



## **NURSING DEPARTMENT**

# **GRADUATE NURSING STUDENT HANDBOOK**

**August 2019**

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## **HISTORY OF ST. JOSEPH'S COLLEGE**

The Regents of the University of the State of New York chartered St. Joseph's College, New York in 1916 as St. Joseph's College for Women. The College is an independent, coeducational, nonresident liberal arts college located on two campuses: the Main Campus in Brooklyn, and the Suffolk Branch Campus in Patchogue, Long Island. The Commission of Education of the Middle States Association of Colleges and Secondary Schools initially accredited the college in 1928. In 1970, a Charter amendment changed the name to St. Joseph's College, New York, which allowed the College to admit the first male students to full matriculation. The College inaugurated an extension program in Suffolk County in 1971 and moved to develop a degree program providing the third and fourth years of college. In 1978 St. Joseph's College expanded its operation at the Suffolk Branch Campus to a full four-year program, and in 1979 moved to a new campus in Patchogue.

A continuing education program, which over many years provided courses for adults on a non-matriculated basis in the 1970's, developed a more clearly defined program for non-traditional and/or career oriented adults interested in earning a degree. In April 1974, the college registered with the New York State Education Department the Bachelor of Science in General Studies. In June 1999, the Division of General Studies was renamed the School of Adult and Professional Education and what had been the College of Arts and Sciences became the School of Arts and Sciences.

St. Joseph's College offers Master's Degree programs in addition to Bachelor of Arts and Bachelor of Science degrees in a variety of areas.

## **HISTORY OF THE DEPARTMENT OF NURSING**

A feasibility study to register an upper division baccalaureate program with a major in nursing was conducted during the 1984-1985 academic year by Dr. Thomas Travis, the former Vice President and Dean of the School of Professional and Graduate Studies. The proposal was submitted to the State Education Department in November 1985 and approved for registration in July 1986. The first Director of the Department of Nursing was appointed in September 1986, and the first full-time faculty member in September 1987.

The first students were admitted to the nursing program on both campuses (Brooklyn and Suffolk) in January 1987. In December 1989, the first class of students completed the program at the Suffolk campus. The undergraduate program is designed to be completed by a primarily part-time student population within 14-16 semesters, although all program requirements can be met within five to six semesters.

In March 1991, the program received initial accreditation by the National League for Nursing Accrediting Commission/Accreditation Commission for Education in Nursing with re-accreditation granted for an eight year period in 1996, 2004 and again in 2012.

In the mid 1990's, the Department of Nursing began initial exploration into the feasibility of offering a graduate program in nursing based on student and alumni surveys and requests. The process of preparing a proposal for submission to the State Education Department was launched in 1999. The completed proposal for a Master's Program with a major in Nursing was submitted to the State Education Department in March 2005. The program was registered with the State Education Department in May 2005 with two concentrations; Nursing Education and Clinical Nurse Specialist in Adult Health. The first cohort of graduate students were admitted to the Master's Program on both campuses (Brooklyn and Long Island) in September 2005. The program is designed to be completed in seven semesters.

### **DEPARTMENT OF NURSING** **MISSION STATEMENT**

The Mission of the Department of Nursing is to provide professional nursing education at the undergraduate and graduate levels that develops and supports a learner-centered environment that ignites a spirit of inquiry and a commitment to lifelong learning and reflective practice. The program supports active engagement in multiple ways of knowing, while integrating nursing knowledge, related sciences and the humanities to refine nursing practice. Through the intentional use of transformational experiences across the curriculum, the development of professional and personal identity in the ways of knowing and being is emphasized. In this way, the Nursing Department supports the College mission of preparing each student for a life characterized by integrity, intellectual and spiritual values, social responsibility and service- a life that is worthy of the college's motto- *Esse non videri - to be and not to seem.*

### **DEPARTMENT OF NURSING** **STATEMENT OF PHILOSOPHY**

#### **The faculty believes that:**

- Nursing is a scholarly discipline and a creative art that requires rigorous intellectual and ethical engagement with theoretical knowledge derived from the science of nursing, and the liberal arts and the sciences.
- Nursing practice is informed by multiple ways of knowing and being.
- Nursing education promotes a spirit of inquiry and a commitment to excellence through reflective practice.
- Nursing faculty and students comprise a community of learners who actively engage in a process of personal and professional transformation.
- The goal of nursing is the promotion of health across the continuum of individuals, families, groups and communities while celebrating the richness of diversity.

## **GRADUATE PROGRAM OUTCOMES:**

- Synthesize theoretical and empirical knowledge from nursing, humanities and the sciences to provide rationale for practice as a master's prepared nurse.
- Integrate leadership concepts, knowledge and skills to provide safe, high quality care for diverse populations within complex organizational systems.
- Advocate for relationships that support individual and population health outcomes through interprofessional collaboration.
- Exemplify a life characterized by integrity, intellectual and spiritual values, social responsibility and service.
- Actualize way of being through multiple ways of knowing to support a culture of excellence in master's level nursing practice.

## **GRADUATE PROGRAM PURPOSES:**

- Builds on the knowledge base and practice competencies of the baccalaureate prepared nurse and prepares the graduate for advanced professional practice.
- Graduates of the Clinical Nurse Specialist in Adult gerontology concentration will be prepared to actualize the multi faceted role of the CNS in a variety of health care settings reflecting the three spheres of patient care; patient/client, nurses and nursing practice and organization/systems.
- Graduates of the Nursing Education concentration will be prepared for nurse educator positions in either academic or in service settings or in patient education.
- Graduates of the Adult Gerontology Primary Care Nurse Practitioner concentration will be prepared to deliver holistic, high-quality, patient-centered primary care for diverse individuals and populations in the context of families and communities.
- The program provides a foundation for doctoral education in nursing.
- The program provides the knowledge base and experiences that will support the transition to advanced practice nursing.

## **MASTER OF SCIENCE DEGREE WITH A MAJOR IN NURSING**

Designed for working professionals, the Master of Science Degree with a Major in Nursing is a part-time, cohort based program that can be completed in seven semesters of study. The graduate curriculum, which consists of a core and specialty concentrations, builds on the knowledge base and practice competencies of the baccalaureate prepared nurse, and prepares the graduate for advanced professional practice.

The program offers a choice of three concentrations: Adult-Gerontology Clinical Nurse Specialist, Nursing Education, and Adult-Gerontology Primary Care Nurse Practitioner. Graduates of the Adult-Gerontology CNS concentration (42 credits) will be prepared to actualize the multi-faceted role of the CNS in a variety of health care settings. Graduates of the Adult-Gerontology Primary Care NP concentration (42 credits) will be prepared to assume the role of a nurse practitioner in primary care. Graduates of the Nursing Education concentration (37 credits) will be prepared to assume nurse educator positions in either academic or service settings or in patient education.

To complete the graduate program successfully, students must maintain a minimum grade point average of 3.0 each semester, as well as a cumulative grade point

average of 3.0 for graduation. All students will also be required to successfully complete a comprehensive examination.

The program is registered with the New York State Education Department, Office of the Professions.

### **Admission Requirements**

Applicants for admission to the Graduate Nursing Program will have completed the following requirements:

- Bachelor of Science Degree with a major in nursing from a nationally accredited program (NLNAC, ACEN, CNEA or CCNE).
- Undergraduate GPA of 3.0 on a 4.0 scale. Preference will be given to applicants with a GPA of 3.3 or above.
- Completed one year of professional clinical practice prior to admission.
- Proof of New York State RN licensure and current professional Registration.
- Meet all current college and program health requirements and provide documentation. Additional requirements will apply to clinical practicums.
- Submit a current curriculum vitae and personal statement Submit two letters of reference (at least one from a clinical supervisor who can address clinical competence) Submit official transcripts of undergraduate work.
- Current BLS certification.
- Personal Interview and writing sample

### **Admission Process**

All the following documents must be submitted to the Admissions office. No application will be reviewed if it is incomplete.

Completed packets will contain:

- Application with personal statement
- Letters of reference in signed/sealed envelopes
- Official transcripts in sealed envelopes
- Verification of employment form
- Current Curriculum Vitae
- Proof of RN registration
- Proof of Malpractice Insurance
- A \$25.00 non-refundable application fee made payable to St. Joseph's College

### **DEGREE REQUIREMENTS**

- Completion of approved program of study with a minimum cumulative grade point average of 3.0 required for graduation
  - A minimum of 42 credits for the Adult Gerontology CNS concentration; including 525 clinical hours
  - A minimum of 42 credits for the Adult Gerontology Primary Care NP concentration; including 525 clinical hours
  - A minimum of 37 credits for the Nursing Education concentration; including 100 practicum hours
- Completion of the program of study within a minimum of seven semesters
- Successful completion of the Comprehensive Examination

- Graduate students must complete the Application for Graduation form and submit to the Registrar's Office in the semester in the fall semester of their third year.

## **TUITION POLICY**

### **Graduate Nursing Program**

Graduate students accepted for admission must make a tuition deposit of \$80 (includes a \$5.00 Student ID fee) at the time of registration. The deposit is not refundable, but it will be credited toward the first term's tuition. The deposit is good only for two years from the time the deposit is made.

A student's bill for tuition and fees is based on the number of credits for which a student intends to register, less applicable financial aid. Student aid may only be subtracted if all related applications and other information have been submitted on a timely basis. Payment of the remaining balance constitutes "Clearance" by the Business Office.

Bills for the semester must be cleared by the Business Office before students may attend class. Students who do not receive financial clearance from the Business Office will not be officially registered at the College for that semester. Students may not enroll for a successive semester until their accounts have been completely satisfied.

St. Joseph's College is sensitive to those of you who may be experiencing some financial difficulty. With this in mind, it makes available two tuition financing options through the tuition deferment programs. The monthly budgeting program the College offers is through Tuition Management Systems. Basically, this program is designed to afford the opportunity to pay educational expenses in monthly installments instead of in one lump sum payment. The student may elect to contract with this service for a nominal initial participation fee, prior to, or at the beginning of each new academic year. The student should have been mailed a brochure directly from Tuition Management Systems; if not, and one is interested in this plan, there are brochures and application on hand in the Bursar's Office or you may call Tuition Management Systems directly at 1-800-722-4867.

The accounts of other students who are unable to pay what is owed by the first day of class (other than those who are enrolled with either the Tuition Management Systems), will automatically default to St. Joseph's College Tuition Extension Agreement, which carries a finance charge.

Questions regarding the College's tuition policy should be addressed to the Bursar at (631) 687-4555 for both the Brooklyn and Long Island campuses.



## TUITION REFUNDS & WITHDRAWAL FROM A COURSE OR THE COLLEGE

When circumstances require a student to withdraw from the College or to drop or withdraw from one or more courses, it is necessary to file official written notification of withdrawal with the Office of the Registrar. The date the official course withdrawal notice is filed with the Office of the Registrar determines the official withdrawal date to which the refund policy is applied.

The percentage of refund will be determined according to the following schedule:

Withdrawal Effective	% of Refund
Prior to first class meeting	100%
After first and second class meeting	80%
After third class meeting	60%
After fourth class meeting	40%
After fifth class meeting	20%
After sixth class meeting	No refund (0%)

This schedule does not apply to the tuition deposit required of first-time students. This deposit is non-refundable. Withdrawal for the College may entitle a student to a refund of tuition, but not fees.

Federal Title IV recipients should be sure to see the Return of Title IV Funds Section.

In the absence of written notification, the date of withdrawal is determined by the Director, Department of Nursing.

Refunds of financial aid awards, student loans, etc., are not refundable until the actual funds have been received by the College and the student's eligibility for the funds has been determined. A refund will not be granted to a student who is dismissed or who withdraws while under disciplinary action.

A student who feels that his/her individual circumstances warrant an exception to the College's refund policy may submit a written appeal for special consideration to the Assistant to the CFO. The Assistant to the CFO's decision is subject to appeal to the Chief Financial Officer.

### **Credit Balances:**

The Bursar's Office has implemented a new procedure regarding student refunds. Once your account reflects a credit balance, and you are eligible for a refund, you will automatically receive a refund check. If you should decide to carry a credit to a future semester, you must complete a carry credit form. You can obtain this form by clicking onto "Bursar Forms", and print the "Carry Credit" form. After you have completed the form, return it to the Patchogue Bursar's Office.

## **SJC ALUMNI GRADUATE NURSING PROGRAM TUITION GRANT**

Students who graduate from St. Joseph's College who are admitted to the Graduate Nursing Program may be eligible for the Alumni Graduate Nursing Program Tuition Grant.

After completing a minimum of twelve graduate credits paid for at the graduate rate, students may be eligible to receive a three or six credit tuition grant. Students eligible for a six credit grant are entitled to a three credit tuition grant in the Fall semester and a three credit tuition grant in the Spring semester of their last year. If students are eligible for a three credit grant, the grant will be awarded in the last semester (excluding summer).

### **Conditions and Procedures**

- In order to receive the grant, students must have no AB or INC grades for the twelve credits needed for eligibility. Incomplete coursework must be submitted by the official dates established by the College.
- Students must complete required financial aid forms by April 30 in order to be eligible for the grant in the following Fall/Spring Semesters.
- After submission of grades for the semester in which the student completes twelve credits, the Director of the Department of Nursing will mail eligible students a letter of agreement to be signed and returned within two weeks of the date on the letter of agreement.
- The grant does not cover fees.
- Students may not apply unused portions of the grant to subsequent semesters. In situations where students are eligible for the grant and subsequently withdraw from all their coursework in a given semester, the grant will be applied proportionately to the total liability charged for that semester. Students who withdraw from the program or who are asked to withdraw from the program for academic or other reasons are not entitled to a refund for unused portions of their grants.
- Students will be required to adhere to the last year, three credits in Fall and three credits in Spring or last semester award cycle. In a case of illness, emergency, or hardship, a student may petition the Executive Dean in writing.

The College reserves the right to modify the above stated conditions and procedures.

## **SJC ALUMNI GRADUATE ACADEMIC EXCELLENCE AWARD**

Students who earned their bachelor's degree from St. Joseph's College with a final cumulative GPA of 3.400 or higher and who are admitted to the Graduate Nursing Program are eligible for the one credit SJC Alumni Graduate Academic Excellence Award.

### **Conditions and Procedures**

- The award is based solely upon the final cumulative grade point average earned while an undergraduate student in the Bachelor of Science Degree with a major in nursing program at St. Joseph's College.
- Eligible students are entitled to a one credit tuition grant in the first fall that they matriculate as a Master of Science with a major in nursing student.
- Students will be required to adhere to the first fall semester award cycle. In a case of illness, emergency, or hardship, a student may petition the Executive Dean in writing.
- Students must complete required financial aid forms for the first semester in which they matriculate as a Master of Science with a major in nursing student and they must submit signed copies of federal/state tax returns to the Financial Aid Office in order to verify income. Eligible students must complete the financial aid procedures within three weeks of the start date of their first fall or spring semester in order to receive tuition credit.
- The Director, Department of Nursing will mail eligible students a letter of acceptance to be signed and returned within two weeks of the date on the letter of agreement.
- The award does not cover fees.
- Students may not apply any unused portion of the award to subsequent semesters. In situations where students are eligible for the award and subsequently withdraw from all their coursework in a given semester, the award will be applied proportionately to the total liability charged for that semester. Students who withdraw from the program or who are asked to withdraw from the program for academic or other reasons are not entitled to a refund for the unused portion of their award. The College reserves the right to modify the above stated conditions and procedures.

## **STUDENT SUPPORT SERVICES**

**Academic Centers** on each campus: offers formal student educational support in which quiet space, computers, technological assistance, paper development, assistance with coursework, study skills exploration, and formal remediation are made available.

**Counseling and Wellness Centers and Health Services** on both campuses: provides a wide range of services that supports the holistic development of all students in body, mind and spirit. These services are free and confidential; they are available so that students can flourish academically, socially, emotionally, and psychologically. Prevention, outreach, education, and immediate consultation services are available to students, faculty, and staff. All of these services are important in promoting emotional and psychological well-being, academic success, and safety on campus.

**The Office of Career Development and Engagement** is dedicated to assisting students with finding a lifelong, fulfilling career path. Programs, services and events at St. Joseph's College promote student learning and encourage self and career exploration. Collaboration with faculty, alumni and employers is an integral part of providing opportunities to enhance career development. The Office provides all St. Joseph's College students and alumni with guidance, information, skill development and career-building opportunities that will be useful as you choose, enter, change or advance your careers. Counselors are available to assist students and alumni in every step of their career planning process

**The Office of Multicultural Student Life** is committed to fostering an inclusive environment that educates and empowers students of ethnicities and diverse backgrounds through a variety of programs, interactive workshops and events.

**Student Accessibility Services**, in conjunction with the Academic Center and faculty, to provide equal access to all of St. Joseph's College programs and services in order to create a supportive campus environment. Our guiding philosophy is a student-centered approach that focuses on maximizing student strengths to ensure that each student realizes his/her full potential. Through our support services, students can achieve personal, academic, and vocational goals. St. Joseph's College is committed to serving and empowering our students in becoming their own best advocate (Brooklyn: 718.940.5314, Long Island: 631.687.2403).

### **Student Responsibility:**

It is the responsibility of all qualified students with documented disabilities who wish particular adjustments or accommodations to facilitate their academic career to identify themselves to the Student Accessibility Services to request whatever accommodations or assistance that may be necessary.

Students requesting such adjustments or accommodations should present objective documentation or evidence of the existence of the disabling condition. Students with documented disabilities include those with a physical, visual, hearing, mental, emotional, or learning disability that has been accepted by the College. All students must meet the College's admission standards.

**Office of Student Activities and Co-Curricular Program** complements and supports the academic mission of the College by providing students with a wide range of opportunities for dialogue, inquiry, service, and growth. A spirit of cooperation among students, faculty and administration fosters a learning environment that contributes to the quality of life by emphasizing leadership, effective communication, life skills and service.

### **Computer Labs (Long Island Campus)**

St. Joseph's College currently has several computer labs in the Business and Technology Building and one in O'Connor Hall, room E102 . All labs are equipped with a black and white laser printer. The Open Lab in room B-6 is also equipped with a color flatbed scanner, a zip drive, a CD-ROM Recorder and colored deskjet printer for your use. At any Open Lab time, students may come in and use the computer labs. These times and scheduled classes are posted outside of each lab. Open Labs during the weekend and non-scheduled Reserved Classes are also published outside of each computer lab as soon as the information becomes available for your convenience. In general, logging in to a computer is as simple as typing the user name, which is STUDENT and the password, which is SJC.

The Nursing Center has a dedicated computer lab for nursing students. Students may use this lab if no scheduled classes are in session.

### **Computer Labs (Brooklyn Campus):**

St. Joseph's College currently has five computer labs in the McEntegart Hall Library. All the computer labs are equipped with a black and white laser printer, a color flatbed scanner, a zip drive and colored desk jet printer for your use. At any Open Lab time, students may come in and use the computer labs. The scheduled classes are posted outside of each lab. In general, logging in to a computer is as simple as typing the user name, which is STUDENT and then click OK.

The Nursing Center has a dedicated computer lab for nursing students. Students may use this lab if no scheduled classes are in session.

### **Library Information**

The McEntegart Hall Library (Brooklyn Campus) and Callahan Library (Long Island campus). The main purpose of the SJC libraries is to support the academic pursuits of all students and faculty through the provision of quality service, instruction and the timely acquisition of resources pertinent to the overall college curriculum in accordance with the mission, values, and goals of the College. The libraries house both print and electronic collections that support the intellectual growth of St. Joseph's students and faculty. The collections reflect the College's many areas of academic inquiry. The libraries each house an equivalent print book collection (reference, reserve, and circulating).

Operating schedules for both libraries can be found on the [Hours and Closings](#) page. The main phone number for the Callahan Library is: (631) 687-2636 (Long Island Campus) The main phone number for the McEntegart Library is: (718) 940-5878 (Brooklyn Campus).

## **Nursing Center**

The Nursing Center is located on the third floor in O'Connor Hall (Long Island Campus) and on the third floor in McEntegart Library (Brooklyn Campus). Both Centers have a Skill Lab with 6 beds, two simulation rooms with a shared control room, three debriefing rooms and a computer lab. Four fully wireless, high-fidelity mannequins have been purchased and are currently utilized at all levels of nursing education on both campuses. Utilizing MUSE software, a web-based application that communicates directly with the simulator, case scenarios provide students with realistic physiologic functions which broaden clinical, leadership/ decision-making skills, interpersonal communication and critical thinking, as well as to achieve necessary clinical competencies. Computers are available for teaching/learning programs that allow students to self-pace and to test for mastery of knowledge.

Outside of scheduled class time, students may make appointments to facilitate course related assignments or to practice with a partner or models.

## **Book Store**

### ***Long Island Campus:***

Barnes and Noble College Booksellers  
(631) 447-2018

Located on the 1st Floor near the Cafeteria.

### ***Brooklyn Campus:***

Barnes and Noble College Booksellers  
(718) 636-6240

Located on the Basement Floor near the Cafeteria.

## **Information Technology Services**

There is a significant amount of Information Technology Services ( ITS) and Support available to enrolled students. The ITS student support page: <https://mysjc.sjcnyc.edu/itservices/student/Pages/Default.aspx> is routinely updated with available workshops, discounted software packages and answers to frequently asked questions.

### **Computer Technology Needed for Using Canvas, the online communication and collaborative learning platform at SJC:**

- Must have basic computer skills such as word processing and experience using the Internet.
- Access to a PC with Windows 95 or higher operating system. It should also have at least a 28.8 k baud modem. (A 56 k baud modem is recommended)
- Must have access to an Internet connection.
- Must use one of the following Internet browsers: Microsoft Internet Explorer (IE) 5.5 or higher, Netscape Navigator 7.1 or higher, Firefox. For the complete guide of supported operating systems and web browsers please see student IT page on the portal for further information.
- Canvas supports the current and first previous major releases of the following browsers: Internet Explorer 11 and Edge 39 and 40 (Windows only-please make sure your operating system is also current as noted in the computer specifications lesson; you may need to download the Windows 10 Anniversary

Update to submit Canvas assignments). Safari 9 and 10 (Macintosh only). Chrome 59 and 60. Firefox 53 and 54 (Extended releases are not supported). Flash 25 and 26 (used for recording or viewing audio/video and uploading files). Respondus Lockdown Browser (supporting the latest system requirements). Please check the student IT Page on the portal to link to the Canvas Guide for further information.

- Microsoft Word (preferred) or Microsoft Works. Additionally, if you are enrolled in the Graduate Nursing Program, you will also need PowerPoint.
- Access to your St. Joseph's College email account. **Your course instructors will only be using your St. Joseph's College email address for any email correspondence.**

## **STUDENT ACTIVITIES**

### **Graduate Nursing Student Organization:**

The Graduate Nursing Student Organization is designed to enrich the Graduate Nursing Program through support, collaboration and communication between graduate nursing students on both the Brooklyn and Long Island campuses. Community involvement at the local, national and international political arena will be emphasized to advance the practice of nurses and the future of nursing. The GNSO is open to all Graduate Nursing Students.

### **Nursing Advisory Council:**

Graduate students in the Department of Nursing are represented on the Nursing Advisory Council, whose goal is to assist the Department in developing, maintaining and revising program components as well as addressing local and regional workforce needs. The Council is designed to involve the program's community of interest in ensuring the relevance and quality of the curriculum, teaching learning practices. And response to health care needs and trends. A separate Council exists for each Campus to reflect the needs of the specific communities being served by the College and the Department.

### **Focus Groups:**

These groups may consist of the Director, Department of Nursing and/or Assistant Directors and students who are invited to address recruitment and retention issues within the Department.

### **Student Advisory Council:**

The nursing department has established a graduate advisory council on each campus. The councils are comprised of the Director, Faculty and student representatives from the graduate student body. The councils will meet a minimum of twice per year (once per semester) on each campus. The Graduate student advisory council will be comprised of officers of the GNSO and two elected representatives from each graduate cohort for a total of 10 members. Meetings will also be open to all students who wish to attend. Agenda items will reflect faculty and student input and will be solicited at least two weeks prior to each meeting.



**ST. JOSEPH'S COLLEGE  
DEPARTMENT OF NURSING**

**GRADUATE NURSING PROGRAM  
Brooklyn and Long Island Campuses**

**ACADEMIC POLICIES**

Each student in the graduate nursing program is responsible for knowing all degree requirements and for monitoring her/his academic progression toward the completion of the degree requirements. Students should refer to the Graduate Nursing Handbook for a complete discussion of academic policies.

**DEGREE REQUIREMENTS**

1. Students enrolled in the **Adult Gerontology Clinical Nurse Specialist** concentration must complete **42 credits** in didactic and clinical components for graduation.

Student enrolled in the **Nursing Education** concentration must complete **37 credits** of didactic and practicum requirements for graduation.

Students enrolled in the **Adult-Gerontology Primary Care Nurse Practitioner** concentration must complete **42 credits** in didactic and clinical components for graduation.

2. A minimum grade point average of **3.0** is required each semester as well as a cumulative grade point average of **3.0** for graduation.
3. A grade of **B (83.0)** or higher must be achieved in all courses. Failure to achieve a grade of **B** in a graduate nursing course prohibits students from enrolling in the subsequent nursing course.
4. If a grade below **B** is received in a graduate nursing course, the course may be repeated once upon recommendation of the nursing faculty. A grade of **B (83.0) or higher** must be earned the next time the course is offered. Failure to achieve a minimum grade of **B (83.0)** the second time will result in dismissal from the program for academic reasons.
5. Clinical practicums are graded on a **Pass/Fail** basis. **A failing grade in a clinical practicum will result in dismissal from the program for academic reasons. No repeat will be allowed in clinical practicums.**

6. Students who are admitted to the program with outstanding pre-requisite courses pending (undergraduate health assessment and statistics) must complete these pre-requisite courses prior to registering for the second semester after admission. **Documentation of achievement of a B or higher in undergraduate pre-requisite courses must be achieved in order to progress in the graduate program.**
7. Students may not register for a clinical course until all prior clinical requirements have been successfully completed.
8. Course offerings in the graduate nursing program are sequenced in a cohort format. Therefore, failure to register for one semester will require that the student request a Leave of Absence until the course sequence is repeated. Failure to request such a leave will result in administrative withdrawal.
9. Once admitted to the program, students must complete all required coursework for the Master of Science Degree with a Major in Nursing at St. Joseph's College.
10. Students who are accepted as transfers from another graduate program may be allowed to transfer in a maximum of **6 credits in equivalent course work. Equivalency will be determined by the Office of the Registrar in consultation with the Director, Department of Nursing.**
11. All students must successfully pass a comprehensive examination. This examination will be administered during the last semester of the program. Any student who fails this comprehensive examination may be allowed one retake at the discretion of the nursing faculty. **Failure on the retake will result in academic dismissal from the program.**

**St. Joseph's College, Department of Nursing, reserves the prerogative to adjust admission and program requirements in response to changes in accreditation or credentialing/registration criteria.**

### CONDITIONAL ADMISSIONS

1. Students admitted with an overall undergraduate GPA below 3.0, will be admitted on a Conditional Status basis. The student must complete the first two semesters with a grade of B (83.0) or above in each course and a cumulative grade point average of 3.0 or above per semester in order to meet the academic requirements of the Graduate Nursing Program. Failure to meet these requirements will result in Dismissal from the Graduate Nursing Program. After meeting the specific academic requirements, the graduate nursing student will achieve full matriculation status in the Graduate Nursing Program.
2. Students admitted who have graduated from a no accredited (NLNAC, ACEN, CNEA or CCNE) undergraduate program will be admitted on a Conditional Status basis. The student must complete the first two semesters with a grade of B (83.0) or above in each course and a cumulative grade point average of 3.0

or above per semester in order to meet the requirements of the Graduate Nursing Program. Failure to meet these requirements will result in Dismissal from the Graduate Nursing Program. After meeting the specific requirements, the graduate nursing student will achieve full matriculation status in the Graduate Nursing Program.

### **CHANGE OF CONCENTRATION**

A change of program concentration may be approved prior to March 15th of the first year in the Nursing Graduate Program if there is space available in the desired concentration and the student is in good academic standing.

The procedures for a change in concentration require that the students:

- complete required advisement with campus-specific Assistant Director.
- complete a written request for permission to change concentration.
- sign the request form and submit.

Requests for changes in concentration will be reviewed by the campus-specific Assistant Director and must be approved by the Director, Department of Nursing.

### **DEFERMENT OF ADMISSION**

If a graduate nursing student is admitted into the Graduate Nursing Program and cannot matriculate in the entering cohort class, a request for deferment of admission must be submitted. Deferments are only granted for one year. Request for deferment of admission must be sent in writing to the Director, Department of Nursing and must specify the reason for seeking the deferment. Each request is reviewed on its individual merits, and deferments are not granted automatically. Requests for deferment must be submitted between the time of admission to the program and registration. Graduate nursing students who wish to activate their deferred admission should write to the Director, Department of Nursing, by June 1<sup>st</sup>, two months before the beginning of the fall semester. Failure to do so will result in having to re-apply to the Graduate Nursing Program.

## GRADING SYSTEM

The grading system is available on the St. Joseph's College website and in the student handbook found in the student portal.

While **C** and **D** grades are considered passing grades at St. Joseph's College, students in the graduate nursing program must achieve a grade of **B (83.0) or higher** in all graduate nursing courses. **A pass must be achieved in all clinical components of the graduate program. Failure to achieve a pass in clinical course will result in academic dismissal from the program.**

The following procedures regarding incomplete coursework/clinical or practicum components will be strictly enforced. An extension of time to complete coursework, clinical components, or practicum experiences will be granted only when very unusual, extenuating circumstances exist, and **ONLY** after consultation with the course instructor. Approval will also be required from the Assistant Director on the respective campus as well as from the Director, Department of Nursing. Proof of extenuating circumstances will be required when the request for an incomplete is made.

An incomplete in either coursework or the clinical or practicum components may result in the need to withdraw from the original cohort group unless the incomplete is resolved prior to the beginning of the next semester. Due dates for the completion of incomplete coursework/clinical/practicum hours are:

Fall Semester: January 20<sup>th</sup>

Spring Semester: Consultation with the faculty member and Assistant Director of the respective campus

Summer: Summer Session I: no later than before the start of the Summer Session II  
Summer Session II: September 1<sup>st</sup>.

If approval is granted for an incomplete, the incomplete form will be signed by the student, by the course instructor, by the Assistant Director, and by Director, Department of Nursing. It will then be submitted to the Registrar's office. It is the responsibility of the student for whom such an exception has been granted to submit all missing coursework or clinical/practicum documentation by the date indicated on the incomplete form. Failure to comply with the above procedures and specified timelines will result in a student receiving a zero (coursework) or failure (clinical/practicum components) for the missing work. Students with incomplete grades will not be permitted to register for the subsequent semester until the outstanding incomplete grade is removed.

The instructor reserves the right to reduce the grade on incomplete coursework or clinical/practicum components in addition to any other reduction in grade already imposed for the late submission of coursework/clinical/practicum components.

An Incomplete grade in the clinical component of a course will result in the student assuming any costs associated with continued faculty supervision.

## **GRADE APPEAL PROCEDURE**

1. An appeal to review a final grade should be directed to the Registrar within thirty (30) days after the grade is posted or no later than the first ten (10) days of the following semester. The student will complete a “review of Grade” form and will arrange an informal meeting or contact with the instructor. The instructor will return the appeal form to the Registrar.
2. If the matter is not resolved through discussion, the student may notify the Registrar, submit relevant materials, and request a meeting with the Director, Department of Nursing. If necessary, the Director, Department of Nursing will consult with the instructor, and then notify the student of the outcome.
3. If the student disagrees with the decision reached by the Director, Department of Nursing, the student may appeal to the Executive Dean. The Executive Dean will render a decision, in writing, usually within ten (10) school days after meeting with the student. Please note: Reviews of academic matters will be scheduled as soon as possible, but when requests are made outside of the regular session, they may have to wait for the availability of the faculty member. Examination papers may not be reviewed by students unless the faculty member is present.

## **NON-ACADEMIC PROGRAM COMPLAINT POLICY**

Any student or group of students who finds it necessary to file a complaint in a non-academic matter must follow this procedure:

1. Consult informally with the Assistant Chairperson (Campus Specific)
2. If the matter cannot be resolved informally, the student should register the complaint in writing with the Director, Department of Nursing. If the matter is not resolved, the student will submit in writing, the complaint to the Executive Dean. The Executive Dean or their delegate will conduct an investigation within a reasonable time of the receipt of the complaint. The investigation may involve a meeting with the parties involved.

## **APPEAL PROCESS FOR OTHER NON-ACADEMIC DECISIONS**

The student may appeal the decision by filing a written request for review with the President of the College no later than five (5) school days after receipt of notice of the decision. The President or an appropriate delegate will review the matter and may confirm or reverse the decision but may not increase any penalty imposed. Within a reasonable time of receipt of the request for review, the President or an appropriate delegate will advise the student, in writing, of a decision.

## **POLICY FOR BACKGROUND CHECKS OF STUDENTS:**

### **Criminal Background Check**

- All nursing students must secure a negative criminal background check.
- Only background checks completed through the vendor Castle Branch will be accepted.
- This is an annual requirement for all nursing students in the Graduate Nursing program.
- The nursing student is responsible for any associated fees for the background check.
- Proof of completion of the background check must be submitted to the Department of Nursing by the required deadline.

### **Drug Testing**

- All nursing students must secure a negative drug test through Castle Branch in order to achieve clinical clearance

## **TECHNICAL STANDARDS**

All applicants and enrolled Graduate Nursing students must hold certain abilities as needed to fully participate in the teaching/ learning process, acquire needed skills and provide safe, quality and compassionate care to patients, families and communities in diverse settings.

A student's general and emotional health, motor abilities, communication skills, critical and abstract thinking and professional behavior must be at a level sufficient to meet all the curriculum standards within the Graduate program that the student is applying to or hoping to continue in. Graduate students must meet and maintain these skills and abilities, as determined by the Department of Nursing, throughout the course of their entire program. Individual programs may have unique requirements deemed essential within their area.

In accordance with the overall policies of St. Joseph's College, The Department of Nursing is committed to accommodating the needs of students with documented disabilities, while maintaining the essential required standards for progression and completion of the program.

## **PLAGIARISM AND OTHER FORMS OF ACADEMIC DISHONESTY**

Instructors at St. Joseph's College routinely use the plagiarism detection devices, Turnitin.com, Safeassign, and Google to uncover acts of plagiarism. The College expects students to observe academic integrity in all aspects of their academic life, including the conduct of their examinations, assignments, and research. All members of the College community share the responsibility of creating a climate of academic integrity, based on fairness to others and respect for oneself. Violations of academic integrity are treated very seriously. Plagiarism (the act of copying, stealing, or representing the ideas or words of another as one's own without giving credit to the source), cheating on examinations, and all forms of academic dishonesty are forbidden. Students found guilty of such behavior are subject to appropriate disciplinary action, which may include a reduction in grade, a failure in the course, suspension, or expulsion.

### **Procedure to be Followed:**

The individual faculty member will confront the student with the allegation of dishonest behavior, and shall procure evidence substantiating the charges. The faculty member will report the matter to the Director, Department of Nursing, who will forward the complaint/form to the Executive Dean.

When informed of an instance of academic dishonesty, the Executive Dean may meet with the parties and/or review the evidence to determine if suspension or expulsion may be an appropriate penalty. If so, proper procedures will be initiated, i.e., a hearing conducted by the disinterested Academic Deans and the Provost. The Executive Dean who

has initiated the proceeding may be present at the hearing and give testimony, but will not participate in making a determination. The hearing will be conducted in compliance with the principles of due process, and every effort will be made to safeguard the confidentiality of all parties. The hearing will be held ordinarily within fifteen (15) school days after the Executive Dean has initiated the process. A decision of the panel will be rendered, in writing, usually within ten (10) school days after the hearing.

### **USE OF SOCIAL MEDIA**

Social media, in all its constantly growing applications, offers opportunities for communication, connectivity, engagement, collaboration, networking and information sharing. Educational opportunities beyond the class are both expanded and enhanced through their use.

However, these new educational opportunities also pose risks to the privacy of patients, students, faculty and all other persons connected to the academic community. All online communication is guided by the same standards of expected professionalism as any other form of communication.

Students within the Graduate Nursing Program are expected to comply with the Principles for Social Networking established by the American Nurses Association (ANA)

#### **Principles for Social Networking (ANA, 2011)**

- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurses should understand that patients, colleagues, institutions, and employers may view postings.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
- Nurses should participate in developing institutional policies governing online conduct.

ANA Social Media Fact Sheet:

<http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit/Fact-Sheet-Navigating-the-World-of-Social-Media.pdf>

All violations of these principles will be reviewed in accordance with the policy outlined for professional misconduct (see section on **Dismissal from the Program**).



## DISMISSAL FROM THE PROGRAM

Academic Dismissal is dismissal from the Graduate Nursing Program based on continued unsatisfactory progress toward meeting course or degree requirements evidenced by:

1. A cumulative grade point average of **2.999 or below**.
2. Failure in Clinical Practicum/Education Practicum.

The Graduate Nursing Program reserves the right to require the withdrawal of students who do not maintain the required academic standing or whose enrollment in the nursing program would be detrimental to their health, or to the health of others. Dismissal for other than academic reasons may be initiated for professional misconduct that reflects a lack of accountability in the care of clients or unsafe nursing care, or for any of the reason specified in the Student Code of Conduct, as described in the *St. Joseph's Student Handbook*.

A nursing faculty committee will evaluate the documentation of professional misconduct or violation of the Student Code of Conduct and provide the involved student with an opportunity for an impartial hearing. The Director, Department of Nursing then will evaluate the documentation and the committee's recommendation and determine the appropriate disciplinary action. A student who is dissatisfied with the decision of the Director may appeal in writing to the Executive Dean within **seven (7) days** following the Director's decision. The student Grievance Procedure in areas other than professional misconduct is described in the *St. Joseph's College Student Handbook*.

## LEAVE OF ABSENCE

Students may apply to the Director, Department of Nursing for a leave of absence when it is necessary to interrupt temporarily their progression in the program. When a leave of absence is granted, a specific time period is designated. The student may return without reapplying for admission at the termination of the granted leave of absence. The student subsequently will be placed in another cohort group.

## WITHDRAWAL FROM THE PROGRAM

Students contemplating withdrawal from the program should initially meet with the Assistant Director of their respective campus. Students who then plan to withdraw from the Graduate Nursing Program should subsequently submit a written notification indicating reasons for withdrawal to the Director, Department of Nursing. The appropriate forms can be obtained from the Office of the Executive Dean.

## READMISSION

Readmission may be granted to students who withdrew from the program. A written request for readmission needs to be made to the Director, Nursing Department. Each request will be considered individually. Guidelines that will be followed are:

- Admission policies in practice at the time of readmission prevail.
- The student's academic record and standing is evaluated.
- Academic requirements for readmission are specified.
- The student must meet the curriculum requirements that prevail at the time of readmission.
- Students may be readmitted only once.

## CLINICAL/EDUCATION PRACTICUMS

The Nursing Education practicum and Adult-Gerontology Clinical Nurse Specialist and Adult-Gerontology Primary Care Nurse Practitioner clinical components will be graded on a pass/fail basis. Students must achieve a pass in the practicum and/or clinical segments. **Failure in the practicum or clinical segment will result in academic dismissal from the program.**

## COMPREHENSIVE EXAMINATION

All students will be required to successfully complete a comprehensive examination to graduate from the program. If a pass grade is not received, the student may repeat the examination once upon recommendation of the faculty. A grade of pass must be achieved on the examination retake.

If a student in the graduate nursing program wishes to appeal the grade, see **Appeal Procedure**.

## POLICY FOR UPDATING THE GRADUATE NURSING PROGRAM STUDENT HANDBOOK:

Overview:

The *Graduate Nursing Program Student Handbook* will be reviewed annually to assure compliance with St. Joseph's College, Department of Nursing and professional nursing regulations and policies, respective competencies and accrediting agencies.

Purposes:

- Provide access to pertinent resources.
- Foster communication.
- Provide a review of policies and procedure.

Procedure:

- The Director, Department of Nursing, Assistant Directors and nursing faculty will review the Graduate Nursing Program Student Handbook annually for revisions, updates and, if appropriate, the addition of new policies.
- All updated/revised policies or the addition of new policies will be communicated to all graduate nursing students via student e-mail and graduate nursing website.
- The *Graduate Nursing Program Student Handbook* will be distributed to all graduate nursing students at orientation.
- The Assistant Directors should be contacted regarding any questions concerning the *Graduate Nursing Program Student Handbook*.