



ACADEMIC INFORMATION

ST. ELIZABETH COLLEGE OF NURSING

ATTENDANCE POLICY

Students at St. Elizabeth College of Nursing are expected to attend all theory, lab, and clinical experiences while in the nursing program and are responsible for work missed during any absence. Students should notify their instructors as soon as possible of any anticipated absences.

1. In accordance with New York State law, students who miss class due to their religious beliefs shall be excused from class or examinations on that day. Such students must notify their course instructors at least one week before any anticipated absence so that proper arrangements may be made to make up any missed work or examination without penalty. Faculty will not schedule examinations or quizzes on designated religious holidays or the calendar day following the designated holidays. Designated holidays are Rosh Hashanah (two days), Yom Kippur, and Easter Sunday.
2. Any student who misses class due to a verifiable emergency – such as an illness requiring attention by the health center, or hospitalization, death, or serious illness of a family member, or required appearance in a court of law – shall be excused. Students will notify the appropriate instructor or administration regarding any emergency.

Research has shown that learners perform better and achieve higher grades when they attend class/lab/clinical sessions. In support of this information, the faculty has designed a set of policies to encourage this valuable habit:

CLINICAL EXPERIENCES:

- The learner is expected to attend each clinical experience, which also includes outside experiences in the community.
- Any missed clinical experience must be made up with the exception of College cancellations. A grade of incomplete (I) will be given until all clinical hours are satisfied for a course. Make-up clinical time must be completed between the end of the nursing course and the beginning of the next nursing course. A simulated lab/clinical experience may be substituted by faculty when appropriate. The learner must be demonstrating progress toward and ultimately achieve and/or maintain designated clinical objectives by the completion of this make-up time or clinical grade of "Fail" will be assigned.
- The learner must be passing the clinical and theory portion of a course to be eligible for make-up time.
- If more than 20% of clinical time is missed, the learner may be asked to take a leave of absence or withdraw from the program.
- The instructor has the right to dismiss a learner from the clinical unit if the learner is not physically, mentally, or emotionally prepared for the clinical experience, or if the learner arrives >1 hour late for the clinical experience. These situations will be considered a clinical absence and must be made up at the end of the course.

Students receive a final clinical evaluation from their assigned clinical instructor in a private, confidential setting at the end of each clinical rotation.

St. Elizabeth College of Nursing complies with the Family Educational Rights and Privacy Act of 1974. This act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

ACADEMIC RECORDS

The Office of the Registrar is responsible for the maintenance and accuracy of all permanent academic records. Shortly after the close of each semester, currently enrolled students receive a term report showing the final grade received in each course for which they were enrolled that particular semester. Any changes to the report must be arranged no later than two weeks from the date when classes begin in the succeeding semester. Hence, the student is advised to review each term report carefully.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

FERPA affords every student the following rights with respect to his or her education records:

- 1.** The right to inspect and review the student's education records within a reasonable period of time, but in no case longer than 45 days once a student has submitted a request. A student should submit to the registrar or President a written request that identifies the records he or she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

Records Exempt: The law exempts from student access some school records under specific conditions, which include

- a.** Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- b.** Records of a law enforcement unit of the College security department created by the unit for a law enforcement purpose and maintained by the unit.
- c.** Records on a student who is 18 years old or older that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity and that are used only in connection with treatment of the student and disclosed only to individuals providing the treatment.
- d.** Financial information submitted by parents.
- e.** Records relating to individuals who are employed by the institution, when the records are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for any other purpose.

- f. Records that contain only information about the student after he or she is no longer a student at the college.
 - g. If the education records of a student contain information on more than one student, the parent or eligible student may inspect, review, or be informed of only the specific information about the student.
 - h. Confidential letters and statements of recommendation placed in the records after January 1, 1975, to which the student has waived his or her rights to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.
2. The right to request amendment of the student's education record that the student believes is inaccurate or misleading. A student may ask the College to amend any part of his or her record that the student believes is inaccurate or misleading. The student should write to the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student upon notification of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits disclosure without consent to school officials with legitimate interests. A school official is any person employed by the College in an administrative, supervisory, academic, research, or support staff position (including campus safety personnel and health services staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Under certain emergency situations, it may be necessary to release information to protect the health or safety of the student or other students.

FERPA also permits disclosures of personally identifiable information without consent to schools in which a student seeks or intends to enroll; to federal, state, and local authorities in connection with an audit or evaluation of compliance with education programs; in connection with financial aid; to organizations conducting studies for or on behalf of educational institutions; to accrediting organizations; and to comply with a judicial order or subpoena.

Directory Information: In accordance with the act, College policy limits disclosure of personally identifiable information from the educational records of students (with the exception of

“directory information”) to those instances authorized by the act. In accordance with FERPA, the College has designated the following list of student information as public or “directory information”: name, address, telephone number, e-mail address, dates of attendance, class, full- or part-time status, previous institutions attended, major field of study, awards, honors (including President's list), degrees conferred (including dates), date and place of birth, and ID pictures. The college may disclose such information for any purpose, unless specifically requested not to do so by the student.

A currently enrolled student may withhold disclosure of directory information under FERPA by completing a request form available at the Office of the Registrar. Directory information will continue to be withheld until the student rescinds the request.

Disclosure of Education Record Information to Parents: A St. Elizabeth College of Nursing student has the opportunity to declare whether he or she is independent or dependent for income tax purposes on the enrollment confirmation form provided to all incoming freshmen and transfer students at the time of their acceptance to the college. If a student’s status changes, he or she should notify the Office of the Registrar. St. Elizabeth College of Nursing will disclose information (including grades) from a student’s education records to the parents of an eligible student who claim that student as a dependent for income tax purposes, unless there is a court order, state statute, or other legally binding document prohibiting such disclosure. If a student claims he or she is not a dependent, the parents will need to submit their most recent federal income tax form to the Office of the Registrar as evidence that the student is a dependent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Elizabeth College of Nursing to comply with the requirements of FERPA. The office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

LEAVES OF ABSENCE, WITHDRAWAL AND READMISSION

LEAVE OF ABSENCE

Students who wish to leave the College for a semester, after which they intend to return, should take a leave of absence. A student who leaves campus during a semester without completing the proper forms receives grades of “F” in all courses except completed courses. Students who take a leave of absence are advised that the leave will interrupt the program of study and the student will be unable to return until the designated course is offered again.

Students can apply for a leave for medical and emergency reasons in addition to a regular leave of absence. The date of leave is the date when the student notifies the registrar or administration of an intention to take a leave of absence or the last day of academic activity as determined by the College.

Students taking a leave of absence or withdrawal who are recipients of federal Title IV financial aid should refer to financial aid section to determine the implications of that leave or withdrawal for the financial aid program. Questions about individual cases should be directed to the financial aid office.

REGULAR LEAVE OF ABSENCE

Typically a standard leave of absence may be granted for one semester to students who wish to interrupt their studies at St. Elizabeth College of Nursing. An appointment should be made with the President or Dean of Academic Affairs for an exit interview and to complete the proper LOA form. If the student is enrolled in classes and requests a leave of absence, the College's withdrawal policy for grades will be in effect. The leave of absence allows the student on leave the opportunity to register in advance for the semester of return.

If a student takes a leave of absence and later is suspended, dismissed, or placed on warning for unsatisfactory academic performance, the academic sanctions stand as a matter of record. Warning becomes operative at the time of return to the College.

Any action of judicial suspension or expulsion will take precedence over an application for leave of absence from the College. A student with pending judicial charges that could result in judicial suspension or expulsion will not be granted a leave of absence until the judicial decision is finalized.

Students on a leave of absence who decide not to return to St. Elizabeth College of Nursing should contact the Office of the Registrar to apply for a regular withdrawal. The date of separation for the leave of absence will be used as the date of separation for the withdrawal.

Students who do not return after the specified regular leave of absence period and who do not apply for a regular withdrawal are administratively withdrawn and the last day of attendance will be considered to be the date the leave of absence began. Students on a regular or administrative withdrawal are required to reapply in order to return to the College. In such instances, there is no guarantee of readmission.

MEDICAL LEAVE OF ABSENCE

Students who must leave the College because of medical or psychological conditions that necessitate their absence may request a medical leave of absence. Documentation of the serious nature of the medical condition must be provided to the health center. The President of the College must give approval. Application forms for medical leaves of absence are available at the health center.

When a medical leave of absence is granted during the course of the semester, the course grade is normally a "W" (withdrawn) in all courses other than completed courses unless the student initiates and receives appropriate approval for incomplete "I". Students have a maximum of one semester after their return to remove a grade of "I".

A student must apply for readmission through administration and secure approval of the College in order to return from medical leave of absence. Before the application can be acted upon, docu-

mentation must be submitted to the health center indicating that the medical or psychological condition has been remediated and the student is capable of resuming study at the College. All information submitted becomes part of the student's health record and will remain confidential. Students on medical leave are not eligible to register for courses until approved to return from medical leave.

If a student does not return after the medical leave of absence and does not extend it, he/she will be medically withdrawn from the College and must go through a medical and academic readmission process in order to return. In such instances, there is no guarantee of readmission. The date of separation for the leave of absence will be used as the date of separation for the withdrawal.

WITHDRAWAL

If a letter is not submitted a "Withdrawal Without Written Notification" will be noted on the student's official transcript. If the student does not satisfactorily complete steps 2, 3, and 4 before leaving, transcripts and/or recommendations will not be forwarded until these requirements are met. Withdrawal from the College of Nursing for any reason terminates the student's right to use the facilities of the College.

The faculty and administration of the College wish to provide every assistance in order to enable all students to complete the program. However, in the event the student wishes to withdraw, the intention should be discussed with the college administration or faculty advisor. The following policy should be followed:

- 1. Submit a letter of resignation to the President or registrar to withdraw from a course or the College.*
- 2. Return I.D. card to the receptionist at the control desk.*
- 3. Clear all financial obligations.*
- 4. Return all library books.*
- 5. Schedule an "exit" interview with administration.*

The last date to officially withdraw from any course is when 80% of the course is completed.

If a student withdraws from a course prior to the deadline he/she will receive a grade of "WP" (Withdraw Passing) or "WF" (Withdraw Failing), consistent with the student's progress to that point. Withdrawal after the official deadline will result in a grade of "F". This will be included in the cumulative grade point average.

READMISSION

A student who withdraws from the College must request readmission in writing, providing not more than 12 months have passed since last enrolled. Placement of a student within the program will be determined on an individual basis by the Admissions and Public Relations Committee based upon the current curriculum. No more than one year of absence will be allowed in the nursing sequence. The Admissions and Public Relations Committee approves or rejects students for readmission. If accepted, a fee of \$50.00 is required. A new application with the required fees must

be submitted for readmission if the time absent is longer than one year. Challenge exams may be required to validate previous nursing knowledge. Students must settle all financial obligations before being accepted for readmission.

All readmitted students are required to have an updated medical history and physical examination submitted to the health nurse. Upon return, the student is expected to comply with all updated and revised policies, requirements, fees, and be in good financial standing.

TRANSCRIPTS

Transcripts of academic records are available in the Office of the Registrar. The College of Nursing will furnish a transcript of completed and transfer courses for any student upon written request and permission to release. Financial obligations must be fulfilled prior to release of any transcript.

Following graduation or withdrawal, transcript requests (official and unofficial) must be made in writing together with a money order or cash in the amount of \$5.00 per transcript payable to St. Elizabeth College of Nursing.

RELEASE OF ACADEMIC RECORDS, REFERENCES AND TRANSCRIPTS

References, transcripts and academic records of students who leave the program, regardless of reason, will be held until all financial obligations to the college are met.

STUDENT GRADUATION RATE

2005	76%
2006	68%
2007	60%
2008	62%

GRADING POLICY – ST. ELIZABETH COLLEGE OF NURSING

THEORY:

A	90-100%	4.0 Quality Point Value
B+	87-89%	3.5 Quality Point Value
B	80-86%	3.0 Quality Point Value
C+	77-79%	2.5 Quality Point Value
C	75-76%	2.0 Quality Point Value
F	Below 75%	0
I	Incomplete	
N	Dismissal for non-attendance on or after the class census date	

CLINICAL:

The grade for the clinical component of a nursing course is Pass “P” or Fail “F”.

A “Pass” grade indicates that the student has fulfilled course objectives by achieving and maintaining stated clinical competencies.

A “Fail” grade indicates that the student has not achieved stated clinical competencies and therefore, has not fulfilled course objectives.

A student must pass the theory and clinical components of a nursing course in order to successfully complete the course.

PROMOTION POLICY

Evaluation of the student’s achievement and performance is determined by the faculty at each evaluation period or at the end of each semester. The evaluation process considers both theory and clinical experiences. Students receive a copy of their grades at the end of each course. A conference is held at the end of each nursing course between the clinical instructor and the student to discuss the student’s progress. A mid-term conference may be scheduled if the student’s progress is less than satisfactory.

The criteria for promotion is as follows:

- A cumulative grade point average of 2.00 or above.
- A minimum grade of “C” in all nursing and science courses.
- A “Pass” clinical grade.

GRADING POLICY – SUNYIT

UNDERGRADUATE GRADING SYSTEM

Grades	Quality Points Per Credit Hour
A+	4.00
A Excellent	4.00
A-	3.67
B+	3.33
B Good	3.00
B-	2.67
C+	2.33
C Satisfactory	2.00
C-	1.67
D+	1.33
D Poor	1.00
F Failure (no earned credit)	0.00
W¹ Withdrew	
I² Incomplete	
IP In Progress Passing³	
S⁴ Average or Above	
U⁵ Unacceptable	
EX Examination (Refer to test-out Policy in the SUNYIT Undergraduate Catalog -- page 26)	

The grade point average (GPA) is determined by dividing the total number of quality points by the total number of semester hours for which a student has been graded ("A" through "F"). If a student has retaken a course, only the course with the higher grade is used in computing the cumulative GPA.

1. Withdrew from a course subsequent to the add/drop period and prior to the last class meeting at the end of the tenth week of classes.
2. The Incomplete Grade (I): A grade assigned at the discretion of the instructor when the student has failed to complete the course due to circumstances beyond the student's control. The incomplete must be removed by mid-semester of the following semester. An incomplete that is not removed within this period is recorded as an "F". NOTE: Students cannot re-register for a course in which they are currently registered and have an incomplete grade pending.
3. In Progress Passing (IP): is assigned at the discretion of the instructor when the student is making satisfactory progress in course requirements that one ordinarily would be unable to complete by the end of the semester: i.e.; research, practicums, internships. Students have until the end of the following term to complete required work. [NOTE: An IP grade that is not changed by the end of the following term is recorded as an "F".]
- 4-5. "S" and "U" grades apply only to those courses that have been approved as S/U grade courses. Grades "A" through "F" may not be awarded in such courses. The "S" grade signifies that the requirements of the course have been successfully completed and academic credit has been earned. The "U" grade indicates that the requirements of the course have not been successfully completed and no academic credit has been earned.

S/U graded courses are indicated as such in the course descriptions.

"S" and "U" grades are not included in calculating the student's GPA, and, if an "I" were to be given and not removed, the "I" reverts to a "U".

CALCULATING THE GRADE POINT AVERAGE (GPA)

To compute the semester GPA, multiply quality points earned by the credits in each course. Add the total number of quality points earned in all courses and divide by the total number of credits.

Thus, if a student receives an A in a 3-credit course, a B in a 3-credit course and a C in a 4-credit course, the GPA will be: 2.90

The cumulative GPA is the total of the number of quality points earned divided by the total number of credits attempted.

REPEAT COURSE POLICY

<i>Grade</i>	<i>Quality Points</i>	<i>Credits</i>	<i>Total Quality Points</i>
A	= 4	X 3	= 12
B	= 3	X 3	= 9
C	= 2	X 4	= 8
		10	29 (29 / 10 = 2.90)

When repeating a course, only the highest grade will count in the computation of the GPA. Both courses will be shown on the final transcript, with the designation of "R" for the course that is not computed in the GPA. Repeat courses may affect eligibility for STATE sponsored financial aid programs. The student is advised to check with the Financial Aid office before registering to repeat a course.

COURSE AND EXAM POLICY

To achieve a passing grade in nursing courses with final exams, the learner must meet the following criteria:

- Exam grade of 75% or higher based on unit exams and final exam.
- Course grade of 75% or higher when all theory components are added to exam grade.
- A pass grade in clinical (for clinical-based nursing courses) that reflect achievement of 80% of evaluated clinical behaviors.

To achieve a passing grade in nursing courses without final exams, the learner must meet the following criteria:

- Exam grade of 75% or higher based on unit exams.
- Course grade of 75% or higher when all theory components are added to exam grade.
- A pass grade in clinical (for clinical-based nursing courses) that reflect achievement of 80% of evaluated clinical behaviors.

Each nursing course outlines a percentage weight for each graded element used to calculate the exam grade and final course grade.

A make-up exam or final examination may be different from the original exam. If more than one student misses an exam, they may be required to take the exam at the same time.

POLICY FOR THREE-YEAR TRACK STUDENTS

Students in the three-year track must satisfactorily complete one semester of A&P prior to beginning the nursing sequence of courses. Three-year track students must also successfully pass Nursing 001 = College Survival Skills prior to entering the nursing sequence of courses.

POLICY FOR THIRD SEMESTER STUDENTS

A student who fails Nursing 230 or Nursing 231 may appeal the semester progression policy to the College Appeals Committee for continuation to Nursing 240 with a repeat of the failed course in the subsequent fall semester. The decision of the Appeals Committee is final.

STUDENTS CALLED TO ACTIVE MILITARY SERVICE

In the event that students enrolled at St. Elizabeth College of Nursing are called to active military service, the administration and faculty will consider each student's academic status individually.

The student's academic standing will be evaluated based on the period of time into the course(s) in which he/she is enrolled and the progress or achievement made toward meeting and maintaining the course objectives.

A copy of the orders must be presented to the President of the College of Nursing prior to any action.

HONORS

The College's High Honors List, each fall and spring semester, includes those full-time matriculated students who have a semester average of between 3.50 and 4.00 and who have received no "D", "F", "I", or "W" on their record for that semester. The grade of "W" will not remove a student from the High Honors List if the student has met all other requirements and completed at least 12 credits successfully.

The College's Honors List, each fall and spring semester, includes those full-time matriculated students who have a semester average of 3.00 to less than 3.50 and who have received no "D", "F", "I", or "W" on their record for that semester. The grade of "W" will not remove a student from the Honors List if the student has met all other requirements and completed at least 12 credits successfully.

The College's High Honors List, each fall and spring semester, includes those part-time matriculated students, registered for at least eight degree credits, who have a semester average of between 3.50 and 4.00 and who have received no "D", "F", "I", or "W" on their record for that semester. The student's registered course load cannot have included any repeated (course-work previously attempted) or remedial courses.

The College's Honors List, each fall and spring semester, includes those part-time matriculated students, registered for at least eight degree credits, who have a semester average of 3.00 and to less than 3.50 and who have received no "D", "F", "I", or "W" on their record for that semester. The student's registered course load cannot have included any repeated (course-work previously attempted) or remedial courses.

AUDIT POLICY

It is the policy of the St. Elizabeth College of Nursing (SECON) that a student may audit nursing courses at anytime within the academic year, provided a written request is submitted and approved by the Dean of Academic Affairs forty-five (45 days prior to the start of semester courses).

Applicable to:

All College of Nursing students regardless of class and program

Authorizing Office:

The Dean of Academic Affairs of the College of Nursing

SCOPE

Students will be given the following options in regard to auditing courses:

Theory Audit – Students may audit nursing courses for theory content and will be assessed a \$250 charge exclusive of other course charges. Students who *Theory Audit* are not permitted to attend nursing lab, participate in clinical experiences or take nursing exams, but will receive a

course syllabus and handouts.

Theory/Lab Audit – Students who wish to audit theory and lab courses will be assessed a charge of no more than 50% of the total course cost. Students are permitted to participate in Nursing Lab experiences; however, they are not permitted to participate in clinical experiences nor perform and/or record skills competencies at any time.

***Dissemination of Course Materials** – Students will be permitted to receive a course syllabus and handouts for a fee of \$20. Students who exercise this option will not be permitted to Theory Audit or Theory/Lab Audit.

***Student Attendance** – It will be the responsibility of the student to attend audited courses. Faculty will not be responsible for tracking attendance, nor following up with these students for content missed.

No course credit shall be issued for audited courses.

Audited courses are ineligible for Financial Aid assistance and must be paid in full prior to the start of the course. Special arrangements can be made with the Director of Financial Aid on a discretionary basis.

PROBATION POLICY

WEEKDAY PROGRAM

Academic probation policy will apply to all students who have attempted 12 credit hours or more. A student will be placed on academic probation if his/her theory grade point average is between 1.80 and 2.00. A student will be dismissed from the program if the grade point average is below 1.80. A probation period will extend until the end of the next full 15 weeks semester at which time a grade point average of 2.00 must be achieved or the student will be dismissed. **A student may not be on probation more than once during the program.**

WEEKEND PROGRAM

The student must achieve a 1.80 cumulative grade point average in theory by the beginning of the nursing course sequence that begins in the fall of the second year. Failure to do so will result in academic dismissal from the College of Nursing.

Once the student begins the nursing sequence of courses, a cumulative grade point average of 2.00 must be maintained. **A grade point average of 1.80 – 2.00 will necessitate the student being placed on academic probation.**

The student will have one semester in which to raise the cumulative grade point average to 2.00. Failure to do so will result in academic dismissal from the College of Nursing.

FAILED COURSES

A student who receives an “F” in any course will be required to repeat that course at a time when it is offered. This may necessitate interruption of the program and the student must request readmission in writing. Students who fail the clinical component of a nursing course are not eligible to return to the program.

Only one failure is allowed in nursing courses. A student who withdraws from a nursing course and is failing at the time of withdrawal will have this course counted as the one allowable failure. **A second failure in any nursing course will result in academic dismissal.**

A student must receive a grade of “C” (2.0 quality points) or higher in all science courses. First level science courses must be successfully completed with a grade of “C” prior to the fall semester of the senior year.

Challenge exams for nursing courses (e.g., Excelsior College Exams) will only be accepted for those courses that the applicant has previously completed with a grade of “C” or better. A challenge exam will not be accepted for any nursing course that the student has previously failed. Transfer credit eligibility for nursing courses older than two years will be reviewed on an individual basis by the Dean of Academic Affairs.

INCOMPLETE

An incomplete “I” is only given when a student is doing satisfactory work but, for a legitimate reason, cannot complete the course. The instructor, the student, and the President of the College must fill out and sign the “incomplete” form, available in the Office of the Registrar. **The maximum time allowed to remove the incomplete and replace it with a grade is one full semester.** When the incomplete is assigned, the instructor must specify a date within the following semester. The assigned date for removal of the incomplete takes priority over the one-semester rule. If no completed grade is received by the expiration date, a grade of “F” is recorded on the transcript and cannot be changed.

POLICY REGARDING SAFE/UNSAFE CLINICAL PERFORMANCE

A. Safe performance, clinically, is defined as behavior that exhibits consistent progress toward achievement of course objectives, i.e., increasing skill in the utilization of the nursing process especially in the area of evaluating nursing care, group dynamics and team interaction.

- Learners are expected to apply knowledge and skills from previous and concurrent courses.
- The learner is expected to be prepared academically, mentally, and physically for all simulated laboratory and/or actual clinical experiences in order to provide safe, competent care. The instructor may dismiss the unprepared student from the simulated lab/clinical setting.

B. Unsafe performance is defined as behavior which jeopardizes the client's, learner's or other's

physical and/or emotional safety even though actual harm may not ensue. Examples of unsafe practice include but are not limited to:

- Failure to be prepared
- Failure to accurately report and record observations
- Failure to adhere to the five rights of medication administration
- Failure to follow institutional policies, e.g. safety, infection control, procedures
- Failure to protect a client's worth and dignity
- Creating an environment of anxiety and distress
- Errors of omission, as well as commission

C. A pattern of clinical behavior that is inconsistent regarding preparation, application of principles, administration of care, selection of priorities, and evaluating care shall be considered unsafe.

D. A learner who exhibits a pattern of unsafe behavior shall either fail the nursing course or be dismissed from the nursing program. A pattern is defined as three progressive discipline incidents over the course of time that a learner is in the nursing program.

DISMISSAL/SUSPENSION

The President reserves the right to dismiss, impose a mandatory leave of absence, or require the resignation of any student for unsatisfactory academic performance and/or clinical achievement, unsafe clinical practice, criminal behavior, or lack of professional qualifications for nursing. All decisions of the President concerning academic discipline are subject to review and modification by the faculty in accordance with the academic promotion and probation policies. Students seeking review of the President's academic disciplinary decisions must request review within five days of receipt of notice of academic discipline. Termination, separation or withdrawal from the College for any reason terminates the student's right to use the educational facilities.

STUDENT CODE OF CONDUCT

The College of Nursing faculty subscribes to the American Nurses' Association (ANA) Code of Ethics for Nurses as approved by the ANA House of Delegates in June 2001. Students are expected to learn and perform in accordance with this Code. The nine provisions of the ANA Code of Ethics are available free of charge via the ANA website (<http://www.nursingworld.org>). St. Elizabeth College Student Code of Conduct is outlined in the student handbook.

PROGRESSIVE DISCIPLINE POLICY

The steps in Progressive Discipline will apply to: (a) violations of the student code of conduct, (b) failure to achieve and maintain critical behaviors as written on the nursing course clinical evaluation forms, and (c) unsafe clinical performance. The nature of the incident may require only a documented verbal warning prior to the formal steps in the progressive discipline process.

The three steps in the progressive discipline process are:

1. Written warning by appropriate faculty/staff.
2. Non-academic probation (see catalog for academic probation): would be imposed by appropriate faculty/staff.
3. Dismissal by College Administration.

The progressive discipline form(s) will be kept in the student's clinical folder and the tracking information maintained in a database. All progressive discipline forms will be removed from the graduate's permanent record.

BEHAVIORAL DISCIPLINE

The President and faculty may dismiss, impose a mandatory leave of absence or require the resignation of any student for reasons pertaining to dishonest or immoral behavior; physical or mental health; failure to develop the personal and professional qualifications for nursing; or unsafe conduct affecting either the student, client, or others.

The President may use progressive disciplinary measures as outlined below. The student may appeal this decision according to the process stated in the grievance policy set forth in this catalog.

DISCIPLINARY SANCTIONS

1. **Reprimand** – A verbal notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action.
2. **Warning** – A written notice to the student that continuation or repetition of misconduct may be cause of further disciplinary action.
3. **Counseling** – A recommendation that the student seek assistance through the various services available at St. Elizabeth's and SUNYIT (i.e., counseling center, health center) or outside agencies to address specific student's behavior problem.
4. **Probation** – Formal written notification to the student that any subsequent violation of rules and regulations may result in suspension or expulsion from the College of Nursing.
5. **Suspension** – A temporary withdrawal of the privilege of enrollment for a specific period of time. The terms of reinstatement will be set forth in the notice of suspension. Notification will appear on the student's transcript. The student will be barred from the College premises and College-sponsored events during the suspension period.
6. **Dismissal** – A permanent separation of the student from the College. Notification will appear on the student's transcript. The student will be barred from the College premises and college-sponsored events.
7. **Restrictive measures** – Exclusion from specifically stated facilities or activities for a designated period of time.

- 8. Restitution** – Reimbursement to the College or another party for the value of damaged, destroyed or misappropriated property.
- 9. Civil Action** – Students may be accountable to both civil authorities and the College for acts that constitute violations of the law and the conduct code.

STUDENT RIGHTS

The College recognizes the traditions of justice and due process in student's rights. An enumeration of the St. Elizabeth College of Nursing Student's Bill of Rights appears in the student handbook.

GRIEVANCE AND APPEALS POLICY

A student has the right of due process and appeal on grievances in accordance with the procedures established by the faculty of the College of Nursing and the students. St. Elizabeth College of Nursing encourages the prompt resolution of all student issues and grievances by informal means. The complaint shall be presented to the appropriate person within five school days after the occurrence of the event(s). The failure of the student to appeal the complaint to the next step within the proper time limits shall constitute a withdrawal of the complaint and bar further action.

If the complaint is not resolved, the formal appeals procedures will be utilized as follows:

- 1.** Any student wishing to register a complaint or grievance regarding an individual student, faculty or staff member, or seeking review of decisions concerning academic matters or behavioral discipline should bring the grievance to the appropriate person or the President in writing within five school days following the informal discussion.
- 2.** The student, faculty, staff member or President should give an answer within five school days. (At this time, an objective third person may be contacted for advice for counsel.)
- 3.** If the answer is not satisfactory, or if the student, faculty, staff member or President should fail to give an answer, the student will submit in writing the grievance to the Grievance and Appeals Committee within three days.
- 4.** A special meeting will be called of the Grievance and Appeals Committee within one week to hear both sides of the complaint and determine action. For academic matters, the committee will meet exclusive of the student representatives. The Grievance and Appeals Committee will issue its decision within two days.

No adverse action will be taken against any person for filing a complaint.

ACADEMIC HONESTY

The integrity of an academic community necessitates the full and correct citation of ideas, methodologies, and research findings to the appropriate source. This is necessary to protect the original work, whether it is found in reference material, other published matter, or unpublished communication from faculty, other scholars, and fellow students. In addition, each student can promote academic honesty by protecting his or her work from inappropriate use. Academic

honesty is essential to ensure the validity of the grading system and to maintain a high standard of academic excellence. **The principle violations of academic honesty are cheating and plagiarism.**

Cheating includes the unauthorized use of certain materials, information, or devices in writing examinations, or in preparing papers or other assignments. Any student who aids another student in such dishonesty is also guilty of cheating. Other possible forms of cheating include submitting the same work in more than one class without permission, and fabricating or altering references or actual research results.

Plagiarism is the presentation of ideas, words, and opinions of someone else as one's own work. The offense does not extend solely to directly quoted materials presented without documentation. Paraphrased material, even if rendered in the student's own words, must be attributed to the originator of the thought. Furthermore, if the student adopts a line of reasoning or a point of view adopted or derived from the work of another, such adoption or derivation must also be properly acknowledged.

Procedure: A faculty member who suspects academic dishonesty should present the allegation and any corresponding evidence to the student. The student will be given the opportunity to respond and the faculty member may accept or reject the response. If the response is rejected, the student may initiate the Student Grievance and Appeals Policy.

Penalties: Penalties for cases of academic dishonesty include but are not limited to the following, according to the severity of the offense:

- *Resubmission of an essay or rewriting an examination*
- *Assigning an "F" for the paper, project, or examination*
- *Assigning an "F" for the course (N.B. second offenders receive an automatic "F")*
- *Dismissal*

The faculty member will submit a report of the incident to be placed in the student's file before the end of the semester in which the incident occurred. If the incident occurs during examination week, the instructor will submit a report no later than 30 days after the start of the following semester.

Record: The entire record of academic dishonesty will be destroyed upon graduation.

GENERAL EDUCATION COURSE POLICY

Students who need to complete two or more general education courses by fall of the senior year must comply with the following:

1. Complete or test out of (via challenge exam) at least **one** of the courses by the beginning of the senior spring semester.

2. If two courses are needed, the student must register for at least one (1) of the courses at spring pre-registration, held in November of the senior year. If a student tests out of this course (via CLEP/Excelsior College) or takes it during a winter mini session, the pre-registered course can be dropped by submitting an official transcript of the final grade before the start of the senior spring semester classes.
3. All challenge exams must be completed prior to the beginning of the senior spring semester.
4. Students must take a challenge exam (and pass it) before the senior spring semester begins or register for the course to be taken in the spring semester.

Failure to comply with the above-stated policy will result in the student's inability to register for Nursing 240 and Nursing 242, the senior spring semester nursing courses.

GRADUATION AND PROGRAM COMPLETION

A graduation ceremony is held annually in May. The program/curriculum completion requirements are:

- *successful completion of all general education and nursing courses offered by St. Elizabeth College of Nursing*
- *a cumulative grade point average of 2.00 or above*
- *a grade of "C" or above in all nursing and science courses*
- *a minimum of 29 credits as a matriculated student of St. Elizabeth College of Nursing, 23 credits of which must be in nursing*
- *fulfillment of all financial obligations to the college.*
- *satisfactory completion of "Math Across the Curriculum" requirement*
- *registration and participation in an NCLEX-RN preparatory course designated by St. Elizabeth College of Nursing.*

At the completion of the program of study, the students who have fulfilled all requirements will be awarded the St. Elizabeth College of Nursing pin and the Associate in Applied Science Degree that symbolizes an award of achievement. This represents to each student that he/she has satisfactorily completed the requirements of the nursing program and is eligible to take the licensing examination for registered professional nurses.

Students who must complete course work after graduation are permitted to take part in the graduation activities if all requirements are met by October of the next academic year. The graduate pin and degree will be awarded upon proof of satisfactory completion of all program requirements.

GRADUATION IN ABSENTIA

Students who are not able to attend the graduation exercises should inform the President. The

degree will then be mailed to the student within a reasonable period of time; however, no part of the graduation fee will be refunded.

GRADUATION MEDALS OF HONOR

Students who achieve a cumulative grade point average of 3.50 or above will be recognized at graduation.

PROFESSIONAL LICENSING PROCEDURES

The graduate upon fulfilling the curriculum requirements is eligible to file an application to the New York State Board of Nursing (or to any other state in which the graduate expects to practice) to take the NCLEX-RN for licensure as a Registered Professional Nurse (RN). A felony conviction could cause the state board to deny licensure. As preparation for the NCLEX-RN, an assessment test is scheduled during the last semester to assist the students in identifying areas that need remediation prior to the NCLEX-RN. A review course prior to graduation is required. Students are responsible for all fees pertaining to the above.

In order to be legally employed as a graduate in New York State, a temporary permit to practice is required during the interim between graduation and the issuance of the license. Upon successful completion of the licensing examination, the graduate will receive a license to practice as a Registered Professional Nurse.

National Council Licensing Examination (NCLEX) passing rates for St. Elizabeth's graduates:

2006.....	91%
2007.....	89%
2008.....	92%