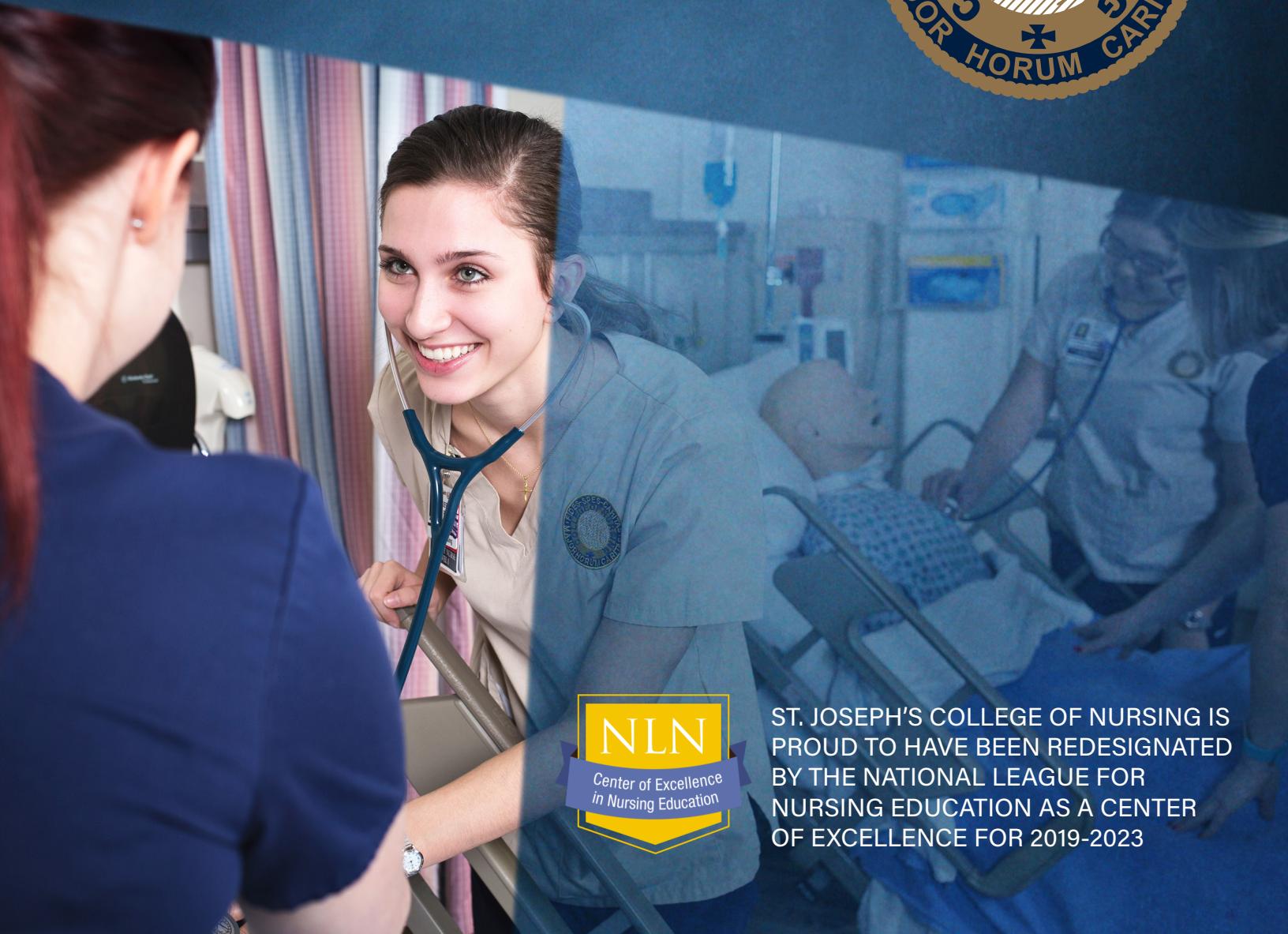
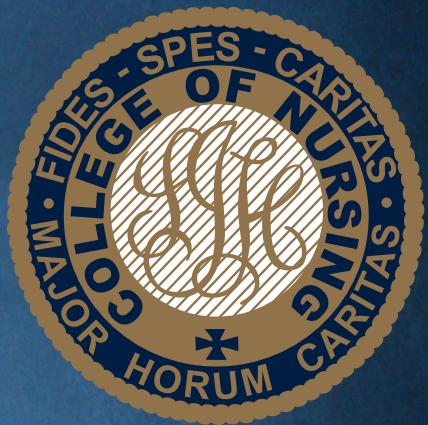


ST. JOSEPH'S COLLEGE OF NURSING

SYRACUSE, NEW YORK

2022-2023 CATALOG



ST. JOSEPH'S COLLEGE OF NURSING IS
PROUD TO HAVE BEEN REDESIGNATED
BY THE NATIONAL LEAGUE FOR
NURSING EDUCATION AS A CENTER
OF EXCELLENCE FOR 2019-2023





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OVERVIEW



St. Joseph's College of Nursing offers weekday and evening/weekend options leading to an associate in applied science degree with a major in nursing. In addition, the Dual Degree Partnership in Nursing (DDPN) and Accelerated Dual Degree Partnership in Nursing (A-DDPN) with Le Moyne College allow students to achieve both an associate and a baccalaureate degree in four years or 18 months, respectively.

VISION

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

MISSION

St. Joseph's College of Nursing educates and inspires students to become compassionate healers who demonstrate integrity, innovation, caring and excellence.

PHILOSOPHY

The philosophy of St. Joseph's College of Nursing is congruent with the philosophy of St. Joseph's Health and Trinity Health and reflects the beliefs of the faculty and administration that each individual is sacred and possesses inherent personal worth and dignity.

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

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

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

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

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

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

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



PROGRAM OPTIONS

ASSOCIATE DEGREE (AD) WEEKDAY AND EVENING/WEEKEND OPTIONS

St. Joseph's offers several academic options, which lead to an associate in applied science degree with a major in nursing. The admission criteria and academic requirements for all options are the same. The weekday format follows an academic calendar over a two-year period. Students in the evening/weekend option attend on alternating weekends (Friday evening, Saturday and Sunday) and one evening a week for 18 months, allowing them to work full time during the week, if they so choose.

The evening/weekend option begins in July, the application deadline is September 1st of prior year. The weekday option begins in August, with an application deadline of January 1st. All students attend classes and start participating in clinical rotations very early in both options, giving the opportunity to immediately apply classroom theory to practice.

DUAL DEGREE PARTNERSHIP IN NURSING (DDPN)

The DDPN, for current high school students only, represents a unique articulation agreement between Le Moyne College and St. Joseph's College of Nursing. The 1+2+1 DDPN requires two years of full-time study at Le Moyne College (years I and IV) and two years of full-time study at St. Joseph's College of Nursing (years II and III) to satisfy both the associate degree and bachelor's degree requirements.

The innovative DDPN allows students to earn both associate and bachelor's degrees in nursing in the same amount of time it typically takes to earn a bachelor's degree in nursing, and at a lower cost than most 4-year colleges. Students are eligible to take the National Council Licensing Exam (NCLEX-RN) after completion of their associate degree requirements.

Apply simultaneously to both St. Joseph's College of Nursing and Le Moyne College by completing a Le Moyne College application, which serves as a joint application to both institutions. The decision to admit students considered qualified for the DDPN will be at the sole discretion of the appropriate admissions committee of each college. Progression of students to the second year of the DDPN at St. Joseph's College of Nursing will be decided prior to the fall semester of enrollment. Agreement on the number of students accepted each year into the DDPN will be at the discretion of the two institutions.

Early action application submission date: Nov. 15.
Application submission date: Feb. 1.

ACCELERATED DUAL DEGREE PARTNERSHIP IN NURSING (A-DDPN)

Earn both an associate degree from St. Joseph's and a Bachelor of Science in nursing degrees from Le Moyne College in only 18 months. This option is ideal for students who already have a bachelor's degree or higher in another field and want a fast track path to the nursing profession. Classes and clinical experiences are held every other weekend (Friday evening, Saturday and Sunday) and one evening a week at St. Joseph's and weekdays/evenings at Le Moyne. The A-DDPN begins in July each year. Students are eligible to take the National Council Licensing Exam (NCLEX) after completion of their associate degree requirements.

Prerequisite classes exist for this program option. Must apply using Le Moyne College application. For a July start date, the application deadline is November 1 of the prior year.

RN TO BS ARTICULATION OPTION

Students who earn an associate degree from St. Joseph's are eligible to continue their education and earn a bachelor's degree at a 4-year institution. The RN to BS option has academic and economic benefits, students choosing this option may begin working as a registered nurse earning a competitive salary while completing their bachelor's degree. For additional information on where many of our graduates continue their education please visit our website at: <https://www.sjhcon.edu/continuing-education>

LICENSED PRACTICAL NURSES (LPNS)

Licensed practical nurses (LPNs) should make an appointment with the Office of Admissions to discuss which option best fits their needs.

OUTCOMES

NATIONAL LEAGUE FOR NURSING EDUCATIONAL OUTCOMES AND COMPETENCIES FOR GRADUATES OF ASSOCIATE DEGREE NURSING PROGRAMS

Human Flourishing: Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

Nursing Judgment: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

Professional Identity: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

NCLEX-RN Success Rates:

% of students who passed licensing examination on first attempt.

2020.....	.90%
2019.....	.94%
2018.....	.93%
2017.....	.94%
2016.....	.89%

STUDENT RETENTION RATES

% of original cohort who return for 2nd year of study.

2019.....	.89%
2018.....	.89%
2017.....	.90%
2016.....	.93%
2015.....	.90%

PROGRAM OUTCOMES (MEASURES OF PROGRAM EFFECTIVENESS)

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

- achieve a 90 percent passing rate on the NCLEX-RN licensing examination on the first attempt;
- secure employment at a rate of 90% of cohort in a nursing position within twelve months following graduation;
- report a 90 percent satisfaction rate with the educational program; and
- complete the program at a rate of 70 percent of the cohort.

Employers will:

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

NURSING STUDENT LEARNING OUTCOMES

- Advocate with integrity in a caring, ethical, reverent manner to promote the holistic well-being of the individual, family, and groups within diverse communities.
- Integrate scientific knowledge, skills, clinical reasoning and evidence-based practice for decision making to provide safe, innovative, quality care.
- Exemplify the core values and ethical behaviors of the professional nurse.
- Engage in the pursuit of knowledge to achieve excellence in practice.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

Students completing the general education experience will:

- demonstrate a commitment to pursuing additional learning opportunities related to their academic, personal or professional interests;
- recognize the practical relevance of sociological, cultural and ethical issues of local, regional or global significance;
- demonstrate academic and professional competency in written and oral communication;
- develop critical thinking and problem solving ability including scientific and quantitative reasoning;
- develop information literacy skills and technological competence; and
- articulate the role and purpose they play as citizens in a global society.

FOLLOWING GRADUATION

More than 5,000 students have graduated from St. Joseph's College of Nursing. On average

70 - 80 percent of our graduates accept positions at St. Joseph's Health Hospital, while others find employment at health care facilities in the community, the region or another state. The excellent reputation of our college and hospital assures that St. Joseph's alumni will readily find positions in their chosen fields. St. Joseph's College of Nursing graduates enjoy a near-perfect pass rate on the NCLEX-RN. Their scores have been consistently higher than the mean pass rate in New York State and the nation.

FACILITIES

CLASSROOM LEARNING

The College of Nursing facilities are located on the main campus of St. Joseph's Health Hospital in Syracuse, NY. Classrooms have wireless internet access and modern equipment, including touch screen displays, high-definition monitors, and interactive white board technology.

MECCARIELLO CENTER FOR EXPERIENTIAL LEARNING

The Meccariello Center for Experiential Learning provides students with opportunities to practice in a "real" hospital environment, complete with all of the equipment found in the hospital setting. In addition to the patient rooms, our simulation labs are equipped with the newest high fidelity simulators such as SimMan 3G, Victoria - our birthing simulator and the Hal series of infant and pediatric patients. The simulation lab provides students with the opportunity to practice their assessments and skills on a variety of patients. The labs are supported by full-time faculty and a Simulation/IT personnel during the semester and class times. Students are able to access the lab for practice during regularly scheduled class times and off-hours with key access.

NURSING AND MEDICAL LIBRARY

Our library has seating for 118 students, contains three group study rooms and a general reading area. Twenty computers are located in the main library and an additional 32 computers are located in the adjacent computer labs. All workstations are equipped with word processing software and high-speed internet access. The library is also equipped with wireless connectivity to allow the use of mobile devices.

Our print collection consists of over 1,500 books on nursing and allied health topics, as well as general interest material. We subscribe to over 3,500 print and electronic journals and newsletters, and our interlibrary loan program provides access to countless additional resources. The library is open

seven days a week to accommodate student needs.

The St. Joseph's library page provides 24-hour access to over 2,000 medical and nursing e-books, numerous bibliographic and full-text databases, as well as our electronic journal collection. Remote access services are available to all students upon request. This service allows users the ability to access many of the library's electronic resources from a personal device at home or off campus. Information on remote services can be obtained from the library service desk or on the resource page of the St. Joseph's College of Nursing website.

STUDENT CENTER

The Student Center, opened in March 2016, provides much needed dedicated testing space, a lounge and dining area, conference room for group meetings equipped with a monitor and whiteboard, and study rooms with whiteboard painted walls for small group meetings or individual study. The Student Center is that place where students can have a sense of community within the College. This fully renovated space provides students with the opportunity to enjoy their physical surroundings, encourages them to stay engaged and allows them to build lasting relationships with each other.

ST. JOSEPH'S HEALTH HOSPITAL

Nursing students complete most of their clinical rotations at St. Joseph's Health, a non-profit regional health care system based in Syracuse, NY, providing services to patients throughout Central New York and northern Pennsylvania. From primary to specialty to home care, to our Magnet recognized hospital, and in collaboration with our community partners, St. Joseph's is advancing the health of the communities we serve through an expanding range of services to ensure our patients achieve optimum health.

St. Joseph's Health Hospital has been, and remains, the backbone of our integrated system, delivering award-winning care and providing enhanced value to our primary, specialized, and urgent care facilities throughout the region. A nationally recognized leader in cardiovascular and orthopedic surgical care, the 451-bed comprehensive medical care institution is advancing the standards of care through innovative technologies and improvement in patient care. Our two state-of-the-art ambulatory surgery centers offer outpatient surgery services that do not require an overnight stay.

The continuum of care extends to our comprehensive primary care services provided across multiple locations which help maximize personal health management and overall well-being. Supporting patients' desire to live at home, Franciscan Companies provides a variety of health-related services including home medical equipment, respiratory therapy, sleep disorder treatments, home care, senior programs, wellness initiatives, Lifeline medical alert, medication dispensers and telehealth.

St. Joseph's Health is part of Trinity Health, a Catholic national health care system located in Livonia, Michigan. The membership with a larger faith-based organization strengthens our 150-year old mission of Catholic health care and together we are committed to providing better health, better care and lower operating costs in the communities we serve.

NATIONAL RECOGNITIONS

- Best Regional Hospital in Syracuse and Central NY for third consecutive year by U.S. News and World Report and ranked #10 in the state
- Becker's named St. Joseph's Health Hospital Top 100 Hospitals in the U.S. for Heart Surgery
- Magnet Designation from the American Nurses Credentialing Center
- Three Stars from The Society of Thoracic Surgeons in: Coronary Artery Bypass, Aortic Valve Replacement, and Mitral Valve Replacement
- St. Joseph's Health Hospital received the Women's Choice Award as one of America's Best Hospitals for Orthopedics, Bariatrics, Obstetrics, and Heart Care
- St. Joseph's Health Hospital Neonatal service received the Press Ganey Guardian of Excellence Award
- St. Joseph's Health Hospital received the Excellence in Healthcare Award for Surgical Facility of the Year
- Received CEO Gold Standard Award from the American Cancer Society
- Consumer Reports named St. Joseph's Health Hospital as one of the top 15 heart surgery centers in the US
- National Certification received from DVV GL Healthcare as a Primary Stroke Center
- Named one of the nation's top 50 Cardiovascular Hospitals by IBM Watson Health
- Received Healthgrades Cardiac Surgery Excellence Award for fifth year
- Awarded 5-stars from Health Grades in: Cardiac surgery, valve surgery, coronary bypass, spinal fusion and total knee replacement
- Awarded 5-star recipient for Vaginal Delivery by Healthgrades
- "Clean Heart and Power Champion"

REGIONAL DISTINCTIONS

- Leapfrog gave SJH an "A" for efforts in protecting patients from harm and meeting the highest safety standards
- Most Wired Hospital for eight consecutive years
- Gold Beacon Designation to CVICU and MSICU
- Excellus BlueCross BlueShield - Blue Distinction Center for Maternity Care under Blue Distinction Specialty Care program
- St. Joseph's received the HANYS (Healthcare Association of New York State) 2016 Pinnacle Award for Quality & Safety
- Top six hospitals in NE for outcomes associated with heart bypass and aortic valve replacement



ADMISSION & ENROLLMENT

Admission to St. Joseph's College of Nursing is highly competitive. We use established target dates for application submission and encourage candidates to apply early. To obtain information visit www.sjhcon.edu or contact us at (315) 448-5040.

APPLICATION DATES

**Evening/Weekend
18 - Month Option**

JULY

ENROLLMENT

**AD 9/1
A-DDPN 11/1**

APPLICATION
DEADLINE

Weekday Option

AUG

ENROLLMENT

DDPN 11/15

Early Action

AD & DDPN 1/1

APPLICATION
DEADLINE

ADMISSION REQUIREMENTS

St. Joseph's College of Nursing at St. Joseph's Hospital Health Center does not discriminate in the administration of educational policies or programs, admission policies, scholarship and loan programs, and other school-administered programs. The College's non-discrimination policy is inclusive of, but not limited to, race, age, color, national or ethnic origin, marital status, gender, sexual orientation, gender identity, gender expression, veteran/military status, religion, disability, or political ideology.

CURRENT HIGH SCHOOL APPLICANTS

Applicants must have minimally earned/completed the following to be considered for admission:

- High school diploma or equivalent – If a high school is not recognized by the U.S. Department of Education or has no physical address, the student would be required to submit a General Education Diploma/Test Assessing Secondary Completion (GED/TASC) before the application would be evaluated.
- Home schooled students must work with an approved home school association or local high school. If the student did not use an approved organization, a GED/TESC would be required before the application would be evaluated.
- Completion of and a passing grade in Algebra, Biology/Living Environment and Chemistry at the high school or college level – New York State Regents required where available.
- GPA of 3.0 or higher preferred in coursework to be considered for transfer credit.
- Applicants are highly encouraged to complete Anatomy & Physiology I&II (4 cr. with lab), Critical Writing (3 cr.) and Introductory Psychology (3 cr.) with a grade of B or higher to increase the competitiveness of their application.

ALL OTHER APPLICANTS

Applicants must have minimally earned/completed the following to be considered for admission:

- High school diploma or equivalent – If a high school is not recognized by the U.S. Department of Education or has no physical address, the student would be required to submit a GED/TASC before the application would be evaluated.
- Home schooled students must work with an approved home school association or local high school. If the student did not use an approved organization, a GED/TESC would be required before the application would be evaluated.
- Completion of and a passing grade in Algebra, Biology/Living Environment and Chemistry at the high school or college level – New York State Regents required where available.
- GPA of 3.0 or higher preferred in coursework to be considered for transfer credit.
- Applicants are highly encouraged to complete Anatomy & Physiology I&II (4 cr. with lab), Critical Writing (3 cr.) and Introductory Psychology (3 cr.) with a grade of B or higher to increase the competitiveness of their application.

Note: applicants must provide proof of a High School diploma or equivalent. Refer to section 3.47(a) of the Rules of the NYS Board of Regents for additional options/ways to fulfill the High School proof of graduation or equivalent requirement.

The Office of Admissions reserves the right to waive prerequisite coursework upon review of the applicant's file and/or transcripts.

An official TOEFL (Test of English as a Foreign Language) score report may be requested for applicants who have secondary and/or college transcripts from outside the U.S. and who have not

completed college level English in the U.S. Analysis of TOEFL results will be based on the established benchmarks.

APPLICATION PROCESS

- Complete and submit online application including personal statement/essay located at sjhcon.edu.
- Submit official high school transcript demonstrating proof of graduation and/or high school equivalent.
- Submit official college transcripts for ALL colleges attended.
- Submit 2 professional letters of recommendation. Current high school students must submit one professional letter of recommendation and one letter of recommendation from their guidance counselor.

An application is not considered complete until all above items are completed/received.

Refer to the Application for Admission tab at sjhcon.edu for specific instructions to complete an application.

Applications become the property of St. Joseph's College of Nursing and will not be returned.

If an applicant does not complete an application or if the applicant is not in communication with the Office of Admissions within one year of applying, the file will be deemed inactive and consideration for admission will be cancelled.

ADMISSION PROCEDURE

Admission to St. Joseph's College of Nursing is highly competitive and primarily based on academic achievements (high school and/or college grade point average), strength of curriculum, standardized test scores (High School students only), personal statement, extracurricular, volunteer and/or work experience, and letters of recommendation.

Applications will be considered based on:

- Courses taken that meet or exceed the above minimum academic requirements.
- Professional letters of recommendation that reflect positively on the applicant and their desire to pursue a degree in nursing.
- Quality of essay including subject matter, grammar, and punctuation.
- Non-High School applicants who have completed Anatomy & Physiology I&II (4 cr. with lab), Critical Writing (3 cr.), and Introductory Psychology (3 cr.) with a grade

of B or higher will be considered more competitive for acceptance.

- Applicants who repeat college courses in order to achieve a grade of "C" or higher are typically not considered competitive for admission.

To complete the admission process, applicants are required to complete an interview with a college representative.

Admission will be offered to qualified applicants within 4-6 weeks after the application deadline until all seats are filled. Decision letters will be e-mailed to all applicants.

CREDIT FOR PREVIOUS COURSEWORK

TRANSFER CREDIT

Transfer credit may be awarded for college courses that were completed prior to enrollment at St. Joseph's College of Nursing. The following criteria are used for evaluation of transfer credits:

- Course was successfully completed with a grade of "C" (2.0) or higher.
- Course is similar in content, rigor, learning outcomes to those in the St. Joseph's curriculum.
- Science courses (anatomy & physiology; microbiology) must be completed within seven years of acceptance to St. Joseph's. Science courses completed outside of the seven year time frame, must be repeated.

Secondary school and/or college transcripts from countries outside of the U.S. must be translated to English with U.S. grading system, by an approved international credential evaluator if the transcripts are to be considered as part of meeting the admission requirements or are to be considered for college transfer credit. Applicants whose translated secondary school transcripts do not specifically list algebra, biology and chemistry will be required to complete these courses prior to being considered for admission.

Final determination of transfer credit is made by the College's Registrar in conjunction with the Dean of Academic Affairs. Official transcripts for all completed coursework must be submitted before a final determination can be made regarding transfer credit eligibility.

Transfer credits are not included in the computation of the cumulative GPA. A student must complete a minimum number of nursing credits at St. Joseph's to receive their degree. Nursing transfer credits are determined on an individual basis.

APPLICATION CHECKLIST

Applicants should apply online and submit the following:

- Official high school transcript (including SAT and/or ACT scores for current high school students only) and/or documentation of GED/TASC
- Official college transcript(s)
- Two completed professional recommendation forms (available online). High school applicants must submit one guidance counselor recommendation and one professional recommendation.
- Personal statement (answer questions as directed on application).

Note: Application materials become the property of St. Joseph's College of Nursing and will not be returned.

[Click HERE to Apply Now](#)

ADVANCED PLACEMENT EXAMINATIONS

The College will grant advanced placement credit in English Composition and Psychology if the student has achieved a score of 4 or 5 on the Advanced Placement (AP) Examination of the College Entrance Examination Board. An Official AP Score Report must be requested from the College Board and forwarded to St. Joseph's College of Nursing (SJCON) for transfer credit to be granted.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College will grant academic credit for the following CLEP examinations. College Composition, Introductory Psychology, or Introductory Sociology. Credit for the examination is determined in accordance with the recommendations of the American Council on Education (ACE). A score of 50 or higher is required for transfer credit to be granted. An Official score report must be requested from the College Board and forwarded to SJCON for transfer credit to be granted. Information regarding these examinations may be found at www.collegeboard.org.

EXCELSIOR COLLEGE EXAMINATIONS

The College will grant academic credit for Anatomy & Physiology and/or Microbiology courses taken more than seven (7) years prior to acceptance through Excelsior College Subject Exams (UExcel Credit by Exam). Credit will only be granted for subject examinations if the student earned a grade of "C" (2.0) or higher in the initial course. A grade of "C" or higher must be achieved on the subject exam. An official transcript must be requested from Excelsior College and forwarded to SJCON for transfer credit to be granted.

Information regarding these examinations may be found at www.excelsior.edu

Questions regarding any aspect of this policy may be directed to the Office of the Registrar.

ENROLLMENT REQUIREMENTS

Enrollment is defined as completion of all requirements listed below prior to the established deadline date.

ENROLLMENT DEPOSIT

A non-refundable enrollment deposit must be paid by the established deadline date. If the fee is not submitted by the established deadline date, the application is cancelled, and the student forfeits the guaranteed space in the program.

TRANSCRIPTS

All official transcripts pertaining to transfer credit must be received by the registrar prior to enrollment. Applicants enrolling directly out of high school must submit an official final high school transcript indicating the date of graduation.

If fraud is suspected, the Registrar will refer to the U.S. Department of Education's list of public and private high schools to verify legitimacy of the institution. Additionally, the Office of Financial Aid may review the high school information located on the Free Application for Federal Student Aid (FAFSA).

HEALTH

All students must upload specific documents including health history questionnaire, physical exam by a medical professional within the past 12 months, proof of federally or state mandated vaccines and acknowledgment of Essential Functions and Technical Standards to background screening and compliance tracking by the established deadline. This process must be completed in its entirety and maintained to meet enrollment requirements. Failure to remain compliant in background screening and compliance tracking after initial enrollment requirements are met will result in the student being ineligible to attend clinical.

HEALTH INSURANCE

All matriculated students must have their own personal health insurance while in attendance.

Valid cards are to be uploaded annually and managed through background screening and compliance tracking. If nearing expiration, renewal is REQUIRED prior to expiration date. Failure to remain compliant in background screening and compliance tracking will result in the student being ineligible to attend clinical.

BASIC LIFE SUPPORT CARDIOPULMONARY RESUSCITATION (BLS CPR)

St. Joseph's College of Nursing mandates BLS CPR certification as an enrollment requirement. It is the student's responsibility to complete an approved BLS CPR course prior to the designated deadline.

Students must choose from the following options for initial BLS CPR certification:

- American Red Cross – www.redcross.org
Basic Life Support (BLS CPR) for Healthcare Providers
- American Heart Association – www.heart.org
Basic Life Support (BLS CPR) for Healthcare Providers

Students enrolled in a blended BLS learning course (online & classroom), must complete online learning content followed by classroom practice and skills demonstration in order to receive certification.

Valid CPR cards are to be uploaded to and managed through mycb.castlebranch.com. Certification is valid for two years. If nearing expiration, renewal is REQUIRED prior to expiration date. Failure to remain compliant in CastleBranch will result in the student being ineligible to attend clinical.

STUDENT CRIMINAL BACKGROUND CHECK

St. Joseph's College of Nursing's enrollment requirements include submission of a background check for all accepted students through background screening and compliance tracking using the designated Package Code provided through the enrollment process. To ensure the safety and well-being of all patients, background checks are a standard practice for working in healthcare. Student placement in a clinical site/agency assumes that the person possesses good moral character and the ability to successfully pass the rigor of a background investigation and criminal background check.

Therefore, it is required that all enrolled students obtain a background check prior to beginning clinical practice.

- All students selected for admission will be enrolled conditionally until background check results are reviewed. The student is responsible for the cost of the background check. Students are required to obtain a background check via certifiedbackground.com by an established/published deadline date. Results of the background check will be made available to the student and an administrator at St. Joseph's College of Nursing. All background checks will be treated as confidential.
- A student who refuses to obtain a background check or does not obtain a required background check by the published deadline set forth by the College will not be eligible to enroll. This student will be deregistered with no opportunity to re-apply or defer enrollment.
- It is the student's responsibility to determine whether or not he/she is eligible for licensure. If convicted of a crime, it is the student's responsibility to determine if his/her background will prohibit licensure and employment in the healthcare industry. St. Joseph's College of Nursing administration and faculty are not able to provide legal advice. If a student has questions or concerns about his/her background, he/she may contact legal counsel before enrolling in a nursing program.
- If a background check is negative (no incidences displayed), the summary page of the report is filed in the student's file.
- If a background check is positive, an administrative review process is initiated by the standing review committee consisting of at least the Dean of the college, the Associate Deans and one member of the faculty currently serving on the Admissions Committee. The student will be requested to validate and explain the results. The review committee will review according to, but not limited to the following considerations: need for further information, nature of the crime, and Medicare/drug-related incidents. If the incident is deemed to be of no concern by administration, the student will be allowed to enroll. In deciding to disqualify a candidate, the review committee, along with appropriate consultation will consider the following: Network Policies & Procedures/ SJCON/Student Criminal Background Check Policy/December 2020/Page 1 of 2
- The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on fitness to become a matriculated student when considering the essential functions and technical standards required of students in the Program.
- The time which has elapsed since the occurrence of the criminal offense or offenses.
- The age of the person at the time of the occurrence of the criminal offense or offenses.
- The seriousness of the offense or offenses.
- Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- The legitimate interest of St. Joseph's Hospital in protecting property, and the safety and welfare of our patient's, visitors, and staff.
- The Review Committee makes a recommendation to the Admissions Committee regarding the recommendation of admission. The Admissions Committee makes the

determination regarding the admission which constitutes the final step in the review process and may not be appealed.

TESTING

All incoming students are required to take a critical thinking entrance exam during orientation. There are no study materials for this standardized exam.

- Students must achieve 100% on the basic math competency during orientation prior to beginning Nursing 110/111. If 100% is not achieved on the test, the student will be required to:
 - complete remediation
 - retest
- Students who remain unsuccessful in retesting will be referred for administrative action up to and including possible postponement with starting the program. Students who fail to meet the enrollment requirements in their entirety by the published deadline set forth by the College will be ineligible to enroll.

ESSENTIAL FUNCTIONS/TECHNICAL STANDARDS

Essential functions/technical standards include non-academic criteria essential to successfully complete the required nursing coursework. The following is a list of the essential functions/technical standards required to be achieved with or without accommodation:

Communication:

Use good communication skills in interacting with peers, staff, college personnel and patients. Examples of relevant activities include, but are not limited to:

- Effective verbal and non-verbal communication skills
- Effective utilization of the English language
- Recording all information accurately

Sensory Skills and Observation:

Functional use of senses. Examples of relevant activities include, but are not limited to:

- Must be able to assess patients in their environment in order to safely deliver nursing care. Examples of relevant activity include, but are not limited to:
 - Detect changes in skin color
 - Collect data from recording equipment and measuring devices
 - Detect fire in a client area and initiate emergency action
 - Draw the correct quantity of medication into a syringe
- Must be able to assess patients and their environment and to implement nursing care plans that are developed from such assessments. Examples of relevant activity include, but are not limited to:
 - Detect sounds related to bodily functions using a stethoscope
 - Detect audible alarms (e.g., monitors, fire alarms, call bell)
 - Communicate clearly in a telephone conversation
 - Communicate effectively with clients and with other members of the health care team
 - Detect odors of bodily fluids or spoiled foods
 - Detect smoke from burning materials
 - Detect changes in skin temperature
 - Detect unsafe temperature levels in heat-producing

- devices used internally/externally with clients
- Detect anatomical abnormalities such as subcutaneous crepitus, edema, infiltrated IV fluids

Manual Dexterity and Motor Skills:

Strength and mobility sufficient to perform client care activities and emergency procedures. Examples of relevant activities include, but are not limited to:

- Perform Cardiac Pulmonary Resuscitation (CPR)
- Accurately place and maintain position of stethoscope for detecting sound functions
- Manipulate small equipment and containers such as syringes, vials, and medication packages to administer medications
- Safely transfer clients in and out of bed
- Lift or move clients or objects, turn and position clients as needed to prevent complications due to bed rest
- Hang IV bags at the appropriate level
- Accurately read the volumes in bodily fluid collections devices

Cognitive Ability:

Ability to collect, analyze and integrate information and knowledge to make clinical judgments and management decisions to promote client outcomes. Examples of relevant activities include, but are not limited to:

- Process information accurately, thoroughly and quickly to prioritize tasks
- Perform math computations for medication dosage calculations
- Demonstrate skills of recall using both long- and short-term memory, inferential reasoning, predicting possible outcomes, and applications of knowledge and evaluation of predicted outcomes at appropriate times for point of program
- Learn to use nursing process in a systematic way
- Critical thinking in the process of delivering care and comfort to clients

Emotional Stability/Behavioral/Social Attributes:

Student is expected to have the emotional stability required to provide safe nursing care. Examples of relevant activities include, but are not limited to:

- Exercise sound judgment, complete assessment and intervention activities, and develop sensitive interpersonal relationships with patients/clients/families and others responsible for health care
- Demonstrate flexibility to function effectively under stress and adapt to multiple situations
- Handle strong emotions

- Demonstrate compassion
- Establish therapeutic relationships in a caring manner
- Focus and maintain attention on tasks

Professional Behavior:

Professional behaviors involve a specialized skill set essential to the performance of a unique and professional role. Examples of relevant activities include, but are not limited to:

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- Demonstrate professional communication, appearance and behavior that shows respect for clients and self
- Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- Handle multiple tasks concurrently
- Perform safe, effective nursing care for clients in a caring context
- Maintain the confidentiality of medical information
- Understand and follow the policies and procedures of the college and clinical agencies
- Understand the consequences of violating the student code of conduct
- Accept responsibility, accountability and ownership of one's actions
- Function effectively in situations of uncertainty and stress inherent in providing nursing care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to all clinical experiences



FINANCIAL AID

We believe that any student who is accepted and wants to attend St. Joseph's College of Nursing should be able to do so. We work hard to help students find the financial resources they need. The Financial Aid Office provides information and advice to help students and their families apply for federal, state and institutional aid, including student loans and scholarships.

TUITION AND FEES

Tuition and fees must be paid to St. Joseph's College of Nursing prior to the first day of each semester/term. A comprehensive list of indirect costs such as books and supplies, personal expenses, entertainment, transportation and other incidentals can be found on our website www.sjhcon.edu/tuition-fees.

	Direct Costs (includes general education courses)	Direct Costs (transfer students)
Year I	\$23,204	\$12,902
Year II	\$21,138	\$16,868
Commuter Student	\$44,342	\$29,770
Room & Board (two year average)	\$13,200	\$13,200
On Campus Student	\$57,542	\$42,970

TRANSPORTATION EXPENSES

Students are responsible for their own transportation, meals and other necessities while attending off campus clinical experiences and outside conferences, unless they are acting as official student delegates on behalf of the St. Joseph's College Administration.

TUITION/RESIDENCE HALL REFUND POLICY

A student wishing to withdraw from the College must submit a written request identifying the reason for withdrawal to Student Success Coordinator. A meeting will then be scheduled. If a student withdraws from the College, tuition and residence hall costs will be refunded as shown in the Tuition Refund Policy.

TITLE IV REFUNDS POLICY

In accordance with the Higher Education Amendments of 1998, a percentage of Title IV grant and/or loans must be returned to the Title IV Program upon a student's withdrawal. Fees are separate from tuition and are nonrefundable. The refund date is based on the last date of attendance. If a student received Title IV financial aid, the aid is recalculated based on the percentage of the semester completed up to 60 percent. This may result in a student incurring a liability to St. Joseph's College of Nursing after Title IV funds are returned. Once the institution has determined an official withdrawal date, regulation provides a formula for the calculation of the amount of Title IV aid that the student has "earned", and the school may retain. This will depend on the percentage of the enrollment period that the student has completed up to withdrawal. This percentage is calculated by dividing the number of calendar days completed by the total number of calendar days in the payment period. Up through the 60% point of the enrollment period, the student is eligible for the actual percentage of aid the calculation provides. A refund of federal financial aid is first applied to Federal Direct Loans and then the Federal Pell Grant. Once federal refunds are complete, the student will be required to pay any remaining balance due to the school within 30 days. After the 60% point of the semester/term, 100% of the Title IV aid is considered "earned" by the student and no recalculation is necessary. For further information regarding refund policies, contact the Coordinator for Financial Aid.

TUITION REFUND POLICY

AMOUNT REFUNDED	WITHDRAWAL DATE*
100 percent	first week of classes
75 percent	second week of classes
50 percent	third week of classes
25 percent	fourth week of classes
0 percent	fifth week of classes and later

*Refund date is based on the last date of attendance

HOW TO APPLY FOR AID

To be considered for all financial aid opportunities, students must file:

- A Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education Student Financial Assistance Programs
- A New York State Tuition Assistance Program (TAP) application with the New York State Higher Education Services Corporation

These agencies will issue a report directly to the College's Financial Aid Office. Students must apply for financial aid each year. Award amounts are credited to the student's tuition account each semester/term. The Bursar Office issues credit balances as they become available.

The Financial Aid Office offers students the forms and guidance they will need to complete the application process. Students may reach the office at (315) 448-5040.

FINANCIAL AID ELIGIBILITY

Eligibility for financial aid is determined according to the amount of financial need indicated on the FAFSA and TAP reports. To receive aid, students cannot be in default on any prior federal educational loan.

SCHOLASTIC REQUIREMENTS

Students must be in good academic standing to receive financial aid. Once financial aid is awarded, students must meet St. Joseph's Standards of Progress to remain eligible for aid in subsequent semesters/terms.

The Standards of Progress include two factors: program pursuit and academic progress. Program pursuit is defined as the percentage of credits a student must complete each semester/term. Academic progress is defined as accomplishing the required GPA and completing the necessary credits. After matriculation into the College of Nursing, students have three years (six semesters) to complete the program.

Cumulative GPAs are reviewed at the end of each semester and used to determine the level of academic progress and program pursuit for federal and TAP aid (see chart on page 15).

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID

Financial aid satisfactory academic progress is defined by successful completion of courses (credit hours), cumulative GPA and maximum time limits to complete the student's course of study. Students must meet all requirements listed in the chart below.

COMPLETION RATE REQUIREMENTS

A student must be progressively working towards completion of the degree, as measured hours attempted versus hours successfully completed, with successful completion of a minimum of 67% of hours attempted.

GRADE POINT AVERAGE (GPA) REQUIREMENTS

Financial aid recipients must maintain a minimum cumulative GPAs to meet satisfactory academic progress requirements (see Academic Requirements for Financial Aid table below).

If a student repeats a course, only the highest of the grades received for the course will be used in the calculation of the GPA.

MAXIMUM TIME-LIMIT REQUIREMENTS

A student's eligibility for financial aid will be terminated at the point where 150 percent of the total hours required for a program, as stated in the college catalog, have been attempted. Hours attempted are the sum of all this college's credits for which tuition was charged whether or not financial aid was received, plus all transfer hours accepted for credit.

EVALUATION OF ACADEMIC PROGRESS

A financial aid recipient's satisfactory academic progress is evaluated after each semester/term of the academic year. At that time, a student will be in good standing, be placed on financial aid probation, or denied financial assistance for future enrollment periods. The student must meet all three progress requirements (completion rate, GPA and be within the maximum time frame) to remain in good standing. Students will be notified by the Financial Aid Office if they are placed on probation or denied financial aid.

PROBATION STATUS

Probation status will not prevent the student from receiving financial aid. The probationary semester is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after one probationary period, denial status will be imposed unless continued probation approved.

PROBATION CONTRACT

A student on financial aid probation must develop a probation contract before registering for the next semester. The student must meet the terms of the probation contract, including earning a 2.0 GPA during the following semester/term in order to remain eligible for financial aid.

DENIAL STATUS

Denial status will prevent the student from receiving any Title IV funding, state or institutional financial assistance for future enrollment until the student meets all satisfactory academic progress standards.

~ A C A D E M I C R E Q U I R E M E N T S F O R F I N A N C I A L A I D ~

Hours Attempted	Completion Rate	GPA 0.0-1.99	GPA 2.0
1 – 17	50%	Probation	Satisfactory
18 – 33	60%	Probation	Satisfactory
34 – 49	60%	Denial	Satisfactory
50+	67%	Denial	Satisfactory



LOSS OF FINANCIAL AID AND APPEAL PROCESS

Students who do not achieve the qualitative and/or quantitative measures as determined by the Standards of Progress will not receive further financial aid. However, students may petition the College to waive the satisfactory progress requirement by submitting a written explanation for poor performance. Examples of some acceptable causes of poor performance are personal illness or injury, family illness, death in the family or circumstances resulting in undue hardship. A committee reviews the Request for Waiver and notifies the student of its decision, which is final.

Students may also regain financial aid eligibility by taking courses without the use of financial aid to make up any deficiencies. After attaining the accumulated credits and satisfactory GPA, students are eligible to use financial aid again.

However, when TAP is lost due to a student not completing the required percentage of courses per semester/term, eligibility for further TAP awards is lost for one year. A student may submit a written request to the Financial Aid Office to receive a one-time waiver of this eligibility requirement.

AVAILABLE PROGRAMS

GRANTS AND SCHOLARSHIPS FOR NEW YORK RESIDENTS

Tuition Assistance Program:

New York state residents attending colleges in New York State can apply to receive a grant through the Tuition Assistance Program (TAP), which is administered by the New York State Higher Education Services Corporation (HESC).

To be eligible, a student must be a resident of New York State and a U.S. citizen or permanent resident alien or refugee. A student must have a high school diploma or GED, take at least 12 credits per semester/term, be in good academic standing, have no previous debt from a defaulted student loan and meet family income criteria.

HESC does not consider family income for students who are considered financially independent: those 36 or older. Students between the ages of 22 to 35 who have not lived with their parents, been claimed as a dependent or received \$750 yearly from their parents for three years are considered independent by NYS standards. New York State scholarships are for up to four years of full-time study regardless of need and are won in the senior year of high school by competitive

examination. Recipients must attend school in New York State and maintain their New York State residency.

TAP Standards of Progress is used to determine each student's eligibility to receive their next TAP award. There is one difference from the school standards. Each semester TAP award is valued at six points and an academic year is valued at 12 points. The higher number of points the student has used, the larger the percentage of courses they will need to complete. Points are accumulated from all the schools from which the student received TAP. The maximum allowed for study at a two-year institution is 36 points. In the first year of study, each student must complete 50 percent of the courses attempted. The second year is a 75 percent completion rate; and the third year is 100 percent completion.

If a student has previously attended college and has received TAP, they could be in their first year at St. Joseph's College of Nursing, but at a 75 percent (second year) or 100 percent (third year) pursuit level of TAP.

Students will have an equivalent of three years of TAP to complete a two-year program. After students have received an equivalent of two years of TAP, they must maintain a "C" (2.0) average or higher to remain eligible for TAP.

Eligibility lost due to GPA may be reinstated in the same fashion as stated earlier in St. Joseph's Standards of Progress. When TAP is lost due to program pursuit (not completing the percentage of courses required per semester), the student's eligibility is lost for one year unless granted a waiver.

TAP STANDARDS OF PROGRESS

	Normal # of semesters for completion					
	1st	2nd	3rd	4th	5th	6th
Credits per semester	0	6	15	27	39	51
Cum. GPA required	0	2.0	2.0	2.0	2.0	2.0 Max # of semesters for completion

A student may be granted a one-time waiver if they have "lost" their TAP eligibility. If a student believes that they are eligible to receive a waiver, they must submit a Waiver Request Form to the Financial Aid Office. Waivers will be granted in the student's best interest and with the student's concurrence only.

NYS Aid for Part-Time Study (APTS)

New York provides tuition assistance to eligible undergraduate students enrolled on a part-time basis in a program of study at a participating institution in New York State.

Unlike other grant and scholarship programs administered by HESC, the APTS program operates primarily as a campus-based program; recipients are selected, and award amounts are determined by the participating institution.

Although student eligibility criteria are established in statute, the institution does have fairly broad discretion in the selection of students for awards from among eligible applicants.

Special awards and scholarships:

New York State also offers several scholarships and grants to residents who meet certain criteria. Among others, aid is available for students who are:

- Veterans
- Children of Veterans
- Native Americans

To find out more regarding eligibility for these programs and others, visit the HESC website at www.hesc.ny.gov.

FEDERAL FINANCIAL AID PROGRAMS

Federal Pell Grant assists students in their pursuit of higher education. To be eligible, a student must be matriculated as an undergraduate and be a citizen or meet citizenship requirements. To apply for a Federal Pell Grant, students must complete the Free Application for Federal Student Aid (FAFSA). Awards vary each year according to Congressional appropriation and cost of education. A student who withdraws or terminates enrollment within the refund policy period may have to return a portion of the grant to the Federal Pell Grant Fund.

Federal Direct loans are available for students and parents to help pay for the cost of a student's postsecondary education. Unlike scholarships and grants, loans are borrowed money and must be repaid. The lender is the U.S. Department of Education rather than a bank. Direct loans have several repayment plans that are designed to meet the needs of borrowers.

Eligibility for direct subsidized and unsubsidized loans is based on the information reported on the FAFSA. No interest is charged on subsidized loans while the student is enrolled at least half-time. Interest is charged on unsubsidized loans beginning at the time of disbursement.

Through the Federal Direct Parent Loan for Undergraduate Students (PLUS), parents may borrow up to the cost of attendance per year for each financially dependent student. The amount borrowed in any year cannot exceed educational costs, considering all other financial aid received. Interest on the borrowed amount begins after

the first disbursement. Repayment begins within 60 days of the last disbursement and the maximum repayment period is 10 years. Parents may apply online at www.studentloans.gov.

OTHER SCHOLARSHIP OPPORTUNITIES

St. Joseph's Health Scholarships

Each year, St. Joseph's receives many outstanding and academically talented students, and therefore, cannot assist all applicants. Awards are made to exemplary students and are highly competitive due to limited funding, therefore, a scholarship offer is not guaranteed.

St. Joseph's College of Nursing cannot negotiate student aid packages to match other grant and scholarship offers.

Any incoming applicant may submit a supplementary application for the auxiliary and alumni scholarships by February 1.

Scholarship applications are available on the College's website www.sjhcon.edu/scholarships-opportunities.

CONTINUING STUDENT AWARDS/SCHOLARSHIPS

Opportunities for awards and scholarships for the second year of nursing may be available and awarded at the Commitment to Nursing ceremony.

An application is available with the education officer of the affiliated tribe.

External Scholarships

Students are encouraged to apply to local and civic organizations, such as American Legion Post, Masons or Women's Auxiliary to a county medical society for scholarships. Parents should check with employers to see if financial assistance is offered to dependent children.

Students can research external scholarships by visiting our website: www.sjhcon.edu/ExternalScholarships

Note: Students are required to report all outside grants and scholarships by emailing the Financial Aid Office official supporting documentation.

Notice of Non-Discriminatory Policy:

St. Joseph's College of Nursing at St. Joseph's Hospital Health Center does not discriminate in the administration of educational policies or programs, admission policies, scholarship and loan programs, and other school-administered programs. The College's nondiscrimination policy is inclusive of, but not limited to, race, age, color, national or ethnic origin, marital status, gender, sexual orientation, gender identity, gender expression, veteran/military status, religion, disability, or political ideology.

COLLEGE LOAN CODE OF CONDUCT

PROHIBITION ON REVENUE SHARING ARRANGEMENTS WITH LENDERS

No officer or employee of the St. Joseph's College of Nursing at St. Joseph's Health Hospital (hereinafter the "College") who has responsibilities for student lending will enter into any revenue sharing agreement with any lender.

For purposes of definition, revenue sharing arrangement means an agreement between the College and a lender under which:

- a lender provides or issues a loan that is made, insured or guaranteed under Title IV to students attending the College or to the families of students attending the College; and
- the College recommends the lender or the loan products of the lender and, in exchange, the lender pays a fee or provides other material benefits, including revenue- or profit sharing to the College, an officer or employee of the College.

PROHIBITION ON GIFTS FROM LENDERS, GUARANTY AGENCIES AND LOAN SERVICERS

No officer or employee of the College who has responsibilities with respect to education loans shall solicit or accept any gift from a lender, guarantor or servicer of education loans.

Gift means any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value of more than a de minimus amount. The term includes a gift of services, transportation, lodging or meals, whether provided in kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred.

The term "gift" does not include: (1) a brochure, workshop or training using standard materials relating to a loan, default aversion or financial literacy, such as a brochure, workshop or training; (2) food, training or informational material provided as part of a training session designed to improve the service of a lender, guarantor or servicer if the training contributes to the professional development of the College's officer, employee or agent; (3) favorable terms and benefits on an education loan provided to a student employed by the College if those terms and benefits are comparable to those provided to all students at the College; (4) entrance and exit counseling as long as the College's staff are in control of the counseling and the counseling does not promote the services of a specific lender; (5) philanthropic contributions from a lender, guarantor or servicer that are unrelated to education loans or any contribution that is not made in exchange for advantage related to education loans, and; (6) state education grants, scholarships or financial aid funds administered by or on behalf of a state.

For purposes of this paragraph, a gift to a family member of an officer, employee or any other individual based on that individual's relationship with the officer or employee shall be considered a gift to the officer or employee, if:

- the gift is given with the knowledge and acquiescence of the officer or employee; and
- the officer or employee has reason to believe the gift was given because of the official position of the officer or employee.

CONSULTING ARRANGEMENTS WITH LENDERS PROHIBITED

No officer or employee of the College's Financial Aid Office or individual who otherwise has responsibilities with respect to education loans shall accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to educational loans.

PROHIBITION AGAINST STEERING STUDENT BORROWERS TO PARTICULAR LENDERS

The College will not:

- for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or
- refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

PROHIBITION OF OFFERS OF FUNDS FOR PRIVATE LOANS

The College shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan to students in exchange for the College providing concessions or promises to the lender for:

- a specified number of Title IV loans made, insured or guaranteed;
- a specified loan volume of such loans; or
- a preferred lender arrangement for such loans.

An opportunity pool loan is defined as a private education loan made by a lender to a student (or the student's family) that involves a payment by the College to the lender for extending credit to the student.

BAN ON STAFFING ASSISTANCE

The College shall not request or accept from any lender any assistance with call center staffing or Financial Aid Office staffing. Permitted assistance will include:

- professional development training for financial aid administration
- providing educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials
- staffing services on a short-term, non-recurring basis during emergencies and disasters

EDUCATIONAL LENDER ADVISORY BOARD COMPENSATION AND REIMBURSEMENT

Any College employee who is employed in the Financial Aid Office of the College, or who has responsibilities with respect to education loans or other student financial aid of the College, and who serves on an advisory board, commission or group established by a lender, guarantor or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission or group. The College will report any reasonable expenses paid for employee participation on such advisory boards to the Department of Education as required.

St. Joseph's College of Nursing at St. Joseph's Hospital Health Center is a member of the National Association of Student Financial Aid Administrators (NASFAA) and subscribes to that organization's Statement of Ethical Principles and Code of Conduct. St. Joseph's College of Nursing at St. Joseph's Hospital Health Center is also

a member of the New York State Financial Aid Administrators Association (NYSFAAA). St. Joseph's College of Nursing has also adopted the New York State Attorney General's College Code of Conduct and adheres to the standards outlined in that document.



The College administration reserves the right without previous notice to make such changes in its administrative and educational policies, including its schedule of tuition and fees, as deemed advisable for the progressive development of the College. Student financial aid programs, both federal and state, are subject to adjustment, depending on changes in financial status and the allocation of funds to the College.



STUDENT LIFE

When they aren't engaged in studying or clinical work, St. Joseph's students have many opportunities for socializing and recreation. The College sponsors frequent activities and countless other opportunities available in and around Syracuse. The College also has on-campus housing and a comprehensive counseling program to help students with academic and personal issues.

STUDENT DEVELOPMENT AND CAMPUS LIFE

Our student center provides all students with a large lounge and dining area, conference room for group meetings, quiet student rooms with white board painted walls and dedicated testing space.

SJCON HOUSING

St. Joseph's has residence facilities for students. DDPN students are required to live on-campus at Le Moyne. Most rooms are doubles, but private rooms may be available. Each residence floor has a large lounge area, kitchen appliances, cable television, computer stations and a laundry facility.

Students are paired with roommates when applicable based on their responses to a housing questionnaire. Assignments are made without regard to race, religion, national origin, sexual orientation, or disability.

RESIDENCE RULES, POLICIES AND GUIDELINES

Students must pay a housing deposit and sign a contract to live in the residence hall. Students must abide by both the student code of conduct and the resident rules, policies and guidelines.

MEAL PLANS

Meal plan options can be used at St. Joseph's Hospital's Journey Café (Main Hospital Cafeteria), ranging from \$100-\$1,150 per semester/term.

TOBACCO-FREE CAMPUS

It is the policy of St. Joseph's Health and our affiliate corporations to provide an environment free of tobacco use. This policy exists as one of many methods for St. Joseph's Health to promote and encourage healthy lifestyles throughout our community.

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

For more on how you can quit smoking contact NY QUILTS:
1-866-697-8487 for counseling and cessation assistance.

ELIGIBILITY

Individuals covered by this policy include, but are not limited to, employees, patients, visitors, volunteers, physicians, residents, students, medical staff, contractors and vendors, with the exception of Behavioral Health Residences.

GENERAL PROVISIONS

Geographic Areas Covered by Policy (as noted by posted signage and campus maps)

1. For buildings/properties wholly owned by St. Joseph's Health and its affiliate corporations (including properties of which a portion is leased to others):
 - No smoking or tobacco product use in the buildings, on the property, in the parking garages or in the parking lots, including in automobiles and in all Hospital-owned vehicles.
 - Discouraged smoking and tobacco product use on side-walk contiguous to the property.
2. For buildings/properties that St. Joseph's Hospital Health Center and its affiliate corporations do not own, but lease a portion of the property:
 - No smoking or tobacco product use in the building and on the property associated with our lease.
 - Discouraged smoking and tobacco product use in the parking lot and/or side-walks contiguous to the property.
3. For buildings/properties owned by more than one company:
 - No smoking or tobacco product use in the building and on the property owned by St. Joseph's Health.
 - Discouraged smoking and tobacco product use in the parking lot and/or side-walks contiguous to the property.
4. For buildings/properties that have "common areas" associated with multiple owners/renters:
 - No smoking or tobacco product use in areas clearly identified as "St. Joseph's Health".
 - Discouraged smoking and tobacco use in the parking lot and/or side-walks contiguous to the property.
5. For property that has buildings designated as St. Joseph's Health and

its affiliate corporations on both sides of the street:

- No smoking or tobacco product use in any area between the buildings including the sidewalk, lawns, gardens or street.

DESIGNATED SMOKING AREAS

Current designated smoking areas do not exist.

TOBACCO PRODUCTS

Include but are not limited to, cigarettes, e-cigarettes, cigars, pipe smoking and chewing tobacco.

DRUG-FREE COMMUNITY

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

The College of Nursing prohibits the unlawful possession, use, sale or distribution of illicit drugs by its students, employees or guests on its property or as part of any activities. The possession, use, sale or distribution of drug paraphernalia also is strictly prohibited. Such substances and/or objects will be permanently confiscated by Administration or Security. Violation of this policy results in disciplinary action, up to and including termination, and may have legal consequences.

Moreover, the College's policy stipulates that students are required to report to the academic or clinical area on time and in appropriate mental and physical condition which enables them to carry out their clinical and theoretical learning objectives and duties.

STUDENT DRUG TESTING

St. Joseph's College of Nursing is committed to maintaining a drug/alcohol free community. This policy applies to all students. The College reserves the right to require students to submit to drug testing at an unannounced time while enrolled in the program. In addition, the College reserves the right to request students to submit to drug or alcohol testing should there be reasonable cause that a student is impaired while in a class or clinical, or in violation of this substance abuse policy.

The purpose of these policies is to provide a drug-free, healthy, safe and secure environment for the students of St. Joseph's College of Nursing.

The College recognizes drug abuse as a health, safety and security problem. Drug dependence is recognized as an illness and major health concern. The use of illicit drugs and the unlawful possession and use of alcohol is harmful.

Conviction of illegal use of these substances may result in failure of a student to be eligible for licensure under the regulations of the New York State Educational Department Division of Professional Licensing Services.

Students needing help in dealing with alcohol/drug abuse and/

or alcohol/drug dependency are encouraged to use our Employee/Student Assistance Program (EAP), by calling 1-800-437-0911. Conscientious efforts to seek help are supported by the College.

STUDENT EMPLOYMENT OPPORTUNITIES

The Clinical Services Department at St. Joseph's Hospital in collaboration with the College of Nursing provides students matriculated in a nursing program employment opportunities as student nurse assistants. The student must have completed the required number of clinical hours to become a student nurse assistant. Conditions of employment are explained further during an information session scheduled near the time of eligibility. There are also other opportunities to gain employment at the hospital. Students are welcome to view employment opportunities on the main hospital website at www.sjhsyr.org.

SERVICES FOR STUDENTS WITH DISABILITIES

St. Joseph's College of Nursing does not discriminate against the physically or emotionally disabled. The College of Nursing provides a wheelchair ramp at the front entrance to provide easy entry and exit, an elevator with access to all areas of the building, a lift in the lobby for access to administrative offices, and easily accessible, comfortable facilities within the residence hall.

The College has committed itself to providing fair and appropriate education to all students. Reasonable instructional accommodations are made for students who have been evaluated and have self-reported to the College as having a disability. It is the responsibility of the student to provide the institution with an up-to date (within three years) evaluation outlining their specific disability. The College reserves the right to request that the student be reevaluated by a trained evaluator from an approved list if the documentation is not sufficient for a proper analysis of academic needs. This process should be determined prior to admission to the College. It is suggested that a student self-report three months prior to entering the College if alternative texts, readers or physical enhancements of any type are needed. To be eligible for accommodations, new students must submit documentation by the end of the orientation week. This information can be given to the Student Success Coordinator who acts as the compliance coordinator for the College.

In addition, students are required to fill out an accommodation form, which can be on the college's website at www.sjhcon.edu/forms-publications. It is the student's responsibility to meet with the Student Success Coordinator each semester to update the accommodation form. It is also the student's responsibility to have theory and clinical faculty sign the form at the beginning of each semester. This confidential form will be placed in the student's permanent file.

If testing is completed during the semester, students will be provided accommodations once the evaluation is received. They will not be allowed to retake exams, re-validate skills or resubmit assignments.

In accordance with the Americans with Disabilities Act, all accepted candidates must be otherwise qualified for program acceptance and must fulfill program requirements.

To receive accommodations in any liberal arts or science course offered through Le Moyne College, students must contact the Academic Support Center at Le Moyne College.

COUNSELING AND GUIDANCE

St. Joseph's is one of the few nursing programs to offer a planned program for guidance and student development. Our Student Success Coordinator helps students with study skills, time management and other academic and personal issues and can provide referrals to outside services as necessary.

Students are entitled to free, confidential counseling services through the Employee Assistance Program (EAP) provided through St. Joseph's College of Nursing by calling 1-800-437-0911. Academic advisors and peer advisors are also available for guidance and support. Additionally, a full-time Resident Life Coordinator supervises the residential living community.

HEALTH CARE AND INSURANCE

All students are required to enroll in a health insurance plan if they are not already covered. Please note that being an affiliate of St. Joseph's Health Hospital does not entitle students to free health care. In an emergency situation, students may use St. Joseph's Health Hospital's emergency department, but they will be billed for any services rendered.

ACTIVITIES AND ENTERTAINMENT

SOCIAL AND CULTURAL OPPORTUNITIES

Student Success Coordinator plans group social and cultural activities throughout the academic year. Common events include special interest support groups and wellness programming. Students may also take part in social and cultural opportunities at Le Moyne College.

RECREATIONAL FACILITIES

St. Joseph's students taking Le Moyne courses may use the Anthony A. Henninger Athletic Center at Le Moyne College for athletic and recreational activities. The facility contains a competition-size swimming pool, whirlpool, fitness center, weight room, elevated jogging track and racquetball courts.

SPIRITUAL OPPORTUNITIES

Students of all religious denominations are encouraged to develop their personal spiritual lives. Services are held in the hospital chapel and at area houses of worship. Informal group discussions and prayer services are often organized according to the desires of the students.

TITLE IX SAFETY AND SECURITY

St. Joseph's College of Nursing is committed to fostering a campus community where individuals are treated with dignity and where allegations of sexual violence, domestic or dating violence, sexual harassment, and stalking are treated seriously and timely resolved. The College offers options, resource referral, support, and assistance to students and campus community members targeted by these acts so that they may continue to participate in campus programs

and activities. The College also helps with referral to public law enforcement and campus conduct processes.

Consistent with Title IX of the Education Amendments of 1972, St. Joseph's College of Nursing does not discriminate on the basis of sex in its education programs and services and activities.

Any questions concerning Title IX may be referred to the College's Title IX Coordinator:

Ann M. Noel
206 Prospect Ave, Office 114
Syracuse, NY 13203
315.448.5043
Ann.Noel@sjhcon.edu

For more information, you can also contact St. Joseph's College of Nursing's Student Success Coordinator at (315) 448-5040, or St. Joseph's Health Manager for Security Services, (315) 448-5227.

STUDENT GROUPS

STUDENT GOVERNMENT

All enrolled students are members of the Student Body Organization (SBO), which functions through the Student Success Coordinator. This committee protects students' rights, proposes policy changes and manages student fees and spending through the leadership of elected class representatives. The groups also plan and manage cultural and social activities on campus.

NATIONAL ORGANIZATIONS

Students are encouraged to join the National Professional Student Organization which offers workshops, conferences, scholarships, publications, product discounts and other programs and services.

COLLEGE COMMITTEES

Students are members of select college committees of the College of Nursing, which develop the College's objectives as well as plans, implements and evaluates the curriculum. Student members serve as liaisons between the faculty and the student body.

ALUMNI ASSOCIATION

All graduates are encouraged to maintain ties with classmates and with the College by joining the St. Joseph's College of Nursing Alumni Association. Through annual dues and fundraising events, the association funds special projects for the College of Nursing and provides scholarships for students and graduates.

ACADEMICS



Our academic curriculum fosters intellectual, professional and personal enrichment. In keeping with the College's philosophy to promote a holistic approach to nursing, our students graduate with a wide range of skills. They are able to integrate nursing theory with arts and sciences, think critically in professional practice, communicate effectively, treat patients with care and compassion, collaborate in the management of care, and engage in lifelong learning and professional activities. Our faculty are integral to our academic strength. They are seasoned professionals with advanced degrees and national certifications and are committed to student learning and maintaining the high standards for which our College is recognized. This dedication and expertise are what sets St. Joseph's apart from other programs.

THE CURRICULUM

CREDIT REQUIREMENTS

To receive the associate in applied science degree with a major in nursing, students must earn 68 credits: 41 in specialized nursing courses and 27 in liberal arts and sciences. Our affiliate, Le Moyne College in Syracuse, provides courses in the liberal arts and sciences. These courses are offered at both St. Joseph's and Le Moyne College campuses.

Evening/weekend students are strongly encouraged to complete a majority of the required liberal arts and science courses prior to their enrollment.

Both the evening/weekend and weekday options are designed to be completed in 18 months or two years respectively. The curriculum is continually updated to reflect changes in nursing and health care (see website for current curriculum plan).

CLINICAL COMPONENT

Students complete up to 675 total hours of clinical experiences in the curriculum, rotating through various patient care units such as medical/surgical, childbearing families, pediatrics, oncology, geriatrics and psychiatry. Students benefit from this extensive experience early in their education.

Clinical rotations begin in the first semester, as compared to waiting up to two years in a typical four-year nursing program. The combination of coursework and its clinical applications prepares students to meet the educational outcomes and competencies for graduates of associate degree programs.

GRADING POLICIES

Students must achieve a 76% "C" or higher in all nursing courses to pass and progress in the nursing program. St. Joseph's College of Nursing reserves the right to not round grades.

ADDITIONALLY

Students overall testing grades that are <76 are required to meet with the Student Success Coordinator. Students overall testing grades that are < 80 are recommended to meet with the Student Success Coordinator. Student's must achieve an overall satisfactory grade (S) in the clinical component as determined by student performance and evaluated by course faculty.

The grading policy for NSG 111, 121, 211, and 214 is strictly pass/fail. Attendance, class participation and completion of course requirements are considered when grading.

Grade point averages (GPA) will be computed at the end of each Semester/Term. In the event a student fails a course and later retakes it, both grades will be recorded. However, only the second grade will be computed in the index. If the student retakes a course at an institution other than St. Joseph's or Le Moyne College, the course will revert to a transfer status credit and neither grade will be computed in the index. All grades and grading codes will be sent electronically to the Registrar/Bursar. **St. Joseph's College of Nursing requires a minimum grade of 76% "C" in all nursing and non-nursing courses.** Transfer credits are not included in the computation of the cumulative GPA. Refer to the Transfer Credit Policy.

GRADING CRITERIA

A = 90-100
 B+= 86-89
 B = 82-85
 C+= 78-81
 C = 76-77
 D+=72-75
 D = 69-71
 F = ≤ 69 Incomplete

Grading codes:

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

LE MOYNE COLLEGE GRADING POLICY

Grading of non-nursing courses is governed by Le Moyne College policy.

HONORS

At graduation those students who have a cumulative GPA of 3.8 to 4.0 will receive "Summa Cum Laude" designation; those who achieve a cumulative GPA of 3.6 to 3.79 will receive "Magna Cum Laude" and those who achieve a GPA of 3.4 to 3.59 will receive "Cum Laude."

ACADEMIC POLICIES

CREDIT HOUR POLICY

The Credit Hour Policy is designed to balance the interests of students, prospective students, the general public and institutions. It is also intended to facilitate articulation and the transfer of credits between institutions of higher education. St. Joseph's College of Nursing follows the U.S. Department of Education and New York State Regulations and Quality Indicators.

The credit hour or semester hour, terms used interchangeably, is the unit of instruction. One credit hour is constituted by a minimum of one hour of classroom or direct instruction and a minimum of two hours out of class student work each week for a semester (or its equivalent). An equivalent amount of work (Minimum three hours per week for a semester or its equivalent of combined direct instruction and outside of class student work) must be represented for a credit hour in other

academic activities such as laboratory work, internships, practicum, studio work and other academic work¹. Semester is defined as not less than 15 weeks. Courses offered in shorter timeframes must have an equivalent number of hours dedicated to instruction and student work as that spent in a semester-based class.

Lecture Hours:

Instructional hours consisting of theory or new principles.

Lecture Credit Hours: Semester Credits

- A minimum of 15 lecture hours is required to award 1 semester credit hour

Clinical Hours: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.

Clinical Credit Hours: Semester Credits

- A minimum of 45 laboratory hours is required to award 1 semester credit

Center for Experimental Learning: Semester Credits

- A minimum of 30 clinical learning lab hours is required to award 1 semester credit

¹Federal guidance does not specify the number of minutes implied by "one hour" stating that "We believe it is unnecessary to define one hour as either 50 minutes or one clock hour because the primary purpose of...the definition is to provide institutions with a baseline, not an absolute value for determining reasonable equivalencies or approximations for the amount of academic activity defined" (Federal Register, Vol. 75, No. 209, p. 66486).

STANDARDS OF ACADEMIC PROGRESSION

Criteria for progression:

- A minimum grade of "C" (2.0) in all courses.
- Successful completion of all pre and co requisite courses
- A satisfactory clinical grade

Any student receiving less than a "C" in a course with a NSG prefix grade cannot progress in the nursing major.

Clinical Nursing Courses:

- A STUDENT MUST SUCCESSFULLY REPEAT BOTH THEORY AND CLINICAL COMPONENTS OF A FAILED NURSING COURSE (GPA and course requirements must be followed). A second failure in any clinical nursing course will result in academic dismissal.
- A STUDENT FORFEITS THE OPPORTUNITY TO RETURN TO THE PROGRAM IF DISMISSED DUE TO:
 - failing to provide safe care
 - academic dishonesty
 - failing the same course

Please note: If a student wishes to repeat a nursing course, they must have a cumulative grade point average of 2.0 in non-nursing courses.

LIBERAL ARTS/SCIENCE COURSES:

- A STUDENT MUST SUCCESSFULLY REPEAT A LIBERAL ARTS COURSE IN WHICH A MINIMUM GRADE OF "C" (2.0) was not achieved. A second grade achieve below a "C" (2.0) in a liberal arts course will result in academic dismissal.
- A STUDENT MUST SUCCESSFULLY REPEAT A SCIENCE COURSE IN WHICH A MINIMUM GRADE OF "C" (2.0) was not achieved. A second grade achieved below a "C" (2.0) in a science course will result in academic dismissal.

IN SUMMARY: Students may not receive less than a "C" grade in more than one clinical nursing course, liberal arts course, or a science course while matriculated in the nursing program.

After the first semester/term, a minimum 2.0 cumulative grade point average must be maintained in non-nursing courses each semester or the student will be academically disqualified.

A first semester/term student must have a 2.0 cumulative grade point average and a satisfactory grade in clinical nursing to qualify for promotion to 200 level nursing courses.

BSC 201 must be successfully completed to enter NSG 123. BSC 202 must be taken prior to or concurrent with NSG 123 and both must be successfully completed to be promoted to 200 level nursing courses.

PROBATION

Students are expected to perform at a level that leads to academic and clinical achievement. Students who fail to meet the standards of satisfactory progress will be placed on probation. These students will be required to meet with a designated academic advisor to discuss factors interfering with their progress and develop an individual plan for success.

DEAN'S LIST

At the end of each sequence, any student taking at least six credits and earning a cumulative grade point average of 3.4 or higher that semester will be awarded the honor of Dean's list. With the written permission of the students, their names will be posted internally and sent to their local hometown newspaper to be published.

TIME LIMITATION FOR COMPLETION OF DEGREE POLICY

The purpose of this limitation is to avoid undue delay in completion of degree requirements and to ensure course work and clinical skills are not outdated before the degree is granted.

The degree must be completed within five (5) years from the date of original matriculation (enrollment in the College.) If a student is reinstated, the original date of matriculation stands – not the date of reinstatement. Consideration will be given for students who are attached to a US Military Unit and are activated for military service.

It is the responsibility of the student to keep track of time elapsed while enrolled in a program, keeping in mind that time is accrued during leave of absence for any reason.

LEAVE OF ABSENCE POLICY

If a student wishes to take a leave of absence from the program for personal or medical reasons, a Status Change Form #20728 must be

completed with Student Success Coordinator. The Student Success Coordinator will review with Financial Aid and the Bursar for approval. A LOA is based on official notification to the College and last date of attendance at an academically related activity.

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

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

LOA: TUITION REFUND

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

TITLE IV:

The purpose of this policy is to confirm St. Joseph's College of Nursing follows federal regulations, regarding the process for students requesting a LOA. A LOA is a temporary interruption in a student's program of study. The following criteria outlines the requirements to process an approved LOA:

- A LOA cannot be granted for academic reasons (i.e. to keep a student from failing).
- A student granted an approved LOA is not considered withdrawn; therefore, no return of Title IV calculation is required.
- There must be reasonable expectation that the student will return from LOA. Federal educational loan regulations state that when a student borrower ceases to be enrolled at least half-time for 180 days (6 months) in any 12-month period, the borrower will be considered as withdrawn from school for loan repayment purposes.
- Schools may neither credit a student's account nor deliver loan proceeds to the student borrower while the student is on an approved leave of absence.
- A student returning from a LOA must resume training at the same point in the academic program that they began the LOA. If the student will be unable to pick back up where they left off, and would have to re-start the coursework, it would be considered a Title IV withdraw.
- Upon return from LOA, the institution may not assess the student any additional institutional charges. Therefore, the student is not eligible for any additional federal student aid (Title IV funds).
- If a student is a Title IV recipient, the institution must explain the requirements and regulations of the student's financial aid status (grace period, repayment, etc.) prior to granting the LOA. The information that will be provided will include the financial consequences if the student fails to return from LOA. A student who is granted an approved LOA is considered to remain in an in-school status for Title IV repayment purposes.

PROGRAM EXTENSION

A student in good standing may request to extend their program of study. The student must submit a request for extension in writing to the Dean of Academic Affairs of the College of Nursing. The Progression Committee grants this request on an individual basis.

WITHDRAWAL

If a student wishes to withdraw from any course or the program for personal, medical or academic reasons, a written request identifying the reason for the withdrawal must be submitted to the Dean of Student Services. A meeting will then be scheduled.

A student withdrawing prior to the designated drop date (see SJHCON Drop Dates) will receive a "W" on their transcript.

A student withdrawing after the designated drop date (see SJHCON Drop Dates) will receive a "W/P" if the student is in good academic/ clinical standing or a "W/F" if the student is not in good academic/ clinical standing. A "W/F" will be calculated into the student's grade point average as an "F."

A student wishing to withdraw from a Le Moyne College course must fill out a "Drop Course" form, which may be obtained from and returned to the St. Joseph's Registrar.

DISMISSAL

The Dean of the College of Nursing reserves the right to dismiss a student for unsatisfactory academic or clinical achievement, physical health, or unacceptable social or moral conduct, or failure to develop the personal and ethical standards essential to the nursing profession.

A student has the right to appeal and the right to be heard on grievances in accordance with the procedures established by the faculty of the College of Nursing, as described in the Student Handbook.

REINSTATEMENT

Purpose

Students may request reinstatement by submitting the online Reinstatement Form [click here](#) for form to the Associate Dean for Academic Affairs of the College of Nursing. Reinstatement is based on current criteria for admission to the College of Nursing as well as completion of any contingencies placed on the student prior to leaving. Admission and placement of these students will be considered on an individual basis. Recommendations made by the Faculty Council Progression Committee at the time of withdrawal will be reviewed as part of the reinstatement process. Reinstatement will take into consideration the "Time Limitation for Completion of Program" policy which states the degree must be completed within five years from the date of original matriculation.

Policy

1. The Associate Dean for Academic Affairs is responsible for reviewing the forms and submitting them to Faculty Council Progression Committee.
2. Students who have demonstrated personal or academic dishonesty, unsafe clinical behaviors, or have failed the same course twice, are not eligible for reinstatement in the clinical nursing courses.
3. Students receiving less than a "C" in a nursing course may petition for reinstatement. A student may request reinstatement by submitting the online Reinstatement Form and letter. The uploaded letter must include a discussion of their reasons for past academic performance and their plans for corrective actions to support academic success going forward.

4. Students must be in good financial standing with St. Joseph's College of Nursing to be considered for reinstatement.
5. Reinstatement is also dependent upon completion of any additional recommendations/requirements placed on the student by the Faculty Council Progression Committee. Reinstatement will be considered on an individual basis and course placement based on space availability. Any student granted reinstatement will be placed on probation.
6. Students may request transfer from the Weekday to Evening/ Weekend option or vice versa by indicating on the Reinstatement Form the desired program option and reason for requesting transfer to a different program option. The transfer decision will be made by the Faculty Council Progression Committee based on individual success in theory, clinical, and seat availability in the requested course.
7. A second failure in a nursing course results in dismissal from the program.

Tutors are available to help students who need additional academic support. The Student Success Coordinator or academic faculty can provide more information on tutoring services.

STUDENT RECORDS FAMILY EDUCATION

RIGHTS AND PRIVACY ACT (FERPA)

St. Joseph's College of Nursing, in accordance with the Family Educational Rights and Privacy Act (FERPA), has implemented procedures for the review and access of student records. Institutional policy and procedures can be found in the Student Handbook.

GRADUATION REQUIREMENTS

A student will receive the Associate in Applied Science (AAS) with a major in nursing when the student has:

- completed a minimum of 41 nursing credits at St. Joseph's College of Nursing; 27 Arts and Science credits; for a cumulative totaling of 68.
- completed the educational program with a minimum cumulative grade point average of 2.0;
- been recommended for graduation by the faculty and the Governing Board;
- met all financial obligations of the program;
- completed student loan exit counseling;
- returned all borrowed library materials;
- attended a NCLEX review course;
- completed exit interview with Dean or designee and
- returned all College keys and parking passes.

Formal commencement ceremonies are held at the completion of both weekday and evening/weekend options.

PROFESSIONAL LICENSING AND ELIGIBILITY FOR LICENSING EXAM

- Graduates of St. Joseph's College of Nursing are eligible to take the NCLEX-RN to become licensed as a registered professional nurse. Requirements for licensure include graduation from a program registered by the New York State Education Department, passing the licensure exam and being at least 18 years of age. There is no U.S. citizenship requirement.

New York State requires all applicants for NCLEX, as stated in the Nursing Handbook, published by the University of the State of New York Education Department, to answer whether they have:

- been charged with a crime (felony or misdemeanor) in any state or country, the disposition of which was other than by acquittal or dismissal;
- been convicted of a crime (felony or misdemeanor) in any state or country;
- ever surrendered their license or been found guilty of professional misconduct, unprofessional conduct, incompetence or negligence in any state or country; or
- charges pending against them for professional misconduct, unprofessional conduct, incompetence or negligence in any state or country.

If the answer to any of the above is "yes" students must submit in writing, a complete explanation, copies of any court records, and a copy of the "Certificate of Relief from Disabilities" or "Certificate of Good Conduct." Following a review of these documents, eligibility to sit for the NCLEX will be determined on an individual, case-by-case basis.

GENERAL REQUIREMENTS

The practice of nursing or use of the "Registered Professional Nurse" (RN) title within New York State requires licensure.

To be licensed as a Registered Professional Nurse in New York State you must:

- be of good moral character;
- be at least 18 years of age;
- meet education requirements;
- complete coursework or training in the identification and reporting of child abuse offered by a New York State approved provider; and
- meet examination requirements.

The nursing graduate must file an application for licensure and for testing, along with the appropriate fees, to the Office of the Professions and to Pearson Vue at the addresses specified on each form. Following a review of these documents, eligibility for licensure will be determined on an individual, case-by-case basis.

WEEKDAY ASSOCIATE DEGREE OPTION

	Credit Hours
YEAR ONE - Fall Semester #1	
NSG 110 Foundations of Nursing and Health	7
NSG 111 Nursing Assessment and Skills I	2
WRT 101 Critical Writing	3
PSY 101 Introductory Psychology	3
BSC 201 Human Anatomy and Physiology I with Lab	<u>4</u>
	19
YEAR ONE - Spring Semester #2	
NSG 121 Nursing Assessment and Skills II	2
NSG 123 Health and Illness across the Lifespan for the Individual and Family	8
PSY 220 Human Lifespan Development	3
BSC 202 Human Anatomy and Physiology II with Lab	<u>4</u>
	17
YEAR TWO - Fall Semester #3	
*NSG 209 Holistic Health Care across the Lifespan	10
NSG 211 Nursing Assessment and Skills III	2
BSC 205 Basic Microbiology with Lab	<u>4</u>
	16
YEAR TWO - Spring Semester #4	
NSG 213 Transition into Professional Practice	9
NSG 214 Nursing Assessment and Skills IV	1
SOC 101 Introductory Sociology	3
PHL 346 Ethics and the Nurse	<u>3</u>
	16
Total Credits for Associate Degree	68

*New York State approved pilot course for 2019-20 where students complete NSG 209 Holistic Health Care across the Lifespan (10) for the equivalent to NSG 210 Holistic Health Care (5) and NSG 212 Health Care Systems (5)

WEEKDAY DUAL DEGREE PARTNERSHIP IN NURSING (1+2+1)

Total Liberal Arts & Science/ Nursing Credits

Liberal Arts & Sciences: 66
(27 credits at St. Joseph's; 39 credits at Le Moyne College)
Nursing: 66 credits (41 credits at St. Joseph's; 25 credits at Le Moyne College)

Total Program Credits

Total Program Credits: 132
(68 credits St. Joseph's; 64 credits Le Moyne College)
"Core" courses are part of Le Moyne College's general education requirements taken at Le Moyne College.

	Credit Hours
YEAR ONE - Fall Semester #1	
BSC 201 Human Anatomy & Physiology I	4*
WRT 101 Critical Writing	3*
HST 101 World Civilization I	3
PSY 101 Introductory Psychology	3*
COR 100 First Year Seminars: Transitions	3
	SEMESTER TOTAL 16
YEAR ONE - Spring Semester #2	
BSC 202 Human Anatomy & Physiology II	4*
ENG 210 Major Authors	3
HST 111 World Civilization II	3
SOC 101 Introductory Sociology	3*
NSG 330 Professional Issues and Trends	3
	SEMESTER TOTAL 16
YEAR TWO - Fall Semester #3	
NSG 110 Foundations of Nursing and Health	7*
NSG 111 Nursing Assessment and Skills I	2*
PSY 220 Human Lifespan Development	3*
PHL 110 Introduction to Philosophy	3
	SEMESTER TOTAL 15
YEAR TWO - Spring Semester #4	
NSG 121 Nursing Assessment and Skills II	2*
NSG 123 Health and Illness across the Lifespan for the Individual and Family	8*
BSU 205 Basic Microbiology with Lab	4*
PHL 210 Moral Philosophy	3
	SEMESTER TOTAL 17
YEAR THREE - Spring Semester #5	
**NSG 209 Holistic Health Care across the Lifespan	10*
NSG 211 Nursing Assessment and Skills III	2*
BSC 345 Pathophysiology	3
	SEMESTER TOTAL 15
YEAR THREE - Spring Semester #6	
NSG 213 Transition into Professional Practice	9*
NSG 214 Nursing Assessment and Skills IV	1*
PHL 346 Ethics and the Nurse	3*
NSG 315 Health Assessment	3
Study for and take NCLEX exam	
	SEMESTER TOTAL 15
Total Credits for Associate Degree 68	
YEAR FOUR - Spring Semester #7	
ENG 310 Literature and Culture	3
NSG 421 Global Perspective on Family Health	3
NSG 410 Management and Leadership in Nursing Selected Elective (300 or 400 level and related to healthcare)	3
MTH 110 Introduction to Statistics I (No Computer Lab)	3
THE 100-400 Level	3
	SEMESTER TOTAL 18
YEAR FOUR - Spring Semester #8	
NSG 350 Research in Nursing	
REL 100-400 (Core)	3
NSG 411 Nursing and Health Policy	3
NSG 440 Community Health	3
NSG 461 Principles of Teaching and Learning	4
COR 400 Senior Studies: Transformations	3
Service Learning Completed (10 hours are required for graduation)	3
	SEMESTER TOTAL 19
Total Credits for Bachelor's Degree 132	

*Courses applied towards Associate Degree

**New York State approved pilot course for 2019-20 where students complete NSG 209 Holistic Health across the Health Care System (10) for the equivalent to NSG 210 Holistic Health Care (5) and NSG 212 Health Care Systems (5)

EVENING/ WEEKEND 18-MONTH ASSOCIATE DEGREE OPTION

General Education Requirements for Degree Completion	Credit Hours
BSC 201 Human Anatomy and Physiology I with Lab	4
BSC 202 Human Anatomy and Physiology II with Lab	4
PSY 101 Introductory Psychology	3
WRT 101 Critical Writing	3
PSY 220 Human Lifespan Development	3
BSC 205 Basic Microbiology with Lab	4
SOC 101 Introductory Sociology	3

Total General Education Credits 24

TERM ONE - JULY - JANUARY

NSG 110 Foundations of Nursing and Health	7
NSG 111 Nursing Assessment and Skills I	2
NSG 121 Nursing Assessment and Skills II	4
*NSG 123 Health and Illness across the Lifespan for the Individual and Family	8

TERM TOTAL 19

TERM TWO - JANUARY - JULY

*NSG 209 Holistic Health Care across the Lifespan	10
NSG 211 Nursing Assessment and Skills III	2

TERM TOTAL 12

TERM THREE - JULY - DECEMBER

NSG 213 Transition into Professional Practice	9
NSG 214 Nursing Assessment and Skills IV	1
PHL 346 Ethics and the Nurse	3

TERM TOTAL 13

Total Credits for Associate Degree 68

*New York State approved pilot course for 2019-20 where students complete NSG 209 Holistic Health Care across the Lifespan (10) for the equivalent to NSG 210 Holistic Health Care (5) and NSG 212 Health Care Systems (5)

EVENING/ WEEKEND ACCELERATED DUAL DEGREE PARTNERSHIP IN NURSING (A-DDPN)

Total Program Credits

Prerequisite Course Credits: 30
 Total Program Credits: 72
 St. Joseph's College of Nursing Credits: 41
 Le Moyne College Credits: 31
 These totals exclude prerequisites

Please note: All 31 credits must be taken at/through Le Moyne College to meet residency requirements to earn a degree. No transfer credit will be granted for BS-level coursework taken at another institution.

	General Education Requirements for Degree Completion	Credit Hours
YEAR ONE - Fall Semester #1		
BSC 201 Human Anatomy and Physiology I with Lab	4	
BSC 202 Human Anatomy and Physiology II with Lab I	4	
PSY 101 Introductory Psychology	3	
WRT 101 Critical Writing	3	
PSY 220 Human Lifespan Development	3	
BSC 205 Basic Microbiology with Lab	4	
SOC 101 Introductory Sociology	3	
MTH 110 Introduction to Statistics I (No Computer Lab) Selected	3	
Elective 300-400 Level	3	
	Total General Education Credits	30
TERM ONE - JULY - JANUARY		
NSG 110 Foundations of Nursing and Health	7	
NSG 111 Nursing Assessment and Skills I	2	
NSG 121 Nursing Assessment and Skills II	2	
NSG 123 Health and Illness across the Lifespan for the Individual and Family	8	
	TERM TOTAL	19
SUMMER - Le Moyne - Weekday		
NSG 330 Professional Issues and Trends	3	
	Credit Hours	3
FALL - Le Moyne - Weekday		
BSC 345 Pathophysiology	3	
NSG 350 Research in Nursing	3	
	Credit Hours	6
TERM TWO - JANUARY - JULY		
*NSG 209 Holistic Health Care across the Lifespan	10	
NSG 211 Nursing Assessment and Skills III	2	
	TERM TOTAL	12
J-Mester - Le Moyne - Weekday		
NSG 411 Nursing and Health Policy	3	
	Credit Hours	3
SPRING - Le Moyne - Weekday		
NSG 421 Global Perspective on Family Health	3	
NSG 410 Management and Leadership in Nursing	3	
	Credit Hours	6
TERM THREE - JULY - DECEMBER		
NSG 213 Transition into Professional Practice	9	
NSG 214 Nursing Assessment and Skills IV	1	
PHL 346 Ethics and the Nurse	3	
	TERM TOTAL	13
SUMMER - Le Moyne - Weekday		
NSG 461 Principles of Teaching and Learning	3	
NSG 315 Health Assessment	3	
	Credit Hours	6
FALL - Le Moyne - Weekday		
NSG 440 Community Health	4	
	Credit Hours	4
	TOTAL CREDITS	102

*New York State approved pilot course for 2019-20 where students complete NSG 209 Holistic Health Care across the Lifespan (10) for the equivalent to NSG 210 Holistic Health Care (5) and NSG 212 Health Care Systems (5)

COURSE DESCRIPTIONS

BIOLOGICAL AND PHYSICAL SCIENCES*

BSC 201 Human Anatomy and Physiology I with Lab (4 credits)

This course is the first in a two-semester sequence providing a study of anatomy and physiology in the human body. Initial portions of the course will include terminology, cell biology, biological chemistry, and tissues. Body systems covered include the skeletal, muscle, nervous, and integumentary. The cat is the primary dissection specimen in the laboratory. Dissection required.

Theory: 3 hours per week

Lab: 2 hours per week

BSC 202 Human Anatomy and Physiology II with Lab (4 credits)

This course is the second in a two-semester sequence providing a study of anatomy and physiology in the human body. Topics covered include heatricalses, and the endocrine, circulatory, immune, respiratory, digestive, urinary and reproductive systems.

Dissection required.

Theory: 3 hours per week

Lab: 2 hours per week

Prerequisite: BSC 201

BSC 205 Basic Microbiology (4 credits)

This course is a survey of microbial life with special emphasis on those organisms of clinical interest. Laboratory exercises emphasize the isolation, identification and control of microorganisms.

Theory: 3 hours per week

Lab: 2 hours per week

Prerequisite/Corequisite: BSC 201, BSC 202

LIBERAL ARTS*

PSY 101 Introductory Psychology (3 credits)

A one-semester broad overview of contemporary psychology – its diverse approaches to the understanding of behavior and the basic principles and research findings associated with each of these approaches. Specific areas of psychological inquiry discussed include physiological, cognitive and social psychology; learning, sensation and perception; emotion and motivation; and personality and psychopathology.

Theory: 3 hours per week

PSY 220 Human Life Span Development (3 credits)

This course is a general introduction to human development. The study of human development is a scientific analysis of patterns of change and growth across the entire life span from conception through very old age. The course will include the investigation of essential questions of human experience, including inherited factors, attachment to caregivers, mastery of the human body and the environment, meaningful social relationships, achievement, occupational choice, impact of societal expectations, the formulation of values and goals, the concept of generativity, and death and dying. The course will analyze human development from a biopsychosocial perspective looking closely at basic patterns of normal development.

Theory: 3 hours per week

Prerequisite: PSY 101

SOC 101 Introductory Sociology (3 credits)

An introduction to sociology's contributions toward an understanding of men and women and their social world. The course examines social interaction as the basis of social behavior and the foundation of social groups. Sociological concepts and methodology are used to provide meaning and understanding of such phenomena as gender roles, the development of the self, the family social class and stratification, deviant behavior, behavior in organization and bureaucracy, urban life, power and politics, and social change.

Theory: 3 hours per week

WRT 101 Critical Writing (3 credits)

Practice in the skills of critical thinking, critical reading and especially critical writing. Students will analyze selected essays and articles in conjunction with frequent writing assignments. Students will be expected to gain and demonstrate college-level proficiency in critical reading, critical writing and standard English grammar and usage.

Theory: 3 hours per week

PHL 346 Ethics and the Nurse (3 credits)

Using a practical, context-specific approach that is sensitive to the philosophical, scientific, social, legal and economic dimensions that shape and define the field of bioethics, this course is devoted to a detailed study of ethical issues in nursing. Specific topics will vary.

Theory: 3 hours per week

Prerequisite: 1 year of nursing coursework

NURSING COURSES

NSG 110 Foundations of Nursing and Health (7 credits)†

This foundational course introduces students to the practice of professional nursing through concepts, exemplars and interactive instructional strategies. Each student is expected to be an active participant in their learning. Emphasis will be placed on caring, professional attributes including integrity, innovation and excellence that promote the holistic well-being of individuals of diverse backgrounds. Students will practice foundational principles of professional nursing to provide safe care. Students will be introduced to the nursing process, relationship-based care, evidence-based nursing, the nurse's role, and scope of practice within select acute care and community settings.

Theory: 75 hours (5 credits) Clinical: 90 hours (2 credits)

Prerequisite/Co-Requisite: BSC201, WRT101, PSY101

NSG 111 Nursing Assessment and Skills I (2 credits)

This course introduces students to professional nursing skills, beginning physical assessment techniques, and medication administration. Supervised laboratory experiences and simulations are provided to develop basic nursing skills and techniques required for the care of diverse clients across the lifespan.

Theory: 15 hours (1 credit) Lab: 30 hours (1 credit)

Prerequisite/Co-Requisite: BSC201, WRT101, PSY101

* Courses taught by Le Moyne College faculty.

†

NSG 121 Nursing Skills and Assessment II (2 credits)

The dual focus of this course addresses the knowledge and skills required to provide safe nursing care to individuals and childbearing families experiencing health alteration across the lifespan in a variety of settings. Medication administration, care delivery and resource management principles are simulated in a laboratory setting. Faculty will emphasize use of the nursing process, critical thinking and clinical reasoning as the foundation for clinical decision making as well as specialized assessment techniques and skills.

Theory: 15 hours (1 credit) | Lab: 30 hours (2 credit)

Prerequisite: NSG 110, NSG 111, BSC201, WRT101, PSY101

Pre/Co-Requisite: PSY220, BSC 202

NSG 123 Health and Illness across the Lifespan for the Individual and Family (8 credits)

The focus of this course is to build upon the concepts introduced in NSG 110/NSG 111 and highlight concepts of health and illness, providing care for the individual, family, and community. Students will apply principles of professional nursing to identify holistic needs and nursing care across the lifespan. Concepts related to physical and mental health, self/family, sexuality/reproduction, and developmental issues are introduced. The nurse's role as advocate, collaborator and educator are expanded, and professional practice standards are presented throughout the course. Students will formulate beginning nursing judgments leading to safe decision making. Students will integrate theory into practice by advocating in a caring, collaborative, ethical, and reverent manner in acute care, perioperative, and community settings to provide care for the individual and family.

Theory: 60 hours (4 credits) | Clinical: 180 hours (4 credits)

Prerequisite: NSG 110, NSG 111, BSC201, WRT101, PSY101

Pre/Co-Requisite: PSY220, BSC 202

NSG 209 Holistic Health Care Across the Lifespan (10 credits)

This course expands the concepts of Health, Illness, and Holistic Health Care for the individual, family, and community. Students will integrate topics within the health care system including but not limited to mental & physical health, professional practice, and health care management throughout diverse communities. Students will analyze evidenced-based nursing care by applying effective collaborative clinical decision-making and beginning leadership skills to meet the needs of the patient with acute and chronic illness across the lifespan.

Theory: 90 hours (6 credits) | Clinical: 180 hours (4 credits)

Prerequisite: All 100 level NSG courses, BSC201, BSC202, WRT101,

PSY101, PSY220

Pre/Co-Requisite: BSC205

NSG 211 Nursing Skills and Assessment III (2 credits)

This course integrates advanced skills and techniques needed to apply the nursing process and clinical reasoning in management of patients experiencing complex physiological and psychosocial illness. A systematic and holistic approach to assessment of patients' major health deviations is presented. Students will acquire skills to conduct a health assessment including physical, psychological, social and functional aspects. Lab simulation activities will provide practice in a collaborative interdisciplinary environment.

Theory: 15 hours (1 credit) | Lab: 30 hours (2 credits)

Prerequisite: All 100 level NSG courses, BSC201, BSC202, WRT101,

PSY101, PSY220 | Pre/Co-Requisite: BSC205

NSG 213 Transition into Professional Practice (9 credits)

This capstone course prepares students to assimilate the concept of professional identity as a novice practitioner. Emphasis is placed on essential concepts for the management of multifaceted health care across the lifespan. Upon completion, students will apply the nursing process and critical thinking in their clinical reasoning to formulate sound clinical decisions in complex situations. This course facilitates students' transition to the role of graduate professional nurse.

Theory: 60 hours (4 credits) | Clinical: 225 hours (5 credits)

Prerequisite: All 100 level NSG courses, NSG209, NSG211, BSC201, BSC202, WRT101, PSY101, PSY220, BSC205

Pre/Co-Requisite: SOC101, PHL346

NSG 214 Assessment and Skills (1 credit)

This course provides the opportunity for students to synthesize and integrate knowledge, skills and abilities. Simulation offers students the opportunity to care for patients in a variety of complex situations, identifying pertinent patient assessment data, prioritizing interventions and evaluating outcomes under faculty guidance. Simulation will assist students, individually and as a team member, with application of nursing process, critical thinking, clinical reasoning, clinical decision-making and therapeutic communication.

Lab: 30 hours (2 credit)

Prerequisite: All 100 level NSG courses, NSG209, NSG211, BSC201, BSC202, WRT101, PSY101, PSY220, BSC205

Pre/Co-Requisite: SOC101, PHL346

ST. JOSEPH'S COLLEGE OF NURSING

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 JD: University of Wisconsin, School of Law, Madison, WI
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 BSN: California State University-East Bay, Hayward, CA
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MBA: McKendree University, Lebanon, ILBS: Mansfield University, Mansfield, PA

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 AAS: Onondaga Community College; Syracuse, NY

Cari McLaughlin; Registrar/Bursar

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Ann Noel; Assistant to the Dean & Title IX Coordinator

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Le Moyne College, Syracuse, NY

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Office of College and University Evaluation
New York State Education Department – HEGIS Code 5208
89 Washington Avenue
Room 960 EBA
Albany, NY 12234, (518) 474-2593

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St. Joseph's College of Nursing's curriculum and its program of study meets the educational requirements by the Board of Regents in New York State to award an Associate in Applied Science Degree (AAS) with a major in nursing. Graduates are eligible to take the NCLEX-RN exam for Registered Nurse licensure in New York. Other states may have different educational requirements for program completion and licensure requirements. St. Joseph's College of Nursing has not decided whether the curriculum meets the educational requirements for professional nursing licensure in states other than in New York. If seeking licensure in a state other than New York, please review the requirement of that State's Board of Nursing. To search a particular State's Board of Nursing, please visit:
www.ncsbn.org/contact-bon.htm

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