figures discussed are ESTIMATES and can change based upon government review.**

To be eligible for federal financial aid programs, you must:
- Be accepted as a student in an eligible certificate or degree program.
- Be making satisfactory academic progress for financial aid purposes.
- Have a high school diploma, General Education Development (GED) certificate, or a secondary school completion credential for home school.
- Be a U.S. citizen or eligible non-citizen (includes legal permanent residents, or green card holders).
- Have a valid Social Security Number.
- Register with Selective Service, if required.
- Not be in default on a previously awarded student loan or owe a refund on a previously awarded grant.
- Different forms of financial aid may have additional eligibility criteria.
- Have not reached aggregated loan amounts or Pell Grant maximum of 600%.

The school participates in the following financial aid programs:
1. **The Federal Pell Grant Program.** Pell Grants are available to eligible undergraduate students who have not yet earned a bachelor's or professional degree. The maximum Pell Grant allotted is 600% or 6 consecutive years.
2. **The Federal Direct Loan Program:** Federal Direct Subsidized and Federal Direct Unsubsidized Stafford Loans are low interest loans made to eligible students attending school at least half-time. Federal Direct PLUS Loans enable parents with a good credit history to borrow for each dependent student who is enrolled at least half-time. If a parent is denied based on their credit, the student may be able to borrow more under their own loan.

What does "verification" mean?

When you receive your Student Aid Report in the mail or online, you **may** see the following message:

"Your application has been selected for review in a process called verification. You must submit to your school signed copies of certain financial documents."

If you receive this message, you will need to submit a copy of your and your spouse or parents' (if applicable) Tax Return Transcript (available from the IRS website) and W-2s for the applicable year along with either the Dependent or Independent Verification Worksheet (obtained from the Financial Aid Office). Your financial aid will not be credited to your account until you submit all required documents and verification is completed.

Title IV Refunds**
The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the school prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Receiving Your Financial Aid
All grants and loans are disbursed thirty (30) days from the beginning of the first semester and on the first day of the second semester. Loans are divided into disbursements according to the number of semesters you indicate you will enroll during the academic year. For example, by indicating that you will enroll for the fall and winter/spring semesters, your loan money will be divided into two equal disbursements, one each semester. If you indicate that you will enroll for a single semester, your loan eligibility will be pro-rated and must be disbursed in two payments during the semester, each representing one-half of your loan amount. A pro-rated loan will equal one-half - or less- of the annual loan amount, and will be calculated based upon your eligibility.

Your financial aid is applied directly to institutional charges (tuition, fees, etc.). Any excess funds will be refunded to you within 21 days of the date the credit balance occurs. The Coordinator of Student Services will notify you as to when you may pick up your refund check. Should you decide to leave the credit balance on your student account for the next billing semester, you must notify the Financial Aid Office during your financial aid appointment.

Special Circumstances
While the process of determining your financial aid eligibility is basically the same for all applicants, there is some flexibility for specific circumstances. At Holy Name Medical Center School of Nursing the Financial Aid Officer determines whether your special circumstances merit changes in the data elements which determine your Expected Family Contribution or your Cost of Attendance. Situations which might merit special circumstances include:

- Unusual medical and dental expenses
- Child care and dependent care costs
- Unusual debts
- Income reduction or nonrecurring income

- A family and financial situation in which a student normally considered dependent could be considered independent

If you feel you have any special circumstances that might affect the amount you and your family are expected to contribute, you must wait until you receive an award letter and then submit your request in writing to the Financial Aid Officer.

It is Holy Name Medical Center School of Nursing policy **not to consider** a reduction in income for the following:

- Tuition paid for elementary/secondary private school
- Unusual expenses related to personal living (i.e., wedding expenses, credit card bills, home mortgage or school loan payments, car payments, legal expenses, and other miscellaneous consumer item expenses)
- Families with reductions processed in the previous year whom grossly underestimated this year's income
- One year bonus incomes such as lottery or gambling winnings
- Reductions in overtime pay
- Reductions in income resulting from bankruptcy proceedings
- Medical expenses other than those claimed as a deduction on your Federal Tax Returns

For refund consideration, a student must indicate in writing (an email from the student's School of Nursing account is acceptable) the course they are withdrawing from. The course withdrawal request is sent to the School of Nursing Program Coordinator and Coordinator of Student Services. The refund amount is determined by the date on the course withdrawal request or email.
Listed below is the Refund Policy for Holy Name School of Nursing students based on the withdrawal time period:

School of Nursing Tuition Refund Policy
For refund consideration, a student must indicate in writing (an email from the student's School of Nursing account is acceptable) the course they are withdrawing from. The course withdrawal request is sent to the School of Nursing Program Coordinator and Coordinator of Student Services. The refund amount is determined by the date on the course withdrawal request or email.
Listed below is the Refund Policy for Holy Name School of Nursing students based on the withdrawal time period:

School of Nursing Tuition Refund Policy**
Withdrawal before the first day of class……………..100%*
Withdrawal within the first two weeks…………………75%
Withdrawal within the third week………………………..50%
Withdrawal within the fourth week……………….......25%
Withdrawal after the end of the fourth week…………0%
***Withdrawal for recipients of Title IV funds are on a pro-rated basis up to 60% completion.*
*Minus the cost of the school issued tablet device unless the tablet is returned unopened in the original box.

If a student withdraws from the program, no financial aid monies will be refunded to the student. These monies are to be used for educational expenses only, and will be returned to SFA programs.

The Financial Aid Office will notify the guarantee agencies of the last day of attendance of the student borrowers.

Title IV Refund Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term**. The federal Title IV financial aid programs must be recalculated in these situations.

**If a student leaves the school prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Unofficial Withdrawals

If a student does not officially withdraw from all classes but fails to earn a passing grade in at least one course, federal aid regulations require that we assume the student has "unofficially withdrawn," unless it can be documented that the student completed the enrollment period. Unofficial withdrawals require a Title IV refund calculation at the midpoint of the enrollment period. The reduction of federal aid will create a balance due to the school that must be repaid.

Receipt of Financial Aid Funds

Outstanding tuition and fee balances owed to the School will be deducted first from any Financial Aid disbursements made on behalf of the student. If a student is owed a cash disbursement "refund" after applicable deductions, the cash disbursement "refund" payment will be made as follows:

For Federal PELL Grants and Federal Direct Subsidized and Unsubsidized Loans: If a student is due a refund against a federal Pell grant or federal Direct Loan disbursement, a check will be issued to the student for that amount no sooner than the end of the semester as these funds are to be issued for educational expenses. The student will be notified to pick up the check in the Registrar's office. The student must sign for receipt of the check.

For Alternative or Private Loans: Alternative or Private Loan checks are made co-payable to both the student and the school. The student will be notified to come to the Registrar's office to endorse the check and receive a receipt for that check from the Registrar. The check is then deposited to the school's account with the hospital's Finance Officer. A Holy Name Medical Center check will be drawn payable to the student for the "refund" amount and will be available in about 14 to 21 days. The student will be notified to pick up the check in the Registrar's office.

A Holy Name Medical Center check will be drawn payable to the student for the "refund" amount and will be available in about 14 to 21 days. The student will be notified to pick up

their check.

If applicable, refund checks are generated at the end of the Fall and Spring semesters.

Holy Name Medical Center Sister Claire Tynan School of Nursing Scholarships

Holy Name Medical Center Sister Claire Tynan School of Nursing has a limited amount of scholarship funds available to award eligible students.

Scholarships are awarded for the Fall and Spring semesters each year. Award amounts will vary based on the availability of scholarship funds and the number of students who apply and meet scholarship eligibility requirements. The School of Nursing Scholarship Committee will review all applications for scholarship eligibility. Students will be notified by email of the scholarship award and amount. Awards are applied to the current semester's balance; if there is no current balance, the award is applied to the next semester's tuition and fees.

Scholarship Eligibility Criteria

1. The student must file the FAFSA (Free Application for Federal Student Aid) and demonstrate financial need.
2. The student must have a minimum total GPA of 2.0 or higher and be actively enrolled in a nursing course and be in good academic standing.
3. The student must meet the requirements designated by the specific Scholarship Donor. All scholarships require a thank you letter addressed to the donor awarding the scholarship.
4. The scholarship awards are limited by the award funds available, the amount awarded, and the number of students meeting the above criteria. Due to restrictions, if the applications received exceed the funds available, scholarship amounts will be awarded based on:

   - Financial need (highest to lowest)
   - GPA (highest to lowest)

5. Students are required to complete and submit the application each semester.
   - Fall and Winter, by the published deadlines (September 13 for the Fall semester, February 14 for the Winter semester). **Late applications will not be accepted.**
6. Submit application to the School of Nursing Financial Aid officer. Students will be notified of award by email.

School of Nursing scholarship applications are available in the Financial Aid Office or on the Moodle LMS.

Additional School of Nursing Scholarship Opportunities

1. **Holy Name Nursing Scholars Program**

First-year, first-semester high-performing RN program students of Holy Name's Sister Claire Tynan School of Nursing are eligible to apply for this scholarship opportunity, which will pay the balance of a student's nursing course tuition and fees, after financial aid is applied. Students apply in their first semester of the RN program. Application deadlines will be posted in Moodle. This program is for RN Program track students only.

Upon graduation, and assuming all requirements are met, the student will be required to work at Holy Name for a minimum of 30 months. This program is funded by Holy Name and private donations.

Holy Name Scholars Program Application eligibility requirements:

The student must be in good academic standing with a course average of 78 or higher at the time of application submission.

If accepted into the program, the student must successfully pass each nursing course to remain in the scholarship program.

Important details:

After successful completion of the registered nursing program, the scholarship recipient will apply for available staff RN positions at Holy Name and, upon hire, commit to a minimum of 30 months employment at Holy Name Medical Center as a registered nurse. Early termination of employment may result in repayment penalties.

Scholarship recipients must agree to sit for the NCLEX-RN within two months of graduation and agree to participate fully in the ATI NCLEX prep program, including fulfilling the requirement to achieve the "green light" before NCLEX-RN testing.

Complete a Holy Name Scholarship Program application and submit it by the deadline indicated on the form. Scholarship applications are available from the School of Nursing's Financial Aid Office.

Chosen applicants will interview with the scholarship committee and decisions will be made in early January.

2. **Holy Name Alumni Association Merit Scholarship Awards**

The Holy Name Sister Claire Tynan School of Nursing Alumni Association is dedicated to supporting the educational and clinical experiences of our nursing students. This group raises money each year for scholarships awarded to the best and brightest freshmen and senior students. The awards are announced at the RN graduation in May of each year. Application deadlines will be posted in Moodle once announced by the Alumni Association.

For the **2023-2024** academic year, the money raised from the Alumni Association's annual scholarship appeal helped to fund awards to graduating seniors to be applied toward tuition of their BSN program and to freshman students progressing to the senior year of the program.

- Sister Claire Tynan Nursing Leadership Award - $8,000 (1 award to a graduating senior)
- Dr. Salvatore Laraia Memorial Scholarship – $1500 (2 awards at $750 each awarded to progressing freshman students)

- The Albert and Marie Radulich Memorial Scholarship sponsored by Donna (Radulich) Esposito, '85 and Linda Radulich in memory of their parents - $2,000 (1 award to a progressing freshman)
- The Marguerite F. Kane, '34 Memorial Scholarship sponsored by Carol Hoffee Alterman,' 67 - $1,000 (1 award to a progressing freshman)
- The Cynthia Boyd Pardi, '61 Scholarship sponsored by Richard Pardi in honor of his wife, Cindy - $1,000 (1 award to a progressing freshman).
- The Marie Jensen Memorial Scholarship sponsored by the Clarke family in the amount of $1,000. (1 award to an LPN-RN student)
- Connie and Patrick DeGennaro Memorial Scholarship sponsored by Katelyn DeGennaro '23 in memory of her parents $1000 (1 award to a progressing freshman)
- The Fitzgibbon Family Scholarship sponsored by Kevin Fitzgibbon and his family in honor of all nurses. $1000 (1 award to a progressing freshman)
- Karen Rodrigues '69 Scholarship sponsored by alumna Karen and her husband. $2000. (1 award to a progressing freshman)

3. **Holy Name Nursing Leadership Award** (sponsored by Holy Name Medical Center Nurse Leaders) - $1,000 (one award to a graduating senior planning to work for Holy Name)

4. **Medical Staff Scholars Award** (sponsored by Holy Name's medical staff) - $5,000 (awarded to 5 progressing freshman students $1000 each)

5. **President's Award** (sponsored by Holy Name CEO Michael Maron and the Holy Name Administration) - $1,000 (awarded to the class valedictorian)

6. **Holy Name Auxiliary Scholarship –** awarded to enrolled students with financial need

Earning a MSN (NP, APRN, CNS) or Doctorate Nursing Degree (DNP or DNS)

For Holy Name School of Nursing alumni who have earned their BSN and are applying to an advanced degree program, the Alumni Association offers an annual $5,000 Advanced Degree award. If you qualify and are interested in applying to support your further education, please contact the Holy Name Alumni Representative, Deanna Breglia at dbreglia@holyname.org.

Student Financial Obligations
Students are expected to be aware of all financial obligations to the School of Nursing and the payment deadlines. Payment deadlines are published in the academic calendar. **Students with unpaid tuition balances by the date of the second tuition payment installment due date will be unable to attend classes or clinical activities until the balance is paid in full or until payment arrangements are made with the Coordinator of Student Services.**
Diplomas will not be provided to students with outstanding financial obligations, including library or parking ticket fees.

Academic Advising

Academic advising is available to all students through the School of Nursing. Every student is assigned a faculty advisor who will meet with the student during the semester. Faculty advisors will reach out to students following less than satisfactory performance on theory exams to provide support. Students are encouraged to meet with their advisors frequently during the semester.

Academic Calendar

The purpose of the academic calendar is to provide students and faculty with a schedule of events which occur during the academic school year. These events may include class start and end dates, tuition payment due dates, course orientation dates, final exam dates, holiday breaks, and mid-semester breaks.

A separate academic calendar is created for each program track (RN, LPN-RN, PN). The academic calendar includes the start and end dates for Holy Name nursing and St. Peter's University courses, as well as final examination dates, holiday breaks, tuition payment due dates, and mid-semester breaks.

The academic calendar is reviewed with School of Nursing faculty and staff and then posted for students in the learning management platform and on the School of Nursing website.

Transcript Requests

Official academic transcripts are available upon request from the Coordinator of Student Services. All graduates can request a transcript on SONIS or mail a request for transcript to the Coordinator of Student Services. Students or alumni requesting a transcript through SONIS, should do the following: under the *General section* click on *Bio/Biographic*, click on the blue *Requests* button, and then choose *Transcript Request*. Place address where transcript is to be sent in the Comment Box. If your SONIS login information is needed, please contact the Coordinator of Student Services. The cost per transcript is $5.

Transcripts will be mailed out within 1 week of receiving the request.

Unofficial transcripts can be printed from the student's SONIS account for anyone who graduated after 1995. Anyone who graduated before 1995 should contact the Coordinator of Student Services to request an unofficial transcript.

Please note: If you have a Holy Name School of Nursing unpaid balance, you may not be able to request an official transcript until the balance is paid in full.

Books

The School of Nursing does not have a physical bookstore. Course facilitators will distribute a list each semester with required and recommended textbooks. Students may purchase textbooks through the publisher or a secondary vendor such as Amazon. Students are encouraged to purchase the correct edition of all required textbooks. The School of Nursing library carries all required and recommended course textbooks.

Inclement Weather Policy (School Closing/Delayed Opening)

In the event of inclement weather conditions or other emergency situations, the School of Nursing administration may decide to close school or delay/postpone the start of classes to ensure the safety of students, faculty and staff.

- The decision to close the School of Nursing or delay the start time for class or clinical activities will be made by the School of Nursing Director or designee by 5:00 am for daytime class/clinical activities and by 12 noon for evening clinical activities.
- Students, faculty and staff will be notified through the SONIS system either by email

or text message of the decision to close the school or delay the class/clinical start time.

- Students will not be recorded as absent on a day the school is closed due to inclement
   weather. Faculty may assign an appropriate alternate assignment in lieu of the missed clinical or class time due to a school closing.

Smoking Policy
Holy Name Medical Center Sister Claire Tynan School of Nursing and Holy Name Medical Center are smoke-free environments. This includes the use of electronic cigarettes.

- Smoking is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco as well as the use of smokeless tobacco, snuff, vape pens, electronic cigarettes or any product that simulates the act of smoking.
- Students are required to follow the smoking policies for all clinical facilities while on facility grounds.
- Smoking is prohibited in the School of Nursing building, as well as on the adjoining grounds and parking lots.
- Fines and disciplinary action may be imposed on students violating this policy as defined by the School of Nursing Code of Conduct.

School of Nursing Mental Health Student Support Program

The Mental Health Student Support Program is provided free of charge to all enrolled students The program provides confidential consultation with a licensed psychologist regarding personal or family problems, e.g., family crisis, drug or alcohol abuse, marital difficulties, and legal or financial problems. In addition, the sessions can focus on relaxation techniques, dealing with stress, building effective study skills, and dealing with test anxiety. Follow-up sessions can be scheduled, if needed, pending SON administrative approval. Contact the SON Program Coordinator for more information on the Mental Health Support Program.

Open sessions where students can meet with the psychologists are scheduled throughout the semester. Please consult your course calendar for specific dates, times, and locations.

School Health Services
The School of Nursing offers health services for all enrolled students. These services are covered under the Health Fee charged under Tuition and Fees. The School Health Office is located in the Library/Student Lounge area. The School of Nursing Health Officer can be contacted at 551-248-4618. The health services are as follows:

- Treatment in School of Nursing Health Office for minor illness and injuries
- Dispensing of approved medications from the School Health Office
- Hepatitis B or tetanus vaccination for enrolled students
- Yearly flu injections for enrolled students
- Yearly tuberculin skin testing for all students, if requested
- Enrollment in the COMPLIO health record data management system

School of Nursing Learning Resources
Various learning resources (listed below) are available to assist students in developing nursing knowledge and patient care skills in an environment other than the classroom or clinical setting. Using computer-assisted instruction, educational media, skills practice simulations, and tutorial services, students can enhance academic performance and

personal growth.

Students are strongly encouraged to utilize all available resources at the School of Nursing.

1. **Computer Learning Labs**

The School of Nursing computer lab has 32 computer stations and a printer, which are available to students during normal operating hours. The computer lab is designed as a quiet area for students to utilize available educational resources and/or to study. Students are also able to access the, internet, the Moodle Learning Management System, and their SONIS accounts from these computers. The computer center is open Monday-Friday, 6:30 am-9:00 pm during the academic year. No food or drink is permitted in the computer lab. There is a limited amount of paper available on a daily basis for student printing purposes. Social media sites are blocked from all School of Nursing computer stations. The computer lab username and password is posted in the lab.

General Guidelines for Internet Use

- o The Internet may not be used for illegal or unlawful purposes, including but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading computer viruses).

- o The Internet may not be used in any way that violates Holy Name Medical Center's and the School of Nursing's policies, rules, or administrative directives including, but not limited to, Holy Name Medical Center's separate VPN agreement, Code of Conduct, and other IT related policies. Use of the Internet in a manner that is not consistent with the mission of Holy Name Medical Center or the School of Nursing, misrepresents both entities, or violates any Medical Center or Nursing School policy is prohibited.

- o In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments.

Holy Name Medical Center may monitor any internet activity occurring on Medical Center's equipment. Holy Name Medical Center employs filtering software to limit access to sites on the Internet. If Holy Name Medical Center discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

2. **Computer Tablet Device**

All first-year students are provided with a Microsoft Surface Go tablet with a detachable keyboard. The Microsoft Surface Go device also comes with a three-year warranty. All theory exams are administered through ExamSoft's Examplify software platform on the school issued tablets.

The cost of tablet device is covered under the Course Technology Fee and is the property of the student. The computer tablet is utilized throughout the nursing program for testing and other nursing coursework. These devices should be dedicated to nursing school related resources and platforms while attending the School of Nursing. The device is to be used for course testing, Moodle learning management system access, ATI, and other School

of Nursing related educational platform access.

3. Skills Labs/Simulation Center

The School of Nursing skills labs and Holy Name Medical Center's The Russell Berrie Institute for Simulation Learning provide opportunities for students to practice and perfect clinical patient situations and nursing skills and/or review course materials with lab instructors. The skills labs and simulation center have mid and high fidelity patient simulators and current equipment for effective simulation of patient care and practice of skills. Open skills lab hours are posted on Moodle by semester.

4. Library Services

The mission of the School of Nursing Library is to provide students and faculty with access to and delivery of information for coursework, patient care, research, and lifelong learning. The primary focus of the services is to support the School of Nursing's diploma program tracks. A Library Manual is available on Moodle.

Library Hours: The SON Library is located on the first floor of the building. Library hours are Monday – Friday, 6:00 am- 10:00 pm. The SON Library Assistant is available Monday - Wednesday 8:00 am – 4:00 pm to assist students with checking out books, using the Holy Name Medical Center online medical library resources, conducting Internet searches, and with photocopying.

Rules of The Library
- The Library is reserved for quiet study only.
- Cell phones must be silent or on vibrate while in the library.
- Students must show a valid Holy Name ID badge to sign out library materials.
- Food and beverages are not permitted in the library or library lounge area.
- Tables and chairs are not to be moved.

Library Book Checkout
Non-nursing course books may be checked out for a two-week period. Library book check-out is limited to 5 books per student ID per 2-week time period.
Current course textbooks, which are required per each course syllabus and NCLEX prep books, may be checked out for up to four hours. The library assistant will access the textbooks for the student. These textbooks must be returned to the Library Assistant within four hours.
If the Library Assistant is unavailable, library may still be checked out by following the instructions for check out below.

Procedure for Checking out a Library Book when Library Assistant is Not Available (6am-4pm)
- Students who would like to check out a reserved library book from the glass case need to see the School of Nursing office staff to check out the book if the library assistant is not available.
- The student fills out **After Hours Book Check Out form** and includes a copy of their **student ID** and copy of the **book barcode located in either the front or back of the book**.
- Students have **four hours** to borrow the book.

- Once the **four hours** are over, students must return the textbook to the office staff.

Procedure for Checking Out a Library Book after 4pm
- Students who would like to check out a reserved library book from the glass case need to see the School of Nursing security officer to check out a book.
- The security officer will hand the student a copy of the **After Hours Book Check Out form** which the student must fill out along with making a **copy of their student ID** and **making a copy of the barcode that's located in either the front or back of the book**.
- Students have **four hours to use the textbook**.
- Once the **four hours** are over, students must return the textbook to the security officer.

NOTE: Student is responsible for buying a replacement if the book is returned damaged or not returned.

Access to Holy Name Medical Center Medical Library
All School of Nursing students may access the Holy Name Medical Center Medical Library and have access to the medical librarian. Information on how to create an account to access the electronic databases (CINAHL, Clinical Key) and other online resources is located on the Medical Library web link, https://hnmcdev.org/internal/medical-library/ .
For assistance with accessing the Holy Name Medical Center electronic resources and the medical librarian, please see the School of Nursing Library Assistant.

Book Returns
Library materials may be returned to the Library Assistant's desk or to the library's book drop box.

Library Notices
Library notices are sent through Library World to the student's School of Nursing email account. These notices include completion of the transaction, reminders, and overdue notices. The library is not responsible for incorrect or misdirected email accounts. **Students are responsible for returning all borrowed materials by the due date.**

Overdue Fines
Students are responsible for returning library materials by the due date. Failure to return library materials on time will result in an overdue fine of $1.00 per day. Holidays and weekends are excluded.
Students are responsible for paying their fines in a timely manner.
Students with unpaid library fines will not be eligible to receive their diploma until all fines have been reconciled.
In the case of student withdrawal, any library items checked out must be returned and fines paid.

Lost or Damaged Book
If a book has been lost or damaged, the student is responsible for paying for the cost to replace the book plus a $10 book replacement fee.

Library Computer Stations
There are two computer stations in the library lounge area intended for student use.

Students may access the internet and access Moodle through these computers. Students may print to the library printer. Printing paper is available through the library assistant.

5. **ATI Student Resources**

The School of Nursing utilizes the ATI nursing education web-based learning system as an additional support and resource for students. Students entering the first nursing course will receive an orientation to the resources and assessment testing offered through ATI. Students have access to the ATI resources throughout the program and for a limited time after graduation from the program. The ATI resources are included in the ATI fee paid each semester as part of the SON tuition and fees. More information on ATI resources used within a specific course is outlined within the course syllabus. ATI student learning resources include:

- Proctored Assessments
- Online Practice Assessments
- Focused Review Modules
- Video Case Studies
- Skills Modules
- Comprehensive Predictor Exams
- Dosage Calculation Proctored Assessments
- Dosage Calculation and Safe Medication Administration 2.0
- Pharmacology Made Easy
- Health Assessment Modules
- Real Life: Clinical Reasoning Scenarios
- Set of Content Mastery Review Module Books
- Learning Strategies Book
- Test Taking Strategy Seminar
- Jones & Bartlett Drug Guide
- Engage Fundamentals and Engage Medical-Surgical
- Virtual Clinical Swift River
- NCLEX Review Resources, including BoardVitals, Capstone Content Review, Live NCLEX review and Virtual ATI NCLEX Prep

6. **Prac+Safe Medication Math Software**

Prac+Safe is an online training and assessment program which uses real world animations to allow students to move through the process of administering medications safely to patients. The program contains dosage calculation math questions and clinical case studies to assist students in safe medication management.

7. **Nurse Think Resources**

Student Success Book Bundle (The Notebook, Conceptual Clinical Cases, & NCLEX Conceptual Review Guide) and CJSim Next Gen NCLEX case studies and Next Gen items.

8. **UWorld NCLEX Prep**

Graduating seniors are provided with a 90-day subscription to UWorld for NCLEX prep.

Moodle Learning Management System

Moodle is the online learning management system utilized by the School of Nursing. Faculty

will use the Moodle course environment to distribute grades, course syllabi, lecture slides, and supplemental instructional materials. Moodle is also the platform used to communicate important information to School of Nursing students, including School announcements, changes to policies, scholarship opportunities, and other important school related information. Students will receive an email through their Holy Name account with any new announcement information. Students are encouraged to check the Moodle announcement page daily. Students with Moodle technical issues should contact Jennifer Gazdick at jgazdick@hnmcson.org

Student Food Services (Englewood Cliffs Campus)

Vending machines and a coffee machine are available for student use in the student commuter kitchen area located adjacent to the gymnasium. The student commuter kitchen is also equipped with two microwaves and two refrigerators for student use. Students may utilize the Holy Name Medical Center food services during clinical rotations while at the Medical Center. Issues with the coffee or vending machines should be directed to Helen Perez or Monica Hare in the School of Nursing office.

School of Nursing Related Grievances/Complaints

All Holy Name Medical Center Sister Claire Tynan School of Nursing students shall be afforded fair and respectful treatment in the application of school procedures and regulations. The School of Nursing has a published mechanism to address student complaints. If a student perceives a violation or misapplication of the regulations pertinent to School of Nursing policies and/or operating procedures or denial of due process, a student may file a formal complaint. Students with questions about the applicable procedure to follow for a complaint should contact the Director of the School of Nursing.

State Board of Nursing Complaint Policy

School of Nursing students may file a complaint to the New Jersey Board of Nursing regarding the Holy Name Sister Claire Tynan School of Nursing. The process for filing a complaint is located on the New Jersey Division of Consumer Affairs website. Please choose the Board of Nursing as the professional board for the complaint form.
https://njconsumeraffairs.state.nj.us/board-complaints/
Questions regarding filing a complaint to the NJ Board of Nursing can be directed to the NJ Consumer Service Center at (973) 504-6200.

Anti-Discrimination Policy

Holy Name Medical Center Sister Claire Tynan School of Nursing is committed to maintaining environments for all students, employees and visitors that are free from discrimination and harassment. In accordance with State and Federal law, the School of Nursing does not discriminate and prohibits discrimination based on the following protected classes and/or characteristics, in all programs and activities, including but not limited to employment, promotion, admissions, and access to all career and technical programs:

1. Race
2. Creed
3. Color
4. Sex
5. Gender
6. Pregnancy

7. Gender Identity or Expression

8. National Origin

9. Nationality

10. Age

11. Ancestry

12. Marital Status, Domestic Partnership, or Civil Union Status

13. Religion

14. Affectional or Sexual Orientation

15. Atypical hereditary Cellular or Blood Trait

16. Genetic Information

17. Military Service

18. Veteran Status

19. Mental or Physical Disability (including perceived disability, AIDS and HIV related illnesses)

20. Harassment (related to any of the aforementioned categories)

21. Retaliation for filing a complaint of, or participating in an investigation of, discrimination

22. Any other category protected by law

Any member of the School of Nursing community or visitor alleging discrimination or harassment, or who has knowledge of discrimination or harassment is encouraged to immediately report it to the Director of the School of Nursing.

Sexual Misconduct/Discrimination Policy (Title IX Policy)

Holy Name Medical Center Sister Claire Tynan School of Nursing is committed to create and maintain an environment free from all forms of sexual misconduct including sexual discrimination, sexual assault, sexual harassment, stalking, coercion / intimidation, and dating violence. Sexual misconduct will not be tolerated by the School of Nursing. (see *Code of Conduct Policy* for additional information)

Title IX is a U.S. Federal law that prohibits discrimination on the basis of sex in educational institutions. Title IX states, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance".

Title IX can be found in the Education Amendments of 1972, 20 U.S.C. €1681, and its implementing regulations at 34 C.F.R. Part 106 (Title IX)

Sex discrimination includes sexual harassment and sexual violence, including sexual assault.

Sexual assault is any type of sexual conduct or behavior that occurs without the explicit consent of the recipient

Sexual harassment is the uninvited and unwelcomed verbal, written, or physical behavior (of a sexual nature) considered unwelcomed by the recipient

Stalking is engaging is a course of conduct (verbal or physical) directed at a specific person; that cause the person to feel fear for his or her safety and or emotional distress

Coercion / intimidation is the practice of persuading someone to do something by using force or threats.

Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship.

- If an incidence of sexual misconduct has occurred, the School of Nursing encourages accurate and prompt reporting. Additionally, the School of Nursing encourages all individuals to seek medical assistance from a medical provider and or law enforcement agency (if applicable) after an incident of sexual misconduct.
- On campus assistance is available from the Holy Name Medical Center Security Department. Security personnel will assist an individual by providing transportation to the emergency department and coordination with a law enforcement agency if needed.
- The School of Nursing is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. If the School of Nursing determines it cannot maintain an individual's confidentiality, the School of Nursing will inform the individual prior to becoming involved in any investigation and will, to the greatest extent possible, only share information with people involved and or responsible for handling the investigation.
- All faculty, students, staff, and visitors who have a Title IX related concern or wish to file a complaint for investigation may contact the Coordinator of Student Services who serves as the School of Nursing's Title IX coordinator.

Student Input into the Nursing Curriculum
Students have the opportunity to provide input into the Holy Name Medical Center Sister Claire Tynan School of Nursing program curriculum through the following mechanisms:

1. **Committee Representatives:**
- At the beginning of each academic year the nursing program requests student volunteers from the RN and LPN-RN program tracks to participate as committee representatives for the, Evaluation, Curriculum, Student Success, and Library Committees. Practical nursing students are invited to participate in the Student Success and Library committees.
- Volunteers are eligible if they are able to attend the respective committee meetings.
- Committee representatives will receive notification of their upcoming committee meeting two weeks in advance. Representatives are expected to reach out to their respective class student body for any items in need of communication to their respective committees.
- Representatives may attend all scheduled committee meetings as designated by the committee chairperson.
- After the committee meeting, student representatives will communicate information to their respective class student body.

2. **Evaluations/Surveys**

- All students have the opportunity to provide input into the curriculum through course, clinical, and program evaluations/surveys.
- All evaluations/surveys are posted to the student's respective courses on the school's Learning Management System (LMS) Moodle ®.
- All evaluations/surveys are anonymous, unless otherwise stated, and will be open for 24 hours on the designated day.

Community of Interest Input into the School of Nursing
The School of Nursing holds regular biannual School of Nursing Advisory Board meetings

with the goal of obtaining input from communities of interest. The School of Nursing Advisory Board members represent local healthcare agencies, alumni, academic partners, current students, and community members. Students interested in participating on the School of Nursing Advisory Board should contact the program director.

Alumni Association

The Holy Name Medical Center Sister Claire Tynan School of Nursing Alumni Association was created in 1928 to uphold the general welfare, prestige, and the scholastic, personnel and educational interests of the School of Nursing and to provide an organization through which alumni members may continue to enhance their contact with each other. The Holy Name SON Alumni Association continues to support SON students and graduates through generous scholarship awards. All SON graduates are encouraged to join the Alumni Association upon graduation.

SONIS

SONIS is the web-based student information system used by the School of Nursing for admissions and student services. Prospective students create a SONIS account when they apply to the School of Nursing. This account stays active during the admissions process and after matriculation. The SONIS platform is used by students for the following:

- Course grades
- Billing; tuition and fee payments
- 1098-T (tuition statement for tax preparation)
- Transcripts - Students and alumni who graduated after 1995 can pull an unofficial transcript. All students and alumni can request an official transcript through SONIS.
- Schedule of current courses
- Degree audit - Shows all of the courses needed for the entire program: courses that were transferred in, courses that are currently in progress, and courses the student still needs to complete
- Transferred courses
- Admission application
- Administrative office contact information

If technical support is needed for SONIS, please contact Monica Hare at mhare@hnmcson.org The SON SONIS website is http://hnmcsonis.jenzabarcloud.com/

Special Requirements of the School of Nursing

Requirements for Licensure as a Registered Professional Nurse

The Nurse Practice Act of the State of New Jersey, the Board of Nursing Statutes (NJSA 45:11-26 et seq.) and Regulations (NJSA 13:37) govern the legal practice of nursing in the state. It is important that students who plan to study nursing know the licensure requirements, which include the following:

> "An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant...is of good moral character, is not a habitual user of drugs, and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs"

There are three elements that are required for licensure as a nurse in New Jersey:

1. Graduation from an approved school of professional nursing
2. Criminal history background check clearance
3. Passing the NCLEX-RN licensing examination

In addition, the official application for professional nurse licensure by examination requires that applicants provide information or answer the following questions. The graduate will be required to:

1. Submit a valid social security number
2. Provide proof of US citizenship or permanent residency
3. Provide documentation if you are in default of any student loan
4. Provide information regarding court ordered child support
5. Answer questions and provide information regarding any medical conditions or impairments
6. Answer the question: Have you ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trail intervention (PTI); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly persons offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction. (Parking or speeding violations need not be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be).
7. Answer the question, have you ever been convicted of any crime or offense under any circumstances? This includes, but is not limited to, a plea of guilty, non vult, nolo contendere, no contest, or a finding of guilt by a judge or jury.

Thus, before beginning a nursing education program, applicants must consider whether there is any legal reason why they might not be qualified for licensure. A criminal background check is now required for all new licenses. The state Board of Nursing has the authority to deny licensure if the applicant has a criminal record.

The Board of Nursing for each state decides on an individual case basis at the time of

application for licensure. Applicants should consider their current lifestyle and personal history before embarking on a course of study to ensure that, even though successful in completing the nursing program, they are not ineligible for licensure.

Questions and concerns regarding these requirements may be discussed in confidence with the Director of the School of Nursing. Applicants may, if they prefer, call anonymously to discuss their situation with the Director. The full application and detailed information can be found at https://www.njconsumeraffairs.gov/nur/Pages/applications.aspx

The diploma in nursing program at Holy Name Medical Center Sister Claire Tynan School of Nursing meets the state education requirements for a Registered Professional Nurse license in the state of New Jersey. Holy Name Medical Center Sister Claire Tynan School of Nursing has not determined if the diploma in nursing, Registered Nurse program, at Holy Name Medical Center meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia.

Licensure Exam (NCLEX-RN)

To receive licensure as a Registered Professional Nurse (RN), all graduates must successfully pass the National Council Licensure Exam (NCLEX-RN). The NCLEX is developed to measure the minimum knowledge, skills, and abilities required to deliver safe, effective nursing care at the entry level. It is written and administered by the National Council of State Boards of Nursing (NCSBN). NCSBN is a not-for-profit organization whose members include the boards of nursing in the 50 states, the District of Columbia and four U.S. territories. NCSBN is the vehicle through which boards of nursing act and counsel together to provide regulatory excellence for public health, safety and welfare.

The goal is to take the NCLEX-RN within 2-3 months of nursing program completion and to pass the exam on the first attempt.

To prepare for the exam, each student should review the NCLEX-RN Test Plan® upon entering the nursing program. This test plan is effective through March 31, 2026. Students should keep track of content taught in each nursing course throughout the curriculum, as it applies to the NCLEX-RN Test Plan.®
The NCLEX-RN Test Plan® provides a concise summary of the content and scope of the licensing examination. It serves as a guide for examination development, as well as candidate preparation. Each NCLEX-RN® examination is based on the test plan. The NCLEX examination assesses the knowledge, skills and abilities that are essential for the nurse to use to meet the needs of patients requiring the promotion, maintenance or restoration of health. The NCLEX-RN Test Plan® outlines beliefs about people and nursing that are integral to the examination, cognitive abilities that will be tested in the examination and specific components of the licensing examination. The link to the NCLEX-RN test plan is https://www.nclex.com/test-plans.page
Further information on the NCLEX-RN exam and licensure can be found at www.ncsbn.org.
Students graduating from the Holy Name program have access to the ATI NCLEX-RN Review Course. This three-day on-campus review course provides students with strategies for NCLEX-RN success. All students graduating from the School of Nursing are required to take the course, which is covered through the ATI fee. After graduation, students have access to the 12-week Virtual ATI Online NCLEX Review Course and BoardVitals NCLEX prep question bank to further enhance their NCLEX-RN exam preparation. Graduates are also provided with a 90-day subscription to UWorld's NCLEX prep questions.

Admission to the School of Nursing

Admission to the School of Nursing is done through an application process. Students apply for the specific program track for which they are interested.   Admission applications are submitted online at https://holyname.org/SchoolOfNursing/apply.aspx .

Students must complete the following minimum requirements to be eligible to apply for the School of Nursing:

RN Program Track (**Fall Semester Admission)***

- Attend a Holy Name Medical Center Sister Claire Tynan School of Nursing Information Session.
- Submit official high school transcript or GED scores and/or official transcripts from **ALL post-secondary colleges, universities or technical schools attended** to the School of Nursing Admissions office.
- Transferred science courses required for the nursing curriculum must have been completed within the **last ten years with a minimum grade of C**.
- Complete the ATI TEAS Admission Exam with a **minimum composite score of 60%.** Student must pre-register for the TEAS exam; please refer to the Holy Name Medical Center Sister Claire Tynan School of Nursing website for TEAS registration information. https://holyname.org/SchoolOfNursing/rn-admission-requirements.aspx
- Complete admission application online at www.holyname.org/schoolofnursing.

LPN-RN Program Track (Spring Semester Enrollment)*

Application for enrollment consideration for the LPN-RN track requires the following:

- Attend a Holy Name Medical Center Sister Claire Tynan School of Nursing Information Session.
- Submit official high school transcript or GED scores and/or official transcripts from **ALL post-secondary colleges, universities or technical schools attended** to the School of Nursing Admissions Office.
- Transferred science courses required for the nursing curriculum must have been completed within the **last 10 years with a minimum grade of C**.
- Complete the ATI TEAS Admission Exam with a **minimum composite score of 60%.** Student must pre-register for the TEAS exam, please refer to the Holy Name Medical Center Sister Claire Tynan School of Nursing website https://holyname.org/SchoolOfNursing/rn-admission-requirements.aspx for TEAS registration information.
- Possess a valid unencumbered Practical Nursing license.
- Complete admission application online at www.holyname.org/schoolofnursing
- Attend Pathways LPN-RN Bridge Course offered during the Fall semester. Students are awarded 9 credits for NRS-101 Professional Nursing I after completion of the Pathways bridge course and verification of a valid LPN license. Students enter the

RN nursing program in January with NRS-102 Professional
Nursing II
- Successfully complete all prerequisite curriculum science and
general education courses (Anatomy & Physiology I and
Introduction to Psychology) before January.

***Note: Nursing courses are highly challenging and may require many hours of study time
for successful completion. It is highly recommended that students complete all required
curriculum science and general education courses prior to seeking enrollment, especially
if the student continues to work while attending nursing school. Work hours should be
limited to 20 hrs/week if possible while attending nursing school.**

Other Important Admission Information for RN and LPN-RN Program tracks
- Admission applications are accepted until the published application submission
deadline date. All admission requirements must be met to be considered for
admission acceptance. The School of Nursing admits new students once a year for
all program tracks.

- After all admission requirements are met, candidates are ranked by TEAS score and
offered available seats starting with the highest TEAS score submitted.

- Admission to the RN and LPN-RN program are offered based on the number of open
seats available per year.

- **Note: Two previous failures in nursing courses from another nursing program or
School of Nursing renders the applicant ineligible for the Holy Name RN program.**

- Accepted students are required to meet all health requirements by the published
deadline in order to participate in clinical activities.

- Accepted students will have a criminal background check and urine drug screen
completed by the school's vendor. Both the drug screen and background check
must be clear/negative to start nursing classes. If drug screen or background check
are positive for an infraction, the admission offer is withdrawn.

Essential Functions of Nursing
The School of Nursing defines functions that are essential for student participation in
educational programs at the school and the procedures to be followed if a student does
not meet the defined standards. The School has identified the essential functions for the
safe and effective practice of nursing that must be achievable by students. These
essential functions are set forth in writing to guide the School in consideration of any
student. The School of Nursing is required to provide reasonable accommodations to
students who are qualified individuals with disabilities and who can, with or without
reasonable accommodations, perform the essential functions required of nursing
students.

The practice of nursing must not pose a threat to the health and safety of the patients
that it serves. School of Nursing students will act to protect the welfare of patients. A

student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be referred to the Director of the School of Nursing. Students unable to fulfill the essential functions, with or without accommodation, may be dismissed from their program.

Student Essential Functions are as follows:
1. Knowledge, skills and attitudes to function in diverse clinical settings and perform within their scope of practice
2. Functional use of sensory and motor functions to permit them to carry out the activities in the areas listed
3. Ability to consistently, quickly and accurately integrate all information received by whatever sense(s) employed and the intellectual ability to learn, integrate, analyze and synthesize data
4. Capability of performing in a reasonably independent manner; clinical decision-making and exercising clinical judgment

School of Nursing students must have abilities and skills in the following areas:

A. Sensory Abilities (Visual, Auditory and Tactile)
- Must be able to observe a patient's appearance and changes such as skin color or condition and perform procedures that require visual accuracy, such as preparing the right dose of a medication in a syringe
- Sufficient ability to perform health assessments by inspection, palpation, auscultation and percussion

B. Communication Abilities
- Able to communicate with accuracy, clarity and efficiency with patients, families and other members of the healthcare team (including spoken and non-verbal communications)
- Communication abilities include speech, hearing, reading, writing, language skills and computer literacy
- Ability to use and comprehend standard professional nursing and medical terminology when using or documenting the patient's medical record.

C. Cognitive, Conceptual and Critical Thinking Abilities
- Ability to read and understand written documents in English
- Ability to measure, calculate, reason, analyze and synthesize
- Ability to comprehend spatial relationships; for example, determine intramuscular injection sites
- Ability to problem-solve and use critical thinking to identify cause/effect relationships in clinical situations
- Ability to evaluate the effectiveness of nursing interventions
- Ability to effectively and efficiently observe and interpret patient vital signs (heartbeat, blood pressure)

D. Psychomotor Abilities
- Has motor function sufficient to provide safe and effective general care and treatment to patients in all healthcare settings
- Motor functions required include gross and fine motor skills, physical endurance, physical strength and mobility to safely and effectively

perform nursing procedures, and provide routine and emergency care and treatment to patients such as cardiopulmonary resuscitation, the ability to apply pressure to stop bleeding and the ability to open an obstructed airway.

E. Behavioral and Social Abilities
- Possess the emotional health required for the full utilization of intellectual   abilities and the practice of good judgement in clinical decision-making
- Possess the ability to tolerate physically demanding workloads, adapt to changing environments, and display flexibility to function in rapidly changing clinical settings

The practice of nursing must not pose a threat to the health and safety of the patients it serves. School of Nursing students will act to protect the welfare of patients. A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be referred to the Director of the School of Nursing. Students unable to fulfill the essential functions, with or without accommodation, may be dismissed from their program

The Holy Name Medical Center Sister Claire Tynan School of Nursing is committed to providing equal educational access for individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments (ADAA) of 2008. The School of Nursing will, if requested, provide reasonable accommodations to otherwise qualified enrolled students unless: (a) such accommodations impose undue hardship to the institution; or (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodation available that would allow the student to perform the essential functions; or (c) such accommodations fundamentally alter the educational program or academic standards.

Request for Accommodations Policy
The School of Nursing will provide students with reasonable accommodations for documented learning or physical disabilities according to the New Jersey Law against Discrimination (NJLAD), Section 503/504 of the Rehabilitation Act of 1973, and the American with Disabilities Act (ADA) of 1990, including the recent amendments.
The goal is to ensure that each student is provided equal access to academic programs, activities, and awards without discrimination based on a request for accommodations.
Students who have a documented need for accommodations can receive assistance by following the School of Nursing procedure:

- Students requesting accommodations should self-identify to the School of Nursing Program Coordinator in writing prior to the start of the semester or as soon as need for accommodation is identified.
- As defined by law, if a student has self-identified as a person with a disability and wishes to seek accommodations, appropriate documentation must be submitted. All documentation must verify the disability, functional limitations, and the need for accommodations. The documentation must come from a licensed healthcare practitioner who has seen and treated the student.
- Students must continue to meet all the requirements of the School of Nursing and all course outcomes throughout the program.

- Requests for accommodations should be provided in writing to the School of Nursing Program Coordinator along with the appropriate medical documentation indicating the need for and type of accommodation.
- Once accommodation is approved, the course facilitator will be notified by the Nursing Program Coordinator.

Mandatory Student Requirements to Participate in Clinical Activities Policy

To participate in clinical experiences (hospital clinical, skills lab, or simulation), all students are required to complete the following mandatory requirements before the dates specified. The School of Nursing utilizes the **Complio** data management system to track student health requirements online. Students create a Complio account at the following web address: http://www.holynamecompliance.com.

The COMPLIO account fee is paid by the School of Nursing and is included in the Health fee. **Students must renew the Complio subscription each year they are in the program**. For assistance with Complio, call 1-800-200-0853.

Please direct all questions concerning health requirements to the School of Nursing Health Officer, Professor Lori Dugan at 551-248-4618.

Complio specific questions can be directed to Monica Hare, Coordinator of Student Services (mhare@hnmcson.org) at 551-248-4601.

Please Note: Students who are non-compliant at any time with the Required Students Document Policy will be unable to participate in health facility/hospital clinical activities until compliance documentation is uploaded into Complio and verified and approved by a school official.

All nursing students entering the first clinical course are required to complete an initial health record and required documents clearance process. **All health documents, laboratory results, and other required documents must be uploaded to the School of Nursing's online document tracking system, Complio.**

1. The clearance documents are as follows:

    1. **Completed Holy Name Sister Claire Tynan School of Nursing Physical form signed by a healthcare provider**. (Must use school's form, which is printed from the Complio homepage under the tab, Required Forms). Please review the Physical form prior to making the appointment with your healthcare provider (HCP). **Students will need a prescription from the HCP to obtain the lab work for the titers (see below).**

    2. **Proof of immunity* through serum blood titers for MMR (Measles/Rubeola, Rubella, Mumps), Varicella, and Hepatitis B.** If a student does not show immunity to Hepatitis B, the vaccination series for **Hepatitis B is strongly recommended**. If a student declines the vaccination for Hepatitis B, they are required to sign the declination form located on the Nursing Student Health Record Form. Students are required to show immunity for the other disorders listed. If immunity is not evident, additional vaccinations are required.

    *All students are required to show immunity to Measles/Mumps/Rubella and Varicella.

If titer results (Measles/Mumps/Rubella, Varicella) indicate non-immune status, students are required to receive the required booster immunizations. Please keep in mind that Hepatitis B vaccination, even though not required, is _highly recommended_.

- **The Hepatitis B, seasonal flu, and tetanus vaccines are available from the SON Health Officer as part of the Health Fee.**

3. **Proof of tetanus vaccination within 10 years** (Documented on the SON Health Physical Form)

4. **TB Testing**: All students entering the first clinical course as well as progressing students are required to have **current tuberculosis (TB) testing** prior to starting the course. Students may choose either the Mantoux tuberculin skin test or the QuantiFERON-TB Gold blood test. Initial Mantoux tuberculin skin testing will be **Two-Step testing (2 doses 7-21 days apart)**; thereafter, a single tuberculin skin test is required. If the Mantoux test or the QuantiFERON test result is positive, a chest X-ray is required. Following the initial chest x-ray, students will submit the Tuberculosis Assessment Questionnaire as indicated by the School of Nursing Health Officer**. All students participating in clinical experiences are required to have a current tuberculosis test (Mantoux or QuantiFERON) on record that does not expire during the academic semester. TB testing is conducted on an annual basis while in the nursing program**. Mantoux TB testing is available to enrolled students as part of their Health Fee.

5. **Seasonal Influenza Vaccine**: All students participating in clinical experiences are required to be **vaccinated against seasonal influenza (flu) virus. <u>The flu vaccine will be administered to students during the Fall semester each academic year</u>**. All students are required to comply with the flu vaccine requirement to participate in clinical activities. The flu vaccine is available to all students through the SON Health Officer.

6. **COVID-19 Vaccine**: It is highly recommended that all students receive the COVID-19 vaccination, however the vaccine is no longer required for students to attend clinical at Holy Name.

7. **Urine Drug Screen**: All students entering the first clinical nursing course (NRS 101 or PN 101), students progressing to the second year of the program, as well as all students returning to the nursing program following a break in normal course sequencing are required to complete a **urine drug screen**. The **urine drug screen** must be completed through **Complio** prior to starting Fall semester classes or returning to the program. **<u>All drug screens must be negative or clear for the student to participate in classroom and clinical activities; there are no exceptions to this policy, including the use of marijuana. Please note: The use of CBD infused oils, creams, and vapes may elicit a positive urine drug screen for marijuana.</u>**

    <u>Please notify the SON Health Officer of all prescription medication(s) that a student is taking prior to the drug screen.</u> Any student with a positive urine drug screen who cannot provide documentation that the medication is prescribed by a healthcare provider will not be permitted to remain in the nursing program.
    Random urine drug testing may be required of any student as deemed necessary by the School of Nursing administration.

9. **Criminal Background Check**: All students are required to complete a **criminal background check** through the School of Nursing prior to the first nursing clinical course of the program. All students returning to the nursing program following a break in normal course sequencing are also required to complete a criminal background check. The background check must be completed through the School of Nursing's designated provider. **The criminal background check must be negative or clear for a student to participate in School of Nursing clinical activities. There are no exceptions to this policy. The results of the criminal background check are reported directly to the SON.**

10. **CPR:** All students are required to submit proof of **Basic Life Support Cardiopulmonary Resuscitation (CPR) training for healthcare professionals** from the **American Heart Association** prior to the start of clinical courses. The CPR certification must remain current throughout the academic semester for which the student is registering.

11. **Liability Insurance**: All students are required to purchase individual **liability insurance** and submit proof of coverage. The coverage must be current for the entire academic year in which student is enrolled. Students are required to have the following minimum coverage: $1 million per occurrence and $3 million aggregate. Liability insurance must be renewed on a yearly basis with current certificate of insurance uploaded to Complio.

12. **Health Insurance**: All students must show proof of **current personal healthcare insurance**. A copy of the front of the insurance card is to be uploaded into Complio.

    NOTE: All required student health documentation is to be uploaded by the student to the student's Complio account by the published deadline. **All required documents for clinical must be current for the entire semester in which the student is enrolled**. Results of the urine drug screen are automatically uploaded to Complio.

    NOTE: After any hospitalization, surgery, or after childbirth, students must submit medical clearance to the School of Nursing Health Officer. This medical clearance note must be signed by the healthcare provider and must state **the student may return to clinical related activities without restrictions**.

    NOTE: Students who have had a break in course sequence of one semester or more are required to obtain a new background check and urine drug screen prior to course readmission. All other required student documents must be current for the readmission semester requested.

    Student Injury Policy
    These guidelines pertain to student injury while participating in SON campus or clinical activities.
    - Any incident, accident, and or injury that occurs during any clinical activity (Lab, simulation, medical center, clinical agency) are to be reported immediately to the clinical faculty.
    - A Holy Name Medical Center incident report or an agency report are to be completed (if applicable) by the clinical faculty to whom the incident, accident, or injury was reported.
    - The individual involved will be referred to the Emergency Department, if necessary.
    - Students are responsible for any Emergency Department visit expenses related to the incident, accident, and or injury.

- Faculty members will report all incidents, accidents, and or injuries to the School of Nursing Health Office and to the School of Nursing Program Director.
- Any student who has experienced any surgery, incidents, accidents, and or injury that may impede their clinical performance or place the patient population at risk, must present a health care provider note to the SON Health Officer certifying the student's ability to **resume full clinical activities without restrictions.**

School of Nursing COVID-19 Health Policy

All students should self-monitor for the symptoms of COVID-19 infection prior to attending any School of Nursing activity including clinical, skills lab, or when using School of Nursing or Holy Name Medical Center facilities. These symptoms include:

- Temperature of 100.0 F or greater or chills
- Headache
- Nasal congestion
- New onset persistent or productive cough
- New onset of shortness of breath or difficulty breathing
- Increased fatigue with body aches
- Nausea/vomiting/diarrhea
- Dizziness
- New onset of loss of taste or smell

If symptomatic, students should refrain from coming to class or clinical activities until symptoms have improved.

School of Nursing Student Policies

Attendance Policy
Students are expected to attend all lecture classes, clinical, lab, and simulation experiences as scheduled in order to achieve course student learning outcomes. Students are accountable for all materials presented in class, clinical experiences, and all assignments. Absenteeism may prevent the student from meeting clinical and or course outcomes and may result in course failure. Course facilitators record and keep track of attendance. Clinical experiences include clinical facility, skills lab, and simulation activities.

Classroom Attendance: While legitimate absences and or lateness can occur, the following statements of attendance are expected of all students:

- Students are expected to attend all classes and attendance will be recorded.
- It is expected that all students arrive on time and remain for the entire lecture. Faculty have the right to prohibit any student's late entry to class.
- Students are responsible for class assignments, as well as for any missed lecture content due to the absence.
- Students are required to notify the School of Nursing in the event of an unforeseen absence or late arrival before the start of class by calling the School of Nursing Office at 551-248-4603. Please leave your name, nursing course and reason for absence/late arrival.
- Pre-planned absences due to medical reasons, funeral services of an immediate family member, observed religious holidays, and court appearances should be reported to the course facilitator.

Clinical Attendance: Students are expected to be present at **all clinical or simulation/lab** experiences. Students who are late for a clinical experience can be asked to leave the unit. If asked to leave, the day will be considered an absence and will require a make-up day at the end of the semester.
- Students will be given a **clinical contract** after **one** clinical absence.
- A **clinical warning** will be given after the **second** absence.
- **A third clinical absence may result in a clinical failure for the course.**

To report a clinical absence, call the School of Nursing Office at 551-248-4603. Please leave name, nursing course, clinical instructor's name, and reason for absence. The absence will be forwarded to the instructor and course facilitator. **Please place the call prior to the start time of the clinical experience.**
Pre-planned absences due to medical reasons, funeral services of an immediate family member, observed religious holidays, or court appearances should be reported to the course facilitator in advance of the clinical.

Please note: Clinical make-up time must be completed within the boundaries of the semester and after the course final exam. Lab make-up will be completed during the semester. **There will be a $250.00 charge per student per day missed**. This fee may be waived with valid documentation that supports the reason for missing clinical.

Reporting an Absence (Lecture/Lab/Clinical)
If a student is ill or unable to attend a lecture class, skills lab, simulation, scheduled exam, or clinical experience, please notify the School of Nursing Office by calling **551-248-4600 and press 3 when prompted or call 551-248-4603**. Please leave your name, nursing course you are taking, clinical instructor's name, and reason for the absence. The absence will be reported to the instructor.
Please call prior to the start of the class or clinical.

Theory Class Policy: Theory class consists of classroom learning activities that assist students with applying nursing program concepts using various interactive strategies. Students should refer to the course syllabus and Moodle for weekly student learning objectives and pre-class assignments. Students are expected to prepare for learning activities prior to attending class. The letter grade received for every nursing course is determined by successfully completing all course requirements and assignments. The student must succeed in both the clinical and theoretical components to successfully pass the course. Regular attendance at theory class is expected of all students. Students are expected to attend the lecture class sessions for which they are registered. Theory class resources such as the course syllabus, power point slides, and other class materials are available to students in the Moodle course shell. A roll call attendance will be done by the instructor.

Clinical/Lab/Simulation Expectations Policy
Clinical learning takes place in a medical center, healthcare facility, and/or in simulation or lab setting. Clinical learning can take place in a clinical facility or community setting, during simulation activities, and in the skills lab. Most clinical experiences will include a clinical preparation assignment, a pre and post conference activity, and direct patient care under the supervision and guidance of School of Nursing faculty. Simulation experiences may include a pre-assignment and a post simulation debriefing session. Lab may include a pre-assignment and hands on skills practice.
Clinical performance is evaluated on an ongoing basis. The student is expected to demonstrate consistent, safe and competent practice for the successful achievement of clinical outcomes. Clinical is graded on a pass / fail system at the end of the semester. Clinical assignments are determined by the clinical instructor. Clinical assignments are communicated to the student in advance of the clinical experience. Students are expected to adequately prepare for the assigned patients prior to the clinical experience.

Faculty are authorized to deny a student participation in a clinical experience when:

- the student is unprepared.
- the student presents as a health hazard to patients.
- the student's actions fall below a competent level with regard to patient safety.
- the student does not meet agency health or professional standards.

While in the clinical area:

- Students are required to wear their Holy Name Medical Center Sister Claire Tynan School of Nursing uniform during all clinical experiences and follow the dress code policy (see *Uniform Dress Code Policy*).
- Students are not permitted to visit any patient in the hospital while in uniform.
- Students are required to wear their Holy Name Medical Center ID badge or appropriate ID badge issued by the clinical facility during all clinical related experiences. A fee will be charged to replace a lost ID badge.

- Students are responsible for their transportation to and from all clinical activities.
- Telephones in the medical center are not for personal use. Students are not permitted to use any mobile devices for personal reasons during clinical or lab. Cell phones are to be used only in areas designated by the clinical facility during scheduled break times only.
- All agencies are 'smoke free'. Cigarette smoking, vaping, or any tobacco use is not permitted while on clinical agency property.
- Chewing gum is not permitted in patient care areas or during simulation and lab activities.
- Students are not to discuss patients or patient care in elevators, corridors, or other public areas of the hospital. Students are not permitted to photocopy, print, or otherwise duplicate patient information. Students are not permitted to post any information related to the clinical experience on any social media platform. This is a violation of patient confidentiality and will result in disciplinary action up to and including program dismissal.
- Students may not act as a witness for any consent form. The student may not transact any personal business for patients.
- Students are not to make any engagements with or take any gifts or money from patients, nor are students permitted to give patients gifts. This is both unprofessional and unethical.
- Students are never permitted to take or receive medications from the clinical unit of the clinical facility.
- Any malfunctioning equipment should be reported to the clinical instructor and charge nurse of the patient care unit.
- Students should not act as a translator for medical procedures.
- Students are expected to remain compliant with the *Mandatory Student Requirements to Attend Clinical Policy* throughout the entire semester.

Achieving Clinical Outcomes:
- Each course clinical syllabus contains information needed to successfully complete the clinical requirements for each nursing course.
- Clinical outcomes can be achieved in the hospital, School of Nursing Skills Lab, Holy Name's Institute for Simulation Learning, and/or in a clinical or community setting.
- The student is expected to demonstrate the knowledge, skills, and attitudes (Patient Centered Care, Evidence Based Practice, Teamwork and Collaboration, Quality Improvement, Safety, Informatics, and Professionalism) described for all course outcomes.
- Clinical conferences are held to discuss the student's achievement of clinical outcomes.
- Clinical instructors complete an evaluation of a student's clinical performance at the end of each clinical rotation.
- A student may receive a **Clinical Learning Needs Contract** for any areas identified as unsatisfactory including but not limited to skills performance, attendance, patient safety, clinical preparation, and/or unprofessional behavior.
- A **Clinical Warning** can be issued if the terms of the **Clinical Learning Needs Contract** are not met by the time frame specified in the contract.

- **Failure to satisfactorily achieve clinical outcomes during any nursing course will result in a Clinical Failure which will result in a failure for the nursing course.**

Clinical Contract/Clinical Warning Policy

The purpose of the clinical contract is to identify clinical learning needs and or professional behaviors which need improvement and establish an agreeable action plan.

When a clinical instructor identifies a student is not meeting clinical outcomes, mastering a required skill, or not exhibiting professional behavior within the clinical area, the clinical instructor will:

1. Discuss the identified clinical need verbally with the student and complete the documentation on the student's evaluation tool. An agreed verbal plan for improvement will be established.

2. If the identified need continues, a written **Clinical Contract** is established. This contract will identify the area for improvement, agreed plan for improvement, required time frame, and method of reassessment. This will be signed by the clinical instructor, student, and facilitator of the course. A copy is given to the student, a copy is forwarded to the Chair of the Academic Progression committee, and a copy remains with the student's clinical evaluation

3. If the agreed terms of the **Clinical Contract** are not met, the clinical instructor and student will meet with the Academic Progression Committee and a **Clinical Warning** will be developed. The **Clinical Warning** will specify the objective of agreed plan for improvement, required time frame, and basis on which it will be determined that the conditions of the **Clinical Warning** is met.

4. If the agreed terms of the **Clinical Warning** established by the Academic Progression Committee, clinical instructor, and student are not met, the Program Coordinator and or Director of the School of Nursing will review and determine a final outcome.

5. All **Clinical Contracts** will be maintained with the appropriate clinical evaluation tool and by the Academic Progression Committee Chairperson.

School of Nursing and Course Communication

Communication is a vital component to the School of Nursing. The School of Nursing will communicate to students, including but not limited to, changes that occur within the curriculum, policy updates, exam availability, and/or inclement weather.

Items needing to be communicated to students throughout the year can occur via one or more of the following methods.
- Announcement posting (RN-LPN E-Bulletin Board) on the Learning Management System, Moodle
- Email(s) to students through their **hnmcson.org** school email
- In class announcements
- Written announcements distributed directly to students
- Text message blast sent to the entire student body

It is the expectation that all students check their hnmcson.org email account on a daily basis

It is the expectation that students maintain and update all user profile information inclusive of their hnmcson.org email and cell phone number on SONIS, ExamSoft's Examplify, and ATI learning platforms.

Uniform Dress Code Policy

A professional appearance is essential for Holy Name Medical Center Sister Claire Tynan School of Nursing students. Good grooming and appropriate dress reflects pride and inspires confidence. A professional appearance influences the impressions we make with patients, co-workers, and the community. The Holy Name Medical Center Sister Claire Tynan School of Nursing uniform is to be worn for all hospital or health care agency clinical experiences and for skills lab/simulation activities. The uniform is ordered prior to the start of the first clinical course. The cost of the uniform and lab bag is included in the first course student fees. The student is responsible for the cost of additional uniform items beyond the cost of the new student uniform bundle. The School of Nursing has a school approved vendor, **Uniform States of America.** All uniforms are obtained from this vendor. Information on how to purchase the uniform can be found at the virtual uniform store at https://www.uniformstatesofamerica.com/HolyName

Approved RN Program Uniform Dress Code (for all clinical experiences including simulation and skills labs)

Students are required to wear the official school uniform when in a clinical area or during skills labs/simulation activities. The official uniform for the Holy Name Medical Center Sister Claire Tynan School of Nursing RN and LPN-RN programs consists of the following:

- Solid garnet color scrub pant
- White scrub top embroidered with the school logo
- White lab coat embroidered with the school logo
- White nursing shoes or all white leather nursing sneakers as designated by the School of Nursing. Shoes must be clean and neat. No logos are to be visible on the shoes. All nursing shoes must have a closed back and have no openings on the body of the shoes. No canvas footwear is permitted.
- Students are also provided with a canvas lab bag which includes a stethoscope, manual BP cuff, bandage scissor and penlight. (Provided in the new student uniform bundle.)

Lecture Attire

Students may wear appropriate street attire to lecture. Clothing choices should be conservative and professional in nature. Clothing with offensive or inappropriate designs or decals are not permitted. Clothing should not be revealing. This includes but not limited to short shorts, low cut and or bare midriff tops.

Additional Dress Code Information for all School of Nursing Classroom/Skills Lab/Simulation/Clinical Activities

- Students are expected to maintain proper hygiene. Perfumes and aftershave, if used, should be worn in moderation. Hair should be kept neat, clean, and well-groomed at all times. Hair should be natural in color. Long hair needs to be pulled back and pinned up above the shoulders. Facial hair may be worn to a conservative length and neatly trimmed.
- Undergarments should be neutral in color and not be visible at any time.
- Uniform should be clean, wrinkle-free, and appropriately fitted to body type.

- Jewelry is to be kept to a minimum, and should not be excessive in size or create an unsafe or hazardous condition (dangling jewelry may create an unsafe condition).
- Makeup (if used) should be minimally applied with no extensive eye make-up or false eyelashes permitted.
- Finger nails should be no longer than ¼ inch. Polish may be worn, but it must be intact. No artificial nails, charms, decals, appliques, or rhinestones may be worn as per compliance with Centers for Disease Control (CDC) hand hygiene guidelines.
- No visible tattoos or other body art are permitted in the clinical area. All arm tattoos must be covered with a white tattoo sleeve under the uniform. Exceptions can be made for tattoos that are unable to be concealed and are non-offensive.
- A wristwatch with a second hand or digital readout is also required for clinical experiences.

Noncompliance with the official uniform and dress code policy may result in dismissal from class. Repeated non-compliance may result in progressive disciplinary action.

Community Service Requirement
Community service offers students the opportunity to become active members of their community. Community service promotes a sense of belonging, helps with the attainment of new skills and knowledge, and provides a service to individuals in need. Each student must engage in **one community service event per academic year** (freshman and senior years). The community service requirement is mandatory and **two events must be must be completed prior to graduation**. Suggestions for suitable events are listed on Moodle under the Community Service course shell. **Community service events should be approved by Professor Carol Bendana prior to participation**. If the event is part of the Holy Name Community Education Department, the student must arrive to the event at least 15 minutes prior to the posted start time in full uniform or professionally dressed as dictated by the service. The validation form for event attendance can be obtained on Moodle.

Curriculum Progression Policy
The following Curriculum Progression policies are in effect:
- A grade of 78% or higher is required to pass each nursing course and progress to the next course. All nursing courses are offered only once in an academic year.
- A grade of C or better is required for all curriculum science and general education courses
- Students must successfully complete each nursing course in the correct sequence as outlined within the appropriate curriculum track to progress to the next nursing course.
- Students cumulative grade point must be maintained at 2.0 or above to progress to the next nursing course and to graduate.
- If a student fails a nursing course and wishes to repeat that course, the student must follow the Readmission to a Nursing Course Procedure. Readmission into a nursing course is not guaranteed (See *Readmission to a Nursing Course Policy*)
- Students are permitted one course withdrawal while enrolled in the School of Nursing. Withdrawing for a second time from any nursing course will require the permission of the School of Nursing Director and may result in program dismissal.
- **Two failures (letter grade below C) in any nursing courses will result in final program dismissal.**
- St. Peter's University curriculum courses are only offered during the semester

indicated on the Holy Name SON Curriculum Organization Plan.

- All general education and science courses must be successfully completed in order to graduate from program track.
- All general education and science courses which are listed as a pre-requisite for a subsequent nursing course must be successfully completed in order to progress to the next nursing course.
- **All tuition and fees from the current semester must be paid in full for students to progress to the next course**.

Students are responsible for their curriculum plan. Each student is required to have a working knowledge of all prerequisite and co-requisite curriculum course requirements (including general education courses and electives) and timeframes for program track completion. The Coordinator of Student Services, Program Coordinator, and academic advisor are available to assist students with questions regarding the curriculum plan and course progression. The student is expected to maintain his/her own personal record of courses completed and course grades, and is expected to ensure the accuracy of these records.

Student Conduct Policy

Students are accountable for their actions at the School of Nursing, Medical Center, and all other clinical sites. It is expected that students will conduct themselves in a manner that is appropriate for an academic and professional environment.

Student Standards of Conduct

Students are accountable for their actions at the School of Nursing, Holy Name Medical Center, and all clinical / community sites. It is expected that students will conduct themselves in a manner that is appropriate for an academic and professional environment To ensure a respectful and positive learning environment the School of Nursing has adopted standards of conduct. Violations to the Student Standards of Conduct are subject to disciplinary action, up to an including dismissal from the School of Nursing. (See *Disciplinary Policy*)

Student Standards of Conduct:

- **Professional language / Respectful Communication:** It is expected only respectful and professional language is used when interacting with faculty, staff, peers, patients, and others. Profanity and other disrespectful language will not be tolerated in the professional environment. This includes verbal, nonverbal, in person, or via electronic communication mediums, including social media.

  Negative or disparaging comments made about the School of Nursing or the Holy Name organization on social media platforms will result in progressive disciplinary action up to and including permanent dismissal from the School of Nursing.

- **Civility in Professional Relationships**: *Bullying is the act of being habitually cruel, insulting, or threatening to others who are weaker, smaller, or in some way vulnerable (Merriam Webster Dictionary).* Bullying will not be tolerated. Civility is to be exercised in all professional, academic, and clinical relationships. Disagreements should be handled directly with the other party and reported to an appropriate third party if mediation is necessary.

- **Treatment of SON Facilities, Clinical Facilities, and Equipment:** Students are expected to be respectful of all School of Nursing and Clinical Facilities equipment and property. It is the responsibility of all in the community to ensure facilities are well maintained and that property is not abused or stolen.

- **In Class Behavior:** While in class, students are expected to be respectful of faculty and fellow students. Distractions caused by private conversation and or the use of electronic devices, other than for academic purposes, are not permitted. (See *Theory Class and Clinical Expectations Policy* for additional guidelines). While in class, students are expected to maintain the guidelines of Academic Integrity (see *Academic Integrity Policy*)

- **In Clinical Behavior:** Patient confidentiality and privacy is to be respected at all times. Information about patients and or circumstances surrounding patient care are not to be shared or appear on any social media platform. Students are prohibited from printing, photocopying, or reproducing in any manner any part of the medical record and or any other private patient information document. Students are prohibited from discussing any clinical or patient care situations in any non-patient area unless the discussion is part of a clinical conference session. (see *Clinical/Simulation/Lab Expectations Policy*)

- **Unauthorized Entry:** Use of any School of Nursing or Medical Center facility, other than for the purpose of studying or scheduled academic and or clinical activity, is prohibited. Students are not permitted to allow any unauthorized individual gain entry to the School of Nursing or Medical Center facility

- **Professional Attire:** (See *Dress Code Policy*)

- **Sexual Harassment:** (see *Sexual Misconduct Policy*)

- **Substance Abuse:** (see *Substance Abuse Policy*)

- **Use of Social Media:** (see *Social Media Policy*)

Substance Abuse/Illegal Possession Policy
The School of Nursing is committed to providing and maintaining a drug and alcohol free environment and maintain the safety of all students, faculty, and staff. The School of Nursing has adopted a drug and alcohol free environment.

- No student of the School of Nursing shall unlawfully manufacture, distribute, dispense, possess, or use any alcohol, controlled substance, or illegal drug anywhere on any clinical facility property or School of Nursing Campus.
- The School of Nursing also prohibits the abuse of prescription drugs as well as the illegal use, purchase, sale, or attempted sale of prescription drugs.
- No student shall produce, purchase, sell, or possess any lethal weapon, firearm, fireworks, or incendiary device on any clinical facility property or School of Nursing Campus
- Students will be subject to progressive disciplinary action up to and including dismissal for the possession, use, or distribution of any alcohol, controlled substance, illegal drug, firearm, or lethal weapon.
- Civil authorities may be contacted regarding any violation of local, states, or federal law
- Random urine drug testing may be required of any student, as deemed necessary by the School of Nursing administration

- Students who report a chemical dependency problem will be referred to qualified licensed personnel and continued participation in the program will be determined by the School of Nursing Program Director

Social Media Policy

The School of Nursing complies with the Holy Name Medical Center Social Media Policy which includes and identifies social media as all aspects of internal and external social media and social networking tools and channels. This includes but not limited to blogs and websites which are maintained by an individual with regular entries of commentary, descriptions of events or other material such as Facebook, LinkedIn, Twitter, Wiki's, Social video, (YouTube, TicTok), and photography sharing sites (Instagram, Snapchat)

Students are not to post any negative or disparaging comments about the School of Nursing or the Holy Name organization and are not to post any information related to the patient care clinical experience on any social media platform. Infractions may result in progressive disciplinary action up to and including permanent dismissal from the School of Nursing.

The accessing of social media via the use of personal computers, school computers, or school issued electronic devices is NOT permitted during class/clinical/skills lab/ simulation sessions.

Students posting to social media platforms should refrain from including content which:
- May be deemed negative or disparaging about the School of Nursing or the Holy Name organization.
- Includes the School of Nursing or Holy Name Medical Center logo.
- Refers to school materials including but not limited to course syllabi, lecture slides, and audio/video recordings of School of Nursing faculty and or staff.
- Violates the privacy and confidentiality of patients, faculty, staff, or other students.
- Is defamatory, libelous, or construed as discriminatory on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or any other status protected by law.
- Represents student as a spokesperson or agent of the School of Nursing or Holy Name Medical Center.

Recording/Video Recording/Photography of Course Materials Policy

The content of any lecture / class presentation, content review, and or test review remains the intellectual property of the person delivering the session. There are instances when students may be granted permission to record a lecture/class presentation.

Course Materials are defined as lecture notes, outlines, slides, PowerPoint presentations, readings, or other content made available to students by the instructor or presenter.

Recording is defined as a video, audio replication, or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, Smartphones, digital cameras, media players, computers, or other devices that record images or sound.

- Students are not permitted to record classroom lectures using personal recording devices (e.g. smart phone, digital recorder, wireless recording devices etc.) unless

- permission is obtained from the faculty member and there are no objections from any students present in the class.
- Permission to record a classroom lecture, that a faculty member grants to a student, is limited to the student's own personal use to achieve the educational goals of the course.
- In the event permission to record classroom lectures is granted, the instructor may notify all students, speakers, and other lecture attendees in advance that recording may occur.
- Students who require recording or other adaptation of lectures as part of an accommodation under the Americans with Disabilities Act may record a classroom lecture. Written documentation of the student's accommodation must be on file (see Accommodations Request Policy) prior to the request for the recording.
- Every effort should be made to protect the confidentiality of a student with a disability who is being granted an accommodation.
- Permission to allow lecture recording is not a transfer of any copyrights in the recording or related course materials. Such recordings and materials may be used only for individual or group study with other students enrolled in the same class, and may not be reproduced, transferred, distributed, or displayed in any public or commercial manner.
- Students must destroy recordings at the end of the semester in which they are enrolled in the class.
- *Recording a lecture* is not a substitute for attendance. The student must be present to *record* the requested lecture.
- **Under no circumstances** are students permitted to record, video record, or photograph any test material during an exam or during a test review with faculty. (see Academic Integrity Policy)
- Students may not use cell phones or other electronic devices to photograph, copy or duplicate patient information contained within a patient's medical record. This is a HIPAA violation and is subject to progressive disciplinary action up to an including program dismissal.

Math for Medication Administration Policy

All nursing students are expected to obtain a **100% on any administered math assessment** in order to be cleared to administer medications in clinical. This expectation is congruent with clinical outcomes. Remediation will be assigned as warranted.

All students are given a paper and pencil math assessment prepared by the School of Nursing Faculty.

1. If the student achieves a 100% **(1st attempt)** - no remediation required; student may administer medication on the clinical unit
   If the student achieves less than 100% (1st attempt) – student will independently remediate with ATI Dosage Calculation modules and/or Prac+Safe software. The student will then take a second math assessment within one week of the first assessment.
2. If the student achieves a 100% **(2nd attempt)** – the student is clear to administer medication on the clinical unit
   If the student achieves less than 100% (2nd attempt) - student meets with faculty for remediation. A learning contract is written and the Academic Progression Committee is notified. Student will take a third math assessment within one week of the second

assessment

3. If the student achieves a 100% **(3rd attempt)** – student is clear to administer medication on the clinical unit
   If the student achieves less than 100% (3rd attempt) – student will receive a **Clinical Warning** from the Academic Progression Committee and a fourth and final assessment will be administered.

4. If the student achieves a 100% **(4th and final assessment)** – student is clear to administer medication on the clinical unit
   If the student achieves less than 100% (4th and final assessment) – the student is unable to fulfill the stipulation of the Clinical Warning and the Director of the School of Nursing will review and determine final outcome

Withdrawal from a Nursing Course Policy
Official Formal Withdrawal:

- A student may withdraw from a nursing course at any point in the semester.
- If the withdrawal is for a medical or personal reason, the *Request for a Leave of Absence* (LOA) form is to be completed and submitted to the Program Coordinator. If the LOA is approved, the WD (Formal Withdrawal) designation is assigned in SONIS.
- If the student requests course withdrawal and has a failing course grade (course average below 78%) at the time of request for withdrawal, the WF (Withdrew Failing) is assigned.
- The withdrawal/failure (WF) status enables the student to be readmitted one time only, barring no previous failure from a Holy Name nursing course. (see *Readmission Policy*)
- Students requesting an official withdrawal for personal or medical reasons can obtain the appropriate form from the Coordinator of Student Services or Program Coordinator.
- Students requesting an official withdrawal may receive a refund determined by the date on the student's official withdrawal form. To obtain a tuition refund, the student must notify the Coordinator of Student Services and Program Coordinator in writing of his or her intention to withdraw from the course.

Listed below is the **Tuition Refund Policy for Holy Name Medical Center Sister Claire Tynan School** of Nursing (*Please refer to the full Tuition Refund Policy*)

Withdrawal before the first day of class…….100%*****

Withdrawal within the first two weeks………..75%

Withdrawal within the third week………………..50%

Withdrawal within the fourth week……………..25%

Withdrawal after the end of the fourth………..0%

*Minus the cost of the school issued tablet device unless the tablet is returned unopened in the original box

- If a student withdraws from the program, no financial aid monies will be refunded to the student. These monies are to be used for educational expenses only, and will be returned to Federal Student Aid (FSA) programs.

- If a student withdraws and is eligible for readmission the student will need to follow the policy and deadlines to apply for readmission consideration (See *Readmission Policy*)

Unofficial Withdrawal:
- A student who stops attending class or leaves the School of Nursing without following the official procedures for withdrawal from a course will receive a grade of withdrawal/failure status (WF) posted on their academic record for each enrolled course.
- When a student receives a withdrawal/failure (WF) status, the student may be defined as "unofficially withdrawn for Title IV Financial Aid purposes.
- At the end of each term, students who have been identified as unofficially withdrawn will be notified in writing. The student will have 10 business days to document the last date of attendance, if applicable. If the last date of attendance cannot be determined, the student is assumed to have attended 50% of the enrollment period and the Return of Title IV calculation will be based on this length of attendance. Unofficially withdrawn students will be billed for resulting institutional charges and repayments of Federal Student Aid (FSA). (see Financial Aid Withdrawal Policy and Refund Policy for more information)
- If a student unofficially withdraws and is eligible for readmission the student will need to follow the policy for readmission.

Readmission to a Nursing Course Policy

A student who is unsuccessful in a nursing course (Failed or Withdrew Failing) will not be permitted to progress to the next nursing course. The student must apply for readmission to the nursing program and will be required to complete an online admission application and follow the procedure for readmission. Readmitted students are required to follow the curriculum and policies which are in place at the time the student is accepted back into the nursing program. Student re-entry is not guaranteed and is based on availability of seats and the student's academic and clinical performance, professional behavior, and ability to benefit from repeating the course.

- Students who fail or withdraw failing from a nursing course may be readmitted **one time only.**
- Students who fail a general education or science course may repeat that course one time only. If a student fails a second college course, the student may not continue in the School of Nursing (Please see *Dismissal Policy*).
- Only one nursing course may be repeated and the same course may be repeated **only one time.**
- A second nursing course failure results in **final** dismissal from the program and ineligibility for readmission.
- Students who have failed the clinical portion of a nursing course due to unsafe clinical performance or unprofessional/unethical behavior in the classroom or clinical setting will not be eligible for readmission consideration.
- Readmission to the RN or LPN-RN program must take place **within one year of program sequence interruption** or student will be required to start the nursing program from the beginning.
- All previous School of Nursing financial obligations must be met before readmission is granted.

Readmission Procedure

The Coordinator of Student Services will contact all students eligible for readmission with specific instructions related to the readmission procedure listed below and deadline for submission of the readmission application packet.

The readmission procedure includes:
- Schedule and attend Exit Interview conducted after course failure/withdrew failing. Exit interview invitation will be sent to student by email and postal mail approximately one week after final grades for course are posted. Student schedules Exit Interview based on dates provided in the Exit Interview invitation.
- Submit completed online admission application with fee. (Application found on School of Nursing website)
- Obtain two faculty recommendation letters: one from the student's most recent clinical instructor and one from the student's most recent academic faculty advisor.
- Submission of a student success plan (Plan of Academic Preparedness)
- A repeat urine drug screen completed through Complio (Urine drug screen must be clear or negative for readmission consideration)
- A repeat criminal background check (criminal background check must be clear or negative for readmission consideration and must be completed by the current School of Nursing background check vendor).
- Completion and submission of the **School of Nursing Readmission Remediation Packet.**

The Plan of Academic Preparedness success plan must address the following points:
- Recognition of the factors impacting their success in the previous course.
- Documentation with evidence of remediation or resolution of the deterring factors.
- A detailed academic plan for success for future course work.

The **Readmission Remediation Packet** will be assigned by the Academic Progression Committee and emailed to the student. Remediation assignment(s) will vary depending on the course the student is repeating. The completed assignment(s) will be returned via email by the date specified to the Academic Progression Committee.

Once all components of the readmission procedure are successfully completed, the Academic Progression Committee will convene to review the readmission application for completeness and determine if readmission is to be granted.

If readmission is granted, students must ensure all required health documents to attend clinical are up to date in the Complio system (See the *Mandatory Student Requirements to Participate in Clinical Activities Policy*). If any of the health clinical requirements have expired, they must be have renewed by the date specified in the Readmission invitation email.

NOTE: If the student fails to submit the academic plan of preparedness, the two letters of recommendation, the Readmission Remediation Packet, or the online admission application by the deadline given, program readmission will not be considered.

Student Leave of Absence Policy (Medical or Personal Reasons)

Students wishing to withdraw from an enrolled nursing course due to a personal or medical reason will need to complete a **Request for a Leave of Absence (LOA)** form and attach any applicable documentation. All medical/personal documentation received will be kept

confidential. Request for a Leave of Absence forms are available from the Program Coordinator or the Coordinator of Student Services.

- The date of leave is designated as the date when the student submits the Request for LOA form to the Program Coordinator.
- Students taking a leave of absence who are recipients of federal Title IV financial aid should refer to *Tuition Refund Policy* to determine the implications of the leave for the financial aid program.
- When a medical or personal leave of absence is granted during the course of the semester, the course grade is designated as a WD (Formal Withdrawal).
- The program coordinator and/or program director will review the *Request for LOA* form and any documentation and approve or deny the request.
- Any student granted a medical or personal leave of absence must return to the nursing program within one year of leave date to resume academic course work.
- Students returning to the nursing program are subject to the program track curriculum plan and School of Nursing policies in place at the time of program return.
- Students returning after a medical or personal leave of absence must notify the Coordinator of Student Services by the deadline determined for readmission consideration.
- Students returning to the nursing program must be in compliance with the *Mandatory Student Requirements to Participate in Clinical Activities Policy.*

A Leave of Absence longer than one year necessitates starting the program track over from the beginning.
All previous School of Nursing financial obligations must be met before readmission after a leave of absence is granted.

Readmission Due to Extenuating Circumstances Policy

To provide students being dismissed from the School of Nursing due to two unsuccessful nursing course attempts and who may have experienced extenuating circumstances during the last semester attended, an opportunity to be reviewed for possible readmission to the nursing program.

Students who are being dismissed from the School of Nursing and wish to be considered for readmission due to extenuating circumstances will be required to submit a letter requesting readmission consideration to repeat the course in which they were unsuccessful or withdrew from with a failing average.

Extenuating circumstances include, but are not limited to, medical emergencies, death of spouse/parent/child, and loss of home due to circumstances beyond student's control. The extenuating circumstance must have occurred during the most recent course in which the student failed or withdrew from with a failing average.

Students will be required to write an essay describing the extenuating circumstance(s) and how the event(s) impacted their ability to be successful in the nursing course. Complete documentation supporting the extenuating circumstance(s) (e.g., legal documents, medical documentation) **must** be included.

Any student requesting readmission consideration due to extenuating circumstances

must submit the required documentation to the nursing office within 10 working days of the end of the semester in which the dismissal occurred.

A committee comprised of the Director of the School of Nursing, Program Coordinator, Chair of the Academic Progression Committee, and nursing faculty will review all documentation submitted by students requesting to return due to extenuating circumstances.

If readmission is approved, a student will need to complete all steps in the "Readmission to a Nursing Course" policy for the course in which they were unsuccessful. The student will also need to be complaint with all requirements to participate in clinical activities.

Any student re-admitted to the School of Nursing due to extenuating circumstances will be held to the curriculum plan, standards, and policies of the School of Nursing in place at the time of re-admission.

Students may apply for readmission due to extenuating circumstances one time only.

Student Grievance Policy
Students have the right to file a grievance regarding non-academic***** or clinical issues. A grievance is a formal action taken by a student requesting some type of remediation. The student has the right to seek a faculty member as an advisor to assist in the grievance process.
  *For all academic grade related issues, please refer to the Grade Appeal Policy
 When filing a grievance, the student must utilize the following procedure:

- The student will first approach the involved person to resolve or remediate the matter.
- If remediation is not reached, the student may then contact the School of Nursing Program Coordinator within 5 business days with a written, signed, and dated statement detailing the grievance issue. An email is unacceptable, a scanned document with the student's signature is acceptable.
- The Program Coordinator will respond in writing to the student within 5 business days of initial receipt of the grievance statement.
- All written, signed correspondence is kept on file in the administrative office.
- If at the end of the grievance process, a student perceives an unsatisfactory outcome, he/she is entitled to initiate the appeal process to the Director of the School of Nursing.
- The Director of the School of Nursing will review the signed statement and supporting documentation and render a final decision within five business days. The student will be notified in writing of the decision regarding the appeal.
- The grievance should be filed within 2 weeks of the date the issue occurred, but no later than the end of the semester.

Grade Appeal Policy
Students have the right to file an appeal for a grade received in a nursing course. A grade appeal is a formal action taken by the student requesting a review of an assigned grade received. The student must be able to demonstrate that the grade in dispute was awarded

in an unfair manner. For purposes of this policy, unfair means:
- A demonstrable error was made in the calculation of the grade.
- A grade was assigned in a manner that departed from the course syllabus or grading rubric.
- The instructor failed to assign or remove an Incomplete Grade or to initiate a grade change as agreed upon with the student.

Grade Appeal Procedure:

1. Before submitting the Grade Appeal form, the student should address the matter with the grading instructor to attempt to resolve the issue.
2. If a satisfactory resolution is not reached, the student should complete the Grade Appeal form (signed and dated) and submit it to the School of Nursing Program Coordinator within two weeks of receiving the grade in question. **All grade appeals must be submitted within 2 weeks of receiving the grade in question to be considered for a grade appeal**. The appeal form must be signed by the student and dated. The form can be scanned and emailed to the Program Coordinator.
3. The Program Coordinator will respond to the appeal within five (5) business days of the initial receipt of the grade appeal form.
4. If at the end of the process, a student perceives an unsatisfactory outcome, the student is entitled to initiate the appeal process to the Director of the School of Nursing.
5. The School of Nursing Director will review the student's Grade Appeal form in conjunction with the grading instructor's and Program Coordinator's documentation and render a final decision within five business days of receiving the appeal.
6. The student will be notified in writing of the final decision regarding the appeal.
7. All written, signed correspondence is kept on file in the nursing administrative office.
8. Grade appeal forms are obtained through the School of Nursing Program Coordinator.

Grading Policy for Nursing Courses

1. Academic grades are assigned on a numerical grade point average system which is based on the percentage score of all weight tests and projects in a nursing course.

Percentage Range	GPA Equivalent	Letter Grade	Grade Description
93 – 100%	4.0	A	Superior
89 – 92%	3.5	B+	Excellent
85 – 88%	3.0	B	Very Good
82 – 84%	2.5	C+	Average
81 – 78%	2.0	C	Passing
0 – 77%	0.0	F	Failure
		IC	Incomplete
		P	Pass
		S	Satisfactory
		U	Unsatisfactory
		WD	Formal Withdrawal
		WF	Withdraw Failing

2. Students must earn a C (78%) or higher in all academic nursing courses to successfully progress through and complete the curriculum of the nursing program.
3. Students must achieve a grade point average of 2.0 in all nursing and college courses to successfully progress and complete the curriculum of the nursing program
4. **Rounding statement**: All weighted course exams and projects will be rounded and recorded to the tenth place based on two decimal places (hundredth place) only.

   Example of rounding a course exam grade: *77.45% or > will be rounded to a 77.5%*
   77.43% or < will be rounded to a 77.4%

5. All final course grades will be rounded and recorded to a whole number based on one decimal point (tenth place) only.

   Example of rounding a final course grade: *77.50% or greater will be rounded to a 78%*
   77.49% or below will be rounded to a 77%

6. Students who achieve a final program grade point average (GPA) of 3.5 or higher will be eligible for academic honors at graduation:

   3.5 – 3.6 Cum laude
   3.7 – 3.8 Magna cum laude
   3.9 – 4.0 Summa cum laude

7. **Clinical Grading Policy**
   Students must achieve a satisfactory clinical grade in each nursing course to successfully progress through and complete the curriculum of the nursing program.
   Students who fail the clinical component of any nursing course will receive an F grade for the course regardless of theory course grade.

8. **Incomplete Grade Policy**
   If a student is unable to complete required coursework within the dates specified on the academic calendar, the course facilitator can assign a temporary grade of Incomplete (IC). The student is responsible for arranging with the course facilitator a date to complete all course obligations (e.g. exams, written assignments, clinical experiences). Once coursework is completed the student will be assigned their final course grade. Failure to complete all required coursework by the date specified by the course facilitator will result in a course failure. The student cannot advance to the next course until the incomplete grade is resolved and a formal grade is assigned.

9. **Grading of Alternate Format Questions (AFQ) and Backward Navigation Restriction Policy**
   This policy is to provide information on the grading of alternate format questions in conjunction with ExamSoft's Examplify and the school of nursing's grading policy and the restriction of backward navigation during nursing exams.

- **Backward Navigation Restriction** is the inability to go back and forth between questions while taking a school of nursing unit and final exam. Each question must be answered in the order in which they are presented to move forward to the next question. This aligns with the NCLEX examination.

a. Backward navigation restriction will be implemented with the first unit examination in the second nursing course of the program and will continue with all subsequent nursing courses.
b. Prior to the inclusion of Backward Navigation Restriction, an ungraded 5-10 question "mock exam" will be provided in order for the student to acclimate to the format. This is to be given at the start of the second nursing course, prior to exam 1.

- **Alternate Format Questions** (AFQ) include, but are not limited to: Select-All-That-Apply (SATA), Math Calculations, and Next Generation (Next-Gen) items. Next-Gen items include: bowties, hotspots, etc. AFQs are not to exceed 10%-20% of a unit and/or final exam test items.
  a. Next-Generation NCLEX-style AFQs will be implemented after their introduction during the didactic portion of the course.
  b. Prior to the inclusion of Next-Gen AFQs, an ungraded 5-10 question "mock exam" will be provided in order for the student to acclimate to the format (this could be the same "mock exam" stated in 1b).
  c. Partial Credit (+/-) will be given for all SATA. Please refer to section "3" for specific grading of (+/-) SATA questions.

- **Grading of Alternate Format Questions**
  SATA questions will be graded using ExamSoft's Examplify "(+/-) partial credit" grading format.
  Items will be scored using the following guidelines:
  a. The student will be awarded points for every correct selection within a question. If a correct selection is not chosen, the student will not receive nor have points taken away. The student will lose points if an incorrect selection is made within a question.
  b. The points for each selection are calculated based on the number of correct choices and the total points available for the question.
  c. The student cannot score lower than zero points and may only receive the maximum amount of points allotted for the question.
  (For example, if a question is worth 2 points, and there are 4 correct selections to the SATA, then each correct selection will be worth 0.5 points (0.5+0.5+0.5+0.5=2.0). If the student selects 3 correct selections and one incorrect selection, the student will be awarded 1 point out of the maximum 2 points (0.5+0.5+0.5–0.5=1.0). If the student only selects 3 out of the 4 correct selections and none of the incorrect selections, the student would receive 1.5 points out of 2 total points (0.5+0.5+0.5=1.5). This point value is subject to change based on the amount of correct selections in a question and the total amount of points each question is worth).
  d. Bowtie questions will be graded using ExamSoft's Examplify grading format. Every bowtie question has a total of 5 correct selections. Students receive an equal percentage of the total number of points for each correct selection.
  (For example, if the total number of points awarded for a bowtie question is 1 point, each selection is worth 0.20 points).
  e. Math questions are graded the same weight as multiple-choice exam questions. No partial credit is given.
  (For example, if a multiple-choice question is worth 2 points then a math question will be worth 2 points).

f. Hot spot questions are graded the same weight as multiple-choice exam questions. No partial credit will be given.
(For example, if a multiple-choice question is worth 2 points then a hot spot question will be worth 2 points).

Advisement Policy

Student advising is offered to all School of Nursing students. Advisement is a responsibility shared by the financial aid officer, Coordinator of Student Services, faculty, and student. Students have the capability of academic information through the school's online data system, SONIS. Students are given instructions on creating SONIS account IDs and passwords.

General responsibilities within the advisement system are as follows:

1. **Financial Aid Officer**: Counsels students on all aspects of financial aid, scholarship programs, and financing options available for education funding. Assists with preparation of financial aid documents. Conducts entrance and exit loan counseling as per federal and state guidelines.

2. **Coordinator of Student Services**: Coordinates the admission process for the School of Nursing as well as functioning as Registrar and Bursar for the School. Student information related to academic records, tuition accounts, and statistics in compliance with educational accrediting agencies, state, federal, and institutional standards, policies, and procedures are handled through this office. The Coordinator of Student Services disseminates information on courses offered and class schedules. The office processes all requests for student and alumni transcripts and communicates with students who are in arrears with financial responsibilities to the school. The Coordinator of Student Services also registers SON students for St. Peter's University general education and science courses, which are required per program curriculum track.

3. **Academic Advisement:** Students entering the first nursing course will be assigned an academic advisor by the course facilitator. Faculty advisors assist students regarding their academic progress in nursing courses and offer recommendations to promote success in nursing courses and improve study habits. Students remain with the assigned advisor throughout their first academic year and are reassigned to senior level faculty in their second year of the program. Students share responsibility in the advisement process and should seek advisement when less than satisfactory achievement on exams is noted or personal issues are impacting academic performance.

Academic Progression Policy

All students are expected to maintain a minimum course average of 78% at the completion of each nursing course in order to successfully progress to the next course. All students are expected to maintain a minimum grade point average (GPA) of 2.0 or greater in all required and elective college courses required as part of the student's curriculum track.

Students with a course grade average below 78% after the second nursing course exam or at any time thereafter should meet with their assigned academic advisor to develop a **plan for academic improvement**. The student's advisor will email the student a letter to arrange for an advisement appointment.

The Academic Plan for Improvement will include: the area of concern and recommendations for improvement. The Academic Plan for Improvement form is completed by the student's advisor, signed by the student and advisor, and documented in SONIS. All Academic Plans for Improvement will be communicated to the course facilitator and a copy will be sent to the chair of the Academic Progression Committee. The signed improvement plan will be placed in the student's School of Nursing file at the completion of each semester.

Students who continue to maintain a course grade average below 78% should meet with their academic advisors after each course theory exam with documentation placed in SONIS.

Students who obtain a final course grade average below 78% in a nursing course will be offered an Exit Interview with the Academic Progression Committee in order to apply for readmission (see *Readmission Policy*)

Students who fail the clinical portion of a nursing course will receive an F in the course, regardless of the theory grade in the nursing course.

Note: Students who fail a college general education or science course may repeat that college course one time only. **If a student fails a second college course or two college courses in one semester, the student will be dismissed from the nursing program, regardless of their academic standing in the nursing program.**

ATI Administration and Remediation Policy
Assessment Technologies Institute (ATI) is a comprehensive program which offers assessment and remediation activities to assist the student toward academic success. ATI assessments are used as a tool to ascertain and measure student achievement of concepts. The feedback obtained from the results of these assessments are used to assess the quality of curriculum, as well as student achievement.

ATI Test Administration
- ATI Proctored Assessments are utilized throughout the curriculum.

- All Proctored Assessments and Practice Assessments are to be completed as defined by each respective course schedule and within designated time scheduled. No late submissions are accepted.

- Practice and Proctored Assessments generate individualized focus reviews based on needed review of concepts. The focus review provides feedback that guides the student back through the learning process to review content that was not fully understood on assessment results.

- All students are expected to adhere to the practices of academic honesty and integrity during the administration of any ATI Assessment (See *Academic Integrity Policy*).

- Students who arrive late in for an ATI assessment will need to arrange to take the exam at another time and will be charged the Missed Exam fee (See *Testing Policy*).

Remediation (Focus Review) Process
- Practice Assessments are assigned prior to the scheduled Proctored Assessments

- Both practice assessments (A&B) and respective remediation (focus reviews) must be completed to obtain the initial 4 points of the rubric **(NO partial credit will be awarded for partial completion)**
- Students are to complete required remediation (focus review) on **each** identified concept of <u>both</u> practice assessments
- Remediation includes the completion of suggested Active Learning Template(s) and or the completion of three critical points for each identified concept
- All work is to be hand written
- All work is to be submitted by date defined by each respective course and no late submissions will be accepted
- Proctored assessments will award additional points based on the Level achieved by the student (see Rubric)
- Students scoring a **Level 3 or Level 2** will not be required to submit an additional proctored focus review **but** it is strongly encouraged for the student to self-remediate concepts missed
- Students who score a **Level 1** will be given the option of a proctored retake **ONLY** after completing the focus review remediation of the proctored exam
- Students scoring **Below Level 1** on a Proctored Assessment will be required to complete the required proctored focus review remediation **AND** take a proctored Exam Retake on the designated date defined by the respective course.

Grading will follow the ATI Grading Rubric below:

ATI Grading Rubric for Practice Assessments			
*Both practice assessments **A & B** must be completed*			
4 Points			
Both practice assessments must be completed. <u>No Partial Credit</u> will be given for partial work.			
Complete Practice Exam A Remediation • For each topic missed, complete an active learning template and/or identify three critical points to remember. • All work must be hand written and submitted to advisor per date and time defined by each respective course.		Complete Practice Exam B Remediation • For each topic missed, complete an active learning template and/or identify three critical points to remember. • All work must be hand written and submitted to advisor per date and time defined by each respective course.	
Standardized Proctored Assessments			
Level 3 **6 Points**	**Level 2** **5 Points**	**Level 1** **3.8 Points**	**Below Level 1** **3 Points**
Remediation • For each topic missed, complete an active learning template and/or identify three critical points to remember	Remediation • For each topic missed, complete an active learning template and/or identify three critical points to remember	Remediation • For each topic missed, complete an active learning template and/or identify three critical points to remember	Remediation • For each topic missed, complete an active learning template and/or identify three critical points to remember
10/10	9/10	7.8/10***	7/10**

		Optional retake only after completing remediation	Mandatory retake after completing mandatory remediation

***Students who achieve a **Level 1** have the option of a proctored retake only after completing the proctored remediation. Students who take the proctored retake will receive the average of their original grade and the grade from the proctored retake.

** Students who achieve **Below Level 1** will be required to complete the proctored remediation **AND** take a proctored exam retake. For example,

> Below Level 1 = 70%
> Level 2 on retake = 90%
> Average of Level 1 & Level 2 = student's grade (e.g. 70 +90 = 160/2 = 80%)

Graduation Requirement Agreement

All students must complete several activities to satisfy the School of Nursing Graduation Requirement Agreement. The agreement form is signed at the beginning of the freshman and senior year. The agreement stipulates students are to complete a minimum number of NCLEX-style questions (dependent on class level), complete the ATI Comprehensive Predictor Exam and participate in the ATI NCLEX Live Review course in the senior year, and complete an approved community service activity each academic year in the program. The agreement form is distributed at the beginning of the academic year and signed by the student.

Dismissal from a Nursing Course Policy

Nursing courses are sequential and build on previously acquired knowledge and skills. Students must pass both clinical and theory components of each nursing and college course in order to proceed in the program. Students not achieving a passing grade cannot progress to the next course and are dismissed from the program and must apply for readmission.

Students will be academically dismissed under the following circumstances:
- Failure to successfully meet the clinical course objectives regardless of the theory grade received for the course.
- Failure to achieve a minimum final grade point average (GPA) of 2.0.
- Failure of a second curriculum general education/science course or failure of two general education/science courses in one semester.
- Academic integrity violations.
- Code of Conduct violations.

Nursing Program Dismissal Policy

Students are ineligible for School of Nursing readmission under the following circumstances:
- Failure of a second nursing course or failing the same nursing course twice.
- Failure of a second curriculum general education/science course or failure of two general education/science courses in one semester
- Failure to successfully meet the clinical course outcomes (regardless of course theory grade) for a second time.
- Failure of the clinical component of the course due to safety concerns or unprofessional behavior.

Graduation Requirement Policy

Eligibility for the Diploma in Nursing is dependent upon the successful completion of the Nursing Program curriculum course outlined within the curriculum plan of each program track (RN, LPN-RN). The following criteria must be met.

- A student must maintain a minimum cumulative grade point average (GPA) of 2.0 and successfully complete all required nursing, general education, and science courses in the curriculum plan for the program track.
- A student must pass the clinical component of all nursing courses in the program track.
- A student must fulfill all financial / library fee obligations owed to the School of Nursing prior to graduation.
- The student must complete the annual community service requirement.
- A student must fulfill all the criteria outlined and agreed upon within the *Graduation Requirements Policy Agreement* prior to graduation. This agreement includes completion of designated NCLEX questions, annual community service requirement, attendance at the onsite NCLEX review course, and participation in additional NCLEX preparation testing as designated within a course.

It is the student's responsibility to determine if the courses for the Diploma in Nursing and the Associate in Applied Science degree (if applicable) have been successfully completed.

Students wishing to earn the Associate in Applied Science (Health Science) degree from St. Peter's University must complete 30 credits of science and general education courses at St. Peter's University. If any science and general education courses are transferred in from another educational institution, only the Diploma in Nursing from Holy Name Medical Center will be awarded.

Nursing Commencement Ceremony

Students graduating from the School of Nursing participate in a commencement ceremony where they receive a nursing pin and the School of Nursing diploma. The ceremony is held after the last course in the curriculum plan.   Family and friends are invited to attend this event. The graduation cap, gown, diploma and cover, and nursing pin are provided to the student as part of the Graduation Fee.

School of Nursing Academic Honors

Any student with a grade point average (GPA) of 3.5 or better will be eligible for academic honors. Academic honors will be recognized on the diploma upon graduation as follows:

3.9 - 4.0	**Summa cum Laude (Gold Cord)**
3.7 - 3.8	**Magna cum Laude (Silver Cord)**
3.5 - 3.6	**Cum Laude (White Cord)**

Students will receive an academic cord to wear at graduation signifying the academic honor achieved. The graduating senior with the highest grade point average will be invited to speak at the Commencement Ceremony as the class Valedictorian.

Exam Testing Policies
Testing is a means of assessing a student's understanding, comprehensive, and application of needed concepts and content area to successfully complete the diploma curriculum of Holy Name Sister Claire Tynan School of Nursing.

All nursing course exams are given through ExamSoft's Examplify testing software on School of Nursing issued computer devices. This device is utilized by students throughout the program. All dates of exams, including standardized proctored exams, are posted on the Learning Management System. All students are expected to take exams on the scheduled day and at the scheduled time posted. Exam schedules are made available to every student on the first day of each semester class. Exams are proctored by the nursing instructors who teach the course or by remote proctoring platforms (ExamMonitor / ExamID / Proctorio) in emergency situations.

- All students should be ready to start the exam at the designated exam time; computer devices should be charged and exam downloaded, if applicable.
- No personal belongings or electronic devices (cell phones / smart watches) are permitted in the testing area. Pencils and scrap paper will be provided once the exam has been started. No personal paper, pencil, or calculators will be permitted
- In addition, no student will be permitted to wear a head covering unless for religious purposes. Food will not be permitted in the testing area. Only ear plugs designed for sound reduction and provided by the school will be permitted, no ear buds, headphones, etc.
- Students may not leave the testing area once the exam has begun. If a student encounters an emergency and needs to leave the testing area, the student will be escorted by another instructor/proctor to and from the testing area.

Late Arrival to Exam:
Students arriving late to an exam will be permitted to test providing they are ready to test within 15 minutes of the published exam start time and prior to the exam deletion (15 minutes). If the student arrives past the exam deletion time, they will not be permitted to take the exam as scheduled and will be required to take the alternate make-up exam. (Refer to section: "Missed Exam").

Remote Exam Proctoring:
Remote exam proctoring may be instituted in emergency situations. Students will be expected to comply with the remote proctoring procedures as specified by the respective proctoring platform.

Missed Exams:
If an emergency and or illness prevents a student from taking an exam on the scheduled day, the student must notify the school office (551) 248-4603 and speak to an administrative staff member or leave a message with student's name, course, and reason for absence prior to the start time for the exam. It is the student's responsibility to make the arrangements for a make-up exam with the course facilitator **within 24 hours of the missed exam**. A fee of $75 will be charged for all make up course exams and standardized proctored exams.

Exam Accommodations:
Any student who has documented accommodations for additional time to complete an exam will be provided that time prior to the scheduled exam time as designated by the course schedule. Extended time will be designated by provided documentation (see *Accommodation*

Request Policy). Upon completion of the exam the student must remain in the classroom until the deletion time of the exam has been reached. During this time the student must refrain from using all electronic devices.

Exam Upload:
Students must upload their exam file after the completion of the exam, review period, and before leaving the exam room. The student must show their upload confirmation screen to the proctor before exiting the testing area. If a student leaves the testing area without uploading their exam and their exam file is lost, this will result in a zero grade for that exam.

Posting of Exams:
Preliminary grades will be available to the student at the close of all course exams completed via Examplify, with the exception of the final exam. Final grades will be posted within 48 hours after exam administration and may be viewed on the Learning Management System in the Grade Book.

Exam Review Policy:
All students have the opportunity to review questions scored incorrectly after exam administration, with the exception of the final course exam. All course exam reviews must be completed before the administration of the next subsequent exam. Note taking, recording and or videotaping of any material covered during an exam review is prohibited. (see *Academic Integrity Policy*)

Academic Integrity:
If a proctor observes a student displaying any form of academic dishonesty (which may include the use of smart devices or clothing attire) and after verification with another proctor present in the testing room, the student will be instructed to exit the exam and will be escorted out of the testing room. The student will receive a zero for that exam and will be referred for disciplinary action. (see *Academic Integrity Policy*)

Academic Integrity Policy
Academic dishonesty is an act of deception during which a student misrepresents his or her mastery of material on an exam or other academic assignment.
Examples of academic dishonesty include but are not limited to:
- Copying from another student's work
- Allowing another student to copy work
- Using unauthorized materials such as textbooks, notebooks, or electronic devices during an exam
- Using specifically prepared materials such as notes written on clothing, badges, and/or body parts during an exam
- Collaborating with another person during an examination by giving or receiving information without authority
- Fabricating data and or information on any written assignment (e.g. clinical paper)
- Presenting work as one's own when the work is not their own (plagiarism)
- Notetaking and use of any electronic devices capable of recording/videotaping exam material or material covered during an exam review.

Violations of the Academic Integrity Policy can result in the reduction of the student's grade, receipt of a zero grade for the exam or assignment, and/or disciplinary action. Repeated violations can result in progressive disciplinary action up to and including program dismissal.

Disciplinary Policy

Holy Name Medical Center Sister Claire Tynan School of Nursing has an obligation to describe and support standards of behavior considered essential to its educational vision and philosophy.

Disciplinary proceedings will be instituted for violations of standards of conduct that significantly impact any member of the school community and or function of the school of nursing, community partners, and or community of interest.

- Students may receive any of the following disciplinary actions, up to and including dismissal from the School of Nursing for failure to comply with the requirements and regulations as stated in the Student Handbook
- Determination of any disciplinary action(s) will be determined by the School of Nursing Director and or Program Coordinator
- Any disciplinary action may be placed immediately into effect
- All disciplinary action(s) will be recorded and maintained in the student's file

Definitions of Progressive Disciplinary Actions*:

Verbal Warning: is the initial step of a formal disciplinary procedure. A verbal warning is presented when a student's behavior, work practice, and or actions violates the School of Nursing's rules and or regulations.

Written Warning: A formal written notice that the student has engaged in improper conduct. A written warning can be an initial step of a formal disciplinary procedure or the next step of a verbal warning process.

Probation: is a specified or indefinite period of time during which infraction free conduct must be maintained by the student. This includes a warning that subsequent improper conduct or violation of the School of Nursing's rules and or regulations may result in additional disciplinary action up to and including dismissal from the program.

Suspension: is the temporary separation of the student from class and or clinical functions, activities, and or facilities. The terms of the suspension will include the length of time and or the conditions specified for the student's return.

Dismissal: is the physical removal of a student from the School of Nursing program for a period of no less than one full academic year. Conditions may exist for readmission to the program and if readmission is determined, the process for readmission must be followed.

Expulsion: is the permanent termination of a student's enrollment in the program. An expelled student may not return to the School of Nursing.

Restitution: is the reimbursement of money, services, or property to the School of Nursing or any affiliated institution in which damage or loss incurred.

Educational Sanction: is a determined community service or required project / activity that is consistent with the nature and or severity of the violation

*All disciplinary actions may exist independently or be applied as a progressive disciplinary

procedure

Right to Appeal a Disciplinary Action
A student who is found in violation of any School of Nursing Standard of Conduct and receives a subsequent disciplinary action may request an appeal, providing the request is made in writing within five (5) business days and sent to either the School of Nursing Director or Program Coordinator.

The written request must include:
- The name and signature of the student
- Nature of violation, including date and place of occurrence
- Disciplinary action given
- Reason for requesting an appeal
- Supporting documentation if applicable

The School of Nursing Director and Program Coordinator will review the signed written statement and supporting documentation and render a final decision within 5 business days. The student will be notified in writing of the decision regarding the appeal.

Security and Confidentiality Agreement
In accordance with Holy Name Medical Center's (HNMC) confidentiality policies, I understand and agree to the following:

1. I am responsible for complying with HNMC's policies related to confidentiality of patient information and compliance with Health Insurance Portability and Accountability Act(HIPAA).

2. I will treat all patient information I receive in the course of my work at HNMC as confidential and privileged information.

3. I will not access any patient information unless it is information I need to know in order to perform my academic/clinical responsibilities.

4. I will not disclose information relating to HNMC's patients to anyone unless it is necessary to perform my academic/clinical responsibilities and is permitted under HNMC's policies.

5. I will not log onto any HNMC computer system with any password, access or security code other than my own.

6. I will not post my computer password or other access or security code in a public place, such as on a computer monitor or workstation.

7. I will not disclose my password or other access or security codes to anyone, or allow anyone, even HNMC employees, to use these codes.

8. If I find that someone else has been using my password or other access or security code, or if I learn that someone else is using passwords or other access or security codes inappropriately, I will immediately notify HNMC's HIPAA Privacy Officer.

9.   I will not take patient information off HNMC property for educational purposes in paper or electronic form without first redacting (removing, deleting) any patient/personal identifiers.

10.   I agree to continue to maintain the confidentiality of HNMC and patient information even when I am no longer a student at Holy Name Medical Center Sister Claire Tynan School of Nursing (HNMCSON).

11.   I am aware that HNMC audits system access in order to find out if individuals have inappropriately accessed patient information and I understand that I have an obligation to report any and all breaches of protected health information to HNMC's HIPAA Privacy Officer as soon as it is discovered

12.   I understand that when attending outside clinical sites I will adhere to all applicable laws and regulations concerning HIPPA and the protection of Electronic Health Records (EHR)

13.   I understand that if I violate this agreement, I will be subject to the disciplinary process, up to and including dismissal from the School of Nursing

Saint Peter's University (SPU) Collaborative Agreement
Holy Name Medical Center Sister Claire Tynan School of Nursing has a collaborative agreement with St. Peter's University (SPU) offering an Associates in Applied Science A.A.S. (Health Science) degree to students who complete a minimum of 30 credits with the University.   St. Peter's University provides the instruction for the nursing program curriculum courses in general education and sciences, which are offered as part of the diploma nursing school program curriculum. The science courses and the general education courses are offered as online web courses. The science course are taught as synchronous online courses, the general education courses are asynchronous online courses.
St Peter's University is accredited by:
- The Commission on Higher Education of the Middle States Association of Colleges and Schools
- The Commission on Collegiate Nursing Education (BSN & MSN nursing programs)

Requirements for the Associate in Applied Science (A.A.S.) in Health Sciences (SPU):
- 30 Nursing credits - received from Holy Name Sister Claire Tynan School of Nursing
- 30 General education and Science credits from SPU

SPU Grade Point Average (GPA) Requirements:
Students must maintain a grade point average of 2.0 for the entire academic record at SPU. In addition, all students must attain a minimum GPA of 2.0 in the courses required in the nursing program.

SPU Attendance & Absenteeism
Interaction in the classroom among students and faculty is a vital part of the learning experience. Students are required to attend classroom and laboratory sessions regularly and promptly. At the first class meeting of the term, the professor must indicate the relationship between attendance and the student's final grade. The responsibility for any work missed due to absence rests entirely with the student.

An occasional illness or other important personal matters may sometimes make class attendance impossible; however, it is up to the student to notify the instructor within 24 hours, and provide any required documentation within a reasonable amount of time. Whether the absence is excused or not, is up to the instructor, and the responsibility for work missed rests entirely with the student.

SPU CLEP – College Level Exam Program Policy

Students may receive college credit through CLEP®, provided a cut score of 50 is presented to the School of Nursing Coordinator of Student Services at least two weeks prior to the first day of the semester where the course is offered. A cut score of 50 on the CLEP® exam is the number of correct questions required to earn an equivalent of a "C" in the specific course.

Students who achieve required credit-granting scores can earn the credits and course exemptions listed below:

- **PS152 – Introduction to Psychology (3 credits)**

The introductory examination covers principles in the history, approaches and methods of psychology; biological bases of behavior, sensation and perception; states of consciousness; learning; cognition; motivation and emotion; personality; psychological disorders and treatment; social psychology; statistics, tests and measurements.

- **SO121 – Introduction to Sociology (3 credits)**

An examination of sociology both as a practicing and scientific discipline, with an introduction to research methods, concepts, and findings about the social world. Comparisons are made between sociology and the other. An exploration of the potential relevance of sociology in the job market is part of this course.

- **CM116- English Composition (3 credits)**

The exam assesses writing skills taught in most first-year college composition courses. Those skills include analysis, argumentation, synthesis, usage, ability to recognize logical development, and research.

Grading System (Saint Peter's University General Education and Science Courses)

Grades at Saint Peter's University (SPU) are assigned on a numerical quality point basis, with a C as the minimum passing grade in each undergraduate subject. A student's final term grade in any course is assigned by the instructor on the basis of performance in all work throughout the entire period of the course, including recitations, readings, reports, quizzes, major tests, term papers, and final examinations. Final grades for a term cannot be altered later than six weeks after the start of the next term.

Grades should be interpreted as an index of achievement in a course according to the following scale:

A   4.0   Outstanding
A-   3.7   Excellent
B+   3.3   Very Good
B   3.0   Good
B-   2.7   Above average
C+   2.3   Average Satisfactory
C   2.0   Satisfactory

Other symbols used in the official recording of grades include:

AU   Course audited; no credit

IC	Incomplete in course requirements
IP	In Progress; course runs beyond the normal end of term
IT	Incomplete because of late submission of grade by instructor
P	Pass without a specific grade being given
WD	Formal withdrawal from a course
FA	Student stopped attending course without formal withdrawal, neglected to complete course work and arrange with the instructor for a designation of IC, or exceeded the number of permitted absences. Assignment of the grade of FA is at the discretion of the instructor.

Blackboard Guidelines for Accessing SPU Courses for Holy Name Medical Center Sister Claire Tynan School of Nursing Students

Per Saint Peter's University (SPU) policy, all general education and science classes provided by SPU faculty for the Holy Name Medical Center Sister Claire Tynan School of Nursing (HNMCSCTSON) will be taught as online courses using the SPU Blackboard system (LMS). In order to participate fully in their classes, all Holy Name SON students enrolled in general education and science classes at Saint Peter's University are required to use a St. Peter's University Email Account for all formal SPU communication and Blackboard access.

The Coordinator for Student Services at Holy Name communicates with SPU the roster of students enrolled each semester for a specific SPU course. Each HNMCSON student receives a welcome email from the SPU Office of Information Technology (ITS) at the personal email address they provided during the registration process. This email contains information on how to set their password and access Blackboard, SPIRITOnline, and their SPU Email account.

All Holy Name SON students taking SPU courses must set up a password and access their SPU Email account prior to the start of their first class. Note: If a student does not receive their SPIRIT ID number or misplaces it, the number can be obtained from Enrollment Services (registrar@saintpeters.edu), and their user name can be obtained from SPU Information Technology Services. (servicedesk@saintpeters.edu).

NOTE: Please make a record of your St. Peter's University SPIRIT ID number and SPU email and Blackboard access account login and passwords.

Handbook reviewed and revised: 7/24/24

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