

HELENE FULD COLLEGE OF NURSING

College Catalog - 2022



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Helene Fuld College of Nursing's administration reserves the right to make changes to this document.

COLLEGE LEADERSHIP

College President: as the chief executive officer of the College, the President exercises jurisdiction over all its affairs, subject to the approval of the Trustees. The President serves as the channel of communication between the College Faculties and the Trustees.

Provost/Executive Vice President: as the chief academic officer for the College, the Provost is responsible for programmatic and faculty quality.

Chief of Staff: the chief of staff is an advisor and support to the President. S/he leads and/or co-leads strategic initiatives as determined by the executive leadership.

Program Directors: Each of the 3 nursing programs (AAS, Generic BS, and RN to BS) at Helene Fuld has a director who serves as the lead faculty for that program.

KEY STAFF AND THEIR ROLES

Chief Financial Officer: responsible for all tuition charges, payments, adjustments, and refunds.

Chief Human Resources Officer: officer for all human resources activities for Helene Fuld College of Nursing.

DIRECTORY

COLLEGE LEADERSHIP

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HELENE FULD COLLEGE OF NURSING

VISION STATEMENT

Helene Fuld College of Nursing will be nationally recognized for excellence in nursing education, and noted for its comprehensive, innovative academic programs that are responsive to the healthcare challenges of the future.

MISSION STATEMENT

Helene Fuld College of Nursing is an independent single-purpose institution. Its mission is to provide a dynamic career-ladder approach to nursing education to improve professional practice and contribute to the health of communities.

VALUES

- Excellence
- Integrity
- Diversity

HISTORY

In 1945, a “training school” for practical nurses was established at New York City’s Hospital for Joint Diseases when it was located in Harlem. In 1955, after the school received a grant from the Helene Fuld Health Foundation, the Hospital named the school “The Helene Fuld School of Nursing.” Dr. Leonhard Felix Fuld, a New York City public health advocate and philanthropist, and his sister, Florentine, created the foundation in memory of their mother, Helene Schwab Fuld, a health care crusader in the 1880’s.

Helene Fuld College of Nursing has always been at the forefront of nursing education. In 1964, the school started the first program in the country for licensed practical nurses to become diploma registered nurses. In 1975, when it received its permanent charter from New York State with the authority to confer the Associate in Applied Science degree in nursing, the school became one of the first hospital-based schools in the country to offer the associate degree. In 1981, Helene Fuld also became the first hospital-based associate degree program to be accredited by the National League for Nursing and in 1988, it became the first hospital-based nursing school to become accredited by the Middle States Commission on Higher Education.

In October 1978, the original practical nursing program terminated after educating almost 300 practical nurses. The Hospital for Joint Diseases became known as Joint Diseases North General Hospital in 1979 and was then renamed North General Hospital in 1990. In February 1996, with the permission of the Board of Regents of the University of the State of New York, the name “Helene Fuld School of Nursing” was changed to “Helene Fuld College of Nursing.” It was felt that this name better reflected the College’s standing as an institution of higher education.

In July 2007, the College separated from North General Hospital and was established as an independent not-for-profit College under the authority of the New York State Board of Regents. In early 2012, the College received approval from the New York State Department of Education to confer the Bachelor of Science degree on registered nurses. In 2018, the College received approval to start a generic bachelor’s degree program. Both bachelor’s degree programs emphasize environmental urban health nursing.

The College currently occupies 50,000 square feet of space on Bethel Gospel Assembly Church’s third and fourth floors. There are approximately 600 full and part-time students enrolled in the associate degree and baccalaureate programs.

Graduates of the LPN to RN program are awarded an Associate in Applied Science (AAS) degree and are prepared to pass the NCLEX-RN examination required by the National Council of State Boards of Nursing and the New York State Education Department, Division of Professional Licensing Services. Graduates practice within the context of the New York State Definition of Registered Professional Nursing and the National League for Nursing’s Outcomes and Competencies for Graduates of Associate Degree Nursing Programs (2021).¹

The generic Bachelor of Science degree program is designed for individuals who wish to enter the field of nursing and do not have prior professional nursing education. The program provides a solid background in nursing, science, and liberal arts education while incorporating the College’s focus on environmental and community issues that impact health. Upon successful completion of the program, students will earn a baccalaureate degree and be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The upper-division Bachelor of Science program (RN to BS) provides opportunities for strengthening the registered nurse’s professional practice and serves as the foundation for career advancement. Graduates of the upper-division nursing program are awarded a Bachelor of Science (BS) degree with a focus on environmental urban health nursing.²

¹ National League for Nursing (2021). *Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree,*

² *Baccalaureate, Master’s, Practice Doctorate, and Research Doctorate Programs in Nursing.*

INSTITUTIONAL PROFILE

Helene Fuld College of Nursing is centrally located in Harlem, one of the most dynamic and revitalized communities in New York City. The College is easily accessible from all boroughs, adjacent counties, and New Jersey, the College draws students from all these areas and is conveniently reached by subway, bus, or car. Some out-of-state nurses make housing arrangements in New York City to attend the College on a commuting basis as the College has no residential facilities.

Classes are held from 8:00 a.m. to 9:00 p.m., Mondays through Fridays. Clinicals are scheduled Mondays through Sundays from 8:00 a.m. to 11:00 p.m. A detailed schedule of courses, dates, times, and classroom assignments is distributed and posted before registration. Clinical rotation options are discussed with students at orientation to clinical courses.

THE PHILOSOPHY OF HELENE FULD COLLEGE OF NURSING

The philosophy of Helene Fuld College of Nursing reflects the beliefs of the faculty regarding education, nursing, person, health, environment, and nursing education, and is stated as follows:

EDUCATION

The faculty believes that education is a dynamic, ongoing process that aims to stimulate intellectual curiosity and to help individuals realize their full potential. All people should have the opportunity to continue their education to the fullest extent of their aspirations and abilities. Optimal learning is achieved when the environment offers mutual respect, acceptance of differences, freedom of inquiry and expression, and satisfaction of learning needs. The faculty see their role as facilitators of the learning process. The faculty also believe that individual differences among students should be considered when planning and implementing the curriculum. Each student is allowed to grow in knowledge, understanding, and skills through involvement in meaningful sequentially arranged learning experiences.

NURSING

Nursing is the science and practice that promotes a person's adaptation to achieve integration with their environment during health and illness. The goal of nursing is to promote adaptation in a person's physiological and psychosocial modes, thereby contributing to the person's health, quality of life, and/or dying with dignity. Nurses intervene in situations when the person exhibits actual or potential ineffective responses to environmental stimuli by utilizing the nursing process.

PERSON

A person includes people as individuals or in groups. Each person is a unique being worthy of respect and dignity that possesses physical, social, psychological, spiritual, and cultural attributes. As a dynamic adaptive system, the person is in constant interaction with an ever-changing environment, continually adapting to environmental stimuli. In the process of satisfying basic physiological and psychosocial needs, the person learns and develops behaviors that strongly influence their adaptive responses.

ENVIRONMENT

The environment is defined as all conditions, circumstances, and influences surrounding and affecting the development and behavior of persons and groups.

HEALTH

Health is defined as a state and a process of being and becoming an integrated and whole human being. Health is a reflection of adaptation that is influenced by the nature of external as well as internal environmental stressors. Health is influenced by an individual's adaptation to stressors. An individual's response to stressors may be adaptive and/or ineffective in meeting basic needs and will determine the need for nursing intervention.

NURSING EDUCATION

The faculty believes that all persons are entitled to optimum healthcare. The faculty believe this is a basic human right, which should become one of our nation's high-priority goals. The faculty believe that nursing is essential to the health delivery system in achieving this goal. Since modern nursing encompasses an increasingly broad range of knowledge and skills, it can best fulfill its obligations to society by preparing different levels of nurses. These range from the licensed practical nurse to the doctorally prepared nurse.

LICENSED PRACTICAL NURSE

The licensed practical nurse, under the direction of a registered nurse, is prepared to give basic nursing care. The faculty believe knowledge acquired by the practical nurse is basic to all nursing. When verified by licensure and skills competency, practical nursing constitutes a valid basis for awarding advanced standing to persons who wish to continue their studies towards the associate degree in nursing.

ASSOCIATE DEGREE REGISTERED NURSE

The associate degree graduate from Helene Fuld College of Nursing possesses knowledge drawn from the biophysical and psychosocial sciences and the humanities. As a participating member of the healthcare team, the graduate can apply this knowledge to the nursing process in the care of diverse client populations.

BACCALAUREATE DEGREE NURSE

The Bachelor of Science (BS) degree graduate from Helene Fuld College of Nursing is prepared to assume a leadership role as a member of the healthcare team. The BS graduate integrates knowledge from the liberal arts and sciences, and advanced nursing theory, to care for and educate diverse clients and communities.

THE ORGANIZING FRAMEWORK

The organizing framework for Helene Fuld College of Nursing has been developed from its philosophy. The framework reflects the faculty's beliefs about education, nursing, person, health, environment, and nursing education. The curriculum is designed to incorporate the New York State legal definition of nursing, the nursing process, the Outcomes, and Competencies for Graduates of Associate Degree Programs as described in the National League for Nursing's Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing (2021)³, and the American Association of Colleges of Nursing's The Essentials of Baccalaureate Education for Professional Nursing Practice (2021)⁴.

DEFINITION OF REGISTERED PROFESSIONAL NURSE IN NEW YORK STATE LAW

"The practice of the profession of nursing as are registered professional nurse is defined as diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a licensed physician, dentist or other licensed healthcare providers legally authorized under this title and following the commissioner's regulations. A nursing regimen shall be consistent with and shall not vary any existing medical regimen".

Effective June 18, 2010. Article 139, Section 6902

(Retrieved 5/6/22 <http://www.op.nysed.gov/prof/nurse/article139.htm#sect6902>)

Article 139, Section 6902

THE NURSING PROCESS

A nursing process is a problem-solving approach for gathering data, identifying capacities and needs of the human adaptive system, selecting and implementing approaches for nursing care, and evaluating the outcome of care provided. The nursing process is used as a framework for clinical decision-making for safe, effective delivery of care. An effective clinical decision assures the delivery of accurate, safe care that moves the client and support person(s) towards positive outcomes. Evidence-based practice and the use of critical thinking provide the foundation for appropriate clinical decision making in nursing and the nursing process is critical thinking in action.

- *National League for Nursing (2021). Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing.*
- *American Association of Colleges of Nursing (2021). The Essentials of Baccalaureate Education for Professional Nursing Practice.*

³ National League for Nursing (2021). *Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing.*

⁴ American Association of Colleges of Nursing (2021). *The Essentials of Baccalaureate Education for Professional Nursing Practice.*

ACCREDITATION AND MEMBERSHIP

Helene Fuld College of Nursing holds a permanent charter from the Board of Regents of the University of the State of New York authorizing it to grant Associate in Applied Science (AAS) and Bachelor of Science (BS) degrees in nursing. The College is registered by the New York State Education Department, Office of the Professions, State Education Building – 2nd floor, 89 Washington Avenue, Albany, NY 12234; (518-474-3817). (HEGIS Code: 5208.20 AAS)

Helene Fuld College of Nursing has been accredited by the Middle States Commission on Higher Education (MSCHE) since 1988. The MSCHE is located 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801; (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). (<https://www.msche.org/>)

The Associate in Applied Science degree program in nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), a specialized accrediting agency recognized by the U.S. Secretary of Education and CHEA. The ACEN is located at 3390 Peachtree Road NE, Suite 1400 Atlanta, Georgia 30326; (404-975-5000). (<https://www.acenursing.org/>)

The generic baccalaureate (GBS) and upper-division baccalaureate degree program (RN to BS) is accredited by the Commission on Collegiate Nursing Education (CCNE), a specialized accrediting agency recognized by the U.S. Secretary of Education and CHEA. The CCNE is located at 655 K Street NW, Suite 750, Washington, DC 20001; (202-887-6791). (<http://www.ccneaccreditation.org>).

Helene Fuld College of Nursing is a member of the Commission on Independent Colleges and Universities; the National League for Nursing; the Council for Associate Nursing in New York State; and the New York Metropolitan Reference and Research Library Agency (METRO).

COLLEGE FACILITIES

The College is located on the 3rd and 4th floors of Bethel Gospel Assembly church at 120th Street and Madison Avenue in Harlem. College facilities include the Peggy Wines Memorial Library, nursing arts, simulation and science laboratories, the computer lab, classrooms, conference rooms, and administrative and faculty offices. Student lounges, lockers, and vending machines are provided.

THE PEGGY WINES MEMORIAL LIBRARY

Equipped with over 30 Internet-connected computers, the Library is a major resource for the Helene Fuld educational experience. The Library houses a collection of books selected to meet curriculum needs and student and faculty interests. The Library's collections are supplemented by memberships in resource-sharing consortia.

These partnerships are integrated into the borrowing services provided through the interlibrary loan service and serve to expand the range of materials available to students. Audiovisual and computer-assisted instructional resources supplement classroom instruction, enhance learning, and provide a means of independent study and research.

The Library maintains an Intranet portal that provides access to the Library's online catalog, electronic reference sources, online databases which have been recently expanded, and additional links to external sites of student and faculty interest.

The Library also has space for group study. For a small fee, students may copy selected pages from library materials. The Library is staffed Monday through Friday from 8:00 a.m. to 8:00 p.m. Food and drinks are not allowed in the Library. Times may be subject to change.

The Library's Borrowing Policy:

1. A College ID card is required to borrow books. No other form of identification will be accepted.
2. Students cannot borrow more than two reserve books at one time. The time limit on nursing care plan books is for two hours.
3. Reserve books are for Library use only. If a student removes a reserved book from the Library, the student will lose Library privileges for five school days. If a student keeps a reserve book overnight, the student will also be fined \$20 per day. Repeat offenders (more than once) will lose all Library privileges.
4. Circulating books may be borrowed for one week with the possibility of renewal for an additional week.
5. The late fee for not returning circulating books on time is \$1.00 a day.
6. Reference books never leave the Library.
7. Audio-visual materials are not available for circulation.
8. Copy Cards can be purchased for \$1 in \$5-10-15 increments. Cards must be replaced once the dollar amount on the card has been used. Copies can be made for 10c per page. The fee for the card is \$1.

COMPUTERLAB

The computer lab is used for classroom instruction including information technology classes, pre-entrance testing, and other standardized testing. The computer lab/classroom has 49 Internet-connected laptop computers.

LOUNGEAREAS

There are three student lounges in the College: one on the 3rd floor near the library, one in the West Wing, and one on the 4th floor. Two of the lounges have vending machines and hot/cold water machines.

GENERAL INFORMATION AND COLLEGE SERVICES, All Programs

ACADEMIC ADVISEMENT

The faculty and staff of Helene Fuld College of Nursing work with students as individuals and adult learners, providing services that will assist them in attaining the objectives of the program. On admission, each student is assigned to a faculty member for academic advisement and individual help. Students are urged to take the initiative to seek advisement. It is the student's responsibility to maintain satisfactory academic status and meet college requirements.

SIGNAGE

Official notices and schedules are posted on digital screens throughout the college. Faculty office hours are posted outside the faculty office suites on the 4th floor (Rm. 404) and the door to the office of the Program Directors (Rm. 402).

CAREER DEVELOPMENT

Information on employment opportunities in nursing and procedures related to licensure and job finding is incorporated into Professional Foundations (NUR 225), taught in the final term of programs. Students are informed of current developments in the nursing profession and encouraged to attend local meetings of professional associations and to subscribe to professional journals.

Recruiters, prospective employers, and program representatives from area colleges are periodically invited to visit the College and talk with interested students. CPR courses are offered periodically to students, prospective students, faculty, alumni, and the community.

CLASS SCHEDULING

Classes are held from 8:00 a.m. to 9:00 p.m., Mondays through Fridays. Clinicals are scheduled Mondays through Sundays from 8:00 a.m. to 11:00 p.m. A detailed schedule of courses, dates, times, and classroom assignments is distributed and posted before registration. Clinical rotation options are discussed with students at orientation to clinical courses.

STUDENT FACULTY RATIOS

Program directors work closely with the Provost and President to assure appropriate student/faculty ratios in classrooms and the clinical environments. Ratios are not to exceed 10:1 for live clinical experiences, and all ratios will be adjusted as necessary to ensure a safe environment for students and faculty.

CLINICAL FACILITIES

Helene Fuld College of Nursing students do their clinical practice at cooperating hospitals and community agencies in the New York City area. Experience is available with patients of all ages, varied ethnic and socioeconomic backgrounds, and with a variety of clinical conditions.

NURSING ARTS AND SIMULATION LABORATORIES

The nursing arts and simulation laboratories are available for students to practice and review clinical skills under the guidance of qualified clinical instructors. The labs are also used to demonstrate selected procedures during nursing workshops and seminars. The labs contain advanced technological resources including a computerized patient simulator for demonstration of basic and advanced assessments and acute care practices, as well as audio/video equipment, and a small library of nursing books. Open lab hours will vary from semester to semester. Students will be provided with a QR code and registration information from the Director of Simulation and Nursing Informatics.

STUDENT COUNSELING SERVICES

The College employs a counselor. Short-term and long-term counseling services are available to help students with issues including, but not limited to stress, depression, disorganization, anxiety, family-related problems, and other social issues. Also, students can be referred to other mental health professionals when appropriate. Students can be seen on a walk-in basis when the counselor is not in session or by scheduled appointment. Live or virtual counseling services are offered at no additional cost to students. Appointments must be made by emailing the college counselor at college.counselor@helenefuld.edu or by stopping by the Counseling Office on the 4th floor.

GRADE REPORTING SYSTEM

Grades are available to students online through the College's Student Information System (SIS).

INTERNET WEBSITES/EMAIL

General information about the College can be found at www.helenefuld.edu. Students may securely register for courses, access course schedules, view their grades, view and pay their bills, etc., by using the College's Student Information System (SIS). All students are assigned College email addresses upon entering the program. College email addresses remain active for six months after graduation.

WI-FI ACCESS

The college is equipped with wireless internet technology. Students with wireless-enabled laptops and mobile devices can access the Internet throughout the College.

LOCKERS

Some lockers are available for students to use daily. They are located on the 4th floor on a first-come, first-served basis. Students must supply their locks and may not monopolize lockers. Items left in lockers overnight will be removed. Students will report to Student Services to retrieve said items. The College is not responsible for items left in the lockers.

LOST AND FOUND

The College's "Lost and Found" is in the library at the main desk. Lost and found items can be claimed by stopping by the librarian's desk during regular operating hours.

ORIENTATION OF NEW STUDENTS

During New Student Orientation, students are introduced to some of the administrators and instructional staff, and the facilities, services, and policies of the College. Included in the orientation are information about the course requirements, financial aid, campus security, academic advisement, counseling services, student standards of conduct, and alcohol, drug, and sexual assault policies. Other topics include full-time and part-time schedules, fire drill and safety regulations, tutoring, study groups, and attendance and punctuality policies.

TUTORING

Tutors will provide one-on-one and small group tutoring. Initial subjects will include English, Math, and Nursing. Students may contact student services to sign up for tutoring services. The tutoring environment will be a dedicated quiet space on campus where appointments can be arranged in advance and/or drop-in tutoring may be available. Tutoring will be offered as a live, one-on-one campus resource. Tutoring sessions will last 1-1.5 hours at no cost to the student. The tutor pool will consist of selected and approved professional/academic individuals qualified in the subject area(s), private tutoring company, alumni, graduate students, and retirees.

The intent is to provide alternate approaches to conveying concepts for students who may have learning styles that are not being adequately addressed, and to provide supplemental support for students who are progressing but who would like additional engagement outside the classroom. Our primary goal is to support student success in achieving their goals of graduation and certification as a RN.

Students are expected to be punctual and demonstrate respectful and professional behaviors consistent with those outlined in the student handbook. Students are expected to attend appointments and not cancel/no show without notifying the tutor or program director in advance. Failure to do so may be grounds for removal from access to this resource. Students are expected to communicate, have their work ready, and assignments defined before arriving for the tutoring session. This may include homework assignments, relevant faculty feedback, etc. This will assure that they can make the most of the time available to them.

Tutoring Options will include:

- **Drop-In Tutoring** - This will allow students to reach out and receive academic assistance as needed.
- **Embedded tutoring** - Tutors work closely with faculty of specific courses to have a good understanding of upcoming assignments, specific student needs, at risk students, and develop a plan for individual and group sessions.
- **Weekly or bi-weekly appointments** - Students can request routine appointments every week or every other week. This may be especially helpful for students who are working on semester long projects.
- **Group tutoring** - appointments can be made for small groups of 2-3 students who are working on the same project.
- **Smarthinking** - An online tutoring service, Smarthinking is available via Learning Management System for all students. With Smarthinking, students can utilize a variety of resources. These resources include submitting their essays to writing tutors who provide individualized feedback and access to online group tutoring sessions where they can interact live with a tutor using virtual whiteboard technology.

INSTITUTIONAL POLICIES

BIAS-RELATED CRIMES

The College maintains the following policies and procedures in compliance with Section 6436 of the New York Education Law. All actions against persons or property that may be considered bias crimes are unequivocally prohibited at the College and any College-sponsored activity. Bias crimes are also called hate crimes or bias-related crimes and occur when a person:

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

age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.

Under the Hate/Bias Crime Reporting Act, hate crimes are not a new category of crime. The Act mandated that all crimes that are judged to be based on racial, religious, ethnic, sexual orientation, or disability biases must be reported both as hate/bias crimes and under the customary offense categories. The penalties for committing such crimes will include reporting the incident to the appropriate authorities so that an independent investigation can be conducted. A hate crime is classified as a violent felony offense. Violent felony offenses are punishable by fines and/or imprisonment. The College will also investigate such incidents.

Any student or employee who believes that they have been subjected to a bias-related crime has the right to press criminal charges against the actor. The police would conduct the investigation of these allegations and the judicial authorities would impose penalties. The College reserves the right to conduct its investigation and determine whether the charges are valid and what, if any, penalty should be imposed. If criminal charges are lodged and later dismissed, or if the actor is found guilty, the College reserves the right to make an independent judgment about the actor's continued enrollment at or employment by the College based upon consideration of the overall well-being of the College community.

The penalties for violating the rules of the College will result in the ejection of the violator from college property and the case of a student or faculty violator, his or her suspension, expulsion, or other appropriate disciplinary action; and, in the case of an organization, rescission of permission to operate on College property. Conduct that could result in disciplinary action includes:

- Any conduct that would violate the law and/or criminal codes of any New York City, New York State, or federal agency.
- Any evidence of racism, bigotry, or prejudice directed toward another individual or organization.
- Any activity in violation of any policy statement contained in this handbook or other College publication.

BIAS-RELATED CRIME REPORTING

Bias-related offenses are not only prohibited by College policy but are also a violation of both state and federal laws. Crimes of a sexual nature (including but not limited to: sexual assault, domestic violence, dating violence, stalking, sexual harassment, and cyberstalking) may also be bias-related and should be reported to a faculty member, administrator, or the college counselor who will report them to the Title IX coordinator. The complainant retains the right to decide whether or not to pursue an investigation. Confidential records are retained. Legal consequences of committing offenses in New York State range from prison terms of three months to 25 years, depending on the nature of the offense.

HELENE FULD COLLEGE OF NURSING NON-DISCRIMINATION POLICY:

Helene Fuld College of Nursing complies with Title VI of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. It does not discriminate based on race, sex, color, national origin, age, gender, veteran status, religion, creed, marital status, sexual orientation, genetic predisposition or carrier status, or qualified handicap in any of its policies, procedures, or practices. This nondiscrimination policy covers employment, admission and access to school programs and activities, including but not limited to academic admissions, financial aid, and educational services. Inquiries regarding this policy should be addressed to the Vice President of Enrollment Management. Information shared is held in the strictest confidence.

Title IX Coordinator: Human Resources Director Alex Gutierrez, at Alex.Gutierrez@helenefuld.edu

All materials used to train title IX coordinators, investigators, decision-makers, and any person who facilitates informal resolution processes are from the College participation in the SUNY student conduct institute. A synopsis of their training is found in this link: system.suny.edu/sci/postedtraining/

TITLE IX POLICY & PROCEDURE

Title IX is a federal law that prohibits discrimination based on sex, including sexual harassment and sexual assault, in

education programs and activities that receive federal financial assistance. On May 6, 2020, the Department of Education released sweeping regulations directing schools to implement a procedure to redress Title IX-based reports of sexual harassment and sexual assault. The regulations went into effect on August 14, 2020. “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”. Title IX of the Education Amendments of 1972. The College has a duty to promptly respond to complaints of sexual harassment and sexual violence in a way that limits its effects and prevents its recurrence.

DEFINITIONS

Sex discrimination: includes all forms of sexual harassment, including verbal sexual harassment and sexual violence by employees, students, or third parties against employees, students, or third parties.

Sexual violence: physical, sexual acts perpetrated without consent.

Consent is a clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.

Sexual harassment: unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from a program or activity. Examples include requests for sexual favors, unwelcome advances, sexist comments.

Who are the parties:

Victims of sexual harassment or sexual violence might be faculty, staff, students, or third parties, and the accused may be from any of those groups. Victims and alleged perpetrators can be male or female.

What should I report:

Any observed, experienced, or known sex discrimination, including sexual harassment and sexual violence.

Who needs to report?

Anyone who experiences, observes, or hears about an incident of sexual harassment or sex discrimination should report it to the Title IX Coordinator as soon as possible.

How do I report?

Report to the Title IX Coordinator. He/him/they or she/her/they will contact the complainant (an individual who is alleged to be the victim of conduct that could constitute sexual harassment) confidentially to discuss the availability of supportive measures, ask the complainant if he/him/they or she/her/they wishes supportive measures, inform he/him/they or she/her/they of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. Following a formal complaint, a transparent complaint process will be conducted. Complaints and respondents (the alleged perpetrator) will be treated equitably, and no disciplinary sanctions will be enacted without following the complaint process.

The College will investigate allegations in any formal complaint and send written notice to both parties. The burden of gathering evidence and the burden of proof lies with the College, not on the parties. The College will provide equal opportunity for the parties to present facts and expert witnesses and other inculpatory and exculpatory evidence. Parties have the same opportunity to select an advisor of the party’s choice who may be but need not be, an attorney. The College will send written notice of any investigative interviews, meetings, or hearings, and send to the parties and their advisor’s evidence directly related to the allegations in electronic format or hard copy, giving at least ten days for the parties to respond.

The College will dismiss allegations of conduct that do not meet the definition of sexual harassment or did not occur in a school’s education program or activity against a person in the US. Such dismissal is only for title IX purposes and

does not preclude the school from addressing the conduct in any manner the College deems appropriate.

The College may dismiss a formal complaint or allegation if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegation if the respondent is no longer employed or enrolled at the college, or if specific circumstances prevent the college from gathering sufficient evidence to reach a determination. Written notice of dismissal with reasons will be sent to both parties and advisors.

The College will protect the privacy of a party's medical, psychological, and similar treatment records by requiring the party's voluntary, written consent to access or use such records. The College will conduct a live hearing with the following guidelines:

- At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including that challenging credibility.
- Such cross-examination at the live hearing must be conducted directly, orally, and in real-time by the party's advisor of choice and never by a party personally.
- At the request of either party, the recipient must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology, enabling the parties to see and hear each other.
- Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or
- other question, the decision-maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.
- If a party does not have an advisor present at the live hearing, the school must provide, without fee or charge to that party, an advisor of the school's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.
- If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.
- Schools must create an audio or audiovisual recording, or transcript, of any live hearing.

The decision-maker, who is not the Title IX coordinator or investigator, will issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, the rationale for the result as to each allegation, and disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. The written determination must be sent simultaneously to the parties, along with information about how to appeal.

The Final Rule allows a school, in its discretion, to choose to offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. Any person who facilitates an informal resolution must be well trained. The Final Rule adds:

- A school may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation, and adjudication of formal complaints of sexual harassment. Similarly, a school may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.
- At any time before agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the complaint process concerning the formal complaint. Schools must not

offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

The Final Rule expressly prohibits retaliation:

- Charging an individual with code of conduct violations that do not involve sexual harassment, but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment, to interfere with any right or privilege secured by Title IX constitutes retaliation.
- The school must keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding.
- Complaints alleging retaliation may be filed according to a school's prompt and equitable complaint procedures.
- The exercise of rights protected under the First Amendment does not constitute retaliation.
- Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX complaint proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

CANCELLATION OF CLASSES

Classes are sometimes canceled due to hazardous weather or other emergency conditions. Students should check their college email and the website for such cancellation announcements (www.helenefuld.edu). Canceled classes may be rescheduled. The decision to make up time lost due to bad weather more than 5% of lecture and 10% of clinical time will be made by college administrators.

CELLPHONES/ELECTRONIC DEVICES

During examinations, all electronic devices (including watches, earpieces, and headphones) must be turned off and placed in student lockers or a place designated by the instructor. **Students found to have these devices during exams will be removed from the testing room and will receive a zero on the exam.** Cell phones, pagers, and other electronic devices are not to be used in classrooms, the library, or other areas where signs are posted restricting their use such as clinical areas unless authorized by faculty or staff. Recording in class is subject to instructor approval.

CHILDREN IN THE COLLEGE

Children are not permitted in the College without prior approval.

COLLEGE IDENTIFICATION CARD

A photo identification (ID) card is issued to each student and must be presented to the College's security guard upon entering the College. All students must have their IDs visible when they are in the College. No one without a college-issued ID card or visitor pass is allowed in the College. Family members and friends of students, food delivery personnel, etc., must wait at the security desk on the first floor.

CREDIT CARD POLICY

The advertising, marketing, or merchandising of credit cards to students on campus is prohibited.

ACCEPTANCE OF GIFTS FROM VENDORS, STUDENTS, OR OTHER THIRD PARTIES

HFCN is committed to ensuring an ethical teaching and learning environment. To prevent undue influence or a potential conflict of interest, members of the HFCN community, may not accept a gift from others who may influence the recipients' decision making.

- This policy is not intended to prohibit gift exchange among employees or individuals who have independent personal relationships (i.e., Birthday or holiday gifts).
- While this Policy prohibits the acceptance of gifts, on occasion, a recipient may be offered a gift in appreciation for service. In such instances, if the recipient is comfortable, gifts of nominal value (less than \$50) may be accepted provided the gift can be shared with other members of the recipient's department, and the gift is not related to past or anticipated preferential treatment.

- Gifts of cash, gift cards or certificates, gratuities, or other monetary equivalents of any kind should not be accepted for any reason.
- Donations to HFCN scholarship fund may be suggested instead of giving a personal monetary gift.
- In the event an individual is offered or receives a gift and is unable to refuse acceptance or return the gift, the matter should be disclosed to the Individual's supervisor.
- If the gift is in the form of a check or cash, the gift-giver should be informed that the gift will be delivered to the Chief Financial Officer at HFCN for placement in the scholarship fund.

DRESS CODE

Professional appearance is also a part of professional decorum. An essential part of preparing students for employment in the nursing profession is to enforce conformity to a dress code. Students must comply with the College's dress code while attending classes, including while doing any externships or clinical courses. Students must also take daily preventive measures to maintain good personal hygiene.

General Hygiene & ID Badge:

- Maintain clean, odor-free personal hygiene.
- The ID badge is an essential part of the dress attire and is required for entry to campus and while at clinical rotations.

Tattoos:

- Visible tattoos that are obscene, lewd, crude, or portray or present nudity, vice, crime, or that contain profanity are prohibited. Students will be required to cover such tattoos.

Classroom Attire:

- Clothing should be neat and clean. Casual and comfortable clothing is acceptable while attending campus-related activities.
- Avoid visible undergarments, ripped, soiled, baggy or tight clothing, clothing with offensive wording, low-cut or otherwise revealing clothing (shorts above the mid-thigh, low-cut blouses, or halter tops).

Laboratory Attire:

- White lab coats are required in some nursing courses, clinical skills labs, the simulation labs, and science labs.

Clinical Attire (AAS and GBS programs):

- **Uniform:** The nursing uniform is a symbol of the nursing profession. The College has a required uniform that must be purchased from Flynn O'Hara uniforms at www.flynnohara.com. It should be **clean** and **fresh**.
- **Shoes:** Clean white low-heeled duty regulation uniform shoes are required; sneakers, tennis shoes, clogs, sandals, open-toed or open-back shoes are not acceptable. Shoes and shoelaces must be **kept clean** and **white**. White socks or white stockings are to be worn with the uniform.
- **Hair:** Hair should be neatly arranged away from the face. No ornamental hair accessories are allowed. Braids are permissible but must be contained. Male students are to be clean-shaven or have neatly trimmed beards or mustaches. Religious head covers must be navy blue or white.
- **Make-up:** Heavy make-up, including long false eyelashes or bright eye shadow, is not permitted.
- **Nails and nail polish:** Fingernails must be kept trimmed and clean. Only well-maintained clear polish is acceptable with no other decorations. Artificial nails or overlays are not permitted.
- **Perfume:** Perfume or after-shave lotions are not to be worn while in uniform.
- **Jewelry:** Only engagement rings, wedding rings, wristwatches, and one pair of small, plain, stud earrings may be worn. Eyebrow, nose, tongue rings and bracelets **are not permitted**.

Students are to adhere to agency expectations for health and safety purposes, as this relates to hair, nails, perfume, Jewelry, piercings, and tattoos.

Special needs for religious dress requirements will be honored to the extent that these do not conflict with the guidelines of the Occupational Safety and Health Administration (OSHA) or the Centers for Disease Control (CDC). All requests to modify the clinical dress code should be made to the program directors.

Any student who is dressed inappropriately or who does not follow the dress code may be prohibited from attending classes and labs or may be asked to leave the campus or clinical area. Any student who disregards the dress code will

be warned and if the problem persists, they may be placed on probation and/or be dismissed from the College.

Students are expected to wear their Helene Fuld photo ID cards at all times while at externship or clinical sites.

DRUGS, MEDICATION, AND ALCOHOL

Helene Fuld College of Nursing is a drug and alcohol-free college and is in full compliance with the Drug-Free Schools and Communities Act of 1989, the Drug-Free Workplace Act of 1988, and Federal regulation 34CFR Part 86.

Helene Fuld is a substance-free campus. Prescribed medications must be kept in their original containers and be properly labeled. The College reserves the right to take disciplinary action against any individual who possesses drugs not covered by a physician or nurse practitioner's prescription or not kept in their original containers. Use, unauthorized possession, or being under the influence of intoxicating beverages or illegal drugs, will result in disciplinary action or dismissal. The College does not permit the use of any tobacco or marijuana products (i.e., cigarettes, cigars, pipes, smokeless tobacco products, and e-cigarettes) on campus, which includes the sidewalk in front of the building. Smokers are only allowed to smoke on the park side of 120th Street.

Possession, use, or distribution of illicit drugs, alcohol, and marijuana in the College or at College-sponsored events is prohibited and is cause for dismissal. Legal sanctions will be taken under local, state, or federal law against any student or employee who possesses or distributes illicit drugs or alcohol including Marijuana.

Drug and alcohol counseling and treatment services are available. Students who need help are encouraged to meet with the college counselor for a referral to the appropriate resources. For more information, please visit our Drug and Alcohol Abuse Prevention Program page.

FOOD AND BEVERAGES

Food and beverages are prohibited in all laboratories (i.e., nursing arts labs, simulation labs, science lab, and computer lab) and the library. Food and beverages should only be consumed in the 3rd floor vending area and 4th-floor student lounge.

HEALTH EMERGENCIES AND REFERRALS

Any student who is injured in the College must report this to a faculty member or administrator at the time the incident occurs. An Incident Report will be filed with the Chief Human Resource Officer and if necessary, "911" will be called. If a student has a health emergency during an off-campus clinical experience, their clinical instructor will refer them to the affiliating agency's emergency department and/or to a private physician.

The College does not assume responsibility for dental care, hospitalization, or treatment of health problems. All Helene Fuld College of Nursing students are required to maintain health and hospital insurance while enrolled in the College.

HELENE FULD COLLEGE OF NURSING

Technical Standards for Core Professional Nursing Competency Performance

Helene Fuld College of Nursing is committed to producing lifelong learners who will excel in their careers. The Helene Fuld College of Nursing Technical Standards for Core Professional Nursing Competency Performance (Technical Standards) are an integral component of the college academic requirements that identify core professional nursing competencies in five specific domains – Communication, Observation, Cognitive, Motor, and Behavioral and Social Attributes. Nursing students must meet all the requirements of the Technical Standards, with or without reasonable accommodations, to successfully progress through and graduate from their respective curricula. These requirements pertain to all student conduct regardless of setting (e.g., classroom/didactic, office, on-campus simulation or off-campus clinical, email communication, etc.).

Individuals interested in applying for admission are encouraged to review the Technical Standards to become familiar with the skills and abilities required to complete the programs.

COMMUNICATION Competencies: The Technical Standards include the ability to communicate effectively with a wide variety of individuals. **Rationale: communication competencies include knowledge, attitude, and skills**

necessary to provide quality and safe patient care in all health care settings. Examples of communication competencies include, without limitation, the ability to:

- Communicate clearly in English, in a professional and sensitive manner, to patients or to a patient language interpreter (if the patient and/or family members/significant others do not speak English), and their family members/significant others, health team members, faculty, and peers of diverse ethnic, religious, and cultural backgrounds in professional nursing practice settings as well as in the academic setting.
- Elicit accurate information from patients, family member/significant others, health team members, and/or faculty related to a patient's medical history and current status necessary to adequately and effectively evaluate a patient's condition.
- Convey appropriate information to patients and the health care team and teach, direct and counsel a wide variety of individuals, including explaining treatment procedures and initiating health education.

OBSERVATION Competencies: The Technical Standards include the ability to make observations in connection with other identified professional nursing student competencies. **Rationale: Nursing student observation competencies include the knowledge, attitude, and skills necessary to provide quality and safe patient care to patients in all health care settings.** Examples of observation competencies include, without limitation, the ability to accurately:

- Use and interpret information obtained from digital, analog, and waveform diagnostic tools (e.g., sphygmomanometer, otoscope, stethoscope, ophthalmoscope, EKG, IVs) and other diagnostic tools that monitor or obtain physiological phenomena.
- Observe a patient during a comprehensive or focused physical assessment to determine signs and symptoms of disease, pain, and infection.
- Observe and interpret normal and deviations from normal the following: e.g., a patient's heart and body sounds, body language, color of wounds, drainage, urine, feces, expectoration, and sensitivity to heat, cold, pain, and pressure

COGNITIVE Competencies: The Technical Standards include the ability to demonstrate cognitive abilities in connection with the other identified professional nursing student competencies. **Rationale: Nursing student cognitive competencies include demonstrating the knowledge, attitude, and skills necessary to provide quality and safe patient care to patients in all health care settings.** Examples of cognitive competencies include, without limitation, the ability to:

- Demonstrate cognitive abilities related to course and program outcomes, which include intellectual, conceptual, integrative, quantitative, critical thinking, and comprehension skills that indicate that the student is able to carry out the nursing process in the care of patients.
- Measure, calculate, reason, analyze, and synthesize subjective and objective data to carry out the nursing process in relation to patient assessment, diagnosis, goals, plan of care/interventions, and evaluation.
- Retrieve and critically appraise patient related research to determine the best available research evidence (quantity and quality) to use in a patient's nursing plan of care.
- Comprehend extensive information from written documents, visual and/or oral presentations, and patient computer information systems in order to carry out the nursing process.
- Analyze and prioritize all aspects of patient care in a prompt and timely fashion.
- Synthesize objective and subjective findings and diagnostic studies in order to formulate nursing diagnoses.
- Use synthesized data to initiate a nursing plan of care which appropriately integrates patient preferences in order to provide appropriate, quality, and safe patient care.
- Accurately follow course syllabi, assignment directions, patient protocols, and any action plan(s) developed by deans, faculty, administrators, or health care agency staff.

MOTOR Competencies: The Technical Standards include the ability to perform or assist with nursing interventions to provide comprehensive general nursing care and treatment in connection with other identified professional nursing student competencies. **Rationale: Nursing student motor competencies include the knowledge, attitude, and skills necessary to provide quality and safe patient care to patients in all health care settings.** Examples motor competencies include, without limitation, the ability to:

- Obtain accurate information from patients using gross and fine motor skills appropriate to the technique

(e.g., palpation, auscultation, and percussion) and common medical/nursing digital, analog, and waveform diagnostic tools and equipment (e.g., sphygmomanometer, otoscope, stethoscope, ophthalmoscope, EKG, IVs) that monitor or obtain physiological phenomena or data.

- Perform and/or assist appropriately with expected nursing student procedures, treatments, and medication administration using sterile or clean techniques appropriate to the type of procedure, treatment or medication administration (e.g., drawing medications into syringes in precise measurements; giving a medication IV, IM, or subcutaneously using the appropriate syringe or apparatus; performing tracheotomy care and suctioning; inserting urinary catheters; creating sterile fields; sterile and clean dressing changes) and administering basic life support (BLS) cardiopulmonary resuscitation or advanced cardiopulmonary life support (ACLS), depending upon the nursing student's program level.
- Move, transfer, and position patients or equipment safely under a variety of circumstances with or without a lift team or assistive devices during the delivery of general nursing care or in emergency situations.
- Have the endurance to complete all required tasks during the assigned period of clinical practice in order to carry out the nursing process in the context of patient care delivery.
- Navigate patients' rooms, workspaces, and treatment areas with appropriate precision and speed to carry out the nursing process during the delivery of general nursing care or in emergency situations.

BEHAVIORAL AND SOCIAL ATTRIBUTES Competencies: The Technical Standards include the ability to demonstrate behavioral and social attributes in academic and in on campus clinical and off-campus clinical settings in connection with other identified professional nursing student competencies included in the AACN's Essentials of Baccalaureate, Master's and Doctoral Education for Professional Nursing Practice, the National Student Nurses' Association, Inc.® Code of Ethics: Part II Code of Academic and Clinical Conduct and Interpretive Statements, and HFCN's student academic integrity policy. **Rationale: Nursing student behavioral and social attributes competencies include the knowledge, attitude, and skills necessary to provide quality and safe patient care in all health care settings.** Examples of behavioral and social attributes competencies include, without limitation, the ability to:

- Conform to all requirements set forth by HFCN/health care agency's affiliation agreements as well as any additional requirements of any clinical setting.
- Uphold professional nursing standards related to the student's scope of practice.
- Conform to HFCN's attendance and clinical dress code/professional appearance requirements for on-campus clinical simulation and off-campus clinical learning sessions.
- Communicate in a mature, professional, culturally sensitive, therapeutic, accurate and effective manner with patients, patients' family members/significant others, members of the health care team, faculty, staff, and peers.
- Maintain effective, appropriate, and sensitive relationships with patients, patients' family members/significant others, peers, faculty, staff, and other health care professionals.
- Work cooperatively and with honesty and integrity with peers, faculty, and members of the healthcare team.
- Adapt to changing environments and exhibit flexibility and composure in the face of uncertainties inherent in the clinical problems of diverse patients.
- Use conflict resolution strategies effectively in class, on-campus clinical simulation, and off-campus clinical learning settings
- Integrate constructive criticism received in HFCN, on-campus clinical simulation and off-campus clinical learning settings.
- Correctly judge when a nursing intervention requires additional assistance and seek help from the HFCN clinical instructor, preceptor, or appropriate agency health care team member.

LPN LICENSURE

LPN or RN licensure must be maintained throughout the entire college program.

STUDENTS WITH DISABILITIES

Helene Fuld College of Nursing complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which ensure that reasonable accommodations are provided for students with documented disabilities. Based on documentation from a qualified practitioner, the College will determine on a case-by-case basis whether a need exists and, if so, what accommodations are appropriate and for how long.

The Americans with Disabilities Act (ADA) of 1990 requires an institution of higher education to provide reasonable

accommodations to a qualified individual with a documented disability, provided that this accommodation does not create an undue hardship on the institution. An undue hardship refers to any accommodation that would be unduly costly, expensive, substantially disruptive, or that would fundamentally alter the nature of the program.

A student who requests special accommodations due to a disability must contact the Office of Student Services in (room 300) for a copy of the Disability Service Package that includes the Special Needs Self-Disclosure Form and the Documentation Guidelines.

All requests for accommodations must be submitted to the Office of Student Services at least thirty days before the beginning of the term for which accommodation is needed. The request along with documentation will be presented to the Disability Services Committee and the student will be notified in writing of the decision.

Please refer to Technical Standards (page 19) for further information on requirements. Anyone who doesn't meet these standards need to consider appropriate accommodations. Approved accommodations for on campus clinicals do not guarantee that said accommodations will be accepted by on site clinicals.

ACADEMIC INFORMATION AND POLICIES

STUDENT ASSESSMENTS

Course instructors use a combination of quizzes (announced and unannounced), unit tests, formal writing assignments, integrated standardized testing (ATI) prep, discussion board postings, and a final examination to arrive at the course grade. Faculty reserve the right to refuse written assignments and correspondence, which are not appropriately neat, legible, and written in Standard English.

Instructors review their specific grading criteria with students during the initial class period. Each student's work is evaluated individually. Evaluation of all course objectives is contained in the syllabus. During the mid-term, final clinical weeks and end of course, students receive individual clinical evaluations and cumulative summaries. Evaluation of student achievement is calculated using only measurable academic assignments that are directly related to the course objectives and that are identified in the syllabus. No points are assigned for non-academic or unplanned activities such as attendance and participation. Grades are not curved.

Students in the AAS and GBS programs who are enrolled in nursing courses must complete all assigned focused reviews and remediation before taking the ATI exams.

Standardized Testing NCLEX Preparation

Helene Fuld College of Nursing utilizes ATI integrated testing and preparation tools throughout the curriculum for both the AAS and BS programs. Students will begin working with supplemental materials in multiple courses including the foundational skills courses, clinical courses, and leadership courses. In each course, students will interface with tools including videos and virtual simulations as well as secure, proctored exams that are nationally normed. Please refer to syllabus for more information. At the end of the program, before graduation, students will complete an ATI NCLEX-RN review course.

STUDENT RECORDS

Permanent records, which are retained for seven years after completion, withdrawal, or dismissal from the program, include:

- High School Transcripts
- Academic Transcripts
- Citizenship Documentation
- College Correspondence Directed to Student (Financial Aid records are kept separately)

To remain in good standing, all full-time students must attain a Helene Fuld cumulative GPA of 2.5 by the beginning of the second semester. Students not meeting this requirement are subject to dismissal. A full-time student who changes from full-time to part-time must attain a cumulative GPA of 2.5 by the end of their second part-time

semester or be subject to dismissal. All students must earn a minimum Helene Fuld GPA of 2.5 to graduate.

MATH PROGRESSION

As patient safety is the College's goal, students will be required to take a medication math exam during each clinical course. This exam consists of various questions based around provided calculations, which may include but are not limited to: IV drip rates, medication titration, calorie calculation, ovulation dates, body mass index, pediatric dose calculations, and expected date of confinement.

Math exams will reflect an increase in complexity as course content progresses. Preparatory materials will be provided on Canvas, and it is the responsibility of the student to review them. Students are required to achieve 100% on the Math exam within the first 2 weeks of each clinical course. Three attempts to achieve 100% will be provided. Students who fail to achieve 100% on the third attempt may fail the course and may be dismissed from the program.

ATTENDANCE POLICY

The College expects students to attend all classes, prerequisites, conferences (including intensive courses less than 15 weeks), and clinical experiences. Attendance is completed in each course and each class meeting date. Failure to attend scheduled class, may impact the final course grade, including the potential for course failure.

POLICY FOR CLINICAL TRAINING

The clinical experience that a student receives at HFCN is essential to acquire the competencies of a RN. Every hour must be documented, and any absence may be cause for course/clinical failure.

- Students must arrive at their assigned clinical 15-20 minutes before the start of the assigned shift, in uniform, ready to start promptly.
- Students must not leave early from an assigned clinical day.
- No clinical absences are allowed.

ABSENCE DUE TO ILLNESS

Absence or early departure from any college coursework including clinicals due to illness (or another emergency) must be reported to the clinical instructor. Students should not call the nursing office or clinical unit at the affiliating agency to report an absence. If a student cannot attend or leaves the clinical class early due to an emergency, the student is required to notify the clinical adjunct of the course immediately or in writing within 24 hours of an absence stating the reason for their absence. Attendance is required, documentation maybe requested for absence.

ABSENCE FOR RELIGIOUS REASONS

The New York State Educational Law regarding absence from classes for religious observance requires that each student who is absent from the College because of his or her religious beliefs, be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days.

GRADING SYSTEM (Quantitative)

A	4.0	95-100	C+*	2.3	78-79
A-	3.7	90-94	C	2.0	74-77
B+	3.3	86-89	C-	1.7	70-73
B	3.0	83-85	D+	1.3	66-69
B-	2.7	80-82	D	1.0	60-65
An Overall Minimum Grade of 78(C+) is required Points 59 and below=F					

I Incomplete (see page 27)

W	Withdrew through the fifth week (will not affect GPA).
WP	Withdrew passing - after fifth week (will not affect GPA).
WF	Withdrew failing - after the fifth week (computed as a course failure).

* C+/78% is the passing grade in all courses and for all accepted courses for transfer.

A transfer course is recorded on the final transcript but is not computed in the GPA.

MAXIMUM CREDIT HOURS (Quantitative)

Students may receive financial aid for any attempted credits in their corresponding program of study if they do not exceed one hundred and fifty percent (150%) of the published length of the student's educational program at Helene Fuld College of Nursing. For example, a student enrolled in a 70-semester credit AAS degree program may receive financial aid for a maximum of one hundred and eight (108) attempted semester credits. Transfer credits are counted as part of the 150% maximum semester credit hours rule.

GRADE POINT AVERAGE

To compute the semester GPA, multiply quality points earned by the credits in each course. Add up the total number of quality points earned in all courses and divide by the total number of credits. For example, 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		Quality Points	
A	=	4.0	x	3	=	12	
B	=	3.0	x	3	=	9	
C	=	2.0	x	4	=	8	
				10	29 (29/10 = 2.90)		

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

PREGNANCY

A student who is pregnant must promptly report their pregnancy to their course program director and Castle Branch. A student who is pregnant while enrolled must provide documentation from their physician or clinic stating that they are approved to continue in the program and able to meet Technical Standard Competency requirements (page 19). The document must include written approval specifically stating that there are no restrictions on activity or lifting. The College reserves the right to require a student to take maternity leave, especially if the student will deliver before the completion of their studies. A medical clearance note is required to resume studies.

A student may request a leave of absence if all financial obligations to the College are satisfied and if the student has presented no cause for dismissal. The student must state the reason for the request and complete an official Leave of Absence Form. A leave of absence is limited to one year unless the student is receiving federal student aid, in which case, the limit is one hundred and eighty (180) days.

MILITARY SERVICE POLICY

HFCN adheres to federal and state law on the duties to and rights of students who are members of the US Armed Forces including the National Guard and the reserves, when they are temporarily unable to attend classes or must suspend their studies due to service requirements.

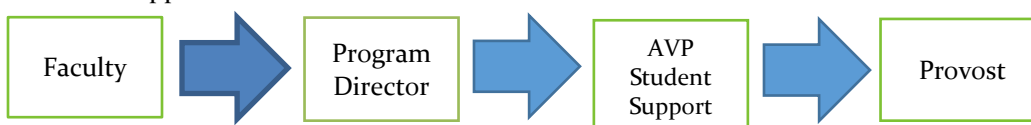
1. Students should provide advance written notice with supporting documents of their military service obligation to the Student Services Office.
2. A student who is called to military duty will be will need to meet with their advisor/military liaison.
3. Students called to a military service obligation should contact the Student Services Office. Each such student has the following options for withdrawal from classes for a military service obligation:
 - a. If prior to official drop/add deadline, drop classes and receive a full refund.
 - b. If after the official drop/add deadline, drop from classes and receive a full refund. A grade notation of "M" will be applied to each course to indicate drop due to military obligation.
 - c. Receive an "Incomplete (I)" if eligible based on status in the course(s) and length of time in the course. If the student chooses this option, then if the student is not able to fulfill the course completion requirement(s), regardless of the circumstances, the student cannot later choose option (a) above.
4. For service member students who wish to re-enroll after a military obligation the following is available:
 - a. Students will be promptly reenrolled with the same academic status when last in attendance or last admitted, subject to paragraphs c and d below.
 - b. HFCN will make reasonable efforts at no extra cost to the student to help them become prepared or to enable the student to complete their program. However, if it is determined after reasonable efforts, that any such student is unable to complete their program or that there are no reasonable efforts that can be taken to prepare the student to resume the program at the point where they left off or to enable the student to complete the program, HFCN is not required to readmit the student on their return. (Pronoun agreement).
 - c. Students will be promptly reenrolled if the cumulative length of the absence and of all previous absences by reason of service in the uniformed services does not exceed five years. Students whose previous absences cumulatively exceed five years are subject to the established reenrollment policy and procedures.
 - d. Students who seek re-enrollment will provide to HFCN documentation to establish that the student has not exceeded the service limitation of total cumulative absence of five years

ENROLLMENT STATUS: Grade Appeals

Grade Appeals

A grade dispute requires multiple steps, follows a chain of command, and is time sensitive.

- First meet with the faculty member who assigned the grade.
- Then appeal to the program director.
- Then appeal to the AVP Student Support.
- Final appeal sits with the Provost.



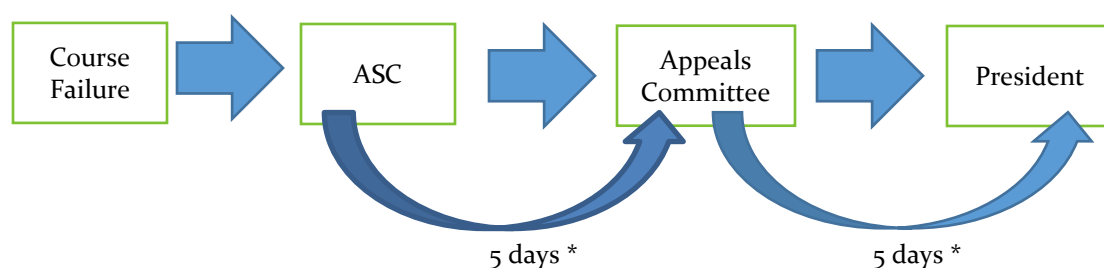
The timeline should begin as soon as the student identifies a discrepancy, but no later than 3 days following posting of grades, including final grades.

All students who fail a course will have their case reviewed by the Academic Standard Committee (ASC), and a formal recommendation will be determined. Students will be notified via email by the ASC chair with a letter outlining findings, and a copy will be placed in the student's academic file.

If the student is not satisfied with the ASC recommendation, they may request a meeting with the Appeals Committee. This request must be received by the chair of the Appeals committee within 5 business days of receiving the letter from ASC.

If the student requests a meeting with the Appeals committee, they will come in front of the committee and formally state their appeal with opportunity for committee members to ask questions. The Appeals Committee will provide a written recommendation letter via email to the student within 48 business hours of meeting with the student, and a copy of the letter is placed in the student's academic file.

If the student is not satisfied with the recommendations of the Appeals Committee, they have a final appeal available directly to the President. This final appeal is also time sensitive and contact with the president's office must occur within 5 business days of receiving the recommendation letter from the Appeals Committee.



* The 5 day count starts as day 1 with the date noted on the letter.

Appeal to Return to the College Following Dismissal

If a student is dismissed from the college for failure to maintain academic progression, the student may appeal directly to the president with a request to return. It is recommended that the student prepare a written letter of appeal in advance and forward this to the president prior to a formal meeting. ***Note- If the student is reinstated following dismissal, the student should be aware that financial aid may not be available. Students considering appeal for reinstatement are recommended to meet with the financial aid department to discuss their options.***

WITHDRAWAL POLICY

From time-to-time circumstances may arise that make students unable to continue their enrollment for the remainder of the current term. Students can request to withdraw from a course(s) starting the first day of classes and before the ending of the 14th week of classes to avoid penalty. Students must initiate the withdrawal process by the end of the 5th week in order to formally discontinue their enrollment in a course or at the college and to earn a W. After week 6 a withdrawal will earn a WP or WF. This is a collaborative process that requires student responsibility, student affairs, academic affairs, financial aid, and the bursars.

Tuition & Fees:

Any student who receives a withdrawal remains responsible for the course tuition and fees.

Withdrawal Procedures

Students must begin the withdrawal process with their academic advisor or course Professor. Students can obtain all withdrawal forms online and submit their completed forms to the Student Services. All forms are processed by the

Office of the Registrar, with the student's semester course(s) withdrawn based on the effective date on the form. (The Financial Aid Office will adjust any awarded aid, and The Bursars Office will recalculate the Tuition and fees, if appropriate).

Withdrawing during final examination week is prohibited. Students who do not follow the appropriate withdrawal process will remain enrolled in their course(s) and will receive their earned grade(s) for the course.

Terms and Definitions:

Administrative Withdrawal: Administrative Withdrawals are granted by the Provost, Program Director and Assistant VP of Student Support for one or more classes under serious, unforeseen circumstances that present a considerable obstacle to course completion (e.g., severe injury, physical or mental illness, death in the family, and failure to remain compliant with Castle Branch compliance requirements). Any student who receives an **AW** will have this listed on the transcript. **AWs** do not factor into either term or cumulative grade point averages and no credit will be awarded. **NOTE: If a student needs to withdraw from one or more classes for medical/health reasons, he/she may petition for an Administrative Withdrawal (HFCN does not have a "medical withdrawal" option).**

If a student receives all non-passing grades and has no proof of academically related activity for the term, the College will determine the student to have unofficially withdrawn.

To be considered for an **AW**, you must submit an administrative withdrawal form. Only two **AW's** are allowed during the course of the program. Each form will be considered separately and decisions will be made on a case-by-case basis.

College Initiated withdrawal or Drop for Non-Participation: Students who are enrolled at Helene Fuld College of Nursing courses will be administratively withdrawn for non-participation at the end of week one if no attendance is recorded. Students who do not participate during the first week forfeit their rights to be reinstated into the course during the term. Any refund will be pro-rated based on the current refund policy for tuition.

Never attending, dropping or withdrawing may have short and long-term consequences for students including financial aid eligibility and satisfactory academic progression based on course availability. Names of those students who are removed for non-participation will be forwarded to course faculty, program director, and financial aid advisor.

Program Withdrawal: A program Withdrawal is when the student leaves Helene Fuld College of Nursing. To withdraw from Helene Fuld College of Nursing at any time during a semester, a student must first confer with Assistant VP of Student Support who will provide a form requiring the signatures of appropriate college personnel. **A student who withdraws from the program will need to formally reapply, if he/she desires to re-enroll. There is no guarantee of re-admission.**

Withdrawal (W), Withdrawal Pass (WP) / Withdrawal Fail (WF): Students may withdraw from a course with a **W** during the first week of classes by submitting a completed withdrawal form. If the student has a passing grade at the time of withdrawing, as determined by the instructor, the student is issued a **Withdraw Passing grade (WP)**. "**WP**" does not affect GPA. If the student has a failing grade while withdrawing, as determined by the instructor, the student is issued a **Withdraw Failing grade (WF)**. "**WF**" is calculated in the GPA as an **F**. **WP** or **WF** is noted on the student's transcript. Only two **WP/WF** are allowed during the program. A student who withdraws from any course with a grade of **W/WP** may re-register for that course; however, students are only allowed two course withdrawals (including **W** and **WF**) from nursing and science courses during the entire program, whether such withdrawals were from the same course or different ones.

Students who receive two or more **Withdrawal Fails (WF)** will be considered for academic dismissal and must meet with the Academic Standards Committee before re-enrolling.

Dropping Courses: Students may drop a course by the end of the first day of classes with no liability. A class dropped after the 2nd day will be charged on a sliding scale, and those courses will receive a grade of **W**, **WP**, or **WF**. Students who drop classes after the 5th week will receive a grade of **WF**. All drop/withdrawal forms received will be processed as withdrawal. Failing to attend or providing unofficial notification to the instructor does not constitute dropping a

course. Students who stop attending class without officially withdrawing or dropping must be assigned a grade by the instructor even if they have not completed any substantive work in the course.

Leave of Absence (LOA): LOA is a voluntary leave, which is defined as an active student status representing an approved temporary break from the college for one or more terms, and with intent to return in a future term within one-year duration.

A voluntary leave may be requested for national service, serious illness, or for personal or financial reasons. A student considering a voluntary leave should also consult his or her Program Director and Student Services. A voluntary leave should be requested prior to the semester in which the leave is taken, if possible. Upon return, the student may be subject to academic testing and/or remediation to assure the student is ready to move forward in the program.

A student on a voluntary leave may not enroll in another academic institution during the period of leave without prior approval from his or her academic program. A student who is granted a voluntary leave is still required to complete all degree requirements within the specified time of enrollment. A leave does not extend the specific time period for obtaining a degree.

This policy does not have any effect on the exemption of students from student loan repayments. Before taking a voluntary leave of absence, a student should contact his or her lender regarding repayment obligations that may arise as a result of their leave. A student should also consult the Financial Aid Office to discuss any impact the leave may have on financial aid.

Students who request a LOA will receive either **WP/WF** depending on the course grade they have earned in the course in which they were enrolled in at the time of leaving. Withdrawal Fail (**WF**) or withdrawal pass (**WP**) will appear on the student's official transcript where they would ordinarily see a grade.

Unofficial Withdrawal (UW)

Students who stop attending all classes without officially withdrawing or taking a leave of absence are considered Unofficial Withdrawals. A UW counts as an F in the student's academic record, and the UW grade will negatively impact a student's financial aid award.

FAILURE TO ATTEND OR NON-PAYMENT

Non-attendance or non-payment of tuition does not constitute an official withdrawal. Notification to an instructor is also not sufficient. Students must notify the Student Services in writing of their intention to withdraw from a course. An official Withdrawal Form must be filed with the Student Services. Failure to officially withdraw will result in the student receiving a grade of "F" for the course. Greater than two (2) Class withdrawals will result in dismissal from the program.

AUDITING COURSES

No auditing of courses is allowed.

ADDING COURSES

Courses added after the official registration period (see Academic Calendar) are subject to class availability, class size restrictions, and adequate time for the student to become prepared for the first week of class. A late registration fee will be charged for courses added after the official registration period.

TUITION & FEES

Any student who receives a "W", "WP", or "WF" may remain responsible for the course tuition and fee (see Disbursement Schedules).

REPEATING COURSES

Repeating a course for any reason is at the discretion of the Academic Standards Committee. A WF counts as a course failure. When a student repeats a course, the grade received in the repeated course becomes the official course grade. Both the repeated course grade and the original grade appear on the final transcript, however, only the repeated course grade is used to compute the final Grade Point Average (GPA) and class standing. Courses may be repeated once; two

or more repeats will result in discretionary actions by Academic Standards.

GRADE OF "INCOMPLETE"

Students are expected to complete course requirements within the term in which they are taken. In an exceptional situation, a faculty member may give an Incomplete (I) if a student is unable to complete a course due to illness or circumstances beyond their control. With the approval of the Provost, written arrangements will be made to complete all work no later than five weeks after the end of the course. An incomplete form must be signed and completed by the faculty and student as a contractual agreement that the assigned or missed work will be completed within the specified date on the form. If the work is not completed as specified, the grade will automatically become an "F".

ACADEMIC PROGRESSION AND COURSE FAILURE POLICY

If a student fails a course (any course at HFCN including science, humanities, or nursing), the student may repeat one (1) course, one (1) time. If a student fails a second course, it may result in dismissal from the nursing program in which they are enrolled.

PREREQUISITE COURSE FAILURE POLICY

Any student who is unsuccessful in passing SCI 101 and/or NUR 121 may be dismissed from the program. Grades in the pre-requisite courses may serve as a predictor of successful progression in a nursing program. Admission and retention of highly qualified students are essential in meeting the demands of the healthcare environment. If a student is dismissed for failing one or both prerequisites, the student may reapply. Readmission will depend on successful passage of a remedial course.

ACADEMIC WARNING

A student who fails a course will be notified that their case is being reviewed by the Academic Standards Committee to discuss the reason(s) for the course failure and the measures that they can take to prevent another failure. The student will be warned that a failure in another will result in dismissal from the College. When a student receives a warning for a failure in either a science or a nursing course, the student is not allowed to register for a science and a nursing course simultaneously until the course that was failed has been taken and passed with a minimum grade of C+. Students who fail to meet the minimum Satisfactory Academic Progress (SAP) will be placed in Financial Aid Warning only once during their academic career at Helene Fuld College of Nursing. A student on warning status may continue to receive financial aid for the term despite the Unsatisfactory Academic Progress determination for the term.

ACADEMIC PROBATION

Any student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of the Warning period will become ineligible for any type of federal financial aid program at the Helene Fuld College of Nursing. The Academic Standards Committee, for exceptional reasons, may recommend that a student who is subject to dismissal be placed on academic probation and be permitted to continue in the program, provided that the student does not fail another course during the program's duration. If a student fails one or both it can lead to dismissal. A student who is on probation will not be allowed to register for nursing and science courses simultaneously.

DISMISSAL

The College reserves the right to dismiss a student for any serious reason, specifically those reasons listed under "Disciplinary Action" (see page 40) and/or failure to meet academic and/or clinical standards; student standards of conduct violations, health problems that interfere with attainment of program goals and that cannot be resolved; failure to comply with financial or legal obligations; and drug or alcohol abuse.

The decision to dismiss a student for failure to meet academic or clinical standards is made following Policies on Promotion and Continuance.

After a dismissed student has exercised their option to meet with the Academic Standards Committee and/or the Appeals Committee the student cannot request readmission to the College. Final approval is determined by the President.

RE-ADMITTANCE/FAIL A COURSE

Should a student be re-admitted to the College or fail a course, they are required to complete the Strategies for Success (N399) course to continue in the program.

The Strategies for Success course offers a structured approach to student preparation for success in nursing school. The course includes opportunities for improvement in navigating the challenges of standardized testing, effective and efficient study habits, application of critical analysis and clinical decision-making, and personal barriers and strengths that impact success.

POLICY ON PROMOTION AND CONTINUANCE

To remain in good standing, all full-time students must attain a cumulative GPA of 2.5 by the beginning of the second semester. Students not meeting this requirement are subject to dismissal. A full-time student who changes from full-time to part-time must attain a cumulative GPA of 2.5 by the end of their second part-time semester or be subject to dismissal.

Part-time students must attain a cumulative GPA of 2.5 by the beginning of the second semester or be subject to dismissal. All students must earn a minimum cumulative GPA of 2.5 to graduate.

FINANCIAL AID POLICIES

The Helene Fuld College of Nursing awards financial aid in an effort to help students meet the difference between their own resources and the cost of education. All awards are subject to the availability of funds and the student's demonstrated need.

The policy of Helene Fuld College of Nursing is to distribute financial aid in an equitable and non-discriminatory manner. Students must submit the "Free Application for Federal Student Aid" (FAFSA) online at www.fafsa.ed.gov. Financial aid applicants who are residents of New York State must also apply for TAP Awards. The College cannot assist a student in seeking financial aid unless these forms are filed. Based on this information, an assessment is made and aid is offered or denied. Our aim is to make it possible for any qualified, motivated student to attend our College.

AWARDS

Institutional awards, as well as all monies received through state and federal sources (grants and loans), are applied directly to student accounts. Any balance remaining is given to the student. Awards are generally issued on a semester basis.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students receiving financial assistance must meet the College's requirements for "Promotion and Continuance" (see page 29). All recipients must make satisfactory academic progress (SAP). Financial aid will be suspended if satisfactory academic progress is not made.

Students must make satisfactory academic progress towards the completion of their degree to remain eligible for federal and state financial aid. Repayment is required upon dismissal.

GRANT OVERPAYMENT/DEFAULT

If a student owes federal or state grant money received from another institution, no additional monies may be disbursed until the money owed has been repaid. If a student received an overpayment due to institutional error, the student may continue to receive payments for which they are otherwise eligible, as long as they have signed an agreement to repay the overpayment within a reasonable period.

If a student is in default on a prior educational loan, they can be eligible for financial aid if they have made satisfactory repayment arrangements with the loan holder. See the Financial Aid Office for information or visit the Financial Aid website at <https://studentaid.gov/>

STUDENT RIGHT TO KNOW ACT

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>

HFCN offers detailed information regarding employment rates, retention rates, completion rates, and NCLEX pass rates for each of our programs. This information is located on our website at <https://www.helenefuld.edu/consumer-information/>. No students attending HFCN receive athletically related student aid, therefore this information is not present. Additional information for consumers located on our website: academic programs, academic support services, academic calendars, and policies.

FEDERAL FINANCIAL AID PROGRAMS

Helene Fuld College of Nursing Federal Code: 015395

- **PELL GRANT**

Pell grants are based on a federal formula that measures the ability of the student/family to meet educational expenses. Awards vary in amount, depending on eligibility and cost of attendance (available for full-time or part-time study). Students must demonstrate financial need as well as Satisfactory Academic Progress in the program. Students who have earned a bachelor's degree are not eligible for Pell Grant.

- **FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)**

FSEOG grants (may range from \$100 up to \$500) per term, depending on the availability of funds. FSEOG grant is awarded to Pell Grant eligible students demonstrating financial need. Available to full-time and part-time students meeting SAP requirements.

- **THE WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**

Full-time and part-time (minimum 6 credits) students may apply to borrow up to their maximum Subsidized and Unsubsidized eligibility based on grade level and dependency status (Dependent/Independent).

Grade Level	Sub DL	Unsub DL (Ind)	Unsub DL (Dep)
1 st Yr.	\$3500	\$6000	\$2000
2 nd Yr.	\$4500	\$6000	\$2000
3 rd Yr.	\$5500	\$7000	\$2000
4 th Yr.	\$5500	\$7000	\$2000

- **VETERANS ADMINISTRATION BENEFITS**

Federal funds for education are available to children and spouses of disabled (100%) or deceased veterans. Any veteran of the U.S. Armed Forces who is enrolled in an approved program of study is entitled to receive tuition allowances. The allowances will be granted if the veteran is enrolled in the study within 10 years from the date of discharge from the Armed Forces. The amount depends on the marital status and number of dependents. Applications should be made through the local Veterans Administration Offices.

- **POST-9/11 G.I. Bill®**

Generally, an individual who served a minimum of 90 days on active duty after September 10, 2001, will be

eligible for educational assistance under the Post-9/11 G.I. Bill®.

NEW YORK STATE FINANCIAL AID PROGRAMS

- **TUITION ASSISTANCE PROGRAM (TAP)**

TAP awards may range from \$100 up to \$1,721.67 per term or \$100 to \$2,071.00 per semester depending on students' eligibility and meet SAP requirements. Generally, this is available for full-time students who have been legal residents of New York State for at least one year immediately preceding the beginning of the semester for which assistance is requested.

See details at: <https://www.hesc.ny.gov/partner-access/financial-aid-professionals/tap-and-scholarship-resources/tap-coach.html?start=75>

Helene Fuld College of Nursing State TAP Codes: **AAS Degree:** 0286 **GBS Degree:** 0288

- **AID FOR PART-TIME STUDENTS (APTS)**

Part-time students enrolled at least 3 credits but less than 12 may apply for APTS. Students must meet all the requirements for TAP. All students must maintain minimum NYS Satisfactory Academic Progress requirements in the program.

See details at <https://www.hesc.ny.gov/partner-access/financial-aid-professionals/tap-and-scholarship-resources/tap-coach.html?start=75>

OTHER SOURCES OF FINANCIAL AID

- **THE ALFREDA BROWN MEMORIAL SCHOLARSHIP**

The Alfreda Brown Memorial Scholarship is given annually to a "senior" student (i.e., enrolled in NUR 223 or NUR 224) in the AAS degree program. The awardee must be in good academic standing.

- **HOSPITAL LEAGUE/DISTRICT 1199, TRAINING AND UPGRADING FUND**

Tuition reimbursement is available to 1199 members who are enrolled in an approved program of studies. For eligibility requirements, amount of assistance, and procedures, contact 1199/SEIU League Training and Upgrading Fund, 300 West 43rd Street, New York, NY 10036, before applying to the College.

PRIVATE STUDENT LOANS

A private (non-federal) loan may be a financing option for students who are not eligible for federal aid or who need additional funding beyond the maximum amounts offered by federal loans. These loans are not guaranteed by the federal government. The College urges all students and to research any lender they are considering for this type of funding and to specifically ask several key questions, including current interest rates; co-signer requirements; repayment options, both in school and out; and whether or not the loan may be sold to another provider.

Each student has the right to select the educational loan provider of their choice. To see your choice of lenders, log onto www.elmselect.com and select Helene Fuld College of Nursing.

If you have considered applying for a private loan, you may be required to complete the Free Application for Federal Student Aid (FAFSA) (see above for application instructions) for the College to certify your loan eligibility.

- **THE MASCIONE FAMILY SCHOLARSHIP PROGRAM**

Scholarships are available for students who are enrolled in the BS program who demonstrate strong academic potential and high moral and ethical values.

- **THE SWITZER FOUNDATION**

The Switzer Foundation annually grants a limited number of \$1,000 tuition awards to full-time students in the AAS degree program upon entrance to Helene Fuld College of Nursing. To be eligible for an award, the candidate must be a female in financial need, live within a radius of 50 miles of New York City, be a U.S. citizen, and show promise of meeting the program requirements.

Additional Funding may be available through other sources. Please contact Student Services for additional information.

ACADEMIC INTEGRITY AND STUDENT RIGHTS AND RESPONSIBILITIES

Helene Fuld College of Nursing's policies regarding academic integrity and student's rights and responsibilities are based on the National Student Nurses Association's Bill of Rights and Responsibilities which can be found online <https://www.nsna.org/association--chapter-resources.html>.

STUDENT'S RIGHTS

Every Helene Fuld College of Nursing student has:

- The right to a quality education includes having access to quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; and access to adequate materials, resources, and facilities.
- The right to an impartial, objective evaluation of their academic performance.
- The right to be in a safe and pleasant learning environment that stimulates creativity in learning as well as personal and professional growth.
- The right to develop personally through opportunities such as formal education, extracurricular activities, and involvement with others.

ACADEMIC FREEDOM

The college recognizes its obligation to assure the academic freedom of its faculty. Therefore, within the framework of the mission and philosophy of the College and the mandates of national, regional, and state accreditors, the faculty are free to order the content and teaching method of their courses; they are free within their discipline to question assumptions, introduce and critique accepted and innovative thought and practices, and pursue inquiry and research. Furthermore, the faculty are free to advocate particular points of view so long as students are aware that other opinions also exist. To further assure academic freedom, faculty members have access to all College facilities and resources. Faculty are active participants in policy making and all other College activities. A formal complaint procedure exists for the protection of faculty rights.

INTELLECTUAL FREEDOM

HFCN policy on academic freedom promotes dissemination of knowledge and skills in a manner that encourages innovation and creativity by faculty and students. Further, this policy promotes diversity, equity and inclusion of thought through endorsement of inquiry and awareness of diverse perspectives. The HFCN commitment to academic and intellectual freedom, in accordance with HFCN policy, is available to the entire campus community in our student handbook, faculty handbook and college catalog.

FREEDOM OF EXPRESSION

Helene Fuld promotes freedom of expression for individual and group opinion in favor or opposed, to ideas or areas of interest, and the right to engage or assemble with others peacefully. Essential to this process is the avoidance of the violation of the rights of others, including the disruption of educational processes and functions. Members of the community that violate the rights of others are subject to disciplinary action.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Concerning their education records, the Family Educational Rights and Privacy Act (FERPA) affords students certain rights. They are:

- The right to inspect and review the student's education records: a written request should be submitted to the Director of Student Affairs. All legitimate requests will be honored within 45 days. Arrangements for access will be made and the student will be informed of the time and place where the records may be inspected.
 - The right to request the amendment of the student's education records that the student believes are inaccurate or misleading: students may ask the College to amend a record that they believe is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education

records, except to the extent that FERPA authorizes disclosure without consent: one exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or complaint committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education: the name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue,
SW Washington, DC 20202-5920

There are limited exceptions to FERPA regulations under which HFCN is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent. The situation must present imminent danger to a student, other students, or members of the school community to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

The college may make the following “Directory Information” concerning current and former students available to those parties having a legitimate interest in the information:

- Name
- Attendance dates (semesters and sessions, not daily records)
- student ID number
- Enrollment status (full or part-time, undergraduate or graduate, etc.)
- Level of education (credits completed)
- Degree enrolled for and major field of study
- Participation in officially recognized activities and sports (teams)
- Degrees, honors and awards received
- Address
- Email address

By submitting the FERPA Release Form to the Registrar’s Office, you may also direct that certain “Education Record” information be released to a designated person. If the Education Record you want to give someone else access to is not maintained by the Registrar’s Office, the form should be provided to the college official who maintains the information.

STUDENT STANDARDS OF CONDUCT

The Helene Fuld College of Nursing student is expected to:

- Accept responsibility for their actions.
- Respect the rights of faculty, staff, peers, and all other persons at all times.
- Observe and respect College policies and regulations as they are stated in this catalog.
- Respect College property and facilities.
- Refrain from any form of cheating or dishonesty. (See page 33)
- Refrain from plagiarizing anyone else’s work. (See page 34)
- Respect confidential information and comply with HIPAA regulations.
- Respect the personal belongings of others.
- Refrain from offering gifts to faculty and/or staff.

Additionally, conduct that may lead to disciplinary action, up to and including dismissal, includes but is not limited to:

- Knowingly furnishing false information to the College.
- Physically or verbally abusing another person or behaving in a way that threatens or endangers their health and safety.
- Behaving in a discourteous, disrespectful, or disruptive manner towards other students, faculty, or staff on or off-campus.
- Attempting to bribe a College employee.
- Violating the Test Taking Protocol.

Threatening or abusive behavior is not acceptable. If a disagreement occurs, a physical response to a verbal provocation is not appropriate if the student can walk away.

ANTI-HAZING POLICY

Helene Fuld College of Nursing prohibits any action or situation that recklessly or intentionally endangers the mental or physical health or involves the forced consumption of liquor or drugs for initiation into or affiliation with any organization. Any organization, which authorizes such conduct, will not be allowed to operate.

FIREARM FREE ZONE

The College does not permit any type of firearms on campus, even if the carrier has a permit.

TEST TAKING POLICY

Students are expected to comply with the following rules regarding test-taking:

1. Any student who begins an exam has by virtue of entering provided an expressed agreement to the College policies on remote and ATI testing.
2. Students should be in their seats and ready to begin at least 5 minutes prior to the scheduled start time.
3. Student conduct expectations and guidelines are the same for live and remote testing. Students must be in uniform, and in a well-lit room, sitting in a chair at a desk or table free from distractions and conducive to learning. Students may not be attending in a vehicle or at work for exams.
4. It is the student responsibility to make certain you have a reliable PC or laptop with a reliable internet connection and ability to log on and participate (camera on you and mic working) for the entirety of the exam without lateness or interrupted service.
5. Students are not permitted to eat, drink, or have access to personal items or electronic devices during the exam. Students may not have a cell phone, anything in or around your ears, sunglasses, watch or any other electronic device on or within your reach or sight during an exam.
6. Read the question and options entirely before answering. Unanswered questions are scored as incorrect. All test questions are the copyrighted property of the College, and it is a violation of the law to copy or give others any part of the test. If you violate this, the College may seek legal action and you could be subject to civil and criminal penalties.
7. No two exams have the same order of questions and answers.
8. You are not allowed to memorize, discuss or share questions on the exam in any way during or after the exam. You are not allowed to remove or copy any test question.
9. Any misconduct or fraudulent activity committed by you in connection with exams will result in invalidation of your scores, immediate suspension or termination of your access to further remote testing, and disciplinary action by Helene Fuld College of Nursing.
10. Any suspected fraud or testing misconduct will be reported to HFCN and/or to law enforcement authorities by security teams and proctors, and the College will pursue any action reasonably necessary to protect student and college records, and the integrity of test materials.
11. When taking an exam with test security-proctor providers (Proctorio/ Respondus) students will be monitored by webcam, microphone, browser, desktop or other means to prevent fraud or cheating and to uphold test integrity. This may include recording of video, audio, and screen activity, and students may be required to provide a scan of their surroundings and computer display. This monitoring may be conducted by machine and/or by a live person.
12. Students must remain on-screen and be in total view of the webcam for the entirety of the test outside of

scheduled breaks, or your test attempt may be considered invalid. The information from the test session, including recordings, will be available to authorized personnel at HFCN administration.

13. Any student who receives a red flag on an exam will receive a zero for that exam. The student may meet with their faculty to review the situation, but the final decision is left with the faculty regarding the grade for that exam. This is a college policy and is not appealable.

[Click here to read our ATI Exam Policy](#) (See page 2).

CHEATING

Cheating is prohibited at Helene Fuld College of Nursing. The College expects its students to maintain the highest levels of honesty and ethics.

Cheating is the act of obtaining or attempting to obtain unauthorized materials or information and then presenting them as your own. Some examples of cheating are:

- Referencing any class exam, take-home exam, lab assignment, or homework assignment without proper citation, or allowing another student to copy from you.
- Submitting written work that has been completed with other students. Collaboration with other students is only allowed if the instructor has stated that it is a group project.
- Submitting someone else's work as your own such as term papers.
- Consulting any sources during an exam, including but not limited to books, papers, "cheat sheets", cell phones, tablets, or any other devices not authorized by the instructor.
- Buying, selling, or circulating exams or study guides published by Helene Fuld College of Nursing without the instructor's consent.
- Changing graded materials, including Scantrons, and then re-submitting the work for re-grading.
- Submitting work that was previously submitted for grading in another course.
- Obtaining or distributing answers before an exam.
- Fabricating information.

Other forms of academic dishonesty include:

- Stealing exams or other materials.
- Signing another student's name on attendance sheets or other documents.
- Lying to an instructor or college official to avoid failing, being placed on probation, or being dismissed.

If you are in doubt as to whether your intentions or the intentions of others constitute cheating, it is your responsibility to check with the course instructor or your advisor before proceeding.

PLAGIARISM

Plagiarism is a form of academic dishonesty (cheating). Plagiarism occurs when an individual attempt to represent another's words, thoughts, or ideas as his or her own.

Examples of plagiarism include but are not limited to:

- Copying or paraphrasing another person's words or ideas without acknowledging or citing the source.
- Rewriting someone else's material by replacing or dropping some words or moving whole sentences or phrases.
- Failing to cite or give credit to a source of information, which is not considered to be common knowledge.
- Taking credit for a paper or assignment that was prepared by someone other than you, such as a paper writing service, a friend, family member, peer, or a computer program.
- Obtaining information from Internet websites without acknowledging or citing the source. These sites are protected by the same plagiarism rules as all other sources of information.
- Submitting a paper from a prior course and failing to cite that it had previously been submitted.

As plagiarism is a form of cheating it will be dealt with under the same guidelines as all other forms of academic dishonesty. A faculty member who believes a student has engaged in plagiarism will follow the same procedures as those designated for all forms of cheating at the College.

COPYRIGHT INFRINGEMENT POLICY – Peer to Peer (P2P) File Sharing Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

In the file-sharing context, downloading or uploading substantial parts of a copyrighted work, without authority, constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

In order to comply with the Higher Education Opportunity Act (HEOA) Peer-to-Peer file sharing applications are restricted on the Helene Fuld College of Nursing’s computer networks.

To discourage the use of P2P applications, the frequently used P2P ports are blocked on our networks and restrictions are in place to prevent the installation of unauthorized programs on college’s computers. Students are not allowed to install any application on college computers. Technical support staff must be contacted if a student wants any application to be installed, and the support staff will determine if the application is appropriate and safe.

The College will take disciplinary actions against students who engage in illegal downloading or unauthorized distribution or exchange of copyrighted materials using the college’s information technology system. Disciplinary actions may include but are not limited to warning, and suspension of library and computer lab privileges.

Please [click here](#) to see a list of Legal Sources of Online Content.

INTELLECTUAL PROPERTY

The creator owns all rights to copyrightable works created outside the College. Exceptions include the areas of sponsored research, commissioned works, and copyrightable works created within the scope of employment, electronically published course materials, negotiated agreements, and College media. The assignment and any apportionment of the property rights and ownership of educational material created by an employee utilizing the college support and resources, shall be determined by the college.

NETIQUETTE GUIDELINES

The written form is the primary means of communication for online course work and provides more opportunity for the reasoned thought. Before posting online (discussion boards, chat features), each student must follow the written rules of style and are encouraged to compose their comments in a positive, supportive, and constructive manner to reduce any potential for miscommunication. In addition, students are expected to follow:

- Appropriate use of language and tone
- Expectations for grammar, punctuation, text fonts (12-font) and colors (block)
- Demonstrate respect and consideration for other students
- Refrain from sarcasm, humor, and/or the posting of jokes
- Follow issues of privacy and information sharing outside of class
- Use the chat feature for questions, i.e., posting in the chat or virtually raising hands
- Appropriately dressed for on-camera video class, lab, clinical
 - Expected to be on-camera for all synchronous courses
- Refrain from eating and smoking during all course interactions, i.e., video classrooms, virtual labs, and virtual

clinical environments.

POLICY REGARDING SOCIAL NETWORKING/SOCIAL MEDIA

Social Media is a way for people to use technology for social interaction through the use of words, images, audio, and video. Examples of social media sites include, but are not limited to, websites such as Facebook, TikTok, LinkedIn, Twitter, YouTube, and more.

Helene Fuld College of Nursing views social media sites positively and respects the rights of students and employees to use them as a medium of self-expression. Posts made to social media sites may, however, become viral or become publicly available for a long time or potentially permanently, even if they are deleted from the website to which they were originally posted. Postings on social media sites may reflect negatively or positively on the College. The College and its employees and students have ethical and legal obligations concerning these communications. To ensure that ethical and legal obligations are adhered to, students are required to comply with this policy. The intent of this policy is not to restrict the flow of useful and appropriate information, but to maintain the College's reputation and legal standing, and to minimize risk to the College's interests and its employees and students. This policy applies to online as well as offline conduct, as communications, which begin offline, can potentially result in online harm or injury.

The College's social networking/social media policy states that **"Any statement which may cause actual or potential harm or injury to the College, a college employee, or to another student will be grounds for dismissal."**

As a condition of enrollment students are required to observe the following guidelines and are prohibited from the following conduct in any form. Failure to comply with the following policy will result in disciplinary action up to and including immediate dismissal from the College:

- Posting or discussing false or defamatory information about the College, College services, employees, or anyone associated with the College, or posting or discussing information that is disparaging in nature.
- Posting or discussing discriminatory or harassing comments concerning anyone associated with the College. Students are prohibited from harassing, bullying, or intimidating other students or anyone associated with the College. Behaviors that constitute harassment or bullying include comments that are derogatory concerning 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 student or anyone affiliated with the College.
- Speaking or posting on behalf of the College without the explicit permission of the President of the College.
- Posting College-related pictures or audio.
- 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 the College.* Any inappropriate disclosure of patient information, whether direct or indirect disclosure, is subject to disciplinary action, up to and including dismissal.
- Using or posting obscenities, profanity or vulgar language, or inappropriate language, or inappropriate images.
- Accessing social media during the classroom or clinical hours without the expressed permission of the instructor. Students found to be accessing these sites for non-school-related purposes during class time will be subject to progressive discipline.
- Posting or discussing engaging in conduct prohibited by the College's policies, including the use of illegal drugs.

DISCIPLINARY ACTION

The decision to discipline a student can also be made when the student violates the College's Student Standards of Conduct. Infractions include but are not limited to:

- Cheating.
- Violation of the Social Media Policy.
- Misuse of privileges extended to students in clinical agencies used by the College.
- Assault or harassment of another person, whether physical, sexual, verbal, oral, or written.

- Disruptive conduct within the College, which prevents faculty or staff members from performing their work.
- Failure to meet student responsibilities.
- Theft of or damage to College property.
- Any other behavior is contrary to the ethical principles of the nursing profession or of the Student Standards of Conduct.

THE COMPLAINT PROCESS

On occasion, a student may have a complaint about another student, staff or faculty, or a policy or process within the College. Most disputes can be handled by having a discussion with the person involved. If not resolved in that manner, the student should contact the Program Director. If still unresolved, the student should abide by the following process. For academic disputes regarding grades, for instance, please refer to the Grade Appeal Process on p. 25.

- The student must take the first step in the complaint process no later than **ten school days** following the incident that forms the basis of the complaint. To wait beyond this period is to abandon the complaint. The request must be dated within the ten school days following the incident.
- The student must represent themselves and may have a person of their choice, other than an attorney, accompany them during any step(s) of the process.

What are the specific steps of the Complaint Process?

- Step I – The student with the complaint will discuss the problem with the person who is believed to be the source of the complaint in an attempt to resolve the matter directly. The student must **(within ten school days) notify the person in writing (via email)** that the student is beginning Step I of the complaint process with specific reasons at this time. A copy of this notification should be sent to the Provost.
- Step II – If not satisfactorily resolved at Step I, the student may (within **five school days**) request in writing (via email) a meeting with the Provost, furnishing the specific reasons for the request. The Provost will either meet with the student or respond in writing, advising the student of the decision. This shall be done within **five school days** following the receipt of the request.
- Step III – If not satisfactorily resolved at Step II, a student may (within **five school days**) request in writing (via email) a meeting with the President, again furnishing the specific reasons for the request. The President will either meet with the student or respond in writing advising the student of the decision. This shall be done within **five school days** following the receipt of the request. The action of the President shall be final. When the action (such as suspension or dismissal) constitutes the substance of a complaint, the President will use discretion in suspending such action until the complaint is resolved.

CRIME AWARENESS AND CAMPUS SECURITY

Helene Fuld College of Nursing is concerned with the security and safety of the College community and is determined to provide a safe and pleasant environment for all its students and employees.

The primary purpose of this section is to set forth and explain to the College community the definitions, policies, and procedures relating to sexual offenses and other criminal behavior on campus, including sexual misconduct and bias-related/hate crimes. It is provided in compliance with Articles 129-A and B of the New York State Education Law, the Clery Act: 20 U.S.C. 1092, the Violence Against Women Act (1994), and Reauthorization (2013), and the Campus Sexual Violence Elimination Act (2013).

HFCN's official Annual Security and Fire Safety Report can be found on our website:
<https://www.helenefuld.edu/annual-security-and-fire-safety-report/>

THE CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act (section 106 of Public Law 106-39) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State, concerning registered sex offenders, may be obtained.

In New York, information can be obtained by contacting the Division of Criminal Justice Services at 800-262-3257 or by visiting: <http://www.criminaljustice.ny.gov/nsor/index.htm>. Anyone can anonymously search the Sex Offender Registry. The Information Line is open Monday through Friday from 8:00 a.m. to 5:00 p.m., except on state holidays.

CAMPUS SECURITY AND CRIME PREVENTION

The College occupies space on the 3rd and 4th floors of the Bethel Gospel Assembly church building. The main entrance/exit is at 24 East 120th Street. There are seven other exits that are clearly marked as emergency exits only.

Classes are held from 8:00 a.m. to 9:00 p.m., Mondays through Fridays. No one without a college-issued ID card or visitor pass is allowed into the College. Family members and friends of students, food delivery personnel, etc., must wait at the security desk on the first floor. Any student or employee who refuses to show their ID card upon entering the College may be subject to disciplinary action.

All incidents (e.g., theft) and emergencies (e.g., falls) are to be reported to the Chief of Staff (Suite C) who will immediately notify the appropriate personnel.

CRIME REPORTING

The Crime Awareness and Campus Security Act of 1990 requires the College to distribute information on campus safety and security to students and employees, including information and policies regarding crime, sexual misconduct, sexual harassment, and drug and alcohol use. As required under subsection 6433 of Article 129-A of the education law, data on crime statistics is distributed annually via email, and is posted on the College's website for public viewing on or before October 13th. The Chief of Staff (212-616-7245), who has overall responsibility for security at the College, will provide, upon request, all campus crime statistics as reported to the United States Department of Education. The United States Department of Education's website for campus crime statistics is: <http://ope.ed.gov/security/>.

Changes made to campus security policies and procedures after October 13th will be distributed to students and employees via campus e-mail. Inquiries regarding the College's security policies and procedures should be directed to the Chief of Staff (212-616-7245).

FIRE AND SAFETY REGULATIONS

Students are expected to familiarize themselves with the fire and safety regulations of the College and the clinical area to which they are assigned.

Students should know the exact location of the fire alarm boxes, fire exits, stairways, and fire extinguishers in the College and the assigned clinical areas. Fire alarms and extinguishers are located throughout the College. There is a fire extinguisher next to each alarm box. Fire exits and stairways are marked.

Fire extinguishers on the 3rd floor of the College can be found in the following locations:

- One in the corridor next to room 301
- Two inside the science lab (room 304)
- One in the corridor next to room 306
- One in the corridor across from room 313
- One in the corridor next to room 315
- One inside the telephone closet in the Library
- Two inside the Library
- One in the East Wing corridor (next to fire exits)
- One in the corridor next to Suite K (Student Services)
- One in the corridor next to the East Wing Faculty & Staff Lounge

Fire extinguishers on the 4th floor of the College can be found in the following locations:

- One inside the student lounge
- One in the corridor next to room 400A
- One in the corridor next to room 400B
- One in the corridor outside the faculty offices (room 404)

There are eight entrances/exits from the College. All fire exits and stairways are clearly marked. All entrances/exits are checked for hazards by the housekeeping staff and/or security guards on a regular basis. Entrances/exits are located in the following places:

- Adjacent to rooms 300 (the Office of Student Services) and 301. This is the main entrance/exit to the College and leads outside to the corner of 120th Street and Madison Avenue.
- Near classrooms 306 and 307. This exit leads downstairs to the corner of 119th Street and Madison Avenue.
- Near the elevator on the 3rd and 4th floors. This exit leads downstairs to 119th Street or 120th Street between Fifth and Madison Avenues.
- Near the East Wing corridor. This exit leads downstairs to 119th Street between Fifth and Madison Avenues.
- Near Suite D (Department of Finance) and Board Room. This exit leads downstairs to 120th Street between Fifth and Madison Avenues.
- Near Suite L and Suite K (Student Services). This exit leads downstairs to 119th Street between Fifth and Madison Avenues.
- Near the faculty offices (room 404) or near room 315 (conference room) through an alarmed door. This exit leads downstairs to 119th Street between Fifth and Madison Avenues.
- Inside the Library. This exit leads to a stairwell within Bethel Gospel Assembly and downstairs to 119th Street between Fifth and Madison Avenues.

DISCOVERY OF FIRE OR SMOKE IN THE COLLEGE

Upon discovering a fire or smoke in the College immediately locate the nearest fire alarm box, open the door of the alarm box, pull the interior hook down, and then let go.

EVACUATION PROCEDURE AND RESPONSE TO FIRE ALARM BELLS

When the fire alarm bells ring, everyone must leave the building immediately, by going directly to the nearest

staircase and exiting the building. A designated fire marshal will enter the restrooms to alert anyone in those areas to leave immediately.

Evacuation will proceed from all fire exits directly to the street. When exiting, use only the right side of the stairway. Remain quiet so that instructions are clearly understood and followed. Silence also aids in diminishing confusion and panic. Do not return to the College until the “all clear” is sounded.

All those evacuating the building will proceed to Marcus Garvey Park opposite the building, where they will remain until instructions have been received from the New York City Fire Department or from another person in authority from Bethel Gospel Assembly, Inc.

HOTLINES, COUNSELING, AND REFERRAL SERVICES

24 HOUR HOTLINES

Crime Victims Treatment Center: 212-523-4728

Lifenet Crisis Hotline: 800-LIFENET (543-3638) (Suicide hotline and other mental health needs)

Spanish: 877-298-3373

Asian Languages: 877-990-8585

NYC Domestic Violence Hotline: 800-621-4673 (English and Spanish)

NYC Police Department Sex Crimes Report Line: 212-267-7273 (for victims of sexual assault)

Safe Horizon: 212-227-3000 (rape and sexual assault hotline)

OTHER HOTLINES NOT OPEN 24 HOURS

Al-Anon (for family members): 212-941-0094

Alcoholics Anonymous: 212-647-1680

GMHC AIDS Hotline: 212-807- 6655

Narcotics Anonymous: 212-929-6262

The Witness Aid Services Unit (legal information and assistance): 212-335-9040

Additional resources are available from the college counselor.

HFCN POLICY ON SERVICE ANIMALS

SERVICE ANIMAL

Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered animals for this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The College has the right to request/ask for:

- Affirmation that the service animal is required due to disability
- A description of the specific tasks or work the animal has been trained to perform
- If needed, documentation that the service animal complies with all required New York State and New York City requirements associated with licensing, vaccinations, and other health regulations.

Important Note Regarding Service Animals: The College may prohibit the use of service animals in certain locations because of health and safety restrictions (e.g., where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, motor pools, rooms with heavy machinery, and areas outlined in state law as being inaccessible to animals.

RESPONSIBILITIES OF THE OWNER OF SERVICE ANIMALS

Standards for Maintaining a Service or Approved Emotional Support Animal

- The approved animal is the sole responsibility of the owner
- The owner is responsible for the overall health and well-being of the animal. This includes but is not limited to:
 - Vaccinations: Following local ordinances and regulations, the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Students are responsible for determining local licensing requirements for an animal. Proof of health and immunizations must be provided to the College before the animal arrives on campus and can be requested as necessary. An updated statement of health may be requested annually.
 - The college has the authority to direct that the animal receives veterinary attention if it is deemed necessary.
 - The college reserves the right to request documentation showing that the animal has been licensed (e.g., New York law requires that every dog be licensed and provides that service dogs are exempt from the license fee).

Service Animals may travel freely with their owner throughout the College unless otherwise specified (i.e. an area that is deemed unsafe). A service animal shall have a harness, leash, or another tether, unless either the handler is unable because of a disability to use a harness, leash, or another tether, or the use of a harness, leash, or other tethers would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

EMOTIONAL SUPPORT ANIMAL (ESA)

Animals are utilized by individuals with disabilities for emotional support, well-being, or comfort. Because they are not individually trained to perform work or tasks, ESAs are not service animals. Unlike a service animal, ESA animals do not assist with daily living tasks. Therefore, ESAs are not permitted on the Helene Fuld College of Nursing campus or in off-site learning environments.

Standards for Interaction with the Community

- The owner is responsible for assuring that the animal does not unduly interfere with the routine activities of the College or cause difficulties for students and faculty. Excessive noises and behaviors such as barking and whining, chewing and scratching, and aggression will not be permitted. The animal should not have access to another person's belongings or private space and should be kept clean.
- The owner is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.
- The owner is financially responsible for the actions of the animal, including bodily injury or property damage. The owner's responsibility covers but is not limited to the replacement of furniture, carpet, window, wall covering, and the like. The owner is expected to cover these costs at the time of repair.
- The owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to College premises that are assessed after the student and animal vacate the residence. The College shall have the right to bill the student owner's account for unmet obligations.
- The owner is responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet

the animal outdoors. Outdoor animal waste must follow New York City laws regarding outside waste.

- Approved animals may not be cared for by another student. Animals must be taken with the student if they leave campus or external arrangements for care must be planned for their departure/absence.

Additional Agreements

- The owner agrees to continue to abide by all other college policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
- A student may be ordered to remove their Service Animal by an appropriate Helene Fuld College of Nursing representative for the following reasons:
 - Out of control animal: A student owner may be directed to remove an animal that is out of control and the owner does not take effective action to recover control. If the improper animal behavior happens repeatedly, the owner may be prohibited from keeping the animal in Helene Fuld College of Nursing until the Owner can demonstrate that they have taken significant steps to mitigate the proper behavior.
 - Non-housebroken animal: An Owner may be directed to remove an animal that is not housebroken.
 - Direct Threat: An owner may be directed to remove an animal that Helene Fuld College of Nursing determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, threatening or aggressive behavior of the animal, or substantial lack of cleanliness of the animal.
 - Mistreated/neglected animal: A student owner may be directed to remove an animal if they demonstrate the inability to adequately care for the animal and prompt corrective action is not taken.
 - Any violation of the above rules or incidence of other violations may result in immediate removal of the animal from the College and may result in discipline for the student.

ACADEMIC CALENDAR

FALL SEMESTER BEGINS	2021-2022	2022 - 2023	2023 - 2024
New Student Orientation	September 1	September 1	September 1
Labor Day (H)	September 6	September 5	September 4
Classes Begin	September 7, 2021	September 6, 2022	September 5, 2023
Veterans Day (H)	November 11	November 11	November 10
Thanksgiving (H)	Nov. 25-28	Nov. 24-27	Nov. 23-26
Grade Submission	December 17	December 16	December 15
WINTER HOLIDAYS	Dec. 19 2021 – Jan. 2, 2022	Dec. 19, 2022 – Jan. 2, 2023	Dec. 18, 2023 – Jan. 2, 2024
WINTER SEMESTER BEGINS			
Classes Begin	January 3, 2022	January 3, 2023	January 2, 2024
M. L. King Jr. day (H)	January 17	January 16	January 15
Presidents Day (H)	February 21	Not observed	Not observed
Grade Submission	April 15	April 14	April 12
SPRING VACATION	April 16-24	April 17-21	April 15-19
SPRING SEMESTER BEGINS			
Classes Begin	April 25	April 24	April 22
GRADUATION	May 13	May 5	TBD
Memorial Day (H)	May 30	May 29	May 27
Juneteenth (H)	June 20	June 19	June 19
Independence Day (H)	July 4	July 4	July 4
Grade Submission	August 5	August 4	August 2
SUMMER VACATION	August 5 – September 5	August 7 – September 4	August 5 – September 2

The student maintains enrollment between the end of final exams and the official graduation date for that term. Additional events may be scheduled at any time during that period, and no vacations or trips should be scheduled under any circumstances.

ACADEMIC INFORMATION AND POLICIES FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Helene Fuld College of Nursing offers an 18-month full-time associate degree program of instruction in nursing, liberal arts, and science for adults who are licensed, practical nurses. Currently the AAS Program is offered in a semester system. The required program of studies can be completed in four semesters. A student can extend the program by carrying a reduced course load. Courses in this semester program are 50-minute sessions per credit over 15 weeks.

Beginning in 2022 the calendar year will be divided into three semesters. Each semester is 15 weeks long and sessions will be 50-minutes. Nursing cohorts are admitted twice a year, in November and in April.

CREDITS

Liberal arts and science courses must either precede or be taken concurrently with the parallel nursing courses. Nursing courses must be taken in the prescribed sequence.

Semester system: A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets once for a 150-minute session per week for fifteen weeks for a total of 15 sessions.

STUDENT LEARNING OUTCOMES

After the program, the Helene Fuld graduate from the Associate in Applied Science degree program is expected to achieve the following program outcomes:

1. Demonstrate the ability to communicate using standard American English with an emphasis on clarity and purpose.
2. Utilize appropriate therapeutic communication that demonstrates caring and sensitivity to clients, their families, and their communities.
3. Incorporate the biological sciences, social sciences, and humanities into the practice of professional nursing.
4. Recognize the impact of physical and psychosocial influences on the client's health status when providing individualized nursing care.
5. Within a theoretical framework, provide quality, evidence-based nursing care to culturally diverse populations.
6. Utilize critical thinking to develop evidence-based, individualized plans of care that relate nursing theory to clinical practice.
7. Utilize information technology to communicate, access resources, and provide client-centered care.
8. Educate clients and families about health promotion, disease prevention, and desired outcomes.
9. Demonstrate professional responsibility and ethical and legal practices.
10. Express a commitment to lifelong learning and educational advancement.

PROGRAM GOALS/OUTCOMES

The following criteria have been identified as important to ensuring that the College is providing an educational experience that prepares students for success in the nursing profession:

- **Program Satisfaction:** Eighty percent of graduating seniors will report that they are satisfied with their program and state that the program prepared them to function successfully in the healthcare industry.

- **Job Placement Rates:** Ninety percent of graduates will be employed within six months of graduation.
- **Graduation Rates:** Sixty-five percent of all entering students will complete the AAS program in 24 months.
- **Licensure Pass Rates:** Seventy-five percent of the AAS graduates will pass the NCLEX-RN examination on their first attempt.

ASSOCIATE IN APPLIED SCIENCE PROGRAM CURRICULUM

Course Number and Title	Credit
Term I	
NUR 221 Medical Surgical Nursing I	6
BEH 231 Intro to Psychology	3
SCI 201 Anatomy & Physiology I	4
Term Credit Total:	13
Term II	
NUR 222 Psych/Community Nursing II	5
BEH 232 Human Development	3
ENG 281 English I	3
SCI 202 Anatomy & Physiology II	4
Term Credit Total:	15
Term III	
NUR 223 Parent Child Health Nursing	6
BEH 233 Intro to Sociology	3
ENG 282 English II	3
Term Credit Total	12
Term IV	
NUR 224 Medical Surgical Nursing II	6
NUR 225 Professional Foundations	3
SCI 204 Microbiology	3
Term Credit Total	12

ADMISSION INFORMATION

FOR THE ASSOCIATE DEGREE PROGRAM

Licensed Practical Nurses who are interested in learning about the LPN to RN program are encouraged to contact the Admissions Department at admission@helenefuld.edu for information and a schedule of Open Houses. Open Houses are scheduled throughout the year and are designed to answer individual questions about the associate degree program. The Open House schedule can also be found on the College's website at www.helenefuld.edu

To apply to the college all applicants must create an account on NursingCAS on the college website at www.helenefuld.edu. Early application is encouraged because of pre-entrance testing and delays often encountered in obtaining transcripts.

ADMISSION REQUIREMENTS

- United States high school diploma or equivalency.
- United States citizen or eligible non-citizen.
- Current LPN license and registration in a U.S. jurisdiction and must be uploaded to NursingCAS.
- Satisfactory performance on four computer-administered tests in reading comprehension, mathematics, science, and English.
- Conditional acceptance requires a personal statement, e.g. “Why do you want to become a nurse?”

DACA

With a long history of civic engagement, activism and diversity Helene Fuld is committed to removing barriers to college access. DACA students are eligible for the same need-blind admissions policy as US Citizens, permanent residents and eligible non-citizens and no federal law requires applicants to disclose proof of citizenship to gain admission into a U.S. college. DACA applicants follow the same application procedures as other domestic first-year applicants from US high schools. All information provided on the application is confidential.

DACA students in higher education do not qualify for federal financial aid, which means they cannot apply for federal loans, grants, or scholarships. For more information on New York State Higher Education options visit <https://www.hesc.ny.gov/>

ADMISSION PROCESS

All applications are processed through NursingCAS. Please email the Admissions Department at admission@helenefuld.edu if you have questions regarding the admissions process.

Please include the following on your NursingCAS application:

1. **Proof of citizenship or legal residence.**
Submit two copies of one of the following documents as proof of citizenship or legal residence:
 - U.S. Birth Certificate
 - U.S. Passport
 - Alien Registration Card
 - Naturalization Certificate
2. **High School Transcript and GED.** Request **official** transcripts from your high school. If you did not graduate from high school, a U.S. high school equivalency GED and scores are required. (A high school transcript is not needed if you earned an associate or baccalaureate degree).
Students educated in foreign countries must submit their high school transcripts or equivalencies to World Education Services (www.wes.org) or Globe Language Services (212-227-1994) for evaluation.
3. **Practical Nursing School and College Transcripts.** Request **official** transcripts from your school of practical nursing or if you have earned credits from any college must all be sent directly to NursingCAS at https://help.liaisonedu.com/NursingCAS_Applicant_Help_Center/Sending_Your_Official_Transcripts_and_Test_Scores_to_NursingCAS/Sending_Official_Transcripts_to_NursingCAS/1_US_and_English_Canadian_Transcripts.

If college credit was earned in a foreign country or if you have foreign educational professional credentials, you must have your transcript(s) evaluated by World Education Services (www.wes.org) or Globe Language Services (212-227-1994).

PRE-ADMISSION TESTING

Applicants are urged to apply for testing early before the desired admission date. Test scores are valid for six (6) weeks. If entry into the program is delayed for a longer period, applicants must reapply and testing must be repeated. Applicants can retake the TEAS exam only once. Testing is administered online. Registration for testing is on a first-come, first-served basis. Test results are available online after testing is completed. Each test may be repeated only once. There must be a minimum of two weeks between the initial test dates and retesting. The retesting fee is

required.

ARTICULATING STUDENTS

Helene Fuld College of Nursing has articulation agreements with several practical nursing programs for selected direct-continuation students. Articulating students are exempt from taking the pre-admission tests, however, they must complete Selected Topics in Chemistry and Mathematics and Clinical Nursing Skills courses or the challenge examinations. Applicants must have all of the following to qualify:

- The recommendation of the Director/Curriculum Chairperson
- Achieved a minimum of 85% in each the academic area of study and 85% in clinical practice
 - Passed the NLCEX-PN exam before admission
 - Completed a satisfactory pre-entrance health examination on file at Helene Fuld
 - Applied for admission within two years of graduation

Applicants will have the same right to transfer credits in non-nursing courses as all other applicants except if said credits were earned at an LPN school. Applicants will be accepted for the next available prerequisite SCI 101: Selected Topics in Chemistry and Mathematics class and NUR 121 Clinical Nursing Skills class.

The College has articulation agreements with the following licensed practical nursing programs: Eastern Suffolk BOCES; Putnam Northern Westchester BOCES, Rockland County BOCES, VEEB's School of Practical Nursing Program County of Nassau, BOCES of Western Suffolk, Mildred Elley, and Jersey College (Formally known as "The Center for Allied Health & Nursing Education, New Jersey").

REGISTRATION SCHEDULE 2022-2023

Fall 2022 Registration	
Academic Advisement	July 11 – July 15
GBS Orientation	July 26
Fall Registration	July 18 – July 29
Late Registration	August 1 – August 5
Classes Begin	September 6
Classes End/Grades Due	December 16
Fall Prerequisite Courses Registration	
Virtual Academic Advisement	September 13 -September 14
Fall Registration	September 19 - September 30
Late Registration	October 3 – October 7
Classes Begin	October 10
Classes End	December 16
Winter 2023 Registration	
Academic Advisement	November 28 – December 2
Registration	December 4 – December 9
Late Registration	December 12 – December 16
Classes Begin	January 2
Classes End/Grades Due	April 14
Spring 2023 Registration	
Academic Advisement	March 27 -March 31
Registration	April 3 – April 14
Late Registration	April 17 – April 21
Classes Begin	April 24
Classes End/Grades Due	August 4
Fall 2023 Prerequisite Courses Registration	
Virtual Academic Advisement	May 2 – May 3
Registration	May 8 – May 19
Late Registration	May 22 – May 26
Classes Begin	May 30
Classes End	August 4
Fall 2023 Registration	
Academic Advisement	July 10 – July 14
GBS Orientation	July 11 – July 12
Registration	July 17 – July 28
Late Registration	July 31 – August 4
Classes Begin	September 5
Classes End/Grades Due	December 15

SELECTED TOPICS IN CHEMISTRY AND MATHEMATICS (SCI 101)

All applicants must complete this prerequisite course or pass a challenge exam. This course may be taken concurrently with NUR 121. SCI 101 is conducted one day or two evenings a week over 10 weeks. All applicants must complete the course by the end of the 10th week. No time extension is permitted. A grade of C+ must be achieved to pass.

Course textbooks can be purchased for \$190 (cost subject to change). The cost of the course is \$1250 and must be paid by money order, certified check, Visa, or MasterCard. A \$100 deposit, which is applied towards tuition, is non-refundable and cannot be held over for the next SCI 101 course. Full payment is due on or before the course begins. No deferred payments are allowed.

Selected Topics in Chemistry and Mathematics Challenge Test

Passing a challenge test administered by the College satisfies the course requirement. After reviewing the syllabus and suggested study materials for this college-level course, applicants may take the challenge test. There is a \$200 testing fee. The challenge test cannot be repeated. The challenge exam must be taken before the first week of the course.

CLINICAL NURSING SKILLS (NUR 121)

All applicants must complete this prerequisite course. This course is taken concurrently with SCI 101. NUR 121 is conducted over 10 weeks and a grade of C+ must be achieved to pass.

BACKGROUND CHECKS

Once accepted, all students are required to complete a background check with Castle Branch. Package code: HK44BG. To place an order, go to <https://portal.castlebranch.com/HK44>. The background check fee is \$135.00 (subject to change).

Students must complete all compliance requirements by due dates and no later than the first day of class. Students must remain in compliance throughout their program. Certified Background will provide the results of the background check directly to Helene Fuld College of Nursing. If the background check reveals a history of criminal convictions, the student will be required to meet with the Associate Dean and the Director of the AAS program for advisement within one week of class.

The results of the background check may be shared with a clinical facility as a requirement for affiliation with the facility. Based on the results of the background check, the clinical facility may not allow the student to affiliate, which may prevent the student from participating in the clinical rotations that are needed to fulfill the clinical component of the program. A history of criminal convictions may also impact the student's ability to obtain nursing licensure by the New York State Board of Nursing. A background check is needed if a student has not been enrolled in nursing classes at the College for six months.

URINE TOXICOLOGY SCREENING

Once accepted, all students are required to pass a 10-panel chain of command urine toxicology test before starting the program at Helene Fuld College of Nursing. The toxicology test can be ordered through Castle Branch for a fee of \$40.

Students who do not pass the drug-screening test will not be considered for continuation in the nursing classes. If the result is inconclusive, the student will be required to submit to additional testing. The test must be completed

and the results submitted with the required Admission Physical Assessment Form. This test may need to be repeated at the request of an affiliating clinical facility, or if a period of six months has elapsed since the student has been enrolled in nursing classes at the college. Any questions regarding this process can be directed to Student Services.

HEALTH INSURANCE

While enrolled in the College all Helene Fuld College of Nursing students are required to maintain health and

hospital insurance.

HEALTH REQUIREMENTS

A completed medical form, signed by a physician or nurse practitioner, must be uploaded to Castle Branch before entering the program. As identified in the medical form, the College requires a complete medical history, physical examination, and proof of various immunizations that are required by clinical agencies used by the College. New York State (Public Health Law 2165) requires college students born on or after January 1, 1957, to be immunized against measles, mumps, and rubella (MMR). New York State Public Health Law 2167 also requires all students to fill out a Meningococcal Meningitis Response Form.

ACCEPTANCE

Upon successful completion of all admission requirements including the TEAS and Selected Topics in Chemistry and Mathematics and Clinical Nursing Skills, applicants will receive an acceptance letter into the program. A non-refundable deposit of \$100 toward tuition is required by the date requested in the acceptance letter.

MATRICULATION

A matriculated student has been formally accepted into the College and may apply for financial aid. Students are accepted into winter (January) or fall (September) terms. A non-matriculated student has not yet been formally accepted into the College. A non-matriculated student is not eligible for financial aid.

TRANSFER CREDITS AND CREDIT BY EQUIVALENCY TESTING

Helene Fuld College of Nursing (HFCN) accepts transfer credits after thorough review of transcripts submitted prior to the start of the student program. Transcripts received after the student has started the program will not be reviewed. Students are limited to transferring a maximum of 12 credits collectively from an outside institution. Science credits must have been completed within a two-year period. Transfer credits will not be accepted for nursing courses.

- Transfer courses are evaluated individually. HFCN reserves the right to determine what constitutes an academic course.
- Students enrolled in a course at another institution with a course end date that ends after the given deadline must inform the Registrar's Office in writing. Students will have two weeks from the last day of their course to submit an official transcript.
- Transfer credit will only be considered for courses receiving a grade of 78 or higher. Students who earned a Pass (P) as a grade must submit proof of their earned course grade in numeric format.
- Transfer credit will only be considered for courses completed within the last 5 years.
- Transfer credit will only be considered for courses completed at accredited institutions, and courses that are recorded on official transcripts.
- Transfer credit may be considered for courses completed at institutions outside the United States. The student must submit a WES (World Education Service) evaluation to be considered for transfer.

REAPPLICATION

An applicant who has been rejected must wait six months before reapplying. A new application must be submitted to NursingCAS. All admissions policies and procedures in place at the time will apply.

FINANCIAL INFORMATION

TUITION AND FEES FOR THE ASSOCIATE DEGREE PROGRAM

Helene Fuld College of Nursing does not collect or charge additional fees for student identity verification as outlined by our Tuition and Fees Schedule. If you have any questions or inquiries, please contact bursar@helenefuld.edu

Tuitions and Fees	Per Semester
Full Time (12 credits or more)	6,415
General Fee	120
Activity Fee	37.5
Technology Fee	70
Part Time (11 credits or less)	570 (per credit)
General Fee	120
Activity Fee	37.5
Technology Fee	70
Pre-Requisite Fees	
NUR 121 (10 Weeks)	1,250
SCI 101 (10 Weeks)	1,200
Other Fees	
Application	50
Testing	75
Challenge Exam	200
ATI*	750

Late Payment Fee - An additional non-refundable fee of \$150 is charged for tuition and fees that have not been paid by the first day of the term. A late registration fee of \$75 will be charged to students who register for courses after registration has closed. A reinstatement fee of \$75 will be charged to students who resume classes after being dropped from their courses.

Transcript Fee - Each graduate of the College is given one copy of his/her transcript marked STUDENT COPY at no cost. Official transcripts will be sent directly to agencies via Clearing House. Graduates requesting transcripts must go to the college website at www.helenefuld.edu and click on Contact Us then on Transcript Request and follow the instructions. Those who request immediate processing of a transcript are charged \$20 in person.

OTHER EXPENSES

Licensure and NCLEX-RN Exam Fees - The New York State Education Department, Office of the Professions, Division of Professional Licensing Services requires a fee of \$143 for the license application and the first registration period. The National Council of State Boards of Nursing requires a fee of \$200 for the NCLEX-RN exam.

Housing, Food, Transportation, and Personal Expenses - The College does not have housing facilities. Housing, food, transportation, and personal expenses are estimated to be approximately \$18,000 per year for a self-supporting student in the New York City area.

Textbooks and Dissection Kits - Books may be rented or purchased from any one of several Internet booksellers. The cost to purchase required textbooks for the entire program is approximately \$2,500. A basic dissection kit is required in all science courses. Kits will be available for purchase at the College at the start of each term.

Uniforms - A special uniform is required for clinical practice. (See page 18 for more information). Lab coats must be worn in NUR121, the simulation labs, and the lab portion of all of the science courses (SCI201, SCI202, SCI203, and SCI204).

Health Insurance - All Helene Fuld College of Nursing students are required to maintain health and hospital insurance while enrolled in the College.

Parking Fee - A daily reduced-rate parking fee is charged for the use of the parking garage on 119th Street between Madison and Fifth Avenue. Carpools are strongly encouraged.

PAYMENT OF TUITION AND FEES

A student can pay his/her tuition and fees online by using a credit or debit card (Visa or MasterCard) and accessing the Student Information System.

The Bursar will also accept in-person payments made by Visa, MasterCard, and American Express or Discovery cards.

Personal checks or cash will NOT be accepted.

Quarterly payments are due on or before the first day of each quarter.

Late Payment Fee - An initial fee of \$150.00 is charged for tuition and fees that have not been paid by the first day of the quarter. All balances must be paid in full prior to the end of the term.

The College reserves the right to withhold grades, transcripts, diplomas, and other services (including registration) from students who have not met their financial obligations. If an account is referred to a collection agency, the student will be responsible for payment of the unpaid balance as well as any costs associated with the collection of the delinquent account. All collection cases will be handled following state and federal laws.

Payment Plans - The College offers a Tuition Payment Plan that allows students to make payments throughout each quarter (except for the Summer I quarter). To begin a payment plan, please visit the Bursar NO LATER than the end of the first week of the quarter. A \$50.00 fee is required to enroll.

All balances must be paid to register for the following quarter and receive transcripts and a diploma.

If late, the student must pay the installment amount plus a late penalty of \$25.00 within five (5) business days of the due date. The student will be dropped from the installment plan after the 2nd late payment. Once the student has been dropped from the payment plan, they will incur the fees described in the Late Payment Fee policy.

Defaulting on an installment plan may disqualify the student from participating in any future payment arrangements.

REFUNDS

Students who withdraw from courses may be entitled to a refund. The official date of withdrawal determines the amount.

Non-attendance or non-payment of tuition does not constitute an official withdrawal. Notification to an instructor is also not sufficient. Students must notify the Director of Student Affairs in writing of their intention to withdraw from a course. An official withdrawal form must be filed with the Director of Student Affairs. Failure to officially withdraw will result in the student receiving an "F" grade for the course.

TITLE IV REFUND POLICY

The College will calculate how much Title IV aid has been earned by the student based upon the period of attendance up through the 60% point in each payment period. The College and the student must return the unearned portion of the Title IV funds to the Department of Education.

If a student leaves during the refund period and has received any Title IV funds (Pell Grant, FSEOG, and/or Federal Direct Loans (Subsidized and Unsubsidized Loans), the federal refund(s) will be applied in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. PLUS Direct Loan
4. Pell Grant
5. FSEOG
6. Iraq and Afghanistan Service Grant

A student must repay the required amount during the term in which they withdraw. Students failing to repay the required amount will have a hold placed on their records and will not be eligible to re-enroll. For further information regarding tuition refund policies, contact the financial aid counselor.

INSTITUTIONAL REFUND STANDARDS

Institutional charges or the percentages of tuition refunds are determined by the college. Funds are returned according to the following schedule:

- 100% on or before the first day of classes. *
- 90% between the first day of classes and the end of the first week of classes. *
- 50% between the second week and the end of the third week of classes. * 25%
between the fourth week and the end of the fifth week of classes. *

* Minus a \$100 administrative fee

GRADUATION

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE PROGRAM

All candidates for degrees from Helene Fuld College of Nursing must meet the following requirements:

1. Completion of 70 credits of course work in nursing at Helene Fuld.
2. Achievement of a passing grade in each required course.
3. A cumulative GPA of 2.5.
4. Recommendation by the faculty to the Board of Trustees.
5. Compliance with all financial and other obligations to the College as announced in this catalog.
6. Evidence of completion of a mandatory Kaplan NCLEX-RN Review Course.

Students may complete requirements for graduation after any term and will receive their degrees following completion. All financial aid students (Direct Loan borrowers) MUST complete the Exit Loan Counseling at <https://studentaid.gov/>

AWARDING OF NURSING PINS AND DEGREES

Commencement and the official awarding of degrees take place semi-annually in fall and spring. Graduates wear academic attire at the commencement exercises. Students will be allowed to attend and walk with their cohort if they lack 4.5 term credits or less in a non-nursing course.

ACADEMIC RECOGNITION

CLINICAL RECOGNITION

Clinical instructors nominate students for Clinical Recognition, who, in their judgment, meet the following criteria:

- Demonstrate excellence in the use of the nursing process and meet the specific clinical objectives of the course to an outstanding degree. Technical skills, organization and implementation of nursing care plans, and application of scientific principles are all considered.
- Demonstrate better than average interpersonal relations with patients, peers, staff, and instructors.

AWARDS

Graduation with Distinction recognizes students who have a cumulative GPA of B+ (3.5) or higher after the program. Students will be publicly acknowledged at graduation.

The **Helene Fuld College of Nursing Award for Academic Excellence** is given at graduation to the student who achieves the highest academic average. *Academic Honors* awards are presented to the students who attain second and third place.

The **Helene Fuld College of Nursing Award for Clinical Excellence** is given at graduation to students who achieve Clinical Recognition in each of the four clinical nursing courses. *Clinical Honors* awards are presented to the students who achieve Clinical Recognition in any three of the four clinical nursing courses.

The **Carol A. Thompson Memorial Award** is given to a graduating student in recognition of perseverance in pursuing a nursing career.

The **Marguerite Haggerty Memorial Award** is given to a graduating student for excellence in Medical-Surgical Nursing.

The **Sylvia Modeste Award** is given to a graduating student in recognition of outstanding leadership.

REQUIREMENTS FOR REGISTERED NURSE LICENSURE

To meet licensure requirements in New York State, applicants must be at least eighteen years old, have graduated from a program approved by New York State, and pass the National Council of State Boards of Nursing examination (NCLEX-RN). Graduates of Helene Fuld College of Nursing are qualified to take the licensing examination.

The New York State Education Department, Office of the Professions, Division of Professional Licensing Services requires a fee of \$143 for the license application and the first registration period. The National Council of State Boards of Nursing requires a fee of \$200 for the NCLEX-RN exam.

Applicants are required, as stated in the Nursing Application Packet, published by The University of the State of New York, The State Education Department, to answer whether you (the applicant):

- Have ever been found guilty after trial, or pleaded guilty, no contest to a crime (felony or misdemeanor) in any court?
- Have criminal charges pending against you in any court?
- Have ever had any licensing or disciplinary authority refuse to issue you a license or ever revoked, annulled, canceled, accepted the surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- Have charges pending against you in any jurisdiction for any sort of professional misconduct?
- Have had any hospital or licensed facility restricted or terminated your professional training, employment, or privileges, or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid the imposition of such measures?

If the answer to any of the above is "yes", you must submit a letter with your application giving a complete detailed explanation and copies of any court records, including a Certificate of Conviction. See the Application for Licensure for additional details (Rev. 11/15).

Applicants with a prior felony conviction need to be aware that successful completion of the AAS program does not guarantee licensure.

THE GRADUATES OF HELENE FULD COLLEGE OF NURSING

Most Helene Fuld College of Nursing students come from the metropolitan New York City area and remain in this area to work after obtaining their licenses in New York State. The College, however, numbers among its graduates, nurses from New Jersey, Connecticut, Massachusetts, Delaware, Maryland, Virginia, Illinois, Pennsylvania, Vermont, Indiana, Minnesota, Utah, Tennessee, California, and Florida.

Graduates of the College are generally accepted for examination in the state of their choice. The majority, however, prefer to remain in New York State for the examination before seeking licensure elsewhere.

Graduates report employment in a variety of healthcare settings including medical-surgical, obstetrical, emergency, psychiatric, geriatric, pediatric, and ambulatory and home care clinical areas.

ALUMNI ASSOCIATION

Upon graduating, Helene Fuld students are eligible to become members of the Alumni Association. The main purposes of the Association are to promote the professional interests of the alumni by creating opportunities for them to network, to encourage participation in professional nursing organizations, to provide feedback, and generate ideas that will help to improve the College experience for current/incoming students and to stimulate interest and garner support for the College. The Association plans alumni reunions, participates in open houses, and assists with fundraising activities. For more information, contact Alumni@helenefuld.edu.

GRADUATION RATES

The Student-Right-To-Know Act requires all colleges to report graduation rates as defined by the U.S. Department of Education. These rates are based on the percentage of students who enter the College full-time (fall term only), who have never attended another college. The definition of graduation rates is the percentage of students who graduate within 150% of the normal expected time to complete the degree. At Helene Fuld, 150% of the normal time for graduation is two years (AAS) and three years for GBS. Currently, less than 1% of Helene Fuld students are full-time and have never attended another college.

COMPLETION RATES

Completion rates are based on the total numbers of students who graduated, including full-time, part-time and transfer students admitted in the fall and spring terms.

Approximately 99% of students have attended other colleges before enrolling at Helene Fuld College of Nursing.

Students have three years in which to complete the program.

NCLEX-RN PASSING RATES

At the end of their studies, graduates are eligible to take the National Council of State Boards of Nursing NCLEX-RN exam. Please refer to Consumer Information on the college website for further information.

COURSE DESCRIPTIONS

FOR THE ASSOCIATE DEGREE PROGRAM

NURSING

NUR 121A CLINICAL NURSING SKILLS

Nursing arts laboratory: Four 50-minute sessions per week for 10 weeks

A passing grade in this course is required for admission into the College. This ten-week course provides instruction in clinical skills that students are expected to be able to perform before starting Medical-Surgical Nursing I (NUR 221). In the nursing arts laboratory, students demonstrate skills such as measuring vital signs, providing enteral feeding, performing wound care, urinary catheterizations, tracheostomy care, and medical administration with a focus on providing safe, patient-centered care, and recognizing and preventing patient complications. The course incorporates beginning critical thinking and clinical judgment, basic communication skills, and professional behaviors. This course may be taken with SCI 101: Selected Topics in Chemistry and Mathematics.

NUR 221A MEDICAL-SURGICAL NURSING I

6-semester credits

Lecture: Four 50-minute sessions per week = 4 credits

Clinical: Six 50-minute sessions per week = 2 credits

Prerequisites: SCI 101, NUR 121, CPR certification;

Corequisites: BEH 231, SCI 201

Medical-Surgical Nursing I utilize the NLN Educational Competencies for Graduates of Associate Degree Nursing Programs and the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education in applying the nursing process as a problem-solving tool in health care delivery to clients experiencing a chronic and terminal illness. Professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching, and learning, provide the content in the classroom, and clinical/laboratory experience. Nursing 221 builds upon previous knowledge and skills acquired by the student as an LPN. Evidenced-based practice and the development of critical thinking skills are introduced as essential components of professional nursing practice.

NUR 222A PSYCHIATRIC-COMMUNITY MENTAL HEALTH NURSING

5-semester credits

Lecture: Three 50-minute sessions per week = 3 credits

Clinical: Six 50-minute sessions per week = 2 credits

Prerequisites: NUR 221 and its corequisites;

Corequisites: ENG 281, BEH 232, SCI 202

This course builds on the knowledge and experience acquired in Nursing 221. The course is developed utilizing the NLN Educational Competencies for Graduates of Associate Degree Nursing Programs and the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education in addressing clients with psychosocial needs. The foci are on implementing the nursing process based upon assessment and observation of behaviors caused by stress, principles of therapeutic communication, group process, and principles of community mental health. Developmental tasks, biological, maturational, and situational stresses along the life continuum are identified, as the emphasis is placed upon clients' behavioral reactions in both hospital and community treatment programs. Students engage in a variety of intervention modalities: individual, group, and behavioral counseling and medication instruction.

NUR 223A PARENT-CHILD HEALTH NURSING

6-semester credits

Lecture: Four 50-minute sessions per week = 4 credits

Clinical: Six 50-minute sessions per week = 2 credits

Prerequisites: NUR 222 and its corequisites

Corequisites: BEH 233, ENG 282

Parent-Child Health Nursing utilizes the NLN Education Competencies for Graduates of Associate Degree Nursing Programs and the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education as the basis for providing nursing care. This course encourages the use of critical thinking and increasing self-direction in the utilization of the nursing process to the care of the childbearing/childrearing family. Normal growth and development patterns are considered throughout the course. Classroom and clinical experiences focus on the use of the nursing process as a major tool in assisting the family as it progresses through the childbearing/childrearing years. Health promotion, maintenance, restoration, and rehabilitation are major phases addressed as the nursing process is applied to clients in different health care settings.

NUR 224A MEDICAL-SURGICAL NURSING II

6-semester credits

Lecture: Three 50-minute sessions per week = 3.5 credits

Clinical: Six 50-minute sessions per week = 2.5 credits

Prerequisite: NUR 223 and its corequisites

Corequisites: NUR 225, SCI 204

Medical-Surgical Nursing II utilizes the NLN Educational Competencies for Graduates of Associate Degree Nursing Programs and the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education as the basis for providing nursing care. This course encourages the use of critical thinking and increasing self-direction in the utilization of the nursing process to the care of adult clients experiencing stress related to acute and complex health problems. Emphasis is on the understanding of concepts to promote adaptation under life-threatening physiologic stressors for clients in acute and ambulatory settings. Increased independent learning is expected from the students in this course. A student-conducted workshop on selected nursing techniques is arranged to provide students with the opportunity to organize, articulate, and share their learning experiences with peers and faculty. The leadership role of the registered nurse as a member of the health team in a variety of settings is examined. Clinical experiences include specialized areas that easily lend themselves to the application of knowledge to practice. The National League for Nursing Core competencies (professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, managing care) continue to provide the commonalities of content in the classroom and the clinical setting.

NUR 225A PROFESSIONAL FOUNDATIONS

3-semester credits

Lecture: Two 50-minute sessions per week

Prerequisite: NUR 223;

Corequisites: NUR 224, SCI 204

Professional Foundations is developed utilizing the National League for Nursing Educational Competencies for Graduates of Associate Degree Nursing Programs and the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education and the nursing process. The course is designed to increase the students' understanding of nursing as a profession; its relationship to other professions, and other stimuli that affect and influence nursing. Course content includes nursing's historical traditions, professional development, current, and future trends, and legal and ethical aspects. Cultural influences on nursing, ethical decision-making, nursing models, management of healthcare delivery and leadership roles, and principles of effective delegation are discussed.

NUR 399A STRATEGIES FOR SUCCESS

Lecture: One 50-minute session weekly

This course offers a structured approach to student preparation for success in nursing school. The course includes opportunities for improvement in navigating the challenges of standardized testing, effective and efficient study habits, application of critical analysis and clinical decision-making, and personal barriers and strengths that impact success.

LIBERAL ARTS COURSES

BEH 231A INTRODUCTION TO PSYCHOLOGY

3-semester credits

Lecture: Three 50-minute sessions per week

This course introduces the scientific study of human behavior. It includes an overview of current theories in the areas of learning, motivation, psychopathology, psychotherapy, social psychology, and personality. The course provides a basic awareness of the biological, intrapersonal, interpersonal, and cultural forces that motivate behavior thereby fostering an understanding of self and others.

BEH 232A HUMAN GROWTH AND DEVELOPMENT

3-semester credits

Lecture: Three 50-minute sessions per week

Prerequisite: BEH 231

This course provides an overview of the biological, social, and psychological processes that contribute to human growth and development across the life span. The course is designed to create an understanding of both normal and abnormal development by examining developmental forces through life's continuum from conception to death.

BEH 233A INTRODUCTION TO SOCIOLOGY

3-semester credits

Lecture: Three 50-minute sessions per week

This course is designed to provide a sociological perspective to the study of social behavior. It will familiarize students with the basic concepts and theories in the field, relating them to everyday life. The course will focus upon sociological issues of continued interest: culture and society; socialization, gender roles, marriage, and family; religion; inequality; and medicine as an institution.

ENG 281A COMPOSITION AND INTRODUCTION TO RESEARCH

3-semester credits

Lecture: Three 50-minute sessions per week

This course provides instruction and practice in college writing and an introduction to library research. In English 281, students will analyze and interpret college-level fiction and non-fiction readings, write essays that respond to a text, develop an original thesis, integrate evidence, and document their sources in APA-style.

ENG 282A INTRODUCTION TO LITERATURE

3-semester credits

Lecture: Three 50-minute sessions per week

Prerequisite: ENG 281

This course engages students with a range of world literature from antiquity to modernity, including short stories, poetry, and drama. Writing assignments emphasize critical approaches to literature. Lectures and class discussions help the student to develop critical skills and an active appreciation of language and literature. Students use APA-style documentation.

SCIENCE

SCI 101A SELECTED TOPICS IN CHEMISTRY AND MATHEMATICS

3 -semester credits

Lecture: Three 50-minute sessions per week for 10 weeks

A passing grade in this course is required for admission into the College. SCI 101 is divided into two parts over ten weeks. Mathematical concepts important in medical dosage calculations and intravenous flow rates are discussed during the first four weeks. The latter part of the term focuses on selected topics in chemistry with particular relevance to the health field. This portion of the course includes topics in inorganic chemistry, organic chemistry, and biochemistry with emphasis on the major organic compounds (carbohydrates, lipids, and proteins). This course may be taken with NUR 121: Clinical Nursing Skills.

SCI 201A ANATOMY & PHYSIOLOGY I

4-semester credits

Lecture: One 50-minute session per week = 2 semester credits

Laboratory: Two 50-minute sessions per week = 2 semester credits

Prerequisite: SCI 101

Two major themes are emphasized throughout this course – the organization of the human body, and the principles of support and locomotion in the body. The study of the organization of the human body examines the relationship between body structure and function. Students are introduced to gross anatomy, histology of the four major tissue types, and normal physiology. The concept of homeostasis and its role is introduced. Microscopy, cell structure, and function are also covered in this course. Major systems discussed in detail include the integumentary, skeletal, and muscular systems. Lecture, laboratory investigations, and demonstrations are integrated throughout the course.

SCI 202A ANATOMY AND PHYSIOLOGY II

3-semester credits

Classroom: Two 50-minute sessions per week

Laboratory: Four 50-minute sessions per week Prerequisites: BEH 232G, SCI 201G

Co-requisite: NUT 200

This course extensively discusses the second major control system of the human body – the endocrine systems – with relevance to maintaining homeostasis in the body. Another major component of this course is the concept of continuity of life, concerning male and female reproductive systems and developmental biology. Principles of heredity (inheritance) and genetics are introduced; thus, serving as a framework for discussion of the pathophysiology of common genetic abnormalities. This course also examines the structure and function of the cardiovascular, lymphatic, immune, respiratory, digestive, and urinary systems. Nutrition and metabolism are discussed in conjunction with the digestive system. The study of fluid-electrolytes and acid-base balance is explored

to fully understand their relation to buffer systems, respiratory and renal physiology in the maintenance of homeostasis. Lecture, laboratory investigations, and demonstrations are carefully integrated throughout the course.

SCI 203A ANATOMY & PHYSIOLOGY III

3-semester credits

Lecture: One 50-minute session per week = 2 credits

Laboratory: Two 75-minute sessions per week = 1 credit

Prerequisite: SCI 202

SCI 203 examines the structure and function of the following systems: cardiovascular, lymphatic, immune, respiratory, digestive, and urinary systems. Nutrition and metabolism are discussed in conjunction with the digestive system. The study of fluids/electrolytes and acid-base balance is explored to fully understand their relation to buffer systems and respiratory/renal physiology in the maintenance of homeostasis. Lecture, laboratory investigations, and laboratory demonstrations are integrated throughout the course.

SCI 204A MICROBIOLOGY

3-semester credits

Lecture: Two 50-minute sessions per week = 2 credits

Laboratory: Two 50-minute sessions per week = 1 credit

Prerequisite: SCI 203

The structural and physiological characteristics of the major types of microorganisms are discussed in this course. Host-parasite relationships, as well as the methods used to destroy and control the transmission of microorganisms, are treated. Principles of immunology as they pertain to infection by microorganisms are also reviewed and reinforced. Basic principles of the epidemiology of selected infectious diseases are elaborated. Lecture, laboratory investigations, and laboratory demonstrations are integrated throughout the course.

ACADEMIC INFORMATION AND POLICIES FOR THE GENERIC BS PROGRAM

Helene Fuld College of Nursing offers an eight-semester generic Bachelor of Science track with a major in nursing. The program is designed for individuals who wish to enter the field of nursing and do not have prior professional nursing education. The program provides a solid background in nursing, science, and liberal arts education while incorporating the College's focus on environmental and community issues that impact health. Upon successful completion of the program, students will earn a baccalaureate degree, and be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The generic program requires the completion of 61 credits in nursing and 60 credits in liberal arts and science courses to achieve a total of 121 credits for the degree. The program offers face-to-face classes and classes may be offered in a hybrid format (part-classroom, part-online) at the discretion of the Program Director and Provost. Clinical learning experiences will be conducted via traditional, hands-on, instructor-supervised education in New York City health care facilities.

The academic calendar is divided into three 15-week semesters per year. Although cohorts are formed annually in September, students may enroll in non-nursing courses on a non-matriculated basis and enter a cohort the following September. Full-time students can complete the program in eight semesters (28 months). Students can expect to attend classes at the College two or three days a week. In semesters where nursing courses with clinical sessions are required, students will attend the clinical sessions on a fourth day.

CREDITS

A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets once for a 150-minute session per week for fifteen weeks for a total of 15 sessions.

STUDENT LEARNING OUTCOMES

After the generic Bachelor of Science program, the graduate is expected to achieve the following program outcomes:

1. Use effective written, verbal, and non-verbal methods to communicate within interpersonal and professional relationships.
2. Synthesize knowledge from the integration of the biological sciences, social sciences, and humanities into nursing care that is safe, holistic, and culturally competent.
3. Critically analyze research and develop solutions to clinical practice problems.
4. Utilize technology to access, interpret, and analyze evidence-based research. Plan, implement and evaluate nursing care using technology and information literacy skills.
5. Educate clients, families, and communities, and advocate for them in ways that promote their ability to grow and thrive.
6. Demonstrate an understanding of cultural differences and similarities. Exhibit healthcare delivery behaviors that reflect cultural sensitivity.
7. Integrate an understanding of the impact of the environment on individual and community health and wellness into the delivery of effective nursing care.
8. Apply effective leadership and management skills to nursing practice.
9. Articulate the value of practice excellence, lifelong learning, accountability, and professional engagement to foster professional growth and adherence to moral, ethical, and legal conduct.
10. Demonstrate moral, ethical, and legal conduct.

GENERIC BACHELOR OF SCIENCE DEGREE PROGRAM CURRICULUM-

Semester I – Fall 1		Semester Credits
BEH 231G	Introduction to Psychology	3
ENG 281G	English I	3
HIST 218	Major Topics in American History	3
NUR 325	Information in Technology Applied to Nursing	3
SCI 200	Life Sciences	3
		15
Semester II – Winter 1		
BEH 232G	Human Growth and Development	3
ENG 282G	English II	3
HIST 217	20 th Century World History	3
PHIL 316	Introduction to Philosophy	3
SCI 201G	Anatomy and Physiology I	3
		15
Semester III – Spring 1		
BEH 233G	Introduction to Sociology	3
NUT 200	Nutrition	3
SCI 202G	Anatomy and Physiology II	4
SPAN 207	Conversational Spanish	3
		13
Semester IV – Fall 2		
NUR 200	Foundations of Nursing	6
NUR 347	Holistic Assessment	3
SCI 204G	Microbiology	3
SCI 305	Selected Topics in Physical Sciences/Biochemistry	4
		16
Semester V – Winter 2		
NUR 221G	Medical-Surgical Nursing I	6
NUR 300	Pharmacology for Nursing	3
SCI 326	Pathophysiology	3
SS 419	Health Policy	3
		15

GENERIC BACHELOR OF SCIENCE DEGREE PROGRAM CURRICULUM (CONTINUED)

Semester VI – Spring 2		Semester Credits
NUR 223G	Parent-Child Health Nursing	6
NUR 315	Nursing Theory	3
NUR 337	Transcultural Nursing and Nurse as Educator	4
SS 306	Social Science Statistics	4
		17
Semester VII – Fall 3		
NUR 222G	Psychiatric-Community Mental Health Nursing	3
NUR 228	Healthcare Needs of the Geriatric Client	3
NUR 336	Nursing Research and Evidence-Based Practice	3
NUR 418	Environmental Issues in Urban Community Health Nursing	6
		15
Semester VIII – Winter 3		
ANTH 205	Anthropology of Health and Healing	3
NUR 224G	Medical-Surgical Nursing II	5
NUR 429G	Leadership and Accountability	3
NUR 439	Capstone Project (Independent Study)	4
		15
TOTAL PROGRAM		121

ADMISSION INFORMATION

FOR THE GENERIC BACHELOR OF SCIENCE PROGRAM

Helene Fuld College of Nursing accepts applications year-round for admission into the Generic Bachelor's Degree Program. Matriculated students join a cohort that starts each year in September. Students may also apply to take individual non-nursing courses on a non-matriculated basis and take courses starting in September, January, or April.

Open Houses are scheduled throughout the year and are designed to answer individual questions about the bachelor's degree program. The Open House schedule can also be found on the College's website at www.helenefuld.edu.

To apply to the College all applicants must create an account on NursingCAS on the College's website at www.helenefuld.edu. Additional information can be obtained by emailing admission@helenefuld.edu. Early application is encouraged because of pre-admission testing and delays that may be encountered in obtaining transcripts.

The academic calendar year is divided into three semesters. Each semester is fifteen weeks long. Course descriptions are listed in this catalog (See pages 73 - 80). The required program of studies can be completed in five semesters or nineteen months on a full-time basis. Cohorts are admitted annually in September.

GENERAL ADMISSION REQUIREMENTS

- A completed Application for Admission via NursingCAS. www.nursingcas.org
- United States citizen or eligible non-citizen. *
- Required high school courses: one year of Algebra I, two years of science, and three years of English.
- A minimum high school average of B (80 percent) if you have a high school diploma, or 800 on the SAT, or 14 on the ACT. To have your SAT results sent to Helene Fuld College of Nursing, enter school code 2327.
- United States high school diploma or equivalency. High school graduates must request an official transcript showing the graduation date from high school. Transcripts must be sent from the high school in a sealed envelope. Applicants who apply with a General Equivalency Diploma (GED/TASC) must score at least 550 on the reading test. Applicants who have been homeschooled are required to take the GED/TASC exam and submit their score reports for evaluation.
- Official transcript(s) from all colleges or universities must be sent to NursingCAS.
- If you attended an international high school or university and your transcript is not in an American format, please have the transcripts evaluated by World Education Services (www.wes.org) or Globe Languages Services (212-227-1994).
- Four (4) ATI TEAS computer-administered tests in reading comprehension, mathematics, science, and English/language arts will be administered by Helene Fuld College. Applicants are limited to two attempts and must be at or above proficiency level (at least 59.0%), with a minimum score of 57.4% for reading comprehension. There is a \$75 testing fee to be paid when registering for the TEAS. To avoid any unnecessary expense, we strongly suggest that applicants not register for the TEAS before assuring that they will meet all other application requirements.
- Accepted students are subject to complete the requirements of Castle Branch which includes a background check, urine drug testing, titers, and immunization.
- Accepted students are required to obtain CPR certification (BLS) before registering for their first courses.
- Students must maintain malpractice insurance; Professional Liability Protection for \$1,000,000/\$6,000,000 while enrolled in NUR 418 (Environmental Issues in Urban Community Health Nursing) and NUR 429G (Leadership and Accountability), during the final year of studies.

Please refer to Technical Standards (page 19) for further information on requirements.

SPECIAL ADMISSION REQUIREMENTS

Additionally, applicants who are licensed practical nurses or who have an associate's, bachelors, or other higher degree:

- A minimum cumulative grade point average of B (80 percent, or a 2.5 overall GPA on a 4.00 scale) in previous college coursework.
- LPNs: current LPN licensure and current registration in a U.S. jurisdiction.

* Evidence of health insurance coverage must be provided on admission to the College and must be maintained for the duration of the baccalaureate program.

ADMISSION PROCESS FOR THE GENERIC BACHELOR OF SCIENCE PROGRAM

All application is processed through NursingCAS. Please email the Admissions Department at admission@helenefuld.edu if you have questions regarding the admissions process.

Required submittal dates required for admission can be found on the Helene Fuld website. When applying please include the following:

- 1 The required non-refundable application fee of \$50 and TEAS Exam fee of \$100 must be paid through https://www.helenefuld.edu/fee_payment_form/
- 2 Proof of citizenship or legal residence.
- 3 Submit two copies of one of the following documents as proof of citizenship or legal residence:
 - U.S. Birth Certificate
 - U.S. Passport
 - Alien Registration Card
 - Naturalization Certificate
- 4 **High School Transcript and GED.** Request official transcripts from your high school. If you did not graduate from high school, enclose a photocopy of your U.S. high school equivalency scores. (A high school transcript is not needed if you earned an associate or baccalaureate degree). All official high school transcript and GED must be mailed to the college at:

Helene Fuld College of Nursing
Office of Student Services, Room 300
24 East 120th Street
New York, New York 10035

Students educated in foreign countries must submit their high school transcripts or equivalencies to World Education Services (www.wes.org) or Globe Language Services (212-227-1994) for evaluation.

- 5 Practical Nursing School and College Transcripts. Request official transcripts from your school of practical nursing or if you have earned credits from any college must all be sent directly to NursingCAS at https://help.liaisonedu.com/NursingCAS_Applicant_Help_Center/Sending_Your_Official_Transcripts_and_Test_Scores_to_NursingCAS/Sending_Official_Transcripts_to_NursingCAS/1_US_and_English_Canadian_Transcripts

If college credit was earned in a foreign country or if you have foreign educational professional credentials, you must have your transcript(s) evaluated by World Education Services (www.wes.org) or Globe Language Services (212-227-1994).

PRE-ADMISSION TESTING

Once notified by the College that they should proceed, applicants are urged to register for testing well before the desired admission date. Test scores are valid for 6 months. If entry into the program is delayed for a longer period, applicants must re-apply, and testing must be repeated.

Testing is scheduled at www.nursingcas.org and is conducted via an online portal. Testing results are available online after testing is completed. Information regarding passing scores, remediation options, and retesting dates is provided on the day of testing. There must be a minimum of two months between the initial test dates and retesting. For retesting, all four admission tests must be repeated.

ACCEPTANCE

Upon successful completion of all admission requirements, successful applicants will receive an acceptance letter, who are then eligible to begin classes. A non-refundable enrollment deposit of \$100.00 toward tuition is required by the date requested in the acceptance letter.

HEALTH REQUIREMENTS

Students will be given a medical form to complete and upload to Castle Branch before starting the program. Additionally, the College requires a complete medical history, physical examination, and proof of various immunizations, including tuberculosis (TB) testing that are required by clinical agencies. New York State (Public Health Law 2165) requires college students born on or after January 1, 1957, to be immunized against measles, mumps, and rubella (MMR). A completed form, signed by a physician or nurse practitioner, must be on file before registering for the first clinical nursing course (NUR 221G – Medical-Surgical Nursing I). New York State Public Health Law 2167 also requires all students to fill out a Meningococcal Meningitis Response Form.

NON-MATRICULATED STATUS

Helene Fuld College of Nursing allows prospective applicants to complete non-nursing courses as non-matriculated students. For individuals wishing to take classes for personal or professional enrichment, this enrollment option also provides an opportunity to enroll in courses without being formally admitted to the College. To take classes, a Non-Matriculated Student Application must be completed and submitted to the Office of Student Services for approval. This application is available in the College through the Office of Student Services.

To be considered for admission as a non-matriculated student, applicants must complete and submit the following:

- Application for Non-Matriculated Students (Includes one professional recommendation and a personal statement).
- \$25 application fee (non-refundable); The \$100.00 deposit is due by the start of classes.
- High school transcript, GED, or most recent college transcript.

The non-matriculated status does not guarantee admission to the generic Bachelor of Science in Nursing program.

TRANSFER CREDITS AND CREDIT BY EQUIVALENCY TESTING

Helene Fuld College of Nursing (HFCN) accepts transfer credits after thorough review of transcripts submitted prior to the start of the student program. Transcripts received after the student has started the program will not be reviewed. Students are limited to transferring a maximum of 12 credits collectively from an outside institution. Science credits must have been completed within a two-year period. Transfer credits will not be accepted for nursing courses.

- Transfer courses are evaluated individually. HFCN reserves the right to determine what constitutes an academic course.
- Students enrolled in a course at another institution with a course end date that ends after the given deadline must inform the Registrar's Office in writing. Students will have two weeks from the last day of their course to submit an official transcript.
- Transfer credit will only be considered for courses receiving a grade of 78 or higher. Students who earned a

Pass (P) as a grade must submit proof of their earned course grade in numeric format.

- Transfer credit will only be considered for courses completed within the last 5 years.
- Transfer credit will only be considered for courses completed at accredited institutions, and courses that are recorded on official transcripts.

Transfer credit for English will only be granted to those who have passed an equivalent English course that was taken within the last five years with a minimum grade of C+. However, if an applicant has a total TEAS score that has permitted acceptance into the program but scores less than 53.1 on the ATI TEAS English admission test, the student must take ENG 281G – Composition and Research, regardless of prior college-level English credits earned before admission.

The College accepts credits earned in *Introduction to Psychology, Human Growth and Development, and Introduction to Sociology*, through the College- Level Examination Program (CLEP) if the credits are more than five years old. For more information go online to: <http://www.collegeboard.com/student/testing/clep/about.html>. To have your results sent to Helene Fuld College of Nursing, enter school code: 2302. All CLEP exam results must be received before registering as a matriculated student.

FINANCIAL INFORMATION

TUITION AND FEES FOR THE GENERIC BACHELOR OF SCIENCE PROGRAMS

Tuitions and Fees	Per Semester
Full Time (12 credits or more)	7,080
General Fee	150
Activity Fee	30
Technology Fee	50
Part Time (11 credits or less)	575 (per credit)
General Fee	80
Activity Fee	30
Technology Fee	50
Other Fees	
Application	50
Testing	75
Laboratory Fee (First Clinical Course) *	100
ATI*	1,050
*GBS Program Only	

A **non-refundable** enrollment deposit of \$100.00 is required at the time of acceptance to assure the applicant a place in the College.

OTHER FEES

Identification Card - I.D. cards are issued free of charge upon registration. Lost cards will be replaced for a fee of \$10.

Late Payment Fee - An additional fee of \$150 is charged for tuition and fees that have not been paid by the first day of the semester.

Transcript Fee - Each graduate of the College is given one copy of his/her transcript marked STUDENT COPY at no cost. Official transcripts will be sent directly to agencies via the Cleaning House. Graduates requesting transcripts must go to the college website at www.helenefuld.edu and click on Contact Us then on Transcript Request and follow the instructions. Those who request immediate processing of a transcript are charged \$20 in person.

OTHER EXPENSES

Housing, Food, Transportation, and Personal Expenses - The College does not have housing facilities. Housing, food, transportation, and personal expenses are estimated to be approximately \$18,000 per year for a self-supporting student in the New York City area.

Textbooks - Books may be rented or purchased from any one of some internet booksellers. The cost to purchase the required textbooks for the entire program is \$1,500.

Uniforms - A special uniform is required for clinical practice. (See page 18 for more information). Lab coats must be worn in NUR200, the simulation labs, and the lab portion of all of the science courses (SCI200, SCI201G, SCI202G, and SCI204G).

Health Insurance - All Helene Fuld College of Nursing students are required to maintain health and hospital insurance while enrolled in the College.

Parking Fee - A daily reduced-rate parking fee is charged for the use of the parking garage on 119th Street between Madison and Fifth Avenue. Carpools are strongly encouraged.

PAYMENT OF TUITION AND FEES

Money orders, certified checks, and Visa or MasterCard will be accepted. Personal checks or cash will not be accepted. Make money orders or certified checks payable to Helene Fuld College of Nursing and mail to **Bursar**. Visa or MasterCard payments must be made in person or online.

Semester payments are due on or before the end of the first week of every semester. Students who submit an official notice of grants, awards, and loans will be credited.

Late Payment Fee - An initial fee of \$150.00 is charged for tuition and fees that have not been paid by the first day of the semester. An additional late fee of 1% of outstanding tuition and fees (excluding the late fees) is added for every three (3) weeks that an account remains past due thereafter. These fees are non-refundable. Furthermore, unpaid accounts may be referred to a collection agency.

Payment Plans - The College offers a Tuition Installment Plan that allows students to make payments throughout each semester. To begin a payment plan, please visit the Bursar no later than the first day of the semester. A \$50.00 fee is required to enroll in the installment plan. The first installment amount plus the \$50.00 is due at the time the student signs the installment plan agreement. All payments must be made in full prior to the end of the term.

All balances must be paid to register for the following semester and receive transcripts and a diploma.

If late, the student must pay the installment amount plus a late penalty of \$25.00 within five (5) business days of the due date. The student will be dropped from the installment plan after the 2nd late payment. Once the student has been dropped from the payment plan, they will incur the fees described in the Late Payment Fee policy.

Defaulting on an installment plan may disqualify the student from participating in any future payment arrangements.

REFUNDS

Students who withdraw from courses may be entitled to a refund. The official date of withdrawal determines the amount.

Non-attendance or non-payment of tuition does not constitute an official withdrawal. Notification to an instructor is also not sufficient. Students must notify the Director of Student Affairs in writing of their intention to withdraw from a course. An official withdrawal form must be filed with the Director of Student Affairs. Failure to officially withdraw will result in the student receiving an "F" grade for the course.

TITLE IV REFUND POLICY

The College will calculate how much Title IV aid has been earned by the student based upon the period of attendance up through the 60% point in each payment period. The College and the student must return the unearned portion of the Title IV funds to the Department of Education.

If a student leaves during the refund period and has received any Title IV funds (Pell Grant, FSEOG, and/or Federal Direct Loans (Subsidized and Unsubsidized Loans), the refund will be applied to repaying the Federal Direct Loan/PLUS Loan, the Federal Pell Grant Program, FSEOG, and the TAP program. The student will receive the balance of the refund if any is left.

A student must repay the required amount during the semester in which they withdraw. Students failing to repay the required amount will have a hold placed on their records and will not be eligible to re-enroll.

For further information regarding tuition refund policies, contact the financial aid counselor.

INSTITUTIONAL REFUND STANDARDS

Institutional charges or the percentages of tuition refunds are determined by the college. Funds are returned according to the following schedule:

- 100% on or before the first day of classes. *
- 90% between the first day of classes and the end of the first week of classes. *
- 50% between the second week and the end of the third week of classes. *
- 25% between the fourth week and the end of the fifth week of classes. *

* Minus a \$100 administrative fee

GRADUATION

GRADUATION REQUIREMENTS FOR THE GENERIC BACHELOR OF SCIENCE DEGREE

All candidates for generic BS degrees with a major in nursing from Helene Fuld College of Nursing must meet the following requirements:

1. Completion of 121 credits in nursing, liberal arts, and science, which may include transfer credits.
2. Achievement of a passing grade in each required course.
3. A cumulative GPA of 2.5.
4. Recommendation by the faculty to the Board of Trustees.
5. Compliance with all financial and other obligations to the College as announced in this catalog.

Students may complete requirements for graduation after any semester and will receive their degrees following completion.

AWARDING OF DEGREES

Commencement and the official awarding of degrees take place in the spring. Graduates receive nursing pins at a pinning ceremony that is held a few days before graduation. Students will be allowed to attend and walk with their cohort if they lack 3-semester credits or less in a non-nursing course.

ACADEMIC HONORS

Bachelor's degree students who graduate with a minimum cumulative GPA of 3.70 or higher are awarded academic honors. Cum laude requires a minimum GPA of 3.70, magna cum laude 3.80, and summa cum laude 4.0.

ALUMNI ASSOCIATION

Upon graduating, Helene Fuld students are eligible to become members of the Helene Fuld College of Nursing Alumni Association. The main purposes of the Association are to promote the professional interests of the alumni by creating opportunities for them to network, to encourage participation in professional nursing organizations, to provide feedback, and generate ideas that will help to improve the College experience for current and incoming students and to stimulate interest and garner support for the College. The Alumni Association plans alumni reunions, participates in open houses, and assists with fundraising activities. For more information, email:

Alumni@helenefuld.edu

COURSE DESCRIPTIONS

FOR THE GENERIC BACHELOR OF SCIENCE DEGREE

NURSING

NUR 200G FOUNDATIONS OF NURSING

6-semester credits

Classroom: Four 50-minute sessions per week

Laboratory: Four 50-minute sessions per week

Prerequisites: BEH 231G, ENG 281G, NUT 200, SCI 202G

This is the first nursing course in the sequence for students enrolled in the generic Bachelor of Science degree program. The course introduces students to the foundations, basic principles, and practices of professional nursing. Health needs will be introduced and discussed at length. Emphasis will be placed on the implementation of the nursing process in the delivery of care and the development of beginning clinical skills that students are expected to be able to perform before starting Medical-Surgical Nursing I (NUR 221G). Mathematical concepts important in medical dosage calculations and intravenous flow rates are discussed. Concepts related to the health/illness continuum are introduced as the student begins to participate in client-nurse relationships. The professional, caring, and ethical delivery of proper nursing practice will be stressed, as well as knowledge, judgment, skills, and professional values as practiced within a legal/ethical framework. In the nursing arts laboratory, students demonstrate skills such as measuring vital signs, providing enteral feeding, performing wound care, urinary catheterizations, tracheostomy care, and medical administration with a focus on providing safe, patient-centered care, and recognizing and preventing patient complications. The course incorporates beginning critical thinking and clinical judgment, basic communication skills, and professional behaviors.

NUR 221G MEDICAL/SURGICAL NURSING I

6-semester credits

Classroom and laboratory: Four 50-minute sessions per week = 4-semester credits

Clinical: Six 50-minute sessions per week = 2 semester credits

Prerequisites: NUR 200, NUT 200, SCI 200, SCI 201G

Co-requisites: NUR 300, SCI 326, SS 419

This course utilizes the NLN Educational Competencies for Graduates of Baccalaureate Degree Nursing programs and the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education in applying the nursing process as a problem-solving tool in health care delivery to clients experiencing a chronic and terminal illness. It is designed for students enrolled in the Generic BS program. Professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching, and learning, provide the content in the classroom, and clinical/laboratory experience. Evidence-based practice and the development of critical thinking skills are emphasized as essential components of professional nursing practice.

NUR 222G PSYCHIATRIC MENTAL HEALTH NURSING

3-semester credits

Classroom and laboratory: Five 50-minute sessions per week for six weeks = 2-semester credits

Clinical: 7.5, 50-minute sessions per week for six weeks = 1-semester credit

Prerequisites: NUR 221G and its co-requisites,

Completion of the NYS Mandated Reporter course

Co-requisite: NUR 228, NUR 336, NUR 418

The course builds on the knowledge and experience students acquire in NUR 221G. The course is developed utilizing the NLN Educational Competencies for Graduates of Baccalaureate Degree Nursing Programs, and the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education. The foci are on implementing the nursing process based upon assessment and observation of behaviors caused by stress, principles of therapeutic communication, and group process. Developmental tasks, biological, maturational, and situational stresses along the life continuum are identified, as the emphasis is placed upon clients' behavioral reactions in both hospital and community treatment programs. Students engage in a variety of intervention modalities: individual, group, and behavioral counseling.

NUR 223G PARENT-CHILD HEALTH NURSING

6-semester credits

Classroom and laboratory: Four 50-minute sessions per week = 4-semester credits

Clinical: Six 50-minute sessions per week = 2 semester credits

Prerequisites: BEH 233G, NUR 221G, NUT 200, SCI 202G

Co-requisites: NUR 315, NUR 337, SS 306

Parent-Child Health Nursing utilizes the NLN Education Competencies for Graduates of Associate Degree Nursing Programs and the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education as the basis for providing nursing care. This course encourages the use of critical thinking and increasing self-direction in the utilization of the nursing process to the care of the childbearing/childrearing family. Normal growth and development patterns are considered throughout the course. Classroom and clinical experiences focus on the use of the nursing process as a major tool in assisting the family as it progresses through the childbearing/childrearing years. Health promotion, maintenance, restoration, and rehabilitation are major phases addressed as the nursing process is applied to clients in different health care settings.

NUR 224G MEDICAL/SURGICAL NURSING II

5-semester credits

Classroom and laboratory: Three 50-minute sessions per week = 3-semester credits

Clinical: Six 50-minute sessions per week = 2 semester credits

Prerequisites: NUR 221G, NUR 228, NUT 200, SCI 202G, SCI 204G

Co-requisites: ANTH 305, NUR 429, NUR 439

This course utilizes the NLN Educational Competencies for Graduates of Baccalaureate Degree Nursing Programs and the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education as the basis for providing nursing care. It is designed for students enrolled in the Generic BS program. This course encourages the use of critical thinking and increasing self-direction in the utilization of the nursing process to the care of adult clients experiencing stress related to acute and complex health problems. Emphasis is on the understanding of concepts to promote adaptation under life-threatening physiologic stressors for clients in acute and ambulatory settings. Increased independent learning is expected from the students in this course. A student-conducted workshop on selected nursing techniques is arranged to provide students with the opportunity to organize, articulate, and share their learning experiences with peers and faculty. The leadership role of the registered nurse as a member of the health team in a variety of settings is examined. Clinical experiences include specialized areas that easily lend themselves to the application of knowledge to practice. The National League for Nursing Core competencies (professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, managing care) continue to provide the commonalities of content in the classroom and the clinical setting.

NUR 228G HEALTHCARE NEEDS OF THE GERIATRIC CLIENT

3-semester credits

Classroom and laboratory: 3.5 50-minute sessions per week for nine weeks

Clinical: 3.5 50-minute sessions per week for nine weeks.

Prerequisites: NUR 221G, BEH 232G, SCI 202G

This course is designed to explore current theories and practices in gerontological nursing for students in the Generic BS program. The focus of the course is to understand the nurse's role in assessing and managing the aging individual and family adaptation to the aging process. The course incorporates outcomes, competencies, and professional standards from the following sources: ANA, CCNE Essentials, AACN Baccalaureate Geriatric Nursing Competencies, and Helene Fuld College of Nursing student learning outcomes for baccalaureate students.

NUR 300G PHARMACOLOGY FOR NURSING

3-semester credits

Classroom: Three 50-minute sessions per week

Prerequisites: NUR 200

Co-requisites: NUR 221G, SCI 326, SS 419

The course provides a strong foundation in basic pharmacologic principles. Such a foundation will enhance student understanding of drug therapies utilized for major disease processes. Emphasis is placed on the clinical applications of varied drug families. Nursing implications relative to the application of drug therapy to nursing practice are stressed.

NUR 315G NURSING THEORY

4-semester credits

Classroom and online discussion: Three 50-minute sessions per week

Prerequisites: None

This course is an introduction to theory and reasoning in nursing. The student will analyze various theoretical nursing frameworks and explore the application of these theories to both clinical nursing practice and nursing research. Concepts of person, health, nursing, and the environment will be explored from a variety of theoretical perspectives. Students consider how these concepts are reflected in their nursing practice.

NUR 325G INFORMATION TECHNOLOGY APPLIED TO NURSING

3-semester credits

Classroom, computer lab, and online discussion: Three 50-minute sessions per week

Prerequisites: None

This course is designed to provide the student with an introduction to the integration of nursing science, computer technology, and information science to identify, gather, process, and manage information. Nurses will learn how to access, manage, and apply data to patient care. Current trends and issues in using, designing, and managing health care information systems will be examined. The course includes email, electronic discussion forums, computer applications, the worldwide web, and Internet assignments.

NUR 336G NURSING RESEARCH AND EVIDENCE-BASED PRACTICE

3-semester credits

Classroom and online discussion: Three 50-minute sessions per week

Prerequisites or Co-requisites: NUR 315, NUR 325, SS 306

The focus of this course is the identification of key concepts, processes, and applications of qualitative and quantitative clinical research to support evidence-based nursing practice. Differentiating among the steps of the research process, accessing and critiquing pertinent literature, and designing a research study are activities utilized to foster student learning. Additional topics include ethical and legal aspects associated with research.

NUR 337G transcultural nursing and nurse as educator

4-semester credits

Classroom and online discussion: Four 50-minute sessions per week

3-semester credits

Classroom and online discussion: Three 50-minute sessions per week

Prerequisites: ANTH 205

This course focuses on the theoretical foundations for understanding cultural diversity, and the impact of culture on health and illness beliefs, values, and practices that impact the health of individuals and groups. It also prepares students for their future roles in client teaching, health education, and health promotion by addressing the developmental, motivational, and sociocultural differences that affect teaching and learning. In this course, students use community resources to gain experience in gathering culturally relevant data to assess individuals from a variety of socio-cultural backgrounds and develop strategies for providing culturally competent nursing care. They will examine issues through a variety of academic experiences including reflecting on their own learning experiences and identifying their attitudes, values, beliefs, and behaviors concerning teaching and learning.

NUR 347G HOLISTIC ASSESSMENT

3-semester credits

Classroom and nursing arts lab: Three 50-minute sessions per week

Prerequisites or Co-requisite: SCI 326

This course emphasizes skills that will enable the student to determine the mental, physical, and nutritional health status of an individual by obtaining a health history and performing and recording a mental, physical, nutritional, and environmental assessment. Learning experiences are organized to provide opportunities for gaining knowledge and practicing assessment skills.

NUR 399G STRATEGIES FOR SUCCESS

1-semester credit

Lecture: One 50-minute session weekly

This course offers a structured approach to student preparation for success in nursing school. The course includes opportunities for improvement in navigating the challenges of standardized testing, effective and efficient study habits, application of critical analysis and clinical decision-making, and personal barriers and strengths that impact success.

NUR 418G ENVIRONMENTAL ISSUES IN URBAN COMMUNITY HEALTH NURSING

6-semester credits

Classroom and online discussion: Four 50-minute sessions per week

Clinical: Six hours per week

Prerequisites: NUR 337, SCI 326

This course focuses on the impact of the environment on the health of individuals, families, and communities in urban settings. The role of the professional nurse in providing appropriate interventions for clients impacted by the environment will be emphasized. Course content includes identifying environmental toxins, their consequences on health, and safe alternatives. The role of the registered nurse and disaster preparedness is presented by providing instruction in basic nurse disaster competencies. This course also addresses legislation, governmental policies, current research, and the environmental health assessment of individuals and communities.

NUR 429G LEADERSHIP AND ACCOUNTABILITY

3-semester credits

Class and online discussion: Three 50-minute sessions per week

Prerequisites: NUR 418

In this course, students synthesize previous learning and develop knowledge and skills relevant to leadership, management, and the role of the baccalaureate-prepared nurse. It focuses on interactions within the health care team and acquaints students with management theories, organizational behavior theories, and leadership styles that are relevant to nursing practice. Students will be expected to synthesize and analyze situations that occur within health care settings, and to formulate possible strategies for effecting positive change. This course will assist students in gaining an increased understanding of leadership techniques and principles, and allow them to gather insight about their resources for managing change.

NUR 439G CAPSTONE PROJECT (INDEPENDENT STUDY)

3-semester credits

Classroom and online discussion: Four 50-minute sessions per week

Prerequisites: None

This course enables the student to develop an in-depth independent project that uses his/her understanding of an urban environmental issue. The student will use this opportunity to synthesize previous course content and major concepts of the curriculum in a project, which develops a practical solution. The capstone project focuses on an independent investigation using critical thinking, the research process, and evidenced-based information to present a written paper, and public presentation.

This course is open only to students in the generic bachelor's degree program and must be completed in the student's final semester.

LIBERAL ARTS COURSES

ANTH 205G ANTHROPOLOGY OF HEALTH AND HEALING

3-semester credits

Classroom and online discussion: Three 50-minute sessions per week

Prerequisites: None

In this course, health and illness will be studied as an interrelationship of biology, ecology, and culture in past and contemporary societies in Euro-American and non-Western cultures. Students will examine a variety of healing traditions and practices, and investigate the connection between healing and culture.

BEH 231G INTRODUCTION TO PSYCHOLOGY

3-semester credits

Classroom: Three 50-minute sessions per week

Prerequisites: None

This course introduces the scientific study of human behavior. It includes an overview of current theories in the areas of learning, motivation, psychopathology, psychotherapy, social psychology, and personality. The course provides a basic awareness of the biological, intrapersonal, interpersonal, and cultural forces that motivate behavior thereby fostering an understanding of self and others.

BEH 232G HUMAN GROWTH AND DEVELOPMENT

3-semester credits

Classroom: Three 50-minute sessions per week

Prerequisites: BEH 231G

This course provides an overview of the biological, social, and psychological processes that contribute to human growth and development across the life span. The course is designed to create an understanding of both normal and abnormal development by examining developmental forces through life's continuum from conception to death.

BEH 233G INTRODUCTION TO SOCIOLOGY

3-semester credits

Classroom: Three 50-minute sessions per week

Prerequisites: None

This course is designed to provide a sociological perspective to the study of social behavior. It will familiarize students with the basic concepts and theories of the field, relating them to everyday life. The course will focus upon sociological issues of continued interest: culture and society; socialization, gender roles, marriage, and family; religion; inequality; and medicine as an institution.

ENG 281G COMPOSITION AND INTRODUCTION TO RESEARCH

3-semester credits

Classroom: Three 50-minute sessions per week

Prerequisites: None

This course provides instruction and practice in college writing and an introduction to library research. In English 281, students will analyze and interpret college-level fiction and non-fiction readings, write essays that respond to a text, develop an original thesis, integrate evidence, and document their sources in APA-style.

ENG 282G INTRODUCTION TO LITERATURE

3-semester credits

Classroom: Three 50-minute sessions per week

Prerequisites: ENG 281G

This course engages students with a range of world literature from antiquity to modernity, including short stories, poetry, and drama. Writing assignments emphasize critical approaches to literature. Lectures and class discussions help the student to develop critical skills and an active appreciation of language and literature. Students use APA-style documentation.

HIS 217G TWENTIETH CENTURY WORLD HISTORY

3-semester credits

Classroom: Three 50-minute sessions per week

Prerequisites: None

Century world history. Students are introduced to major events and differing interpretations of those events by historians. Students study the nature and use of primary sources as the basis for historical reconstruction of the past.

HIS 218G MAJOR TOPICS IN AMERICAN HISTORY

3-semester credits

Classroom: Three 50-minute sessions per week

Prerequisites: None

This course provides an introduction to American History (1600 – present). Students are introduced to major events and differing interpretations of these events by historians. Students critically study the nature and use of primary sources as the basis for historical reconstruction of the past.

NUT 200G NUTRITION

3-semester credits

Classroom: Three 50-minute sessions per week

Prerequisites: None

Students examine nutritional needs across the life span, focusing on the basic nutrients (fats, carbohydrates, protein, water, and the major vitamins and minerals) that determine health and diseases in humans. The course explores food nutrient utilization in the human body. Students become familiar with: the principles of diet planning, government standards, and food labeling; the biological functions and food sources of each nutrient; energy balance, weight management, and physical activity; the role of nutrition in chronic disease development; nutrition throughout the life cycle; the assessment of nutrient status in individuals and populations; food safety issues; the role of diet in the development of chronic diseases, such as cardiovascular disease, cancer, and diabetes.

PHIL 316G INTRODUCTION TO PHILOSOPHY

3-semester credits

Classroom and online discussion: Three 50-minute sessions per week

Prerequisites: None

This course provides an introduction to western philosophical thought. Students are introduced to the major philosophers, periods, and ideas of western philosophy through reading and discussion of seminal texts. Students learn the foundations of logic and practice constructing logical arguments. Ideas of reality, existence, god, morality, reason, ethics, beauty, and the government will be explored within each of the periods (ancient, medieval, modern, and contemporary). Brief non-western philosophical texts about ideas or written during the same period as the main texts under study will be introduced in class to provide for intercultural dialogue, contextualization, and reflection.

PHIL 318G SPIRITUALITY, RELIGION, AND ETHICS

3-semester credits

Classroom and online discussion: Three 50-minute sessions per week

Prerequisites: PHIL 316

Students will examine the domains of health: physical, mental, social, and spiritual; explore the impact of religion, spirituality, and ethics within the health care delivery setting; and the role of the health care provider in addressing this aspect of care. The course will focus on the developmental theories associated with spirituality/spiritual development across the life span; the spiritual dimension of health care practice (spiritual need, spiritual distress, spiritual care, and spiritual wellbeing); and the ethical dilemma in providing such care. Some of the topics that will be discussed include religion, bioethics, genetic testing and counseling, suicide/euthanasia, abortion, reproductive technologies, human experimentation, and organ transplants. Students will be expected to assess behaviors in the health care delivery system that point to spiritual need, spiritual distress, or spiritual well-being, and acquire the knowledge and skill to provide spiritual care, without imposing their values.

SCI 200G LIFE SCIENCES

3-semester credits

Classroom: Two 50-minute sessions per week

Laboratory: Two 50-minute sessions per week

Prerequisites: None

This course is designed to provide an introduction to the study of life with an emphasis on basic concepts: the chemical basis of life, cellular and molecular biology, genetics, evolution, biodiversity, and interaction of organisms with their environment.

SCI 201G ANATOMY AND PHYSIOLOGY I

3-semester credits

Classroom: Two 50-minute sessions per week Laboratory: Two 50-minute sessions per week

Prerequisites: BEH 231G, ENG 281G, SCI 200

Co-requisite: BEH 232G

Three major themes are emphasized throughout this course – the organization of the human body, the principles of support and locomotion in the body, and the nervous system. The study of the organization of the human body examines the relationship between body, structure, and function. Students are introduced to gross anatomy, histology of the four major tissue types, and normal physiology. The concept of homeostasis and its relevance in maintaining normal body function is introduced. Microscopy, cell structure, and function are also covered in this course. Major systems discussed in detail include the integumentary, musculoskeletal, and nervous systems. Lecture, laboratory investigations, and demonstrations are carefully integrated throughout the course.

SCI 202G ANATOMY AND PHYSIOLOGY II

4-semester credits

Classroom: Two 50-minute sessions per week

Laboratory: Four 50-minute sessions per week

Prerequisites: BEH 232G, SCI 201G

Co-requisite: NUT 200

This course extensively discusses the second major control system of the human body – the endocrine systems – with relevance to maintaining homeostasis in the body. Another major component of this course is the concept of continuity of life, concerning male and female reproductive systems and developmental biology. Principles of heredity (inheritance) and genetics are introduced; thus, serving as a framework for discussion of the pathophysiology of common genetic abnormalities. This course also examines the structure and function of the cardiovascular, lymphatic, immune, respiratory, digestive, and urinary systems. Nutrition and metabolism are discussed in conjunction with the digestive system. The study of fluid-electrolytes and acid-base balance is explored to fully understand their relation to buffer systems, respiratory and renal physiology in the maintenance of homeostasis. Lecture, laboratory investigations, and demonstrations are carefully integrated throughout the course.

SCI 204G MICROBIOLOGY

3-semester credits

Classroom: Two 50-minute sessions per week

Laboratory: One 50-minute session per week

Prerequisites: SCI 202G

The structural and physiological characteristics of the major types of microorganisms are discussed in this course. Host-parasite relationships, as well as the methods used to destroy and control the transmission of microorganisms, are treated. Principles of immunology as they pertain to infection by microorganisms are also reviewed and reinforced. Basic principles of the epidemiology of selected infectious diseases are elaborated. Lecture, laboratory investigations, and demonstrations are carefully integrated throughout the course.

SCI 305G SELECTED TOPICS IN PHYSICAL SCIENCE/BIOCHEMISTRY

4-semester credits

Classroom: Four 50-minute sessions per week

Prerequisites: None

This course is designed to provide students with an introduction to physics. To give them a solid foundation, students review principles of organic chemistry and biochemistry during the first three weeks of the semester. They are then introduced to physics: the study of how objects behave. Topics will include mechanics and the characteristics of substances, sound, electricity, vector forces, motions, magnetism, and radiation.

SCI 326G PATHOPHYSIOLOGY

3-semester credits

Classroom: Three 50-minute sessions per week.

Prerequisites: SCI 305

Co-requisite: NUR 347

This course focuses on the major concepts of pathophysiology; the study of the biological and physical manifestations of diseases as they correlate with underlying abnormal and physiologic disturbances. Students will examine phenomena that produce alterations in normal human functioning processes (homeostasis) caused by diseases and the resulting adaptation to disease processes. The major emphasis will be on the physiological factors – both physical and biochemical – that underlie disease states. The course will also focus on the incidence, etiology, courses, and clinical manifestations of the local and systemic body responses, which reflect a disease process. The impact of environmental health influences in an urban setting will be discussed. Students will learn how to identify both local and systemic reactions within the body that result in the signs and symptoms of

diseases, as well as understanding the rationale for diagnostic and therapeutic interventions in disease conditions.

SPAN 207G CONVERSATIONAL SPANISH/ SPANISH FOR HEALTHCARE PROVIDERS

3-semester credits

Classroom and online discussion: Three 50-minute sessions per week

Prerequisites: None

In this course, students practice basic Spanish grammar, idioms, and vocabulary by focusing on listening and speaking skills. Students discuss social and cultural topics and are provided with an increased awareness of the Spanish-speaking cultures of the Americas. Upon completion, students will be able to participate in conversations in Spanish on everyday topics and health care concerns.

SS 306G SOCIAL SCIENCE STATISTICS

4-semester credits

Classroom and computer lab: Four 50-minute sessions per week

Prerequisites: None

Statistics is the collection, analysis, interpretation, and presentation of data. This course introduces the basics of social statistics - techniques that social scientists use to summarize numeric data obtained from censuses, surveys, and experiments. The topics include frequency distribution, central tendency, variability, probability theory, and estimation. The student will also learn how to test hypotheses for group differences in means (z test, t-test) and for association between two variables (correlation, chi-square test). This course will also allow the student to become more adept at reading and understanding research articles and thinking critically about social issues.

SS 419G HEALTH POLICY

3-semester credits

Classroom and online discussion: Three 50-minute sessions per week

Prerequisites: PHIL 316

This course introduces the student to the organization, delivery, and financing of the U.S. health care system. Students will learn about U.S. health care policy, including analysis of the political, cultural, and economic forces that influence the development of health policy and healthcare. Discussions will include health care costs and financing, public health, health care quality, Medicare, Medicaid, and long-term care. The course will highlight current problems and opportunities for patients, caregivers, purchasers (government and business), and insurers of health care as they seek to operate within the current U.S. health system.

ACADEMIC INFORMATION AND POLICIES FOR THE UPPER DIVISION BACHELOR OF SCIENCE PROGRAM

Helene Fuld College of Nursing offers an upper-division Bachelor of Science degree program for registered nurses that focuses on environmental urban health nursing.

The College offers 63 credits in nursing and liberal arts and sciences in its upper-division curriculum for a total of 121 credits. The academic calendar is divided into three 15-week semesters per year. Full-time students can complete the program in five semesters (19 months). Part-time students, carrying a reduced course load, must complete the program within four years.

Up to 30-semester credits in nursing (lower division) and 44-semester credits in liberal arts and science (including 16 upper-division semester credits with a minimum grade of a C+) may be transferred. A minimum of 47-semester credits must be completed at Helene Fuld College of Nursing, including all 31 upper-division semester credits in nursing.

The academic calendar year is divided into three semesters. Each semester is fifteen weeks long. Course descriptions are listed in this catalog (See pages 93 - 96). The required program of studies can be completed in five semesters or nineteen months on a full-time basis. Cohorts are admitted annually in September.

CREDITS

A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets once for a 150-minute session per week for fifteen weeks for a total of 15 sessions.

STUDENT LEARNING OUTCOMES

After the upper-division Bachelor of Science program, the graduate is expected to achieve the following program outcomes:

1. Use effective written, verbal, and non-verbal methods to communicate within interpersonal and professional relationships.
2. Synthesize knowledge from the integration of the biological sciences, social sciences, and humanities into nursing care that is safe, holistic, and culturally competent.
3. Critically analyze research and develop solutions to clinical practice problems.
4. Utilize technology to access, interpret, and analyze evidence-based research. Plan, implement and evaluate nursing care using technology and information literacy skills.
5. Educate clients, families, and communities, and advocate for them in ways that promote their ability to grow and thrive.
6. Demonstrate an understanding of cultural differences and similarities. Exhibit healthcare delivery behaviors that reflect cultural sensitivity.
7. Integrate an understanding of the impact of the environment on individual and community health and wellness into the delivery of effective nursing care.
8. Apply effective leadership and management skills to nursing practice.
9. Articulate the value of practice excellence, lifelong learning, accountability, and professional engagement to foster professional growth and adherence to moral, ethical, and legal conduct.
10. Demonstrate moral, ethical, and legal conduct.

UPPER DIVISION BACHELOR OF SCIENCE CURRICULUM

Semester I – Fall 1		Semester Credits
SCI 305	Selected Topics in Physical Science/Biochemistry	4
NUR 325	Information Technology Applied To Nursing	3
HIST 218	Major Topics in American History	3
PHIL 318	Spirituality, Religion, and Ethics	3
Total Semester Credits		13
Semester II – Winter 1		
PHIL 316	Introduction to Philosophy	3
SCI 326	Pathophysiology	3
SS 419	Health Policy	3
HIST 217	20 th Century World History	3
Total Semester Credits		12
Semester III – Spring 1		
NUR 315	Nursing Theory	3
NUR 337	Transcultural Nursing and Nurse as Educator	4
SS 306	Social Science Statistics	4
SPAN 207	Conversational Spanish	3
Total Semester Credits		14
Semester IV – Fall 2		
NUR 336	Nursing Research and Evidence-Based Practice	3
NUR 347	Holistic Assessment	3
NUR 418	Environmental Issues in Urban Community Health Nursing	6
Total Semester Credits		12
Semester V – Winter		
ANTH 205	Anthropology of Health and Healing	3
NUR 429	Leadership and Accountability	5
NUR 439	Capstone Project	4
Total Semester Credits		12
TOTAL PROGRAM		63

Credit Distribution: Up to 30-semester credits in nursing (lower division) and 44-semester credits in liberal arts and science (including 16 upper-division semester credits with a minimum grade of a C+ may be transferred. A minimum of 47-semester credits must be completed at Helene Fuld College of Nursing, including all 31 upper-division semester credits in nursing.

ADMISSION INFORMATION

FOR THE UPPER DIVISION BACHELOR OF SCIENCE PROGRAM

Registered nurses who are interested in learning about the RN to BS program are encouraged to contact the Admissions Counselor at admission@helenefuld.edu for information and a schedule of Open Houses. Open Houses are scheduled throughout the year and are designed to answer individual questions about the bachelor's degree program. The Open House schedule can also be found on the College's website at www.helenefuld.edu.

To apply to the College all applicants must create an account on NursingCAS on the college website at www.helenefuld.edu. Early application is encouraged because of delays often encountered in obtaining transcripts.

ADMISSION REQUIREMENTS

- United States citizen or eligible non-citizen.
- New York State Registered Nurse licensure (unrestricted) and current registration.
- Associate degree or diploma from a State-approved registered nursing program.
- A minimum of a C+ in each nursing and science course to be transferred.
- A minimum cumulative GPA of 2.5 from an associate degree or diploma program.
- CPR certification (BLS).
- Malpractice Insurance: Professional Liability Protection \$1,000,000/\$6,000,000. *

* Evidence of insurance coverage must be provided before the first clinical course and must be maintained for the duration of the baccalaureate program.

Applicants must provide complete and accurate information to be considered for admission. Deliberate omission or falsification of information will disqualify an applicant. If omission or falsification is discovered after admission, it will constitute cause for dismissal. The College of Nursing reserves the right to act as the sole judge of the acceptability of an applicant to its program of study.

ADMISSION PROCESS

All application is processed through NursingCAS. The filing of applications should follow the instructions provided on NursingCAS. Please email the Admissions Department at admission@helenefuld.edu if you have questions regarding the admissions process.

Applications to be considered for September admission need to be submitted by **August 1st**. Please include the following:

1. The required non-refundable application fee of \$50.00 <https://www.helenefuld.edu/fee/>.
2. A copy of your current RN license and registration.
3. A copy of your CPR (BLS) card (front and back).
4. Proof of citizenship or legal residence.
Submit two copies of one of the following documents as proof of citizenship or legal residence:
 - U.S. Birth Certificate
 - U.S. Passport
 - Alien Registration Card
 - Naturalization Certificate

5 High School Transcript and GED

Request official transcripts from your high school. If you did not graduate from high school, enclose a photocopy of your U.S. high school equivalency scores with your application. (A high school transcript is not needed if you earned an associate or baccalaureate degree). All official high school transcript and GED certificate must be mailed to the college at:

Helene Fuld College of Nursing
Office of Student Services, Room 300
24 East 120th Street
New York, New York 10035

- 6 Students educated in foreign countries must submit their high school transcripts or equivalencies to World Education Services (www.wes.org) or Globe Language Services (212-227-1994) for evaluation.
- 7 **Practical Nursing School and College Transcripts.** Request official transcripts from your school of practical nursing or if you have earned credits from any college, must all be sent directly to NursingCAS at:
https://help.liaisonedu.com/NursingCAS_Applicant_Help_Center/Sending_Your_Official_Transcripts_and_Test_Scores_to_NursingCAS/Sending_Official_Transcripts_to_NursingCAS/1_US_and_English_Canadian_Transcripts.

If college credit was earned in a foreign country or if you have foreign educational professional credentials, you must have your transcript(s) evaluated by World Education Services (www.wes.org) or Globe Language Services (212-227-1994).

ACCEPTANCE

The Admissions Committee will review each application packet. Applicants will be notified by mail and receive an acceptance letter into the program. A non-refundable enrollment deposit of \$100.00 toward tuition is required by the date requested in the acceptance letter.

MATRICULATION

A matriculated student has been formally accepted into the College and may apply for financial aid. Students are accepted into the fall (September) semester. A non-matriculated student has not yet been formally accepted into the College. A non-matriculated student is not eligible for financial aid.

HEALTH REQUIREMENTS

Students will be given a medical form before the start of the first clinical nursing course. The College requires a complete medical history, physical examination, and proof of various immunizations that are required by clinical agencies as indicated on the form. New York State (Public Health Law 2165) requires college students born on or after January 1, 1957, to be immunized against measles, mumps, and rubella (MMR). The completed form, signed by a physician or nurse practitioner, must be on file before registering for the first clinical nursing course (NUR 418-Environmental Issues in Urban Community Health Nursing). New York State Public Health Law 2167 also requires all students to fill out a Meningococcal Meningitis Response Form.

NON-MATRICULATED STATUS

Helene Fuld College of Nursing allows prospective applicants to complete non-nursing upper-division courses as non-matriculated students. For individuals wishing to take classes for personal or professional enrichment, this enrollment option also provides an opportunity to enroll in courses without being formally admitted to the College. To take classes, a Non-Matriculated Student Application must be completed and submitted to the Office of Student Services for approval. This application is available in

the College through the Office of Student Services and online.

To be considered for admission as a non-matriculated student, applicants must complete and submit the following:

- Application for Non-Matriculated Students (Includes one professional recommendation and a personal statement).
- \$25 application fee (non-refundable);
- The \$100.00 deposit is due by the start of classes.
- High school transcript, GED, or most recent college transcript.

Alumni of HFCN will be fast-tracked through the admissions process. Please contact the Admissions Office for assistance with the process.

TRANSFER CREDITS AND CREDIT BY EQUIVALENCY TESTING

The College will accept up to 58 lower-division credits toward the degree and will offer 63 credits in nursing and liberal arts and sciences in its upper-division curriculum for a total of 121 credits. The academic calendar is divided into three 15-week semesters per year. Full-time students can complete the program in five semesters (19 months) by attending for one day or three nights per week. Part-time students, carrying a reduced course load, must complete the program within four years.

Up to 30-semester credits in nursing (lower division) and 44-semester credits in liberal arts and science (including 16 upper-division semester credits with a minimum grade of a C+) may be transferred. A minimum of 47-semester credits must be completed at Helene Fuld College of Nursing, including all 31 upper-division semester credits in nursing. The course title and/or description must be comparable to the required course in each case.

All courses that were completed as part of the associate degree requirements, including the sciences, regardless of the time elapsed since the degree was awarded will be accepted.

APPLICANTS

Applicants to the baccalaureate program who do not have 28 lower-division liberal arts and science credits to transfer to the upper-division program may enroll on a non-matriculated basis in the required courses at the associate degree level. They will not be admitted to the upper-division baccalaureate program until all lower-division requirements have been met.

Once matriculated, students must complete all course requirements at Helene Fuld College of Nursing.

FINANCIAL INFORMATION

TUITION AND FEES FOR THE UPPER DIVISION BACHELOR OF SCIENCE PROGRAM

Tuitions and Fees	Per Semester
Full Time (12 credits or more)	7,080
General Fee	150
Activity Fee	30
Technology Fee	50
Part Time (11 credits or less)	575 (per credit)
General Fee	80
Activity Fee	30
Technology Fee	50
Other Fees	
Application	50
Testing	75
Laboratory Fee (First Clinical Course) *	100
ATI*	1,050
*GBS Program Only	

An enrollment deposit of \$100.00 is required at the time of acceptance to assure the applicant a place in the College. It is **not refundable**.

OTHER FEES

Identification Card - I.D. cards are issued free of charge upon registration. Lost cards will be replaced for a fee of \$10.

Late Payment Fee - An additional fee of \$150 is charged for tuition and fees that have not been paid by the first day of the semester.

Transcript Fee - Each graduate of the College is given one copy of his/ her transcript marked STUDENT COPY at no cost. Official transcripts will be sent directly to agencies only at the written request of a graduate for a fee of \$10. Those who request immediate processing of a transcript are charged \$20.

OTHER EXPENSES

Housing, Food, Transportation, and Personal Expenses - The College does not have housing facilities. Housing, food, transportation, and personal expenses are estimated to be approximately \$18,000 per year for a self-supporting student in the New York City area.

Textbooks - Books may be rented or purchased from any one of several Internet booksellers. The cost to purchase the required textbooks for the entire program is \$1,500.

Uniforms - Uniforms will comply with clinical partner requirements.

Health Insurance - All Helene Fuld College of Nursing students are required to maintain health and hospital insurance while enrolled in the College.

PAYMENT OF TUITION AND FEES

Money orders, certified checks, and Visa or MasterCard will be accepted. Personal checks or cash will not be accepted. Make money orders or certified checks payable to Helene Fuld College of Nursing and mail to BURSAR. Visa or MasterCard payments must be made in person or online.

Semester payments are due on or before the end of the first week of every semester. Students who submit an official notice of grants, awards, and loans will be credited.

Late Payment Fee - An initial fee of \$150.00 is charged for tuition and fees that have not been paid by the first day of the semester. An additional late fee of 1% of outstanding tuition and fees (excluding the late fees) is added for every three (3) weeks that an account remains past due thereafter. These fees are non-refundable. Furthermore, unpaid accounts may be referred to a collection agency.

The College reserves the right to withhold grades, transcripts, diplomas, and other services (including registration) from students who have not met their financial obligations. If an account is referred to a collection agency, the student will be responsible for payment of the unpaid balance as well as any costs associated with the collection of the delinquent account. All collection cases will be handled following state and federal laws.

Payment Plans - The College offers a Tuition Installment Plan that allows students to make payments throughout each semester. To begin a payment plan, please visit the Bursar no later than the first day of the semester. A \$150.00 fee is required to enroll in the installment plan. The first installment amount plus the \$150.00 is due at the time the student signs the installment plan agreement.

All balances must be paid to register for the following semester and receive transcripts and a diploma.

If late, the student must pay the installment amount plus a late penalty of \$25.00 within five (5) business days of the due date. The student will be dropped from the installment plan after the 2nd late payment. Once the student has been dropped from the payment plan, they will incur the fees described in the Late Payment Fee policy.

Defaulting on an installment plan may disqualify the student from participating in any future payment arrangements.

REFUNDS

Students who withdraw from courses may be entitled to a refund. The official date of withdrawal determines the amount.

Non-attendance or non-payment of tuition does not constitute an official withdrawal. Notification to an instructor is also not sufficient. Students must notify the Director of Student Affairs in writing of their intention to withdraw from a course. An official withdrawal form must be filed with the Director of Student Affairs. Failure to officially withdraw will result in the student receiving an "F" grade for the course.

TITLE IV REFUND POLICY

The College will calculate how much Title IV aid has been earned by the student based upon the period of attendance up through the 60% point in each payment period. The College and the student must return the unearned portion of the Title IV funds to the Department of Education.

If a student leaves during the refund period and has received any Title IV funds (Pell Grant, FSEOG, and/or Federal Direct Loans (Subsidized and Unsubsidized Loans), the refund will be applied to repaying the Federal Direct Loan/PLUS Loan, the Federal Pell Grant Program, FSEOG, and the TAP program. The student will receive the balance of the refund if any is left.

A student must repay the required amount during the semester in which they withdraw. Students failing to repay the required amount will have a hold placed on their records and will not be eligible to re-enroll.

For further information regarding tuition refund policies, contact the financial aid counselor.

INSTITUTIONAL REFUND STANDARDS

Institutional charges or the percentages of refunds are determined by the college. Funds are returned according to the following schedules:

FALL 2022 SEMESTER – AAS AND GBS		
Fall 2022 Semester – AAS & GBS	Begins: September 6 th , 2022	Ends: December 16 th , 2022
	100%	On or Before September 6 th , 2022
	90%	From September 7 th , 2022 to September 9 th , 2022
	50%	From September 12 th , 2022 to September 23 rd , 2022
	25%	From September 26 th , 2022–October 7 th , 2022
	0%	October 10 th , 2022
Fall 2022 First Federal Disbursement	October 10 th , 2022	

WINTER 2023 SEMESTER – AAS AND GBS		
Winter 2023 Semester – AAS & GBS	Begins: January 3 rd , 2023	Ends: April 14 th , 2023
	100%	On or Before January 3 rd , 2023
	90%	From January 4 th , 2023 – January 6 th , 2023
	50%	From January 9 th , 2023 - January 20 th , 2023
	25%	From January 23 rd , 2023 – February 3 rd , 2023
	0%	February 6 th , 2023
Winter 2023 First Federal Disbursement	February 6 th , 2023	

SPRING 2023 SEMESTER – AAS AND GBS		
Spring 2023 Semester – AAS & GBS	Begins: April 24 th , 2023	Ends: August 4 th , 2023
	100%	On or before April 24 th , 2023
	90%	From April 25 th , 2023 to April 28 th , 2023
	50%	From May 1 st , 2023 to May 12 th , 2023
	25%	From May 15 th , 2023 to May 26 th , 2023
	0%	May 29 th , 2023
Spring 2023 Semester First Federal Aid Disbursement	May 29 th , 2023	

GRADUATION

GRADUATION REQUIREMENTS FOR THE UPPER DIVISION BACHELOR OF SCIENCE DEGREE

All candidates for BS degrees from Helene Fuld College of Nursing must meet the following requirements:

1. Completion of 31 credits of course work in upper-division nursing at Helene Fuld.
2. Completion of 32 credits in specified upper-division liberal arts and science courses.
3. Transfer credit for 58 combined nursing and liberal arts and science credits. (Total of 121 credits)
4. Achievement of a passing grade in each required course.
5. A cumulative GPA of 2.5.
6. Recommendation by the faculty to the Board of Trustees.
7. Compliance with all financial and other obligations to the College as announced in this catalog.

Students may complete requirements for graduation after any semester and will receive their degrees following completion.

AWARDING OF DEGREES

Commencement and the official awarding of degrees take place in the spring. Graduates receive nursing pins at a pinning ceremony that is held a few days before graduation. Students will be allowed to attend and walk with their cohort if they lack 3-semester credits or less in a non-nursing course.

ACADEMIC HONORS

Bachelor's degree students who graduate with a minimum cumulative GPA of 3.70 or higher are awarded academic honors. Cum laude requires a minimum GPA of 3.70; magna cum laude, 3.80; and summa cum laude, 4.0.

ALUMNI ASSOCIATION

Upon graduating, Helene Fuld students are eligible to become members of the Alumni Association. The main purposes of the Association are to promote the professional interests of the alumni by creating opportunities for them to network, to encourage participation in professional nursing organizations, to provide feedback, and generate ideas that will help to improve the College experience for current and incoming students and to stimulate interest and garner support for the College. The Association plans alumni reunions, participates in open houses, and assists with fundraising activities.

For more information, email: Alumni@helenefuld.edu

COURSE DESCRIPTIONS

FOR THE UPPER DIVISION BACHELOR OF SCIENCE DEGREE

NURSING

NUR 315 NURSING THEORY

3-semester credits

Lecture and online discussion: 3 hours per week

Prerequisites: None

This course is an introduction to theory and reasoning in nursing. The student will analyze various theoretical nursing frameworks and explore the application of these theories to both clinical nursing practice and nursing research. Concepts of person, health, nursing, and the environment will be explored from a variety of theoretical perspectives. Students consider how these concepts are reflected in their nursing practice.

NUR 325 INFORMATION TECHNOLOGY APPLIED TO NURSING

3-semester credits

Lecture, computer lab, and online discussion: 3 hours per week

Prerequisites: None

This course is designed to provide the student with an introduction to the integration of nursing science, computer technology, and information science to identify, gather, process, and manage information. Nurses will learn how to access, manage, and apply data to patient care. Current trends and issues in using, designing, and managing health care information systems will be examined. The course includes email, electronic discussion forums, computer applications, the worldwide web, and Internet assignments.

NUR 336 NURSING RESEARCH AND EVIDENCE-BASED PRACTICE

3-semester credits

Lecture and online discussion: 3 hours per week

Prerequisites or Co-requisites: SS 306, NUR 315, NUR 325

The focus of this course is the identification of key concepts, processes, and applications of qualitative and quantitative clinical research to support evidence-based nursing practice. Differentiating among the steps of the research process, accessing and critiquing pertinent literature, and designing a research study are activities utilized to foster student learning. Additional topics include ethical and legal aspects associated with research.

NUR 337 TRANSCULTURAL NURSING AND NURSE AS EDUCATOR

4-semester credits

Lecture and online discussion: 3 hours per week

Prerequisite: ANTH 205

This course focuses on the theoretical foundations for understanding cultural diversity, and the impact of culture on health and illness beliefs, values, and practices that impact the health of individuals and groups. It also prepares students for their future roles in client teaching, health education, and health

promotion by addressing the developmental, motivational, and sociocultural differences that affect teaching and learning. In this course, students use community resources to gain experience in gathering

culturally relevant data to assess individuals from a variety of socio-cultural backgrounds and develop strategies for providing culturally competent nursing care. They will examine issues through a variety of academic experiences including reflecting on their own learning experiences and identifying their attitudes, values, beliefs, and behaviors concerning teaching and learning.

NUR 347 HOLISTIC ASSESSMENT

3-semester credits

Lecture and nursing arts lab: 3 hours per week

Prerequisite or Co-requisite: SCI 326

This course emphasizes skills that will enable the student to determine the mental, physical, and nutritional health status of an individual by obtaining a health history and performing and recording a mental, physical, nutritional, and environmental assessment. Learning experiences are organized to provide opportunities for gaining knowledge and practicing assessment skills.

NUR 399 STRATEGIES FOR SUCCESS

1 semester credit

Lecture: One 50-minute session weekly

This course offers a structured approach to student preparation for success in nursing school. The course includes opportunities for improvement in navigating the challenges of standardized testing, effective and efficient study habits, application of critical analysis and clinical decision-making, and personal barriers and strengths that impact success.

NUR 418 ENVIRONMENTAL ISSUES IN URBAN COMMUNITY HEALTH NURSING

6-semester credits

Lecture and online discussion: 4 hours per week.

Clinical: 6 hours for 10 weeks

Prerequisites: NUR 337, SCI 326

This course focuses on the impact of the environment on the health of individuals, families, and communities in urban settings. The role of the professional nurse in providing appropriate interventions for clients impacted by the environment will be emphasized. Course content includes identifying environmental toxins, their consequences on health, and safe alternatives. The role of the registered nurse and disaster preparedness is presented by providing instruction in basic nurse disaster competencies. This course also addresses legislation, governmental policies, current research, and the environmental health assessment of individuals and communities.

NUR 429 LEADERSHIP AND ACCOUNTABILITY

5-semester credits

Lecture and online discussion: 3 hours per week

Clinical: 6 hours for 10 weeks

Prerequisite: NUR 418

In this course, students synthesize previous learning and develop knowledge and skills relevant to leadership, management, and the role of the baccalaureate-prepared nurse. It focuses on interactions within the health care team and acquaints students with management theories, organizational behavior theories, and leadership styles that are relevant to nursing practice. Students will be expected to synthesize and analyze situations that occur within health care settings, and to formulate possible strategies for effecting positive change. This course will assist students in gaining an increased understanding of leadership techniques and

principles, and allow them to gather insight about their resources for managing change.
NUR 439 CAPSTONE PROJECT (INDEPENDENT STUDY)

4-semester credits

Lecture and online discussion: 4 hours per week

Prerequisite: Course must be completed in the student's final semester

This course enables the student to develop an in-depth independent project that uses his/her understanding of an urban environmental issue. The student will use this opportunity to synthesize previous course content and major concepts of the curriculum in a project, which develops a practical solution. The capstone project focuses on an independent investigation using critical thinking, the research process, and evidence-based information to present a written paper and public presentation. The course also includes a focus on the role of the registered nurse and disaster preparedness, by providing instruction in basic nursing disaster competencies.

LIBERAL ARTS COURSES

ANTH 205 ANTHROPOLOGY OF HEALTH AND HEALING

3-semester credits

Lecture and online discussion: 3 hours per week

Prerequisites: None

In this course, health and illness will be studied as an interrelationship of biology, ecology, and culture in past and contemporary societies in Euro-American and non-Western cultures. Students will examine a variety of healing traditions and practices and investigate the connection between healing and culture.

HIS 217 TWENTIETH CENTURY WORLD HISTORY

3-semester credits

Lecture: 3 hours per week

Prerequisites: None

This course provides an introduction to Twentieth Century world history. Students are introduced to major events and differing interpretations of those events by historians. Students study the nature and use of primary sources as the basis for historical reconstruction of the past.

HIS 218 MAJOR TOPICS IN AMERICAN HISTORY

3-semester credits

Lecture: 3 hours per week

Prerequisites: None

This course provides an introduction to American History (1600 – present). Students are introduced to major events and differing interpretations of these events by historians. Students critically study the nature and use of primary sources as the basis for historical reconstruction of the past.

PHIL 316 INTRODUCTION TO PHILOSOPHY

3-semester credits

Lecture and online discussion: 3 hours per week

Prerequisites: None

This course provides an introduction to western philosophical thought. Students are introduced to the

major philosophers, periods, and ideas of western philosophy through reading and discussion of seminal texts. Students learn the foundations of logic and practice constructing logical arguments. Ideas of reality, existence, god, morality, reason, ethics, beauty, and the government will be explored within each of the periods (ancient, medieval, modern, and contemporary). Brief non-western philosophical texts about ideas or written during the same period as the main texts under study will be introduced in class to provide for intercultural dialogue, contextualization, and reflection.

PHIL 318 SPIRITUALITY, RELIGION, AND ETHICS

3-semester credits

Lecture and online discussion: 3 hours per week

Prerequisite: PHIL 316

Students will examine the domains of health: physical, mental, social, and spiritual; explore the impact of religion, spirituality, and ethics within the health care delivery setting; and the role of the health care provider in addressing this aspect of care.

The course will focus on the developmental theories associated with spirituality/spiritual development across the life span; the spiritual dimension of health care practice (spiritual need, spiritual distress, spiritual care, and spiritual wellbeing); and the ethical dilemma in providing such care. Some of the topics that will be discussed include religion, bioethics, genetic testing and counseling, suicide/ euthanasia, abortion, reproductive technologies, human experimentation, and organ transplants. Students will be expected to assess behaviors in the health care delivery system that point to spiritual need, spiritual distress, or spiritual well-being, and acquire the knowledge and skill to provide spiritual care, without imposing their values.

SCI 305 SELECTED TOPICS IN PHYSICAL SCIENCE/BIOCHEMISTRY

3-semester credits

Lecture: 4 hours per week

Prerequisites: None

This course is designed to provide students with an introduction to physics. To give them a solid foundation, students review principles of organic chemistry and biochemistry during the first three weeks of the semester. They are then introduced to physics: the study of how objects behave. Topics include mechanics and the characteristics of substances, sound, electricity, vector forces, motions and magnetism, and radiation.

SCI 326 PATHOPHYSIOLOGY

5-semester credits

Lecture: 3 hours per week

Prerequisite: SCI 305

This course focuses on the major concepts of pathophysiology; the study of the biological and physical manifestations of diseases as they correlate with underlying abnormal and physiologic disturbances. Students will examine phenomena that produce alterations in normal human functioning processes

(homeostasis) caused by diseases and the resulting adaptation to disease processes. The major emphasis will be on the physiological factors – both physical and biochemical – that underlie disease states. The course will also focus on the incidence, etiology, courses, and clinical manifestations of the local and systemic body responses, which reflect a disease process. The impact of environmental health influences in an urban setting will be discussed. Students will learn how to identify both local and systemic reactions within the body that result in the signs and symptoms of diseases, as well as understand the rationale for diagnostic and therapeutic interventions in disease conditions.

SPAN 207 CONVERSATIONAL SPANISH/SPANISH FOR HEALTHCARE PROVIDERS

3-semester credits

Lecture and online discussion: 3 hours per week

Prerequisites: None

In this course, students practice basic Spanish grammar, idioms, and vocabulary by focusing on listening and speaking skills. Students discuss social and cultural topics and are provided with an increased awareness of the Spanish-speaking cultures of the Americas. Upon completion, students will be able to participate in conversations in Spanish on everyday topics and health care concerns.

SS 306 SOCIAL SCIENCE STATISTICS

4-semester credits

Lecture and computer lab: 4 hours per week

Prerequisites: None

Statistics is the collection, analysis, interpretation, and presentation of data. This course introduces the basics of social statistics - techniques that social scientists use to summarize numeric data obtained from censuses, surveys, and experiments. The topics include frequency distribution, central tendency, variability, probability theory, and estimation. The student will also learn how to test hypotheses for group differences in means (z test, t-test) and the association between two variables (correlation, chi-square test). This course will also allow the student to become more adept at reading and understanding research articles and thinking critically about social issues.

SS 419 HEALTH POLICY

3-semester credits

Lecture and online discussion: 3 hours per week

Prerequisite: PHIL 316

This course introduces the student to the organization, delivery, and financing of the U.S. health care system. Students will learn about U.S. health care policy, including analysis of the political, cultural, and economic forces that influence the development of health policy and healthcare. Discussions will include health care costs and financing, public health, health care quality, Medicare, Medicaid, and long-term care. The course will highlight current problems and opportunities for patients, caregivers, purchasers (government and business), and insurers of health care as they seek to operate within the current U.S. health system.

Online/Hybrid Classes: Conducting classes in an online/hybrid format is up to the discretion of the Program Director and Provost.

To be successful in online coursework, students must have basic computer skills, including the ability to:

- send and receive email
- attach, send, and open documents from email or Internet sites.
- participate in the online discussion.
- research topics using the Internet resources; use Internet library databases.

* Students taking online courses should have a computer that meets the suggested system capabilities, which will enhance the student's ability to access and use online course materials.

TRUSTEES

BOARD OF TRUSTEES

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DIRECTIONS TO HELENE FULD COLLEGE OF NURSING

The College is located at 24 East 120th Street (in the Bethel Gospel Assembly church building). Enter the building on 120th Street at the corner of Madison Avenue (between Madison and Fifth Avenues) and the College Security will assist you.

BY PUBLIC TRANSPORTATION

From MIDTOWN MANHATTAN: Take the #M1 Bus on Madison Avenue above 39th Street to 120th Street.

From PENN STATION or PORT AUTHORITY or 34th STREET PATH STATIONS: Take the #2 or #3 northbound train (7th Ave. Red Line). Get off at 125th Street (and Lenox Ave.) and walk two blocks east to Madison Avenue, then five blocks south to the College on 120th Street.

From GRAND CENTRAL STATION: Take the #4 or #5 northbound train (Lexington Avenue Green line). Get off at 125th Street (and Lexington Avenue) and walk two blocks west to Madison Avenue, and five blocks south to the College on 120th Street.

From upper MANHATTAN or the BRONX: Travel south on the #4 or #5 (Lexington Avenue Green line) to 125th Street. Follow Grand Central directions.

Many New Haven, Harlem, and Hudson division trains traveling south to New York City stop at 125th Street and Park Avenue. Walk one block west and five blocks south to the College on 120th Street.

WESTSIDE or from the LINCOLN TUNNEL: Take the West Side Highway and exit at 125th Street. Continue east on 125th Street to Park Avenue.