



St. Elizabeth
College of Nursing
2215 Genesee Street
Utica, NY 13501

STUDENT HANDBOOK
2020-2021

St. Elizabeth College of Nursing

LOCATION

2215 Genesee Street, Utica, N.Y. 13501

REGISTERED BY:

*The University of the State of New York
The State Education Department
Office of the Professions
89 Washington Ave., 2nd Floor, West Wing
Albany, New York 12234
(518) 474-3817
HEGIS CODE: 5208*

AFFILIATED WITH:

*State University of New York Polytechnic Institute
Utica, New York*

ARTICULATION AGREEMENT FOR BS WITH:

*State University of New York Polytechnic Institute, Utica, New York
Excelsior College, Albany, New York Grand
Canyon University, Phoenix, Arizona
Le Moyne College, Syracuse, New York*

ARTICULATION AGREEMENT FOR A.D. TRANSITION WITH:

Herkimer College, Herkimer, New York

MEMBER OF:

*The National League of Nursing
New York State Council of Hospital Schools of Nursing
New York State Associate Degree Nursing Council
Commission on Independent Colleges and Universities*

APPROVED BY:

*New York State Division of Veterans' Affairs
For the training of veterans and other eligible persons
United States Immigration and Naturalization Service*

ACCREDITATION STATUS

St. Elizabeth College of Nursing is accredited by:

*Middle States Commission on Higher Education
(Original 2005, re-accredited 2019)
3624 Market Street
Philadelphia, PA 19104
(267) 284-5000*

*The Accreditation Commission for Education in Nursing (ACEN)
(Original 2005, re-accredited 2018)
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30325
(404) 975-5000*

Prospective students and enrolled students are encouraged to contact college representatives to resolve any complaints or concerns. If the issue is not resolved at that level, students or prospective students may refer the issue to any of the accrediting agencies of St. Elizabeth College of Nursing.

ST. ELIZABETH COLLEGE OF NURSING

MISSION STATEMENT

The mission of St. Elizabeth College of Nursing is to provide a strong foundation of theory and nursing practice within an environment of academic excellence that promotes active citizenship and a desire for life-long learning. In the spirit of the Franciscan tradition and values, the College is committed to creating a caring learning environment for diverse student populations.

FRANCISCAN VALUES

- A community of service to one another and to the community
- A quest for truth, understanding, and excellence in academic disciplines
- Fostering peace, justice and respect for creation
- Compassion
- Humility and reflection

VISION

- Facilitate the teaching/learning process to prepare the learner for entry level practice into the discipline of nursing.
- Respond to ongoing changes in education, technology, and health care.
- Empower the learning community, in the spirit of the Franciscan tradition, to embrace life-long learning.

INSTITUTIONAL GOALS

- Engage the learner in educational strategies that promote achievement of student learning outcomes, program outcomes and the pursuit of life-long learning.
- Manage resources in collaboration with the governing organization and the community to enhance educational excellence.
- Model leadership in nursing education by adherence to evidence-based standards of practice and regulatory requirements.
- Empower the college community in the spirit of the Franciscan values to embrace service to one another in the community.
- Promulgate a climate of safety for all college constituents.

STUDENT LEARNING OUTCOMES

- Demonstrates Franciscan values and active citizenship in the provision of holistic patient- centered care to a diverse population.
- Demonstrate core professional values through the utilization of the nursing process and effective teamwork and collaboration.
- Incorporate evidence- based practice in the delivery of optimal healthcare.
- Apply the principle of quality improvement to promote optimal patient outcomes.
- Apply critical thinking skills through the provision of safe competent care for a client with complex health needs.
- Practice effective utilization of resources, including time, information, technology and equipment to support decision making.

PROGRAM OUTCOMES

The College of Nursing expects that each graduate will have the ability to achieve the program outcomes as defined by the administration and faculty:

- Graduates will demonstrate at least 85% pass rate for all first time NCLEX test takers during the same 12 month period.
- The cohort graduation rate will be 66% or greater within six semesters.
- Ninety percent (90%) of graduates will secure a job in nursing within 12 months of graduation.
- Ninety-five percent (95%) of graduates actively seeking a position in nursing will secure a position within 12 months of graduation.



Welcome to St. Elizabeth College of Nursing! Whether you are beginning or continuing your nursing education, you are now one step closer to earning your degree and beginning your career as a Registered Nurse. In the spirit of the Franciscan tradition and values, the College is committed to creating a caring learning environment for diverse student populations.

This Student Handbook is designed to provide you with information about the College academic policies, procedures and standards and an overview of the mission, vision and goals of this institution. This Handbook is developed to complement the St. Elizabeth College of Nursing Catalog. We recommend that you keep both documents to provide guidance and serve as resources throughout your educational experience.

We wish you the greatest success as you continue your nursing education.

St. Elizabeth College of Nursing

FREQUENTLY USED TELEPHONE NUMBERS

College President	315-801-8125
Counseling Services	315-801-8205
Dean of Student and Faculty Development	315-801-3358
Disability Service Coordinator	315-801-3358
Emergencies	315-801-8911
Financial Aid	315-801-8206
Library	315-801-8209
Registrar/Bursar	315-801-8347
Security	315-801-8194
Student Activities	315-801-8212
Student Health Office	315-801-8142
Title IX Coordinator	315-801-3358

ACADEMIC HONESTY

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

- **Cheating** includes the unauthorized use of certain materials, information, or devices in examinations, or in preparing papers or other assignments. Any student who aids another student in such dishonesty is also guilty of cheating. Other possible forms of cheating include submitting the same work in more than one class without permission, and fabricating or altering references or actual research results.
- **Plagiarism** is the presentation of ideas, words, and opinions of someone else as one's own work. The offense does not extend solely to directly quoted materials presented without documentation. Paraphrased material, even if rendered in the student's own words, must be attributed to the originator of the thought. Furthermore, if the student adopts a line of reasoning or a point of view adopted or derived from the work of another, such adoption or derivation must also be properly acknowledged.

A faculty member who suspects academic dishonesty will present the allegation and any corresponding evidence to the student. The student will be given the opportunity to respond. The faculty member may accept or reject the response. If the response is rejected, the student may initiate an appeal. For further information refer to the: **GRIEVANCE AND APPEALS POLICY (CON-100.17)**.

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

- Resubmission of an essay or rewriting an examination
- Assigning an "F" for the paper, project, or examination
- Assigning an "F" for the course
- Dismissal

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

ACADEMIC RECORDS

The Registrar/Bursar is responsible for the maintenance and accuracy of all permanent academic records in compliance with FERPA regulations. Shortly after the close of each semester, currently enrolled students can log into SONIS (www.seconsonisweb.com) to view their unofficial transcript to see the final grade received in each course for which they were enrolled that particular semester. Any changes to the report must be arranged no later than two weeks from the date when classes begin in the succeeding semester. Students are advised to carefully review their unofficial transcript.

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

ACADEMIC SUPPORT

Academic support services are available for all students. Open Study Sessions are provided prior to every examination in each course and are provided by the faculty in a variety of formats inclusive of, but not limited to case study presentations, on-line forums, and open format question clarification. The student is expected to be prepared to participate in the Open Study Session by:

- Reviewing content objectives and theory content prior to the Open Study Session.
- Bringing forth questions requiring clarity in lecture content.
- Correlating content to clinical practice.
- Responding to case studies if presented.

See the STUDENT ACADEMIC SUPPORT POLICY (CON-100.32).

ACCESS TO STUDENT INFORMATION – FERPA

In compliance with the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g, 34 CFR part 99, students have the right to:

- Inspect and review their records within 45 days of a written request to the authorized custodian of the records.
- Request an amendment to their records.
- Consent to disclose their records.
- File a complaint with Department of Education concerning alleged failures of the College to comply with the requirements of FERPA.

For purposes of compliance with FERPA, St. Elizabeth College of Nursing considers all students to be independent unless otherwise indicated with appropriate documentation. Address any questions or concerns to the Office of the Registrar at (315) 801-8347.

For complete details of St. Elizabeth College of Nursing's FERPA policy, refer to the college website:

FERPA

ATTENDANCE

Learners at St. Elizabeth College of Nursing are expected to attend all theory, lab and clinical experiences while in the nursing program. Research has shown that learners perform better and achieve higher grades when they attend class/lab/clinical sessions. In support of this information, the faculty has designed the following set of policies to encourage this valuable habit.

NOTE: A pattern of student absenteeism will be reviewed and disciplinary action may be taken. Absenteeism trends may be communicated to future employers by the theory/clinical faculty.

Classroom/Lab/Simulation:

All students must sign his/her name on a pre-printed class roster sheet for each class/lab/simulation session. Attendance is submitted and recorded by the College Registrar. Students are required to notify the appropriate faculty person if they are going to be absent from a class, simulation, or laboratory experience. It is the student's responsibility to complete all missed assignments (if allowed by course policy) when absent.

Clinical Experiences:

Students are expected to attend each clinical experience, including community (non-hospital) experiences that may be scheduled. **If more than 20% of clinical time is missed, the student may be asked to withdraw from the program.**

Instructors have the right to dismiss a student from the clinical unit if they are not physically, mentally, or emotionally prepared for the clinical experience, or if the learner arrives late for the clinical experience. These situations may be considered a clinical absence.

A student who is ill on a *clinical day* should call the appropriate clinical instructor OR the clinical unit if on an alternative clinical experience within 1 hour prior to the beginning of the assigned clinical experience. **Greater than TWO clinical absences in a semester or summer session may result in Progressive Discipline. Absence from a clinical experience may affect the student's ability to meet a minimum of 80% of the clinical objectives and/or critical clinical objective(s) resulting in course failure.**

Academic Support:

In addition to the above, students receiving individual academic support are expected to attend class and all supplemental learning activities offered by the faculty for the class as a whole, inclusive but not limited to Open Study Sessions and Exam Reviews.

For further information refer to the: **ATTENDANCE POLICY (CNG-100.25).**

ACTIVE MILITARY SERVICE

Students called to active military service after the beginning of a semester term are entitled to drop their courses and receive a full refund of tuition and fees for courses in which they are actively enrolled at the time of the call-up. A copy of the military activation orders must be presented to the Registrar/Bursar prior to any action. Students who return from military service and are ready to re-enter should contact the Admissions Department at (315) 801-8253 for further information. The Admissions Committee will be flexible in streamlining the re-entry application process and each case will be reviewed on an individual basis.

CAMPUS SECURITY ACT

An Advisory Committee on Campus Safety was established in January 1991 as required by Title II of Public Law 101-542 Crime Awareness and Campus Security Act of 1990. The composition of the committee consisting of students, faculty, and administrative staff is in compliance with this law. The Committee's role is to develop policies, regulations, and protocols for the prevention of campus crime, resulting in a safe environment for students, faculty, and staff.

The Advisory Committee will provide upon request all campus crime statistics as reported to the United States Department of Education. St. Elizabeth College of Nursing is in compliance with the Violence Against Woman's Act (VAWA), Article 129-A and 129-B of the New York State Education Law and Title IX. The Title IX Coordinator is the Dean of Faculty and Student Development, Kimberly Panko, and can be reached at (315) 801-3358.

For further information refer to the: **CAMPUS SAFETY AND SECURITY MANUAL**

CHILDREN IN THE EDUCATION BUILDING

St. Elizabeth College of Nursing is committed to providing an environment for its faculty, staff, and students that is free of distraction and of a reasonable noise level. In order to provide this type of environment, the following policies are in effect:

- Children may not attend class, or remain in the library.
- Children of faculty, staff, and students will not be allowed to use College resources such as computers, copiers, etc.
- The Medical Center/College does not accept responsibility and/or liability for children in the building at any time.
- Children are never to be left unattended by their parent / guardian.
- An emergency situation must be handled individually and will be reviewed by the appropriate administrative personnel or faculty member in attendance at the time.

CLASSROOM EXPECTATIONS

The student and their instructor(s) have responsibilities relative to the course. The instructor's responsibility is to provide a syllabus and to organize assignments and classroom activities to assist in learning the material and achieving the course objectives. The student has responsibilities to fulfill to assure successful completion of the course.

Student expectations:

- Attend all class sessions and be on time. Be responsible for all work missed due to an absence;
- Review assignments within the syllabus, handouts and course management system communications prior to class;
- Complete reading and writing assignments;
- Take notes during class;
- Work collaboratively with other students;
- Submit assignments on time;
- Complete work without cheating or committing plagiarism;
- Participate actively in class;
- Meet with the instructor during assigned office hours;
- Exhibit respectful behavior in the classroom;
- Notify instructors by phone or email if unable to attend class.

Use of a Recording Device

- Students may use a recording device in class. As a courtesy to the instructor, please provide notification that you will be recording.
- Exam reviews may not be recorded.

Reproduction of Course Materials

- Unauthorized reproduction of any class materials is prohibited.

Cell Phones and Beepers/Pagers

- Use of cell phones and beepers/pagers are prohibited in the classroom, nursing lab, and clinical settings.
- Incoming calls may not be answered in any of the above settings.

CLINICAL PERFORMANCE

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

- Apply knowledge and skills from previous and concurrent courses.
- Be prepared academically, mentally, and physically for all clinical experiences to assure the provision of safe, competent care. The instructor may dismiss an unprepared student from the clinical setting.
- Students must meet 80% of the clinical objectives in each nursing course in order to successfully pass the course. In addition, students must meet 100% of the following critical behaviors at the time of the final course evaluation.
- Adhere to infection prevention policies.
- Evaluate the health care environment of clients and families to determine safety needs.
- Integrate effective use of technology and standardized practices that support safety and quality
- Implement strategies that promote safety and quality, while reducing the risk of physical and/or psychological harm to clients, self or others.
- Seek input from appropriate resources when confronted with those aspects of care which are unclear or beyond own scope of practice.
- Administer medications safely according to established Standards of Practice
 - Identifies the correct client prior to initiating medication administration process
 - Ensures the correct medication
 - Calculates dosage correctly
 - Ensures the correct dose of medication is administered correctly
 - Administers medication via the correct route
 - Administers medication for the correct reason per order
 - Ensures complete documentation of medication administration
- Manage client data, information and knowledge of technology in an ethical and legal manner
- Protect confidentiality of all client information
- Demonstrate core professional values (caring, altruism, autonomy, integrity, human dignity, and social justice)
- Comply with the Code of Ethics, Standards of Practice and policies and procedures of St. Elizabeth College of Nursing and affiliated clinical agencies
- Integrate constructive guidance into clinical practice

Unsafe clinical performance is defined as behavior that jeopardizes the client's, student's or other individual's physical and/or emotional safety even though actual harm may not ensue. Examples of unsafe practice include but are not limited to the following.

- Failure to:
 - be prepared;
 - accurately report and record observations;
 - adhere to the rights of medication administration;
 - follow institutional policies, e.g. safety, infection control, procedures;
 - protect a patient's worth and dignity.
- Creating an environment of anxiety and distress
- Errors of omission, as well as commission
- Evidence of sleep deprivation that may affect the provision of safe patient care

- Failure to:
 - be prepared
 - accurately report and record observations
 - adhere to rights of medication administration
 - follow institutional policies
 - protect a client's worth and dignity

A pattern of inconsistent clinical behavior that relates to preparation, application of principles, administration of care, selection of priorities, and evaluating care shall be considered **unsafe**.

For further information refer to the: **SAFE/UNSAFE CLINICAL PRACTICE POLICY (CNG-100.20)**.

CODE OF STUDENT CONDUCT

As an educational institution of higher learning, St. Elizabeth College of Nursing seeks to provide and guarantee the best educational environment for its students, faculty, and staff. Academic freedom is an essential element of college life.

To achieve this goal, the College requires each student to obey the established rules and regulations and all local, state, and federal laws. The College will not tolerate deliberately disruptive words, actions, violence or physical interference with the rights of any member of our College community or with any of the facilities of the College, or with any authorized functions being carried out on the College campus or at any College sponsored event.

To further the educational goals of the College, and in compliance with the provisions of Article 129-A and Article 139-B of the Education Law of the State of New York, the following rules and regulations concerning conduct on the College campus or at any College sponsored event, the use of College property, the means of enforcement, and penalties for any violations are established.

Nothing contained herein shall be construed to limit or restrict freedom of speech or of peaceful assembly. Attendance at St. Elizabeth College of Nursing is not a right but a privilege which may be withdrawn in the case of a student who evidences unprofessional behavior or substantial disagreement with the traditions and regulations of the College, or who is unwilling or unable to adjust to its environment.

St. Elizabeth 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:

- Failure to adhere to College policies and regulations. This includes but is not limited to CPR requirements, financial aid deadlines, health office requirements, library/computer/internet use, parking, and smoking restrictions.
- Failure to adhere to the College dress code policy – classroom, laboratory and/or clinical.
- Failure to maintain confidentiality of all patient information per HIPAA regulations.
- Failure to maintain security of technology log-ins and passwords.
- Failure to demonstrate:
 - Courtesy, patience, honesty, respect for and acceptance of all;
 - Cooperative work relationships with peers/staff;
 - Willing acceptance of constructive guidance; and,
 - Appropriate language use and interactions within the campus setting.

- 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. SECON has adopted the definition of Affirmative Consent with respect to dating violence and sexual assault:
Affirmative Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual, orientation, gender identity or gender expression.
 - Consent to any sexual act or prior consensual activity between or with any party does not necessarily constitute consent to any other sexual act.
 - Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
 - Consent must be initially given but can be withdrawn at any time.
 - Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly chose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent.
 - Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
 - When consent is withdrawn or can no longer be given, sexual activity must stop.
- 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 inflammatory remarks and likely to cause an immediate breach of the peace.
- 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.
- Academic dishonesty, including but not limited to: plagiarism and cheating, and other forms of academic misconduct, for example; misuse of academic resources or facilities; misuse of computer software, data, equipment, or networks.
- Intentional disruption or obstruction of lawful activities of the College or its personnel including their exercise of the right to assemble and to peaceful protest.
- Vandalism, theft of or damage to personal or Medical Center /College property or services or illegal possession/use of same.
- Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, College documents, or misrepresentation of any kind to a College office or official.
- Unauthorized entry, use, or occupation of Medical Center/College facilities that are locked, closed, or otherwise restricted.
- Disorderly conduct including, but not limited to: public intoxication, lewd, indecent or obscene behavior, libel, slander, and illegal gambling.
- Illegal manufacture, purchase, sale, use, possession, or distribution of alcohol, drugs, or controlled substances, or any other violation of the Drug Free College and Campus Policy.
- Failure to comply with the lawful directives of Medical Center officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
- Unauthorized possession or use of any weapon including 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.
- Interference with or misuse of fire alarms, elevators, or other safety and security equipment

programs.

- Violation of any federal, state, or local law, which has a negative impact on the well-being of Medical Center/College or its individual members.
- Violation of policies, rules, or regulations that are published in the Student Handbook, or any other official publications or agreements.

The College of Nursing faculty subscribes to the American Nurses' Association (ANA) Code of Ethics for Nurses. Students are expected to learn and perform in accordance with this Code. The nine provisions of the ANA Code of Ethics are available via the ANA website:

<https://www.nursingworld.org>.

For further information refer to the: **Discrimination, Harassment & Sexual Misconduct Policy** and/or contact Kimberly Panko, Title IX Coordinator at 315-801-3358.

Amnesty from Drug and Alcohol Conduct Charges

The health and safety of every student at SECON is valued at SECON. SECON recognizes that students who have been drinking or using drugs (whether such use is voluntary or involuntary) at the time that the violence occurs may be hesitant to report such incidents for fear of potential consequences for their own conduct. SECON strongly encourages students to report incidents of domestic violence, dating violence, stalking or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SECON officials or law enforcement will not be subject to their college's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

COUNSELING AND ADVISEMENT SERVICES

The College of Nursing recognizes that our students have diverse abilities, interests, and life experiences. Counseling services are designed to help the student assume full responsibility for the direction and quality of their life. Support services, including counseling and tutoring, are available to all students.

If a student has problems outside the realm of academic counseling or faculty expertise, a referral is made to the College Counselor.

Educational programs on alcohol, drug abuse, and crime awareness are scheduled annually for students, faculty, and staff.

Faculty advisors assist students with the transition to nursing school, and successful completion of their academic program. All students are supported throughout the program with time management techniques, study habits, and supplemental instruction/tutoring.

For further information refer to the: **STUDENT ACADEMIC SUPPORT POLICY (CNG-100.32)**.

COURSE SYLLABUS

Students are responsible for reading and understanding each course syllabus provided. If a student has any questions or concerns about the syllabus, it is that student's responsibility to contact their instructor.

DISABILITY SERVICES

St. Elizabeth College of Nursing complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accommodations for students at SECON are determined on an individualized basis in a collaborative process between each student and the Disability Services Coordinator. St. Elizabeth College of Nursing is not required to modify essential academic requirements, or make modifications that would fundamentally alter the nature of the program. The goal of providing reasonable accommodations is to give the student equal access to learning.

Students with any type of permanent or temporary disability are urged to contact the College's Disability Services Coordinator at 315-801-3358.

For further information refer to the:

DISABILITY SERVICES FOR REASONABLE ACCOMMODATIONS POLICY (CNG-100.5).

DOSAGE CALCULATION

Skill and accuracy in dosage calculation is a critical component of safe patient care. Students should anticipate dosage calculation testing during each of their semester and summer session. The components of safe medication administration inclusive of dosage calculation are included as critical behaviors on every clinical evaluation. See course syllabi and the

DOSAGE CALCULATION ACROSS THE CURRICULUM POLICY (CNG-100.6).

An academic advisement may be initiated for any student who does not pass the dosage calculation exam on the first or subsequent attempt(s) that outlines specific remediation activities to be completed before the next scheduled exam (computer modules, practice in the nursing resource center, and/or individual tutoring).

DRESS CODE

St. Elizabeth College of Nursing believes that students represent the College in any setting that they are in. Dressing in an appropriate, professional manner is required. Any questionable attire deemed inappropriate by faculty or staff will indicate a lack of professionalism on the student's part and may be subject to progressive discipline. Any student in the classroom or in a clinical setting dressed inappropriately will be asked to leave and return with appropriate dress. If the student is asked to leave the clinical setting and is unable to return within a reasonable period of time to complete the assignment, a clinical absence will result. **DRESS CODE POLICY & ATTENDANCE POLICY (CNG-100.7, CNG-100.25).**

- **Dress code in the College**
 - Student identification badge must be worn at all times in easily visible spot (e.g., shoulder or chest), on the outer clothing above the waist.
 - Pants or jeans in good condition: NO low-rise pants, pajama bottoms, or jeans with frays, rips or tears.
 - Modest neat tops (no halter, tank, off the shoulder or strapless tops).
 - No visible cleavage. Midriff is not to be exposed.
 - Shorts in good condition (mid-thigh or longer): ****NOT ALLOWED IN CLINICAL AREA****
 - Students must wear shoes at all times while in the educational building.

• Dress code in the clinical setting

- The College uniform is ordered at the time of registration. The approved SECON uniform must be worn. All components of the uniform (top, pants and lab coat) must be clean (laundered between clinical days and pressed). Modest white or beige undergarments are required.
- A white lab coat or the College-approved outer jacket is to be worn in all patient care areas when a student goes to the clinical area out of uniform (i.e., when getting the patient assignment).
- Plain clean solid white or solid black leather-like shoes with soft, rubber soles and secured heel; plain white socks or stockings.
- Student identification badge must be worn at all times. Follow the guidelines as listed above.
- Students must have a watch with a second hand, bandage scissors, penlight, and a stethoscope. Jewelry is a safety/infection control hazard and will be limited to one ring/ring set on ring finger and two sets of small post earrings in ear lobes. Pierced jewelry anywhere besides the ear (e.g., tongue, eyebrow, lip, nose) is not acceptable.
- Make-up in moderation is acceptable. Nails should be short and well groomed. Natural nails only in the clinical setting and Nursing Lab. No artificial/acrylic nails/gel/gel dipped nails are allowed. Skin art that is vulgar or offensive, (e.g. nudity, offensive language or artwork) is not acceptable and must be covered. Perfumes and colognes are not permitted. Students are to wear deodorant and maintain oral and personal hygiene in accordance with professional standards.
- Hair should be neatly groomed and well secured. Plain hair fasteners as well as small navy blue or black “scrunchies” or headbands (no more than ½ inch wide) are permissible. Bows and other ornaments are not allowed. Unnatural hair color is not permitted (e.g., orange, scarlet red, purple).
- Beards and mustaches are permitted but must be trimmed short and be well groomed.
- Students attending a clinical experience in which the College uniform is not required must follow appropriate business casual dress.

• Business Casual Dress

- **Pants and Suit Pants:** Nice looking dress synthetic or cotton pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, shorts, capris, bib overalls, leggings, and any spandex or other form-fitting pants.
- **Skirts, Dresses, and Skirted Suits:** Casual dresses and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate.
- **Shirts, Tops, Blouses, and Jackets:** Casual shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable attire. Most suit jackets or sport jackets are also acceptable. Inappropriate attire includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.
- **Shoes and Footwear:** Conservative athletic or walking shoes, loafers, boots, flats, and leather deck-type shoes are acceptable. Any shoes with an open toe are not acceptable.

DRUG-FREE COLLEGE AND WORKPLACE

St. Elizabeth College of Nursing is committed to maintaining an environment free of illegal drugs and drug and alcohol abuse. The College does not tolerate the unlawful manufacture, distribution, possession or use of controlled substances or alcoholic beverages on its premises, in its buildings, or at College sponsored events.

Students are not allowed in class or clinical practice settings if under the influence of drugs or alcohol. Students in violation of this policy may be dismissed from the nursing program. Some clinical agencies may require toxicology screens (drug and alcohol) prior to clinical placement. If a student does not meet agency requirements for placement, the student will be dismissed from the nursing program.

For further information refer to the: **DRUG-FREE COLLEGE AND WORKPLACE MANUAL**

EMERGENCIES AND DISASTER/FIRE DRILLS

In the event of a campus emergency, the appropriate alert will be broadcast over the College speaker system. Depending on the severity of the emergency students will also receive an emergency text message.

- **Code Lockdown at the College of Nursing Building**

A “Code Lockdown” drill is held at least annually. During a drill or real event an announcement is made and if possible, a related text message is sent to all persons via SONISWEB, the College information system and/or RAVE, the MVHS Alert System. This is only used in emergency situations, e.g. active shooter on campus.

- **Incident Command - Emergency Operations Plan**

Incident Command is implemented in the event of a community disaster. All persons must respond:

- The Control Center announces - “Emergency Operations Plan (EOP)”.
- Students, faculty, and staff will be called as needed.
- If on clinical, students remain on the assigned units.
- At completion of a drill or real event, the control center announces - “Condition Clear”.

- **Code Red – Fire or smoke emergency and fire drills**

Fire Drills are required by law. Students must follow the fire drill procedure as posted on the bulletin boards on each floor. Students should become familiar with the use and location of fire extinguishers and fire exits. A smoke and fire detection system is installed in the College.

At the sound of the fire alarm, occupants must proceed to the nearest emergency exit. When the fire alarm is heard it should be taken very seriously. The posted evacuation plan will be followed.

- **Condition Clear** – All Clear after a Code Lockdown, Active Shooter, EOP and Condition Yellow.

For further information refer to the: **CAMPUS SAFETY AND SECURITY MANUAL**

EXAM AND EXAM REVIEW

- Exam Taking:
 - The time allowed for taking an exam is 75 minutes for a 50 question exam, or approximately 90 seconds per question.
 - All examinations shall be proctored.

- There will be NO sharing of calculators during an exam (theory or dosage calculation exams). The student will be given a college-supplied calculator to use during the exam. A college-supplied calculator must be returned at the end of each exam.
- No electronic devices (Cell phones, Smart Watches etc.) may be used during exams, nor should they be on or accessible to the students during exams.
- Students will NOT wear hats or hoods during an exam. They will be asked to remove them and set them aside for the duration of the exam.
- Students will leave ALL notebooks, folders, etc. outside of the classroom while taking exams. Only #2 pencils and approved calculator are to be with the student.
- Food or drink is NOT allowed in the testing environment.
- International and students whose main language is other than English [English as an alternate language (EAL)] refer to the English as an Alternate Language Policy.
- Students with documented disabilities refer to the Accommodations for Reasonable Accommodation Policy.
- Students are strongly encouraged to utilize restroom facilities prior to exam commencing. Restroom breaks during exams are strongly discouraged.
- Exam/Final Exam Make-up:
 - If a student is absent on a scheduled exam date, it is expected that the student will demonstrate professional accountability by notifying the instructor of absence within 24 hours and scheduling a make-up exam time.
 - The time and format of the make-up exam is at the discretion of the facilitator. The learner who does not demonstrate professional accountability as outlined above may receive a grade of “0” for that exam, subject to administrative review.
 - If a learner is going to be absent for the final exam of a course, the student will contact the course coordinator to schedule a date to take an alternate format final exam.
 - The alternate format final exam will not be scheduled at a date earlier than originally scheduled on the course calendar.
 - The alternate format final exam is required to be taken prior to the start of the next nursing course in sequence of the College’s curriculum plan.
 - The learner will be given a grade of “incomplete” until the exam is taken. Once the learner has taken the exam, the final average for the course will be calculated, and the learner will be an assigned letter grade that replaces the “incomplete” on the transcript.
- Scoring Exams:
 - Par Score software will be used to score examinations. In the event that a question is discarded, the “corrected key” method of re-scoring the exam will be used. The exam key will be adjusted to include all possible answers to a question. The number of test items will remain the same.
- Posting of Exam Grades:
 - Exam grades will be posted on the MOODLE course site within one week following the administration of the exam but no sooner than 48 hours to allow faculty to review exam items and statistical data. This time frame is excluding the final exam in the course.
- Review of Exams:
 - Every effort will be made to post grades prior to reviewing the exam with the students.
 - Students will review ALL exams in the presence of a faculty or staff member.
 - No electronic devices (Cell phones, Smart Watches etc.) may be used during exam reviews, nor should they be on or accessible to the students during exam reviews.

- Students will leave ALL notebooks, folders, etc. outside of the classroom while reviewing exams.
- Students are NOT to write any exam questions down while reviewing exams. If a student wishes to have individual feedback on exam questions, he/she must contact the appropriate instructor and make an appointment to go over specific information.
- Students are to follow the grievance and appeals policy as listed in the Student Handbook if there are concerns about an exam grade.
- Challenged Exam Items:
 - No review of exam questions (for credit) will take place after five calendar days following exam review.
 - When items are questioned by student(s), the student(s) will complete a Question Review Request form.
 - Once the completed form is submitted by the student(s), the faculty member responsible for the content will meet with the Course Coordinator, and Dean to review item statistics and the completed Question Review Request form.
 - A decision to grant or refuse credit for the item will then be made by recommendation of the review.
 - Students have the right to appeal the decision.

See **GRIEVANCE AND APPEALS POLICY (CNG-100.17)**

Refer to the **EXAM/COURSE ASSIGNMENT POLICY (CNG-100.10)** for a detailed listing of the policy directives.

FAILED COURSES – SECON NURSING

A student who receives an “F” in any course is required to repeat that course the next time it is offered. This may necessitate interruption of the program. Unsuccessful students must reapply to the program and submit an essay that details a plan to succeed if reaccepted.

Students are only allowed one failure in a nursing course that includes a clinical component. If a student withdraws failing “WF” from a nursing course, that course is counted as one allowable failure. A second failure will result in academic dismissal and the student is not eligible to return to the program. Any student who fails the clinical component of a nursing course *is not eligible* to apply or return to the program. For more information refer to the **Admissions Policy (CNG-100.30)**.

FRANCISCAN VALUES

Part of the mission of St. Elizabeth College of Nursing states: “In the spirit of the Franciscan tradition and values, the College is committed to creating a caring, learning environment for diverse student populations.” The following paragraphs are designed to clarify for you what it means to have a tradition and set of values based upon the life of St. Francis of Assisi.

Born in 1182, the son of a wealthy cloth merchant, Francis had time and money to host lavish banquets for young nobles. Parties and selling cloth left Francis little time for God. A handsome, charming and educated young man, he spent his early life leading young nobles in parties. He dreamed of knighthood and longed for the adventurous life of chivalry. In pursuit of that dream, he joined in the war between Assisi and Perugia at the age of 20.

In the war between Assisi and Perugia, Francis fought with youthful enthusiasm. He was wounded and taken prisoner. Spending the next year in a dungeon, he contracted malaria. Sickness overtook him, and in that languishing experience, he heard the first stirrings of a vocation to peace and justice.

Francis began to give things away, following the gospel's injunction to give all your goods to the poor. Because of this, his father sought to force his son to forego his inheritance. Francis was only too eager to do so and even stripped himself of the very clothes he wore and gave them to his father. Francis then began a life of following the Christ of the gospel as closely as he could. He knew that his call to live this gospel life came from God.

The life of Saint Francis has many interesting aspects. Perhaps he is best known for his love of creation. This is altogether fitting, as he saw the Creator mirrored in all of creation. His *Canticle of the Creatures* (also known as the *Canticle of the Sun*) is a very well-known poem, is considered a classic of world literature and is the basis for several popular hymns, such as "All Creatures of Our God and King." Saint Francis has also been named the Patron Saint of Ecology. The statue in the center of the mall on campus would be a good example of Saint Francis' enthusiasm for his love of all creatures and God's creation.

Saint Francis should be noted for his many other accomplishments, such as constructing the first nativity scene for the celebration of Christmas, traveling to the Holy Land and trying to end the Crusades by talking with the Muslim leader and from this experience of visiting the Holy Land, starting a devotion known as the Stations of the Cross. The Peace Prayer, which is attributed to him and captures his spirit, is also popularized in the well-known hymn, which starts with the words, "Make me a channel of your peace."

Saint Francis died early in the evening of October 3, 1226 at the age of 44, and his feast is celebrated in the universal Church on October 4.

The simplicity of St. Francis has more appeal than ever before. The College community aspires to the following Franciscan values:

- A community of service to one another and to the community
- A quest for truth, understanding, and excellence in academic disciplines
- Fostering peace and justice and respect for creation
- Compassion
- Humility and reflection

GRADES – SECON/NURSING

- **Nursing Courses with Final Exams** - To achieve a passing grade, the student must meet the following criteria:
 - Exam grade of 75% or higher based on weighted average of unit exams and final exam.
 - Course grade of 75% or higher when all theory components are added to the exam grade.
 - A pass grade in clinical (for clinical-based nursing courses) that reflects achievement of 80% of the evaluated clinical behaviors.
- **Nursing courses without final exams** - To achieve a passing grade, the student must meet the following criteria:
 - Exam grade of 75% or higher based on weighted average of unit exams.
 - Course grade of 75% or higher when all theory components are added to the exam grade.
 - A pass grade in clinical (for clinical-based nursing courses) that reflects achievement of 80% of the evaluated clinical behaviors.

The Course Syllabus outlines the percentage weight for each graded element used to calculate the exam grades and final course grade.

- **Grading Scale**

Grades	Quality Pts / Credit Hour
A..... 90-100%	4.0
B+..... 87-89%	3.5
B.....80-86%	3.0
C+..... 77-79%	2.5
C.....75-76%	2.0
D+.....73-74%	1.5
D.....70-72%	1.0
F..... Below 70%	0.0
I..... Incomplete	
WP.... Withdrew Passing	
WF.... Withdrew Failing	

- **Clinical Grading**

The grade for the clinical component of a nursing course is Pass “P” or Fail “F”. A “Pass” grade indicates that the student has fulfilled course objectives by achieving and maintaining stated clinical competencies. A “Fail” grade indicates that the student has not achieved stated clinical competencies and therefore, has not fulfilled course objectives. A student must pass the theory **and** clinical components of a nursing course for successful completion of the course.

- **Calculation of the Grade Point Average (GPA)**

The cumulative GPA is the total of the number of quality points earned divided by the total number of credits attempted. To compute the semester GPA, multiply quality points earned by the credits in each course. Add the total number of quality points earned in all courses and divide by the total number of credits. Thus, if a student receives an A in a 3-credit course, a B in a 3- credit course and a C in a 4-credit course, the GPA will be:

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

• **‘Rounding’ Grades**

Per the College’ grading policy, grades on course assignments and examinations which are determined by percentages involving decimals are rounded up to the next whole number when equal to 0.50 or greater. When the decimal is less than 0.50 the grade is rounded down.

• **Incomplete Grade**

An incomplete “I” is only given when a student is doing satisfactory work but, for a legitimate reason, cannot complete the course. The maximum time allowed to remove the incomplete and replace it with a grade is prior to the start of the next semester. When the incomplete is assigned, the instructor must provide a specific date as the deadline. If no completed grade is received by the deadline, a grade of “F” is recorded on the transcript and cannot be changed. (See **Grading Policy (CNG-100.16)**)

GRADES – OTHER INSTITUTIONS

Please refer to that institution’s website for their grading policies.

GRIEVANCE AND APPEALS

St. Elizabeth College of Nursing has a grievance and appeals policy that outlines the process to resolve student issues, complaints or grievances related to any area that the student seeks resolution. This procedure does not deprive a grievant of the right to file a complaint against the program with enforcement agencies external to the College inclusive of formal complaints against the program. Each student has the right to due process in any matter, and to be free of retribution as a result of filing a grievance.

Any student wishing to register a complaint or grievance regarding an individual student, faculty or staff member, or seeking review of decisions concerning academic matters or behavioral discipline may bring the concern to the appropriate person who will then notify Administration. Administration will schedule a meeting with the student to investigate, and respond to the concern within five business days. At this time, an objective third person may be contacted for advice or counsel. For further information refer to the: **GRIEVANCE & APPEALS POLICY (CNG-100.17)**.

HARASSMENT AND SEXUAL VIOLENCE

In accordance with Federal and New York State law, the College adheres to the regulations established in Articles 139-A, Article 139-B, Title IX and the Violence Against Women’s Act.

Harassment is a form of discrimination and is defined as any repeated or unwanted words, gestures, or actions toward another person that are derogatory in nature, that call attention inappropriately to anyone’s race, color, creed, gender, age, religion, national origin, marital status, or disability, that are offensive or objectionable to the recipient, that cause the recipient discomfort or humiliation, are intimidating, hostile, offensive or that unreasonably interfere with the recipient’s educational or job performance.

Harassment behaviors are unethical, unprofessional, and unacceptable; St. Elizabeth College of Nursing will not tolerate harassment of any kind. The College has a duty to protect its students and employees from intimidating behaviors that may constitute illegal forms of harassment and distract from the quality of work and study at the College.

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual assault and other sexual misconduct, is a form of sex discrimination. Under the College Discrimination, Sexual

Harassment and Sexual Misconduct Policy, the College prohibits all forms of sexual misconduct including, sexual harassment, sexual assault, sexual exploitation, stalking and retaliation. Title IX and the College's Policy also applies to acts of domestic or dating violence, also known as intimate partner domestic violence., stalking and retaliation, some of which may constitute prohibited conduct under Title IX. As a recipient of federal funds, St. Elizabeth College of Nursing complies with Title IX and has appointed Kimberly Panko, Dean of Students & Faculty, as its Title IX Coordinator. The Title IX Coordinator is responsible for overall Title IX compliance, including oversight of the College's centralized review, investigation, and resolution process for matters arising under the College Sexual Misconduct Policy. Ms. Panko can be reached on campus at 2215 Genesee Street, Utica, NY 13501, Room 101, via telephone (315) 794-0855, or via email kpanko@secon.edu.

Any student, who believes that they have been discriminated against on the basis of sex, in violation of Title IX, or has been a victim of sexual misconduct under the College's Sexual Misconduct Policy, may file a complaint with the Title IX Coordinator identified above. The Title IX Coordinator is a College resource who can: discuss with Complainants and Respondents the availability of supportive measures with or without the filing of a formal complaint; consider the Complainant's and Respondent's wishes with respect to available supportive measures; explain to the Complainant the process for filing a formal complaint; and explain to the Respondent the process following the filing of a formal complaint. The Title IX Coordinator will assist the Complainant in identifying the appropriate College policy (with its grievance procedure) to resolve the complaint in a prompt and equitable manner. The Title IX Coordinator may consult with other College administrators, as needed, to resolve the complaint in the most effective manner.

In addition to contacting the Title IX Coordinator, any student, employee or applicant for employment or admission to the College who believes that they have been discriminated against on the basis of sex, in violation of Title IX, or has been a victim of sexual misconduct under the College's Sexual Misconduct Policy, may file a complaint with the Office of Civil Rights:

Office of Civil Rights, *New York Office*
 U. S. Department of Education
 32 Old Slip, 26th Floor
 New York, NY 10005-2500
 Telephone: (646) 428-3800
 Facsimile: (646) 428-3843
 Email: OCR.NewYork@ed.gov

For further information please contact the Title IX Coordinator, Kimberly Panko, at 315-801-3358 and/or refer to the

DISCRIMINATION, HARASSMENT & SEXUAL MISCONDUCT POLICY (CNG-100.28)

HAZING

Consistent with our philosophy and traditional policy of respect for human life, well-being, and property, all persons on the campus of St. Elizabeth College of Nursing or at College events are enjoined against physical violence or hazing. The prohibition applies to the conduct of students, faculty, and other staff as well as visitors and other licensees and invitees on the campus and property of the College of Nursing. Specifically prohibited is any action or situation which recklessly or intentionally endangers mental or physical health, involves the force consumption of liquor or drugs, or causes destruction of property.

Any person violating this policy shall be removed from the College campus and suspended from further participating in College activities. In the case of a student, faculty or staff member, the violation shall be considered by the President of the College or designee with regard to due process. Violators - if found guilty - will be suspended, expelled, or dismissed from the College. Any organization or person which authorizes hazing or other prohibited conduct shall be permanently barred from the College campus and property.

HIPAA HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996:

HIPAA was implemented by Congress in order to reduce healthcare costs by requiring providers to bill Medicare and Medicaid electronically instead of using paper claims. To prevent any electronic transmissions from being used inappropriately, the Congress ordered the Health and Human Services Department to write privacy and security rules.

Student's Responsibility:

- Do not share client specific information (medical or insurance) outside of normal classroom or clinical activities.
- Do not share any client information on social media
- Use the computer system for appropriate uses only. Do not e-mail or text message any client specific information to anyone.
- Do not discuss client information in public areas such as hallways, elevators, registration areas, or the cafeteria.
- Do not copy, photograph or remove any information from a client's medical record chart.

IDENTIFICATION BADGES

Students are issued a photo identification badge when they attend college orientation. Students are required to wear their ID badge **AT ALL TIMES** when on campus, in the Medical Center or at any off site facilities. The ID badge is required for entry to any secured areas, such as the College of Nursing, and some Medical Center entry doors. Students who lose their ID badge must contact the Registrar/Bursar for directions to receive a replacement. Please refer to the student dress code.

INFORMATION LITERACY

Nursing students are expected to have knowledge of how to use a computer and possess basic information literacy skills. Each student is responsible for seeking out resources to ensure this minimum level of competence. The College adheres to the writing guidelines of The American Psychological Association (APA) as described in the most current edition of the *Publication Manual of the American Psychological Association*. All assignments must be written in APA format. The manual is available in the College library. For further information refer to the: **INFORMATION LITERACY ACROSS THE CURRICULUM POLICY (CNG-100.18)**.

INFORMATION TECHNOLOGY RECOMMENDATIONS

The nursing profession requires that nurses have the skills and ability to utilize technology to function within the scope of practice of the Registered Professional Nurse. A personal computer is necessary to complete course requirements. Computers are available for student use on campus. Students will receive a detailed orientation on the technology systems utilized by SECON.

Administration, faculty, and staff utilize computer technology to contact students with vital information about their student status and course work. Students are responsible to check email, text messages and the College learning management system (Moodle) at least once per day.

The following is a summary of the information technology requirements to ensure the student can successfully utilize all College and course resources:

- Personal laptop computer with high speed internet access
- Microsoft Office programs
- iPod Touch, iPhone or a Smart Phone
- A professionally named email account for this College as well as future uses (job searches, etc.)

Technology is an integral part of the student's ability to communicate throughout the course of study at SECON. Entry level proficiency in the following skills is required:

- Developing and saving Word documents
- Attaching documents to email
- Sending emails

For those who need computer skills remediation, the following online resource is available: www.GCFLearnFree.org. This site offers free tutorials for:

- Internet basics, including e-mail, search, and social media
- Microsoft programs, including Word, PowerPoint, and Excel
- Google, including Gmail, Google Documents and Google Search
- Apple products, including iPhone, iPad and Mac

It is recommended that students access this website before classes begin to provide a smooth transition into coursework.

Note: Some important course documents are not accessible through hand-held devices; therefore, students should not rely solely on their iPod or iPhone.

Computer Use in the Classroom

Personal technology is welcome to facilitate learning, as long as the expectations of professional and respectful engagement are observed at your workstation and for class purposes. Failure to adhere to the following guidelines may result in loss of computer use privileges in the classroom and/or progressive discipline.

- **Workstation guidelines**

To minimize the distraction and intrusion some laptop computers may bring to the classroom, the following guidelines are to be observed:

- Computers must be in good working order with minimal setup time
- All computer sounds and noises must be turned off (mute the volume button).
- Decrease desktop lighting levels to limit or eliminate illumination of the room and those around you.
- Remove any overly personal or revealing screensavers or desktop pictures/icons.
- If you need electricity, set up as close to an electrical outlet as possible. Avoid creating any safety hazards.
- Label all computer accessories (e.g., recharging cord) with student name.

- **Classroom use guidelines**

The following list reflects appropriate and learning-centered use of personal computers in class:

- Note-taking for presentations and discussions
- Participation in class surveys
- Group project work
- Taking in-class quizzes
- In-class individual or group activity work
- Referencing statements and classroom contributions
- Accessing the course internet site/platform
- Special use as designated by the faculty

The College is not responsible for any lost, stolen, or damaged personal computer and/or accessories.

For further information refer to the: **COMPUTER USE BY STUDENTS IN CLASSROOM POLICY (CNG.100.27)**.

LICENSURE/LIMITED PERMIT

- **Licensure:**

To be licensed as a registered professional nurse in New York State you must:

- be of good moral character as determined by the department;
- be at least eighteen years of age;
- meet education requirements;
- complete coursework or training in the identification and reporting of child abuse offered by a New York State approved provider; and
- pay a licensure fee;
- meet examination requirements.

The specific requirements for licensure are contained in Title 8, Article 139, Sections 6905 and 6906 of New York State Education Law and Part 64 of the Regulations of the Commissioner of Education.

- **Limited Permit:**

- The NYS Dept. of Education may issue a permit to practice as a registered professional nurse upon the filing of an application for a license as a registered professional nurse and submission of such other information as the department may require to graduates of NYS Dept. of Education – registered schools of nursing.
- A limited permit shall expire one year from the date of issuance or upon notice to the applicant by the department that the application for license has been denied, or ten days after notification to the applicant of failure on the professional licensing examination, whichever shall occur first. Notwithstanding the foregoing provisions of this subdivision, if the applicant is waiting for the result of a licensing examination at the time such limited permit expires, the permit shall continue to be valid until ten days after notification to the applicant of the results of such examination.
- A limited permit shall entitle the holder to practice nursing only under the supervision of a nurse currently registered in this state and with the endorsement of the employing agency.
- Graduates of NYS – registered schools of nursing may be employed to practice nursing under the supervision of a professional nurse currently registered in this state and with the endorsement of the employing agency for ninety days immediately following graduation from a program in nursing and pending receipt of a limited permit for which an application has been filed as provided in this section.

The NYS Education Law for the professions is available at: <http://www.op.nysed.gov/title8>

MEDICAL LEAVE OF ABSENCE

Students who must temporarily leave during a semester term for medical and/or psychological reasons may request a Medical Leave of Absence. Documentation of the medical and/or psychological condition must be provided to the Student Health office. Students issued a Medical Leave of Absence must work in conjunction with the Course Coordinator to create a plan to make-up the theory and/or clinical time missed if possible considering the amount of absent time. If students are unable to return and complete the semester, students will be officially withdrawn. If students wish to return at a later date they must reapply. **Please refer to the Leave of Absence Policy (CNG-100.48).**

NON-DISCRIMINATION

St. Elizabeth College of Nursing fully subscribes to all federal and state civil rights laws banning discrimination in higher education. No otherwise qualified candidate shall be discriminated against on the basis of race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity, gender expression, or veteran status. It is the policy of St. Elizabeth's to provide equal opportunity for all qualified applicants, students, and employees in educational programs, admissions, and employment.

Discrimination behaviors are unethical, unprofessional, and unacceptable; St. Elizabeth College of Nursing will not tolerate discrimination of any kind. The College has a duty to protect its students and employees from intimidating behaviors that may constitute illegal forms of discrimination and distract from the quality of work and study at the College.

NOTIFICATION OF POLICY CHANGES

Students are notified of changes to College policies in a timely manner. An email and text via SONISWEB or notification via the Web-based Course Management System will be utilized to notify students of a change to a policy and where to find the new/revised policy on the intranet. The Dean or a faculty member will review the policy with each class and obtain documentation, via a signature sheet that the student understands the new/revised policy and has had the opportunity to ask questions. The documentation is maintained by the Registrar.

NURSING COURSE AUDIT

A SECON student may audit nursing courses at any time within the academic year as recommended by the Dean of Student and Faculty Development.

It is the student's responsibility to attend audited courses. Faculty are not responsible for tracking attendance, or following up with these students for content missed. No course credit shall be issued for audited courses. Audited courses are not eligible for financial aid.

NURSING LABORATORY

The nursing laboratory experience is designed to simulate the clinical experience and allow students to attain competence prior to caring for patients in the clinical setting. It is the responsibility of the student to notify the lab faculty of any condition that may alter the student's ability to perform lab skills.

- Students will meet at the scheduled time for their assigned clinical nursing laboratory section. The student must attend the assigned lab.
- Attendance at all laboratory experiences is mandatory. Should an emergency prevent a student from attending lab the student is to contact the laboratory coordinator prior to the start of the lab. Arrangements must be made with the laboratory coordinator to make up the missed lab during an open lab.
- During the scheduled laboratory experience time, the faculty will provide instruction on the nursing skill and a demonstration of the skill.
- Students must demonstrate competency in all required skills by the designated deadline in order to meet course objectives and pass the lab component of the course.
- Open lab hours will be posted each semester. Students are encouraged to attend to facilitate attainment of program outcomes.

PROBATION/PROMOTION

- **Promotion**

Promotion to the next semester is dependent upon achievement of the criteria for each individual program of study. Specifics for each program are detailed below.

Weekday (two year program):

- To progress to the Spring semester of the freshmen year students must: (a) achieve a GPA of 2.0 or above, (b) achieve a grade of 'C' or higher in Nursing 116 and Nursing 141, and (d) successfully complete their clinical component of Nursing 116.

- To progress to the freshmen year summer session – Nursing 122 - students must: (a) achieve a GPA of 2.0 or above; (b) achieve a grade of ‘C’ or higher in Nursing 118 and Nursing 142); and (d) successfully complete their clinical component of Nursing 118.
- To progress to the Fall semester of the senior year students must: (a) achieve a GPA of 2.0 or above, and (b) achieve a grade of ‘C’ or higher in Nursing 122, A&P I and A&P II.
- To progress to the Spring semester of the senior year students must: (a) achieve a GPA of 2.0 or above; (b) achieve a grade of ‘C’ or higher in Nursing 232, Nursing 233 and Microbiology; and (d) successfully complete the clinical components of Nursing 232 and 233.

Evening / Weekend (three year program) and Weekday (three year program):

- To progress to the fall semester of the beginning of the nursing sequence (year two) students must achieve a cumulative GPA of 2.75 or above after completion of year one.
- To progress to the spring semester of the first year of nursing (year two) students must: (a) achieve a GPA of 2.0 or above, (b) achieve a grade of ‘C’ or higher in Nursing 116 and Nursing 141, and (d) successfully complete their clinical component of Nursing 116.
- To progress to the year two summer session – Nursing 122 - students must: (a) achieve a GPA of 2.0 or above; (b) achieve a grade of ‘C’ or higher in Nursing 118 and Nursing 142; and (d) successfully complete their clinical component of Nursing 118.
- To progress to the Fall semester of the second year of nursing (year three) students must: (a) achieve a GPA of 2.0 or above, and (b) achieve a grade of ‘C’ or higher in Nursing 122.
- To progress to the Spring semester of year three students must: (a) achieve a GPA of 2.0 or above; (b) achieve a grade of ‘C’ or higher in Nursing 232, Nursing 233, and Microbiology; and (d) successfully complete the clinical components of Nursing 232 and 233.

• **Probation**

Satisfactory academic progress within the nursing sequence is a grade point average of 2.00 or higher. A student will be placed on academic probation if their grade point average is between 1.80 and 1.99. A student will be dismissed from the program if the grade point average is below 1.80. A probation period will extend until the end of the next full 15 weeks semester at which time a grade point average of 2.00 must be achieved or the student will be dismissed. A student may not be on probation more than once during the program.

Please refer to the appropriate **Curriculum Plan** on the College website for more detail.

GRADUATION AND PROGRAM COMPLETION

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

- Successful completion of all general education and nursing courses required by St. Elizabeth College of Nursing (SECON).
- A cumulative grade point average of 2.00 or above.
- A grade of “C” or above in all nursing and science courses.
- Matriculated SECON students must minimally complete 31 credit hours in nursing and have a minimum of 65 credits.
- Fulfillment of all financial obligations to the college.
- Registration and complete participation in an NCLEX-RN® preparatory course designated by St. Elizabeth College of Nursing.

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

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

PROGRESSIVE DISCIPLINE

The steps in Progressive Discipline apply to any violation of the Student Code of Conduct. The nature of the incident may require a documented verbal warning prior to the formal steps in the progressive discipline process. The steps in the progressive discipline process are:

- Verbal warning
- Written warning
- Non-academic probation
- Dismissal

DISCIPLINARY SANCTIONS

The steps in Progressive Discipline apply to any violation of the Student Code of Conduct. Please refer to the **Progressive Discipline Policy (CNG-100.39)**. The nature of the incident may require a documented verbal warning prior to the formal steps in the progressive discipline process. The student may appeal this decision according to the **Grievance and Appeals Policy (CNG-100.17)**. The steps in the progressive discipline process are:

- Verbal warning
- Written warning
- Non-academic probation
- Dismissal

The Faculty and Administration may use progressive disciplinary measures as outlined below. The student may appeal this decision according to the process stated in the grievance policy set forth in this catalog. The President may dismiss, impose a mandatory leave of absence or require the resignation of any student for reasons pertaining to dishonest or immoral behavior; physical or mental health; failure to develop the personal and professional qualifications for nursing; or unsafe conduct affecting the student, client, or others.

DISCIPLINARY SANCTIONS

1. **Reprimand** – A verbal notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action.
2. **Warning** – A written notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action.
3. **Counseling** – A recommendation that the student seek assistance through the various services

available at St. Elizabeth's and SUNY Poly (i.e., counseling center, health center) or outside agencies to address specific student's situation.

4. **Probation** – Formal written notification to the student that any subsequent violation of rules and regulations may result in suspension or expulsion from the College of Nursing.
5. **Suspension** – A temporary withdrawal of the privilege of enrollment for a specific period of time. The terms of reinstatement will be set forth in the notice of suspension. The student will be barred from the College premises and College-sponsored events during the suspension period.
6. **Dismissal** – A permanent separation of the student from the College. The student will be barred from the College premises and college-sponsored events.
7. **Restrictive measures** – Exclusion from specifically stated facilities or activities for a designated period of time.
8. **Restitution** – Reimbursement to the College or another party for the value of damaged, destroyed or misappropriated property.
9. **Civil Action** – Students may be accountable to both civil authorities and the College for acts that constitute violations of the law and the conduct code.

REFUNDS

- **Credit Balances (Students due a refund of grants and/or loans):** After charges owed to SECON have been satisfied, any balance due to the student is refunded in two equal installments. (Fall semester – Early October, Spring Semester – Late February).
- **Withdrawing from SECON or a SECON class:** A student who withdraws from a nursing course (fall/spring) will be refunded monies for tuition only based on the schedule below:

Withdrawal Date	Refund Percentage
Prior to start of classes	100%
During the first full week of classes	75%
During the second full week of classes	50%
During the third full week of classes	25%

NO REFUNDS will be issued to students:

- After the beginning of the fourth week of classes.
- Without formal withdrawal.
- On any student fees – including graduation fees - after the start of classes.

Title IV (Federal Financial Aid) Funds: 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 the student incurring a liability to St. Elizabeth 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 60% point of the semester, 100% of the Title IV aid is considered “earned” by the student.

For withdrawal and related refund information for General Education or Science courses, please contact the Registrar/Bursar and refer to the **Withdrawal Policy (CNG-100.49)**.

REMEDIAL NURSING RESOURCES

Remedial nursing resources are provided by Kaplan Nursing throughout the nursing program. In addition to the *Kaplan Nursing: The Basics* content guide, the resources include a series of online focused-review practice tests and interactive online case studies. Essential nursing skills modules featuring videos and self-assessment tests for learning clinical skills are also available. A complete NCLEX-RN® Exam Review Course with supplementary materials is required at the end of the program.

Throughout the nursing program, each student is required to take a Kaplan integrated proctored online exam for each nursing course, with the date for completion identified on the course calendar. There are NO exceptions to this policy. This exam will contribute 2%, as identified below, to the learner’s overall course grade. Following this exam, learners are expected to remediate content for all questions (correct and incorrect) as answered on the integrated test. Learners will receive credit, as identified below, for remediation efforts which will comprise 3% of the overall course grade.

NOTE: The faculty reserve the right to require students to take focused review tests throughout the program to facilitate the students’ success on the integrated exams.

Integrated Testing Score (2%)		Remediation Score (3%)	
Percentile Rank Achieved	Grade Conversion	Remediation Time	Grade Conversion
90-99 th 80-89 th 70-79 th	98 95 90	All items (right and wrong) remediated; each 60 seconds or longer	100%
60-69 th 50-59 th 40-49 th	86 82 74	Only wrong items remediated; each 60 seconds or longer	85%
30-39 th 20-29 th 10-19 th	66 58 50	> 50% but < 100% items remediated; each 60 seconds or longer	75%
Below 10 th	40	< 50% wrong items remediated	0%

For further information refer to the: **STANDARDIZED INTEGRATED TESTING POLICY (CNG-100.23)**

REPEATING COURSES

When repeating a course, only the highest grade achieved will be included in the computation of the GPA. Both courses will be shown on the final transcript, with the designation of “R” next to the course that was replaced. The student is advised to check with the financial aid office before registering to repeat a course.

RIGHTS AND RESPONSIBILITIES

Based on the foregoing statement of philosophy, pursuant to Education Law 64.50, the following delineation of rights and regulations are set forth as policy governing college/student relationships at St. Elizabeth College of Nursing.

A. Rights

1. College Rights

The College has a right to:

- a) establish criteria and standards for accepting, advising, counseling, teaching, evaluating, graduating, and as necessary, dismissing students.
- b) establish the regulations for controlling behavior of students while on campus or at College-sponsored activities, whether or not acceptable behavior is already prescribed by law.
- c) bring legal or judicial action against any of its students suspected of unacceptable acts affecting the interests of the College.
- d) counsel any student concerning his or her rights.
- e) take appropriate action, in both administrative and legal directions, in order to insure the continuation of its work, the protection of its resources, and the rights of the members of this academic community.

2. Student Bill of Rights

Students have the right to:

- a. avail themselves of the appropriate services provided by the College.
- b. seek participation and constructive improvement in the conditions affecting their roles as members of this academic community.
- c. representation of its own choice on student/college committees establishing regulations on student content.
- d. due process which will provide for a fair and impartial hearing in all cases involving expulsion or other judicial action for failure to meet conduct regulations. as described in the student **Code of Conduct**.
- e. appeal.
- f. reasonable privacy in both personal and academic activities except when personal safety or well-being is involved.
- g. take appropriate action in both personal and legal directions in order to insure the continuation of their education and of their rights as members of this academic community.
- h. benefit from the educational process free from disruptive students.

Rights and Responsibilities in the Classroom

The College subscribes to the following policy which is based on a “Joint Statement of Rights and Freedoms of Students” sponsored by the American Association of University Professors:

- A student has the right to be informed at the first or second class meeting about the content of the course. This includes information about the criteria and their weighting to be used in academic evaluation of his/her performance. The grading system described in the College catalog will be followed.
- A student is free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- A student has a right to receive a grade based upon a fair and just academic evaluation of his/her performance in a course, as measured by the standards established by his/her instructor at the first or second class meeting. Such criteria as race, religion, color, national origin, sexual orientation, political affiliation or activities are irrelevant to grading. At the same time, the student is responsible for maintaining standards of academic performance established for each course in which he/she is enrolled, and for following the student Code of Conduct as outlined in the College catalog.
- Information about a student’s views, beliefs, and political associations which instructors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

In exercising the student rights below, students are expected to maintain maturity and civility. No right specified here is meant to be construed as enabling students to infringe upon the individual rights of others:

- To an education, to organize his/her personal life and behavior, and to pursue individual activities, except when those activities interfere with the rights of others or violate College, local, state, or federal policies.
- To the presumption of student innocence and veracity by the faculty, administration and staff in all disciplinary processes.
- To the protection of fundamental fairness in the administrative and disciplinary process.
- To representation and impartial advice from one person within the College community. During a discipline meeting or hearing, the advisor's role will be limited to consultation with the advisee.
- To the expectation and preservation of privacy, to the extent possible, in the investigation and adjudication of any administrative or disciplinary process.
- To have access to a clear appeals process.

Student Bill of Rights Related to Sexual Assault

****Refer to: DISCRIMINATION, HARASSMENT & SEXUAL MISCONDUCT POLICY (CNG-100.28).**

SERVICE-BASED LEARNING

Service-Learning is a mandatory requirement that students must complete during each semester of the nursing program, incorporating the fundamental values of St. Francis of Assisi. To fulfill this requirement, each student must participate in service learning activities for three hours per semester.

Students may complete their fall senior semester service learning requirement during the summer following the completion of N122. Students may complete their spring semester requirement during the winter break between semesters.

This is not a graded assignment, but the student must complete all components of the service learning experience to progress through the program. Failure to complete the service-based learning requirement will result in an incomplete for the course, and the learner will not be able to advance in the curriculum until the requirement has been completed.

SMOKING

St. Elizabeth Medical Center and the College of Nursing are TOBACCO-FREE. No smoking or other tobacco use is allowed within the buildings or on the grounds owned or leased by the Medical Center.

SOCIAL NETWORKING /SOCIAL MEDIA

St. Elizabeth Medical Center (SEMC) and the College of Nursing view social media sites positively and respect the rights of students and employees to use them as a medium of self-expression. We encourage students to explore the opportunities afforded by social media, but to be respectful, responsible, and accountable at all times when using this form of communication.

All College students are prohibited from the following conduct in any form of social media:

- Posting or discussing confidential patient information or any information or photographs concerning patients and/or their families. Maintaining the confidentiality of our patients and families is of the utmost importance to SEMC and to the College. Any inappropriate disclosure of patient information, whether direct or indirect disclosure, is subject to disciplinary action, up to and including termination.

- Posting or discussing information about the College, College services, SEMC patients, employees or anyone associated with the College that is disparaging in nature.
- Posting or discussing false or defamatory information about the College, College services, SEMC patients, employees or anyone associated with the College.
- Discriminatory or harassing postings, videos, images, or discussions concerning anyone associated with the College. Students are prohibited from using Social Media to harass, bully or intimidate other students or anyone associated with the College. Behaviors that constitute harassment or bullying include comments that are derogatory with respect to race, color, creed, religion, national origin, ancestry, genetic information, sex, age, disability, sexual orientation, marital status, veteran status, political beliefs or any other protected class or status recognized by federal, state or local law; sexually suggestive, humiliating or demeaning comments; and threats to intimidate or physically injure another employee or anyone affiliated with the College. The College's Harassment and Safety and Security Policies apply to online as well as offline conduct.
- Speaking or posting on behalf of the College, without explicit permission from the President of the College.
- Posting work or school-related pictures of College employees, students, or anyone associated with the College, without their permission.
- Students are not permitted to access social media during classroom or clinical hours. Students found to be accessing these sites for non-school related purposes will be subject to progressive discipline.

Student Use of Social Media —Additional requirements for persons who identify themselves as St. Elizabeth College of Nursing students:

- If a student chooses to identify him/herself as a student at St. Elizabeth College of Nursing on social media sites, some readers of such websites or blogs may view the student as a representative of the College. In light of this possibility, students who identify themselves in this manner are required, as a condition of enrollment, to observe the additional guidelines in this section when referring to the College, its programs or activities, its employees, in social media sites.
- Persons who identify themselves as College students must be respectful in all Social Media communications referencing the College, SEMC patients, College employees or anyone associated with SEMC or the College.
- Obscenities, profanity or vulgar language are prohibited. Inappropriate language or images are also prohibited.
- Discussions about engaging in conduct prohibited by the College's policies, including use of alcohol and illegal drugs, sexual behavior, sexual harassment, and bullying are prohibited.

In order to ensure that ethical and legal obligations are adhered to, students are required to comply with this Social Media Policy. The intent of this Policy is not to restrict the flow of useful and appropriate information, but to maintain SEMC and the College's reputations and legal standings, and to minimize risk to SEMC and the College's interests and their employees and students.

Students who suspect or have knowledge of violations of this policy should contact the College President. Failure to comply with this Social Media Policy may result in disciplinary action, up to and including, dismissal from the College. NOTE: A student may be immediately dismissed from the College of Nursing, depending upon the severity of the breach of this policy.

Refer to: Social Networking/Social Media Policy-MVHS (MV-07-001)

SOLICITATION

Soliciting, selling and poll-taking are strictly prohibited on the SECON campus unless the persons involved have received prior written permission from the President. St. Elizabeth College of Nursing prohibits the advertising, marketing or merchandising of credit cards on campus. If you are approached please report this to the College President.

STUDENT ACTIVITIES

The College of Nursing provides educational, cultural, spiritual and social activities throughout the year. Student council meetings are held monthly and class meetings are held periodically. Participation in these activities give the student an opportunity for growth in individual and group settings, to volunteer in the community, and a chance to practice leadership, decision making and other related skills.

The College administration holds open forums with the student body in fall and spring of each academic year. The forums allow opportunities for students to bring questions and concerns to the attention of administration who are also able to advise the students of any new changes in curriculum or policies that may take place in the future.

Student events begin in August, with freshmen orientation. The week includes a review of the program of study, available student services, and instructional orientation. Special social events are planned throughout the week.

The greatest event for seniors is graduation which usually takes place at the Church of Our Lady of Lourdes in May. A commencement breakfast for the graduates and their families is held in the morning. Commencement exercises in the afternoon complete the day.

Central New York, including Utica, has a great deal to offer students. The area offers a variety of social, cultural, historical, natural, and recreational attractions.

The Munson-Williams-Proctor Institute offers one of the finest art collections in the Northeast. The Stanley Performing Arts Center sponsors many Broadway plays, and is home to the Utica Symphony Orchestra. The College is a member of the Munson-Williams Proctor Arts Institute Performing Arts series and the Broadway Theatre League.

Other Colleges located a short distance from the College of Nursing are Mohawk Valley Community College, Utica College, SUNY Polytechnic Institute and Herkimer County Community College. Students may attend their social and cultural programs. Each college has up-to-date libraries and bookstores. The Utica Public Library on Genesee Street has complete facilities for recreational and research work.

STUDENT HEALTH

The health program is designed to help students maintain optimum health. The Health Office is located on the first floor of Regina Hall. The program is under the direction of a physician and a registered nurse. Individual confidential health records are maintained and may be released only upon permission of the student or graduate.

An annual health re-assessment is required. A Mantoux test is required every year for St. Elizabeth students as well as those students affiliating with the Mohawk Valley Health Systems. SUNY Upstate Medical University requires a Mantoux test every six months. Compliance with health policies and all immunization requirements is essential in order to remain in the College.

New York State law requires college students to be immunized against measles, mumps, and rubella. The College Immunization Law of 1990 applies to all students born on or after January 1, 1957. All college institutions are obliged under Public Health Law 2165 to enforce this requirement. Any student who does not comply with the law will not be permitted to attend class at our College and will not be able to engage in clinical experience. A tetanus-diphtheria booster vaccine is required for each nursing student within the past ten years. A varicella titer is required if there is no history of chicken pox disease. Hepatitis B vaccine is available free of charge for any student that has never received the vaccine. Influenza vaccine is offered seasonally. All health policies and immunization requirements are reviewed annually and are changed according to the Public Health Law requirement.

- **Breaks for Nursing Mothers:**

In compliance with NYS Labor Law Section 206-c, no student shall be discriminated against in any way for choosing to express breast milk. Accommodations will be made to allow a reasonable amount time to nursing mothers who wish to express milk while enrolled at SECON. A private room is available for nursing mothers.

- **Drug Screening:**

Students may be required to undergo and pass a drug screening analysis at the time of placement in a clinical facility, and may be required to undergo and pass random drug screenings to remain at that facility. The College is not responsible for alternate clinical placements for students who cannot be placed in an agency related to drug screening results or refusal to submit to a drug screening.

- **Change in Health Status:**

When a student's health status has changed, the student must provide documentation from a health care provider that clearly states the limitations or the ability of the student to fully participate in all activities before the student may continue in class, laboratory or clinical experience. **All students must meet the requirements to be able to participate in all academic and clinical experiences.** Continuation of attendance in clinical experiences will be in accordance with employee policies of the articulating clinical agencies. Health status changes include, but are not limited to:

- Injury
- Pregnancy/Delivery (requires physician's note)
- Major illness, i.e. physical or mental
- Communicable disease(s)
- Splint/brace/cast/sling, etc...

TEXTBOOKS

- **Nursing courses:** Each June, students receive a list of the required textbooks for the upcoming fall semester. The list includes the name, author, edition, publisher, ISBN number and retail cost for each publication. Students are required to indicate if they wish SECON to order these publications on their behalf or if they will be purchasing them on their own. Course assignments may require access to the on-line resources for the textbooks. Students should ensure that any textbook purchased includes access to the on-line resource code.
- **General Education & Science Courses:** Arrangements will be made through the Financial Aid Office to use book vouchers at SUNY Polytechnic Institute for required textbooks.

TRANSCRIPTS

- **Official**
Official transcripts of academic records are available through the Registrar/Bursar's Office. The College of Nursing will provide a transcript of completed and transfer courses for any student upon written request and permission to release. Following graduation or college withdrawal, an official transcript will be sent upon written request directly to the educational institution or prospective employer indicated.
Costs – Official transcripts requested to for scholarship applications will be provided at no charge. Following graduation, one complimentary transcript will be mailed to the student. For all others, a fee will be assessed.
- **Unofficial**
Current students and alumni may access and print off an unofficial transcript at www.seconsonisweb.com. Unofficial transcripts are also available by written request through the Registrar/Bursar's office.

Financial obligations must be fulfilled prior to release of any transcript.

WEATHER-RELATED EMERGENCIES

During snow and other weather-related emergencies, the College will remain open if at all possible to serve students, faculty and staff who are able to get to campus. The President makes the official decision on school closure. Students are responsible for making their own decision regarding travel during adverse weather conditions. College-closing information will be posted on MOODLE (the College learning management system) and a text/email will be sent to all students via SONISWEB of the day of closure.

WITHDRAWAL

The Faculty and Administration of SECON will provide every assistance for students to complete the program. However, in the event that a student wishes to withdraw from all courses for which they are currently enrolled, during any semester, must follow the formal withdrawal procedure. Failure to follow the policy will result in an automatic grade of "F" in all enrolled courses. Repeated absences are not a substitute for official withdraw.

The last date to officially withdraw from any nursing course is when 80% of the course is completed. If a student withdraws from a course prior to the deadline they will receive a grade of "WP" (Withdraw Passing) or "WF" (Withdraw Failing), consistent with the student's progress to that point. Withdrawal after the official deadline will result in a grade of "F" which is included in the cumulative grade point average. For science and general education courses taught at other colleges, SECON must follow their policies.

Transcripts and/or recommendations will not be forwarded until students have met the following requirements:

- Schedule an "exit" interview with the Dean of Student & Faculty Development
- Schedule a meeting with the Director of Finance to clear all financial obligations
- Return all library and/or borrowed college materials
- Return College I.D. badge

REFER TO **WITHDRAWAL POLICY (CNG-100.49)**.

THE STUDENT ASSOCIATION OF ST. ELIZABETH COLLEGE OF NURSING

CONSTITUTION AND BY-LAWS: PREAMBLE

We, the Students of the St. Elizabeth College of Nursing, in order to promote the interests of the College and its mission, and to increase the spirit of cooperation among its members, with the approval of the faculty, do hereby associate ourselves and adopt the following constitution and by-laws.

Since the authorities of the College of Nursing have entrusted to the Student Association the management of certain matters concerning the conduct of Students in their College life, we willingly accept two obligations; the obligation of each individual student to uphold the school standards and mission, and the obligation of each student to cooperate in holding others to these standards. We recognize that Students are responsible for their own conduct and must accept the consequences of their behavior. This honor system is understood to apply not only to matters of conduct on the campus but to everything affecting the good name of the College such as behavior off the campus and honest academic efforts and achievement.

Every student is expected to refrain from cheating, plagiarism, and any other activities which are designated to deceive others.

CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the **Student Association of the St. Elizabeth College of Nursing.**

ARTICLE II: PURPOSES

Section 1. The purposes of this organization shall be:

- a) To aid in the growth and development of the Individual student by promoting good citizenship on the College campus and within the community.
- b) To encourage student leadership and to stimulate Greater individual responsibility for maintaining high educational, personal, and professional standards.
- c) To provide the social and recreational life of the student.
- d) To provide a closer bond and a more unified spirit among student nurses, faculty members, and administration.
- e) To help Students acquire skill in the use of parliamentary procedure.
- f) To serve as a channel of communication between the student body and the various units of student and graduate professional nurse organizations.
- g) To promote and aid in the recruitment and retention of Students for nursing.

ARTICLE III: MEMBERSHIP

Section 1. All Students of the St. Elizabeth College of Nursing are automatically active members of the Association.

Section 2. Associate membership is limited to the faculty of the College of Nursing.

Section 3. Associate members shall have all the privileges of membership except the right to hold office or to vote.

ARTICLE IV: OFFICERS

Section 1. The officers of this Association shall be a president, a first vice-president, a secretary, and a treasurer.

ARTICLE V: THE STUDENT COUNCIL

Section 1. The general executive powers of the Student Association shall be invested in a board of directors known as the Student Council.

Section 2. The Student Council shall consist of the Director of Student Activities; officers of the Association; two representatives elected by each class, one who shall be the respective class president; student representatives to faculty committees.

ARTICLE VI: QUORUM

One third of the membership of the Association shall constitute a quorum for the conduct of business at any regular or special meeting of the organization. However, the lack of a quorum shall not prevent those present from proceeding with the program planned for that meeting.

ARTICLE VII: AMENDMENTS

Section 1. This constitution may be amended at any meeting by a two-thirds vote of the members present and voting, provided that a notice of the meeting and the proposed changes have been posted at least two weeks previous to the meeting.

BY-LAWS**ARTICLE I: MEMBERS OF THE COUNCIL AND DUTIES**

Section 1. Officers shall be elected at the annual meeting by closed ballot to serve one year or until their respective successors are elected.

Section 2. The **President** shall be a member of the senior class and shall carry out the following duties:

- a. Preside at all meetings of this Association.
- b. Appoint special committees with the approval of the Council.
- c. Notify the Students concerned of the action taken by the Student Council regarding violations of the College code after the action has been approved by the Dean of Academic Affairs of the College of Nursing.
- d. Approve expenditures as submitted by the treasurer in conjunction with the director of student activities.

Section 3. The **Vice-president** shall be a freshman student and shall assume, in the order of rank, the duties of the president in the absence of the president.

Section 4. The **Secretary** shall be elected from the freshman class for two years and shall carry out the following duties:

- a. Keep minutes of Council and general meetings and submit a copy of each to the President of the College of Nursing for the central file and to the Director of Student Activities. A copy of the minutes is posted for the student body on the student bulletin board.
- b. Preserve all transactions and correspondence of importance.
- c. Notify all officers and committees of their election or appointment.
- d. Post the time and place of special meeting at least three days in advance of the meeting.
- e. Deliver to the Director of Student Activities, immediately upon the expiration of his/her term of office, all records and papers belonging to the Association.

Section 5. The **Treasurer** shall be elected from the senior class for one year and shall have the following duties:

- a. Keep an accurate record and report to the Association of money received and disbursed.

- b. Be responsible to turn petty cash over to the Director of Student Activities until such time as it can be deposited.
- c. Pay only such bills which have been approved by the President. The Director of Student Activities shall sign checks.
- d. Deliver to the Director of Student Activities immediately upon the expiration of his/her term of office, all records in his/her possession with a supplementary report covering all transactions from the time of the last report.

Section 6. A faculty member attends Student Council and general meetings to advise and assist Students in any way possible.

ARTICLE II: THE STUDENT COUNCIL

Section 1. The Student Council shall have the following duties and powers within the limits of authority given it by the President of the College of Nursing.

- a. Have the opportunity to prepare policies on all matters within the jurisdiction of the Student Association and to submit them to the student body for approval after the President of the College of Nursing has sanctioned them. (Student's Bill of Rights)
- b. Be responsible for the ad hoc committees.
- c. To assist in the professional conduct of the student body.
- d. Assist the Director of Student Activities in preparing the monthly activity calendar.

Section 2. Regular meetings of the Council shall be held each month. The President shall fix the precise time and place of meetings and a notice of such shall be posted at least three days in advance.

Section 3. Members of the Student Council must attend all meetings unless on sick leave. If a student council member is absent without an appropriate excuse given to one of the Student Council officers prior to the meetings, the person will be terminated and a new representative must be elected.

Section 4. Will attend at least one open house each year.

ARTICLE III: HONOR SYSTEM

Section 1. Every member of the College is placed on his or her honor to report any violation of the rules and regulations.

ARTICLE IV: MEETINGS

Section 1. Special meetings of the Association may be called whenever deemed advisable by the President of Student Council or the President of the College.

ARTICLE V: ORDER OF BUSINESS

Section 1. The order of business at the monthly meeting shall be:

- a. Call to order with a prayer
- b. Report of the secretary
- c. Report of the treasurer
- d. Report of the standing committees
- e. Report of the special committees
- f. Unfinished business
- g. New business
- h. Adjournment

ARTICLE VI: FINANCES

Section 1. No separate duties will be charged for membership in the Student Association.

Section 2. The director of student activities shall audit the books of the Association each year.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Section 1. All meetings of this organization shall be conducted according to parliamentary law as set forth in “Roberts’ Rules of Order Revised.”

ARTICLE VIII: AMENDMENTS

Section 1. These by-laws may be amended at any regular meeting by a two-thirds vote of the members present and voting provided that notice of the proposed amendment shall have been posted at least two weeks previous to the meeting.

ARTICLE IX: CLASS ORGANIZATIONS

Section 1. Each class shall be organized during August and be prepared to present its officers and representatives to the Student Association.

Section 2. Each class shall have a President, Vice-President, Secretary, Treasurer and Class Historian. Elections for officers shall be held in October of the freshman year. The senior class elections shall be held in June and remain in effect until graduation.

Section 3. Representatives to the Student Council, one of whom shall be the class president, and one other class member, shall be chosen at the time of class elections.

Section 4. Accounts must be under “*the Class of _____*” and terminated at graduation.

Section 5. Each incoming class shall have a permanent faculty advisor appointed by the President of the College of Nursing.

Section 6. The president of the class and the class advisor shall schedule all class meetings.

- a. Class meetings may not be held unless the class advisor or director of student activities is present at such meetings.
- b. Parliamentary procedure is to be followed and minutes of the meeting are to be recorded by the secretary.

ARTICLE X: DUTIES OF THE FACULTY ADVISOR

Advises the class and officers; gives guidance, information and/or recommendations as necessary. The advisor attends all meetings with the right to participate in all discussions.

The advisor acts as a consultant for all proposed policies and actions and familiarizes herself/himself with the Student Association Constitution and by-laws, and Student Handbook and parliamentary procedure.



A Nurse's Prayer

I dedicate myself to thee,
O Lord, my God, this work I undertake
Alone in thy great name, and for thy sake.
In ministering to suffering I would learn
The sympathy that in thy heart did burn.

Take, then, mine eyes, and teach them to perceive
The ablest way each sick one to relieve.
Guide thou my hands, that e'en their touch may prove
The gentleness and aptness born of love. Bless
thou my feet, and while they softly tread May
faces smile on many a sufferer's bed. Touch
thou my lips, guide thou my tongue, Give me a
work in sermon for each one.

Clothe me with patience, strength all tasks to bear,
Crown me with hope and love, which know no fear,
And faith, that coming face to face with death
Shall e'en inspire with joy the dying breath. All
through the arduous day my actions guide, All
through the lonely night watch by my side, So I
shall wake refreshed, with strength to pray,
Work in me, through me, with me, Lord, this day.