

2023-2024 Student Handbook



**Registered by the New York State Board for Nursing**

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Information in this handbook should not be considered an irrevocable contract between the student and the College. The College reserves the right to change policies and revise costs as deemed necessary with proper notice. This current handbook replaces all prior versions. Information in this handbook applies to all matriculated students in the Weekday & Evening-Weekend options.

**Non-Discriminatory Policy**

St. Joseph's College of Nursing at St. Joseph's Hospital Health Hospital does not discriminate in the administration of educational policies or programs, admission policies, scholarship and loan programs, and other school-administered programs.

The College's non-discrimination policy is inclusive of, but not limited to, race, age, color, national or ethnic origin, marital status, gender, sexual orientation, gender identity, gender expression, veteran/military status, religion, disability, or political ideology.

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## **St. Joseph's College of Nursing Vision, Mission, Core Values**

### **VISION STATEMENT:**

Our St. Joseph's Health and Trinity Health Roots are inspired by our Franciscan tradition, we are passionate healers dedicated to honoring the Sacred in our sisters and brothers.

St. Joseph's College of Nursing strives for outstanding educational outcomes exemplified by graduates who will be recognized for excellence, leadership, and compassionate care.

### **MISSION STATEMENT:**

We, St. Joseph's Health and Trinity Health, serve together in the spirit of the Gospel as a compassionate and transforming healing presence within our communities.

St. Joseph's College of Nursing (SJCON) inspires students to become compassionate healers who demonstrate the core values of integrity, innovation, caring and excellence while embracing the principles of social justice. SJCON provides the educational foundation for students to deliver safe, holistic, client-centered care using an evidence-based and interprofessional framework in an evolving healthcare environment.

### **VALUES:**

Our St. Joseph's Health and Trinity Health values include:

- Reverence-We honor the sacredness and dignity of every person,
- Commitment to Those Who are Poor-We stand with and serve those who are poor, especially those most vulnerable,
- Justice-We foster right relationships to promote the common good, including sustainability of Earth,
- Stewardship-We honor our heritage and hold ourselves accountable for the human, financial and natural resources entrusted to our care,
- Integrity-We are faithful to who we say we are, and
- Excellence-We expect the best of ourselves and others.

St. Joseph's College of Nursing values include:

- Caring- Displaying kindness and concern for others,
- Integrity- The quality of being honest and having strong moral principles; moral uprightness,
- Excellence- The quality of being outstanding or extremely good, and
- Innovation- The creation, development and implementation of a new product, process or service, with the aim of improving efficiency, effectiveness or competitive advantage.



### Philosophy

#### **PURPOSE:**

The philosophy of St. Joseph's College of Nursing is congruent with the philosophy of St. Joseph's Health and Trinity Health and reflects the beliefs of the faculty, staff, and administration committed to educational excellence, compassion, and a healing ministry that honors the sacred in each individual.

Each student is a unique being whose cultural, intellectual, developmental, and spiritual attributes affect his/her ability to seek, find, and use health information and resources in order to critically think and make decisions using evidence-based information.

**Society** is comprised of individuals from diverse backgrounds. The College of Nursing contributes to society by preparing graduates who advocate for health promotion, disease prevention, and treatment of acute and chronic illness reflecting the spirit of social justice in a global health care environment. Understanding and advocating for the needs of individuals, their families, and the community are essential in promoting active participation in self-care management.

**Health** is a dynamic state of healing; one of optimal physiological, psychosocial, and spiritual well-being. An individual's personal definition of health is influenced by age, gender, cultural factors, and experience. An individual's participation in self-care and health promotion behaviors is affected by his/her personal definition of health.

**Nursing** is an art and a science with a unique body of knowledge and skills. Caring is the foundation for all nurse-patient relationships. Nurses are responsible for providing relationship-based care throughout the life span.

**Learning** is a dynamic life-long process proceeding from simple to complex allowing individuals to develop their human potential. We believe that correlation of classroom theory with clinical experience is essential. Innovation in educational activities in a student-centered environment encourages collaboration among students, faculty, and other health care professionals.

**Nursing Education** prepares the student to meet global health care needs by applying the nursing process, critical thinking, clinical reasoning, and evidence-based practice. Concept based principles provide the framework for students to become compassionate professional nurses exhibiting integrity, clinical competence, and effective communication. We strive for excellence in nursing education and prepare our graduates as future leaders.

**Faculty, Administration, and Staff** are dedicated to excellence in nursing education and nursing practice as transforming healing presences within the community. They educate and inspire learning in a student-centered culture of caring, trust, and openness, while responding to learning styles and developmental levels, and demonstrate leadership and service. Faculty serve as role models to promote professional socialization, research, and lifelong learning. Staff collaborate to provide outstanding student services to support students' academic, personal, and professional goals.

### **St. Joseph's College of Nursing's Conceptual Framework**

The conceptual framework is devised from evidenced-based practice research, professional development, and analyses of trends in health care, nursing, and nursing education. The vision, mission, and philosophy provide the foundation of the conceptual framework incorporating principles from behavioral, educational, and nursing theorists. The curriculum design is concept-based and integrates the tenets of Relationship Based Care (RBC).

The pillars of the curriculum are the core values of integrity, innovation, caring, and excellence which are identified as essential for professional nursing practice within a faith-based culture. Caring behaviors are the foundation of all nursing relationships and are modeled through integrity, innovation, and excellence. The RBC model is the framework for caring in a healing environment where caring is essential and reflected in all relationships.

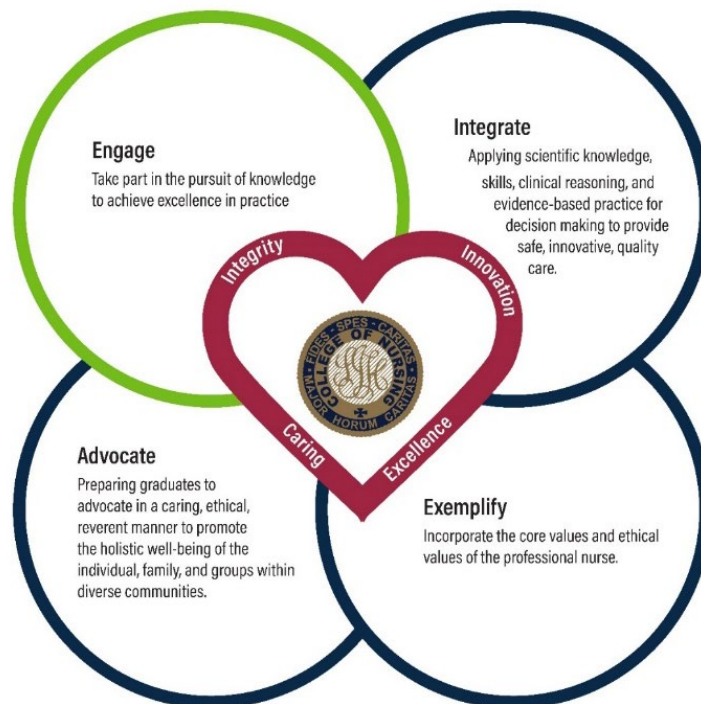
A concept-based curriculum guides life-long learning through concepts, exemplars, and interactive instructional strategies. The curriculum focuses on the overall concept then discusses its relevance to the various cultural factors, diverse population groups and environments most

encountered in health care. Concept-based learning facilitates deeper understanding, activates prior knowledge, and allows the student to recognize transcendent themes.

Curricular threads are derived from the National Academy of Medicine (formally the Institute of Medicine) recommendations, the Quality and Safety Education for Nurses (QSEN) competencies, and National League of Nursing (NLN) Outcomes and Competencies for Associate Degree Graduates. The threads are knowledge and skills, caring relationships, professional practice, leadership, communication, safety, and health care management. These threads organize the educational experience and guide the assessment and evaluation of student learning for the achievement of the program outcomes.

Nursing and general education comprise the educational experience. The purpose of the educational experience is to build upon the intellectual, cultural, developmental, and ethical foundation by developing a commitment to lifelong learning. Additionally, by increasing social and global consciousness and expanding academic and professional competencies leads to a knowledgeable and responsible citizen who demonstrates social justice behavior.

The conceptual framework model illustrates the core values; the relationships among individuals, families, students, faculty and communities; the curricular threads, and the program outcomes. All of the components of the model are fluid and dynamic as reflected by the open design of the circles.





## **Program Outcomes**

Graduates of St. Joseph's College of Nursing will:

- Achieve a 90 percent passing rate on the NCLEX-RN licensing examination on the first attempt.
- Secure employment at a rate of 90 percent of cohort in a nursing position within six months following graduation.
- Report a 90 percent satisfaction rate with the educational program.
- Complete the program at a rate of 70 percent of the cohort.

Employers of St. Joseph's college of Nursing graduates will:

- Report a 90 percent satisfaction rate with the educational program.

### **End of Program Student Learning Outcomes (EPSLOs)**

EPSLO.1 Advocate with integrity by addressing social determinants of health to promote the holistic well-being of the individual, family, and groups.

EPSLO.2 Integrate scientific knowledge, skills, clinical judgment, and evidence-based practice to improve client outcomes across the lifespan.

EPSLO.3 Exemplify the core values and ethical behaviors of the professional nurse.

EPSLO.4 Apply principles of diversity, equity, and inclusion to foster acceptance, awareness, and advocacy across all communities and cultures.

## **General Policies**

### **Family Educational Rights and Privacy Act (FERPA)**

#### **PURPOSE/PROCESS:**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Refer to the [U.S. Department of Education](#) for more information. FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) FERPA is a These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the St. Joseph's College of Nursing receives a request for access. A student should submit to the registrar, Student Success Coordinator, or course leader, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. St. Joseph's College of Nursing's official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask St. Joseph's College of Nursing to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If St. Joseph's College of Nursing decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before St. Joseph's College of Nursing discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent: St. Joseph's College of Nursing discloses education records without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by the St. Joseph's College of Nursing in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of St. Joseph's College of Nursing who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for St. Joseph's College of Nursing.

Upon request, St. Joseph's College of Nursing also discloses education records without consent to officials of another college in which a student seeks or intends to enroll. (FERPA requires a college to make a reasonable attempt to notify each student of these disclosures unless the college states in its annual notification that it intends to forward records on request.) St. Joseph's College of Nursing has a contractual partnership with Le Moyne College. Education records will be disclosed to Le Moyne College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Joseph's College of Nursing to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**Notice for Directory Information**

5. The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that St. Joseph's College of Nursing, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, St. Joseph's College of Nursing may disclose appropriately designated "directory information" without written consent, unless you have advised the St. Joseph's College of Nursing to the contrary in accordance with St. Joseph's College of Nursing procedures. The primary purpose of directory information is to allow the St. Joseph's College of Nursing to include information from your education records in certain publications. Examples include:

- Honor roll or other recognition lists
- Graduation programs; and
- Employment/Education Verification

St. Joseph's College of Nursing has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

6. If you do not want St. Joseph's College of Nursing to disclose any or all of the types of information designated above as directory information from your education records without your prior written consent, you must notify St. Joseph's College of Nursing in writing.
  
7. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to St. Joseph's College of Nursing officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.
  - To other College officials, including teachers, within the [college] whom the college has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
  - To officials of another college where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
  - To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
  - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
  - To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
  - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
  - To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the college has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the college determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the college, governing the use or possession of alcohol or a controlled substance if the college determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### **Drug Free Community Policy**

#### **PURPOSE:**

As an institution of higher education receiving federal funds, St. Joseph’s College of Nursing is required by the Drug-Free Schools and Communities Act of 1986 (the “Act”) as amended by the Drug-Free Communities Act Amendments of 1989 (the “1989 Amendments”) to certify to the US secretary of education that it has adopted and implemented a program to prevent the unlawful use, possession or distribution of illicit or prescription drugs and alcohol by students and employees. Accordingly, the College adopts the following policies:

1. The College of Nursing prohibits the unlawful possession, use, sale, or distribution of illicit or prescription drugs by its students, employees, or guests on its property or as part of any activities. The possession, use, sale, or distribution of drug paraphernalia is also strictly prohibited. Such substances and/or objects will be permanently confiscated by Administration or Security. Violation of this policy results in disciplinary action, up to and including dismissal , and may have legal consequences.
2. Moreover, the College’s policy stipulates that students are required to report to the academic or clinical area on time and in appropriate mental and physical condition which enables them to carry out their clinical and theoretical learning objectives and duties.
3. The purpose of these policies is to provide a drug-free, healthful, safe and secure environment for the students of St. Joseph’s College of Nursing during all activities that are

necessary to accomplish their goal of becoming a licensed professional.

4. The College recognizes drug abuse as a potential health, safety and security problem. Drug dependence is recognized as an illness and major health concern. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
5. Conviction of illegal use of these substances may result in failure of a student to be eligible for licensure under the by-laws of the New York State Educational Department Division of Professional Licensing Services.
6. Students needing help in dealing with drug abuse and/or drug dependency are encouraged to use Carebridge. Conscientious efforts to seek help are supported by the College.
7. If a student is suspected of reporting to the clinical or classroom setting in an impaired condition, the student will be required to report to the Emergency Department and will be given a test. If the student refuses this test, he or she is subject to dismissal. Impaired conditions can be caused by alcohol, prescription or illicit drugs.

### **Medical Marijuana**

Students with medical marijuana prescriptions must following the below guidelines.

- The student must be registered through the Department of Health (DOH) and carry their DOH registry card.
- Only the student prescribed to medical marijuana may carry it on their person, in the original dispensary container labeled per DOH regulations (“possession”).  
Medical marijuana will not be allowed on St. Joseph’s Health Hospital property, including the College of Nursing.

### **Tobacco Free Campus**

#### **POLICY:**

Consistent with New York State law, it is the policy of St. Joseph’s Hospital Health Center and our affiliate corporations to provide an environment free of Tobacco use. This policy exists as one of many methods for St. Joseph’s Hospital Health Center to promote and encourage healthy lifestyles throughout our community.

Students who violate this policy will be issued one warning and if there are further violations of this policy, students are subject to dismissal from the college.

For more on how you can quit smoking contact NY QUITs: 1-866-697-8487

#### **ELIGIBILITY:**

Individuals covered by this policy include, but are not limited to, employees, patients, visitors, volunteers, physicians, residents, **students**, medical staff, contractors and vendors, with the

exception of Behavioral Health Residences.

### **General Provisions:**

1. Geographical Areas Covered by Policy
  - a. The main hospital campus is covered by this policy. State law requires that a smoke free perimeter be drawn around every Article 28 Licensed Hospital Campus. This includes parking lots and parking garages, even if you are in your vehicle.
  - b. All other properties owned by and / or affiliated with St. Joseph's Hospital Health Center will also have established a tobacco free environment.
2. Prohibited Products
  - a. Smoking products – including, but not limited to cigarettes, cigars, pipe smoke and other smoke delivery mechanisms.
  - b. Tobacco products – including, but not limited to chewing tobacco.
  - c. Electronic devices – including but not limited to, e-cigarettes and other vapor delivery devices.
3. Clinical Responsibilities / Inpatient Smokers.
  - a. Physicians and Clinical Affiliates: the attending physicians or clinical affiliates shall assess and discuss appropriate options with the patient who indicates the use of any of the products referenced in Section 2.
  - b. Nursing: upon admission the Registered Nurse will ask each patient if they currently use any of the products referenced in Section 2 and document the responses on the nursing assessment documents. Refer to System category policy Smoking Cessation for more details.
4. Visitor Responsibilities:
  - a. Informational cards are available for all staff to give to visitors. Employees can use the card as a cue to format discussion with the visitor by explaining St. Joseph's Hospital Health Center's policy and the property boundaries or, if interested, where they can go for tobacco cessation counseling.
  - b. Visitors are asked to be courteous to the surrounding neighborhood residents if they choose to smoke or use tobacco products.
  - c. Visitors can be referred to the New York State quit line.(1-866-NY-QUITS or 1-866-697-8487)Cell Phone Policy
5. Employee Responsibilities:
  - a. Compliance: Employees are expected to be in compliance with this policy and not use prohibited products as defined in Section 2 of this policy, within the confines of the defined perimeter of the property.
  - b. Enforcement: Employees are expected to use appropriate protocols, including but not limited to, reminding individuals who are not in compliance with the policy to become compliant by either stopping the use of the prohibited products, or by moving

- beyond the perimeter of the main hospital campus. If the individual willfully continues to smoke or use tobacco products, the employee shall inform security of the incident. Security will then notify the appropriate Director in the case of an employee or the appropriate service manager / charge nurse in the case of a patient or visitor.
- c. Health: Employees should remember that the intent of the policy is to provide a smoke free / vapor free / tobacco free environment for all patients, visitors and staff.
  - d. Professional image: Employees help to provide a professional image by maintaining compliance with the protocols and overall intent of this policy.
  - e. Assistance: Employees may offer information about smoking cessation and about temporary nicotine replacement therapy.
  - f. Good neighbor: Employees are expected to be good, courteous, neighbors, and respect the rights of individual property owners. This includes, complying with requests from Security, requests from neighbors, disposing properly of cigarette butts and trash, and keeping noise levels down.
  - g. For employees that choose to use any of the products listed in Section 2, they must leave the hospital campus in order to do so and remain in compliance with the policy. When leaving the hospital campus for non-work related activity an employee is required to log out and then log in upon their return. Employees leaving work for reasons other than a meal break must receive approval from their supervisor.
  - h. Employees, who fail to comply with any portion of this policy, including unauthorized extension of designated meal and break times, will be subject to disciplinary action which could include suspension and / or termination from employment from St. Joseph's Hospital Health Center.
  - i. Employees seeking assistance with tobacco cessation can contact the Wellness place at 315-458-3600. Ext 298. Employees can be referred to the New York State quit line. (1-866-NY-QUITS or 1-866-697-8487) Employees seeking immediate assistance can access the Employee Health Office, (Monday through Friday 7:00 AM to 3:30 PM)

### **Cell Phone Policy (Personal Communication Devices)**

#### **PURPOSE:**

The purpose of this policy is to establish guidelines for use of cell phones by students at St. Joseph's College of Nursing while in the classroom, clinical experiential lab (CEL), and clinical settings as well as to educate students on how to use this technology in a responsible and respectful manner. The College of Nursing recognizes that portable digital communications technology is emerging as the dominant communications technology. The classroom, clinical experiential lab, clinical areas, and library must be conducive to learning and foster mutual respect. Cell phones are a distraction to other students, disrupt the college learning environment, and distract the student from patient care.



**POLICY:****Classroom/CEL/Library**

It is the policy of St. Joseph's College of Nursing that cell phones are permitted in the classroom for emergency situations only or unless directed by faculty for class related activities or information. Cell phones must be on 'silent mode' and out of view (in book bags, lockers, purses, etc.) while students are in this setting. Furthermore, using cell phones to take pictures, send emails, text message, or to make phone calls during class is prohibited. Taking videos/taping any class or lab experience is strictly prohibited unless approved by the faculty conducting the class or lab. Filming any part of class or lab will result in disciplinary action.

**Testing/Test Review**

To ensure a fair and honest environment cell phones are not permitted during the testing or test review process. Cell phones, PDA's, or any such device must be turned off and placed in the back of the room with the students' personal belongings. Failure to comply with this policy may ultimately affect your final grade.

**Clinical**

Cell phones are not permitted in the clinical settings. Posting and sharing any information that may identify a patient, refer to a patient or their care, posting or videotaping patients is a violation of HIPAA and is strictly prohibited. As stated in St. Joseph's College of Nursing clinical requirements, students are expected to demonstrate professional behavior at all times. As an unlicensed professional, student nurses have a responsibility to protect patient confidentiality and privacy at all times. In an emergency situation, the faculty may give a student permission to have a cell phone on 'silent mode' while on clinical. Refer to the Personal Communication Devices-Cell Phone Policy for the St. Joseph's Hospital clinical setting.

Failure to comply with any policy will result in disciplinary action as deemed appropriate by administration and faculty. This includes being issued one verbal warning and if there are further violations of any policy, students are subject to dismissal/failure of the course and/or clinical.

**Email Policy****PURPOSE:**

Email is the primary method of communication between St Joseph's College of Nursing and the student body. This policy ensures that all students are aware of the importance and necessity of this communication method. Furthermore, it ensures that a student can be contacted through a standardized channel by College of Nursing Faculty & Staff.

**POLICY:**

Upon enrollment, each student is issued an email with an '@sjhcon.edu' address. This email account is the official address of a student which the College of Nursing will use for all

communications. Due to security firewalls in place to protect information integrity, not all messages to or from personal emails accounts will reach the intended mailbox. Therefore, the '@sjhcon.edu' account must be used for all College correspondence and/or business. The College does not have an obligation to use personal or preferred emails for communication between institute and student.

All students are expected to check their College of Nursing email account frequently and consistently to remain informed of College related communication and updates. The College of Nursing requires students to check their email at least once per day.

Faculty reserve the right to set specific criteria in addition to this policy for use of email within a course. These definitions and criteria must be prominently displayed on all course syllabi when in effect.

*Note: College of Nursing issued emails provide an appropriate degree of security and privilege of access. However, email is not always the appropriate method for transferring sensitive or confidential information and students must be aware of these concerns when communicating. All emails must comply with local, state, and federal laws including, but not limited to, HIPAA & FERPA.*

### **Campus Dress Code**

#### **PURPOSE:**

Students are expected to be neat in appearance, practice good personal hygiene, and make intelligent judgements about items specifically not addressed in this policy. Students act as an extension of the institution and as such are required to follow appropriate attire when representing the college. This accounts not only for clinical units, but also anywhere within the hospital network.

1. Appropriate attire for the college and hospital campus is required. Footwear should be clean and safe. Clothing should not expose areas of the chest, abdomen, buttocks, midriff, back or underwear.
2. Students are expected to follow the hospital dress code while in the hospital network or while participating in lab simulations on campus.
3. Administration and Faculty reserve the right to suggest and/or ask students to change into more appropriate attire while on the college campus and hospital network.

#### **Clinical Requirements**

St. Joseph's College of Nursing believes that professionalism begins with appearance and attire. The values of asepsis, client safety, and client sensitivity are also incorporated into this policy. Our person and clothing can harbor microorganisms which increase the risk of infection and the risk of contamination in clinical areas, hence, the need for cleanliness and good grooming.

The Campus Dress Code ensures high standards of dress and appearance while representing our college in all settings. Faculty reserve the right to ask a student to leave the clinical area if appearance is not keeping with the Campus Dress Code published in the Student Handbook.

The uniform is considered a symbol of St. Joseph's College of Nursing and is only worn when functioning as a student. The hospital-issued identification badge with the current level identified must be visibly worn on the upper torso at all times while in the hospital network. All uniform attire must be neat and clean.

The uniform consists of navy-blue pants and a khaki uniform top. T-shirts must be covered with a scrub top and must be white or the same color of the required scrub. The St. Joseph's College of Nursing logo is embroidered on the left upper chest of the uniform top. When involved in clinical preparation or observational experiences, scrub attire and identification badge must be worn, lab coat is optional.

While on clinical units, students are expected to adhere to the dress code standards of their designated hospital. When working at St. Joseph's Hospital Health Center the standards are as follows:

- When providing direct client care, hair must be clean, neat, and off the collar of the uniform.
- Long hair must be away from the face, securely tied back with a tie or clip.
- All footwear must be clean and safe. Flip-flops, thong sandals, and any open toed footwear is unacceptable. Students must wear socks or stockings and closed toed shoes. They may not wear shoes with holes on the top such as Crocs or orthopedic boots with the open toe.
- Students are to be clean shaven. If a beard or mustache is worn, it must be neat and well groomed.
- Outbreaks of infections have been linked to healthcare workers with long and/or artificial nails. Therefore, all healthcare workers providing direct client care must have natural nails:
  - Employees who provide direct client care will not wear artificial nails or nail enhancements (including but not limited to wraps, acrylics, tips, tapes, extensions, overlays, fills, appliqués, gel polish, or anything that must be cured with special UV lights).
  - Natural nails must be kept short, ¼ inch nails and well groomed.
  - Hands, including the area around the nails, should be free of inflammation.
  - Nail polish may be worn if it is in good repair. Exception: Nail polish is prohibited for all scrubbed personnel.
- Head covers that are worn for religious purposes or to honor cultural tradition are acceptable.
- Employees providing direct client care may not wear earrings that dangle from the ear.
- Any student who has tattoos should have them covered wherever possible. Sleeves should be considered to cover tattoos on the arms.
- Scented body products should be kept to a minimum. All use will be prohibited in situations where a patient, visitor, or another employee report sensitivity.

## **Identification Badge Policy**

### **PURPOSE:**

Identification (ID) badges provide constant and immediate identification of students, faculty, staff, volunteers, medical staff, affiliates and employees. In addition, the system provides authorized entry into buildings, a tool for the security of the campus and employee, volunteer and student identification for transacting business on hospital grounds. Identification badges must be worn at all times while on duty.

1. Each student will be issued a hospital identification (ID) badge with photo during orientation to the College.
2. The ID badge is required and expected to be worn in a visible place above the waist at all times when in the hospital or College.
3. In addition, the ID badge provides a discount to students when purchasing food in the hospital cafeteria.
4. Identification Badge Replacement: Lost, damaged or worn ID badges must be replaced. The student must notify the College of Nursing's front desk that their ID badge needs to be replaced. A member of the College will complete the electronic request for a new badge. The ticket must include the student's name, identification number, and reason for the badge request. Replacement fee for the lost badge is \$10.00. Students may pick up new badges/return old badges at the Office of Patient Experience Monday-Friday between the hours of 0730-1600.
5. New badges may be purchased in the Security Department of the Hospital.
6. Identification badges must be returned to the College administration upon graduation or termination from the program.

## **Student Parking Policy**

1. All students who wish to have student parking must have a valid parking sticker. These stickers are available at orientation for Students at the College. Students may register for a parking permit online: [Student Parking Pass](#).
2. Student parking is designated in the 24/7 staff/student Surface Lots. Students may never park in "A" or "M" lots. On-street parking is also available however it is the responsibility of the student to abide by all metered signs and payment.

3. Security escorts are available to and from the 24/7 staff/student Surface Lots by calling 315-448-5173.
4. Students provided with handicapped parking accommodations must possess a State or County Handicapped Parking Permit. Temporary requests for handicapped parking must be supported, in writing, by the requesting parties' provider specifically indicating the need for temporary parking accommodations.
5. When students are required to attend clinical at outside agencies, it is the students' responsibility to pay for parking or obtain a discounted monthly pass.

### **Liability**

While we endeavor to protect the property of our staff, patients, and visitors, the hospital/college is not responsible for loss or damage to vehicles or their contents.

### **Parking Services**

Upon request, Security will provide jump-starts only. All other motor vehicle related assistance shall be referred to an auto club or local service station.

## **Personal Laptop & Minimum Requirements Policy**

### **PURPOSE:**

All students are required to own or have access to a laptop capable of meeting the minimum system specifications outlined in this document. Minimum software requirements include, but are not limited to, the applications used for electronic testing, completing clinical paperwork, and accessing course content.

Electronic testing is facilitated on campus through your personal device and you will be required to bring a laptop capable of running the testing software for all exams unless otherwise granted an exception. Laptops will not be provided by the College and the College is not obligated to ensure you have a laptop for testing; this responsibly falls upon the student. The College will offer technical support and troubleshooting for all students prior to and during testing provided the device meets the minimum specifications.

This document is also designed to serve as a guide for purchasing or upgrading a laptop to meet the system requirements necessary to use and access the resources at the College. If you are purchasing a new laptop these guidelines can be used to ensure you have everything you need to meet the requirements. If you already have a device, you can use these guidelines to determine if you will need an upgrade or additional software.

### **Helpful Tips:**

- Your *Operating System* is often overlooked. Make sure you find one that works for you.

- Most modern systems will meet the minimum requirements. However, Androids, iPads and Chromebooks are not licensed to, or will not run the software Exemplify.

**Common Brands:** HP, Dell, Apple, Lenovo, etc.

**Incompatible System Specifications (DO NOT PURCHASE)**

- **Chromebook:** Chromebook/Chrome OS. Chromebooks are NOT compatible with the testing software. Although they may be sufficient for accessing content, you will not be able to take an exam with a Chromebook.
- **Microsoft Surface Book:** Exemplify is not compatible with the detachable keyboards of Microsoft Surface Books. Surface Pro models are approved.
- **ARM Architecture\ Intel 12 Gen Processors:** Our apps do not run on ARM CPUs. These are most often found in tablets or phones but can also be used in some newer architecture such as Intel 12 Gen Processors.

**Minimum Computer Requirements**

- High-Speed Internet Access (Cable, Verizon FIOS)\*
- Operating System: Windows 10, Windows 11, MAC OS 10.15 or higher (Catalina, Big Sur, Monterey)
- 8GB RAM Memory
- 100 Gigabytes of Available Hard Drive Space
- Anti-Virus Software, w/ Current Virus Definitions. (ex. Avast, Sophos, etc.)
- One of the Following Web Browsers: Google Chrome, Safari, Mozilla Firefox, Edge.
- Web Camera and Microphone (most laptops have this built in; external devices are approved as well)
- Microsoft Office / Office 365
- Supportive Software: Exemplify, Adobe Reader

*\*Wireless access points (Wi-Fi) are provided by the College of Nursing on campus*

**Weather Related Emergency Closing/Cancelation Policy**

**PURPOSE:**

When severe weather emergencies (snow, ice, flooding, power failures) require the College to delay or cancel classes, notification will be made through announcements by local radio, television stations, and the College's SONIS system via text message. In the absence of any announcement, the College is open and students, faculty, and staff are expected to be in attendance. (If you have not setup your text-me alert you can do so under your "Update Bio" page in SONIS.)

Since the College serves a large geographic area, students, faculty, and staff are expected to exercise their own judgement when hazardous conditions exist.

## **POLICY:**

### **Students:**

- The cancelling of classes includes theory, clinical, and outside experiences for students.
- If the cancellation of classes occurs **after** the theory, clinical, or outside experience has begun, these events will continue as scheduled.
- If the cancellation of classes occurs **before** the theory, clinical, or outside experience has begun, all will be cancelled.
- If an outside agency closes, even if the College remains open, students will be required to make up the clinical hours at no charge.

### **Administration, Faculty, and Staff:**

- Administration, Faculty, and Staff who make the decision not to travel to work when classes at the College of Nursing are cancelled, are expected to take Nonproductive Paid College Time.

### **Delayed Opening:**

When the College delays opening due to inclement weather, classes will then resume during their regular time periods. For example, if the College delays opening until 11:00 a.m. on Tuesday, the 11:00 a.m. classes/clinical will meet, followed by all regularly scheduled classes after this time.

## **Academic Policies**

### **Grading and Standards for Academic Progress Policy**

#### **NURSING THEORY & CLINICAL COURSES:**

- Students must achieve a minimum passing grade of **78% “C+”** in all nursing courses and a satisfactory grade in clinical to pass and progress in the nursing program. St. Joseph's College of Nursing reserves the right to not round grades.
  - Failure to complete clinical objectives will result in failure of the course.
  - Students are required to comply with the Clinical Attendance Policy.
- The student must successfully repeat both theory and clinical components of a failed nursing course.
- A first failure in any nursing course will be eligible to request for reinstatement. Refer to the Academic Probation Policy.
- A second failure in any nursing course will result in academic dismissal. Refer to the Readmission Policy.
- The student forfeits the opportunity for reinstatement and/or readmission to the program if dismissed due to failing to provide safe care, academic dishonesty, failing the same course twice and/or failing a course after they have been reinstated and/or readmitted.
- All obligations, financial or otherwise, must be cleared for students to receive official transcript grades, be promoted, or graduate.

**NURSING ASSESSMENT AND SKILLS LAB COURSES:**

- Refer to the Medication Math Competency Testing Policy.
- If a student fails the lab course, they cannot progress to the next theory course.
- If the student passes the lab course but fails the theory course, the lab course does not need to be repeated. The student is strongly encouraged to refresh their skills that correlate with the theory course by meeting with CEL supervisor and/ or to shadow key lab sessions as needed.

**LIBERAL ARTS/SCIENCE COURSES:**

The student must successfully repeat a liberal arts course in which a minimum grade of “C” was not achieved. A second grade achieved below a “C” in a liberal arts course will result in academic dismissal.

- The student must successfully repeat a science course in which a minimum grade of “C” was not achieved. A second grade achieved below a “C” in a science course will result in academic dismissal.

**Additionally:**

- Students overall testing grades that are <78 are referred to the Student Success Coordinator.
- Students overall testing grades that are < 80 are recommended to meet with the Student Success Coordinator.
- The grading policy for NSG 111, 121, 211, and 214 is strictly pass/fail. Attendance, class participation and completion of course requirements are considered when grading.
- Grade point averages (GPA) will be computed at the end of each semester/term. In the event a student fails a course and later retakes it, both grades will be recorded. However, only the second grade will be computed in the index. If the student retakes a course at an institution other than St. Joseph’s or Le Moyne College, the course will revert to a transfer status credit and neither grade will be computed in the index. All grades and grading codes will be sent electronically to the Registrar/Bursar. **St. Joseph’s College of Nursing requires a minimum grade of 78% “C+” in all nursing.** Transfer credits are not included in the computation of the cumulative GPA. Refer to the Transfer Credit Policy.
- Successful completion of all pre- and co-requisite courses.

**Grading Criteria:**

Letter	A	B+	B	C+	C	D+	D	F	I
Percentage %	100-90	89-86	85-82	81-78	77-76	75-72	71-69	<69	Incomplete



### **Tiered Grading for Late Assignments:**

Any work that has been submitted after a deadline has passed is classified as late except in cases where an extension has already been agreed due to mitigating circumstances and approved extensions.

A student who submits work at 1 minute past a deadline or later will therefore be subject to a penalty for late submission. An assignment is considered late if it is submitted any time past the due date/time listed in the syllabus. At that point, a penalty for late submission will be applied as follows:

- 1 day late (up to 24 hours past submission day/time) = **10- points deduction**
- 2 days late (24 to 48 hours past submission day/time) = **20-point deduction**
- Anything submitted more than 48 hours after the assignment due date/time will receive a grade of **zero**.

**\*\*Please note:** If a student submits their assignment on time but the link does not work or the file format does not open when being graded by the faculty, the following will occur:

- Faculty will notify the learner via e-mail and give them a time frame of 24 hours to resubmit a working link or file format, but the grade will still reflect the late assignment deduction(s) (see above).

Grading codes:

- I** **Incomplete** indicates the student has not completed course requirements within the established timeframe. It is a temporary grade assigned by faculty and must be resolved within the time period specified in writing by faculty. Failure to do so results in the grade of “**F**”.
- M** **Military Leave**
- W** **Withdrawal** prior to designated drop date
- WP** **Withdrawal in good academic/clinical standing** after designated drop date
- WF** **Withdrawal not in good academic/clinical standing**
- AD** **Administrative Dismissal** due to failure to meet school obligations including financial, moral, ethical or any Trinity/College of Nursing policies; Transcript will reflect “**F**”
- P** **Pass** will be used for final grading of lab
- S** **Satisfactory** will be used for final grading of clinical practice
- U** **Unsatisfactory** will be used for final grading of lab & clinical practice
- US** **Unsafe** will be used for final grading of clinical practice. Students who have demonstrated unsafe clinical behaviors are not eligible for reinstatement
- Z** **Code of Conduct Violation**

### **Classroom Protocol**

#### **PURPOSE:**

St. Joseph’s College of Nursing provides a classroom environment conducive to learning. It is important that students and faculty show mutual respect.

**POLICY:**

Students will refrain from conversing with classmates whenever the faculty, guest speaker, or another student is speaking. Cell phones/computers/tablets are permitted only in the classroom for educational purposes. Students will be asked to place their cell phones on vibrate and should excuse themselves from the classroom to answer emergency calls. Faculty have the right to ask students to leave the classroom if they are unable to demonstrate respectful behavior.

Permission of the teaching faculty member must be obtained prior to taking any audio or visual recording of lectures or labs. Sharing and/or posting of the audio or visual lecture(s) is prohibited. Refer to the Social Networking Policy.

Class attendance will be noted by the faculty daily. Students will attend the class in its entirety. At the completion of class, students are asked to ensure that the classroom is left in an orderly arrangement.

### **Clinical Attendance Policy**

**PURPOSE:**

Clinical time is essential to meet course student learning outcomes and end of program learning outcomes. Students are required to attend all scheduled clinical time. Clinical attendance is recorded by the clinical faculty and is a part of the student's permanent record. Students who miss clinical jeopardize their ability to meet the clinical objectives. Failure to complete all clinical hours may result in failure of the course.

**CLINICAL ABSENCE**

Clinical absence is defined as missing a day of clinical. Students are not allowed to miss more than three clinical days within the same course. If a student has additional days after the third clinical absence, the student will be unsatisfactory in clinical and will fail the course. Each course will have three scheduled clinical make-up days at the end of the course. Failure to attend scheduled clinical make-up will result in failure of the course.

**CLINICAL TARDINESS/UNPREPAREDNESS**

Clinical tardiness is defined as arriving later than the designated start time for any clinical experience. Clinical unpreparedness is defined as being unable to provide safe competent care determined by your clinical faculty. If a student arrives late to clinical and/or is unprepared, the student will be sent off the clinical unit and will receive a clinical absence for the day. Below are the steps for each clinical tardiness/unpreparedness within the same course:

- The clinical faculty will address the **first clinical tardiness and/or unpreparedness** by sending the student off the unit and marking them absent for the day. Faculty will set up a time to meet with the student to discuss the occurrence and provide counseling on the correct procedure/behavior. This counseling event will be documented in Sonis and a Student Opportunity for Improvement (SOFI)/Self-Reflection form (#20669) will be

completed. The original will be uploaded to the student's file in the database and a copy will be given to the student.

- The clinical faculty will address the **second clinical tardiness and/or unpreparedness** by sending the student off the unit and marking them absent for the day. Faculty will set up a time to meet with the student to discuss the occurrence and provide counseling on the correct procedure/behavior. This counseling event will be documented in Sonis and a Student Opportunity for Improvement (SOFI)/Self-Reflection form (#20669) will be completed. The original will be uploaded to the student's file in the database and a copy will be given to the student.
- If a **third clinical tardiness and/or unpreparedness** occurs, the faculty will send the student off the unit and mark them absent for the day. Faculty will set up a time to meet with the student to discuss the occurrence and provide counseling on the correct procedure/behavior. This counseling event will be documented in Sonis and a Student Opportunity for Improvement (SOFI)/Self-Reflection form (#20669) will be completed. The original will be uploaded to the student's file in the database and a copy will be given to the student.

If an absence is anticipated, it is required that the student notify their clinical instructor thirty (30) minutes prior to their clinical experience. If assigned to a community agency, they must also be notified in the same timeframe. In the event of an unanticipated absence, the student must contact the clinical faculty as soon as possible, but no later than the end of the clinical day. The procedure outlined above will be followed for all absences. All students will receive an email notification for an absence.

Should a death occur in the immediate family of a student (grandparent, parent, child, grandchild, spouse, brother, sister, brother-in-law, or sister-in-law) or their spouse (grandparent, parent, child, brother-in-law or sister-in-law), the student will be given up to three days off that coincide with bereavement leave. Proof of relationship to the deceased may be required if requested. A fraudulent claim for bereavement leave may result in disciplinary action.

A student may be required to obtain a medical release statement and/or be cleared by the Health Office for any clinical absence that lasts for seven consecutive calendar days due to illness, injury, or surgery. A note from the treating physician indicating the student's ability to return to the clinical setting without restrictions is also required. Please note: If the student does not disclose the illness/injury/surgery to the Course Leader and further injury occurs as a result, the College will not be held responsible.

#### **CLINICAL MAKE-UP PROCESS:**

No matter what the reason for absence, all missed clinical time must be made up. Students may be required to attend clinical make-up outside of their regularly scheduled clinical time. A clinical make-up fee is required for each clinical make-up day. Students will be notified to pay

via SONIS prior to the designated clinical make-up days.

The amount due must be paid by the student prior to clinical make-up. Students will be required to show proof of payment to the clinical instructor at clinical make-up.

A charge for clinical make-up payable to the College of Nursing is as follows:

- 1<sup>st</sup> missed clinical day: \$10 fee
- 2<sup>nd</sup> missed clinical day: \$20 fee
- 3<sup>rd</sup> missed clinical day: \$30 fee

### **Student Clinical Progression Policy**

#### **PURPOSE:**

To notify and track students whose clinical behavior(s) is/are unsafe or demonstrate unsatisfactory progression.

The Student Opportunity for Improvement (SOFI)/Student Progress Report (SPRT) Tracking Form ([#20671](#)): **should be utilized as a log of events** identifying students receiving remediation.

#### **PROCEDURE:**

The following are guidelines for occurrences that merit the anecdotal note/Student Opportunity for Improvement (SOFI)/Student Progress Report (SPRT), although they are not all-inclusive:

The basic “six rights” of medication administration include the following guidelines:

- Right medication
- Right dose
- Right time- student will follow hospital policy (30 minutes before or after scheduled time on the Medication Administration Record) unless extenuating circumstances arise.
- Right route
- Right patient-student will correctly identify patient per hospital protocol each time medications are given.
- Right documentation, including injection site, amount of medication delivered and computer program procedure.

Medication administration include the following guidelines:

- Not knowing correct procedure for medication administration
- Incorrect computer procedure
- Administering medications without checking with the instructor
- Recapping contaminated needles or oncorrect use of needle safety device
- Incorrect isolation procedure with medications
- Not checking parameters/labs prior to declaring medications

IV management include the following guidelines:

- Failure to check site/IV bag every hour
- Allowing bag to run dry
- Failure to date, time, initial IV bag or tubing
- Not assessing that IV bag or tubing have expired
- Air in tubing
- Failure to record information accurately in the computer
- Incorrect IV calculation or calculation not completed
- Accessing/flushing any IV access site without faculty

Patient/Learner Safety include the following guidelines:

- Side rails not up as needed
- Bed/chair alarms not utilized
- Patient not restrained as ordered
- Leaving a medication, syringe and/or needle unattended
- Occupied bed left unlocked or in elevated position
- Call bell not within reach of the patient
- Break in sterile/aseptic technique
- Use of improper technique or devices when moving or lifting patient
- Failure to report significant patient events or statements

Professionalism includes the following guidelines:

- Late arrival to a clinical experience
- Lack of preparation for a clinical learning experience
- Unprofessional behavior such as language, dress, and actions • Lack of accountability

Miscellaneous: Failure to perform initial, ongoing and thorough assessments specific to the individual patient and the course level of the student include the following guidelines:

- Failure to follow standard precautions
- Not following through on Medical or Nursing Care orders
- Incomplete or inaccurate documentation
- Not following Clinical Process Guide (CPG) guidelines

1. If a student demonstrates an unsatisfactory or unsafe behavior in the clinical setting the clinical faculty will discuss the occurrence with the student and counsel the student on the correct procedure/behavior. The faculty member will initiate the SOFI/Self Reflection form ([# 20669](#)) and the event will be documented in SONIS. If there is a concern or question regarding the process the faculty should contact the Course Leader. The student will complete the bottom of the form, sign in the appropriate area, and return the form to the faculty by the date indicated.

2. A copy of the completed SOFI is given to the student. The original form is maintained in the database.
3. Any error including the 6 rights of medication administration (or any other error per faculty discretion) will require a CEL referral for remediation. Notification to the CEL Supervisor/Lab Faculty regarding a remediation deadline will occur. The completed referral will be maintained in the database. The student may not perform the skill in clinical until this remediation has been successfully accomplished. The CEL Supervisor will review the SOFI/SPRT reports on an ongoing basis.
4. The Course Leader will be notified by the faculty regarding the SOFI in a timely manner.
5. The event is documented in the appropriate category on the SOFI/SPRT Tracking Form ([#20671](#)) including the date and a brief synopsis of the event. The tracking form will remain in the student's clinical folder through the entire program. Additional forms if needed will be stapled to first tracking form.
6. If a student demonstrates an unsatisfactory or unsafe behavior in the clinical setting with a second occurrence in the same category as the previous SOFI, the faculty will complete the SOFI/Self Reflection form ([# 20669](#)) and discuss with the course leader.
7. If the student demonstrates an unsatisfactory or unsafe behavior in the clinical setting with a third occurrence in the same category the faculty will meet with the course leader to discuss the identified difficulties. The faculty will initiate a SPRT (form # 20672) and document the assessment of progress, summary of counseling/remediation to date, and a detailed individualized remedial plan with deadline for remediation and re-evaluation. The faculty will then formally meet with the student to review the SPRT and the remedial plan. The completed SPRT will be signed by the faculty, student, and course leader, and will be maintained in the database.
8. The event is documented in the appropriate category on the SOFI/SPRT Tracking Form ([#20671](#)) that is contained in the student's clinical folder.
9. The faculty will meet with the student to discuss progress according to their remedial plan. For students who satisfactorily achieve the objectives by the end of the student's clinical rotation, an addendum to the SPRT should be completed in the database outlining the student's progression and resolution. Students that are unsuccessful with their remedial plan will be unsuccessful for the clinical rotation.

10. Course leaders will report any SOFI/SPRT at the course meeting. The course leader will then report to Faculty Council. The Faculty Council chair will then bring any administrative concerns to the Dean's Advisory Council. If the Faculty Council is unable to meet, the course leader may bring concerns directly to the Dean's Advisory Council.

### **Exam/Testing Policy**

#### **PURPOSE:**

To set forth the College's examination (tests, quizzes, exams) requirements and procedures. St. Joseph's College of Nursing dedicates itself to maintaining the highest standards of integrity. Students must accept the responsibility to be honest and to respect moral, legal, and ethical standards of the nursing profession in meeting their academic and clinical assignments and requirements. The College utilizes online testing modalities which pose unique risks to the integrity of the testing process and this policy is intended to provide instruction on the technical and academic requirements when using online testing to reduce risks and deter and detect academic dishonesty. **ACADEMIC DISHONESTY IS A VIOLATION OF THE STUDENT CODE OF CONDUCT AND MAY RESULT IN DISMISSAL FROM THE COLLEGE.** Refer to [Code of Student Conduct Policy](#).

#### **Onsite Campus Quiz/Exam/Test:**

The student is encouraged to arrive 15 minutes prior to the start of the exam. The student's computer must meet the requirements for ExamSoft use or other computer application that the College utilizes. Please refer to the [Personal Laptop and Minimum Requirements Policy](#). The computer must be fully charged and able to have power for the duration of the exam. Exams must be downloaded during the specified download availability and prior to the beginning of the testing period. Students are expected to come with their own assigned username and password (e.g. ExamSoft computer login). All faculty members have the right to review exams and any flagged notations on any exam on behalf of St. Joseph's College of Nursing at any time. Faculty reserve the right to determine any suspicions of violation of the code of student conduct. When one or more violations of the Code of Student Conduct is suspected, it is the responsibility of the faculty or staff that suspect such violation(s) to first discuss the matter with the student and submit a written allegation(s) to the Associate Dean for Academic Affairs or designee.

The Associate Dean for Academic Affairs or designee shall review the matter with the Dean of the College of Nursing and meet with the accused student to discuss the alleged misconduct within two (2) business days of receiving the complaint and determine whether the allegations, if true, would constitute a violation(s) of the Code of Student Conduct.

Students must arrive on time or will be ineligible to take the exam. Students will need to contact the Course Leader to reschedule their exam. Rescheduling an exam due to tardiness will result in

a two-point reduction of the exam score, with the exception of assessment and skill quizzes. All exams will be proctored and/or audio, visual and/or screen recorded. Grades on exams are not final until each exam is reviewed for academic integrity.

In limited emergency circumstances a student will be allowed to postpone an exam or take an exam early. The student must contact the Course Leader prior to the time of the exam to determine whether the change will be approved. The student may be responsible for providing sufficient documentation supporting the circumstances. The student may not attend clinical, classroom/lab theory, or lab skills until the postponed exam is taken. The postponed exam must be completed within 48 hours of the exam or a grade of zero will be applied. Exceptions to this time frame due to extenuating circumstances will be handled on a case-by-case basis. Under no circumstances may students taking an exam at an alternate time discuss with anyone the content of exams

**Test Integrity:**

Students are not permitted to discuss exams outside of the classroom and/or during test review. Discussion can compromise test integrity and can lead to violation of the Code of Student Conduct. If an exam is postponed for extenuating circumstances, the student taking the exam at the alternative time cannot ask questions or discuss with anyone the contents of the exam. Under no circumstances may students write down questions from an exam for the use of review. This is a direct violation of this policy.

**A student must voice any concerns to the Course Leader or exam proctor about their ability to take an exam before the exam commences. Once the pre-exam notice has been accepted the student forfeits the right to an appeal. The grade a student achieves on an exam is final.**

Once the exam is submitted, the student is not permitted to review or change answers. Before leaving the exam area, the student must raise their hand so the proctor can verify that the exam upload was successful.

Note: The National Council of State Boards of Nursing (NCSBN) who regulate the National Council Licensing Exam (NCLEX-RN) allots 5 hours for completion of 85 questions but no more than 150 questions therefore, St. Joseph's College of Nursing will allot:

- 200 minutes = 100 question exam;
- 100 minutes = 50 question exam; and
- 20 minutes = 10 question exam/quiz

All exams with the exception of the final exam will be student-to-student peer-reviewed following the testing time. The final exam can be reviewed at the student's request. Peer-exam review is a learning experience; therefore, all students are encouraged to attend. Exam review is



not a time for debate. If there are concerns regarding specific exam questions following peer-exam review, students are encouraged to schedule an appointment with the course leader/advisor/designee to review their exam. Individual exams are available for review after peer-exam review. Students may only review the exam until the next exam is administered. Exam/Quiz grades will be posted within 48 hours of the exam. All students who achieve a grade less than or equal to 80 will be referred to meet with their faculty advisor.

Students may only have paper provided by the college, and their computer at the table during the exam. Students must turn in the sheet of paper to the proctor prior to leaving the exam area. There will be no belongings on or under desks/chairs or on students' person. No food is permitted, but drinks are allowed during the exam. Any violation of this policy or of the student code of conduct may result in academic dismissal. See Code of Student Conduct Policy

### **Remote Quiz/Exam/Test:**

During remote exams, students will be monitored. Faculty reserve the right to determine any suspicions of violation of the honor and integrity code of student conduct and will refer their suspicion and the student to the Associate Dean for Academic Affairs for further review in accordance with the Code of Student Conduct investigation procedures. Grades on all exams are not final until each exam is reviewed by faculty, if applicable.

To control the remote testing environment, strict safeguards are required. The test must be taken in a private room with no other individuals present in the room at any time. Breaks are not permitted, and the student is not permitted to leave the visual recording field at any time once the test has commenced. Students should use the bathroom immediately before beginning the test. Students may only have paper and their computer at the table during the exam. Cell phones, papers, books and the use of tape recorders, smart watches, and other electronic and/or recording/photographing devices are prohibited from being accessible on the table. The paper must be shown to the camera prior to the beginning of the exam. The student is responsible to destroy the paper while being monitored by proctor when they have completed their exam.

If a technical issue or emergency arises during the test, students are to contact the faculty member as outlined below. Cell phones are permitted in order for the student to contact faculty or staff only. Refer to the Process for Remote Exams as described below.

### **Process for Remote Exams:**

#### **Prior to exams, students must:**

- Have a functional electronic device with access to the internet, equipped with a camera and microphone in order to take remote exams.
- Ensure that the remote exam room environment is quiet and free of distractions and in compliance with the restrictions outlined above.

- Sit at a clean desk or table if available, with the computer placed on a hard surface for optimal head and shoulder visualization. Do not lay on a bed during the exam.
- Be sure the desk or table is cleared of all materials except your computer, a sheet of paper, and a writing tool.
- Show a complete panoramic visual of the room/exam environment with a complete view of the room and surface the computer is on; this should be slow enough to clearly visualize all walls, floor, seat, work surface, and ceiling.
- The ringer to the cell phone must be muted and any voice activated functionality of the cell phone must be disabled prior to beginning the test. IF THERE IS ANY NOISE COMING FROM A CELL PHONE OR OTHER DEVICE DURING THE TEST THE STUDENT WILL BE INVESTIGATED FOR POTENTIAL ACADEMIC DISHONESTY.
- Have no other computer monitors, screens, or tablets on during the exam, or writing that is visible on the desk or walls.
- Not have a radio or television playing in the background.
- Dress in accordance with the *Campus Dress Code Policy* in the Student Handbook.

**During exams, students must:**

- Remain completely in the visual field of the webcam and not adjust the angle of the webcam or computer screen.
- Remain in an upright position at all times, head and shoulders in view of the web camera.
- Not leave the exam environment once the exam begins; in emergency situations please call your assigned faculty.
- Maintain appropriate lighting during the entire testing time. Room lighting should be bright enough to be considered “daylight” quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the test taker.
- Not talk to anyone else. No communicating with others by any means. No one other than the test-taker should be permitted to enter the room during testing.
- Not take the computer into another room to finish testing (exam must be completed in the same room the “Exam Environment View” is completed in).

**Medication Math Competency Testing Policy**

**PURPOSE:**

The ability to calculate medication dosages correctly is an essential skill for Registered Nurses. Many medication errors are directly related to the administration of an incorrect dose or incorrect infusion rate caused by calculation errors; therefore, medication calculation competency is required throughout the curriculum.

### **Use of Calculators in the Curriculum**

Students must use the online calculator provided in designated testing software for all quizzes and tests.

### **Medication Math Competency**

Students who do not achieve 100% on the medication mathematics calculation test in all Nursing Assessment and Skills courses (I, II, III) will have mandatory remediation and be required to re-test. Each student will receive three opportunities to meet the math requirement. Failure to score 100% after the third attempt will result in course failure.

The following resources are available for medication math in all courses:

- Online tools available. Refer to course syllabus.
- Math calculation books located in library
- Medication mathematics theory and lab skills classes in Nursing Assessments Skills course I, II, III
- Student Success Coordinator

### **Plagiarism Policy**

#### **PURPOSE:**

*Plagiarism* is “to steal and pass off as one’s own the idea or words of another”, “to use without due credit the ideas, expressions, or productions of another” (Webster’s New Collegiate Dictionary). It is the policy of St. Joseph’s College of Nursing that all students also properly cite and produce reference lists for all written assignments as outlined by APA.

Plagiarism also refers to self-plagiarism, or re-purposing material that has already been completed for another course or assignment

#### **POLICY:**

1. Plagiarism is not acceptable in any form. This includes, but is not limited to:
  - Failing to acknowledge the source(s) used\*
  - Stating an incorrect source
  - Copying another student’s work or allowing another student to copy his/her work

\*This can be the result of lack of knowledge or understanding as to proper academic citation procedures, so please seek assistance if you are not sure as to whether the appropriate procedures for intentional or unintentional plagiarism are the same.

2. Refer to the [Code of Student Conduct Policy](#) for procedure of Student Conduct Board Hearing and determination.

3. Violation of the plagiarism policy will be noted in the student's permanent file. In addition, violation of the plagiarism policy will result in no credit (a grade of 0) on the test or written assignment. Additionally, this violation may result in no opportunity to retest or rewrite, failure of the course or dismissal from the College.

### **Student Resources**

#### **Accommodations Policy and Documentation Guidelines**

##### **PURPOSE:**

In compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 (subsection E) of the Rehabilitation Act, St. Joseph's College of Nursing does not discriminate against any students with disabilities. All efforts will be made to arrange reasonable academic adjustments/accommodations for qualified individuals. The College is not required to lower or substantially modify requirements that would fundamentally alter the nature of a service, program or activity that would result in undue burden.

##### **PROCESS:**

Students must follow the below steps to request and receive their academic adjustments/accommodations.

1. Complete the [Request for Accommodations Form](#).
  - a. Submit appropriate medical documentation from a qualified, licensed professional following the below guidelines.
  - b. If requests are not submitted in a timely manner, academic adjustments/accommodations may be delayed.
2. Once all documentation is received, the Student Success Coordinator will review the file and request a meeting with the student to discuss the request and review the appropriate academic adjustments/accommodations.
3. Together, the student and Student Success Coordinator will review and sign a form that outlines the policy and procedures related to maintaining the academic adjustments/accommodations.
4. Following the meeting, the Student Success Coordinator will inform faculty and relevant staff of the academic adjustments/accommodations on behalf of the student.
5. If at any point the student would like to review their academic adjustments/accommodations, the student must contact the Student Success Coordinator. Additional documentation may be requested of the student if the student is looking to make changes to their academic adjustments/accommodations.

## **GENERAL DOCUMENTATION GUIDELINES:**

- Documentation must come from a qualified and licensed medical professional such as a psychologist, psychiatrist or medical doctor and be printed on official letterhead including the date of which the student was seen. Handwritten documentation or documentation provided via a prescription pad is not sufficient.
- Documentation must be current (typically within three to five years) and relevant. The College reserves the right to request that students with outdated or insufficient documentation be reevaluated prior to implementation of academic adjustments/accommodations.
- Documentation must include a recommendation for academic adjustments/accommodations including rationale.
- The medical professional may not be related to the student.
- All documentation is kept confidential and will be used for the sole purpose of supporting the requested academic adjustments/accommodations.
- All situations will be considered on an individual, case-by-case basis.

## **DOCUMENTATION GUIDELINES for Learning Disabilities**

- The student must submit a current written diagnostic report of specific learning disabilities that is based on an appropriate, comprehensive psycho-educational evaluation.
- An appropriate psycho-educational evaluation must include comprehensive measures in each of the following areas:
  - Academic achievement (the evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported). The test battery should include current levels of functioning in the relevant areas, such as reading, mathematics, and oral and written expression
  - Aptitude (the evaluation must contain a complete intellectual assessment with all sub-tests and standard scores reported)
  - Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability)

## **DOCUMENTATION GUIDELINES for Attention Deficit Hyperactivity Disorder (ADHD) and Attention Deficit Disorder (ADD)**

The student must submit a current written diagnosis of ADHD or ADD that is based on appropriate diagnostic evaluations.

The written diagnostic report must include:

- A diagnostic interview addressing relevant historical information
- Past and current academic achievement
- Age at initial diagnosis
- A discussion of medications, dosage, frequency and any adverse side effects attributable to their use that the student has experienced
- History and effectiveness of academic adjustments/accommodations in past educational settings
- The procedures used to diagnose the disability (including a list of all instruments used in the assessment)
- Discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, the effect this may have had on performance must be noted
- DSM-V diagnostic code (including axes)
- A diagnostic summary statement that includes the following information:
  - A clear statement that ADHD/ADD does or does not exist
  - Must include a rule-out of alternative explanations for behaviors
  - Terms such as "appears," "suggests," or "has problems with" used in the diagnostic summary statement do not support a conclusive diagnosis
- A clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies
- A recommendation regarding future medications or medical evaluations

### **DOCUMENTATION GUIDELINES for Psychological Disabilities**

The student must submit a current written diagnostic report of psychological disabilities that are based on appropriate diagnostic evaluations. If the diagnostic report is more than one year old, a letter from a qualified professional that provides an update of the diagnosis with a description of the individual's current level of functioning during the past year.

The diagnostic report must include the following:

- A clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder
- Discussion of medications, review of past and current academic achievement and history of disability accommodations and their effectiveness
- The procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable)
- Discussion of the assessment results
- DSM-V diagnostic code (include axes)

- A diagnostic summary statement that includes the following:
  - A clear statement that a disability does or does not exist. Terms such as "appears," "probable," and "suggests" used in the diagnostic summary statement do not support a conclusive diagnosis
  - A clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e. g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies
  - A discussion of medications and their possible impact on academic functioning (e.g., concentration, attention, sedation)
  - The duration for which these academic adjustments/accommodations should be provided based on the current assessment
  - A recommendation regarding reevaluation to determine ongoing need for disability-related academic adjustments/accommodations (e.g., one semester, one year)

### **Academic Advisement**

#### **PURPOSE:**

The faculty of St. Joseph’s College of Nursing, by recognizing their responsibility to the academic, emotional, and physical development of the student, accepts the role of academic advisor. Advisement is a progressive relationship that allows the exchange of confidential information in an atmosphere of safety and privacy. This relationship between faculty and students is proactive, and assists the student to identify academic and skill deficiencies. The faculty is aware that the promotion of intellectual growth, enhanced self-esteem, and development of leadership skills allows the student to achieve his or her educational goal.

In conjunction with the Dean, Associate Dean(s) for Academic Affairs, Student Success Coordinator, Administration, Academic Advisors, and Community Referral Services, the student will be supported throughout their academic career. Effective advisement fosters appropriate educational and career plans and potentially increases retention of students. Students will receive an academic advisor at orientation and will keep this advisor for the duration of their studies unless they request a new one, change options, or the faculty member is no longer active in that option.

#### *Developing a relationship with Advisees:*

- When possible, faculty interviewers are assigned to students as academic advisors once they enroll.
- All full time and part time clinical faculties with the addition of the Center for Experiential Learning (CEL) Supervisor will be assigned advisees.
- First level students will be randomly assigned at the beginning of the academic year and advisors will keep these students through the duration of their enrollment.

- Photographs of the advisees will be accessible by the advisor on the College's Student Information System, SONIS.

*What to expect from your Advisor:*

- The student will be welcomed during orientation week and again during their first week back to school in their level.
- The student will meet with advisor as needed throughout their studies.

*Availability:*

- Academic advisors are available during office hours and by appointment \*

*When student is in academic difficulty:*

- The Progression Committee will let the student's academic advisor know whenever a student is having academic or clinical difficulty.
- The Student Success Coordinator will work with the academic advisor to set forth a remedial plan for the student and refer the student to tutors, CEL, or outside agencies as necessary.

*Other resources:*

One of the most important roles of an academic advisor is to facilitate appropriate referrals. The Advisor is in a key position to identify situations or conditions that may negatively affect the student's progress. Students often need assistance in dealing with educational difficulties, emotional problems, and skill deficiencies. Below, please find some people you may be referred to with specific issues.

- Academic difficulties –faculty, team leaders, Associate Dean(s), or Student Success Coordinator who can make referrals for tutoring, etc.
- Career choice – faculty or Student Success Coordinator
- Financial – Coordinator of Financial Aid or Registrar/Bursar
- Personal –Student Success Coordinator or for counseling services provided by the College's Employee Assistance Program (Carebridge).

## **Probation Policy**

**PURPOSE:**

Students are expected to perform at a level which leads to academic and clinical achievement.

**POLICY:**

1. The student who is at risk or fails to meet the standards of satisfactory academic progress may be placed on probation. (i.e.: This may occur from an unsatisfactory grade in a non-critical clinical objective, not meeting the lab requirements for attendance, or after a course failure.) The faculty member will review the student progress with the Course Leader. The faculty member and the Course Leader will present the case to the Faculty Council Progression Committee. The Faculty Council Progression Committee will determine if the student will be placed on Probation with the outlined probation expectations and length of time to be on probation.



2. The student will meet with the Student Success Coordinator to review the probation conditions and sign a probation agreement. The student will receive a copy of the probation agreement. The Student Success Coordinator will provide the probation contract expectations to the applicable faculty advisor, course chair, and CEL supervisor.
3. The student will follow the probation contract. Documentation of meetings with faculty and the student will be in SONIS. If there are concerns about the student's progression or deliverables from the probation contract, the course leader and applicable faculty will bring the concerns to the Progression Committee for review to discuss factors interfering with their progress to further develop an individual plan for success.

### **Academic Probation Policy**

**If any of the following have occurred, the student will not be considered for continuation in the SJCON nursing program.**

- **Failure to Provide Safe Care:** A student is dismissed from the program for failing to provide safe care.
- **Academic Dishonesty:** A student is dismissed from the program for academic dishonesty.
- **Course Failures:** A student is dismissed from the program for failing the same course twice.
- **Code of Student Conduct:** A student not abiding to the college's Code of Student Conduct policy. Each student will be dealt with on a case-by-case scenario.

#### **PURPOSE:**

Students receiving less than a "C+" in one nursing course will be placed on Academic Probation. Students placed on Academic Probation will need to follow the criteria listed below.

Academic probation will take into consideration the "Time Limitation for Completion of Program" policy which states the degree must be completed within five years from the date of original matriculation.

#### **Criteria for Students:**

1. A student must complete the [Return Request Form](#).
2. Meet with Student Success Coordinator and create a Student Success Plan.
3. A student will be placed on academic probation for one term/semester.
4. Failure to return to good academic standing or a second failure in a nursing course may result in dismissal from the program. See Readmission Policy.
5. Students must be in good financial standing with St. Joseph's College of Nursing to be enrolled.
6. Enrollment for courses offered will be considered based on space availability.

## Readmission Policy

**Under no circumstance will a student be considered for readmission if one of the following occur:**

- **Failure to Provide Safe Care:** A student is dismissed from the program for failing to provide safe care.
- **Academic Dishonesty:** A student is dismissed from the program for academic dishonesty.
- **Course Failures:** A student is dismissed from the program for failing the same course twice.
- **Failure after Readmission:** A student fails a course after they have been readmitted.

### **Process for Readmission:**

1. Applicants seeking readmission are required to meet with the Admissions Administrative Assistant to discuss the required steps in applying for readmission.
2. Applicants must submit the following to the Office of Admissions:
  - a. Readmission application and two professional letters of recommendation (excluding St. Joseph's College of Nursing administrators and the Office of Admissions).
  - b. The readmission application is available on-line, [Readmission Application](#)
  - c. Any supporting documentation for extenuating circumstances.
  - d. A type-written personal statement addressing the following:
    - i. Insight into the causes for failures and include explanation of supporting documentation for extenuating circumstances. Include resolution of any documented concerns;
    - ii. Obstacles encountered that prevented success in coursework;
    - iii. A detailed plan including strategies for future success;
    - iv. Why the applicant feels they should be readmitted;
    - v. What life changes will be made to foster success if readmitted;
    - vi. Any additional information the panel should consider when making their decision.
3. The application will be reviewed by the Office of Admissions for completeness. Once the application is complete, the Admission Coordinator or designee will recommend whether the applicant should be interviewed by the readmission panel.
4. For those applicants who are recommended to be interviewed by the readmission panel, the Office of Admissions will coordinate scheduling a date and time for the faculty panel to convene.
5. The readmission panel and student will meet for approximately 1 hour.
6. The readmission panel chaired by the Admission Coordinator or designee, as a non-voting representative, and the panel consisting of three voting neutral faculty members. A nursing faculty member from Le Moyne College will be a part of the readmission panel if the applicant is part of the DDPN or A-DDPN option. Course Leaders and Faculty members who have had

the applicant on clinical and/or was the academic advisor are generally exempt from participating in the faculty panel.

7. All readmission panel members and the applicant will be required to sign a confidentiality statement.
8. The application, transcripts, and any additional confidential documents related to the dismissal will be available in the Office of Admission for review by the readmission panel prior to interviewing the applicant.
9. Any discussion and all written materials related to the applicant's readmission are confidential. Written notes must be destroyed at the end of the meeting. All relevant documents will be placed in the applicant's confidential file.
10. Following the readmission panel, a written summary of the meeting including recommendations and the readmission rubric will be given to the Office of Admission from a designated faculty panel member.
11. The Office of Admission will notify the applicants in writing regarding the final decision, recommendations, contingencies, and semester/date of enrollment.
12. Readmitted students must comply with all enrollment requirements and complete any contingencies/ obligations (financial, academic, and social) prior to returning to the program. All students eligible for readmission are considered on a case-by-case basis and at the discretion of St. Joseph's College of Nursing.

### **Student Grievance Policy**

#### **Definition:**

A grievance is defined as a perception by the student of being harmed by being treated unfairly and/or arbitrarily related to academic progression.

#### **Purpose:**

The grievance process exists as a means of resolving an issue as quickly as possible following the event/issue/decision to ensure fair and equitable treatment for the student. The intention is to address and resolve the issue in a professional, confidential manner.

#### **Grievance Process:**

The student may grieve an event/issue/decision in which they believe they have been harmed and received unfair and/or arbitrary treatment related to academic progression. In order to file a grievance, the student must demonstrate actual harm. It does not involve perceived rude treatment, classroom style or general grading policies. However, a student can informally talk with administration about the perception of inappropriate behavior.

- A. The student must initiate the **Pre-Grievance** process, outlined below, no later than 20 calendar days following the event/issue/decision.
  1. The student and faculty member meet, at the request of the student, within 20 calendar days of the event/issue/decision to discuss the situation.

2. If unresolved, the student requests a meeting with the Course Leader to discuss the alleged event/issue/decision to resolve the situation.
3. If resolution is not reached, the student is encouraged to meet with the Student Success Coordinator to be advised on the student grievance policy.
4. Any delay beyond the applicable period constitutes a waiver of the grievance.
5. The grievance policy does not apply in cases of alleged sexual harassment, sexual misconduct or discrimination. In these cases, students will be referred to the Code of Student Conduct and/or Sexual Violence and Response Title IX Policy.

**B. Grievance Process:**

1. The student is entitled to file a grievance by completing the [Student Grievance Form](#) available on the College's website.
2. The Student Grievance Form must be submitted within three days of meeting with the Student Success Coordinator and include the following:
  - a. a detailed description of the event/issue/decision the student believes adversely impacted their academic progression,
  - b. If applicable, what policy or procedure is of concern,
  - c. A detailed description of the attempts at an informal resolution with the faculty and course leader, and
  - d. A detailed description of the relief the student is seeking.
3. Once a formal grievance has been submitted, the Associate Dean of Academic Affairs will investigate the grievance. If the investigation does not yield evidence of a student being harmed, and/or treated arbitrarily, then the Academic Dean will notify the student in writing that the grievance will not move forward to a formal grievance panel.
4. The Student Success Coordinator will ensure that all steps of the process are followed. The Student Success Coordinator will facilitate the issuing of formal notice to include a date/time for the student and all parties relevant to the matter to attend the Grievance Panel.
5. An advisor/support person of their choice, excluding legal counsel, may attend the grievance however, the student's advisor/support person may not speak during the grievance.
6. Students cannot request letters of support from faculty/staff or other students. Letters of support voluntarily offered by faculty, staff or other students will NOT be part of the grievance record or be reviewed by the hearing panel. Students can request factual information from faculty or staff related to the student's own performance but cannot ask for information about other students' performance or evaluation of their work.
7. The student will be allowed to attend class/clinical until the grievance is decided. Exception: clinical attendance will not be allowed in cases involving alleged unsafe clinical practice or inappropriate clinical behavior.

8. The Associate Dean of Academic Affairs will submit the grievance panel decision to the Dean of the College of Nursing for a final decision.
9. Grievance decisions are final and will be immediately enforced by the Dean.

### **The Grievance Panel**

The Grievance Panel includes the following members:

- Three faculty members randomly selected who were not involved in the matter itself or any prior level of review and a Le Moyne college representative.
- Three Class Representatives serve as student representatives on the Grievance Panel. Class Representatives can serve on panels in which a member of their cohort is not the student grievant. For example, if a Weekday Level 1 student is the student grievant, Weekday Level 2, Evening/Weekend Level 1, and Evening/Weekend Level 2 Class Representatives would be eligible to serve on the panel.
- The Associate Dean of Academic Affairs will serve as the moderator.

### **Steps in the Grievance hearing:**

1. Review background material, including the written grievance, in the administrative suite within two hours prior to the meeting.
2. The Associate Dean of Academic Affairs will convene the meeting by reading the following: “This discussion and all written materials related to the grievance are confidential. Any written notes/questions must be destroyed at the end of the meeting. All relevant documents will be placed in the student’s confidential file.”
3. All panel members sign a confidentiality form prior to hearing the grievance.
4. The meeting secretary will record minutes of the grievance to be filed in the administrative suite.
5. The student may have an Advisor/Support Person in the hearing. The Advisor/Support Person is there for moral support only and cannot speak on behalf of the student.
6. Audio and/or video recording of any kind is not permitted.
7. The hearing may not last longer than one hour. The Associate Dean of Academic Affairs will act as timekeeper.
8. The grievant and faculty member will relay their evidence related to the grievance. Panel members may ask questions or request clarification as needed.
9. Panel members will refrain from offering opinions or personal views during the hearing.
10. Persons not part of the Grievance Panel will be excused prior to the panel vote.
11. There will be discussion of the hearing material once the student has left the room.
12. Panel members will vote by confidential ballot. The Associate Dean of Academic Affairs acts as teller and only votes in the event of a tie. The vote tally remains confidential and only the Associate Dean of Academic Affairs is aware of the vote tally.

13. Following the vote, the Associate Dean for Academic Affairs will inform the panel of the decision and then will dismiss the panel members. The Associate Dean of Academic Affairs will submit the grievance panel decision to the Dean of the College of Nursing for a final decision.
14. Grievance decisions are final and will be immediately enforced by the Dean.
15. A written summary of the decision will be provided to the student grievant within three business days of the meeting.

### **Withdrawal Policy**

**PURPOSE:**

Provide guidance on withdrawal procedure.

If a student wishes to withdraw from a course or the program for personal, medical, or academic reasons, a [Status Change Form # 20728](#) must be completed with the Student Success Coordinator. The date of withdrawal is based on official notification to the College or last date of attendance at an academically related activity. Any student considering a withdrawal, should consult with the Financial Aid Office to determine how their financial aid will be affected. The Student Success Coordinator will review with Financial Aid and the Bursar office for approval. A student withdrawing prior to the designated drop date (see SJCON Academic Calendar) will receive a W (withdraw) on the transcript. A student withdrawing after the designated drop date will receive a grade of WP (withdraw passing) if in good academic and clinical standing. A grade of WF (withdraw failing) will be received if not in good academic and clinical standing. A WF will be calculated into the grade point average as zero points.

A student wishing to withdraw from a Le Moyne College course, must also contact Le Moyne’s administration for requests.

**WITHDRAW: TUITION REFUND**

If the student withdraws, tuition costs will be refunded as shown in the chart below. Fees are separate from tuition and are nonrefundable.

<u>Amount Refunded</u>	<u>Withdrawal Date</u>
100 percent	first week of classes
75 percent	second week of classes
50 percent	third week of classes
25 percent	fourth week of classes
0 percent	fifth week of classes

**TITLE IV REFUND:**

In accordance with the Higher Education Amendments of 1998, a portion of Title IV grant or loan funds must be returned to the Title IV Program upon a student’s withdrawal from college.

This may result in a student incurring a liability to St. Joseph's College of Nursing after the Title IV funds are returned. Once the institution has determined an official withdrawal date, regulation provides a formula for the calculation of the amount of Title IV aid that the student has "earned" and the school may retain. This will depend on the percentage of the enrollment period that the student has completed up to withdrawal. This percentage is calculated by dividing the number of calendar days (not weeks) completed by the total number of calendar days in the period. Up through the 60% point of the enrollment period, the student is eligible for the actual percentage of aid the calculation provides. After the 60% point of the semester, 100% of the Title IV aid is considered "earned" by the student.

### **Student Leave of Absence**

#### **PURPOSE:**

To provide structure to the leave of absence process.

If a student wishes to take a leave of absence from the program for personal or medical reasons, the student must complete a [Change in Status Form](#). The Dean or designee will review with Financial Aid and the Bursar for approval. An LOA is based on official notification to the College and last date of attendance at an academically related activity.

A student LOA will receive an I (Incomplete) grade on the transcript. Incomplete indicates the student has not completed course requirements within the established timeframe. It is a temporary grade assigned by faculty and must be resolved within the time period specified in writing. Failure to do so results in the grade of a F (Failure). If the LOA exceeds 180 days, enrollment status will be changed to withdrawn (reference Withdraw Policy).

A student wishing to take a leave of absence from Le Moyne College, must also contact Le Moyne's administration for requests.

#### **LOA: Tuition Refund:**

Upon return from LOA, the institution may not assess the student any additional institutional charges. Therefore, the student is not eligible for a tuition refund.

#### **Title IV:**

The purpose of this policy is to confirm St. Joseph's CON is in compliance with federal regulations, regarding the process for students requesting a leave of absence. A leave of absence (LOA) is a temporary interruption in a student's program of study. The following criteria outlines the requirements to process an approved LOA:

- A LOA cannot be granted for academic reasons (i.e. to keep a student from failing).
- A student granted an approved LOA is not considered withdrawn, therefore, no return of Title IV calculation is required.
- There must be reasonable expectation that the student will return from LOA. Federal

educational loan regulations state that when a student borrower ceases to be enrolled at least half-time for 180 days (6 months) in any 12-month period, the borrower will be considered as withdrawn from school for loan repayment purposes.

- Schools may neither credit a student's account nor deliver loan proceeds to the student borrower while the student is on an approved leave of absence.
- A student returning from a LOA must resume training at the same point in the academic program that they began the LOA. If the student will be unable to pick back up where they left off, and would have to re-start the coursework, it would consider a Title IV withdraw.
- Upon return from LOA, the institution may not assess the student any additional institutional charges. Therefore, the student is not eligible for any additional federal student aid (Title IV funds).
- If a student is a Title IV recipient, the institution must explain the requirements and regulations of his/her financial aid status (grace period, repayment, etc.) prior to granting the LOA. The information that will be provided will include the financial consequences if the student fails to return from LOA. A student who is granted an approved LOA is considered to remain in an in-school status for Title IV repayment purposes.

### **Code of Student Conduct**

#### **PURPOSE:**

As a learning community committed to the Franciscan ideals of truth and caring, St. Joseph's College of Nursing dedicates itself to maintaining the highest standards of integrity. Students must accept the responsibility to be honest and to respect moral, legal, and ethical standards in meeting their academic and clinical assignments and requirements.

Students at St. Joseph's College of Nursing are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this College community.

Failure to comply with the Code of Student Conduct may result in a Student Conduct Board hearing. If the student is found in violation by the Student Conduct Board, the Dean will give final formal sanctions, which may include suspension or dismissal from the program.

St. Joseph's College of Nursing considers the following behavior, or attempts thereof, by any student, whether acting alone or with any other persons, to violate the Code of Student Conduct that follows:

1. Physical harm or threat of physical harm to any person or persons, including but not limited to: assault, sexual abuse, or other forms of physical abuse. Refer to the Sexual Violence and Response Title IX Policy.



2. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words," by their very utterance, inflict injury or tend to incite an immediate breach of the peace. Refer to the Hate, Bias, and Bullying Policy.
3. Conduct which threatens the mental/physical health or safety of any person or persons including but not limited to hazing, drug or alcohol abuse, and other forms of destructive behavior.
4. Unprofessional or dishonorable conduct or any violation of acceptable professional practice including but not limited to threatening, harassing, or intimidating or any attempt to deceive, defraud, or injure patients, the public, faculty member, administrator, staff member, or other students.
5. Academic dishonesty, including but not limited to: plagiarism and cheating, and other forms of academic misconduct, for example; misuse of academic resources or facilities; inappropriate use of third-party resources on independent assignments; misuse of computer software, data, equipment, or networks. Refer to the Exam/Testing Policy and the Plagiarism Policy.
6. Intentional disruption or obstruction of lawful activities of the College or its members including their exercise of the right to assemble and to peaceful protest.
7. Vandalism, theft of, or damage to personal property; the property of a Hospital/College/ faculty member, administrator, staff member, or student's property or services or illegal possession/use of same.
8. Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, College documents, or misrepresentation of any kind to a College office or official.
9. Unauthorized entry, use, or occupation of Hospital/College facilities that are locked, closed, or otherwise restricted.
10. Disorderly conduct including, but not limited to: public intoxication, lewd, indecent or obscene behavior, libel, slander, and illegal gambling on Hospital/College property when engaged in student academic, social or clinical activities of the College.
11. Illegal manufacture, purchase, sale, use, possession, or distribution of alcohol, drugs, or controlled substances, or any other violation of the Drug Free Campus. Refer to the Drug Free Community Policy.

12. Failure to comply with the lawful directives of Hospital officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
13. Unauthorized possession, storage, or use of any weapon or ammunition including but not limited to stun-guns, firearms, BB-guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.
14. Interference with or misuse of fire alarms, elevators, or other safety and security equipment or programs.
15. Violation of any federal, state, or local law, which has a negative impact on the well-being of Hospital/College or its individual members.
16. Violation of policies, rules, or regulations that are published in the Student Handbook, or any Hospital/College/Trinity official publications or agreements.

The behaviors identified in the Student Code of Conduct as listed above could be determined to be acts of unprofessional conduct for licensed nurses as well as these behaviors do not conform with Provision 5 of the American Nurse Association Code of Ethics with interpretive statements. Specifically, the nurse has the responsibility to preserve the wholeness of integrity and character.

#### **New York Consolidated Laws, Education Law - (EDN § 6443). Students' bill of rights**

Every institution shall adopt and implement the following "Students' Bill of Rights" as part of its code of conduct which shall be distributed annually to students, made available on each institution's website, posted in campus residence halls and campus centers, and shall include links or information to file a report and seek a response, pursuant to [section sixty-four hundred forty-four](#), and the options for confidential disclosure pursuant to [section sixty-four hundred forty-six](#).

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;

4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

**STUDENT CONDUCT REVIEW BOARD PROCEDURE FOR ALLEGATIONS OF VIOLATIONS OF THE STUDENT CODE OF CONDUCT (OTHER THAN TITLE IX REVIEWS)**

1. Alleged violations of the Code of Student Conduct other *than those subject to Title IX procedures*, entitles the accused student of due process during the investigation and an impartial Student Conduct Review Board Hearing (the “Hearing”).
2. When one or more violations of the Code of Student Conduct is suspected, it is the responsibility of the faculty or staff that suspect such violation(s) to first discuss the matter with the student and submit a written allegation(s) to the Associate Dean of Academic Affairs, who shall serve as the Chairperson of the Student Conduct Review Board. If the Associate Dean of Academic Affairs is unavailable or has a conflict of interest in the matter, the Dean of the College of Nursing shall appoint another Associate Dean of Academic Affairs to serve as the Chairperson.
3. When a student suspects misconduct of a peer, the student peer has a responsibility to report alleged misconduct to the lead instructor or relevant staff member. The reporting

student, lead instructor or staff member must then submit the allegation(s) of misconduct to the Associate Dean of Academic Affairs. If the matter proceeds to a Hearing, the reporting student is expected to participate as a witness at the scheduled Hearing, but he/she may request that the accused student provide their questions to the Chairperson so as to not be directly cross examined by another student.

4. The Associate Dean of Academic Affairs shall notify the Dean of the College of Nursing. The Associate Dean of Academic Affairs will meet with the accused student to discuss the alleged misconduct within **five (5) business days of receiving the complaint** and determine whether the allegations, if true, would constitute a violation(s) of the Code of Student Conduct, not covered under Title IX procedures I. If the student fails to meet to discuss the allegations with the Associate Dean of Academic Affairs with the five business days, the Associate Dean of Academic Affairs will move to the next step in the code of conduct process. If the determination is that it would constitute such a violation, the Associate Dean of Academic Affairs shall implement these procedures set forth herein and shall maintain a detailed account of all documentation, emails, communication, etc. with regard to the students' conduct/behaviors. The Associate Dean of Academic Affairs in their capacity as Chairperson may also meet with relevant faculty/staff if necessary to gain clarity regarding any submitted documentation.
5. Interim Suspension. In cases where the Dean of the College of Nursing is concerned that the student poses a potential threat to self or others or property, especially in clinical cases related to patient safety, the student's academic and clinical educational progression may be temporarily suspended by the Dean of the College of Nursing. Pending the outcome of the Hearing and action by the Dean of the College of Nursing, the suspension may be lifted without the imposition of sanctions or other actions.
6. The purpose of the Student Conduct Review Board is to review the circumstances giving rise to the allegation(s), afford the student with a Hearing and rights and due process as set forth herein in order to provide the student with sufficient opportunity to know the allegations, review the evidence supporting the allegations and respond to the allegation(s) and offer factual information in defense of the allegation(s) and make findings of fact to enable the Dean of the College of Nursing to make the ultimate determinations regarding guilt or innocence and determine any necessary sanctions, including not limited to, probation, suspension or dismissal from the program.

7. The Student Conduct Review Board shall be comprised of:
  - The Associate Dean of Academic Affairs serving as the Chairperson of the Student Conduct Review Board and preside over and facilitate the Hearing,
  - Student Success Coordinator,
  - Two (2) Faculty, and
  - One (1) student.
  
8. Any student suspected of a violation(s) of the Code of Student Conduct has the right to due process prior to any formal decision. An accused student has the right to:
  - Receive written notification of the alleged incident or suspicion and specific allegations citing section(s) of the Student Code of Conduct alleged to have been violated with sufficient enough detail to allow the student to respond to the allegation(s) from the college's faculty or staff who made the accusation.
  - A presumption of innocence unless/until proven guilty.
  - An impartial Hearing and a written account of the Hearing procedures and verbal explanation of the process by the Associate Dean of Academic Affairs if
  - requested by the student.
  - Freedom to defend any and all accusation(s) of misconduct.
  - Know the members selected to serve on the Student Conduct Review Board and object in writing to any members who have a conflict of interest, with a description of the alleged conflict of interest. The Dean of the College of Nursing shall make the final decision about whether any member shall be removed for potential conflict of interest and replaced with an individual free from conflict.
  - Know the witnesses participating at the Hearing and submit his or her own witnesses with factual information related to the matter and any mitigating evidence at the Hearing.
  - Submit witnesses and evidence prior to the hearing, to be considered by the committee.
  - Respond in writing to the charges before and submit a closing statement in writing following the Hearing.
  - The accused student and an advisor of the student's choosing if desired (this can be a peer, family member, faculty member, attorney or anyone else of the student's choosing but the advisor may not speak or actively participate in the Hearing and is allowed to be present to advise the student only).
  
9. Hearings are considered closed meetings (i.e., only the participants and the recorder are permitted to attend). All persons involved in the Hearing, other than the accused student, are required to maintain confidentiality at all times and must sign a confidentiality agreement to not discuss the student conduct/behavior with anyone except those directly involved in the review of the matter.

10. Within **five (5) business days** of the Chairperson determining that a Hearing is required, the Chairperson shall:

- Appoint the other members of the Student Conduct Review Board.
- Set the date for the Hearing (to take place within the (5) business days' time frame, provided, however, that an extension of this timeline may be necessary, and can be requested by the student or the Chairperson, and approval is made at the discretion of the Chairperson.)
- Issue a formal written Notice of Hearing with the time and place to the accused student, the Student Conduct Review Board and all witnesses, including copies of all documents relevant to the allegation(s). The accused student has two (2) business days upon receipt of Notice and supporting documentation to review and provide any additional mitigating evidence to the Chairperson, (which shall also be provided by the Chairperson to the Student Conduct Review Board).
- Convene a Hearing. The participants at the Hearing shall consist of the following parties: the Student Conduct Review Board, the accused student and an advisor of the student's choosing if desired (this can be a peer, family member, faculty member, attorney or anyone else of the student's choosing but the advisor may not speak or actively participate in the Hearing and is allowed to be present to advise the student only), and the referring faculty/staff member or student.
- All appropriate fact witnesses at the discretion of the Chairperson. Character witnesses are not permitted.

11. Conduct of the Hearing.

- At the opening of the hearing, the chairperson shall read the rights of and the charges against the accused student.
- During the Hearing, the student is provided the opportunity to speak on their behalf and/or read and submit a written statement, call witness and cross-examine any other witnesses presented at the Hearing and submit materials to be considered as mitigating evidence.
- The faculty/staff may also present witnesses, and both the student and the Student Conduct Review Board members may question witnesses.
- The College of Nursing shall ensure that an audio recording of the Hearing is made.

12. Burden of Proof; Standard of Review. The faculty/staff alleging the accusations carries the burden of proving the alleged misconduct. "Preponderance of the Evidence" is the threshold whereby all the information is determined by the Student Conduct Review Board to substantiate, more likely than not, the allegations. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence. Thus, one clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with hazy testimony. The

"preponderance of the evidence" means the greater weight of the evidence, i.e., that the evidence on one side outweighs, preponderates over, or is more than, the evidence on the other side.

13. Deliberations. At the close of the Hearing, the Student Conduct Review Board shall deliberate in private and through majority vote, make a determination either to substantiate or not substantiate each and every allegation of violation of the Student Code of Conduct.
14. Findings. Within one (1) business day following the determination, the Chairperson shall submit the written findings to the Dean of the College of Nursing. These findings are for informational purposes only for the Dean of the College of Nursing who shall consider the findings of the Student Conduct Review Board and as the ultimate final finder of fact, shall determine whether the accused student was afforded all of the applicable procedural due process rights and whether the allegation(s) are or are not substantiated. If the Dean of the College of Nursing substantiates any of the allegation(s), the Dean shall determine, in their sole discretion, any appropriate sanctions to impose up to and including dismissal from the College.
15. The Dean of the College of Nursing shall promptly issue a letter to the accused student, via email and certified mail advising of the findings of the Student Conduct Review Board and the Dean's final determinations. If the allegations are substantiated, the letter shall also clearly state any sanctions imposed and whether sanctions are imposed or not, the letter shall also include a copy of the Appeal procedures and shall clearly advise the student of their right to file such Appeal and the time frame and manner for doing so.

## **PROCEURE FOR APPEALS**

Students found responsible for violating the Code of Student Conduct, have the right to appeal the final decision. The decision to appeal must be made in writing within **five (5) business days** from the date the student was notified of the final decision to the Associate Dean of Academic Affairs (who was not the Chairperson of the Student Conduct Review Board). The decision remains final if an appeal is not submitted within the specified time. While an appeal is pending, the student must comply with all sanctions and restrictions from the Student Conduct Review Board's decision, unless otherwise specified.

1. Appeals are limited to a review of the record of the hearing and supporting documents that were available at the time of the original Student Conduct Hearing Board. An appeal is not a rehearing of the case. An appeal will only be granted on one or more of the following:
  1. Procedural irregularity that affected the outcome of the matter;

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
  3. A member of the Student Conduct Review Board had a conflict of interest or bias for or against the accused student that affected the outcome of the matter.
  4. The sanctions imposed were too harsh for the violation.
2. The Associate Dean of Academic Affairs will review the appeal and the recording of the hearing to determine one of the following actions:
    - Deny the appeal.
    - Send the appeal to the Dean to review the record of the case, make any necessary modifications and render a final decision.
    - Grant the appeal and convene the Appeal Committee to review the record of the case. New information will be considered at this time.
  3. Members of the Student Code of Conduct Review Board cannot serve on the Appeal Hearing Board. The Appeal Hearing Board shall be comprised of:
    - Associate Dean of Academic Affairs serving as the Chairperson of the Appeal Hearing Board and preside over and facilitate the Hearing,
    - One (1) staff representative,
    - Two (2) Faculty; and
    - One (1) student

### **The Appeal Hearing Board:**

1. The Appeal Hearing Board shall review the recording, violation, charges, and/or sanction against the student from the original hearing. They will then review the written documentation and new material that has been submitted as evidence for an appeal.
2. During the Appeal Hearing, the student is provided the opportunity to speak on their behalf discussing any new material to be considered as mitigating evidence. The student may have an advisor if desired (this can be a peer, family member, faculty member, attorney or anyone else of the student's choosing but the advisor may not speak or actively participate in the Hearing and is allowed to be present to advise the student only).
3. Upon the conclusion of the Appeal Hearing, the Chairperson will adjourn the meeting so that the Appeals Hearing Board can determine levels of responsibility, and if appropriate, change sanctions.



4. The Appeal Hearing Board then has one of the following options following this review:
  - Uphold the finding of responsibility and the sanctions as originally imposed;
  - Uphold the finding of responsibility but reduce the sanction;
  - Overturn the finding of responsibility; or
  - Return the matter to the Student Conduct Hearing Board for further action or for a new proceeding.
5. Findings. Within one (1) business day following the determination, the Chairperson of the Appeal Hearing Board shall submit the written findings to the Dean of the College of Nursing. The Appeal Hearing Board findings are final and binding. The Chairperson will submit the findings of the Appeal Hearing Board to the Dean of the College of Nursing.
6. The Dean of the College of Nursing shall promptly issue a letter to the accused student, via email and certified mail advising of the findings of the Appeal Hearing Board.

**Suggested format for a student writing an appeal:**

1. Specify the reason(s) for the appeal. You may appeal on any or all of the following grounds:
  - The finding of responsibility
  - The sanction imposed
  - Procedural errors
2. Provide a clear and detailed explanation for each reason cited
3. Include any new supporting documentation
4. Be sure to sign your appeal
5. Include the following in the opening paragraph of your appeal:
  - Date of the original hearing
  - Date time and location of the incident
  - State the reason for the appeal
  - In the body of the appeal explain the basis for the appeal (in other words provide the information to support your reason(s) for appealing).

**Hate, Bias, and Bullying Policy**

**PURPOSE:**

St. Joseph's College of Nursing at St. Joseph's Hospital Health Center (St. Joseph's College) welcomes and respects the fundamental dignity of students, faculty and staff from all backgrounds and identities, strives to create a community that does the same, and facilitates the education and development of students. Bias-related incidents, hate crimes, and bullying in all forms are unacceptable and antithetical to these goals as they send a powerful message of intolerance and discrimination, disrupt the community and educational environment, and erode

standards of civility. This includes inappropriate use of the Internet, mobile phones, and any other digital communication technologies.

St. Joseph's College does not discriminate in the administration of educational policies or programs, admission policies, scholarship and loan programs, and other school-administered programs.

The College's nondiscrimination policy is inclusive of, but not limited to, race, age, color, national or ethnic origin, marital status, gender, sexual orientation, gender identity, gender expression, veteran/military status, religion, disability, or political ideology.

As the College is committed to maintaining an environment in which the dignity and worth of each member of its community is respected, it will not tolerate harassment of its members by students, faculty, staff, guests or visitors. The College also does not tolerate any actual or attempted reprisals or retaliation against any employee or student who raises a sincere and valid concern regarding harassment or discrimination. All such discrimination, harassment, and/or retaliation are, strictly prohibited. Anyone engaging in the above-mentioned conduct is subject to disciplinary action as described herein.

In accordance with Section 6436, Article 129A, of the New York State Education Law, and in order to inform the college community about bias related crime prevention and reporting procedures, the College provides a series of presentations on student safety and residence hall security. In addition, security procedures and the availability of counseling and support services are discussed with incoming students at New Student Orientation. In addition, key staff members in campus life, security and student development are trained to respond to hate crimes, bias-related incidents, bullying and other crimes on campus. Education records will be maintained in their personnel files and in HealthStream.

**POLICY:**

This policy applies to conduct that occurs on any part of St. Joseph's campus or property. It also applies when students travel off-campus as part of a College's activity, team, organization or event. The College also reserves the right to address hate crimes, bias related incidents/crimes or bullying that occurs off campus or during a time when the College is not in session when the college determines the conduct has a connection to the College's interest. Campus Security will investigate complaints, and the College will determine the appropriate action to be taken, which may include contacting local law enforcement. Campus Security may be contacted at 315-448-5173.

**COMPLIANCE AGAINST STUDENTS:** This policy applies in those instances when a community member (faculty, staff or student, including a guest of another student, an alumnus or alumna, employees of St. Joseph's Health, or a visitor to the campus) feels they have been a victim of bias behavior or harassment by a St. Joseph's College student.

**COMPLAINTS AGAINST STAFF:**

This policy applies if a community member wishes to bring forward a complaint of bias behavior or harassment against a faculty or staff member.

**COMPLAINTS AGAINST VISITORS OR NON-COMMUNITY MEMBERS:**

This policy applies if a community member wishes to bring forward a complaint of bias behavior or harassment against a visitor, or non-community member (e.g., an alumnus or alumna, a prospective student, a guest of a student, a member of another College's team, a local resident, etc.).

**DEFINITIONS:**

Whether a particular act is considered a hate crime, bias related incident/crime or bullying lies in the point of view of the person(s) in which the acts were directed towards. In making these determinations, the Dean or Dean's designee will consider whether the behavior affects the campus environment and the educational experience of the student targeted. The reporting individual must then submit the allegation(s) of misconduct to the Associate Dean(s). If the matter proceeds to a Hearing, the reporting student is expected to participate as a witness at the scheduled Hearing, but he/she may request that the accused student provide their questions to the Chairperson so as to not be directly cross examined by another student. Alternatives to participation can be offered, upon request from the reporting student (such as participation via video conference, etc.).

**HATE CRIMES:**

Hate crimes are conduct, such as threats of violence, property damage, personal injury and other illegal conduct (Refer to New York State Penal Law Section 485), which are motivated and/or accompanied by bias. New York State Penal Law Section 485, Article 129A, also known as the "Hate Crimes Act of 2000," sets forth the definition of a hate crime. Specifically, a person commits a hate or bias-related crime when he or she commits a specified offense and either:

"Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of that person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct."

**BIAS-RELATED INCIDENT/CRIMES:**

The College defines a bias-related incident as behavior that constitutes an expression of hostility

against the person or property of another because of the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age or disability.

Bias-related incidents include, but are not limited to, non-threatening name calling and using degrading language or slurs that are directed toward a person because of his or her membership or perceived membership in a protected class and that create a hostile environment for that person. New York State Penal Law Section 485, Article 129A, also known as the "Hate Crimes Act of 2000," sets forth the definition of a bias-related crime. Specifically, a person commits a hate or bias-related crime when he or she commits a specified offense and either:

"Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of that person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct."

**BULLYING:**

Bullying is defined as repeated, unreasonable, or unwanted actions of a person or group of persons directed towards another person or group of persons, which are intended to hurt a person physically or emotionally, intimidate, degrade, humiliate, and/or undermine an individual.

Bullying can include covert and/or overt actions and take on many forms including, but not limited to, verbal behavior (such as teasing, threats, name-calling), social actions (such as spreading rumors, excluding individuals, posting inappropriate messages, vandalism), and physical acts (such as hitting, punching, shoving).

**REPORTING:**

**A. Initiating a Complaint**

Individuals who would like to initiate a formal complaint are encouraged to report hate crimes, bias-related incidents/crimes and bullying to Campus Security. Incidents that place an individual and/or the community at risk of physical or emotional harm warrant the direct and immediate involvement of College staff. Incidents that involve physical violence or the threat of physical violence should be addressed with the assistance of a college staff person, Dean or Dean's designee, Campus Security, or the Syracuse Police Departments. It is the policy of St. Joseph's College Campus Security to contact all relevant local or federal law enforcement agencies in all cases where crimes may have taken place. These agencies will make their own independent determinations of how to proceed with investigations and/or referrals for prosecution. The decisions of the relevant law enforcement agencies should not be viewed as a replacement for St. Joseph's College's procedures under its Community

Standards. Students may face penalties under the Community Standards, regardless of the outcome of any criminal investigation by public official. All students of St.

Joseph's College should also be aware of their rights, responsibilities, and duties under local law. New York State law provides enhanced penalties for certain crimes in which bias plays a role. Students are encouraged to advocate for themselves with the assistance of College staff members.

#### **B. Timeframe for Making a Complaint**

There is no time limit for bringing forward a complaint against a current student, faculty, or staff member. However, the passage of time may make an incident difficult or even impossible to investigate fairly or fully and to adjudicate or mediate. Therefore, individuals are encouraged to make a complaint as soon as possible after the incident has occurred.

#### **CONFIDENTIALITY:**

St. Joseph's understands that an individual who has been the victim of a hate crime, bias-related incident or bullying may wish to talk about the incident with the assurance that the discussion will be confidential. There are several support resources that students may utilize on a confidential basis. These include Carebridge, the College's Student/Employee Assistance Program, Vera House Community Outreach, and Le Moyne College's Health and Wellness/Center. Individuals are encouraged to consult these sources for confidential emotional support. Because these services are confidential, a discussion with any of these sources may not result in a complaint being filed with the College or result in action being taken by the College to respond to the incident. An individual who wants emotional support only should contact the confidential counseling resources listed above. An individual wishing to have an incident investigated, mediated or adjudicated must make a complaint in accordance with the procedures described above. The College endeavors to respect and follow the wishes of an individual who brings forward a hate, bias-related or bullying concern. However, individuals should understand that St. Joseph's may have ethical and legal obligations to investigate, attempt to resolve or adjudicate such incidents that come to its attention. Therefore, depending on the circumstances, it may not always be possible for a conversation with Campus Security or other administrators to be kept in confidence always or, said another way, for these individuals simply to listen without acting.

#### **A. Reporting to the Community**

St. Joseph's College publishes crime statistics annually, including bias-related conduct, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. A copy may be acquired by contacting Campus Security and is also published online on the Department of Education's website at <https://ope.ed.gov/campussafety/#/institution/search> and on St. Joseph's College of Nursing's website at <https://www.sjhcon.edu/student-consumer-information>. Further, as

required by the Act, the College provides timely warnings to the campus community of certain crimes if they represent a threat to students and employees.

## **CONDUCT PROCESS**

In the case of a complaint being filed involving students, guests and/or non-community members, relative to a hate crime, bias related incident/crime or a case of bullying, an investigation of the incident will be adjudicated through the Code of Student Conduct Process.

When an incident involves a College employee as an alleged perpetrator or a victim, the office of Human Resources will be notified and will participate in the investigation with other appropriate College officials. Internal proceedings do not supersede, and will not interfere with, an individual's right to pursue other legal remedies, including criminal prosecution. Campus Security maintains a cooperative relationship with local police precincts and will assist any victim in every possible way through the process of reporting, investigation, and resolution of any criminal proceedings. Anyone who believes they may be a victim of hate crimes, bias-related incidents/crimes and/or bullying is also encouraged to utilize the services provided by Carebridge, CPEP or employee health office.

## **PENALTIES FOR COMMISSION OF A HATE/BIAS RELATED CRIME**

College sanctions against a student, student group or organization can include a wide range of penalties including actions such as warning, restitution, suspension, probation, and up to and including dismissal from the College.

In addition, the New York State Hate Crimes Act of 2000 revised the State Penal Law to impose criminal penalties for hate crimes. Such penalties include but not limited to incarceration.

## **Sexual Violence Prevention and Response, Title IX Policy**

### **PURPOSE:**

St. Joseph's College of Nursing (SJCON) is committed to maintaining a healthy and safe learning, living, educational, and working environment that is free from gender discrimination, harassment, and creates an environment that promotes responsibility, dignity, and respect in matters of sexual conduct.

This policy is designed to address conduct that falls within Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Campus Sexual Violence Elimination Act (SaVE Act), and NYS Education Law Sections 6432 and 6439-6449.

Title IX prohibits discrimination, harassment, and retaliation of any kind on the basis of sex. Title IX also prohibits Violence Against Women Act offenses ("Sexual and Interpersonal

Offenses”) such as sexual assault, sexual misconduct, sexual violence, domestic violence, dating violence, and stalking. Any person, regardless of gender, can be a victim/survivor of a Title IX violation.

This Policy applies to conduct that occurs and actions committed by students, faculty, staff, or third parties against a person in the United States, whenever the conduct or action occurs:

1. On SJCON campus property. St. Joseph’s College of Nursing’s Campus is defined as any property owned and operated by the governing organization, St. Joseph’s Health; or
2. Off SJCON campus property. If the conduct was in connection with SJCON or a SJCON recognized program or activity which includes locations, events, or circumstances over which SJCON exercised substantial control over both the person accused of the conduct and the context in which the sexual harassment occurred.

## **I. CONTACTS:**

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The Title IX Coordinator/Investigator handles matters related to Title IX, and will help students

- access medical and mental health treatment;
- report the sexual or interpersonal offense internally and/or to local authorities;
- access support resources; and
- assist the victim/survivor in obtaining a SJCON no-contact order, a court-issued restraining order, or other lawful order of protection.

**The St. Joseph’s College of Nursing Title IX Coordinator/Investigator is:**

Kara Evans

315-448-6114

[kara.evans@sjhcon.edu](mailto:kara.evans@sjhcon.edu)

The Sexual Violence Prevention & Response Title IX Policy and other recourses can be accessed on the college’s website at <https://www.sjhcon.edu/titleix>

## **Library Policies**

### **Quiet Policy:**

The Library and Computer Learning Center at St. Joseph’s College of Nursing strives to create an environment of mutual respect that promotes learning and is conducive to research and study. Understandably, there are times when students also require this space as an area in which they can work together, causing the level of noise to rise above that of a typical library atmosphere. Study rooms will be available for those who request private study. The computer labs may also be used for this purpose if not previously reserved.

Although group study hours allow students to maintain some level of noise within the library, it must still be kept to a minimum. During group study hours, students should continue to keep their voices low; excessive noise will not be tolerated.

Quiet hours must be observed. If noise exceeds a certain level during quiet hours violators may be asked to leave the library for the remainder of the day. If you must speak to someone during quiet hours, please keep the conversation brief and your voice at a whisper. Quiet hours apply even if the library is not in use by others; so that noise does not discourage people from entering the library. If you wish to study in groups during quiet hours, please use one of the rooms in the back of the library and close the door. Study room space has also been designed for individuals and small groups on the building's sixth floor.

#### **Voice Call & Video Conferencing Policy:**

Taking calls or video conferencing is prohibited while in the library and ringers must be set to vibrate or silent. If you must use your cell phone to take a call or video conference, please do so in the lobby or another non-library area. Repeated violations of the cell phone policy may result in a loss of library privileges.

#### **Food and Beverage Policy:**

In an effort to maintain a user-friendly environment drinks and small snacks (e.g. granola bars, fruit, carrots, chips, etc.) are permitted in the library. Drinks must be in covered containers and we ask that patrons promptly address any spills. Meals are not permitted in the library, nor are foods that are particularly messy or aromatic (i.e. pizza, soup, ice cream, etc.). Since the trash in the library is not emptied daily and because food debris can lead to harmful molds and pests that destroy books; patrons must clean up after themselves and take their food waste with them when they leave the library. If food becomes distracting to others, library staff reserves the right to ask patrons to refrain from eating in the library.

#### **Library Hours:**

The library is staffed seven days a week. Hours are periodically reevaluated to meet student needs. The library is badge accessible beginning at 6:00AM and ending at 12 AM/midnight daily. Students are not able to access the library outside of those hours. Grounds security asks students not to make all-night stays in the library. Patrol guards periodically make rounds in the building.

#### **Circulation Policies**

##### **Checkout Procedures:**

All circulating materials must be checked out by library staff at the Service Desk or at the self-checkout kiosk. The self-checkout kiosk allows patrons to check out books independently, even



when the library is unstaffed.

### **Regular Items:**

Regular books, identified with an **orange** or green tag/dot and **14-day book stickers**, circulate for 14 days. Green tags also signify those books older than 5 years. Library staff regularly purchase the latest editions in nursing materials, however depending on the subject, certain older materials retain shelf value as in areas of faculty education, nursing theory and history, sociology, and psychology. Note that prior editions can be either retained or purchased (when available), and multiple copies are often bought (classified as reference, 7-day textbook, or 14-day loans) particularly for the convenience of weekend students and faculty. According to the American Library Association:

In an academic library, collection maintenance and weeding are usually driven by library faculty and staff and reflect the college/university's mission, goals, and curricula needs...Academic libraries frequently employ a methodology for weeding such as MUSTIE (misleading, ugly, superseded, trivial, irrelevant, or obtained elsewhere) or CREW (continuous review, evaluation, and weeding).  
<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/weeding>.

### **Textbook Regular:**

Most current course textbooks are located in the Reserve collection, however at least 1 copy of each current course textbook may circulate. These books, identified with a violet dot and 7-day book stickers, circulate for 7 days and are not eligible for renewal or holds. Patrons will be invoiced immediately for any unreturned items in the textbook regular collection.

### **Reserve Books:**

The reserve collection is made up predominantly of nursing course textbooks and items that faculty have requested to be made available for students. Reserve books, identified with a yellow tag/dot and library use only stickers, do not circulate and may only be used in the library. These books are in high demand and need to be accessible. Taking a reserve book from the library is considered theft.

### **Reference Books:**

The reference collection is made up predominantly of medical dictionaries and encyclopedias. Reference books identified with a red dot/tag and library use only stickers, do not circulate and may only be used in the library.

### **Periodicals, Objects, and Audiovisual materials:**

Periodicals and objects (headphones, flashcards, etc.) may not leave the library. These DVDs are designated by faculty as course-requiring viewing material. These items may not be renewed. Library staff must assist library patrons with the checkout of Audio-visual materials.

**Holds:**

If a patron needs an item that is currently checked out, they should inform a library staff member. Staff will complete a “hold” for the item and the requesting patron will be notified when the item is available. Holds are available for pick-up at the library service desk.

 **Renewals:**

Items that have not been placed on hold by another patron may be renewed up to 2 times. Each renewal is for a period of 14 days. Items can be renewed a number of ways: Patrons may visit the library service desk, use the self-checkout kiosk, call (315) 448-5054, or email [Libraries@sjhsyr.org](mailto:Libraries@sjhsyr.org) . To facilitate renewal patrons may be asked to supply the library call number, found on the spine of the book (ex.: RT 42 L 33 1998). Note that books cannot be renewed if overdue or if requested (on hold) for other students. Please respect other students’ needs. There are no long-term/semester loans.

 **Returning Items:**

Checked out items should be handed to a staff member or returned in the metal depository drop box located outside of the main library entrance door if the library is closed. Placing items elsewhere (such as wooden carts) doesn’t mean that the items have gone through the computerized check in. Therefore, students are asked to return circulated books to the library service desk. Non-checked in items may also result in issuance of overdue notices.

 **In-House (Non-Checked Out) Books:**

Please put non-checked out books on wooden carts rather than re-shelving them. This means any items pulled from the shelves. These materials are categorized at the end of every shift as utilized items, and help determine annual statistics for purchasing new editions or similar subject matter.

 **Overdue Policy:**

Patrons may not check-out more items if they have any overdue books or materials. Overdue items may be renewed if a hold has not been placed by another patron. Failure to respond to 3 overdue notices will result in the suspension of borrowing privileges and the patron will be invoiced for a replacement. Overdue notices are sent as a courtesy. Failure to receive a notice will not exempt the borrower from his/her responsibility for returning the material by the due date. Borrowers are also responsible for the replacement cost of any item that they lose or damage. At the end of each semester those with unmet library obligations will have their grades withheld and will not be promoted to the next level, or in the case of seniors, graduate.

**Please Note: Return of all library books and resources is a graduation requirement.**

 **Theft:**

Theft has been an ongoing problem for the library and in previous years the cost of replacing stolen and missing items have exceeded the library’s book budget. The library is now equipped

with cameras and a security system to prevent theft of resources. Removing items from the library that are not checked out is stealing. Theft is a violation of the Honor & Integrity Code and is taken very seriously. First time offenders will lose their library privileges. Repeat offenders will be subject to disciplinary action, up to and including dismissal from the College.

### **Interlibrary Loan (ILL):**

Please submit an e-mail or printout of a complete citation (including book title, author, edition, and year or article title, author, periodical name, volume, year, and page numbers) you would like to obtain to the library staff. Email requests can be submitted through the Interlibrary Loan forms provided on the Library's home page under the link "Renewals & interlibrary Loans": <https://sjensjhsyr.org/library-renewals-interlibrary-loans> or you may e-mail [Libraries@sjhsyr.org](mailto:Libraries@sjhsyr.org) directly. The key to successful use of the Library's interlibrary loan service is to ask for material early enough to allow requests to reach us from distant resource centers, in the event that items are not owned locally. Remember: A slower email response might take a couple of days, but an out-of-area book request could take two or more weeks.

### **Photocopying:**

Two copy machines are provided for patron use. The cost of photocopying is \$0.05 per page (either single or double-sided). We ask that all copying of the library's resources be done in compliance with Copyright Law (Title 17, United States Code). This statute states that photocopies are not to be used for anything other than "private study, scholarship, or research." If a user makes a photocopy for purposes in excess of "fair use," that user may be liable for copyright infringement. Please refer to the library's [Copyright Policy](#).

### **Printing from Library Computers:**

Each student has a "PaperCut" printing account with a balance of \$20.00 at the beginning of each semester. The user must log onto a computer using his or her username and password in order to activate the account on a particular workstation. To print a document, the student simply clicks the print button and the document is sent to one of the selected printers in the library copy center. Money is automatically deducted from the student's account during each print transaction. Once the balance reaches zero pages, it is the student's responsibility to add money to the account. Students may add money to their "PaperCut" account through staffers at the library service desk. The cost of printing is \$0.05 per page (either single or double-sided). Students are encouraged to choose duplex printing (reduced, multiple pages per print) to save money and paper.

### **Fax Machine:**

The library's fax number is (315) 423-6804. Patrons may send and receive job and school related faxes at this number for free. There is a fee of \$0.50 per page per personal/non-school-related faxes.

**Privacy:**

In recognition of the individual's right to privacy and in accordance with the Code of Ethics of the American Library Association and New York State Law, the library does not release patron records.

## **Copyright Policy**

**PURPOSE:**

Membership in the academic community of the St. Joseph's College of Nursing implies a high regard for human dignity and the expectation that ethical conduct be understood and practiced. Academic integrity is a demonstration of respect for the scholarship and the intellectual and creative efforts of others. We recognize that every individual has the right to the fruits of their own labor and is entitled to the appropriate acknowledgement of that labor. The purpose of this copyright and infringement policy is to provide a summary of US copyright law as it pertains to the copying, distribution, sharing, and display of materials at St. Joseph's College of Nursing.

**Explanation of Copyright**

1. Copyright is an area of law that provides creators and distributors of creative works an incentive to share their works, by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of works in the U.S. Copyright Act (Title 17, U.S. Code):
2. If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain users, and permission is never required for certain other actions, such as reading or borrowing works from a library collection.
3. Any creative work that you may come across – including books, magazines, journals, newsletters, charts, photographs, graphic materials, and other printed materials; unpublished materials, such as analysts' and consultants' reports; and non-print materials, including electronic content, computer programs and other software, sound recordings motion pictures, and video files is protected by copyright. Copyright law does not protect ideas, data, or facts.
4. In the United States, the general rule of copyright duration for a work created on or after January 1, 1978 is the author's life, plus 70 years after the author's death. This is referred to as "life-plus-70". Works created by companies or other types of organizations generally have a copyright term of 95 years. For more information on copyright duration, visit the [United States Copyright Office](#).

NOTE: While most works belong to their authors, when work is done by employees during the course of their employment, those works may belong to the employer. These works are known as "works made for hire".

Title 17, Section 101 states:

A "work made for hire" is—a work prepared by an employee within the scope of his or her

employment; or a work specially ordered or commissioned for use as a contribution to a collected work.

### **Public Domain**

The public domain comprises all works that are either no longer protected by copyright or never were. It should not be confused “with the mere fact that a work is publicly available”. All works first published in the United States before 1924 are considered to be in the public domain. It also extends to works published between 1924 and 1964 on which copyright registrations were not renewed. All materials created since 1989 are presumed protected by copyright. Works created by the U.S. federal government are in the public domain and can be used freely.

### **Fair Use**

A provision for fair use is found in Title 17, Section 107. Under the fair use provision, a reproduction of someone else’s copyright-protected work is likely to be considered fair if it is used for one of the following purposes: teaching, research, scholarship, criticism, or comment. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use, must be made based upon four factors:

1. The purpose and character of use (principally, whether for commercial or nonprofit educational use);
2. The nature of the copyright-protected work;
3. The amount and substantiality of the portion used; and
4. The effect of the use being evaluated upon the potential market for or value of the copyright-protected work.

Fair use is determined by three tests: Brevity, Spontaneity, and Cumulative Effect:

### **Definition of Brevity, Spontaneity, and Cumulative Effect**

**Brevity:** Either a complete article, story, or essay of less than 2,500 words, or an excerpt from any prose work or not more than 2,500 words or 10% of the work, whichever is less, but in any event, a minimum of 500 words.

**Spontaneity:** Reproduction of material for classroom use that is unexpected and at a moment of “inspiration”. For example, where an article found the morning before class is directly relevant to that day’s class topic. This covers one time use in only one semester or term. For longer use, copyright permission is necessary.

**Cumulative Effect:** The copying or posting of material is for only one course in the school. No more than one article or two excerpts from the same author and no more than three articles from the same collective work or periodical during one semester or term. Altogether, there should be no more than nine instances of multiple copying or multiple postings in a course during a semester or term.

If your use does not meet any of the above criteria and the work is protected by copyright, you probably need to obtain permission to use the work from the copyright holder or its agent.

## **DMCA**

The Digital Millennium Copyright Act (the DMCA) was passed into law in 1998 to address some of the issues unique to digital copyright that were not being addressed by the copyright laws in effect at that time.

The DMCA provides limited liability for university networks acting as Internet service providers (ISPs) for students and faculty, provided that certain requirements are met. These include:

- Appointing a designated agent to receive reports of copyright infringement and registering the agent with the U.S. Copyright Office.
- Developing and posting a copyright policy and educate the campus community about copyright.
- Comply with “take down” requests.
- Apply measures to protect against unauthorized access to content and dissemination of information.
- Using only lawfully acquired copies of copyrighted works.

## **The TEACH Act: Technology, Education and Copyright Harmonization Act of 2002**

The TEACH Act was signed into law in 2002. The Act expanded the latitude colleges and universities have for the performance and display of copyright-protected materials in a distance education environment and the use of Course Management Systems (CMS).

### **In order for copyrighted materials, posted on a CMS, to qualify for the TEACH exemption, the following criteria must be met:**

Only “reasonable and limited portions,” that might be performed or displayed during a typical live classroom session, may be used.

- The institution must be an accredited, non-profit educational institution.
- The use must be part of mediated instructional activities.
- The use must be limited to a specific number of students enrolled in a specific class.
- The use must either be for ‘live’ or asynchronous class sessions.
- The use must not include the transmission of textbook materials, materials “typically purchased or acquired by students,” or works developed specifically for online uses.

### **The institution (St. Joseph’s College of Nursing) is responsible for the following:**

- The institution must have developed and publicized its copyright policies, specifically informing students that course content may be covered by copyright, and include a notice of copyright on online materials.
- The institution must implement some technological measures to ensure compliance with these policies, beyond merely assigning a password. Ensuring compliance through technological means may include user and location authentication through Internet Protocol (IP) checking, content timeouts, print-disabling, cut & paste disabling, etc.

**The exemptions under TEACH specifically do not extend to:**

- Electronic reserves, course packs (electronic or paper) or interlibrary loan (ILL)
- Commercial document delivery.
- Textbooks or other digital content provided under license from the author, publisher, aggregator or other entity.
- Conversion of materials from analog to digital formats, except when the converted material is used solely for authorized transmissions and when a digital version of a work is unavailable or protected by technological measures.

**TEACH does not supersede fair use or existing digital license agreements.**

To benefit from the freedoms provided by DCMA and TEACH, St. Joseph's College of Nursing will have 2 designated copyright agents on the library and technology staff. Library and technology staff cannot assist members of the St. Joseph's College community with any request that infringes copyright.

**Posted Copyright Notice**

All printers in communal spaces will be affixed with the following copyright notice:

- The copyright law of the United State (Title 17, United States Code) governs the use of photocopies and other reproductions of copyrighted material. The person using this machine is liable for any infringement.

Printers in individual offices will not be affixed with copyright notice. The occupants of those offices will be responsible for copyright infringement.

The following notice will appear on the Canvas Learning Management System:

- Copyright Restriction: Title 17, United States Code, governs the making of photocopies and other reproductions of copyrighted material. Under certain Fair Use circumstances specified in the law, libraries and educational institutions are allowed to furnish copies to students. The copies may not be used for any purpose other than private study, scholarship, or research. Electronic copies should not be shared with unauthorized users. If a user fails to comply with Fair Use restrictions, he/she will be liable for copyright infringement.

Additionally, a copy of this copyright policy will be uploaded to the Canvas Library page.

**Peer to Peer File Sharing**

The unauthorized distribution of copyrighted material, including through peer-to-peer file sharing, may subject a student to criminal and civil penalties. These laws cover both making copies using a photocopier and sharing materials through electronic means. Students can violate the rights of a copyright holder using many different types of technology. Both uploading and downloading of files can pose a violation of the copyright law. Students should be cautious when

obtaining any copyrighted material. Before a student receives anything for free, they should research whether that source provides material licensed by the copyright owner.

### **Copying by Students**

Photocopying by students is subject to a fair use analysis and the tests of brevity, spontaneity, and cumulative effect. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks all require permission.

### **Copying for Student Use**

Instructors may have multiple copies of a work for classroom use (not to exceed 1 copy per pupil in a course, per semester or term) if such copying meets the test of brevity, spontaneity and cumulative effect.

The following are prohibited:

1. Copying used to create or replace or substitute for anthologies, compilations, or collective works.
2. Copying of or from works intended to be consumable in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets and answer sheets, and like consumable material.

Copying shall NOT:

1. Substitute for the purchase of books, publisher's reprints, or periodicals.
2. Be repeated with respect to the same item, by the same instructor, from term to term.

### **Reserves**

If St. Joseph's College of Nursing and Medical libraries owns a copy of a publication or work, the library may place that copy and 1 additional photocopy on reserve without obtaining copyright permission. If the library wishes to reproduce additional copies of a work and place them on reserve for students to review, in either paper or electronic format, the library must obtain copyright permission. This rule also applies to faculty members' personal copies they wish to place on reserve. The St. Joseph's College community can link to materials owned by the St. Joseph's College of Nursing and Medical libraries.

### **Individual Use in Preparation for Teaching**

Instructors may have, for research or for class preparation, a single copy of work if it falls within the guidelines of the copyright law. The following are permitted:

1. A chapter from a book
2. An article from a periodical or newspaper.
3. A short essay or short poem whether or not from a book, periodical or newspaper.



If an instructor is preparing a bibliography, he/she may have a single copy of each article on his/her bibliography placed on reserve. In many cases, there will be 1 or 2 copies of the original source and/or a photocopy on reserve in the library

If an instructor needs an article from interlibrary loan for his/her bibliography, the article must be placed on reserve.

1. Interlibrary loan articles cannot be photocopied and may only be printed once.
2. Interlibrary loan requests are only done for journals and texts not held in the library. No more than 5 requests will be honored per institution, per year, from issues published in the last 5 years.

## Residential Students

### Resident Student Policy

#### **PURPOSE:**

Living in the Residence Hall should be a harmonious and meaningful experience. It is the College's intent to provide an atmosphere that is healthy, comfortable, and conducive to the goals of students and the mission of the College. To assist with this process, the Residence Hall has a residence staff consisting of an appropriate number of Residence Advisors. The residence staff, responsible to the Dean or Dean's designee, promote the social, cultural, and education programs in the residence hall. A Resident Advisor or Residence Hall Coordinator in charge is on call at all times when the Residence Hall is open. All students living in the College are required to sign a "Residence Hall Contract", and are required to accept all rules, regulations, policies and provisions in the "Student Handbook" in addition to the guidelines below.

#### **RULES**

***Smoking:*** As per the Student Handbook: there is no smoking on the College campus, including the Residence Hall. This includes student rooms, bathrooms lounges, and sundeck. Students will receive **one** warning – further violation will result in dismissal from the Residence Hall.

***Alcohol & Drugs:*** Alcohol, prescription and illicit drugs of any kind may not be stored, consumed, or sold on campus, including Residence Hall.. Prescribed medical marijuana will be reviewed on a case by case basis. Students will receive **one** warning – further violation will result in dismissal from the residence hall.

***Courtesy/Quiet Hours:*** It is essential that each student's right to privacy within his/her own living quarters be respected by fellow students. There will be quiet hours negotiated between residents and Resident Advisors. These hours will be posted the first week of classes. During these particular hours, excessive noise is prohibited and Students will receive **one** warning- further violations will result in dismissal from the residence hall.

**Floor Meetings:** Floor meetings take place at the beginning and end of the Fall and Spring terms and will be announced in advance. Floor meetings are mandatory for all residents. If, for any reason a student cannot make a scheduled floor meeting, it is their responsibility to notify the Residence Hall Coordinator and then find out what was discussed at the meeting.

**Laundry:** Each resident floor is equipped with High Efficiency (HE) washers and dryers and they are for use free of charge. It is the student's responsibility to provide their own HE detergent. Moreover, students must be in the immediate vicinity when using the equipment so that other students may use machines in a timely manner.

**Inspection of Rooms (Other Than Maintenance Purposes):** The Dean or Dean's designee, Residence Hall Coordinator and facilities services supervisors are the only individuals authorized to enter resident rooms for not only repair and maintenance purposes, but also to inspect a room and its contents at any time for violations of resident/College regulations. Inspections are typically conducted when there is reasonable suspicion of rules violation or a clear concern about student safety; however may be done at any time. Students need not be present for room inspection in these cases. Fire hazards or contraband materials may be confiscated at any time.

**Room Checks:** When accompanied by an administrator, security, or facilities supervisor, a Residence Hall Coordinator may also perform room checks without advanced notice. These checks are done for the health and welfare of the entire resident community.

**Appliances/ Baking and Cooking:** Each resident lounge is equipped with an approved, toaster, microwave oven, refrigerator and freezer. Cooking and baking are permitted in these lounges only, never in student rooms or other areas. Electrical appliances and/or microwaves of any kind must not be used in student rooms.

**Candles:** Candles (even those intended for decorative purposes only) are not permitted in the Residence Hall. Burning of candles or incense is not permitted in any area of the building. Students will receive one warning and item(s) will be confiscated. Further violation will result in dismissal from residence hall.

**Pets:** Fish are the only pets allowed in the Residence Hall. They must be kept in a tank 5 gallons or smaller. If a pet is brought into the Residence Hall, the student may be subject to dismissal.

**Repairs:** Students must notify the Resident Advisors, receptionist, or Dean or Dean's designee of needed repairs.

**Soliciting:** All soliciting is prohibited. Students may not sell, advertise or raise funds without the permission of the Dean of the College of Nursing.

**Trash:** All trash must be bagged and tied before being thrown down the chute. Do not drop glass or aluminum cans down the chute – there are appropriate containers for these items next to the chute in the lounge area on each floor. Recycling regulations are posted.

**Damage or Loss:** Students are liable for any damage and/or loss to their rooms and furnishings. Unoccupied rooms should be kept locked. All students are responsible for keeping common areas presentable at all times. The removal of any common area furniture or equipment is forbidden.

**Guest Policy:**

- Guests must be signed in electronically by sending an email including guest name, address and phone number to [collegeofnursing@sjhsyr.org](mailto:collegeofnursing@sjhsyr.org)
- The resident host must accompany the guest at all times during the visit. The host accepts full responsibility for the guest during this time. Please do not bring any individuals to the Residence Hall unless you are well acquainted with them.
- When the guest leaves the Residence Hall the resident must electronically sign the guest out.
- Guests will be permitted in the living areas of the Residence Hall on weekdays following the student's final commitment of the day. Guests must leave the living areas Sunday through Thursday at 12 am and Fridays and Saturdays night by 2am. Quiet hours are in effect as published and must be followed by guests.
- Students must arrange for all overnight guests with the receptionist. Overnight guests may stay a maximum of three days. The student host will supply linens/blankets.

**Administration reserves the right to intervene when a student abuses the guest policy. Violators will be subject to dismissal from the Residence Hall and/or program.**

**General Residence Hall Information:**

1. St. Joseph's Hospital College of Nursing provides living accommodations for both male and female resident students. Campus housing consists of a large Residence Hall with semi-private rooms for residents.
2. A Housing Contract must be signed by the student and/or parent/guardian in order for a student to reside in Residence Hall. This contract will be on file for the academic year.
3. According to the Resident Hall Contract, students must vacate the building over holiday breaks such as **Thanksgiving Recess, Winter Recess,** and **Spring Recess** as there is no supervision.
4. Students must inform the College by **April 15** and **November 15** of their intent to reside in

the building the following semesters. Students will receive additional information and deadlines if rooms are to be offered for summer sessions.

5. Residence floors are equipped with wireless technology. Students must abide by the wireless policy in the student handbook.
6. **All students** who request a room or permission to vacate the Residence Hall during the semester **must** arrange with the Dean or Dean's designee. Merely inquiring about the rules or financial arrangements does not constitute correct procedure. Students will be billed for their rooms through such time that all paperwork is formally processed, keys returned, and rooms left in clean and proper order. All students must move out according to the policies published and by the dates indicated.
7. Student's may not paint their room or cause any permanent alteration to the premises. If this occurs, students can expect to be assessed repair bills and/or may be required to vacate the premises.
8. Students may not move any furniture without permission from the Dean or Dean's designee.
9. The semester's charge for a student to stay in the Residence Hall must be paid in full before students move into the residence hall. **If it is not paid by that time, student will have to vacate the building.**
10. If a student moves into the Residence Hall at any time during a semester, the cost will be pro-rated weekly. The figure is based on the number of weeks remaining in that semester times the current weekly room charges for either a double occupancy room or a private room. Refunds are given ONLY when students withdraw from the program and are calculated as per tuition/residence hall refund policy.
11. A student will not be considered to have moved out of his/her room until all responsibilities, as described in this policy have been completed. Weekly charges, as described above, will be applied until all regulations for vacating the residence hall are met.
12. Students dismissed from the program **must** move out of the Residence Hall within **five days of written notice.**
13. Students that graduate from St. Joseph's College of Nursing must move out of the Residence Halls within five days of the graduation ceremony.

## **Resident Student Wireless Policy**

### **POLICY:**

Students living in the residence hall are provided access to a public and private Wi-Fi networks. The public network is accessible by any device to any persons on campus whereas the private network is limited to students with network credentials only.

Students are not allowed to install any wired or wireless access points typically provided by a private ISP. Subscription services to mobile ISPs such as 'Broadband USBs' or 'Mobile Hotspots' must be turned off in accordance with Hospital policy. This is true for properties that include both Hospital & College campuses as well as all dormitories.

Students found in violation of this policy may be subject to all computer and internet privileges being revoked. Further disciplinary action is at the discretion of Dean or Dean's designee.

## **Missing Persons Policy**

### **PURPOSE:**

St. Joseph's College of Nursing takes student safety very seriously. The following policy has been established to assist in locating St. Joseph's College of Nursing (SJCON) students who live in the SJCON Residence Hall, who, based on the facts and circumstances known to St. Joseph's College of Nursing, have been determined to be missing.

### **Residence Hall Coordinator Information to Resident Students**

At the beginning of each academic year, St. Joseph's College of Nursing Residence Hall Coordinator or the Dean or Dean's designee will inform all students residing in the Residence Hall that the Residence Hall Coordinator will notify either a parent or an individual selected by the student no later than 24 hours after the time that the student is deemed to be missing. The information provided to the resident students will include the following:

- Resident students may provide an emergency contact person to the Dean or Dean's designee for whom will be contacted once the student has been determined to be missing for more than 24 hours. Students can register this confidential emergency contact information through the Residence Hall Coordinator Office or online through SonisWeb.
- If the resident student is under 18 years of age, and not an emancipated individual, the Residence Hall Coordinator/ Dean is required to notify a custodial parent or guardian after the time that the student has been determined to be missing for more than 24 hours. These students will be required to register confidential emergency contact information through the Dean or Dean's designee or online through Sonis.
- St. Joseph's Security will notify the appropriate local law enforcement at the time that the student is determined to be missing.
- If Security and/or the local law enforcement agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the Dean or Dean's

designee will initiate the emergency contact procedure in accordance with the student's designation.

### **St. Joseph's Security**

St. Joseph's Security upon notification of a missing student will conduct a thorough investigation and obtain all necessary information. The information obtained will include, but not be limited to: the person's description, clothes, who they may be with or where they may be, vehicle description and the physical and mental well-being of the individual.

St. Joseph's Security will perform the following steps based on a careful assessment of the situation:

- Conduct a timely and thorough search of the campus buildings and parking lots using the student's class schedule.
- Check access card logs to determine the last time the ID card was used as well as any surveillance video.
- Request assistance from Resident Assistants or others (students, faculty, administration, or involved parties) to assist in a search on campus.
- Issue an ID card photograph to assist in the identification of the missing student. After a search has been conducted with negative results, the St. Joseph's Security will notify the local law enforcement agency.

### **Notification Procedure**

St. Joseph's College of Nursing will follow the following notification procedure for a missing student who resides in the SJCON Residence Hall:

- Any reports of missing students are to be referred immediately to the St. Joseph's Security and the Administrator on call by the Residence Hall Coordinator.
- After investigating the report, if it is determined that the student has been missing for more than 24 hours, the Residence Hall Coordinator will contact the student's emergency contact person or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated.

### **Campus Communications**

In all cases of a missing student, local law enforcement agency will provide information to the media that is designed to obtain public assistance in the search for any missing student. The local law enforcement agency will consult with the Dean/Administrator on call. Any media requests to the College will be directed to Marketing and Communications Department.

### **Emergency Notification of Campus Community**

#### **PURPOSE:**

In the case of a significant campus emergency or dangerous situation to any of the locations specified in the Clery Act, (on campus, including the hospital and College; non-campus buildings, such as off-site properties; or public property, such as the streets adjacent to the

campus) administration will immediately send out an urgent email via the college distribution lists.

**Evacuation policy:**

**Emergency/Disaster Operations Plan Hospital Policy** can be found on the hospital intranet at the following site:

[Hospital Main Campus Emergency Management Plan](#)

The entire policy is distributed and discussed at orientation. In addition, the College follows the hospital’s policy and procedure for dealing with the following Overhead Response Codes.

Procedure for these codes are reviewed at orientation and drills are conducted quarterly:

[SJH Overhead Response Codes](#)

<b>Announcement</b>	<b>Definition</b>
<b>Code “A” Alpha</b>	Alerts staff to an infant/Minor abduction.
<b>Code “B” Bravo</b>	Activates the Hospital Command Center (HCC).
<b>Code “C” Charlie</b>	Alerts necessary personnel for an OB Emergency.
<b>Code “D” Decon</b>	Decontamination teams activated.
<b>Code “F” Foxtrot</b>	Facility evacuation as directed by Administration or Fire Chief
<b>Code “G” Gray</b>	Alerts the Behavioral Health Response team
<b>Code “I” Ivan</b>	An unexpected mass influx of patients is occurring, Surge Capacity Procedures in effect
<b>Code “L” Lockdown</b>	Activates house lockdown and traffic control procedures for Level 1, 2 or 3 Lockdown
<b>Code “M” Mike</b>	Calls additional security staff to an area.
<b>Code “P” Papa</b>	Patient discharge to open beds for emergency/disaster operations
<b>Code “R” Red</b>	Fire Alarm (R.A.C.E.E.) Rescue, Alarm, Confine, Extinguish, Evacuate
<b>Code “S” Sierra</b>	Bomb Threat
<b>Code “T” Tango</b>	Active Shooter
<b>Code “W” Weather</b>	Severe weather warning. Staff cannot leave without contacting manager/administrative coordinator
<b>Code “X” X-Ray</b>	Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) Event Response