

STUDENT CATALOG/HANDBOOK

Academic Year 2025-2026

Associate of Science in Nursing



September 2025



**ST. JOSEPH
SCHOOL OF NURSING**

Educating Nurses and Healthcare Professionals

A Member of Covenant Health

**5 Woodward Avenue
Nashua, New Hampshire 03060
www.sjson.edu**

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I. MESSAGE FROM THE DEAN

Welcome to St. Joseph School of Nursing located on the campus of St. Joseph Hospital in Nashua, NH. We offer an Associate of Science in Nursing (ASN) degree as a generic program and a 1-Year track for LPNs. Our qualified faculty provides a wealth of academic and clinical experiences to enhance your education. The staff provides support through the admission process, financial aid application and course registration. We believe that our programs will support your personal and professional growth.

This catalog is designed to answer many of your questions about St. Joseph School of Nursing. However, we welcome individual questions or concerns pertaining to your educational needs.

On behalf of the administration, faculty, and staff, I would like to welcome you to St. Joseph School of Nursing.

Vickie Fieler, PhD, RN, Dean

II. CATALOG LIMITATIONS

Program fees, policies, and procedures contained in this catalog were in effect at the time of printing. Please note that this catalog/handbook is not a contract.

III. GENERAL INFORMATION

History of the School

St. Joseph Hospital officially opened its doors to patients in 1908. At the same time, a school for professional nursing was established. The program was 2 years, 3 months in length. The first class of four graduated in 1910. The school received official approval to operate as a school of nursing from the State of New Hampshire Board of Nursing in 1916 and continued as such until 1963. In 1964, St. Joseph School of Nursing (SJSON) reopened as a Practical Nursing school and later added a Health Occupations Program. In 2005, St. Joseph School of Nursing established an Associate of Science in Nursing (ASN) degree program after studying community needs.

For over a hundred years, St. Joseph School of Nursing has educated nurses, fulfilling employment needs for the medical community and the opportunity for individuals to join a prestigious profession. The school currently offers an Associate of Science in Nursing degree with a 1-year and 2- year track and training programs in Nursing Assisting, Medical Assisting, and Phlebotomy.

St. Joseph School of Nursing is continuing its long history of preparing individuals to practice the art and science of healthcare and to meet the growing needs of the community.

Mission Statement

The mission of St. Joseph Hospital is: We are a Catholic health ministry providing healing and care for the whole person in service to all our communities.

The mission of SJSON reflects the mission of St. Joseph Hospital: As part of a Catholic health ministry, our mission is to educate students, allowing them to go forth and provide healing and care for the whole person, in service to all in our communities.

Notice of Non-Discrimination

SJSON, in compliance with all state and federal laws, endorses the principle of equal educational and employment opportunities for all people, regardless of race, color, gender, sex, sexual orientation, religion, ancestry, national origin, age, marital status, veteran status, or disability in employment, in its educational programs, including admission, scholarship policies, and other activities it operates.

SJSON absolutely prohibits and will not tolerate any verbal, physical or other conduct that discriminates against any individual on the basis of their race, color, gender, sex, sexual orientation, religion, ancestry, national origin, age, marital status, veteran status, or disability. All employees, deans, associate deans, instructors, staff, students, job applicants, and student applicants are guaranteed the same educational and employment opportunities. No person, student, or employee no matter what their title or position has the authority expressed, actual, apparent or implied to discriminate against any employee or student of the school.

This policy governs all aspects of employment or studenthood, including but not limited to selection, matriculation, job assignment, compensation, discipline, termination, access to benefits and training, or any other condition of learning.

If you have any questions, problems, or complaints regarding a violation of the policy on non-discrimination or discrimination in general, you must communicate your concerns to your immediate supervisor, advisor, or the Dean. If you feel uncomfortable doing so or if your supervisor/advisor is the source of the problem, condones the problem, or ignores the problem, report to the Dean or the Office of Employee Experience.

Eileen Duggan, MSN, RN, CNE
Title IX Coordinator
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In addition, you could also contact the Assistant Secretary for Civil Rights - U.S. Department of Education, Office for Civil Rights, (800) 421-3481 or ocr@ed.gov.

Notice of the Risk of Closure or Delay:

The school reserves the right to cancel or delay a course or a student cohort due to:

- Enrollment less than 8 students
- In the case of a national or state declared emergency that requires the school to close or delay
- Internal or external disasters such as flooding or loss of utilities that would make the school uninhabitable.

IV. ACADEMIC POLICIES

Attendance/Absenteeism/Tardiness Policy

Students must attend all classes (including labs and simulations) and clinical experiences.

1. Classroom/Laboratory Absenteeism

- a) Attendance at all classes, labs, and scheduled exams is mandatory.
- b) Students absent for three (3) or more consecutive days due to health issues are required to submit a healthcare provider's statement indicating their ability to attend class and/or clinical without restrictions. The Dean or designee may, at any time, request a statement from a healthcare provider
- c) All missed labs are to be made up prior to the end of the semester.
- d) Any student, who misses more than 10% of class/lab hours will follow the progressive discipline process and the policy for excused absences. Subsequent absences will result in escalation of progressive discipline which can lead up to and include dismissal from the program.

2. Clinical Attendance/Absenteeism

- a) Students MUST submit complete health records with current immunizations and up-to-date CPR certification to attend clinical.
- b) Students are expected to be present for all clinical and observational experiences.
- c) When absent from clinical site, the student will follow the facility protocol, clinical instructor guidelines, and notify the school at least one hour prior to start time.
- d) Two days of clinical absenteeism per semester will result in a written warning. Any additional days of clinical absenteeism will result in notification to appear before the Dean/Associate Dean to explain the absences.
- e) All clinical absenteeism must be made up at a prearranged, prepaid fee of \$50.00 prior to completion of the semester.
- f) Failure to attend clinical seriously jeopardizes a student's eligibility to remain in the program.

3. Excused Absenteeism: Documentation is required for all excused absences.

- a) In the event of the death of a member of the immediate family, up to three days absence is allowed. Immediate family includes spouse, children, brothers, sisters, parents, parents-in-law and

- grandparents. All missed clinicals must be made up at no charge.
- b) Jury duty or mandatory court appearance: All missed clinicals must be made up at no charge.
- c) Medical emergency for immediate family or self: All missed clinicals must be made up at no charge.
- d) Illness documented by provider note. All missed clinicals must be made up and there will be a charge, per policy. All assignments or exams are due the day the provider note allows the student to return to school unless other arrangements are made with the instructor. The only exception is for major holidays, in that case the assignments or exams are due the next calendar weekday.
- e) Military obligations: All missed clinicals must be made up at no charge.
- f) LOA: All missed clinicals must be made up at no charge.

4. **Tardiness**

Clinical tardiness will be monitored by the instructor and reflected in the clinical evaluation form. Classroom/lab tardiness will be addressed at the discretion of the faculty. Chronic tardiness could result in dismissal from the program. (See Progressive Discipline Policy)

Conduct Policy

Students are expected to conduct themselves in a manner that is consistent with the Mission and Philosophy of St. Joseph Hospital and the School of Nursing. Students must be in compliance with SJSON and clinical site policies at all times.

Failure to meet certain standards may cause students to enter into progressive discipline. Examples of behaviors that can lead to progressive discipline include but are not limited to:

- Disruptive behaviors in the classroom
- Disrespectful behaviors towards the instructor (clinical or classroom) including sleeping during class or clinical
- Perceived threatening behaviors to faculty or peers
- Failure to complete assignments or failure to complete assignments on time
- Failure to adhere to the dress code
- Performance issues
- Absenteeism or chronic tardiness
- Plagiarism or cheating

Also see the Progressive Discipline Process and Withdrawal/Dismissal Policy

Code of Conduct

Based on St. Joseph Hospital and the School of Nursing's commitment to excellence, we believe that it is the responsibility of all individuals associated with these organizations to possess a caring and compassionate attitude. The following attributes define our behaviors:

1. Service: I treat peers, instructors, patients, guests, and staff as I would want to be treated.
2. Professionalism: I understand that all I say and do is a reflection of St. Joseph Hospital and the School of Nursing. I will contribute to a positive image of nursing in manner of dress, comportment, speech, and action.
3. Integrity: I will do the right thing for the right reason. I will act in the best interest of my patients. I will be honest in all my interactions and seek to build trust with others. I will maintain confidentiality at all times.
4. Responsibility: I follow through on commitments, actively participate in classroom and clinical activities and take pride in my work.
5. Innovation: I seek opportunities to improve as an individual and support innovation in my peers. I embrace change with a positive attitude. I suggest improvements to the program along with identifying issues.
6. Teamwork: I support peers by expressing appreciation and encouragement. I discourage gossip and disrespectful behaviors. I respect cultural and personality differences, understanding that diversity makes us stronger. I will go directly to my peers, staff, and instructors with a spirit of reconciliation in times of conflict.

Purpose:

To maintain and ensure academic integrity and to promote fairness among students.

Academic dishonesty includes: seeking information by phone, internet, book, notes or other sources or attempting to obtain information from another student or giving information to another student during a test or during other graded individual assignments, or taking or sharing photos of tests; using the ideas or writings of another person, but making them appear to be one's own ideas. Violation of copyright laws may result in civil or criminal liabilities. Self-plagiarism occurs when a student re-uses their own work. Use of artificial intelligence (AI) without explicit permission of the instructor is also considered academic dishonesty. In circumstances where students want to reuse their own work or use AI to complete an assignment, they must seek permission from the instructor in advance of submitting the assignment and cite the material using APA format. If the work contains more than 25% AI content, the student should be prepared to defend their work verbally with the instructor, as well as produce the prior drafts of the work.

Policy:

Academic dishonesty on graded assignments, such as tests, papers, or other projects, will result in serious disciplinary consequences including a failing grade on the assignment, failure in the course, and/or dismissal from the school.

1. Students who cheat on exams will be dismissed from the classroom and receive a zero on the exam and may be dismissed from the school.
2. Plagiarism is cheating. Some examples of this include:
 - a) Copying all or part of a paper from a book, web site, magazine, other student papers, or other source without putting the quoted material in quotation marks and citing the source in the student's paper
 - b) Paraphrasing: (restating in one's own words) someone else's original ideas without acknowledging the other person as the source
 - c) Creating false clinical, laboratory, research, and/or observational data
3. Students must cite sources used in their papers using the American Psychological Association (APA) format.
4. Students who have any questions about whether their work might constitute plagiarism should review it with the instructor before submitting it for a grade.

Procedure:

1. If an instructor suspects that a student has plagiarized an assignment or has been academically dishonest:
 - a) In cases where the student has not cited sources properly or has not used quotation marks, the instructor shall immediately inform the student and discuss the assignment and circumstances with the student. The instructor will also inform the Dean or Associate Deans of the incident and any actions taken.
 - b) In cases where the student has copied large sections or an entire paper from another source or from another student, the instructor shall notify the Dean and Associate Deans who will arrange a meeting with the student to discuss the circumstances and what the consequences shall be.
2. If an instructor suspects or has been made aware that a student(s) has cheated on an exam or quiz or has falsified data:
 - a) The instructor will investigate and speak with the student(s)
 - b) The instructor will bring the results of the investigation to the Dean and Associate Deans
3. The instructor and/or Dean and Associate Deans may:
 - a) Decide that no further action is necessary and consider the incident resolved OR
 - b) Require that the student resubmit the assignment or exam OR
 - c) Give the student a failing grade for the assignment or exam OR
 - d) Give the student a failing grade for the course
 - e) The Dean and/or Associate Deans have the right to dismiss the student from the program upon review of the incident.
 - f) The student may request an administrative review and may request a faculty member to participate who is not familiar with the case to serve as an impartial reviewer. The student must submit the request for review within two business days of receiving notice of an action and may provide additional information to be considered during the review in the written request. The review will

be held within three business days of receiving the request. The review panel will consist of the Dean and Associate Deans and a faculty member if the student requests. The decision at the end of the administrative review is final.

4. Except in the circumstance of 3.a. no further action is taken and the incident is considered resolved, if the student remains in the program, they will be placed on probation for the remainder of their tenure.
5. The incident will be documented and placed in the student's file and the student's advisor will be notified.

Progressive Discipline Process

1. Record of Communication:

The instructor, Dean, or Associate Dean may issue a verbal warning to a student using a written Record of Communication to document the offense. The student is counseled accordingly, expectations are discussed, and the form is signed by student, faculty, and/or administration.

- a. If the student is already on probation for a previous violation of a policy or code of conduct, the discipline process will continue at step 2 or 3.
- b. If the student is on probation for academic reasons, it is at the discretion of the instructor whether the student's behavior warrants starting at a verbal warning or a written warning.

2. Written Warning:

The instructor, Dean or Associate Dean reviews the performance deficit, documents the student's failure to meet expectations previously discussed and discusses the concern with the Associate Dean or Dean. Counseling and expectations are reviewed, including, if the student fails to meet all the agreed upon terms, the student may be placed on probation or dismissed from the program.

3. Probation or Dismissal

If a student is placed on probation, all expectations must be met, or if the student has had unsafe or unprofessional conduct, and has subsequent conduct violations, the student will be dismissed from the program. A grade of "F" is assigned to that student's transcript.

At the discretion of the Dean or designee, or at the recommendation of faculty, a student may immediately be dismissed for conduct or behavior which seriously jeopardizes the integrity or reputation of SJSON or if the student is found to be in non-compliance with institutional policies or if the student's behavior puts other students or patients in danger. At this time all student privileges will be revoked and the student will be dismissed from the program.

Also see Conduct Policy

Academic and Ethical Probation

Students who are not performing at a successful level either academically, clinically or those in violation of school policies will be placed on probation. During the period of academic probation, student will be closely monitored by faculty to ensure a steady improvement. If no improvement is evident, the student may be dismissed from the program.

1. Students may be placed on academic probation for the following reasons:
 - a) Unsafe or unprofessional conduct (See Code of Conduct Policy and Code of Conduct).
 - b) Academic dishonesty or plagiarism (See Academic Dishonesty/Plagiarism Policy).
 - c) Failure to meet course and/or clinical outcomes.
 - i. Students in the nursing program must maintain a minimum grade of B- (80%) in nursing and science courses and/or a minimum grade of C+ (78%), in non-nursing courses. (See Grading Policy)
 - ii. Students will receive a letter of warning for grades that do not meet the above minimum grades at mid-semester or midpoint. Nursing students in non-nursing, sciences courses, Nursing 210, and Nursing 220 will receive a mid-term warning but will not be placed on probation.
 - iii. Students placed on academic probation will remain on academic probation for a full semester.
 - (a) Students placed on academic probation at mid-term will remain on probation until the mid-term of the following semester. If they are passing by mid-term of that following semester, they will be removed from academic probation.
 - (i) If they are not passing by mid-term of that following semester they will be dismissed from the program.
 - (b) Students may reapply to the program according to the Readmission Policy. Students who are readmitted to the program are on academic probation upon return for the entire semester.

2. Students will meet with a representative of administration, their advisor and theory/clinical instructor. During this time, an action plan/plan for remediation will be established. The student will sign and receive a copy of the plan. Students who are at risk for failing may also be required to meet with faculty.
3. Students must meet with their faculty and their academic advisor on a regular basis to review the remediation plan. Progress will be documented by the faculty and the advisor.
4. Students in their final semester will be eligible to graduate if minimum grades have been achieved.
5. If a student is on probation, all expectations must be met. If the student fails to achieve and maintain course and/or clinical outcomes, the student will be dismissed from the program. The duration of probation is assigned as follows:
 - a) Academic dishonesty or plagiarism – for the rest of the student’s tenure.
 - b) Failure to meet outcomes at mid-term – for the rest of the current semester and through the mid-term of the next semester immediately following.
 - c) If the student is returning to the program after failing a semester – for the first semester upon their return.
6. At the Student Affairs Committee or Steering Committee review, the committee will approve the probation. At the end of each semester, the Student Affairs Committee or Steering Committee will review students on probation and verify the status for any student on probation and inform the administrative staff of the change of status.
7. A formal letter will be sent to the student advising the student of their probation status. The mid-term warning letter can also serve as a notice of probation.
8. The course faculty and student’s advisor will be notified of any change in probation status.

Ethical Probation:

1. Students may be placed on Ethical Probation for the following reasons:
 - a) Unsafe or unprofessional conduct (See Code of Conduct Policy and Code of Conduct).
 - b) Academic Dishonesty or plagiarism.
2. Any faculty member or advisor, in consultation with the Dean or Associate Deans, may request that a student be placed on Ethical Probation with subsequent review at the next Student Affairs Committee or Steering Committee meeting.
3. At the Student Affairs Committee or Steering Committee review, the committee will review the request and supporting documentation and confirm or deny the probation request. A member of the administrative staff will enter the probation status in SONIS.
4. A formal letter will be sent to the student advising the student of their probation status.
5. The student may request a review of the decision by submitting a request in writing to the Dean/Associate Dean within 2 business days of notification.
 - a) A review meeting will be scheduled within 5 business days.
 - b) The student will be invited to attend the meeting with the Dean and/or Associate Dean(s).
 - c) Following the review, the student will be notified of the decision within 3 business days.
6. Students placed on Ethical Probation will remain on Ethical Probation for their entire tenure at the school.
7. Students on Ethical Probation are not eligible to hold a class officer position. (See Class Organizations)
8. If the student has subsequent conduct or ethical violations the student will be dismissed from the program.
9. At the end of each semester, the Student Affairs Committee or Steering Committee will review students on probation, verify the status for any student on probation, and inform the administrative staff of any change of status.

Withdrawal/Dismissal Policy

Withdrawal:

Voluntary withdrawal from the School of Nursing for personal reasons:

1. Withdrawal may be in writing or verbal, include the reason for withdrawal, and the effective date.
2. All financial obligations must be met before any academic information can be released to the student or to other parties at the student’s request.
5. 3. Students are responsible for the balance owed to the school.

Dismissal:

Academic dismissal: a student is subject to dismissal following:

1. Nursing program: A final grade of less than 78% (C+) in a non-nursing course

2. Nursing program: A final grade of less than 80% (B-) in a nursing or science course
3. A student is subject to dismissal at mid-term if on academic probation from previous mid-term (see Academic Probation Policy)
4. Failure to provide safe, effective, and supportive care in the clinical area after instruction

Dismissal for other than academic reasons may occur without prior warning. These reasons may include:

1. Cheating on exams
2. Plagiarism
3. Breach of patient confidentiality
4. Concealment of errors made in the clinical area during clinical assignments
5. Illegal possession, use and or distribution of drugs or alcohol on campus
6. Possession of a weapon on campus
7. Excessive absenteeism (See Attendance/Absenteeism/Tardiness Policy and Progressive Discipline Process)
8. Violation of the School of Nursing's Code of Conduct or institutional policies, including policies of clinical practice sites (See Conduct Policy)

The Registrar informs the Bursar and Financial Aid office of the student's withdrawal/dismissal date and last date of attendance. Using the school's Refund Policy, a refund calculation is initiated by the Bursar's office based on the student's withdrawal/dismissal date. The Financial Aid office uses the last date of attendance to determine the amount of aid earned by the student. Based on both calculations, the student is either billed for an outstanding balance or refunded a credit balance.

Appeals Policy

The student has the right to appeal decisions by the faculty relative to course failure or academic dismissal from the program under the following circumstances:

1. The instructor's method of assigning grades differed from those published in the course information/syllabus.
2. The instructor failed to clearly outline how the grades would be compiled.
3. An error was made in grade computation.

REQUEST FOR APPEAL HEARING

1. The student will submit a written request to the Dean for a hearing before the Appeals Board. This request must be received within two (2) business days of the student's written notification of failure or dismissal or after the final grades are posted. Students may not submit an appeal request before final grades are posted.
2. The request shall outline the circumstances on which the appeal is based.

LEVEL I APPEAL

1. The Appeals Board will convene the appeals hearing as soon as reasonably possible, preferably within 3 business days.
2. The Appeals Board shall consist of three faculty members. The faculty members shall not include the student's current theory or clinical instructors.
3. The student will be notified verbally or via e-mail by the Dean or designee as to the date, time, and place of the hearing.
4. The student may request the presence of another person and/or their advisor to attend the appeals meeting. This requires prior approval by the Appeals Board. If the student is a minor, the parent or guardian may attend the hearing with the student. The support person(s) will act only as an observer and shall not actively participate in the proceedings.
5. The Appeals Board will meet with the course and/or clinical instructor and student separately.
6. Following the hearing the student, and if appropriate (student is a minor), the parent or guardian will be notified of the decision of the Appeals Board within 3 business days.

LEVEL II APPEAL

1. If the Level I Appeal is not granted, the student may submit a written request within two (2) business days to meet further with the Appeals Committee consisting of the Dean and Associate Deans.
2. The Appeals Committee will review all documentation regarding the appeal and will schedule a separate meeting with the student, course and/or clinical instructor within three (3) business days.
3. If the Level II Appeal has not been granted, the student may repeat the course if eligible and pending available space.
4. All decisions made by the Appeals Committee (Dean and Associate Deans) are final.

GENERAL

1. Notification of the outcome of the appeal shall be sent to the Financial Aid Office.
2. The student must meet with a representative in the Financial Aid Office to discuss how any enrollment changes impact financial aid.
3. Refer to the policies on Academic Probation, Readmission, Satisfactory Academic Progress and Academic Progression Requirements.

Readmission Policy

1. Students who have failed in the previous semester are not required to complete a new application, submit an application fee, or an essay.
2. Students who have failed in the previous semester shall meet with the Registrar and request to be **re-enrolled**. These students shall meet the requirements identified in this policy.
3. The registrar will process the request for reenrollment.
4. Students may only repeat a failed course once.
5. There has been only one previous readmission /re-enrollment to the program.
6. The student will be required to sign a new enrollment agreement/addendum.

When a student has been dismissed from the program, they may be readmitted to SJSON if the following criteria are met:

1. The student must return within one calendar year of withdrawal or dismissal from the program and it has been over one semester since enrolled as a matriculated student.
2. Students who do not reapply within one calendar year must restart the program.
3. There has been only one previous readmission /reenrollment to the program.
4. Students may only repeat a failed course once.
5. There is no outstanding debt owed to the school.
6. The dismissal was for academic and not ethical reasons.
7. The student seeking readmission to the school shall submit a new application, application fee, and an essay regarding what they plan to do to be successful in the program if admitted, and any pertinent transcripts.
8. The application will be reviewed by the Admissions Committee.
9. The student shall submit updated records, medical records, information, and current health insurance information as required.
10. If invited for an interview, the student must describe why they believe they will be successful with a readmission, and what they have done to help ensure success.
11. Student must have remained in compliance with all school policies located in the Catalog/Handbook.
12. All earned grades will appear on the student's permanent transcript.
13. Readmission to the program is not guaranteed. Readmission is competitive with all other applicants at that time.
14. All readmissions are at the discretion of the school's Dean or designees.
15. If selected for readmission, the student must meet all the requirements of a newly admitted student. Students who are readmitted will be required to attend orientation and will be required to sign a new Enrollment Agreement which includes a new estimated graduation date.
16. All earned grades will appear on the student's permanent transcript.
17. Students who are readmitted/reenrolled to the program after dismissal due to an academic failure or who were failing a course at the time of withdrawal are on probation/warning according to policy through the end of the semester.
18. Former students who left or were dismissed from the program five or more years ago, may apply for admission. Former students will need to restart the program from the beginning and will need to meet all current admission requirements. Former students are required to resubmit all documents; prior documents will not be carried forward. Former students who are now LPN's may apply to the 1-Year ASN program. Application to the nursing program by former students is not a guarantee of admission. Former students will be considered within the context of all other applicants.

Course Changes

1. Auditing a Course

Auditing a course allows students to attend a credit course for self-improvement or individual interest, without the responsibility of fulfilling academic assignments. Some students may be required to audit a course under special circumstances.

Students may audit a course with the approval from the course instructor, advisor, and the Dean or designee. An audit grade CANNOT be changed to a regular course grade.

The student will have a discussion with the instructor prior to the start of class about what level of participation will be required. Examples include: will the student take tests, write papers, do homework, work in a group, etc.

2. Dropping a Course During Add/Drop Period

A student may drop a course during the add/drop period (Friday of the second week of classes). To drop a course, students must complete the drop/withdrawal form available in the Registrar's Office. The completed form should then be submitted to the Registrar. Before dropping a course, students must consult with their academic advisor and the lead theory instructor for that course.

3. Dropping a Course After the Add/Drop Period

- Dropping a course prior to the 7th week or midpoint (for example when Anatomy & Physiology I and II are offered in the same semester) of class will be done without academic liability and the student will receive a grade of W in the course.
- After the 7th week or midpoint, students dropping a course will receive a WP (withdraw/pass) or WF (withdraw/fail). To drop a course, students must complete the drop/withdrawal form and submit to the Registrar. Students must consult with their academic advisor and the lead theory instructor for that course.
- Medical Withdrawals - Please refer to the Financial Aid and Refund policies.

Status & Financial Implications When Enrollment Changes

1. Auditing a Course

There is no charge and no financial aid for an audited course. Permission is required.

2. Dropping a non-nursing course during the add/drop period

A matriculated or non-matriculated student who drops a general education course during the add/drop period of a semester will receive a refund of tuition and associated fees for the course. A matriculated student is still eligible for federal financial aid, if taking a minimum of six credits and is still enrolled in the nursing program. If the dropped course is one needed for progression in the program, the matriculated student will be withdrawn from the nursing and reclassified as a non-matriculated student. The financial aid office will cancel all anticipated federal aid.

For nursing and non-matriculated students: The add/drop period is the Friday of the first week for A&P I and A&P II when offered sequentially during one semester.

3. Dropping a nursing course during the add/drop period

A matriculated student who drops any nursing course during the add/drop period of a semester will be withdrawn from the program. The student will receive a refund of tuition and associated fees, less the \$100 tuition/fee deposit, if applicable.

A student who remains enrolled in general education course(s) is reclassified as a "non-matriculated" student and is no longer eligible for federal financial aid. The financial aid office will cancel all anticipated federal aid. The student is responsible for the cost of tuition and fees associated with the course(s) in which they remain enrolled.

Reapplication / reenrollment is required to be reconsidered for the nursing program. Acceptance is not guaranteed, as a previous student is evaluated against new applicants (See Readmission Policy).

4. Dropping a NON-NURSING course after the add/drop period

A matriculated or non-matriculated student who drops a general education course(s) after the add/drop period is responsible for the full cost of the dropped course(s).

A matriculated student is withdrawn from the program if the dropped course is required for progression in the nursing program and a refund is calculated using the Refund Policy. The Financial Aid office will calculate the percentage of student aid earned and unearned for the semester, based on the student's last date of attendance. If a refund is due to Title IV programs it may create an account balance that the student is responsible for paying.

A student who continues in the nursing program is eligible for federal financial aid, if enrolled in at least six credits. The non-matriculated student may continue to be enrolled in other course(s).

If the student is withdrawn from the program, reapplication is required to be reconsidered for the nursing program. Readmission to the program is not guaranteed, as a previous student is evaluated against new applicants. A matriculated and non-matriculated student must pay full tuition for repeat course(s). (See Readmission Policy)

5. Withdrawal/Dismissal from a program

If for any reason, a student is withdrawn or dismissed from the nursing program after the add/drop period, the Refund Policy is used to calculate the amount owed by or to be refunded to the student. The Financial Aid office will calculate the percentage of student aid earned and unearned for the semester, based on the student's last date of attendance. If a refund is due to Title IV programs it may create an account balance that the student is responsible for paying.

6. Leave of Absence (LOA) (matriculated student only)

A student who is approved for a voluntary, temporary interruption in attendance from the program (LOA), during the add/drop period of the semester, will not be charged semester tuition and fees (with the exception of the \$100 tuition/fee deposit, if applicable). Their financial aid will be cancelled. Upon their planned return and continuation in the program, a student will be billed for all semester fees and tuition based on course enrollment. Financial aid will be redetermined.

A student who is approved for a Leave of Absence after the add/drop period of the semester will still be responsible for the full cost of tuition and fees for the current semester and approved federal aid will not change. A student who returns from a LOA during the same semester will not be assessed additional institutional charges for that semester.

A student who does not return from the LOA as planned is withdrawn from the program. The financial aid office will calculate the percentage of student aid earned and unearned for the semester, based on the student's last date of attendance. If a refund is due to Title IV programs it may create an account balance that the student is responsible for paying. The Bursar will use the school's Refund Policy to determine the amount of tuition to be refunded to or owed by the student.

A change to the initial terms of the leave of absence requires an individualized review by the Dean.

If a student is withdrawn for failure to return within 180 days, they will need to reapply if they wish to return. Readmission to the program is not guaranteed, as a previous student is evaluated against new applicants. (See LOA and Readmission Policy)

Cancellation Policy

An applicant who withdraws their application within three business days of the school receiving it will receive a refund for the application fee.

A student who withdraws within three business days of new student orientation and/or a tour of the school to include inspection of equipment will be refunded the application fee and tuition/fee deposit.

A student who withdraws more than three business days after signing the enrollment agreement but before the start of the first semester will be refunded the tuition/fee deposit but will not be refunded the application fee.

A student who withdraws within the first three business days of the program's first semester will get a refund for the tuition/fee deposit, but will not be refunded the application fee.

A student who withdraws after the first three business days of the first semester will not receive a refund for the application fee and tuition/fee deposit.

CANCELLATION:	\$50 APPLICATION FEE	\$100 TUITION/FEE DEPOSIT
WITHIN 3 BUSINESS DAYS OF SJSON RECEIVING YOUR APPLICATION	REFUNDABLE	N/A
WITHIN 3 BUSINESS DAYS OF ORIENTATION and TOUR OF SCHOOL AND INSPECTION OF EQUIPMENT	REFUNDABLE	REFUNDABLE
MORE THAN 3 BUSINESS DAYS AFTER SIGNING THE ENROLLMENT AGREEMENT/TOUR BUT BEFORE THE START OF THE FIRST SEMESTER	NOT REFUNDABLE	REFUNDABLE
WITHIN FIRST 3 BUSINESS DAYS OF THE PROGRAM'S FIRST SEMESTER	NOT REFUNDABLE	REFUNDABLE

AFTER THE FIRST 3 BUSINESS DAYS OF THE FIRST SEMESTER	NOT REFUNDABLE	NOT REFUNDABLE
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Any request for refunds for books (excluding Lippincott CoursePoint), supplies or uniforms must be made directly to the vendor. SJSON does not retain any charges for these items. Once a student accesses the license information from the Lippincott CoursePoint package the student is responsible for the full cost.

To withdraw from the program, follow the Withdrawal/Dismissal Policy.

The Registrar notifies the Bursar and Financial Aid office of the student's withdrawal/dismissal date and a refund calculation is initiated by the Bursar's office. The school Refund Policy is used to calculate the percentage of charges owed by the student and/or amount to be refunded.

Student Leave of Absence Policy

Purpose:

To provide students with a temporary interruption in enrollment (leave of absence [LOA]) from the program on a voluntary basis. This policy applies to students who are and are not receiving Federal Student Aid.

Definition: A leave of absence (LOA) is a temporary interruption in a student's program of study.

Policy:

For different reasons, a student may request to withdraw from the current semester and continue in the program during the same semester, the following semester or at a later time without having to formally reapply.

1. The reasons for the LOA must be non-academic such as a personal health issue, family issue, or financial issue. The student must be in good academic standing to apply for a leave of absence.
2. The student may be asked to provide documentation for the LOA. However, a student returning from a medical LOA is required to have a physician note allowing the student to return without restrictions.
3. The student must complete the LOA Request form which can be obtained from the Administrative Assistant or Registrar's Office. The reason for the request must be included and the student must date and sign the form. The student must have a reasonable expectation of returning to the program.
4. If the expected graduation date has changed, a new estimated date will be indicated on the request form.

The LOA request form must be signed by:

- a. the student's advisor or course instructor
 - b. The Bursar
 - c. The Registrar
 - d. The Financial Aid Manager
 - e. The Dean or designee
 - f. The student
5. A student is responsible for the full cost of the current semester unless the leave of absence takes place within the add/drop period, at which time the student will receive a refund less the \$100 tuition/fee deposit, if applicable. There will be no additional financial burden to the student. If the student was given a refund for the partial course, upon return the student would be required to pay for repeating the course. The student would not be charged for retaking the course if the student was not given a refund.
 6. Approval of the LOA is at the discretion of the Dean or designee.
 7. The period of the LOA may not begin until the student has submitted, and the school has approved the request for a LOA except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance. Absences that occur before the LOA is approved will count as absences and will follow the progressive discipline policy except where unforeseen circumstances would prevent a student from submitting a request in advance. In the event of an unforeseen circumstance that prevents a student from requesting a LOA in advance, the school must secure at a later date the request and the reason(s) for the LOA along with documentation that the LOA could not have been requested in advance.

In these cases, the beginning date of the LOA can be no earlier than the date that the circumstances prevented the student from attending school.

8. The LOA, when approved, allows the student to return to their program at the point where they left for the LOA or at the beginning of the next semester or when their courses are being offered next.
9. When taking a long-term LOA, students may elect to attend a course from the beginning or join a class at the point that they left for the LOA. Students are encouraged to speak with the theory instructor (s) prior to making this decision.
10. Students must request a specific time period for the LOA.
11. Students may also request a short-term LOA of 1 week up to 3 weeks. The student may return to the program during the same semester but is required to meet all course requirements by the end of the semester in order to progress in the program. The student needs to discuss the LOA with their advisor and theory instructor(s), as it might not be possible to make up enough clinical time to complete the semester.
12. An LOA may not exceed 180 days within any 12-month period. The LOA is approved for a specific period of time. If the student fails to resume attendance at the point in academic program where they interrupted training at beginning of LOA, the student is treated as a withdrawal.
13. The school may grant more than one LOA, provided the combined LOAs do not exceed 180 days within the 12-month period and that each LOA is properly requested by the student. However, the school may need to reduce the leave if the 180th day falls on a day that the school is closed, for example, holidays, weekends, or semester breaks.
14. When the student has an approved LOA that extends up to or beyond the end of the semester, their transcript will reflect a Withdrawn/Pass (WP) or Incomplete (I) status for that semester until the student returns and completes the course. Students who are unable to complete the requirements of an individual course may be assigned a grade of Incomplete. After completion, the transcript will reflect the grade earned in the course.
15. If for any reason the student is not able to return on the expected date, they must contact the school to advise them of the change of plans. Failure to do so will invalidate the LOA and the student will be withdrawn from the program.
16. When the student is ready to return from the LOA, the student must notify and/or meet with the following faculty and staff. The Return from Leave of Absence form must be signed in full by:
 - a. The Bursar
 - b. The Registrar
 - c. The Financial Aid Manager
 - d. The Dean or designee
 - e. The student
 - f. The student's advisor or course instructor

IF STUDENT IS RECEIVING FEDERAL STUDENT AID (34 CFR 668.22 (d))

- a. The student will not be eligible for any additional disbursements of Federal Student Aid.
- b. Student must resume training at same point in academic program they began the LOA and if receiving Title IV funds (Pell or Federal Student Loans), the student must discuss with the Financial Aid Manager any effect (s) of failing to return may have on student loan repayment terms, including expiration of grace period.
- c. If a student is currently receiving financial aid, their aid award will be reevaluated as a result of the LOA.
- d. Requests for extension of an LOA may not meet the requirements of an approved LOA for Title IV purposes.
- e. If the date of the leave precedes the start of classes, the student's financial aid will simply be cancelled.

- f. If the date of the leave is after the start of classes, the financial aid award will be adjusted according to federal regulations and institutional policies.
- g. If the student received more federal aid than they earned, unearned funds need to be returned, and this is based on the time the student was enrolled. (Return to Title IV calculation). This calculation determines how much the student may be required to pay the school within 30 days.
- h. If a student on an approved LOA fails to return, they are considered withdrawn. The student's withdrawal date is the date the student began the approved LOA. The school must report to the loan holder the student's change in enrollment status as of the withdrawal date and if necessary, perform a Return to Title IV Calculation.
- i. If the student does not return after 180 days, the last date of actual attendance will be used to calculate the 'earned' loan amount and the date a student enters repayment. Generally, there is a grace period before the student must begin repayment. The grace period is a determinate length of time when no payments are due.
 - 1) Federal Perkins Loans – the grace period is nine months.
 - 2) Federal Direct Loans – the grace period is six months.
 - 3) Federal PLUS Loans – repayment begins 30 to 45 days after the final loan disbursement.

17. Military Deployment/Reassignment

In the event that a student, who is a member of the armed forces of the United States or a member of the reserves, shall be called/ordered to active duty (including active State duty), the student can request a Military Leave of Absence (LOA). This does not apply to active duty for training.

This section also applies to spouses of active duty members who are SJSON students. Members of the military who officially notify the Office of the Registrar that they are being deployed will be withdrawn from courses that are in process and those charges will be removed. The student is required to notify their instructor(s) of the deployment. A Military LOA form will be submitted to the Office of the Registrar indicating the request for military withdrawal, along with copies of all applicable deployment orders.

Upon release from military duty, the student will be restored to the educational status enjoyed prior to the duty period, without loss of academic credits earned, scholarships or grants awarded, or tuition and other fees paid prior to the commencement of military duty.

If the student leaves while a course(s) is in progress, the course(s) will need to be repeated. The student may return to the course where they left off. There will be no additional financial burden to the student. If the student was given a refund for the partial course, upon return the student would be required to pay for repeating the course. If the student was not given a refund, the student would not be charged for retaking the course.

Student Complaint/Grievance Policy

St. Joseph School of Nursing (SJSON) is committed to deliver the highest quality of education and to adhere to the educational standards set forth by our governing bodies in the delivery of nursing education.

The Student Complaint and Grievance policy provides guidance under which investigations of complaints and grievances will be carried out to ensure objective and timely responses to students.

All students have the right to submit a verbal or written complaint to the faculty or administration of SJSON and have the right to a timely response.

1. **Complaint Procedure:**

- a) A student may initiate the informal process of a complaint by bringing the concern to a faculty member, their advisor, or a representative of the administration.
- b) A student may convey the concern verbally or in writing.
- c) Action taken by the faculty or administration will be reported to the student. The faculty member may refer the complaint to the appropriate committee for resolution.
- d) If satisfactory resolution has not been achieved, the student may bring the concern to the Dean.

- e) The faculty member, advisor, or representative of administration will document the complaint and forward the complaint and action to the appropriate committee for information if it has not already been submitted.

2. **Grievance Procedure:**

- a) All grievances must be in writing and submitted to the Dean.
- b) In order for the grievance to be processed, the grievance must contain the following:
 - (1) The basis for the grievance regarding program or accreditation standards, or allegation of non-compliance with any state or federal law.
 - (2) All relevant names and dates and a brief description of actions forming the basis of the grievance.
 - (3) Copies of any documents or materials that support the grievance.
- c) The Dean (or if unavailable, the Associate Dean) will acknowledge the receipt of the grievance in writing within three (3) business days.
- d) The Dean will conduct an initial review of the grievance within ten (10) business days to determine whether the grievance sets forth reasonable information on which an investigation is warranted.
- e) All grievances must be resolved within fourteen (14) business days of the initial review. If a grievance is complicated and more time is needed for resolution, the Dean will inform the student in writing.
- f) A written response from the Dean will be sent to the student indicating the steps taken to investigate the grievance, the results of the review and date of completion.
- g) If a student is dissatisfied with the resolution, or feels that the school has not adequately addressed the grievance, they may address the grievance with the following governing agencies:

For all students:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
703-247-4212
<https://www.accsc.org/>

New Hampshire Department of Education
Higher Education Commission
101 Pleasant Street
Concord, NH 03301
603-271-3494
<https://www.education.nh.gov/who-we-are/higher-education-commission>

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000
<https://www.acenursing.org>

Office of Professional Licensure & Certification
7 Eagle Square
Concord, NH 03301
603-271-2152
<https://www.oplc.nh.gov/new-hampshire-board-nursing>

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta GA 30326
(404)975-5000
[Http://www.acenursing.org](http://www.acenursing.org)

3. *Student Complaint Procedure – ACCSC*

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

Submitting a Complaint- ACEN

Complaints must be submitted using one of the following two methods:

- a. Complete the online form and include supporting documentation located here: <https://acenursing.atlassian.net/servicedesk/customer/portal/30>, **OR**
- b. Email a copy of the completed [Complaint Form](#) and supporting documentation to: complaints@acenursing.org

ACEN will not accept complaints via telephone.

The ACEN will not review or act upon unsubstantiated anonymous complaints.

The ACEN will not review or act upon complaints submitted by an individual or agency on behalf of another individual. For example, the ACEN will not review or act upon a complaint from a parent, spouse, child, sibling, coworker, friend, or attorney of a complainant.

The ACEN must be the original intended recipient of the complaint. The ACEN will not review or act upon complaints that are forwarded to the ACEN.

All complaints must be submitted in English.

Written documents related to the grievance will be kept on file and will be provided to regulatory agents and accrediting bodies as mandated.

Definitions

- a) **Complaint** (considered informal) - a verbal expression of dissatisfaction with some aspect related to the education program that is addressed immediately and resolved by faculty or administration.
- b) **Grievance** (considered formal) – a written expression of dissatisfaction with some aspect of the education program that has not been resolved to the student’s satisfaction by the faculty or administration;
- c) **Resolution**– a grievance is considered resolved when the investigation has been completed and the findings and resolution have been communicated to the student(s).

V. **ASSOCIATE OF SCIENCE IN NURSING PROGRAM INFORMATION**

Accreditation

St. Joseph School of Nursing is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

The Accrediting Commission of Career Schools and Colleges is a recognized accrediting agency by the U.S. Department of Education.

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201

(703)247-4212

The Associate of Science in Nursing program at St. Joseph School of Nursing located in Nashua, New Hampshire, is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing program is continued accreditation.

The school has degree granting authority by the NH Department of Education, Division of Educator Support and Higher Education and is approved by the New Hampshire Board of Nursing.

Program Philosophy

SJSON is guided by a philosophy which advocates caring social responsibility and service to those in need, utilizing Kristen Swanson's Theory of Caring as a framework for the provision of nursing care.

- Faculty views nursing as an art and science of reflective practice in caring for clients in vulnerable populations across the lifespan.
- Faculty believes nursing is a profession that values the acquisition and application of evidence-based knowledge and clinical reasoning skills to ensure quality and safe client-centered care.
- Faculty views students as holistic individuals who bring unique qualities that contribute to the strength and diversity of the program.
- Faculty endeavors to ensure that student services consistently promote achievement of student learner outcomes.
- Faculty prepares students to enter the profession as entry-level practitioners who integrate theory and research into their practice and use critical reasoning skills to deliver holistic care.
- Faculty advocates for the rights and responsibilities of clients and families to participate collaboratively with the nurse and other members of the healthcare team.
- Faculty believes that nurses are professionals who must be prepared to work with those whose beliefs might be different from their own because society is made up of different religious, ethnic, and cultural groups.
- Faculty views education as a dynamic, interactive, and life-long inter-professional, learning process.

Conceptual Model

The conceptual model/framework of St. Joseph School of Nursing is depicted by a graphic of the program's nursing pin. The cross is the foundation of the Christian philosophy embraced by SJSON.

Caring is located in the center of the cross representing Swanson's Caring Behaviors which consist of:

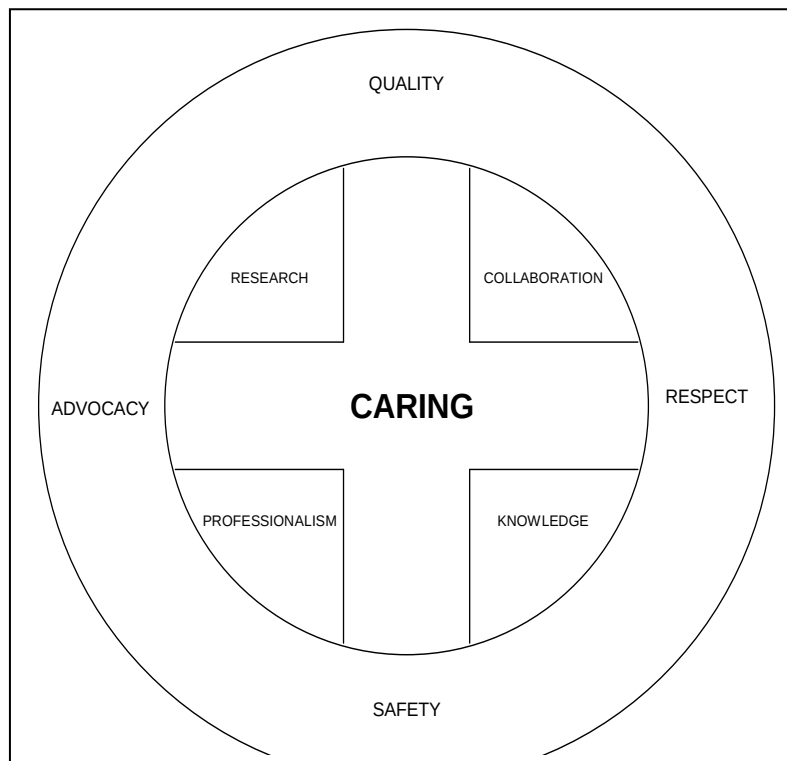
- Maintaining Belief
- Knowing
- Being With
- Doing for
- Enabling

These behaviors define the role of the nurse in providing a therapeutic relationship and commitment toward others.

1. The nursing competencies are illustrated in the area surrounding the cross. These are the nursing actions of the graduate nurse:
 - a. Knowledge: continuing education, clinical judgment, informatics, nurse of the future, system based practice; coordination of care
 - b. Professionalism: leadership, communication, interprofessional collaboration, ethical, legal and regulatory practice

- c. Collaboration: communication with patient and health care team, involves patient, community and stakeholders, promote healthy lifestyle
- d. Research: evidence-based practice, cultural competency

The ring around the pin represents the environment in which the nurse interacts with the patient/family with respect and advocacy. The environment is situational and may be defined by the context of the relationship with the patient. The nurse infuses the quality and safety initiatives which occur within the healthcare environment to promote optimal care.



THEORIST – Kristen Swanson’s Theory of Caring

Caring is a nurturing way of relating to a valued other toward who one feels a personal sense of commitment and responsibility.

Caring Process	Definition	Expressions
Maintaining Belief	Sustaining faith in the other’s capacity to get through an event or transition and face a future with meaning	• believing in/holding in esteem • maintaining a hope-filled attitude • offering realistic optimism • “going the distance” • helping find meaning
Knowing	Striving to understand an event as it has meaning in the life of the other	• avoiding assumptions • centering on the one cared for • assessing thoroughly • seeking cues • engaging the self of both the nurse and client
Being With	Being emotionally present to the other	• being there • conveying availability • enduring with • sharing feelings • not burdening
Doing For	Doing for the other as they would do for the self if it were at all possible	• comforting • anticipating • performing competently/skillfully • protecting • preserving dignity
Enabling	Facilitating the other’s passage through life transitions and unfamiliar events	• informing/explaining • supporting/allowing • focusing • generating alternatives/thinking it through • validating/giving feedback

Adapted from: Swanson, K. M. (1991) Empirical development of a middle range theory of caring, *Nursing Research*, 40(3), 161-166

Associate of Science in Nursing Program Description

The Associate of Science in Nursing program fulfills the New Hampshire Board of Nursing requirements for program content and length. The program prepares students for gainful employment as a registered nurse. Registered nurses work in a multitude of settings such as hospitals, nursing homes, schools, and community settings. Upon completion of the program, the graduate is eligible to take the NCLEX-RN exam, leading to licensure as a registered nurse.

There are two tracks of study that the student may select.

1. ASN 2-Year Track (Generic)

The ASN curriculum offers a 5-semester, 2-year track, 72-credit program with a total of 1,545 theory and clinical hours.

Program starts each year in January (20 consecutive months with no semester breaks), May (23 consecutive months, includes summer break) and September (20 consecutive months with no semester breaks).

Theory, labs and clinicals take place between the hours of 6:30 am and 11:00 pm. Clinical days have varied start times and may occasionally include evening and/or weekend rotations.

2. ASN 1-Year Track for Licensed Practical Nurses (LPN)

The ASN 1-Year track: Licensed Practical Nurses (LPN) attend the program for 3 consecutive semesters (72 credits) that include transfer courses with a total of 855 theory and clinical hours.

Program starts in May (evenings) and September (days) of each year (11 consecutive months).

Theory, labs and clinicals for the day program are between the hours of 6:30 am and 4:00 pm. Clinical days have varied start times and may occasionally include evening and/or weekend rotations.

Theory, labs and clinicals for the evening program are between the hours of 2:30 pm and 11:00 pm. Clinical days have varied start times and may occasionally include day and/or weekend rotations.

Associate of Science in Nursing: Program Outcomes

1. Associate of Science in Nursing: ACEN Program Outcomes
 - a. The NCLEX-RN Exam pass rates will be at or above the national mean.
 - b. Expected levels of Program Completion will be reflected through 69% of students graduating within 100% of the stated program length measured from the first nursing course as defined by ACEN.
 - c. Program satisfaction measures (qualitative and quantitative) will demonstrate 80% of graduating students and 80% of employers expressing satisfaction with graduates' achievement of student learner outcomes.
 - d. Six months post-graduation at least 75% of graduates will be in a RN position.
2. Associate of Science in Nursing: ACCSC Program Outcomes
 - a. The NCLEX-RN Exam pass rates will be at or above the national mean.
 - b. Expected Graduation Rate will be reflected through 65% of students graduating within 150% of the stated program length measured from the initial enrollment date as defined by ACCSC.
 - c. Program satisfaction measures (qualitative and quantitative) will demonstrate 80% of graduating students and 80% of employers expressing satisfaction with graduates' achievement of student learner outcomes.
 - d. Six months post-graduation at least 75% of graduates will be in a RN position.

Associate of Science in Nursing: Student Learner Outcomes

1. At the completion of the program, the graduate will be able to:
 - a. Integrate Swanson's Theory of Caring into all aspects of patient-centered care
 - b. Function professionally within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care
 - c. Evaluate evidence-based practice utilizing the information to plan care for patients with the nursing process.
 - d. Evaluate current nursing practices to identify quality improvement opportunities related to patient-centered care.
 - e. Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
 - f. Adapt to advances in technology incorporating informatics into routine patient care activities, enhancing patient safety and patient-centered care.

Length of Programs & Timeframe – ASN Program

Completion time for each program with concept-based curriculum is as follows:

A total of 72 credits over five (5) semesters are necessary for graduation with an Associate of Science in Nursing; the maximum timeframe to complete the program is anticipated to be three years.

The ASN 1-year track for LPN's requires a total of 72 credits (including transfer credits) over three (3) consecutive semesters for graduation with an Associate of Science in Nursing; the maximum timeframe to complete the program is anticipated to be one and a half years.

Admission

SJSON reserves the right to revise the admission standards, tuition, fees, curriculum, and policies in all school publications. Timely notification of any revisions will be provided. Applicants desiring admission to the St. Joseph School of Nursing ASN degree program must meet the below criteria.

1. Required Standards

Applicants must meet the educational and health standards set by SJSON, New Hampshire Board of Nursing, and the National Council of State Boards of Nursing (NCSBN) listed below:

Good physical and mental health with acceptable levels of:

- Manual dexterity and motor coordination
- Visual acuity with color vision*
- Hearing capacity*
- Speech patterns to effectively communicate verbally
- Ability to read, comprehend, write and communicate in English
- Ability to cope with personal stresses

**Acceptable if corrected*

Applicants also must:

- have basic computer skills
- pass a drug screening
- pass a criminal background check.

2. Admission Requirements

Applicants must complete all of the following by the designated application deadline in order to have their file reviewed by the Admission Committee. Further details are available on the website.

a. Application

Application for admission to St. Joseph School of Nursing must be completed online at www.sjson.edu. Inquiries may be made by phone at (603) 594-2567. An application fee of \$50 is due with the application. An applicant can pay by phone using a credit card or send in a check or money order made payable to: St. Joseph School of Nursing. An admission file will be considered "incomplete" and will not be considered for admission if the credit card or personal check payment cannot be processed by the application deadline due to insufficient funds or other account problem(s). A charge of \$25 will be made for any returned checks.

b. Essay

An original 500 word typed essay must accompany the application. The essay topic can be found on the application and should be written using your own thoughts without plagiarism or AI. (*See Plagiarism Policy*)

c. Transcript(s)

a) High School/GED/HiSET

The applicant must submit an official high school or GED or HiSET transcript from a US Department of Education approved school or facility. The high school diploma, GED or HiSET must show courses of study related to math, science, reading, and writing skills as part of the secondary school education.

b) Postsecondary Schools

The applicant must submit an official transcript from all postsecondary schools attended.

c) Foreign Documents/Transcripts

Applicants with foreign documents must have them translated through the Center for Educational Documentation in Boston, MA or World Education Services, Inc. in New York, NY. Translation must indicate that the applicant has the equivalent of a US High School Diploma.

Center for Educational Documentation(CED)	OR	World Education Services Inc. (WES)
PO Box 170116		PO Box 5087
Boston, MA 02117		Bowling Green Station
Tel: (617) 338-7171		New York NY 10274-5087
Fax: (617) 338-7101		on-line: wes.org/contact

3. Professional Evaluation Form – ASN 2-Year Program only

Applicants must submit one completed professional evaluation form. Evaluations from family, friends, co-workers, and colleagues on same work level will not be accepted. The form is located on the website.

4. Pre-Entrance Exam

The TEAS is required for admission into any program. Register at www.atitesting.com.

- Required overall score of 64 or higher. Individual scores will be reviewed as well.
- The TEAS exam is valid for one year from the date of the test.
- If you've taken the TEAS exam at another institution you must request that an official electronic copy of your scores be sent to SJSON directly from ATI.
- If you wish to improve your scores, you may retake the exam at any time.

5. TOEFL Exam

- If an applicant is born in a country where English is not an official language, they are required to take the TOEFL exam and have an official copy of their scores sent to the school.
- Passing scores are as follows: 20 in Speaking and Listening; 17 in Writing; 16 in Reading and 73 Overall. TOEFL exam scores are valid for two years from the date of the exam.
- Register at www.ets.org/toefl; SJSON code is 1677
- TOEFL exam scores are valid for two years from date of the exam.

- e. ONLY a foreign-born applicant who became a US Permanent Resident or Naturalized Citizen before age six and attended elementary and secondary education in the US, may request a TOEFL exemption. A letter requesting the exemption must be submitted in person to the Admission Office along with your original permanent resident card or certificate of naturalization at least six (6) weeks before the application deadline. The exemption will be reviewed and the applicant notified if the exemption has been granted.
- 6. **Proof of Legal Residence in the US**
US citizens must include a copy of their birth certificate, unexpired passport or copy of certificate of naturalization with their application. Permanent residents must provide a copy of an unexpired Permanent Resident Card (Form I-551). Original documents are required for review at time of new student orientation.
- 7. **Proof of Health Insurance**
A copy of applicant's current health insurance card is required with the application. If applicants name is not on the card additional documentation will be required.
- 8. **Letter from Dean of previously uncompleted nursing courses/program**
If the applicant has previously been enrolled in a nursing program and has left or been dismissed from that program, the applicant must submit a letter from the Dean of the program indicating the student left for non-ethical reasons.
- 9. **ASN 1-Year track LPN applicants - Additional Requirements**
 - a) Graduate from an accredited school and a Board of Nursing approved practical nursing program or equivalent education
 - b) Hold a current, unencumbered practical nursing license
 - c) Submit either an **Employer Clinical Proficiency Form** completed by a current work supervisor *or* an **Instructor Clinical Proficiency Form** completed by a clinical instructor, only if a recent graduate with no work experience.
 - d) Provide evidence of completion of Anatomy and Physiology I and II as 4 credit courses with a minimum grade of 80% (B-) or better as part of their PN program, another successfully completed degree, or within 5 years. Online science courses or science courses with an in-home lab kit are not accepted for transfer.
 - e) Provide evidence of completion of English I, Introduction to Psychology, and Life Span Development (Human Growth and Development) as 3 credit courses with a minimum grade of 78% (C+) or better as part of their PN program, another successfully completed degree, or within 10 years.
 - f) Demonstrate successful completion of required PN nursing courses (Fundamentals and the first medical/surgical course-Care of the Adult) with a minimum grade of 80%- (B-).

Admission Committee Review Process

If all admission documents are received by the application deadline, the applicant file is reviewed by the Admission Committee. An admission rubric is used to review all applicant documents in a fair and consistent manner. The rubric rates each applicant in the following areas: previous healthcare training, essay, TEAS results, GPA from last completed academic program, postsecondary science, math, and English course GPA, and professional evaluation. SJSON requires applicants to achieve a minimum score of 25 on the admission rubric.

Applicants who meet minimum qualifications for admission may be invited to an interview as a final step in the admission selection process. Admission to SJSON is competitive and a limited number of applicants are accepted. Application or re-application does not guarantee admission.

At the time of the interview applicants are required to provide a driver's license or photo ID to verify identity. A copy of the ID will be maintained in the academic records.

Disposition letters are mailed to applicants within 45 days of the application deadline.

ASN Program – Transfer of College Credits

The Associate of Science in Nursing program requires 72 credits for graduation. A generic student may transfer up to 27 non-nursing credits to fulfill the graduation requirement. The ASN 1- Year track (LPN) student may transfer up to 17 nursing credits from their practical nursing program and up to 27 non-nursing credits to fulfill the graduation requirement. The school has established guidelines to ensure that the

currency, comparability, relevancy to the nursing program, calculation of credits, and grade earned for the transfer courses meet the criteria of the nursing program.

All previous education will be evaluated and credits will be granted accordingly to decrease the number of courses and reduce cost.

1. An official transcript sealed in an envelope marked official must be submitted or sent directly to the school from the college(s) or post-secondary school(s) and will be reviewed by the Registrar to ensure that the courses are comparable in scope and content to St. Joseph School of Nursing Associate of Science in Nursing program's course work.
2. If the non-nursing, non-science course was taken within ten (10) years of the date of application, is equivalent, and the grade received is 78/C+ or above, the course will be transferred and tuition will be adjusted.
3. If the non-nursing, non-science course was taken as part of a program for which the student received a degree, is equivalent and the grade received is 78/C+ or above the course will be transferred regardless of the timeframe.
4. If the science course (including Anatomy & Physiology I & II and Microbiology) was taken within five (5) years of the date of application, is equivalent (a 4-credit course with a lab), and the grade received is 80/B- or above, the course will be transferred and tuition will be adjusted.
5. If the science course (including Anatomy & Physiology I & II and Microbiology) was taken as part of a program for which the student received a degree, is a 4-credit course with a lab, and the student received a grade of 80/B- or above the course will be transferred regardless of the time frame.
6. Online science courses or science courses with an in-home lab kit are not accepted for transfer.
7. Credit will not be given for non-nursing courses over ten (10) years old OR for science courses over five (5) years old, taken after a degree has been awarded or that are not part of the degree program.
 - a. For 1-Year ASN track students: If the nursing or science course is equivalent, was taken as part of an accredited practical nursing program for which the student received a diploma, the grade achieved is 80/B- or above, the course will be transferred. If the non-nursing course is equivalent, was taken as part of an accredited practical nursing program for which the student received a diploma, and the grade achieved is 78/C+ or above, the course will be transferred. Please note: All science courses must be 4-credit in-person courses with a lab in order to be eligible for transfer. All non-nursing courses must be 3 credit courses.
 - b. For an LPN who achieved licensure through comparable education, transfer of credit for BIO 201 Microbiology, ENG 201 English Composition II, and SOC 101 Sociology will only be granted if they meet the grade and time frame criteria of 79 (C+) or above and 10 years or less for non-nursing, non-science courses and 80 (B-) or above and 5 years or less for science course.
 - c. For Military transcripts: The school will follow the recommendations of the National Council State Boards of Nursing regarding Military Health Care curricula. All previous education and experience will be evaluated and credits will be granted accordingly to decrease the number of courses and reduce cost.
 - d. For students with equivalent education: If the nursing or non-nursing course was taken as part of a nursing program in which the student completed sufficient hours to take the NCLEX-PN, the course(s) will be considered for transfer.
8. No transfer of the course will be made to any other school or program in the name of St. Joseph School of Nursing.
9. In order to have the credits approved the student must do the following prior to the semester:
 - a. Submit an official transcript from the institution where the course was taken.
 - b. If required, submit a course syllabus from the institution where the course was taken.
10. If the student is currently enrolled in an approved, transferable course at the time of enrollment at SJSON they must submit an official transcript to the Registrar once the course is completed. If the student achieves a satisfactory grade following the guidelines above the course will be transferred.
11. For 1- Year track students taking preparatory courses: When overlapping semesters prevent an incoming student from completing a required course prior to the beginning of their first semester at SJSON, an official transcript showing enrollment in the course must be submitted to the Registrar. The student will be temporarily enrolled in the program at SJSON and is expected to attend classes and submit a final transcript showing successful completion of the course. If the transcript has been received and the course is successfully completed the student may remain enrolled. If the course(s) is not successfully completed, the student is withdrawn from the program.
12. For students taking non-nursing courses prior to initial enrollment: When overlapping semesters prevent an incoming student from completing a course prior to the beginning of their first semester at SJSON, an

official transcript showing enrollment in the course must be submitted to the Registrar. The student will be temporarily enrolled in the course at SJSON and is expected to attend classes until a final transcript showing successful completion of the course is submitted. If the course(s) is not successfully completed, the student will remain enrolled in the duplicate course at SJSON.

13. All non-nursing courses offered during the program of study at SJSON must be taken at SJSON during the semester in which they are given, unless previous credit has been awarded.
14. No monetary credit will be given for courses approved after the start of the semester in which the course is offered unless previously approved by the Dean or Associate Deans.
15. SJSON will not accept credits for transfer from unaccredited institutions or for prior learning experience, paid or unpaid employment, or for other demonstrated competency or learning. SJSON does not have any articulation agreements with any institution to accept credits towards the Associate of Science in Nursing degree.
16. SJSON has articulation agreements with Southern NH University, Rivier University, and Franklin Pierce University whereby those institutions accept credits for specific courses taken at SJSON in the completion of an Associate of Science in Nursing degree as transfer towards the completion of a bachelor's degree in nursing at their institutions.

Professional Appearance and Dress Code

Professional appearance and adherence to the dress code are subject to the Dean and faculty evaluation and approval at all times.

Identification badges must be worn at all times while on campus and in all clinical settings

1. Dress Code – Clinical

- a) The identification (I.D.) badge is to be worn at all times as part of the uniform. I.D. badges are to be worn above the waist with the picture and name displayed prominently. I.D. badges must not be defaced in any way which prevents immediate identification of an individual.
- b) Student uniform will be clean and pressed. Students may wear a white or navy short-sleeved crew neck T-shirt or long-sleeved turtleneck that goes no lower than the wrist under uniform top.
- c) Clean white, black, or navy blue leather shoes. No open-back shoes are allowed. Footwear that does not offer foot protection from physical, chemical, and fluid hazards or footwear that can cause tripping, be caught in equipment, or present a slip or fall risk shall not be worn.
- d) A watch with a second hand is required.
- e) Only the following jewelry is allowed:
 - (1) Two finger rings (no large settings)
 - (2) One pair of earrings, white, gold or silver no larger than earlobes
 - (3) Small, narrow gold or silver neck chain worn within uniform
- f) We promote a scent neutral work environment; particularly in areas where patients/visitors/staff may have heightened sensitivities to fragrances, scents, or odors. Body wash, soap, and body lotion must be scent free. Excessive cologne or offensive body odor are not acceptable.
- g) Fingernails are to be neatly manicured and clean. The length of the nail and color of nail polish should not interfere with the performance of job duties. As recommended by the Center for Disease Control, individuals working in direct patient care areas must not wear any type of nail enhancement, including but not limited to artificial fingernails, acrylics, tips, wraps, appliques, gels, or any additional items applied to the nail surface with the exception of nail polish. Nail polish should not be chipped or cracked.
- h) No artificial eye lashes are allowed in clinical.
- i) Body art (tattoos) must be covered while in clinical; piercings must be removed or covered while in clinical.
- j) Hair must be NEAT and CLEAN, groomed away from face and MAINTAINED OFF SHOULDERS.
- k) Students with any form of beard or mustache must be either cleanly shaven or neatly trimmed and groomed.
- l) Navy-blue scrub coats may be worn over the uniform and when not engaged in direct patient care. No lab coats, sweaters or vests are to be worn in the clinical area.

2. Dress Code - Classroom

Students are expected to dress in a professional manner. Attire should be neat, clean, and appropriate.

- a) The identification (I.D.) badge is to be worn at all times above the waist with the picture and name displayed prominently. I.D. badges must not be defaced in any way which prevents immediate identification of an individual.

- b) Revealing clothing, midriff tops, caps or hats are prohibited.
- c) Footwear that does not offer foot protection from physical, chemical, and fluid hazards or footwear that can cause tripping, be caught in equipment, or present a slip or fall risk shall not be worn. Flip flops are not appropriate footwear in any location.
- d) We promote a scent neutral work environment. Body wash, soap, and body lotion must be scent free. Excessive cologne or offensive body odor are not acceptable.

Code of Ethics – American Nurses Association

Students enrolled in the Associate of Science in Nursing program will be expected to comply with the American Nurses Association Code of Ethics:

The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.

The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

The nurse owes the same duties to self as to others including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy. (Code of Ethics for Nurses with Interpretive Statements, 2015, American Nurses Association)

Non-Matriculated Application Procedure

An individual may apply to enroll in non-nursing courses only, to include English Composition I & II, Psychology, Life Span Development, Sociology, Anatomy & Physiology I & II, Microbiology, and First Year Seminar (non-credit, no fee course). Enrollment is subject to adequate space pending registration by admitted, matriculated students. These courses are subject to the Transfer of College Credits Policy. Non-matriculated students will be required to attend a new student orientation prior to beginning the semester.

A minimum enrollment of eight (8) students is required to offer the course. Refer to www.sjson.edu for deadline information.

Attending SJSON as a non-matriculated student does not guarantee acceptance into the nursing program. To be considered, an application to the ASN program is required along with all admission requirements for that program.

At the time of Orientation applicants are required to provide proof of legal residency, and a driver's license or photo ID to verify identity. A copy of the ID will be maintained in the academic records.

1. Application Process

- a) Applicants must complete the Application for Admission as Non-Matriculated Student and submit the required documents prior to the identified deadline.
- b) Return the completed application with a \$25 application fee made payable to St Joseph School of Nursing. An applicant can pay by phone using a credit card or send in a check or money order made

payable to: St. Joseph School of Nursing. An admission file will be considered "incomplete" and will not be considered for admission if the credit card or personal check payment cannot be processed by the application deadline due to insufficient funds or other account problem(s). A charge of \$25 will be made for any returned checks.

c) Submit proof of legal residency: US birth certificate, unexpired US passport, unexpired permanent resident card, or certificate of naturalization

d) Submit official high school, GED or HiSET transcript

e) Submit official transcript from post-secondary institution where pre-requisite courses were completed. A minimum grade of 78% (C+) for non-science courses and 80% (B-) for science courses must have been earned in order for pre-requisite courses to be accepted. The Registrar will approve pre-requisite courses prior to admission.

2. Non-matriculated students are not eligible for financial aid. Schedule of tuition and fees:

Tuition/Fee Chart	Cost Breakdown (*estimated)
Application Fee	\$25.00
Administrative Fee (per semester)	\$50.00
Technology Fee (per semester)	\$80.00
First Year Seminar (15 hours)	No Charge
Anatomy & Physiology I	
Theory/Lab	\$1,160.00
Science Lab Fee	\$50.00
E-text	*74.99
Anatomy & Physiology II	
Theory/Lab	\$1,160.00
Science Lab Fee	\$50.00
E-text	*74.99
Microbiology	
Theory/Lab	\$1,160.00
Science Lab Fee	\$50.00
E-Text – Instant Access	*\$104.99
English Comp I	
Theory	\$870.00
Textbook	*\$74.95
English Comp II	
Theory	\$870.00
Textbook	*\$74.95
Life Span Development	
Theory	\$870.00
McGraw-Hill E-Book	*\$84.00
Psychology	
Theory	\$870.00
Openstax Access	No Charge
Sociology	
Theory	\$870.00
Open Stax Access	No Charge
Payment Plan Enrollment Fee (FACTS Fee for Multiple Payment Option)	\$25.00

Curriculum/Cost Breakdown

Tuition and fees charges must be paid in full prior to the end of each semester. Amount not covered by financial aid or other pre-approved sources must be paid in full with a credit card, cashier's check, or money order by the first day of class or through FACTS Management. Cost per credit is \$290 per credit for theory courses and non-nursing labs and \$690 per credit for nursing labs and clinicals.

Lippincott CoursePoint is the nursing e-book package. **Once a student accesses the license information to this package the student is held responsible for the full cost.** The cost of this package is subject to change by the publisher. Detailed information regarding curriculum can be seen on the following pages.

Upon program completion, the graduate can apply to take the NCLEX-RN. There is a \$200 fee at the time of registration. Once completed, state RN licensure is required, and this fee may vary from state to state. The cost for an RN License in New Hampshire is \$148.00.

ASN 2-YEAR TRACK CURRICULUM & FEES

	COURSES/FEES	CURRICULUM COMPONENT	TOTAL HOURS	TOTAL CREDITS	COST PER CREDIT	FEES	TUITION
SEMESTER 1							
FYS 100	First Year Seminar	Theory	15	0	\$0		\$0
ENG 101	English Comp I	Theory	45	3	\$290		\$ 870.00
PSY 201	Life Span Development	Theory	45	3	\$290		\$ 870.00
PSY 101	Psychology	Theory	45	3	\$290		\$ 870.00
BIO 101	Anatomy & Physiology I	Theory/Lab	75	4	\$290		\$ 1,160.00
BIO 102	Anatomy & Physiology II	Theory/Lab	75	4	\$290		\$ 1,160.00
FEES	Administrative Fee					\$ 90.00	
	Science Lab Fee (\$50 for each non-nursing lab)					\$ 100.00	
	Technology Fee (only if enrolled in a course)					\$ 158.00	
TOTAL			285	17		\$ 348.00	\$ 4,930.00
SEMESTER 1 TOTAL							\$ 5,278.00
SEMESTER 2							
NSG 110	Intro to Health Caring Concepts	Theory	90	6	\$290		\$ 1,740.00
NSG 110-L		Lab	30	1	\$690		\$ 690.00
NSG 110-C		Clinical	90	2	\$690		\$ 1,380.00
BIO 201	Microbiology	Theory/Lab	75	4	\$290		\$ 1,160.00
ENG 201	English Comp II	Theory	45	3	\$290		\$ 870.00
FEES	Activity					\$ 25.00	
	Administrative Fee					\$ 90.00	
	ATI Resource Modules					\$ 405.00	
	Library/Media					\$ 75.00	
	Lippincott CoursePoint					\$ 840.00	
	Prof Organization Membership					\$ 27.00	
	Science Lab Fee (\$50 for each non-nursing lab)					\$ 50.00	
	Technology Fee					\$ 158.00	
TOTAL			330	16		\$ 1,670.00	\$ 5,840.00
SEMESTER 2 TOTAL							\$ 7,510.00
SEMESTER 3							
NSG 120	Health Caring Concepts	Theory	105	7	\$290		\$ 2,030.00
NSG 120-L		Lab	30	1	\$690		\$ 690.00
NSG 120-C		Clinical	135	3	\$690		\$ 2,070.00
PHM 201	Nursing Pharmacology	Theory	30	2	\$290		\$ 580.00
FEES	Administrative Fee					\$ 90.00	
	ATI Resource Modules					\$ 405.00	
	Nashua School Fingerprinting					\$ 50.00	
	Technology Fee					\$ 158.00	
TOTAL			300	13		\$ 703.00	\$ 5,370.00
SEMESTER 3 TOTAL							\$ 6,073.00
SEMESTER 4							
NSG 210	Complex Health Caring Concepts	Theory	105	7	\$290		\$ 2,030.00
NSG 210-C		Clinical	180	4	\$690		\$ 2,760.00
SOC 101	Sociology	Theory	45	3	\$290		\$ 870.00
FEES	Activity					\$ 25.00	
	Administrative Fee					\$ 90.00	
	ATI Resource Modules					\$ 405.00	
	Library/Media					\$ 75.00	
	Technology Fee					\$ 158.00	
TOTAL			330	14		\$ 753.00	\$ 5,660.00
SEMESTER 4 TOTAL							\$ 6,413.00
SEMESTER 5							
NSG 220	Advanced Health Caring Concepts	Theory	120	8	\$290		\$ 2,320.00
NSG 220-C		Clinical	180	4	\$690		\$ 2,760.00
FEES	Administrative Fee					\$ 90.00	
	Technology Fee					\$ 158.00	
	Graduation					\$ 250.00	
TOTAL			300	12		\$ 498.00	\$ 5,080.00
SEMESTER 5 TOTAL							\$ 5,578.00
	TOTALS		1545	72		\$ 3,972.00	\$ 26,880.00
1/2025						GRAND TOTAL	\$ 30,852.00

1 credit = 15 theory hours; 30 lab hours; 45 clinical hours; Cost per credit & fees subject to change

ASN 1-YEAR TRACK CURRICULUM & FEES

	COURSES/FEES	CURRICULUM COMPONENT	TOTAL HOURS	TOTAL CREDITS	COST PER CREDIT	FEES	TUITION
SEMESTER 1							
FYS 100	First Year Seminar	Theory	15	0			
NSG 205	Professional Health Caring Concepts	Theory	30	2	\$290		\$ 580.00
NSG 205-L	PHCC - Lab	Lab	30	1	\$690		\$ 690.00
PHM 201	Nursing Pharmacology	Theory	30	2	\$290		\$ 580.00
BIO 201	Microbiology	Theory & Lab	75	4	\$290		\$ 1,160.00
ENG 201	English Composition II	Theory	45	3	\$290		\$ 870.00
FEES	Activity Fee					\$ 25.00	
	Administrative Fee					\$ 100.00	
	ATI Resource Modules Fee					\$ 405.00	
	Library/Media Fee					\$ 75.00	
	Lippincott CoursePoint Fee					\$ 840.00	
	Prof Organization Membership Fee					\$ 27.00	
	Science Lab Fee					\$ 50.00	
	Technology Fee					\$ 158.00	
TOTAL			225	12		\$ 1,680.00	\$ 3,880.00
SEMESTER 1 TOTAL							\$ 5,560.00
SEMESTER 2							
NSG 210	Complex Health Caring Concepts	Theory	105	7	\$290		\$ 2,030.00
NSG 210-C		Clinical	180	4	\$690		\$ 2,760.00
SOC 101	Sociology	Theory	45	3	\$290		\$ 870.00
FEES	Administrative Fee					\$ 100.00	
	ATI Resource Modules					\$ 405.00	
	Technology Fee					\$ 158.00	
TOTAL			330	14		\$ 663.00	\$ 5,660.00
SEMESTER 2 TOTAL							\$ 6,323.00
SEMESTER 3							
NSG 220	Advanced Health Caring Concepts	Theory	120	8	\$290		\$ 2,320.00
NSG 220-C		Clinical	180	4	\$690		\$ 2,760.00
FEES	Administrative Fee					\$ 100.00	
	ATI Resources Modules					\$ 405.00	
	Technology Fee					\$ 158.00	
	Graduation					\$ 250.00	
TOTAL			300	12		\$ 913.00	\$ 5,080.00
SEMESTER 3 TOTAL							\$ 5,993.00
GRAND TOTAL			855	38		\$ 3,256.00	\$ 14,620.00
1/2025						GRAND TOTAL	\$ 17,876.00

1 credit = 15 theory hours; 30 lab hours; 45 clinical hours; Cost per credit & fees subject to change

PROGRAM MAPPING FOR 1-YEAR AND 2-YEAR TRACKS BASED ON START MONTH:

SEM	ASN JAN DAY - 20 MONTH PROGRAM
	Starting in January each year
1	Spring (Jan-Apr)
2	Summer (May-Aug)
3	Fall (Sep-Dec)
4	Spring (Jan-Apr)
5	Summer (May-Aug)

SEM	ASN MAY DAY - 23 MONTH PROGRAM
	Starting in May each year
1	Summer (May-Aug)
2	Fall (Sep-Dec)
3	Spring (Jan-Apr)
	Summer Break
4	Fall (Sep-Dec)
5	Spring (Jan-Apr)

SEM	ASN 1-YEAR EVE - 12 MONTH PROGRAM
	Starting in May each year
1	Summer (May-Aug)
2	Fall (Sep-Dec)
3	Spring (Jan-Apr)

SEM	ASN SEP EVE - 20 MONTH PROGRAM
	Starting in September each year
1	Fall (Sep-Dec)
2	Spring (Jan-Apr)
3	Summer (May-Aug)
4	Fall (Sep-Dec)
5	Spring (Jan-Apr)

SEM	ASN 1-YEAR DAY - 12 MONTH PROGRAM
	Starting in September each year
1	Fall (Sep-Dec)
2	Spring (Jan-Apr)
3	Summer (May-Aug)

Grading Policy – Associate of Science in Nursing Program

Clinical grade is pass-fail and is not calculated into the grade point average.

The grade point is determined by using the following scale:

A	(93-100)	4.0
A-	(90-92)	3.7
B+	(88-89)	3.5
B	(83-87)	3.0
B-	(80-82)	2.7
C+	(78-79)	2.5

C	(75-77)	2.0
C-	(70-74)	1.7
D+	(68-69)	1.5
D	(63-67)	1.0
D-	(60-62)	0.5
F	(below 60)	0

Grade points are calculated by multiplying the course credit by the numerical value of the grade earned. The grade point average (GPA) is obtained by dividing the total number of grade points earned by the total number of credit hours attempted. The grade point average is calculated only for courses taken at this institution.

The number of credits for each course is determined as follows:

Theory hours: One credit is equivalent to 15 theory hours

Clinical hours: One credit is equivalent to 45 clinical hours

Laboratory hours: One credit is equivalent to 30 laboratory hours

Mid-way between each course the student is evaluated both academically and clinically, if applicable. Failure to achieve the required grade average results in a warning being issued to the student, making the student aware that they are failing to meet the required standard, allowing the student an opportunity to improve. The student is urged to seek assistance through their theory instructor and academic advisor. (See Academic Probation Policy)

A final grade of 78% (C+) or higher must be achieved in all non-nursing, non-science courses. A final grade of 80% (B-) or higher must be achieved in all science and nursing courses. A grade of 80% in nursing courses is based on testing results, not including papers, quizzes, or projects. Grades for papers, quizzes or projects will be added to nursing exam grades after determining if the student has met the required grade based on test results. Course grades will not be rounded. Nursing courses that include clinical experience, simulation, and/or lab require a PASS grade from those components.

Final course grades will be posted within three business days of course completion. The cumulative grade point average, carried to the third decimal place and rounded to the second decimal place, will be utilized to determine class ranking. In case of a tie, calculations will be carried to additional decimal places as needed.

Assignments

1. Classroom/Clinical - Written assignments are to be submitted on time. Failure to do so may result in partial or total loss of credit. Assignments should reflect a high degree of care in preparation, and attention should be given to spelling, grammar, and legibility. Format for written assignments shall be at the discretion of the instructor.
2. Students are encouraged to seek out strategies to enhance their learning. Students should seek help from faculty if they are having difficulty with their work. Integrity demands that the student be independent in their work. Group projects may be assigned in which students are expected to work together.

Calculator use: Only basic, 4 function non-programmable calculators are allowed for use during exams and quizzes. Use of programmable calculators and cell phone calculators are not allowed. SJSON will provide calculators as needed during exams.

Academic Progression Requirements

St. Joseph School of Nursing employs instructional, advising, and interventional strategies that support student academic achievement of career goals.

1. A student is considered to be in good standing by maintaining a minimum grade point average of 2.5 for non-nursing courses and 2.7 for nursing and science courses and is earning the required credits toward the completion of their degree.
2. The Academic Progression policy applies to all students regardless of Title IV financial aid.
3. Students are expected to complete the program within 150% of the published length of the program.

Guidelines:

Students must meet all stated course and clinical objectives to remain enrolled in the program, remain eligible for Title IV financial aid, and to be eligible for graduation.

1. Students must be in compliance with all other regulations and policies of the school as listed in the student handbook including, but not limited to:
 - m) Educational standards
 - n) Confidentiality
 - o) Financial obligations
2. Students will receive a mid-term warning when the course grade or clinical expectations at the mid-term or mid-point (*as is the case with A & P I and A & P II*) are not met. (Refer to Academic Probation Policy).
3. An action plan for at risk students will be developed in order to support student progress.
4. Faculty may issue a letter of communication or a verbal warning if student performance and expectations are not met at any time during the semester.
5. Students who are placed on academic probation in a nursing course will follow the Academic Probation Policy.
6. Students who receive an academic warning in a non-nursing, science course, or Nursing 210 and Nursing 220 will not be placed on academic probation.
7. A matriculated student who drops any nursing course during the add/drop period of a semester will be withdrawn from the program. The student will receive a refund of tuition for dropped course(s), less the \$100 tuition/fee deposit, if applicable. (See Refund Policy)
 - a) A student who remains enrolled in non-nursing course(s) is reclassified as a "non-matriculated" student and is no longer eligible for federal financial aid. The Financial Aid office will cancel all anticipated federal aid. The student is responsible for the full cost of tuition for the remaining course(s) and all semester fees.
8. A student is withdrawn or dismissed from the nursing program if the student is no longer enrolled in any courses, ceases to be enrolled in any nursing course(s) or fails to return from a leave of absence within 180 days. The Refund Policy is used to calculate the amount owed by or to be refunded to the student.

The Financial Aid office will calculate the percentage of student aid earned and unearned for the semester, based on the student's last date of attendance. If a refund is due to Title IV programs it may create an account balance that the student is responsible for paying. Any student who withdraws from the nursing program and wishes to return is required to reapply, even if they have been reclassified as a non-matriculated student. Readmission to the program is not guaranteed, and applicants seeking readmission will be evaluated along with new applicants.

9. Once a student is matriculated and nursing courses have begun, all courses must be taken as scheduled in the program. If there is a break in enrollment (except for an approved LOA), the student must reapply. Non-nursing courses may be taken early with Dean or Associate Dean approval.

Testing Policy

Purpose: To provide guidelines for students regarding exams.

Exams will be conducted in a secure testing environment. Students are required to wear their student identification. All student belongings, including backpacks, notes, cell phones, and smart watches, will be placed away from the immediate testing area. The instructor maintains the right to move student seating. Only basic, 4 function non-programmable calculators will be allowed during exams and quizzes, including medication mathematic exams. Use of programmable calculators, smart watches, or cell phones are not allowed. SJSON will provide calculators as needed during exams. Only answers on the individual scoring sheets are taken as final answers for the grade.

Methods of evaluation and the weight for each exam grade will be published on the course syllabi. Exam content is determined by course blueprinting and evaluated through item analysis. Students may question test items by submitting rationales in writing to the faculty within 7 days of the exam review date. Students are required to provide a rationale including the textbook/page number (or other evidence-based source) or the power point slide from class to support the student's chosen answer. After the 7-day time period, exam questions will not be reconsidered.

Students may review the exams in a secured environment. Copies or notes of exam items cannot be removed from the review area.

1. Missed Exams
 - a) Exams will not be given prior to the scheduled class time.
 - b) If a student is going to be absent on exam day, the instructor must be notified prior to the exam time. Arrangements for make-up exam must be made at this time with the instructor.
2. Make-up exams with excused absenteeism: Documentation is required for all excused absences. (See Attendance/Absenteeism/Tardiness policy for excused/unexcused absenteeism)
 - a) Exams must be taken on the day the provider note or the bereavement period (3 school days) enables the student to return to school.
 - b) No point loss is assigned to an excused absence if the exam is taken on the day of return.
 - c) If the student fails to take the exam at the arranged make-up time, a grade of zero will be assigned.
3. Missed exam with unexcused absenteeism:
 - a) For all unexcused absences, a deduction of 5 points after the original exam date will be made, and then 2 points per school day thereafter up to one week's time when a grade of zero will be assigned.
 - b) If a student misses more than one exam (unexcused), then ten points will be deducted from the second (or third, etc.) missed exam after the original exam date and then five points per school day thereafter up to one week's time when a grade of zero will be assigned.

Medication Math Competency

All students in Nursing 110, 120, 210 and 205 will be expected to demonstrate proficiency in medication math with a passing grade of 85% or better. If unsuccessful, students must schedule remediation until the student is able to show mastery. The student is expected to demonstrate proficiency within one month of the original medication math exam. Additionally, the student will not be allowed to administer medications in Nursing 110, 120 and 210 until the student is able to pass the medication math exam. Failure to successfully remediate will result in the student's inability to pass this clinical competency.

All Nursing 220 students will be expected to pass a clinical application math quiz that will be given 1-2 weeks after the start of class. Students must achieve a minimum score of 85% to pass. If unable to pass, remediation will be provided until student meets expected proficiency within 1 month of the original quiz. Inability to successfully demonstrate proficiency in the provided time will result in a clinical failure for the semester. Students will be allowed to pass medications from the start of Nursing 220 clinicals based on their demonstrated competence and proficiency in previous courses.

Graduation Requirements

Students completing the Associate of Science in Nursing Program will be awarded an Associate of Science in Nursing degree after meeting the following requirements:

1. Students must achieve successful completion of all courses with a grade of C+(78) or better for non-nursing/non-science courses and a grade of B-(80) or better for nursing and science courses.
2. Maintain satisfactory clinical performance in all areas.
3. Make up all necessary clinical time.
4. Student must attend NCLEX-RN review sessions provided at SJSON
5. Complete all records and return all school property.
6. Meet all financial obligations
7. Federal loan borrowers only - complete the mandatory financial aid exit interview
8. Be approved for graduation by the faculty.
9. A student with a grade point average of 3.7 or above will achieve "Honors" status.

Graduates of the Associate of Science in Nursing programs are eligible to take the National Council's Licensing Examination (NCLEX- RN).

Standardized Testing and Review Course

Achievement assessments will be administered in didactic nursing courses. The results assess overall achievement and can be used to develop student remediation plans. Practice assessments and proctored standardized assessments will be assigned or scheduled according to the curriculum plan. Students are required to prepare for standardized assessments using the practice assessments.

Graduating students are required to take both the practice assessments and proctored ATI Comprehensive Predictor Assessment. Students must attend NCLEX-RN review sessions provided at SJSON.

Students take the proctored assessment twice, once before the 3-day live ATI review and once after. If the student achieves less than 90% on the first proctored assessment, they will be required to develop a remediation plan and timeline using the focused review from the proctored assessment results.

If the student's NSG 220 course average is an 80% or better, and the student passes the first standardized comprehensive assessment with a 90% predicted probability of passing NCLEX-RN, two points will be added to the final course grade.

Non-Nursing Course Descriptions

FYS 100 - FIRST YEAR SEMINAR

15 Hours Theory

Credits: 0

This course is designed for beginning nursing students during their first semester of enrollment. The focus of this course will be on the cultivation of skills and behaviors necessary for both college and career success. Course topics include study strategies and skills, college survival, communication, engagement, technology, information literacy and 21st century skills with an emphasis on habits of the mind. This is a mandatory, no credit, no fee course.

BIO 101 - ANATOMY AND PHYSIOLOGY I

45 Hours Theory

30 Hours Laboratory

90 Hours Self-Directed Study

Credits: 4.00

Anatomy and Physiology I forms the foundation for course work in the health-related professions. The course presents fundamental information and concepts needed by students in health-related professions. This course is presented as a foundation for all other nursing courses. Before one can understand illness or alteration from normal

(pathology), it is necessary to understand the normal function of the body. This course will study the following aspects of human anatomy and physiology: organization of the human body, chemistry, cellular organization, histology, integumentary system, articulations, skeletal system, muscular system, and nervous system.

BIO 102 - ANATOMY AND PHYSIOLOGY II

Prerequisite: Anatomy and Physiology I

45 Hours Theory

30 Hours Laboratory

90 Hours Self-Directed Study

Credits: 4.00

Anatomy and Physiology II continues the foundation work covered in Anatomy and Physiology I. This course presents fundamental information and concepts needed by students in health-related professions. It is presented as a foundation for all other nursing courses. Before one can understand illness or alteration from normal (pathology), it is necessary to understand the normal function of the body. This course will continue to study the following aspects of human anatomy and physiology: endocrine system, cardiovascular system, respiratory system, digestive system, urinary system, reproductive system, development, and inheritance.

BIO 201 - MICROBIOLOGY

Prerequisite: Anatomy and Physiology I & II

45 Hours Theory

30 Hours Laboratory, the hours for checking experiments vary

90 Hours Self-Directed Study

Credits: 4.00

Microbiology is designed to introduce the student to basic principles of health science. The course will focus on microbes, their metabolism, genetics, and their relationship to humans. Diseases related to body systems will be used to identify manifestations of pathogens. The scientific method will be used as an approach to determine emerging diseases, immunology, and epidemiology. These concepts will be integrated into the classroom and laboratory settings. The laboratory will require students to return to the lab outside of the scheduled lab hours in order to complete experiments started during scheduled hours.

Laboratory will provide the opportunity for students to complete exercises related to identification of an unknown organism.

ENG 101 - ENGLISH COMPOSITION I

45 Hours Theory

90 Hours Self-Directed Study

Credits: 3.00

English I is designed to provide the student with a foundation in higher education reading and writing. The student will be required to read critically from a variety of sources and, in both class discussion and individual writing, analyze these readings for their merit and technique. The student will be required to demonstrate the ability to analyze literature through intensive exploration of an assigned topic culminating in a 5-7 page, APA formatted research essay. This will require the student to organize and develop valid ideas that, through revision and editing, will be presented in a scholarly and professional manner.

The final goals of English I are for students to understand both the correlation between writing and all other disciplines and the fact that the clear communication of one's thoughts to others is crucial to any scholarly endeavor.

ENG 201 - ENGLISH COMPOSITION II

Prerequisite: English Composition I

45 Hours Theory

90 Hours Self-Directed Study

Credits: 3.00

English Composition II is a writing and reading intensive course that continues the work begun in English I. Primarily a composition class, the course will refresh and expand upon student writing skills while introducing a number of rhetorical forms, reviewing the finer points of APA format, and concluding with each student's completion of a research project, including a fully developed research essay. Emphasis will be given to writing for the student and healthcare professional.

PSY 101 - PSYCHOLOGY

45 Hours Theory

90 Hours Self-Directed Study

Credits: 3.00

This course will provide the student with a general overview of Psychology. Mental processes including both normal and abnormal will be reviewed and discussed. A review of the developing person is presented as well as an overview of the biological basis of learning and behavior. A basic overview of research methods is included. A variety of psychological theories in the fields of personality, memory, sensation and perception, and socialization are examined. How stress affects a person's pattern of behavior is discussed. The student is asked to identify and evaluate coping behaviors and employ the problem-solving process in dealing with stress and conflict. Psychological disorders are identified as well as current modes of therapy.

PSY 201 - LIFESPAN DEVELOPMENT

45 Hours Theory

90 Hours Self-Directed Study

Credits: 3.00

Life Span Development explores the individual in terms of their bio-psycho-social-spiritual and cultural development from conception to death. Normal patterns of growth and development, as described by several theorists, will be discussed as a frame of reference. The course focuses on how history, environment, and change influence human development. The student will gain insight into their individual development and that of others in comparison to the theoretical developmental stages. The course discusses the evolution of the family unit in society today and the roles of family members when confronted with illness or death. This course will prepare the student to recognize the specific needs of each individual in relation to their age so that they can be a supportive member of the health care team.

SOC 101 – SOCIOLOGY

45 Hours Theory

90 Hours Self-Directed Study

Credits: 3.00

This course provides an introduction to sociology and explores the sociological perspective; social groups and social control; social inequality; social institutions; and principles of social change. Within this broad framework, students will be introduced to the following topics: how society makes us human, culture and its components, how social research is done, understanding of how societies and values change, social psychology, characteristics of societies and cultures around the world, interconnectedness of countries, sociologically normal and deviant behavior, and application of the three sociological perspectives to aspects of social and personal lives.

Nursing Course Descriptions

NSG 110 Introduction to Health Caring Concepts

Prerequisites: English I, Anatomy & Physiology I & II, Psychology, Lifespan

Co-Requisites: English II, Microbiology

90 Hours Theory

90 Hours Clinical Practice

30 Hours Laboratory

180 Hours Self-Directed Study

Credits: 9.00

This course introduces the basic concepts of nursing, healthcare, biophysical, psychosocial/ developmental, and social functioning. Swanson's Caring Behaviors, medication administration, assessment, nutrition, ethics, evidence-based practice, individual-centered care, and quality improvement are included. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Laboratory will provide the opportunity for students to become competent in basic nursing skills.

Clinical practice will focus on the performance of nursing skills to assist clients with health needs. Clinical conferences will facilitate the student nurse's application of theory to evidence-based practice.

NSG 120 Health Caring Concepts

Pre-requisite: Successful completion of Introduction to Health Caring Concepts; A & P I & II; English I & II; Life Span; Psychology; Microbiology

Co-requisite: Nursing Pharmacology

105 Hours Theory

135 Hours Clinical Practice

30 Hours Laboratory

210 Hours Self-Directed Study

Credits: 11.00

This course develops the concepts of nursing, healthcare, biophysical, psychosocial/ developmental, and social functioning utilizing Swanson's Theory of Caring. Concepts of acid base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health wellness- illness, communication, caring interventions, managing care, safety, quality improvement, and informatics are covered. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Laboratory will provide the opportunity to demonstrate the nursing skills necessary for management of clients in community and rehabilitation settings. Clinical practice will incorporate nursing assessment of the client with a health deviation in the rehabilitation care setting. The focus of care will be to assist the client and family to promote, maintain and restore health and to prevent illness. Clinical conferences will be directed toward facilitating the student's correlation of theory to practice.

PHM 201 – NURSING PHARMACOLOGY

Prerequisites: Anatomy & Physiology I & II, Psychology, Lifespan, NSG 110, English I & II, Microbiology

Co-requisites: NSG 120

30 Hours Theory

60 Hours Self-Directed Study

Credits: 2.00

This course is designed for nursing students to learn to identify prototype medications and safe drug administration procedures. The course will present the principles of pharmacotherapeutics and common drug classifications. Drugs used to treat major diseases will be reviewed. Nursing interventions, medication safety and prevention of complications will be emphasized. The educational needs of the patient will be the focus of the case studies presented at the completion of the course.

NSG 205 Professional Health Caring Concepts

Pre-Requisite: Meet admission criteria with successful completion of PN licensure and required courses

Co-requisite: Nursing Pharmacology, Microbiology, English II

30 Hours Theory

30 Hours Laboratory

60 Hours Self-Directed Study

Credits: 3.00

The Professional Health Caring Concepts course will facilitate the knowledge development and understanding between the LPN and RN scope of practice. The concepts of evidence-based practice and nursing theory will help the student assimilate reflective skills. Core competencies, professionalism, collaboration, research, and quality and safety will be infused throughout the theory and lab components. Swanson's Theory of Caring will be the major focus of nursing interventions.

NSG 210 Complex Health Caring Concepts

Pre-requisites: Successful completion of a PN licensure; Professional Health Caring Concepts; and all pre-requisites and co-requisites or Completion of Introduction of Health Caring Concepts; Health Caring Concepts and pre-requisites assigned to these courses

Co-requisites: Sociology

105 Hours Theory

180 Hours Clinical Practice

210 Hours Self-Directed Study

Credits: 11.00

This course develops the concepts of the individual, nursing, healthcare, biophysical, psychosocial/developmental, and social functioning. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, infection, immunity, comfort, family health-wellness-illness, reproduction, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students will be able to provide safe, competent, and compassionate nursing care to clients across the lifespan, incorporating the health caring concepts and student learner outcomes identified in this course. Clinical conferences are designed to facilitate the students' correlation of theory to practice.

NSG 220 Advanced Health Caring Concepts

Pre-Requisites: Introduction to Health Caring Concepts and Health Caring Concepts; Complex Health Caring Concepts and all associated courses or successful completion of a PN licensure and Professional Health Caring Concepts; Complex Health Caring Concepts and all pre-requisites and co-requisites assigned to these courses.

120 Hours Theory

180 Hours Clinical Practice

240 Hours Self-Directed Study

Credits: 12.00

This course further develops the concepts of nursing, healthcare, biophysical, psychosocial/ developmental, and social functioning. Emphasis is placed on the concepts of perfusion, oxygenation, acid base balance, infection, cellular regulation, immunity, intracranial regulation, mobility, comfort, family health-wellness-illness, clinical decision making, caring interventions, managing care, leadership & management, tissue integrity, stress and coping, cognition, mood & affect, evidence-based practice, quality improvement, ethics and safety. Upon completion, students will be able to provide safe nursing care incorporating the concepts identified in this course.

Clinical practice will expose the student to various specialty nursing settings in acute care and ambulatory settings. Clinical conferences will be directed toward facilitating the student's correlation of theory to practice.

VI. ADMINISTRATIVE POLICIES/INFORMATION

Family Educational Rights and Privacy Act Policy (FERPA)

FERPA protects the privacy of students' educational records by requiring a written consent from the student before disclosing any personally identifiable information to a third party. In addition, it gives students the right to inspect and review their own educational records. FERPA applies to the education records of students who are or have been in attendance at SJSON. FERPA does not apply to the records of students who are denied acceptance or have been admitted but never enrolled. Under FERPA students have the right to:

1. *Inspect and review education records:*

Within a reasonable time, not to exceed 45 days (§99.10) when SJSON receives a request for access, a student will be given access to inspect and review their education records. Students should submit a written request to the Dean that identifies the record(s) they wish to inspect, for example: grades, statement of account, or financial aid. The school official will make arrangements for access. The student will be notified via email of the time and place where the records can be inspected. Note: The law does not require the school to provide the student with copies of the record.

2. *Student rights also include:*

Consent to the disclosure of personally identifiable information (PII) from education records except as specified by law (§99.20). These rights transfer to the student when they turn 18 years of age or enter a postsecondary educational institution at any age ("eligible student").

3. *Types, locations, and custodians of educational records:*

Bursar's Office:	Admission records, billing, payment plan
Registrar's Office:	Grades, enrollment verification, loan deferments
Financial Aid Office:	Financial Aid, Veterans records, Immigration and non-citizen records
Associate Dean:	Students with disabilities, Sonisweb student portal

4. *Request amendment of education records believed to be inaccurate or misleading:*

A student who believes that their educational record is inaccurate or misleading, or in violation of the privacy rights of the student, and in need of correction should write to the school official responsible for the record (see list above), clearly identifying the part of the record they want corrected stating the reason they believe the record is incorrect or misleading. If the school decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:

- (1) Amend the record accordingly; and
- (2) Inform the parent or eligible student of the amendment in writing

5. *If the school decides not to amend the record as requested by the student, the school official will notify the* parent or eligible student of the decision and advise the student of their right to a hearing regarding the request for the amendment. If the eligible student or parent requests a hearing, the following procedure will be followed:

6. *Hearing Procedure:*

- (1) St. Joseph School of Nursing must hold a hearing within a reasonable time after it has received a request from the parent or eligible student challenging the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
- (2) The school shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.

- (3) The hearing may be conducted by any individual, including an official of the school or St. Joseph Hospital, who does not have a direct interest in the outcome of the hearing.
- (4) The school shall give the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised under §99.22.
- (5) The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of their own choice, including an attorney.
- (6) The school may also be assisted or represented by one or more individuals of their own choice, including an attorney.
- (7) The school shall make its decision in writing within a reasonable period of time after the hearing.
- (8) The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
- (9) If the outcome of the hearing determines that the contested information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the record will be amended, and the parent or eligible student will be notified in writing of the change.
- (10) If the outcome of the hearing is that the information in the student record will not be amended, the parent or eligible student has the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of the hearing. The school must maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

7. *Consent to Disclose:*

In accordance with FERPA, records created and maintained by SJSON are considered to be educational records and may only be released to a third party with written consent from the student. This includes spouses, parents, other relatives, and employers. Any student requesting SJSON to discuss aspects of a student records with a third party shall complete the SJSON FERPA Release Form and submit it to the Admission Coordinator's office. The FERPA release form may be completed and faxed to 603-578-5028 or mailed to: Admissions Office, St. Joseph School of Nursing, 5 Woodward Avenue, Nashua, NH 03060.

8. *Directory information policy:*

SJSON may disclose personally identifiable information without the student's consent. This includes: Directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, the school must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The school must notify parents and eligible students annually of their rights under FERPA. FERPA information will appear in the current Student Catalog/Handbook available on the school's website.

9. *SJSON may disclose personally identifiable information without the student's consent to the following parties:*

- a) U.S. Department of Education
- b) U.S. Controller General
- c) U.S. Attorney General
- d) Accrediting agencies
- e) Military recruiters (under the Solomon Amendment)
- f) State and local officials
- g) Alleged victim of a crime
- h) Parent of a dependent student as defined by the IRS
- i) Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse
- j) School officials with legitimate educational interests
 - 1) A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (hospital security office and health staff)
 - 2) A person or company with whom the school has contracted (such as an attorney, auditor, consultant or collection agency)
 - 3) A student serving on an official committee, such as student affairs or grievance committee, or assisting another school official in performing their tasks.
 - 4) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility.

- k) SJSON may disclose information for law enforcement purposes pursuant to any court order or lawfully issued subpoena. SJSON will make a reasonable effort to notify the student or eligible parent who is the subject of a subpoena so that they may seek protective action.
10. **Complaints:**
The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by SJSON to comply with the requirements of FERPA. Complaints should be submitted to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
1-800-872-5327

Tuition Payment Policy

1. Students may pay the full semester account balance with a credit card, money order or cashier's check by the first day of class.
2. Tuition and fees not covered by approved funding or paid by the first day of the semester are paid through the FACTS tuition management system.
3. FACTS offers payment options that allows a full or multiple payments during each semester.
4. If a student anticipates being unable to make a FACTS payment by the scheduled due date, the student should contact the Bursar and develop an alternative tuition payment plan. Being proactive in contacting the Bursar may prevent grades being withheld and credit reports from being filed.
5. Each time a FACTS payment is returned for insufficient funds or as unpayable:
 - a) the student receives notification from FACTS indicating when payment returned, the reschedule date (if applicable) and that there will be a \$25 FACTS Returned Payment Fee.
 - b) the student receives notification from the Bursar's Office reiterating "delinquent" status with FACTS, stressing the importance of contacting FACTS to resolve their payment issue and meeting all financial obligations.
6. If a student does not pay all tuition and fees by the last day of class for the semester, the student will not be able to progress to the next class/semester.
7. SJSON will allow VA Chapter 33 & Chapter 31 beneficiaries to attend a course of education for up to 90 days from the date the beneficiary provides a Certificate of Eligibility or valid VAF 28-1905. SJSON will not impose a penalty or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA.

Refund Policy

In accordance with the refund rules and regulations of the State of New Hampshire, the school's refund policy is used to determine a student's potential tuition refund should they be dismissed or choose to withdraw from the program. Potential tuition refund is calculated based on the date a student is dismissed or withdraws. A refund will be calculated in the following manner:

A student who withdraws or is dismissed from the program after the add/drop period but before completing 50% of the enrollment period (semester) is subject to a pro rata refund. In a pro rata calculation, the number of weeks remaining in the enrollment period (current semester) is divided by the total number of weeks in the semester. The resulting percentage, rounded down to the nearest 10 percent, is applied to the total cost of tuition for the current semester to determine the tuition refund due the student, if any. The initial tuition/fee deposit and all fees are non-refundable after the first 3 business days of the first semester.

A student who continues as a non-matriculated student is responsible for the full tuition associated with course(s) they remain enrolled in. The pro rata refund's resulting percentage, rounded down to the nearest 10 percent, will be applied only to tuition of course(s) the student is no longer enrolled in. All fees are non-refundable after the first 3 business days of the first semester.

Semester Terms

Week 3	= 80% tuition reduction in a 15 week semester
Week 4	= 70% tuition reduction in a 15 week semester
Week 5	= 60% tuition reduction in a 15 week semester
Week 6	= 60% tuition reduction in a 15 week semester
Week 7	= 50% tuition reduction in a 15 week semester
Week 8	= no tuition reduction in a 15 week semester

Courses offered sequentially in a semester will be calculated based on midpoint of course. (Example: Anatomy & Physiology I with lab and Anatomy & Physiology II with lab)

5. A student who withdraws or is dismissed after completing 50% of the enrollment period will not be entitled to a refund or tuition reduction and will be expected to pay any remaining fees.
6. Refunds owed to students will be paid within thirty days from the school's date of determination that the student withdrew.
7. All fees are non-refundable after the first 3 business days of the first semester.

Student Record Retention

SJSON maintains original paper copies of student records in locked, fire-retardant cabinets for a minimum of five years post-graduation or last attended date in their entirety. Electronic student records will be stored in SONIS for a minimum of five years and provides a back up for these files. Essential components of the student record include but are not limited to:

Application form, transcripts, including post-secondary and high school; proof of legal residence in the US; references; pre-entrance exam results; admission essay, acceptance letter; orientation paperwork; signed Student Enrollment Agreement; health records; counseling/advising notes or letters.

SJSON student transcripts will be kept both electronically and as paper indefinitely. The electronic copy is stored in a secure file on the SJSON shared drive. The paper copy is stored in a locked, fire-retardant cabinet. Student financial aid paperwork will be stored for a minimum of five years post-graduation in locked, fire-retardant cabinets or in a secure electronic form. These records include: financial aid awards; tuition and fee payments; tuition refunds. After five years, retained records include a transcript indicating date of entrance, progression, and completion of courses.

Incomplete applications will be stored for one year and if the applicant expresses no further interest in the program, the application will be deleted. Applications for those not accepted into the program will be stored for five years. SJSON meets or exceeds the requirements of the NH Board of Nursing regulations (Nur 602.04), NH Department of Education, US Department of Education, and Accrediting Commission of Career Schools and Colleges.

Title IX Complaints: Original Title IX complaints and the investigation materials will be maintained at the School of Nursing. A confidential file will be created to specifically hold these materials. A record of the complaint, resolution, appeals and supportive measures will be maintained 7 years. A notation of a finding requiring disciplinary action will be kept in the respondent's file.

Record security: Access to student records in SONIS is by permission and is password protected. Access to student files is by job position.

Compliance with Copyright and Intellectual Property Laws

Purpose:

SJSON recognizes and abides by copyright and intellectual property laws (Title 17 of the U.S. Code) and expects faculty and students to do the same.

Definitions:

Copyright is defined as a legal device that provides the creator of a work of art or literature, or a work that conveys information or ideas, the right to control how the work is used.

Policy:

The purpose of copyright law is to promote creativity, innovation, and the spread of knowledge. The law does this by balancing the rights of both authors (copyright holders) and users.

8. **Authors' Rights:** Any creative work, in fixed and tangible form, is copyrighted. Anything a person creates (writing, video, images, music, etc.) is automatically copyrighted at the moment it is created. An individual is protected by copyright law, which gives them rights to control how their work is distributed. The copyright holder is responsible for detecting infringement. When other people distribute the copyrighted work without permission, this may be an infringement of legal rights. Violating copyright can have severe financial consequences but it can be expensive and time-consuming to pursue legal action.

9. **Users' Rights:** Under some circumstances, users can use copyrighted works as part of their own creative work. The doctrine of fair use (Section 107 of the Copyright Act of 1976) states that people can use copyrighted works without payment or permission when the social benefit of the use outweighs the harms to the copyright holder. To make a fair use determination, users consider all the factors involved in the context and situation of their use of the copyrighted material. Fair use is especially helpful when people use small amounts of a copyrighted work for socially beneficial purposes, like news reporting, teaching, comment and criticism, research, and scholarship. In the context of copyright law, the doctrine of fair use is a main guarantee of free expression. Fair Use determination considers:
 - a) The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;
 - b) The nature of the copyrighted work, such as whether the work is fiction or non-fiction, published or unpublished;
 - c) The amount of the work used in relation to the copyrighted work as a whole.
 - d) The effect of the use upon the potential market for the copyrighted work.
10. **Special Exemptions for Teachers and Librarians:** Copyright law includes provisions that enable educators to use copyrighted material for teaching and learning. Section 110 allows educators to make performances and displays of all types of works in a classroom. Students and teachers can show videos, read plays, project slides, or use copyrighted materials in other ways for educational purposes. When materials are used for online distribution, the law allows posting of materials to servers under some conditions. When teachers want to use materials for online learning, they may also rely on the doctrine of fair use or seek permission.
11. **Attribution and Good Faith:** Some people mistakenly believe that they can use any copyrighted work in their own creative work as long as they "cite their sources" or use attribution to identify the author. Using attribution as sign of good faith in the fair use process, but it does not shield a user from copyright liability. It is important to make a careful fair use determination using the process described below. SJSO recommends that you make use of attribution whenever possible. But attribution is not required in order to claim fair use. Many broadcasters use short excerpts of copyrighted clips under fair use without attribution, for example. Students and teachers should review the various norms for attribution that exist across different media genres (non-fiction, scientific writing, art, poetry, websites, documentary film, etc.).
12. **Digital Media:** SJSO recommends that when using copyrighted material in your digital media production, you put your answers to these questions in writing, using reasoning to support your ideas.
13. **Copyright Requirements:** The use of the copyright symbol ©, use of the word "copyright", the name of the copyright owner and the year of publication constitute copyright notice. Three requirements for something to be copyrighted include:
 - a) Fixation: The work is written, posted online, or stored on a phone, computer, audio, or video device.
 - b) Originality: Original expression includes a novel or even a student's e-mail messages. Work that is transformed or adapted or combined in new ways makes them eligible for protection.
 - c) Minimal Creativity: The work must include something outside of verbatim use.
14. **Code of Best Practices for Media Literacy Education:** Review the Code of Best Practices for Media Literacy Education which identifies common situations where fair use clearly applies to the use of copyrighted materials for building students' critical thinking and communication skills. Educators can:
 - a) Make copies of newspaper articles, TV shows, and other copyrighted materials and use them and keep them for educational use
 - b) Create curriculum materials and scholarship that contain embedded copyrighted materials
 - c) Share, sell and distribute curriculum materials that contain embedded copyrighted materials.
15. **Code of Best Practices for Online Video:** Also review the Code of Best Practices for Online Video, which applies to the creation of new videos that are distributed online. People can use copyrighted material:
 - a) To comment on or critique copyrighted material
 - b) To use copyrighted material for illustration or example
 - c) When capturing copyrighted material incidentally or accidentally
 - d) When reproducing, re-posting, or quoting in order to memorialize, preserve, or rescue an experience, an event, or a cultural phenomenon

- e) For copying, re-posting and re-circulating a work or part of a work for purposes of launching a discussion
 - f) When quoting in order to recombine elements to make a new work that depends for its meaning on the (often unlikely) relationships between the elements.
16. **Permissions and Licensing:** If you're using copyrighted material for the same purpose as the original or otherwise do not feel that your use of the work qualifies for a fair use exemption, SJSON recommends that you ask permission from the copyright holder.
- a) For amateur creations (independent musicians, Flickr photos, YouTube videos), send the creator an email requesting to use their work. Request permission by stating your purpose and describe how you're using their work, along with your name and full contact information
 - b) When using commercial or professional work (AP photos, music) for non-transformative purposes that do not qualify for a fair use exemption, SJSON recommends that you use the licensing process, which generally involves filling out a form or sending an email.
 - c) When using copyrighted work under Creative Commons licenses, you can simply use the work.
17. **Items that cannot be Copyrighted:** Items that cannot be copyrighted include: ideas and facts in the public domain; words, slogans, or phrases (slogans may be protected by trademark law); blank forms; government work or works created by federal government employees in the course of their official duties.
18. **Resources and Education at SJSON:** SJSON will provide resources and education on this policy and will ensure that every printer, photocopy machine and all equipment that is capable of making copies will include the following text:
NOTICE: The person making copies on this machine must abide by Title 17 of the U.S. Code (copyright law) and is liable for any infringement on the law.

Social Media Policy

PURPOSE:

St. Joseph School of Nursing recognizes that social networking can be used by students for personal reasons as well as educational purposes. SJSON also understands how the use of internet social network sites and blogs can shape the way the public views our school and our organization. SJSON respects the right of any employee to maintain a blog or post a comment on social networking sites. However, it is also committed to ensuring that the use of such communications serves the needs of our school by maintaining St. Joseph School of Nursing's identity, integrity, and reputation in a manner consistent with our values and policies.

This policy establishes a set of rules and guidelines for any activity and participation in "social media" by all St. Joseph School of Nursing "users." These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior and may be amended by Covenant Health at any time, for any reason, without notice to users.

By adopting this policy, St. Joseph School of Nursing is not seeking to limit the free flow of communication or any of the legal rights held by its students or restrict them communicating. Rather, this policy is intended to protect St. Joseph School of Nursing's legitimate interest. Nothing herein should be construed to prohibit communications which would be permitted under applicable law, including but not limited to the National Labor Relations Act.

DEFINITION:

Social media refers to all means of communicating or posting information or content of any sort to the internet or Web-enabled applications, regardless of whether or not they are associated or affiliated with Covenant Health, as well as any other form of electronic communication. Examples include but are not limited to:

- Social Networking Sites and Applications: Facebook, LinkedIn, Twitter, Instagram, etc.
- Video Hosting Sites and Applications: YouTube, Vimeo, TikTok
- Blogs, Chat Sites and Applications: Personal Blog Sites, Podcasts, Snapchat, WordPress, Squarespace, Wix, Drupal, Google Business
- Content and Idea Sharing Sites and Applications: Pinterest, Instagram, Wiki Sites, Canva
- News Forums Sites and Applications: Reddit, News Site Comment Areas

Other key definitions include:

OFFICIAL BRAND SOCIAL CHANNELS refer to any and all forms of SOCIAL MEDIA that have been sanctioned, established and maintained by COVENANT HEALTH for official business use.

PERSONAL USE SOCIAL CHANNELS refer to any and all forms of SOCIAL MEDIA that are established and maintained for the sole benefit and/or enjoyment of COVENANT HEALTH STAFF. COVENANT HEALTH does not maintain any PERSONAL USE SOCIAL CHANNELS.

DESIGNATED SOCIAL MEDIA REPRESENTATIVE refers to Covenant Health staff who have been designated to access and maintain official brand social channels, as well as comment, post or respond on behalf of Covenant Health using social media. Only designated spokespeople may use social media to represent the ideas or convey information on behalf of Covenant Health or any of its member organizations.

GUIDELINES:

COVENANT HEALTH recognizes that SOCIAL MEDIA is used by most employees, and it is an easy and efficient way to keep us connected to others, facilitate idea sharing, keep our communities informed and inspired, and rally stakeholders and community members around shared interests and solutions.

1. Adhere to all applicable policies
2. The use of SOCIAL MEDIA is strictly prohibited while students are participating in clinical activities.
3. Protect the privacy and rights of patients and residents. At COVENANT HEALTH, we take the privacy and dignity of those we serve seriously, and we strictly adhere to HIPAA requirements related to protected health information. Under HIPAA, a breach or violation is an impermissible use or disclosure under the Privacy Rule that compromises the security or privacy of the PHI.

Common HIPAA violations include but are not limited to:

- Breaching confidentiality and demonstrating disrespect for a patient's or resident's right to privacy by openly discussing, gossiping or referring to patients by name, nickname, room number, diagnosis, condition or situation.
 - Sharing photographs or video content that includes a patient or resident (regardless of age) without appropriate written consent.
 - Disclosing any PHI, PPI or other proprietary data without authorization on personal or business SOCIAL MEDIA sites.
1. Don't post comments, updates, videos or photos that contain any form of prohibited content or content that could negatively impact our business or the reputation of COVENANT HEALTH as an employer or provider of care. This type of content includes but is not limited to:
 - Protected health information or any form of content that demonstrates blatant disrespect or disregard for the privacy and dignity of patients, residents or other COVENANT HEALTH STAFF.
 - COVENANT HEALTH proprietary business data and/or strategies.
 - Discriminatory remarks and/or threats of violence (or similar inappropriate or unlawful conduct).
 - Statements that are obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or entity. Be aware that individuals may be held personally liable for defamatory, proprietary or libelous commentary.
 2. Forward media requests, general inquiries and/or concerning comments and posts regarding COVENANT HEALTH to Corporate Communications or your facility's local Marketing Director. DESIGNATED SOCIAL MEDIA REPRESENTATIVES have been trained and empowered to respond to media requests, inquiries and concerning comments in a way that demonstrates care and minimizes organizational risk.
- You should also avoid including COVENANT HEALTH's name or other identifying attributes in usernames or screen names (Examples: CovenantCutie, StMarysMom, StJoes#1Doc). This includes references to St. Joseph School of Nursing.
 - An Exception of LinkedIn Users: As a professional networking site, LinkedIn offers users the ability to share work-related updates in a professional manner and online environment. For this reason, you are

- permitted to reference COVENANT HEALTH by name in your LinkedIn profile and posts. By referencing
- Covenant Health by name on LinkedIn, you agree to act as an unofficial representative of COVENANT Health. Doing so means that you agree to follow all policies and guidelines.
- 3. Do not upload, display or modify COVENANT HEALTH's intellectual property (logos, corporate graphics and/or copyrights) for use in your profiles and posts on SOCIAL MEDIA.
- 4. Do not post photos of patients or residents on PERSONAL USE SOCIAL CHANNELS.
 - While it may seem harmless to post a group photo of your team celebrating a birthday, it may lead to the inadvertent exposure of PHI. If you need help determining if a post is appropriate, please contact
 - Corporate Communications and/or your local Marketing Director, Dean or Associate Dean, SJSON.
 - Do not post photos of COVENANT HEALTH facilities on PERSONAL USE SOCIAL CHANNELS.
 - Any photos of our facilities should be sent to Corporate Communications to ensure we present the facility using a consistent look and feel and that no PHI can be seen.
- 5. Add disclaimer language to PERSONAL USE SOCIAL CHANNELS. If you share that you are affiliated with COVENANT HEALTH or may be otherwise known or presumed to be affiliated with COVENANT HEALTH, include a disclaimer on your profile, post or comment to ensure people do not think you are officially speaking on behalf of the organization. Examples include:
 - *"The postings on this site are my own and do not represent the positions, strategies or opinions of my employer, [Example: St. Joseph Hospital, a member of Covenant Health or St. Joseph School of Nursing]."*
 - *"This is a personal website, produced on my own time. It reflects my personal opinions, not the views or policies of my employer, past or present, or any other organization with which I may be affiliated."*
- 6. Public and political activities should be done on your own time. Staff who participate, online or otherwise, in political and other public activities, must do so on their own time and as a private citizen. Also, when engaging in such activities, they must not identify themselves as representative of COVENANT HEALTH or St. Joseph School of Nursing.

To minimize any potential issues that could arise, we have developed the following guidelines to assist you as you manage your relationships with former and current patients, residents, and members of their family.

- Refrain from contacting or "friending" patients, residents, family members or legally appointed decisionmakers on PERSONAL USE SOCIAL CHANNELS. Unless you have a prior relationship or receive a request that you did not ask to receive, demonstrate respect for people's privacy by avoiding blurred lines between your professional relationships and personal relations.
- If a patient, resident, family member or colleague asks to become friends or followers on a SOCIAL MEDIA platform, you can accept or kindly decline. If you accept, please be sure that you maintain appropriate boundaries and do not share sensitive or protected information.
- If a patient, resident, family member or colleague asks you to join them in a photo, you have the right to decline. If you accept, please ensure that the area is as free of clutter as possible, all personally identifiable information is obscured, and that computer screens are turned off or taken to their landing screen to ensure they do not contain PHI.

BEST PRACTICES:

1. Keep your work relationships professional.
2. Think twice before posting. Privacy does not exist in the world of SOCIAL MEDIA. Consider what could happen if a post goes viral and how that may reflect on you and COVENANT HEALTH. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, seek advice from your supervisor or Corporate Communications.
3. Anonymity is a myth. Even if you think you are safe behind an anonymous username, write everything as if you are signing it with your actual name.
4. Nothing is private. Even if you only intended to text, email or post in private or to an intended recipient, know that what was posted or sent can be easily disseminated to others.
5. Strive for accuracy. Get the facts straight before posting them on SOCIAL MEDIA. Review content for

- grammatical and spelling errors. Anything posted on behalf of COVENANT HEALTH must be approved by Communications Best Practice for Proofreading and Editing.
6. Ask permission before posting health-related content on SOCIAL MEDIA. By working in health care, faculty and staff are often perceived as "opinion leaders." Therefore, we ask that you not post opinions regarding health-related content. Instead, please reach out to your local Marketing Director so that we can ensure we get your great content out to the broadest audience.
 7. Disclose your relationship. If you make comments that could be construed as an endorsement of Covenant Health services or programs, disclose your relationship with the organization.
 8. Keep your personal and professional lives separate – it is the easiest way to avoid issues.
 9. Take ownership. You alone are responsible for what you post on PERSONAL USE SOCIAL CHANNELS, as well as the safeguards you choose to put in place.
 10. Weigh risks and rewards carefully. Before you reply to a post, update your status or hit send on a message, ask yourself, "Will my comments add value, help me earn trust and strengthen my credibility? If not, how will they be perceived, and what could the impact be?"
 11. If you have to think twice about a post, don't post it!

COVENANT HEALTH employees, students, vendors, and volunteers who suspect or who have knowledge of violations of this policy should notify their immediate supervisor, Employee Experience or Corporate Compliance. All other team members should contact Corporate Compliance to report any suspicion or knowledge of policy violations.

Covenant Health intends this policy to comply with all applicable laws, including laws protecting certain lawful employee/student activities, and it will enforce this policy consistent with all such legal requirements and with any applicable labor contract provisions. Any employee/student found to have violated this policy will be subject to, as may be appropriate depending on their affiliation with Covenant Health, disciplinary action up to and including termination, suspension or termination of privileges, contract termination, civil litigation, and/or civil or criminal prosecution under applicable state and federal statutes.

Further guidance can be found at https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf

HIPAA Policy

All students must assume accountability and responsibility in all matters committed to their knowledge in the practice of nursing and must follow Rules and Regulations related to HIPAA. Students must abide by all facility-specific regulations and policies regarding HIPAA regardless of the clinical site. All students must assume accountability and responsibility in all matters committed to their knowledge in the practice of nursing and must follow rules and regulations related to HIPAA. Student nurses have a responsibility to promptly report an identified breach of confidentiality or privacy to a school authority—including, but not limited to, an instructor, staff person, or dean. Students may not access any patient or patient-related information outside of the clinical site.

Occurrence Reporting

This procedure will be followed when preparing occurrence reports involving personal injury, theft, or damage to personal property and when necessary in a patient care situation:

1. Personal Injury
 - a. When a student is injured in the school or at a clinical site, a member of the faculty or staff is responsible for seeing that an occurrence report is completed within 24 hours using the St. Joseph Hospital online system (even if the injury occurs at another clinical site). The Dean or Associate Dean is to be notified as soon as possible.
2. Theft or damage to Personal Property
 - a. When an incident occurs which involves theft or damage to a student's personal property, the security department in the hospital is to be notified immediately.
 - b. An online occurrence report is to be completed.
 - c. The Dean or Associate Dean is to be notified as soon as possible.
3. Patient Care Situation
 - a. When a student nurse commits, observes, or discovers an unusual incident in the clinical area, they will immediately notify their instructor. The student/instructor will notify the nurse

manager/charge nurse of the incident and complete an occurrence report according to institution policy if warranted.

- b. The instructor will be responsible for seeing that the report is filled out clearly and accurately by both themselves and the student.
- c. Students have a responsibility to keep hospital related subjects confidential; therefore, incidents should not be freely discussed within or outside the institution.

VII. ACCEPTED STUDENT REQUIREMENTS

Orientation

Accepted applicants will be required to attend a scheduled new student orientation. Failure to attend orientation will jeopardize acceptance into the program. During orientation students will be required to:

1. Submit a \$100 tuition/fees deposit
2. In addition to the criminal background check done on admission to the program, the school complies with federal regulations (Office of the Inspector General (OIG), Centers for Medicare and Medicaid Services (CMS) and SAM.gov/Excluded Parties List System (EPLS) and requirements of our clinical partners with monthly screening through Kchecks (Kchecks.com).
3. Review, initial, and sign an Enrollment Agreement
4. Show original documents for proof of health insurance & proof of legal residence in the US, and drivers license or state issued ID.

Matriculated students will register and create an online account with Castle Branch, a DISA Company, for the processing of both their drug screening and background checks (Package #: JD81) prior to the first day of their first semester. Cost at the time of registration:

Background Check:	\$81.00
Drug Screening:	\$50.00
Service Fee:	\$ 1.99

Enrollment Agreement

During orientation, all students will review and sign the enrollment agreement for their cohort. re-enrolled students will be required to sign an addendum to their original enrollment agreement.

Students will be provided a tour and all questions answered prior to signing the agreement. The student will receive a copy of the enrollment agreement when fully executed.

Members of the administration who have oversight or decision-making responsibilities for the selection of applicants will not be eligible to sign the enrollment agreement.

Health Forms

Matriculated students must have required health forms completed by their healthcare provider who must include a statement indicating the applicant is in good mental and physical health. The required health forms are as follows:

1. Immunization and Titer results
2. Required vaccinations/immunizations:
 - a) TB tests:
 - (1) A two-step TB test is required when no prior TB testing has occurred. When prior testing has occurred, one test must be within the past 3 months prior to affiliation; the other can be up to 24 months old. QuantiFERON-Gold or T-Spot are acceptable alternatives and are valid for one year.
 - (2) Symptom surveillance form is completed when a student is not able to undergo TB testing.
 - (3) Annual TB testing is required.
 - b) Varicella – Documentation of history of clinical illness from diagnosing health care provider and a positive serum titer, or documentation of two doses of vaccine. Proof of immunity to varicella is necessary regardless of age or gender.
 - c) Rubella – Documentation of history of clinical illness from diagnosing health care provider, a positive serum titer, or documentation of two doses of vaccine.
 - d) Rubella – Positive serum titer and documentation of one dose of vaccine. Proof of immunity to rubella is necessary regardless of age or gender.
 - e) MMR (measles, mumps, rubella) 2 doses: First dose on or after 12 months of age; second dose at least 28 days after the first dose.

- f) Hepatitis B – All students must either be immunized against Hepatitis B utilizing the CDC recommendations OR
 - (1) Submit documentation of a positive serum titer OR
 - (2) Signed declination form
- g) Seasonal Influenza Vaccination is mandatory and must be completed by the annual date identified by St. Joseph Hospital each year or as mandated by clinical agencies
- h) After primary immunization, a tetanus, diphtheria/pertussis (Tdap) booster every 10 years
- 3. Physical exam completed by a healthcare provider that enumerates clinical findings which may influence participation in the nursing program or nursing as a career.
- 4. Health care provider documentation based on physical exam that admission to the school is recommended.
- 5. A health attestation completed by the student.
- 6. Documentation of completion of a healthcare provider level CPR/Professional Rescuer CPR course. Completion of an on-line program will require documentation of an additional skills module in order to meet this requirement.
- 7. Vaccinations will not be required in situations in which it is contraindicated. Documentation of contraindication from health care provider is required.
- 8. All health records including immunizations and titers will become part of the student health record.
- 9. Provide documentation of medical clearance from health care provider after a change in health status (i.e., pregnancy, injury, infection). Students must be cleared medically in order to participate in class and clinical requirements of the program. Students must be free from restrictions to participate in clinical.

Failure to complete the required health components **by the first day of the semester** will jeopardize continuation in the program.

Occupational Health Risks

Students must be aware of the occupational health risk due to exposure to environmental, aerosol, or blood-borne pathogens. Standard precautions and institutional policies must be followed. Students are responsible for any medical expenses incurred while attending theory, lab, clinical and other school related events.

NOTE: In cases of a public health emergency, SJSON follows policies and directives as issued by SJH and Covenant Health.

VIII. STUDENT SERVICES

Listed below are several services offered through the School of Nursing to assist students.

Academic Advising Program

1. Mission Statement

The faculty of SJSON believes that the caring and intentional interaction of faculty and students is the basis for promoting success and ensuring persistence in the program. This partnership of faculty and students is a joint endeavor that empowers students to become active participants in their education. Faculty recognizes that all students have potential and exploring strategies for success is essential. Likewise, students have the responsibility to be actively engaged in their educational pursuits.

The Academic Advising Program is built upon the core values of St. Joseph Hospital. These core values are: Compassion, Excellence, Integrity, Collaboration, and Stewardship.

Through the Academic Advising Program, the faculty offers students the opportunity to express and discuss areas of concern which, if not resolved, may limit their academic growth, or prevent successful completion of the program.

Advisors will be assigned to students at the beginning of their first semester and whenever possible will remain as their advisor through graduation from the program.

Conferences with each student will be initiated by the faculty advisor within two weeks of the beginning of the first semester. The initial conference may be completed with the group of advisees or individually. The advisor will meet with the student as often as necessary throughout the program. Students are advised to contact their advisor for academic, clinical, or personal concerns as soon as they are identified in order to receive timely guidance, assistance, and support.

2. At Risk Students:

Students who minimally pass or do not pass their first exam in any course will schedule a meeting with the Associate Dean (Student Affairs) and the theory instructor. SJSON faculty believe that early interventions for at risk students provide opportunities for support and success.

3. Academic Warnings/Probation

A meeting with the faculty, student, and Associate Dean shall be scheduled with any student who is being placed on academic probation and who is receiving an academic warning. An action plan will be formulated at that time with specific recommendations for improvement. The action plan will be signed by the student, faculty, and Associate Dean with a copy to the student's advisor and student file. Progress toward established goals will be documented.

4. Role and responsibilities of the Faculty Advisor:

- a. Be available to students and post office hours
- b. Meet with students early in semester
- c. Meet with any student who is at risk or receives a warning
- d. Maintain confidentiality at all times
- e. Initiate an action plan as necessary
- f. Assist student to explore their own strengths and weaknesses
- g. Find and use appropriate support services
- h. Be proactive in meeting with students

As advisors, the faculty will attempt to demonstrate genuineness, congruence, and empathy thus establishing a climate that will allow the student to freely discuss their concerns. Advisors will assist students in identifying probable alternatives to resolve issues and establish a plan or course of action to implement choices and alternatives.

The faculty will strive to provide the necessary support to help the student accomplish their plan by acknowledging positive behavior changes, and by offering encouragement and continued assistance. The advisor may assist the student establish other career alternatives if the student is not successful in reaching their academic goals.

The student will be informed, during the initial meeting, that the faculty assumes the advisor role to the degree that the area of confidentiality which is inherent in the advising relationship is not in conflict with the instructor's role and responsibilities. These responsibilities include but are not limited to assuring compliance with the laws of New Hampshire as they relate to the practice of healthcare and the maintenance of a drug free environment.

5. Roles and responsibilities of Students:

Consult with advisor early in the semester

- a. Interact with advisor in a professional manner, including making and keeping appointments
- b. Confer with advisor on circumstances that could impact academic performance
- c. Clarify their own values, abilities, interests, and goals
- d. Ask for help when needed

6. Personal Guidance:

If a member of the faculty becomes aware of a student's serious personal issue which may be interfering with the student's academic progress, the faculty member shall notify the Dean or an Associate Dean. Student support program is available through WellConnect and Marvin Behavioral Health. For confidential reasons, the issues brought forth are not discussed with any member of the school's staff.

7. Career Guidance:

Prior to graduation the advisor or faculty member will discuss with the student their preparation for national credentialing and career guidance. This discussion is intended to inform the individual student of their strengths and weaknesses and to provide them with the insight necessary to establish realistic future career goals.

Upon availability, various agencies that employ nurses will be invited to meet and speak with the student body regarding employment opportunities at a Career Fair held prior to graduation. Job opportunities are posted on a central bulletin board and posted on SONIS.

Academic and Support Services

Librarian, Academic Advisors, and clinical laboratory instructors are available to assist students in the computer lab, library, and with reference materials.

1. The Writing Center

The English instructor offers a writing resource center located on the first floor in Room 124. The center is open to all members of the St. Joseph's academic community who are looking for writing support. From brainstorming a topic to fine tuning a final draft, the center's dual purpose is to help the student write a better paper and become a more effective writer.

The Writing Center Offers:

- a) One-on-one conferences from a 5-minute walk-in to a 45-minute appointment
- b) Individual and small group instruction on such diverse topics as APA format, essay structure, avoiding plagiarism, and using transitional devices
- c) E-mail accessibility for anything from a specific writing question to an on-line writing conference
- d) A collection of print and on-line resources

The Writing Center will be open during posted hours on weekdays. Students are also able to receive assistance via email.

2. Library Services: A library orientation will be held for new students. The librarian is available to assist students in searching for information and resources.

3. Technical support: Support services are available through faculty and staff at the school.

4. WellConnect, a support service is offered at no charge to students.

Contact (866) 640-4777. (WellConnectForYou.com)

Marvin Behavioral Health services are available for students and family members over the age of 18 yrs. Contact meetmarvin.com/covenant or call the 24/7 helpline (888)404-1163

5. Additional resources are available through Mission Integration at St. Joseph Hospital (603) 884-4306. The Employee Food Pantry is accessible to students as needed. The student's advisor can assist the student in accessing these services.

Students must contact Colin McNabb (cmcnabb@covh.org) or call 603-884-3388 to schedule an appointment. Students must have their ID badge with every visit. All information is confidential.

Student Disability Services Policy

The Student Disability Services Policy defines services available to students through SJSON to ensure equal education access for students with documented disabilities.

GUIDELINES:

To obtain services, students are required to **self-identify and request** accommodations by submitting appropriate documentation that states their disability as per ADA guidelines. Eligible students will receive reasonable accommodations that are to be **reviewed and renewed** every semester.

Appropriate documentation should:

- Be current (within 3 years)
- Be comprehensive stating clear diagnosis of the disability
- List the name, title and credentials of the licensed professional (evaluator)
- Have a description of the diagnostic methodology used
- List test scores from the tests performed and their actual interpretation
- List a description of current functional limitations
- List a description of current and past accommodations, services and/or medications

Please note that testing documentation must be included and accommodations cannot be granted only on the basis of IEPs or letters from special education teachers. Once the documentation has been reviewed and if the student is found eligible for services, a Reasonable Accommodation Plan will be established based on individual student needs. Examples of accommodations are extended time on tests, tests with reduced distraction, digitally recording classroom lectures, textbooks in alternative formats, use of assistive technology devices and software.

The Associate Dean works with faculty to develop and recommend learning services and resources for a student's unique needs. The Associate Dean is available to implement reasonable accommodation plans for students with documented disabilities.

Academic/Skills Remediation

Faculty will assess the student's need for academic and clinical skills remediation. Individual action plans will include recommendations for student improvement and identify resources. Readmitted students may be required to participate in a skills competency lab. Students may request additional time in the lab.

Clinical Uniforms

Students are required to wear uniforms during clinical practice and laboratory experiences. Students may order clinical uniforms through a school approved company listed below. See Dress Code policy.

Super Shoes

2004 South Willow St.
Manchester NH 03103
603-622-7131
SuperShoes.com

Work 'N Gear

292 Daniel Webster Hwy
Nashua, NH 03060
Phone: 603-891-0117

Textbook Vendor

Enrollment in Lippincott CoursePoint is mandatory for nursing courses.

FA Davis: <https://fadavis.com/>

For non-nursing courses, students may order required texts through a vendor of their choice using the appropriate ISBN number.

Employment Assistance

Students are given assistance in completing a resume and interviewing skills as part of their program. Each year the school sponsors a Career Fair where prospective healthcare employers may recruit graduate nurses, nursing assistants, and graduate medical assistants. Students are encouraged to submit their resumes at this time. Representatives from higher education institutions attend the Career Fair to assist students who choose to continue for their BSN or other degrees.

Job opportunities are posted on the Job Opportunities bulletin board located across from the Dean's office on the first floor. The school makes no guarantee of employment upon completion of a program.

Assistance for VA beneficiaries

SJSON is committed to assisting eligible VA beneficiaries in obtaining educational benefits. Questions or concerns can be directed to:

Financial Aid Office

School Certifying Official, Nashua Campus
5 Woodward Ave, Nashua, NH 03060

VA Information:

Web site: www.gibill.va.gov

Phone (888) GI-BILL-1 (888-442-4551)

Information on how to apply for educational benefits, benefit eligibility, and changes in enrollment status is available online at www.gibill.va.gov.

Healthcare Guidelines

2. Students may use St. Joseph Hospital for their healthcare at their own expense.
3. Students are required to submit proof of health insurance coverage.
4. The school does not accept responsibility for any expenses related to students' healthcare. St. Joseph Hospital offers an annual flu vaccination free of charge to SJSON students.
5. Expenses incurred as a result of an injury sustained while participating in clinical experiences, classroom/laboratory and other activities required by the educational program are the students' responsibility.
6. Students are not permitted to ask for medical help from staff physicians in the clinical or practice areas or from faculty.
7. Students must be free of physical restrictions in order to perform clinical duties.

Spiritual Opportunities

The chapel is located in the hospital on the main floor across from the south elevators. Students are encouraged to develop their personal spiritual lives according to their beliefs. Interdenominational chaplains are available to meet students' needs through the Pastoral Care Department at St. Joseph Hospital.

Student Visitor Policy

The school reserves the right to prohibit/restrict visitors at the discretion of the Dean or Associate Dean for any reason, including emergency situations, disruption of facilities, and limited parking. The school will follow the guidance of St. Joseph Hospital regarding visitor restrictions during health emergencies.

1. All visitors to the school must check in at the Administrative Assistant's office and sign in.
2. Visitors are allowed for short periods of time in common areas such as student lounges.
3. Visitors are not allowed to attend classes.
4. Visitors are not allowed in clinical areas.
5. If a student has a visitor that will be staying for longer than an hour, the student must ask permission from the Dean or Associate Dean in advance.
6. The student is responsible for letting the person into the building or making arrangements in advance with the administrative staff.
7. All visitors are expected to follow SJSON policies (including dress policies). If a visitor is found to be in violation of a policy or is disruptive to other students or staff, security will be called to escort them from the building.
8. Students and visitors are not allowed in the building after hours. The building is open to students with badge access Monday through Friday from 7 am to 11 pm.
9. Children visiting the school is prohibited. In urgent situations, permission from the Dean or Associate Dean and course instructor must be obtained prior to bringing a child to a class or lab. Any disruptive behavior of the child will result in the student being asked to leave the building.
10. Children may not be left in any part of the Academic Center without an adult in direct attendance.
11. The student is responsible to remain with the visitor for the duration of the visit.

Student Parking Policy

To provide fair and equitable parking privileges to all individuals having a need to use the parking facilities at St. Joseph Hospital and School of Nursing.

At main campus: 5 Woodward Avenue, Nashua NH

1. All students authorized to use St. Joseph Hospital parking lots are required to complete a car registration. Registrations will be submitted to the Security Department.
2. Lots "F" & "H" are designated areas for student parking.
 - a) Students who are in clinical or in class in the evenings, have permission to park in the St. Joseph Hospital parking garage **after 2 pm**.
 - b) No student parking is allowed on city streets or in front of the school.
 - c) Students with documented handicaps may use the St. Joseph Hospital parking garage with specific permission from the Dean and the Chief of Security.
 - d) Students who are working as employees of the hospital must park in designated areas according to their role at that given time.
3. Penalties for violations:
 - a) 1st violation - Security shall forward the white copy of the violation to the Dean. A verbal warning shall be given. A note will be placed in the student's file.
 - b) 2nd violation - A second violation within a year shall result in a written warning. The written warning will be filed in the student's file.
 - c) 3rd violation - A third violation within a year of the 1st will result in a second written warning. The student shall be warned that further infractions may result in suspension of all parking privileges and/or dismissal from the school. Refer to the Conduct and Progressive Discipline policy.

At Milford satellite: 24 N. River Road, Milford, NH:

1. All traffic will enter at the right side of the building and exit at the left side.
2. All students, faculty, and visitors will park in the designated parking spaces either in the lower level or in front of the building.

IX. CLASS ORGANIZATIONS

Each class shall form a student organization from which a President, Vice President, Secretary, Treasurer, Class Historian, and Student Representative will be elected. The purpose of the student organization is to facilitate communication and decision making within classes and to allow students to have a voice in school operations. Nominations will be taken from the class and elections will be determined by secret ballot. All prospective and current class officers must remain in good ethical standing in the program. The minimum requirement is a Student Representative.

1. Meetings

- a) All students will be expected to attend scheduled class meetings.
- b) Meetings will be held as agreed upon by the class.
- c) Class dues will be determined by the class and will be paid to the Treasurer as agreed upon and is not required by SJSON.
- d) The order of business will be as follows:
 - (1) *Prayer/Reflection/Mission Moment*
 - (2) *Attendance*
 - (3) *Reading of minutes*
 - (4) *Treasurer's report*
 - (5) *Communications*
 - (6) *Committee reports*
 - (7) *Unfinished business*
 - (8) *New business*
 - (9) *Adjournment*

2. Duties of the President

- a) Prepare and discuss agenda with Class Advisor.
- b) Call meetings with the approval of Class Advisor.
- c) Preside all meetings and maintain order.
- d) Appoint committee chairpersons as needed.
- e) Receive reports of progress or completion of previous projects.
- f) Assure fair play.
- g) Meet with the Dean/Associate Deans as requested

3. Duties of the Vice-President

- a) Replace the President in their absence.
- b) Assist the President in the work of the organization.
- c) Assume duties, as assigned.

4. Duties of the Secretary

- a) Record minutes of each meeting and keep them as a permanent record. Include a copy of minutes for the Dean and Class Advisor.
- b) Keep record of attendance at each meeting.
- c) Handle correspondence on behalf of the class. Correspondence will be submitted to the Dean for approval prior to mailing.

5. Duties of the Treasurer

- a) Receive dues from class members, provide receipts, and maintain an accurate record of all money received. This will be made available to all students, Class Advisors, and Dean upon request.
- b) Report on financial status of organization at each meeting.
- c) Pay all bills on behalf of the organization with approval of the President, Class Advisor, and Dean.

6. Student Representatives

- a) Attend monthly Joint Faculty & Staff or other faculty committee meetings as schedule allows.
- b) Act as a liaison between the student body and the faculty.
- c) Meet with the Dean/Associate Deans as requested

7. Class Historian

- a) Maintains records of class activities
- b) Takes photos of student events

8. Class Advisor

- a) A member of the faculty will be appointed as Class Advisor by the Dean.

- b) The Class Advisor will be an active participant in all class activities. Courtesy should be extended by consulting them in advance regarding planned activities and scheduling of these activities.
- c) They will act as liaison between the Dean and the class. Therefore, they should be made aware of any problems existing in a class.

9. ***Class Activities***

- a) Organize social events upon approval of the Class Advisor and/or Dean.
- b) Organize fund raising activities (optional)
- c) Participate in, or organize events for, worthwhile causes, e.g., Christmas baskets for needy families.

10. ***Replacement of Class Officers***

- a) In the event that an elected class officer is no longer available to fulfill the duties of the office, the class may choose to impeach the officer and/or elect a new officer. Class officers may not be available or may be removed from office if they are withdrawn from the program, no longer in good ethical standing with the school, or if the class officer is unable or unwilling to fulfill the duties of the office and has resigned from office or been impeached by the class.
- b) If a class officer is no longer available, the class may hold a special election to fill the position or if the officer is the class president, the vice-president will fill the president office and a new vice president would be elected.
- c) All elections are decided by a majority vote of those who are voting. All voting requires a quorum of at least 51% of the class voting.

X. FINANCIAL AID

SJSON participates in federal funding programs such as the Federal Pell Grant, Federal Direct subsidized and unsubsidized Stafford loans, Federal Direct Plus loan, and private educational loans to help students cover the cost of their education. Students are encouraged to apply for financial aid and ask questions about their eligibility. Students dealing with extreme financial hardship or special circumstances are encouraged to meet with the Enrollment Services & Financial Aid Manager for a review of their financial aid. The Financial Aid Office is open Monday through Friday during business hours.

To be considered for federal aid, students must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov and enter our Federal school code: **015016** to have a copy of the FAFSA sent to the school.

Eligibility:

To be eligible for any of the Federal Aid programs a student must:

- Be a US citizen or eligible non-citizen
- Be admitted to an eligible program
- Not owe a refund or a grant or be in default status on any federal student loan
- Not have borrowed in excess of the annual aggregate loan limits
- Have financial need as determined by the federal formulas and need analysis guidelines
- Be enrolled at least half time (6 credits) for Federal Direct loans per semester and (3 credits) for Pell grant
- Maintain Financial Satisfactory Academic Progress (SAP). See requirements listed in this catalog/handbook.

Entrance Counseling, Master Promissory Note and Exit Counseling

- First time SJSON borrowers must complete a master promissory note and entrance counseling as mandated by federal regulations. Federal Loans (Direct Loans and Parent PLUS) cannot be disbursed to the student's account until these federal requirements are satisfied.
- Students who leave SJSON or fall below half-time (less than 6 credits) must complete exit counseling for federal loans as mandated by federal regulations.

Outside Aid/Scholarships

- Students who receive scholarships from an outside organization should forward the scholarship check(s) to SJSON promptly.
- Students must enclose an award letter from the scholarship donor to ensure that funds are posted accurately. Award letters can be sent via, USPS, email, or in-person.
- Financial aid awards may be adjusted due to outside scholarships.

Disbursement of Aid

- Most loans and grants are split over the academic year in even disbursements. Students and/or parents borrowing alternative or PLUS loans intending that they be applied otherwise should specify this on their loan application.

Financial Aid Satisfactory Academic Progress (SAP) Standards

A student, including VA beneficiaries, is considered to be making academic progress if:

1. The student earns a minimum semester GPA of 2.5 with a grade of C+ (78%) or higher in non-nursing courses and a minimum semester GPA of 2.7 with a grade of B- (80%) or higher in each nursing and science course AND
2. Successfully completes 67% of all attempted coursework for the semester. Note: for financial aid purposes grades of Incomplete, F, and W are considered attempted but not meeting SAP standards.
3. Students may repeat a course only once and still receive financial aid for that course.
4. Transferred and accepted credits from another school are counted towards the completion and maximum time frame of the student's program.

Evaluation: Students Satisfactory Academic Progress (SAP) will be evaluated each semester at the end of the payment period and for all periods of enrollment regardless of whether or not financial aid was received. Students who do not meet the minimum Satisfactory Academic Progress (SAP) requirements as outlined in this policy will be placed on Financial Aid Warning. Students who fail to meet SAP after FA Warning will be placed on Financial Aid Suspension. This will result in a loss of FA eligibility, unless an appeal is granted. If an appeal is granted students will be placed on Financial Aid Probation.

Maximum Timeframe:

The maximum timeframe is defined as the maximum number of credits a student may attempt in the pursuit of their degree within a specific program of study. The maximum timeframe for completion of any program is 150% of the expected number of credits. The normative number of credits to a degree for each program is listed below.

Program – Associate of Science in Nursing	Credits required to be completed to graduate	150% MAX attempted credits eligible for aid
ASN 2-Year Track	72	108
ASN 1-Year Track (LPN's)	72 (34 transfer credits)	57

The ASN program of study requires the successful completion of 72 required credit hours. Following the maximum timeframe component, a student who has reached or attempted 108 credit hours towards this program will cease financial aid eligibility. The maximum timeframe component is true for any program at St. Joseph School of Nursing including but not limited to the 1-Year ASN track. While the 1-Year ASN track requires prerequisite coursework that is a condition of admission the program of study itself is normally completed in 38 credit hours. Therefore, the maximum timeframe available to complete this program is 57 credits. Further attempted credit hours beyond 150% of a program will result in loss of financial aid eligibility.

Financial Satisfactory Academic Progress Statutes

Making Satisfactory Academic Progress (SAP): You are meeting the criteria listed above, no further action.

Financial Aid Warning: You are not meeting the criteria above, but last semester you were making SAP. You may continue to receive financial aid while on warning. You must complete your courses for the semester and meet the criteria above.

Financial Aid Suspension: You had your warning semester and did not meet the criteria above. You may be eligible to submit an appeal to regain eligibility for the semester.

Financial Aid Probation: You were previously on financial aid warning and/or suspension and did not meet the criteria or terms to regain financial aid eligibility. You will need to pay for courses out of pocket until you meet the SAP criteria. Aid eligibility will be reinstated if after a review of SAP the student meets the following criteria:

- Enrolled in the necessary course(s) and earned a minimum semester GPA of 2.5 with a grade of C+(78%) in each non-nursing course and a minimum semester GPA of 2.7 with a grade of B-(80%) in each nursing and science course or higher at the end of the semester of their probation, AND
- Completed 67% of all attempted credits at the end of the semester of their probation.

If the appeal is not granted then the student remains on suspension and the repeating of course(s) will be at the student's own expense.

Appeals Process

A student who believes they have extenuating circumstances that affected his or her ability to maintain Satisfactory Academic Progress (SAP) should appeal in writing for an academic appeal first as outlined in the Student Catalog/Handbook. If the academic appeal is approved, the student is eligible to apply for Financial Aid Probation.

The student fills out a form in the Financial Aid Office to be evaluated for financial aid probation. A calculation is completed to see if the student has the capability to meet satisfactory academic progress by the end of the probationary period. The form will require both the signature of the Financial Aid Manager and the Dean of St. Joseph School of Nursing or designee to be approved. The student will be notified in writing via regular mail of the financial aid probation appeal decision. If the appeal is approved, the student will be placed on financial aid probation with condition(s).

Financial Aid Probation

A student is placed on financial aid probation after an appeal has been approved with a certain condition(s). The student is eligible to receive federal aid during this probationary period. Students are only allowed to repeat a course once and receive aid for the repeated course(s).

How Withdrawal Affects Financial Aid

A Return of Title IV Funds calculation is required for students who received federal financial aid such as the Federal Pell Grant, the Federal Direct Stafford Subsidized and Unsubsidized Loan, and the Federal Direct Parent PLUS Loan.

Procedure – As with the school policy, students who intend to withdraw from the program must state their intention in writing to the Dean. Included in this written statement must be the reason for the withdrawal and the effective date. In the case of a student who withdraws without providing written notification to the Dean, the student's withdrawal date is the last day of attendance at an academically related activity such as class, lab, clinical, school assignments completed on site and documented by an instructor.

The Financial Aid office is then notified by the Registrar's office of the student's withdrawal or dismissal date and a return of Title IV refund calculation is initiated.

To comply with the requirements of the Return of Title IV Funds – Return Policy, the Financial Aid office calculates the percentage of student aid earned and unearned by the student for the payment period using the Department of Education's provided software. If the student stops attending classes prior to completing more than the 60% point in a semester may be required to repay all or a portion of the financial aid they received for that semester.

The amount of aid earned by the student is calculated by dividing the number of days completed in the payment period by the total calendar days in the payment period. For example, if the student completed 42 days of the 120 total days in the semester, the student earned 35% of the semester, they would earn 35% of the assistance they were originally scheduled to receive. Once the student completes more than 60% of the semester, all the assistance they were scheduled to receive for that period is earned. There is some Title IV funds that students are scheduled to receive that cannot be disbursed once a student withdraws because of other eligibility requirements. For example, if a first-time, first-year undergraduate student has not completed the first 30 days of a program before they withdraw, they will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day.

If it is determined that a refund is due to Title IV programs and the student received Federal student aid above and beyond the percentage earned, the unearned funds must be returned by the school back to the applicable Title IV program in accordance with the Federal distribution formula within forty five (45) days from the date of withdrawal. The school will bill the student for this amount.

Federal funds will be returned in the following order:

1. Federal Unsubsidized Direct Stafford Loan
2. Federal Subsidized Direct Stafford Loan
3. Federal Direct PLUS loan (Parent)
4. Federal Pell Grant

Post-Withdrawal Disbursements:

In accordance with this policy, if the calculation determines that the amount of Federal aid disbursed to the student is less than the percentage earned, and the student is eligible, a post-withdrawal disbursement is due to the student.

Procedure for a post-withdrawal disbursement:

The school will notify the student or parent via letter of their eligibility for a post-withdrawal disbursement and allow them the opportunity to accept or decline. The financial aid office must receive a reply from the parent or student within fourteen days. A post-withdrawal disbursement can be a Pell Grant or a Federal Direct loan. If it is a loan, the student will still be responsible for repaying this amount to the Federal government.

Federal Student Aid that must be returned by the student:

Repayment of Title IV aid: this refers to unearned disbursed aid that must be repaid to Federal Financial Aid programs by the student. A repayment situation occurs when a student withdraws or is dismissed and has received Federal funds which they did not earn for the payment period.

Students owing a grant repayment will need to make arrangements for repayment with the US Department of Education collections office. Students or parents who owe a repayment of a Federal Direct Subsidized/Unsubsidized Stafford loan or Federal Direct Parent PLUS loan will repay in accordance with the terms of the loan's promissory note.

Failure to repay the amount owed will result in the student's ineligibility for future financial aid funds and the amount owed will be reported as an overpayment to the National Student Loan Data Service (NSLDS).

Note: The student is not responsible for repaying funds to any program if the amount owed is \$50 or less.

Students are notified via certified mail as to how much aid was returned to each federal program, eligibility for a post withdrawal disbursement or aid that must be repaid by the student. Students are welcome to visit the financial aid office to review the financial aid policies and procedures manual and to ask questions.

XI. SAFETY AND SECURITY*Emergency Plan: Nashua and Milford*

The Emergency Plan for St. Joseph School of Nursing is designed to interface with the Emergency Management Program at St. Joseph Hospital.

The Emergency Plan is designed to encompass an all hazards approach to emergency preparedness. St. Joseph Hospital and St. Joseph School of Nursing are committed to supporting the welfare and safety of its students, faculty, and staff by providing a safe and secure learning environment. It is the responsibility of all faculty, staff, and students to be aware of safety and security issues and be mindful of basic precautions that support individual and school safety.

1. Purpose

The primary purpose of the plan is to provide mechanisms, actions, and information that result in an effective response to emergency situations. To accomplish this purpose, the following areas have been identified:

- a. Identify roles and responsibilities for administration, faculty, staff, and students.
 - b. Practice emergency responses to increase awareness and identify areas for improvement within the plan.
 - c. Interface with departments of the hospital to support response, safety, and efforts to return to normal operations.
- 2. The emergency plan may be activated in response to the following situations:**
- a. Inclement weather and emergency closure of the school
 - b. Active threat/intruder situations
 - c. Activation of fire alarms/actual fire emergencies
 - d. Shelter in Place/Lockdown
 - e. Emergencies in other locations on the campus
- 3. Phases of Emergency Management**
- a. Mitigation:
In conjunction with the departments of St. Joseph Hospital, mitigation activities include long-term actions that lessen the undesirable effects of unavoidable hazards. Risk assessment and surveillance activities support mitigation efforts.
 - b. Preparedness:
Preparedness activities support the response capabilities available in the event of an emergency. Annual drills are an examples of preparedness activities that support a safe response.
 - c. Response:

The response phase is dynamic and dependent upon the actual assignment of resources required to address the immediate and short-term effects of an incident or disaster. The response phase relies heavily on information, identification of resources, supplies and support from the hospital and emergency response agencies from the City of Nashua.

d. Recovery:

The recovery phase encompasses activities designed to return the school to its usual state.

Emergency Response

The Emergency Plan is intended to provide guidance for the most common or anticipated events. Flexibility of the response may be needed to encompass actions for unforeseen or unusual events.

The Dean, Associate Deans and/or designee will communicate as needed with Emergency Operations/Safety Officer at St. Joseph Hospital and will determine any emergency actions that need to be initiated. Activation will be considered based on the following:

- a. Hazard type: fire, flood, dangerous individual, chemical hazard
- b. Impact to the school: minor, major, disaster
- c. Potential for the situation to worsen
- d. Life safety/property protection: potential for minor, serious injury, damage
- e. Disruption to the normal course of business

The School of Nursing will conduct an annual test of the emergency response plan and notification system. Testing will be conducted in conjunction with the St. Joseph Hospital Safety/Emergency Management Team and with local authorities as needed. Results of the test will be kept by the Dean and the Safety Officer at St. Joseph Hospital. Students, staff, and faculty should call 911 to report an emergency such as a medical emergency, or an act of violence. If a fire, smoke situation, or situation where there is a suspicion of the threat of fire, the nearest fire alarm will be pulled and the building evacuated.

Emergency Notifications

Emergency notifications to faculty, staff, and students who are not in the building are accomplished through SONIS. School administration and administrative staff have the ability to send out alerts, warnings, updates, and cancellations through this program. Notification to the Medical Director for the Paramedic Training Program will be done by the Program Coordinator. Students who are in classrooms will be notified by their instructors.

Students will sign an attendance roster at the beginning of classes. The instructor will be notified by the student should they need to leave the class prior to the scheduled stop time in order to be able to account for all students. Students should be aware of the emergency routes from the building. Evacuation routes are posted in public/student areas. Students are required to stay at the evacuation site until all students are accounted for.

Extended Program Interruption

In the event that the school or the satellite are impacted by events, the following agencies and accreditors shall be notified:

- a. NH Department of Education, Higher Education Support
- b. NH Board of Nursing
- c. ACCSC
- d. ACEN
- e. CoAEMSP/CAAHEP
- f. Program Advisory Committees
- g. Other accreditors, groups, and facilities that would benefit from the knowledge of the events

The CoAEMSP "Action Plan for Unanticipated Program Interruption" can be used as a guideline for reporting and as a resource tool. <https://coaemsp.org/resource-library#>

Interim Plan for program continuation could include: Moving the administration and programs from the main school to St. Joseph Hospital; Moving the classes from the Milford satellite to the Nashua campus or St. Joseph Hospital.

Every effort will be made to complete the courses/programs in session. This may entail extending the end dates of a semester or program.

Situations:

1. Inclement Weather/Emergency Closing

In the event of inclement weather, the school may decide to delay or cancel the opening of the school as well as close the school early. The decision will be made at the earliest possible time. Delays and cancellations will be posted on WMUR-TV Channel 9. Students are expected to use good judgment in deciding whether or not to travel to class or to the clinical facility. Theory and clinical instructors will arrange for make-up time.

2. Medical Emergencies

Call 911 when outside the hospital

Be prepared to provide the following information about the victim(s):

- a. brief description of the situation
- b. any first aid that is being rendered
- c. best entrance to use.

If able send a “runner” to escort the emergency responders to the victim.

Victim(s) should not be moved.

Individual(s) needing care will be transported to the emergency department of their choosing within the local area.

Faculty will **not** be responsible to transport the individual to SJH ED via wheelchair or in personal vehicles.

An occurrence report (Midas) will be completed by the individuals witnessing the event.

Shelter in Place:

This action is taken in the event of an emergency when the escape/evacuation route may not be safe or safely secured. Shelter in Place may be advised for individuals or large groups depending on the situation. The best location to choose for sheltering in place is a room with the fewest number of doors and windows and a room with a water supply is desirable. However, you should be prepared to evacuate the building or relocate to another area within the building.

Take the following actions:

- a. Close and secure all doors and windows to the outside.
- b. Move away from exterior windows
- c. Keep your cell phone at hand to receive updates but turn it to silent mode. If there is a power loss, your cell phone can serve as a flashlight.
- d. Do not go outside unless instructed to evacuate by a member of the administration, police, or emergency operations team.

Lockdown:

Take the following actions:

- a. Stay calm and quiet
- b. Turn cell phones to silent, not vibrate
- c. Secure doors and remain out of site if in an area where windows are present
- d. Lock doors and barricade them if possible
- e. Do not allow anyone access once the doors are locked.
- f. Do not allow anyone to talk their way inside as they may be the suspect or may be coerced by the suspect outside of your view.
- g. Wait for further instructions and do not allow anyone to leave until given the “all clear” message. It is important that everyone follow directions from law enforcement personnel.
- h. If you are unable to find a secure room, consider self-evacuation from the building. Attempt to put as much distance as possible between you and the incident/violence. If you are outside of the building during a lockdown, move away from the affected area and do not attempt to enter the building.

After Action Review:

At the conclusion of any event that causes significant disruption in the operation of the school or the school’s programming, an after action review shall occur. Parties of interest will be invited to participate and comment on the event, the response and the resolution of the event.

Safety Data Sheets (SDS)

The Safety Data Sheets (SDS) for all chemicals in use in the laboratory are available on the Covenant website: Go to the Covenant Health Internet Portal (CHIP) at <https://covhealth.sharepoint.com/SitePages/Home.aspx>. Click on "Resources" on the menu on the left side of the screen. Click on "Covenant Applications" on the menu on the left side of the screen. Scroll down to Covenant-Wide Applications and MSDS Online Search.

Nashua Campus:

Automatic External Defibrillator (AED)

An AED is located on the first floor between the student study and the auditorium. First aid supplies are located on the first floor across from the Bursar's Office and can be accessed with the assistance of faculty or staff.

Fire Emergencies

All classrooms and public meeting spaces within the school have designated exit routes posted near the exit. The person discovering the fire should immediately pull the nearest fire alarm box. All exits and fire doors shall be kept free from obstructions and clutter.

Boxes are located in the following areas:

1. Front entrance by student mailboxes
2. Entry halls, first floor Kinsley Street side and Earley Street side
3. Parking garage entrance first floor near elevator and ground level between doors
4. Second floor by elevator; top of stairs Kinsley Street side and Earley Street side; also at
5. end of corridor
6. Ground floor at bottom of stairs Kinsley Street side and Earley Street side

Fire Extinguishers are located in the Following Areas:

1. First floor near Bursar's Office
2. Woodward Avenue entrance
3. First floor hall Earley Street side by Room #122
4. Entrance first floor near elevator
5. Second floor near elevator
6. Second floor Kinsley Street side near water fountain (behind fire door)
7. Second floor Earley Street side, top of stairs men's restroom
8. Second floor Earley Street side, end of corridor
9. Ground floor Earley Street side inside door

Fire Alarm Signal

The fire alarm signal is a very loud continuous horn sound with flashing lights on alarm sensors. Fire doors in the hallways will close automatically. When the alarm sounds, occupants should immediately close windows, shut doors and leave the building by the nearest or designated exit.

- Walk, do not run.
- Do not use elevators.
- Students, faculty, and staff will gather near the entrance to the parking garage adjacent to the school.
- Faculty will review the exit routes with the students on the first class of the semester.
- Faculty will bring the attendance/roster sheet with them and call the roll when students have evacuated the building.
- A designated member of the administration will communicate with each class instructor to identify if all students are present.
- Return to class will only be allowed when communication with the Nashua Fire Department, St. Joseph Hospital Security or St. Joseph Hospital maintenance staff announces the all clear.
- Students, faculty, or staff with mobility impairments shall proceed to the rear stairwell (near elevator) and wait for assistance from the Nashua Fire Department. Faculty will alert the Administrator in charge of the need for assistance in evacuation. The elevator will not be used under any circumstances.

Milford Satellite:

Automatic External Defibrillator (AED)

An AED is located on the ground floor in the main classroom

Fire Emergencies

All classrooms and public meeting spaces within the school have designated exit routes posted near the exit. The person discovering the fire should immediately call 911. All exits shall be kept free from obstructions and clutter.

Fire Extinguishers are located in the following Areas:

10. Near Medical utility/supply area.
11. Rear of building: middle entrance door and far right entrance door.

Smoke Detector Signal

The signal is a flashing light on detector sensors located on the ceilings. When flashing, occupants should immediately close windows, shut doors and leave the building by the nearest or designated exit.

- Walk, do not run.
- Students, faculty, and staff will gather at the rear of the building and proceed to the garage/shed structure at the rear of the school.
- Faculty will review the exit routes with the students on the first class of the semester.
- Faculty will bring the attendance/roster sheet with them and call the roll when students have evacuated the building.
- Each class instructor will identify if all students are present.
- Return to class will only be allowed when communication with the Milford Fire Department announces the all clear.

Safety and Security

Hospital Codes

All student badges have the listing of hospital emergency codes on the reverse side.

These codes include:

Code Red: Fire
Code Orange: Hazardous Spill
Code Amber: Missing Patient/Person
Code Black: Bomb Threat
Code Purple: Surge Capacity
Code Silver: Hostage/Weapon Situation
Code White: Internal/External Situation
Code Blue: Cardiac Arrest/Medical Emergency
Code Grey: Violent Person/Assistance Needed

While attending clinical experiences at the hospital, it is expected that students follow the direction given by the clinical instructor or unit staff. General and facility specific modules for emergency procedures are available through the orientation with Central Clinical Placement and/or during on-site orientation.

Crime Awareness and Campus Security Act of 1990

The Crime Awareness and Campus Security Act of 1990 requires that the school collect statistics concerning the occurrence of the following criminal offenses on campus: 1) murder and non-negligent manslaughter, 2) negligent manslaughter, 3) robbery, 4) aggravated assault, 5) burglary and 6) motor vehicle theft, 7) arson, 8) forcible and non-forcible sex offenses. St. Joseph is a safe campus and only a few minor offenses have occurred over the past years. Statistics are available on the SJSON website.

School security is provided through the Security Department at St. Joseph Hospital. The Chief of Security is responsible for the oversight of the Security Department and reports to the President, St. Joseph Hospital. Public safety concerns are coordinated with local law enforcement agencies.

Members of the St. Joseph Hospital Security Department serve as agents of the hospital and are authorized to enforce all hospital policies and regulations. Although the officers do not have powers of arrest, they work closely with the local law enforcement agencies to enforce all local, state, and federal laws.

School and campus security is provided on a 24 hour a day/7 day a week basis. Security officers make regular rounds of the hospital proper and surrounding buildings, parking garages and the school. Security officers are equipped with radios that place them in direct contact with the communications center.

On the Nashua Campus students may make emergency calls using school or hospital extensions by dialing the “211” extension. Students should refer to the Hospital Codes outlined on the reverse side of their identification badge. These calls will be answered by the hospital communications center and routed to the on-duty security officer(s).

Students and faculty at the Milford campus should call “911” for all emergencies.

It may also be necessary to call “911” should an ambulance be necessary. Calls for assistance outside the school or hospital buildings should be made to “911”. Remember that it is necessary to obtain an outside telephone line by dialing “9” prior to 911. In case of a fire, the nearest fire alarm should be activated. Security can be reached by pager at **376-4900 or extension 64900**.

When calling either extension, be prepared to provide the following information as applicable:

- Your name and nature of the incident/accident
- The location of the incident/accident
- A description of the scene, surroundings, suspects
- A description of any motor vehicle involved in the incident, including license plate number
- It is important to remember to call the emergency numbers if you suspect a crime has been or is being committed. Do not delay, call immediately.

School Security

NASHUA:

The school building is secured with a badge-swipe system that is activated by the student, faculty, or staff badge. Students will have access to the school during normal business hours Monday through Friday 7:00 am until 11:00 pm. Students do not have permission to be in the school building during holidays or days that the school is officially closed. Selected areas will be locked after daytime classes but can be accessed by faculty and staff as needed. The building is monitored with security cameras.

MILFORD:

The building in Milford will be locked at all times. Students will not have access to the building when faculty are not present including evenings and weekends.

4. Crime Prevention Services

Students and staff are encouraged to be alert and take an active part in prevent crime and assume responsibility for their safety. Vehicles should be locked, and only necessary personal possessions should be brought to school and into the clinical area. Many clinical sites do not provide secure areas for personal possessions.

A member of the Security Department will meet with students during new student orientation to review safety/security issues. In addition, semester updates will be distributed to students through the SONIS portal at the beginning of each semester, informing them of any changes or areas of concern regarding campus safety and security.

On the Nashua campus, escort service to parking areas are available 24 hours a day, 7 days a week. Contact Security at **(603) 884-4900 or dial “0”** to request an escort.

Walking with another student to and from activities on campus is encouraged.

PERSONAL SAFETY TIPS FROM ST. JOSEPH HOSPITAL SECURITY DEPARTMENT

When entering or exiting the facility:

- Walk in groups (safety in numbers)
- Try to avoid isolated areas (if alone contact Security for an escort)

- Always carry car keys in hand to allow quick access to vehicle
- Stay near streetlights
- Hold your purse or personal belongings tightly and close to your body

If you feel you are being followed:

- Cross the street or try to change direction
- Keep looking back so the person knows you cannot be surprised
- Go to a well-lit and/or public area (anywhere there are people)
- Try to notice and remember as many details as possible to provide a good description

When leaving your car, office, or work area:

- Lock office doors and areas you are not going to be around even for brief periods of time
- Protect your keys and ID badge
- Keep valuables locked up and out of sight
- Keep car windows up and doors locked
- Have emergency numbers near or on your phone
- Contact Security immediately by calling the hospital switchboard (603-882-3000) if you see suspicious people, vehicles or activities on the hospital or school grounds. Advise the operator of the situation and location being as specific as possible.

Timely Warnings

The School of Nursing will, without delay, issue timely warnings of serious crimes that occur on the campus in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). These warnings alert staff and students to crimes that may pose serious threats to their safety and security. Knowledge of these crimes will enable staff and students to be more vigilant regarding their personal safety. Notification may be delayed if, in the professional judgment of authorities, the notification is deemed to compromise enforcement efforts to respond, contain, mitigate, or isolate the emergency.

See Violence Against Women Reauthorization Act of 2013

<http://www.uscis.gov/sites/default/files/ilink/docView/PUBLAW/DATAOBJECTS/PL113-4.pdf>

Warnings will be generated using the SONIS system. Additional information may be conveyed face-to-face in the classroom and notices in student, faculty, and staff mailboxes.

Warnings will be issued for the following incidents:

- Murder
- Sexual offenses, forcible or non-forcible
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Manslaughter
- Major incidents of arson
- Arrests and/or disciplinary referrals for liquor and drug law violations or illegal weapons possession
- Other crimes as determined necessary by the Chief of Security or the Dean.

Crime Statistics

Crime statistics for incidents that occur on campus and local areas shall be reported on the School of Nursing website. Statistics will be collected from the local police departments in conjunction with the St. Joseph Security Department personnel. Students, who have been victims or who have witnessed any crime may voluntarily report the incident in confidence for inclusion in the annual security report.

Hate Crimes

Hate Crimes will be reported to the Dean and in the School of Nursing's crime statistics. (34 CFR 668.46(c)(3)).

A **hate crime** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity, or national origin. Hate

crimes include any offense that is motivated by bias: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible) robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession to constructive possession of another.

Destruction/Damage/Vandalism of property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Domestic violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific persona that would cause a reasonable person to fear for his or her safety or the safety of others; suffer substantial emotional distress.

Training:

Faculty and Staff: Faculty and staff will review emergency procedures as outlined in this plan, in the student handbook/catalog and in the faculty handbook during orientation to the school. Areas for semester review by faculty are located on the shared drive and in the Faculty Handbook.

Students: Students will be oriented to procedures during new student orientation and the plan will be reviewed at the beginning of each semester. Active shooter video for campus safety will be reviewed during First Year Seminar. The active shooter video for healthcare (<https://youtube/8yWPnbuGNh4>) will be shown to all classes every September.

Evaluation of the Plan

This plan will be reviewed annually in August with administration, faculty, staff, and appropriate hospital departments. Annual education for faculty, staff, and students may include: review of plan, review of emergency procedures, participation in drills, video information on campus security.

Sexual Harassment and Non-Discrimination Policy

St. Joseph School of Nursing believes that all employees, applicants for employment, students, and applicants for admission have a right to work in an environment free of discrimination, which includes freedom from harassment, whether that harassment is based on sex, pregnancy, age, race, color, national origin, religion, sexual orientation, marital status, physical or mental disability, genetic information, veteran or military status, legally recognized civil union status or membership in other protected groups.

The purpose of this policy is to provide a working and learning environment free from all forms of harassment, discrimination, or intimidation. Harassment of any sort (verbal, physical, sexual, or visual)

against or by any person, including employees, supervisors, co-workers, students, or other persons will not be tolerated.

DEFINITIONS:

Sexual harassment is one form of unlawful harassment. It is also considered to be discrimination. Sexual harassment is defined here separately because the line between acceptable social contact between individuals and unlawful sexual harassment is sometimes more difficult to determine.

Sexual harassment includes a wide range of behaviors, from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendos and other sexually oriented statements and unwelcome emphasizing of sexual identity.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment or condition for educational benefit
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or at school, or creates an intimidating, hostile, or offensive work or learning environment.
- Any sexual behavior that a reasonable person would find sufficiently pervasive and objectively offensive that it denies a person equal educational access.
- Any instance of sexual assault as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation (as defined in 20 U.S.C. 1092(f)(6)(A)(v) including:
 - dating violence as defined in 34 U.S.C. 12291(a)(11), as defined as violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship
 - domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - or stalking as defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress (as defined in 3 U.S.C. 12291(a)(36). Stalking can occur online or through messaging platform (commonly known as cyberstalking) when it occurs in the school's education program or activities.

Employees and students need to be concerned not only with the intent of their actions of this kind but also the effects; even unintentional conduct (including conduct that is intended as a "joke") can be deemed a violation of this policy. Repeated occurrences will be considered intentional violations of the policy.

A hostile work environment may be created by supervisors, co-workers, and subordinates as well as by non-employees, such as students, patients, suppliers, vendors, and contractors who have work-related dealings with employees. Sexual harassment includes behavior by members of the same sex, as well as members of the opposite sex, directed at a person because of their sex or sexual orientation.

This policy prohibits all of the activities discussed above, whether engaged in by a supervisor, agent of the School, coworker, student or non-employee who is on School premises or who comes in contact with the School's students and employees.

1. Definitions:

- a. **Complainant:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

- b. **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- c. **Formal complaint:** A document filed and signed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.
 - 1. At the time of filing a formal complaint, a complainant does not need to be actively participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.
 - 2. A formal complaint may be filed with the Title IX Coordinator by mail, electronic mail, in person, or by using the contact information.
- d. **Rape shield laws:** During the investigation and hearing, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- e. **Supportive Measures:** Individualized services, reasonably available that are non-punitive, non-disciplinary and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. Supportive measures must be offered before or after the filing of a formal complaint and when a complainant does not wish to initiate or participate in a grievance process. Supportive measures are designed to restore or preserve access to the recipient's education program or activity; protect the safety of all parties and the recipient's educational environment. Supportive measures may include facilitating access to medical and counseling services, course-related adjustments, leaves of absence, modifications of work or class schedules, campus escort services, increased security and monitoring of certain areas of the school/campus, and mutual restrictions on contact between the parties.
- f. **Sexual misconduct:** Encompasses a broad range of behavior, from harassing statements to criminal sexual assault. It includes "non-consensual sexual penetration", "non-consensual sexual contact", "sexual exploitation", and "sexual harassment". (See section below for Sexual Harassment information)
- g. **Non-Consensual Sexual Contact:** Defined as touching of intimate body parts such as genitalia, groin, breast, buttocks, or mouth or any clothing covering them, without consent; the removal of another person's clothes without consent; touching a person with one's own intimate body parts without consent; compelling another to touch one's intimate body parts without consent; or any other intentional sexual touching with any object by a person upon another person, without consent.
- h. **Non-consensual sexual penetration:** Defined as any sexual penetration no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent.
- i. **Sexual Exploitation:** Occurs when an individual takes non-consensual or abusive sexual advantage of another to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to: engaging in voyeurism; electronic transmission of pornographic or other sexually inappropriate material; exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose genitalia or breasts; and any other sexual activity that goes beyond the boundaries of consent, such as recording of sexual activity, allowing another person to observe sexual activity without the other person's consent, or engaging in sexual activity with another person while knowingly infected with an STI or HIV without informing the other person of the infection.
- j. **Consent:** An active agreement to participate in a sexual act. An active agreement is words and/or actions that indicate a willingness to participate in a sexual act. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.
- k. **Victim:** Means a person who suffers direct or threatened physical emotional, psychological, or financial harm as a result of the commission or the attempted commission of a crime.
- l. **Crime:** A crime is defined under the Crime victim's Rights Enhancement Act of 2020 as a violation of a penal law of the state of New Hampshire for which the offender, upon conviction, may be punished by imprisonment for more than one year or an offense expressly designated by law to be a felony.

2. Discrimination based on pregnancy or related conditions:

Upon notice of a student's pregnancy or related condition, the school's faculty/staff will provide information to the student on how to contact the Title IX Coordinator for further assistance.

The school will:

- Provide the student with the option of individualized, reasonable modifications to ensure equal access to the educational program.
- Provide information on a Leave of Absence for medical reasons.
- Provide the student a clean, private space for lactation.

3. Examples of Prohibited Conduct:

Each employee/student must exercise their own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of prohibited harassment include, but are not limited to:

- Verbal: sexual innuendos, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
- Visual/Non-verbal: derogatory posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
- Retaliation: making or threatening reprisals as a result of a negative response to harassment.

4. Consequences for Violating this Policy

What You Should Do if You are Harassed

Harassment may be indirect and even unintentional. Violations of this policy, whether intended or not, will not be permitted. Employees and students who violate this policy will be subject to disciplinary action up to and including termination. Non-employees and vendors will be asked to leave the premises and may be barred from returning.

Harassment is a violation of the School's policy and is prohibited by state and federal law. Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Employees/students who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but they are not required to do so.

Employees/students who have complaints of harassment should report the incident immediately in accordance with our Reporting Procedure for Harassment and Discrimination, set forth below.

5. Retaliation is Prohibited.

Retaliation against an employee/student who complains in good faith about sexual or other unlawful harassment is a violation of the School's and hospital policy and is prohibited by state and federal law. Peer retaliation, which would be defined as retaliation by one student against another student, would also be prohibited.

Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment. All incidents of retaliation should be immediately reported in accordance with the Reporting Procedure for Harassment and Discrimination.

6. Reporting Procedure for Harassment and Discrimination:

If you believe that you have experienced unlawful discrimination or harassment, the school strongly recommends that you use the following procedure to notify the School of the problem so that the School can promptly and thoroughly investigate the matter and take appropriate action. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the problem. No employee/student/visitor in this organization is exempt from our policies prohibiting harassment and discrimination.

- a. Any employee/student who believes that they have been discriminated against or harassed should immediately notify the Title IX Coordinator or the Dean of School of Nursing or the Office of Employee Experience (HR) at St. Joseph Hospital as applicable.
- b. Any non-confidential faculty member, staff member, or member of school administration, who becomes aware of discriminating or harassing conduct and/or a complaint of discrimination or harassment must report the conduct and/or complaint immediately to the Title IX Coordinator or the Dean of the School or the Director of Office of Employee Experience (HR) at St. Joseph Hospital.
- c. Reports can be made in person, by mail, by telephone, or by email to the Title IX Coordinator or the Dean of the School of Nursing or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. A report may be made at any time, including non-business hours. The contact information for the Title IX Coordinator will be posted in the Student Catalog/Handbook and on the School of Nursing website.

- d. The School will investigate every reported incident promptly, thoroughly, and in a discreet manner. Upon receipt of a formal complaint, the school will send written notice to both parties. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be considered confidential to the extent possible. A Title IX complaint that possibly requires investigation may be referred to the legal department of Covenant Health.
- e. The School will provide supportive measures as noted under the definition provided above.
- f. We encourage reporting of complaints so that we may appropriately address and correct any problems. An employee/student who participates in good faith in any investigation under this policy has the School's assurance that it will not tolerate any retaliation against them as a result of bringing the complaint or otherwise participating in the process. All employees/students are expected to be truthful, forthcoming, and cooperative in connection with a complaint investigation.
- g. If in the course of the investigation, an emergency removal is necessary, the decision will be made by the Office of Human Resources and the Vice President for Patient Care Services and Dean of the School of Nursing. Hospital policies will be followed if the complaint involves an employee.
- h. The Investigation: the school will use the preponderance of evidence standard for all complaints of sexual harassment.
- i. Confidentiality – In all cases, information will remain confidential to the extent under the law. In cases of harassment, the School of Nursing has a legal obligation to investigate the claim.
- j. An investigator will be appointed. The investigator will work with the appropriate parties involved to conduct the investigation. The purpose of the investigation is to determine whether a policy violation has occurred. In most cases, the investigation will include interviews of the complainant and the respondent, as well as any witnesses or persons with pertinent factual knowledge and gathering and examining other relevant documents, social media, and evidence.
- k. Impartiality in the Investigation: No conclusion will be drawn until all facts have been gathered and all information has been evaluated. Investigator(s) shall be free from conflicts of interest or bias against complainant or respondent.
- l. The complainant, the respondent and any and all witnesses are required to comply with the following:
 - i. Honesty: All information given in the course of the investigation should be true and accurate to the best of the individual's knowledge.
 - ii. No Retaliation: Retaliation against a student or employee who complains about unlawful harassment or discrimination is against the law and will be handled accordingly. Retaliation against anyone who participates, in an investigation is against policy and will be handled accordingly.
- m. Once the investigation has been completed, a determination will be made as to whether or not harassment has occurred and if the complaint shall result in a hearing.
- n. Upon completion of the investigation, the Dean in consultation with the Office of Human Resources and the Vice President for Patient Care Services will determine the appropriate outcome, depending upon the results of the entire investigation. Possible results include:
 - i. A finding that the allegations are not supported
 - ii. A negotiated resolution to the complaint
 - iii. The complaint warrants a live hearing
- o. The school may offer mediation with permission from all parties.

7. Grievance Process:

- a. If the complaint results in a hearing, the school will permit, but will not require, a live hearing according to law. If a live hearing is conducted, the use of a separate location using technology will be permitted upon request.
- b. Both parties shall receive written notice of the allegations, an equal opportunity to select an advisor of the party's choice, and an equal opportunity to submit and review evidence throughout the investigation.
- c. The School will use trained Title IX personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party.
- d. Both parties' privacy will be maintained by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during a grievance process.
- e. A voluntary, written consent from both parties will be obtained before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student.
- f. A presumption that the respondent is not responsible will be applied during the grievance process, so that the school bears the burden of proof and the standard of evidence is correctly applied.

- g. The same standard of evidence shall be used as with the formal complaint against students and employees alike.
- h. The decision-maker will be separate and different from the investigator or the Title IX Coordinator and will have the authority to determine what evidence is relevant and what evidence is impermissible.
- i. Cross-examination by party advisors and never the parties personally will be allowed during a hearing, however, parties will submit written questions for the other party and witnesses to answer.
- j. Rape shield laws shall apply.
- k. At the conclusion of the hearing, both parties shall receive a written determination at the same time, regarding responsibility, explaining how and why the decision-maker reached conclusions.
- l. Remedies for a complainant will be effectively implemented if a respondent is found responsible for sexual harassment.
- m. The complainant is not entitled to a particular sanction against the respondent.
- n. If it is determined that a policy violation has occurred, the Dean in consultation with the Office of Human Resources and the Vice President for Patient Care Services will determine the appropriate disciplinary action up to and including dismissal or termination.
- o. Both parties will be offered an equal opportunity to appeal.
- p. Individuals, complainants, respondents, and witnesses shall be protected from retaliation for participating (or refusing to participate) in any Title IX grievance process.
- q. Any employee or student who has been found to have violated the school or hospital policies or otherwise acted inappropriately will be subject to disciplinary action, up to and including immediate termination of employment or matriculation. The School will also take other corrective or remedial actions, when appropriate.
- r. If the allegations in a formal complaint do not meet the definition of sexual harassment or did not occur in the school's education program or activity, the school will dismiss the allegations for the purposes of a Title IX violation. However, the school may still address the complaint/allegations under the school's Code of Conduct.
- s. Record Keeping: The original complaints and the investigation materials will be maintained at the School of Nursing. A confidential file will be created to specifically hold these materials. A record of the complaint, resolution, appeals and supportive measures will be maintained 7 years. A notation of a finding requiring disciplinary action will be kept in the respondent's file.
- t. If the sexual harassment complaint includes assault, most adult sexual assault injuries are not required to be reported to the police, and it is the victim's decision whether or not to report the crime to law enforcement.
 - i. The current rules adopted under RSA 631:6 are as follows: If the victim is 18 years of age or older and has received a gunshot wound or other serious bodily injury, the injuries must be reported to law enforcement.
 - ii. As defined in RSA 161-F:43 "serious bodily injury" means any harm to the body which causes or could cause severe, permanent, or protracted loss of or impairment to the health or of the function of any part of the body.
 - iii. If the employee or student wishes to report the complaint/assault to the police, the School of Nursing will assist them in making that report if needed. The School is still required to conduct their own investigation but will coordinate with law enforcement officers.

8. Complaint Process when the Accused is a Third Party

A student or employee may bring a complaint of sexual harassment against a School of Nursing visitor, guest, or vendor. Complaints should be made immediately to the Dean. An investigation will begin immediately with consultation with the Vice President of Human Resources and the Vice President for Patient Care Services. If deemed appropriate, steps may be taken to bar the alleged harasser from campus. The person who hosted or contracted with the alleged harasser may be informed of the actions taken and reasons for them.

9. Appeals Procedure:

The school must offer both parties an opportunity for an appeal from a determination regarding responsibility, and from the school's dismissal of a formal complaint or any associated allegations on the following basis:

- a. Procedural irregularity that affected the outcome of the matter
- b. Newly discovered evidence that could affect the outcome of the matter
- c. And/or the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias that affected the outcome of the matter.
- d. The school may offer an appeal equally to both parties on additional bases

NOTE: The complainant is not entitled to a particular sanction against the respondent. The request for an appeal shall be filed/submitted to the Dean of the School of Nursing and include documentation/evidence for

the basis of an appeal. The matter shall be referred to another decision-maker, other than the original decision-maker, for resolution. Supportive measures will be provided during the appeal process.

B. Crime Victims' Rights Enhancement Act of 2020

The New Hampshire House Bill RSA 188-H (formerly HB 705 or the "Every Voice Bill") provides protection for victims of sexual assault, sexual misconduct the rights of victims of crime. This information is provided to support students who are or who may have been victims of sexual misconduct. This policy shall be publicly available on campus in locations where students regularly congregate, including, but not limited to, dining, libraries, and common areas and made available upon request, to an applicant, student, or employee of the institution, and shall be publicly available on the website. This information shall be updated annually.

The school shall, on a biennial basis conduct a sexual misconduct climate survey of all students based on recommended questions from the state's task force on sexual misconduct. The results of the survey shall be submitted to Director of the Department of Education, Division of Educator Support and Higher Education within 120 days after completion and a summary posted on the school's website.

The school shall annually, not later than October 1, prepare and submit a report to the Director, the Commissioner of the Department of Health and Human Services, the Clerks of the Senate and House of Representatives, and the chairpersons of the Senate and House Committees with jurisdiction over education, in an anonymous manner that complies with state and federal privacy laws, the following information:

- a. The total number of allegations of dating violence, domestic violence, sexual assault, and stalking reported to the school's Title IX Coordinator by a student or employee of the institution against another student or employee of the school.
- b. The number of law enforcement investigations initiated in response to complaints of sexual misconduct brought forward by students or employees of the institution against another student or employee of the school, if known.
- c. The number of students found responsible and found not responsible for violating the school's policies prohibiting sexual misconduct.
- d. The number of disciplinary actions imposed by the institution as a result of a finding of responsibility for violating the school's policies prohibiting sexual misconduct.

The school shall work with local law enforcement and hospital security to support compliance with this law.

Under this act, the student or employee may report or disclose alleged incidents of sexual misconduct regardless of where the offense occurred to any of the staff identified in the contact information section. Resources may be accessed through this contact or by contacting any of the agencies identified in the Resource listing. Information on the process for any of the sections identified below may be accessed by contacting persons on the Contact List.

A Confidential Resource Advisor, other than the Title IX Coordinator) has been identified in the Contact Information section. The Confidential Resource Advisor shall inform the student or employee, or provide resources about how to obtain, including in written format, information on:

- a. Reporting options and the effects of each option
- b. Counseling services available on campus and through a local rape crisis center or domestic violence center
- c. Medical and health services available on and off campus
- d. Campus escort services for security
- e. Available academic accommodations
- f. Student loan counseling for students considering temporary or permanent withdrawal or change in enrollment regarding loan deferment, forbearance, or other student loan programs
- g. The investigative and disciplinary process of the institution.
- h. The legal process carried out through local, state, and federal law enforcement agencies.
- i. Any limits on the ability of the Confidential Resource Advisor to provide privacy or confidentiality to the student
- j. Shall notify the student of their rights and the school's responsibilities regarding a protection order, no contact order, and any other lawful orders issued by the institution or criminal or civil, or tribal court.

The Confidential Resource Advisor has these additional responsibilities:

- a. shall not be required to report an incident to the school or a law enforcement agency unless otherwise required to do so by state or federal law and shall provide confidential services to students and employees.
- b. may attend an administrative or institution-based adjudication proceeding as the advisor or support person of the student's or employee's choice.

- c. shall not disclose confidential information without the prior written consent of the student or employee who shared the information
- d. shall not provide services to more than one party in an incident and shall ensure confidentiality is maintained
- e. shall not act as a counselor or therapist unless the confidential resource advisor is licensed as a counselor in the state and the reporting party engages the confidential resource advisor in that capacity

Furthermore, students and employees have the right to:

- a. Notify or decline to notify law enforcement, including campus, local and state police, of an alleged incident of sexual misconduct.
- b. Receive assistance from campus authorities in making any such notifications.
- c. Obtain a court or institutional-issued protective order against a responding party of the incident of sexual misconduct.
- d. The process for requesting supportive measures reasonably available from the institution which shall include, but not limited to, options for changing academic, living, working arrangements, or taking a leave of absence in response to an alleged incident of sexual misconduct, how to request those changes, and the process to have any such measures reviewed.
- e. The contact information for the closest local and state law enforcement agencies is found in the list of resources.
- f. The institution's procedure for investigating, adjudicating, and resolving sexual misconduct complaints, may be found in this policy under: Reporting Procedure for Harassment and Discrimination.
- g. The institution's disciplinary proceedings shall not serve as a substitute for the criminal justice process.

NOTE: a reporting party or a witness that causes an investigation of sexual misconduct, or drug or alcohol use, shall not be subject to a disciplinary proceeding or sanction for a violation of the school's student conduct policy related to the incident unless the school determines that the report was not made in good faith or that the violation was egregious. An egregious violation shall include, but not limited to, taking an action that places the health and safety of another person at risk.

1. Drug Facilitated Sexual Assault

When drugs and alcohol are involved, clear consent cannot be obtained. An intoxicated person cannot give consent. A person who is incapacitated due to alcohol and/or other drugs is unable to give consent. The use of alcohol and other drugs can have unintended consequences. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion whether consent is freely and affirmatively given. Common warning signs that a person may be incapacitated or approaching incapacitation include, but are not limited to:

- a. Slurred or incomprehensible speech
- b. Unsteady gait and needing assistance to walk
- c. Vomiting
- d. Unable to understand questions such as "Do you know where you are?", "Do you know how you got here?", and "Do you know who you are with?"

Because the impact of alcohol and other drugs varies from person to person, one should be cautious before engaging in sexual contact when either party has been drinking or using other drugs. If one has doubt about either party's level of intoxication, the best thing to do is forgo all sexual contact. Being intoxicated or impaired by alcohol or drugs is never a defense to a complaint of sexual violence.

Drug facilitated sexual assault occurs when drugs or alcohol are used to compromise an individual's ability to consent. While alcohol is the substance most commonly used to facilitate sexual assault, other drugs (such as Rohypnol (Roofies), GHB, GBL, etc.) are also used to reduce someone's ability to consent to the sexual activity. In addition, drugs and alcohol are often used to reduce the resistance, memory and credibility of the victim.

a. Alcohol and Sexual Assault

We know that alcohol can impair a person's inhibitions and judgment. The majority of sexual assaults on college students involve alcohol—consumed by the victim, the offender or both. Although alcohol does not cause assaults, it can be a contributing factor. Alcohol is thought to increase the risk of sexual assault because:

- i. Perpetrators of sexual assault may use intoxication as an excuse to use aggressive sexual behavior.
- ii. Some perpetrators choose to use alcohol as a method of coercion.
- iii. When intoxicated, people are:
- iv. More likely to misinterpret the other person's level of sexual interest
- v. Less likely to be concerned with the other person's experience
- vi. Less likely to accurately evaluate whether consent has been given

- vii. Victims who are intoxicated may be less able to effectively resist an assault (especially if they are unconscious).
- b. Alcohol and Coercion

The use of alcohol for sexual purposes can often be a coercive tactic. Although coercive tactics like pressuring someone to drink in order to have sex may not necessarily meet the legal definition of sexual assault, it is morally questionable. Coercion undermines the campus community of safety, trust, and honor. Examples of coercive behaviors include:

 - i. Encouraging someone to disregard personal boundaries
 - ii. Actively pressuring someone to drink
 - iii. Supplying someone with alcohol for the sole purpose of engaging in sex with that person

2. Why Bystander Intervention Matters

The National Sexual Violence Resource Center: Bystander Intervention Tips and Strategies

Preventing sexual harassment is everybody's responsibility. An engaged bystander is someone who lives up to that responsibility by intervening before, during, or after a situation when they see or hear behaviors that threaten, harass, or otherwise encourage sexual violence. The behaviors that make up sexual violence exist on a spectrum. While some behaviors – such as sexist jokes, inappropriate sexual comments, innuendos, catcalling, or vulgar gestures – aren't illegal, this does not make them any less threatening or harmful to the person experiencing them. These situations also take place across a range of locations and settings – often in public spaces, workplaces, schools, communities, and online. All of us must embrace our voices to demonstrate that these behaviors will not be tolerated.

3. How To Be A Good Bystander

It may not be safe or effective to directly confront the harasser in every case, but there are a range of ways bystanders can be involved before, during, or after a situation when they see or hear behaviors that promote sexual violence. Below are some intervention tips and strategies:

Disrupt the situation. Every situation is different, and there is no one way to respond. When you witness a person being harassed, threatened, or followed by someone, you can try to distract the harasser or insert yourself into their interaction to help the targeted person get out of the situation. For example, if you see someone on the street being verbally harassed, you can interrupt the harasser and ask them for directions. You can also intervene by pretending to know the person being harassed and starting a conversation with them as an opportunity to come between them and the harasser.

Don't act alone. Get support from people around you by calling on others to help. The more people who come together to interrupt a situation, the more you reinforce the idea that the behavior is not acceptable in your community. This can be as simple as saying, "Let's say something to them so they stop." If you do not feel safe, you may consider contacting the police.

Confront the harasser. Whether or not you know the harasser, you can intervene by telling them in a respectful, direct, and honest way that their words or actions are not okay. For example, when you hear someone make comments that blame victims for being assaulted, or make light of sexual violence, you can tell them:

- You need to stop.
- That's so inappropriate.
- What you just said made me feel uncomfortable. Here's why...

Set the expectation to speak up and step in. Talking openly and responding directly to inappropriate behaviors will have a snowball effect and encourage others to respond. It shows you recognize the comment or behavior is unacceptable and shows others it will not be tolerated. For example, if you are in a group setting and you hear someone make inappropriate comments, you can say:

- Are you hearing what I am hearing?
- I can't be the only one who thinks this is not OK.
- I don't see how XYZ is relevant or appropriate to this discussion.

Understand how your privilege positions you to speak up. Your age, race, gender, etc. may make it safer for you to speak up and be vocal about harassment – especially when you are not the target or representative of the target group.

Focus on the needs and experience of the target and ensure they receive the support they need.

- Let them know that what has happened to them isn't their fault.
- Affirm that they didn't do anything wrong.
- Express your support for the individual. – I saw what they just did. Are you OK? – I heard what that person said to you. I am so sorry.

Take action online. Everyone can help address an online culture that tolerates rape and sexual violence. Online comments that blame victims contribute to a broader climate in which sexual violence is tolerated and not taken seriously.

- Believe and support survivors. For example, thank survivors for sharing their stories in the comments of news articles and blog posts.
- Respond to victim-blaming, rape jokes, or other problematic comments on social media: – Post a response like, “Sexual assault is never the survivor’s fault.” – Refocus accountability on the individual(s) who committed sexual abuse.
- Link to an educational resource about sexual violence prevention, like those that can be found at [nsvrc.org/publications](https://www.nsvrc.org/publications).

Be proactive. Practice with friends and family what you would say and how you would say it if you’re ever put in the situation where you need to confront a harasser. Think of how you would like others to take action on your behalf or reflect on a situation where you wish you had acted differently.

(https://www.nsvrc.org/sites/default/files/2018-02/publications_nsvrc_tip-sheet_bystander-intervention-tips-and-strategies_1.pdf)

4. Annual Awareness Training

The school shall provide mandatory annual sexual misconduct primary prevention and awareness programming for all students and all employees of the school that shall include:

- a. an explanation of consent as it applies to sexual activity and sexual relationships
- b. the role drugs and alcohol play in an individual’s ability to consent
- c. Information on options relating to the reporting of an incident of sexual misconduct, the effects of each option, and the methods to report an incident of sexual misconduct, including confidential and anonymous disclosure.
- d. Information on the school’s procedures for resolving sexual misconduct complaints and the range of sanctions or penalties the school may impose on students and employees found responsible for a violation
- e. the name, contact information, and role of the confidential resource advisor
- f. Strategies for bystander interventions and risk reduction.
- g. Opportunities for ongoing sexual misconduct prevention and awareness campaigns and programming.

5. Contact Information

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Associate Dean, St. Joseph School of Nursing
Designated Title IX Coordinator
5 Woodward Avenue, Nashua, NH 03060
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Dr. Vickie Fieler, PhD, RN
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Mason Robert Bateman, MHRM
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Michelle Proulx, MSN, RN, CNML
VP Patient Care Services/CNO
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Sylvia Durette, MS, APRN, PMHCNS-BC
Confidential Resource Advisor
5 Woodward Avenue, Nashua, NH 03060
(603) 884-4617
sdurette@sjnhn.org

Michelle Rudolph, MSN, RN, Ed.D
Title IX Investigator
5 Woodward Avenue, Nashua, NH. 03060
(603) 884-4636
mrudolph@sjnhn.org

Resources:

If you or someone you know has been affected by sexual or domestic violence, help is available 24-hours a day through the member programs of the New Hampshire Coalition Against Domestic and Sexual Violence <https://www.nhcadsv.org>. To speak to an advocate, please contact your local crisis center.

To find the crisis center nearest you, please go to <https://www.nhcadsv.org> or call 1-866-644-3574 to be connected with an advocate for free and confidential services. You don’t have to be in crisis to call.

Bridges: Domestic & Sexual Violence Support Services, Inc.
Nashua: (603) 889-0858 – Milford (603) 672-9833

24 Hour Support Line (603) 883-3044 (Collect Calls Accepted)

Crisis Intervention:

Suicide and Crisis Lifeline **988** - Available 24 hours. Languages: English, Spanish 988lifeline.org

Suicide Hotline 1-800-784-2433

Community Council Access Line 1-800-987-6562

Legal Information and Court Advocacy:

NH Legal Assistance 1-800-517-0577

Local Hospitals:

St. Joseph Hospital
172 Kinsley Street
Nashua, NH 03060
(603) 882-3000

Southern NH Medical Center
5 Prospect Street
Nashua, NH, 03060
(603) 577-2000

Emergency Shelter:

Harbor Homes, Inc. (603) 882-3616

Nashua Soup Kitchen & Shelter (603) 889-7770

Homeless Hotline 1-800-852-3388

Local Law Enforcement:

Nashua Police Department
28 Officer James Roche Drive
Nashua, NH 03062
For Emergencies: 911
(603) 594-3500

Department of Safety
Division of State Police
33 Hazen Drive
Concord, NH 03305
(603) 223-8813
E-mail: SPHeadquarters@dos.nh.gov

Legal Advice & Referral Center (603) 224-3333

A Booklet for NH Sexual Assault Survivors:

Available from Title IX Coordinator or Confidential Resource Advisor.

NH Sexual Assault Resource Team. (2020). A booklet for NH sexual assault survivors. NH Attorney General.

The U.S. Department of Education's Office for Civil Rights (OCR) is pleased to release a technical assistance video, [*How to File a Complaint*](#), to help parents, families, student, and stakeholders better understand how they can file a complaint with OCR. This resource provides clear and concise direction on how an individual may bring incidents of potential discrimination to the attention of OCR, and includes information on deadlines, ways to provide the required information to OCR, and potential outcomes of complaint investigations. A direct link to the video is available at: <https://youtu.be/dvxa5dYNKK8>
<https://ocrcas.ed.gov/>

Substance Misuse Policy and Drug Screening Program

Purpose:

St. Joseph School of Nursing is committed to having a campus that is free of the illegal or abusive use of drugs and alcohol. The School of Nursing recognizes that the illegal and/or abusive use of alcohol or drugs by nursing students can prevent the school from meeting its commitments and accomplishing its missions. Further, such use could jeopardize the safety and welfare of other students, patients, and the general St. Joseph community.

Accordingly, St. Joseph Hospital prohibits all employees and students from manufacturing, distributing, dispensing, possessing, transferring, storing, using or being under the influence of an illegal drug or alcohol in or on St. Joseph Hospital premises, or property owned or controlled by the school, or while in vehicles used for school business, in class, clinics or with patients. Further, students are prohibited from being under the influence of medical or recreational marijuana or marijuana products, even if legal, the misuse of legally prescribed or OTC drugs on St. Joseph Hospital premises, while using a vehicle for school business, in class, clinics or with patients.

Students must comply with published warnings about prescribed or over-the-counter medication and its impact on the student when performing clinical assignments. Students should consult with their personal physician to determine if work adjustments are required to ensure the student's ability to perform clinical assignments in a safe manner because of the use of such medications.

This policy outlines the practice and procedure to be followed for mandatory drug and alcohol testing for students on admission and for reasonable cause if a student's behavior in classroom or in clinical settings is indicative of impairment by drug or alcohol use. This policy also delineates the procedures for required clinical testing and to establish actions to be taken in the event of positive testing.

Definitions:

"Clinical Site" includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, and any other spaces owned, leased, or managed by a hospital, long-term care facility, rehabilitation facility, physician office, patient care facility, or any vehicle, or patient home setting where a student may be placed to observe or gain practice in nursing skills.

"Hospital Premises" includes, but is not limited to, all buildings, offices, facilities (including the School of Nursing) grounds, parking lots, lockers, and any other spaces owned, leased, or managed by St. Joseph Hospital.

"Illegal Drug" . Means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional.

Notwithstanding the preceding sentence, students are prohibited from being under the influence of medical or recreational marijuana on St. Joseph Hospital premises, while using a vehicle for school business, in class, clinics or with patients

"Medical Review Officer (MRO)" is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under this policy that has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history, and any relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.

"Refusal to Cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly supply specimen(s) for testing when directed to do so, without a valid medical basis for the failure.

"Student" means any individual enrolled in any program at St. Joseph School of Nursing.

"Under the Influence of Alcohol" means an alcohol concentration equal to or greater than .04 or actions, appearance, speech, or bodily odors that reasonably cause an instructor or supervisor to conclude a student is impaired because of alcohol use.

"Under the Influence of Drugs" means a confirmed positive test result for illegal drug use per this policy and includes a positive test result for marijuana. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization).

"Verified Positive Test" means a test result that was positive on an initial FDA-approved immunoassay test, confirmed by a Gas Chromatography/Mass Spectrometry assay, (or other confirmatory tests approved by the Department of Health and Human Services.

Policy:

Students are required to demonstrate compliance with this policy. All students will undergo mandatory drug screening upon admission to the program. Students who exhibit behavior in a classroom or clinical setting that might reasonably cause an instructor or supervisor to conclude the student is impaired, may be asked to undergo drug and alcohol screening. Students may also be required to undergo drug and alcohol screening at the request of their clinical sites and at the discretion of the dean. This may mean that a student is screened several times in one year. In addition, the school may conduct random drug screening. Admission screening is valid for two years. Returning students who are in the program beyond two years from the first testing date will be retested.

Procedure:

1. Students requested to undergo drug/alcohol testing will be tested at a St. Joseph Hospital designated medical facility.
2. Consent to testing: Tests will not be conducted without the student's written consent.
 - a. Students must consent to testing.
 - b. Refusal to consent means the student will not be admitted to the program, and after admission, could be subject to discipline up to and including dismissal from the school. Failure to comply with the testing will be considered to be equivalent to a positive drug/alcohol test result.

- c. The testing facility will provide the consent form.
- 3. Collected specimens are sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, and any other potential illegal drugs.
- 4. Cooperation with Testing: Students subject to testing may not try to subvert the test by using an adulterated, diluted, or substituted specimen. Failing to provide a specimen in a timely manner or otherwise tampering with the process is grounds for dismissal from the school.
- 5. The laboratory will screen all specimens and confirm all positive screens. There is a chain of custody from the time the specimen is collected through testing and storage.
- 6. The laboratory will transmit all positive drug test results to a Medical Review Officer (MRO), who shall offer students with positive results reasonable opportunity to rebut or explain the results.
- 7. Students with positive results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the student's own expense.
 - a. The request must be made within 72 hours of notice of positive results.
 - b. If the second facility fails to find any evidence of drug use in the split specimen, the student will be treated as passing the test.
 - c. No test results will be shared with the School of Nursing until the MRO has confirmed the test to be positive.
- 8. The facility conducting the testing will provide the test results to the Dean of the school. The testing results will be filed in a separate file and stored in a fire-proof safe in the Admission Coordinator's office. The form will not be filed in the student's academic file.
- 9. Consequences of a Positive Test: If a student tests positive and it is verified, they will be subject to disciplinary action. The student will be dismissed from the program.
 - a. In order to re-apply to the program after a positive drug test, the student will be required to undergo a professional evaluation by an independent, certified drug and alcohol counselor for evaluation and treatment at the student's expense. The student must complete the treatment prescribed by the approved counselor at the student's expense. Upon completion of the treatment plan, the counselor shall conduct a follow-up evaluation and issue a report to the school. If the counselor reports that the student successfully completed the treatment plan and is ready to engage in clinical activities, the student will be tested for drugs or alcohol at the student's expense. If the drug/alcohol test is positive, the student will not be eligible for readmission. If the drug/alcohol test result is negative, the student can reapply to the program and will be eligible to enroll in clinical coursework depending on space availability and acceptance by clinical sites. Because of the time that is required to complete treatment and testing, it is possible that the student will be delayed and need to re-work their plan of study which may include repeating a course. The student would need to follow the established process for reapplication including the reapplication deadlines. Readmission is not guaranteed.
 - b. After a student has completed the required treatment plan prescribed by the certified drug and alcohol counselor, has a negative drug screen and is participating in clinical activities, unannounced drug/alcohol testing will occur periodically until the student graduates from the program. The student will be notified of the designated time and place for the drug/alcohol screening which will be completed, at the student's expense, on the day of notification. If a positive drug/alcohol screen occurs, or if the student fails to complete a drug/alcohol test as requested or otherwise not comply with this policy, the student will be dismissed from the program.
 - c. Opportunity to Explain Positive Results: Any student who tests positive will have the opportunity to rebut or explain the positive test within three (3) business days of notice of the positive test. The student may request and pay for a confirmatory re-test.
 - d. Confidentiality: Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential to the extent required by law and maintained in secure files separate from normal academic files. Records and information may be disclosed where relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of a student.
 - e. Consequences of violating this Policy: Students, who refuse, tamper with, or test positive with drug/alcohol testing will be subject to discipline including dismissal from the school.
 - f. If school administrators are aware that a student is visibly impaired, the school will work with the student to find acceptable transportation to take the student home or away from campus. The school has an obligation to act responsibly if there is reason to believe that the student could risk an accident which could harm themselves or another. The student will be offered a ride home. If the student refuses assistance, the school will contact local law enforcement and advise them of the student's possible impairment.
 - g. Crimes Involving Drugs: St. Joseph Hospital prohibits all students, from manufacturing, distributing, dispensing, possessing, transferring, storing, or using an illegal drug or alcohol in or on St. Joseph Hospital premises. Students are also prohibited from misusing legally prescribed or OTC drugs.
 - h. Law enforcement personnel shall be notified, as appropriate, where criminal activity is suspected.

- i. SJSON does not desire to intrude into the private lives of its students but recognizes that out of school involvement with drugs and alcohol may have an impact on the school. Therefore, St. Joseph Hospital reserves the right to take appropriate disciplinary action for drug usage/sale/distribution while off hospital/school premises.

Possession, Use and Sale of Alcohol, Drugs and Tobacco

This policy is intended to apply to all students, faculty, and staff at all campuses and at all locations that students and staff engage in activities related to the school.

The School of Nursing will, on an annual basis, provide employees and students information on drug and alcohol prevention as well as smoking cessation.

Information on smoking cessation can be located on the following web sites.

<http://www.lung.org/>

<http://www.cancer.org/>

<http://www.cdc.gov/tobacco/>

1. Tobacco

- a) St. Joseph Hospital is a smoke-free campus. The School of Nursing will enforce the State of New Hampshire RSA 155-64-77 in order to protect the health and safety of students and staff. "It is the policy of St. Joseph Healthcare that smoking and other forms of tobacco use shall be prohibited inside all building or on the grounds of St. Joseph Healthcare. This No Smoking Policy also applies to the use of electronic cigarettes. This includes the main hospital campus and all satellite facilities that are considered part of the St. Joseph Healthcare organization. Additionally, smoking by employees not on St. Joseph Healthcare property yet acting in the capacity of its representatives shall be prohibited." (MG-08). This policy includes students who attend a clinical experience, classes and otherwise represent the school at off-site facilities or events.
- b) Students shall not smoke during their clinical day. Instructors who find students in violation of this policy shall dismiss the student(s) from the clinical area. Infractions will be reported to the Dean for resolution. Infractions will follow the policy of progressive discipline up to and including separation from the school. Additionally, students shall abide by any and all additional policies of the institutions that are included in clinical experiences.

2. Alcohol and Drugs

- a) The possession and use of alcohol in the school building proper, surrounding grounds or on hospital property or at clinical sites is strictly forbidden.
- b) The possession, sale or use of non-prescription drugs, as well as the possession, sale or use of drug paraphernalia prohibited by law on the St. Joseph Hospital, the school campus, and any location where the student is engaged in School of Nursing activities will result in separation from the school and prosecution. The administration of the School of Nursing will fully cooperate with law enforcement in this area. The use, possession or distribution of narcotics or other controlled substances, except as allowed by law (ex: prescription drugs) is forbidden.

3. Observed/Reported Suspicious Behavior

- a) It is the responsibility of St. Joseph School of Nursing to provide a safe learning environment. Additionally, the School of Nursing has the legal requirement from the NH Board of Nursing to provide for the safety of patients/clients we care for in the clinical area. Therefore, any suspicious behavior that is observed or reported will be investigated. Suspicious behavior may include, but is not limited to:
- (1) Observed changes in gait, mentation, attention, speech, judgment
 - (2) Observed use or possession of alcohol or illegal substances
 - (3) Alcohol-like odor on the breath
 - (4) Disruptive behavior, outbursts, erratic behavior
- b) The School of Nursing reserves the right to require a student to submit to drug/alcohol testing when suspicious behavior is observed or reported. Failure to comply with the testing will be considered to be equivalent to a positive drug test result. Disciplinary actions, up to and including dismissal from the program will be taken.

4. State of New Hampshire Laws

- a) Students who attend St. Joseph School of Nursing are responsible for knowing and abiding by all state laws. State law prohibits the possession of alcohol by a minor. No sales agent, nor any other person, shall sell or give away or cause or permit or procure to be sold, delivered, or given away any liquor or beverages to a person under the age of 21 years, or a person under the influence of liquor (NH RSA 179:5). Students over 21 years of age are subjected to prosecution if they sell or give alcoholic beverages to a minor. RSA 265:821 is amended to provide that a driver under the age of 21 years, with a blood alcohol content of 0.02 or more may be charged with Driving While Intoxicated (DWI). Penalties may include fines and/or time in jail.
- b) State and federal laws governing the possession and use of narcotics and controlled substances will be strictly enforced.
- c) Students must be aware of the importance of their role in patient care and of the trust that patients place in them. Students who are impaired by drugs and alcohol will not be allowed to remain in the classroom or in clinical and may face severe disciplinary measures.
- d) Students would be well advised to consider the impact of any legal action, sanctions, or convictions on their ability to apply and receive a nursing license within the State of New Hampshire.

Resources:

Alcohol Treatment Centers (24 hour helpline)

Phone: 1-800-711-6402

Phone: 1-800-315-2056

<https://freerehabcenters.org/state/new-hampshire>

Greater Nashua Council on Alcoholism:

Keystone Hall: 615 Amherst St, Nashua, NH

Phone: (603) 881-4848

www.keystonehall.org

Need Help Getting Sober? Call the NH AA Hotline: 800-593-3330

<https://sober.com/aa-meetings/new-hampshire/nashua>

For al-anon and alateen:

<https://al-anon.org/al-anon-meetings>

<https://alcoholicsanonymous.com>

Rehabs.org provides resources for people seeking treatment for their addiction or want to better understand their addiction.

<https://rehabs.org/addiction/do-i-need-rehab/>

Addictions.com is very similar to rehabs.org and provides general resources for a variety of addictions along with a local treatment center directory similar to how alcoholicsanonymous.com helps people find local AA Meetings.

Treatment center directory:

<https://www.addictions.com/rehabs/>

As part of your WellConnect student well-being program students have access to **Shatterproof's Just Five** learning modules - which include short, impactful and easy-to-access educational resources designed to give important facts and information about substance use disorders. To access the learning modules click on the link <https://justfive.org/wellconnect/> or login with your school code (SJSON-STU) at <https://wellconnect.personaladvantage.com/>.

If you or someone in your family needs to speak with a licensed clinician, please call the **Support Line at 866-640-4777**.

5. Health Risks

- a) The use of tobacco, drugs and alcohol have been proven to be both physically and psychologically harmful and have significant impact on the person, family, and friends. The use and abuse may also result in conduct that may result in injury, death. Damage to property and criminal and civil liability and prosecution can result from the use of drugs and alcohol. The Dean or an Associate Dean can be contacted if a student is in need of assistance.
- b) The use of alcohol may cause impaired decision making/ judgment and memory loss. Short term effects of alcohol include altered perceptions impaired coordination, vision, perception, and hearing.

Some health effects of alcohol also include liver cancer, fatty liver, hepatitis, kidney disease and cirrhosis. Additional health effects include ulcers, heart muscle disease, and use during pregnancy can result in fetal alcohol syndrome, premature births, stillbirths, increased risk of miscarriages and low birth weight babies.

- c) Alcohol taken with other drugs can alter the effect of the drug or intensify the effect causing untoward physical complications. The use of drugs and alcohol can result in physical addiction and chemical dependency.

6. Search

- a) When there is reason to believe that a student, staff, or faculty may harm themselves or others the Nashua Police Department, in conjunction with the Security Department personnel shall be contacted to determine if a search of their belongings is necessary. The Dean and/or designee will be notified for the need to perform the search.
- b) This policy covers and defines any object or item that can cause severe, permanent, or protracted loss or impairment to health or function of any part of the body, and is to include any controlled substance, illegal substance, alcohol, and weapons as examples. Weapons refer to any firearm, knife or device that could cause bodily injury or harm.
- c) The security officers may confiscate any of the following items and hand over to local law enforcement without having to fear legal consequences:
 - (1) Any item(s) of hospital property that the security officer can be reasonably certain the person was allegedly in the act of stealing.
 - (2) Any instrument(s) used in committing a crime, i.e., a gun or other weapon
 - (3) Any contraband, i.e., narcotics, deadly weapons, or counterfeit money

XII. INSTRUCTIONAL & ADMINISTRATIVE STAFF

Administration:

DEAN

Vickie Fieler, PhD, RN

University of Rochester, NY 2007 PhD Health Science Research
Boston University, Boston, MA 1986 MS in Nursing
Northeastern University, MA 1980 BSN

ASN ASSOCIATE DEAN

Joan Sontag, MSN, RN

University of Phoenix 2009 MSN
Rivier University, Nashua, NH 2005 BSN
Orange County Community College, NY 1977 ADN

ASN ASSOCIATE DEAN

Eileen Duggan, MSN, RN, CNE

University of Phoenix, AZ 2011 MSN Nursing Education
University of Lowell, MA 1983 BSN

HEALTH OCCUPATIONS PROGRAM COORDINATOR NURSING ASSISTANT

Catherine Kazazian, BSN, RN

Massachusetts College of Pharmacy and Health Science MA 2018 BSN
Keene State College NH 2016 BS in Management

ACCREDITATION SPECIALIST

Michelle Rudolph, MSN, RN, Ed.D

North Central University, Prescott Valley, AZ 2017 Ed.D
St. Joseph College of Maine 2008 MSN Nursing Education
St. Anselm College, Manchester, NH 1976 BSN

ADMISSIONS COORDINATOR

Ava Iannuzzo, AS

Middlesex Community College, MA Human Services

BURSAR

Charita Ughu, MBA, MA

Southern New Hampshire University, 2008 MBA
Southern New Hampshire University, 2008 MA

**ENROLLMENT SERVICES &
FINANCIAL AID MANAGER**

Susan Carr, BS, AS
Southern NH University, NH 2012 BS
Hesser College, NH 2006 AS

REGISTRAR

Kathleen Moran, MBA, BA
Southern New Hampshire University, MBA
Keene State College, BA

**Nursing Faculty:
INSTRUCTOR**

Rita Anger, MS, RN, CHPN
Rivier University, NH 2011 MS
Rivier University, NH 2006 BSN
Rivier University, NH 2003 ASN

INSTRUCTOR

Christina Buggea, MSN, BSN, RN, ANCC
University of Phoenix, AZ 2018 , MSN Nursing Education
University of Phoenix, AZ 2014, BSN
Middlesex Community College, MA, 2006 ASN

INSTRUCTOR

Sylvia Durette, MS, APRN, PMHCNS-BC
Boston University, MA 1987 MS Nursing
Northeastern University, MA 1999 MA
St. Anselm College, NH 1977 BSN
Notre Dame College, NH 1980 BA

INSTRUCTOR

Patricia Fahy, MSN, RN-BC, CNE
Walden University, MD 2009 MSN Nursing Education
University of New Hampshire 2005 BSN
Cape Cod Community College, MA 1994 ASN

INSTRUCTOR

Dorothy Hyde, MSN, RN, CNE
Rivier University, NH 2007 MS Nursing
University of Connecticut 1981 BSN

INSTRUCTOR

Sara Kalinowski, BSN, RN
MCPHS University, Manchester, NH 2018 BSN
University of New Hampshire, Durham, NH 2014 BS Zoology/Wildlife

INSTRUCTOR

Erin Ricker, MSN, RN, CEN, CPEN, TCRN
Rivier University, NH 2018 MSN Education
Salem State College, MA

INSTRUCTOR

JoAnn Uglietta, MSN, BSN, RN
Walden University, MN, 2012 MSN ED.
Salem State University, MA 1992 BSN
New England Deaconess School of Nursing, MA 1985 RN

INSTRUCTOR

Erin Tully, MSN, RN
Framingham State University, MA 2024 MSN
Middlesex Community College, MA 2022 ASN Business
Worcester State College, MA 2018 BSN

INSTRUCTOR

Susan Weiss, MSN, APRN, FNP-BC, RN, CEN
Rivier University, NH 2018 Post Master's Certificate FNP
Rivier University, NH 2013, MSN in Nursing Education
Adelphi University, NY 1985, BSN

Adjunct Nursing Faculty:
INSTRUCTOR

Amanda Carmichael, MSN, MBA, RN
Western Governors University, UT 2016 MSN Nursing Education
Rivier University, NH 2009 MBA
Rivier University, NH 2008 BSN

INSTRUCTOR

Kelly Duda, BSN, RN, CCRN
George Mason University VA 2014 BSN
Northern Virginia Community College VA 2013 ASN
State of University of New York at Brockport NY BS Criminal Justice
& Sociology

INSTRUCTOR

Gabriella Howard, BSN, RN
MGH Institute of Health Professionals, Boston, MA, 2018 BSN
Berklee College of Music, Boston, MA 2011 BA

INSTRUCTOR

Nicole Lenzi, BSN, BS, RN
University of New Hampshire, NH 2021, BS
Southern New Hampshire University, NH, 2020, BSN
St. Joseph School of Nursing, NH 2018, ASN
Greater Lowell Technical School, MA 2013, LPN

INSTRUCTOR

Patricia Moysenko, MSN, RN-BC, NPD
University of Massachusetts at Lowell 1993 MSN
Lowell State College, MA 1972 BSN

INSTRUCTOR

Jennifer Nelson, MSN, BSN
Western Governors University, UT, 2018 MSN
University of Massachusetts, MA, 2004 BSN

INSTRUCTOR

Beverley Poulin, MSN, RN
Grand Canyon University, AZ 2016 MSN
Grand Canyon University, AZ 2014 BSN

INSTRUCTOR

Alyssa Rodrigues, MSN, BSN, RN
Southern New Hampshire University, NH 2015 MS Nursing Education
Saint Anselm College, NH 2015 BSN

Non-Nursing Faculty:
INSTRUCTOR

Ammara Khan, MS
William Paterson University, NJ 2002
Punjab University, Pakistan 1996

INSTRUCTOR

Tara Collins, CMHC
Grand Canyon University AZ 2024 MA Clinical Mental Health
Southern New Hampshire University NH 2019 BA Psychology
University of Phoenix AZ 2014 AA Psychology

INSTRUCTOR**Mary Ann Sullivan, MFA, D.A.**

Franklin Pierce University, NH 2009 Doctor of Arts
 Norwich University, VT 1986 MFA
 Framingham State College, MA 1978 BA English

**Support Staff:
EXECUTIVE ASSISTANT****Linda S. Wilson, CMAA**

Certified Medical Administrative Assistant

FINANCIAL AID**Jessika Smith, BS, M.Ed.**

Northeastern University, MA 2013 M.E.d. Higher Education Admin.
 Southern New Hampshire University, NH 2008 BS in Business Mktg.

**ENROLLMENT &
FINANCIAL AID ASSISTANT****XIII. PHYSICAL FACILITIES**

SJSON (Nashua) is housed in a facility with ample classroom space and includes computer labs and media center. Also included in the facility are:

1. Private office space for the Dean and Associate Deans, Coordinators, Admissions Coordinator/Bursar, Registrar, Administrative Assistant, Enrollment Services & Financial Aid Manager, Enrollment Services and Financial Aid Assistant, and each faculty member.
2. Three classrooms that can accommodate 123 collectively (Maximum capacity Classroom A: 49; Classroom B: 50; Classroom C:24)
3. A multi-level lecture hall/auditorium (stadium style seating) with 80 fixed desk seats expandable to a capacity of 90.
4. A simulation lab capacity of 10 students
5. A nursing laboratory with six simulated patient care units and a seating capacity of 35 students
6. A science laboratory with equipment and workspace for 32 students
7. A study room with tables and comfortable seating for 20 students
8. A large multifunctional computer center
9. A resource library
10. Two lounges, one for faculty and one for students
11. Three conference rooms accommodating from 6-20 people

The building meets ADA standards. Where ADA standards are not possible, accommodations shall be made for the staff, student, or faculty.

The number of students in the classroom varies by cohort. The maximum nursing laboratory faculty to student ratio is 1:12. In the clinical setting the ratio of instructor to student is 1:8, in accordance with New Hampshire Board of Nursing (Nur602.09). General education courses vary based on enrollment.

SJSON (Milford Satellite) is housed at 24 North River Road, Milford, NH. In addition to the Nashua resources, facilities include:

1. Private offices for Program Coordinator and faculty
2. Classroom that can accommodate 10 students
3. Physician examination room.
4. Medical Assisting procedure room.
5. Medical utility/supply area.
6. Computer/study area.
7. Student lounge, kitchen facility

XIV. CAMPUS INFORMATION**NASHUA:*****Entrance/Exit***

Student access to the school is at the covered main doorway on Earley Street adjacent to the parking garage and is handicap accessible.

School of Nursing - Academic Center

1. The Academic Center is open Monday through Friday 6 am to 11 pm.
2. The telephone number of SJSON is 603-594-2567.
3. Web site: www.sjson.edu.

Student Communication/Information

1. SONIS student portal or via e-mail
2. Students will submit any notice to be posted on the bulletin board to the class advisor for approval.

Telephone

1. Students answering an affiliating agency telephone will identify their location, name, and status.
2. Students will not receive nor make personal calls during class or clinical hours. In case of emergency, the school shall be notified by calling 603-594-2567. School officials will then notify the student.

Cafeteria (St. Joseph Hospital)

Hours of Operation: 8:00 am to 6:00 pm

Student Lounge

The student lounge is located on the second floor of the building.

Rest Rooms

Rest rooms are located on the first floor near the Auditorium and on the second floor near the student lounge and in the corridor in the front of the building. Additional restrooms are located in the basement laboratory common area.

Mailboxes

Students are required to check their mailboxes on regularly scheduled class or clinical days. Contents of the mailboxes are the property of the student to whom it has been assigned. Any removal of contents except by assignee is considered a federal violation.

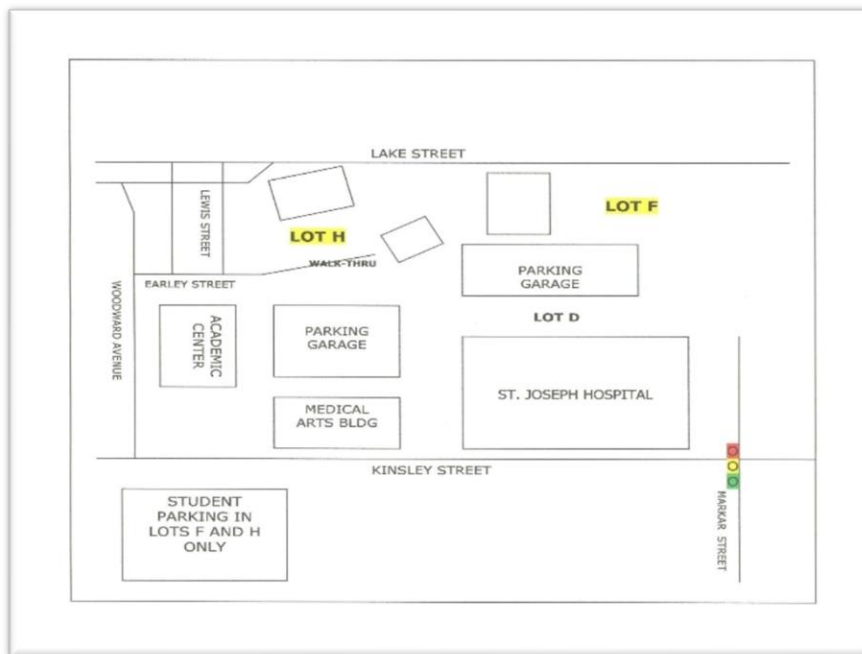
Library

1. SJSON has an on-site reference library that includes textbooks, references, and periodicals. Students have access to the library Monday through Friday from 7:00 AM to 11:00 PM.
2. The holdings in the library are used based on the honor system. Periodicals and bound references can be used while in the building. A sign-out card located in the book should be completed and put in the card box. A sign out card box is available on the librarian's desk.
3. Items to be re-shelved should be left on the book cart near the librarian's desk.
4. Books may be signed out for no longer than one semester and returned to the cart by the final week of that semester.
5. A fee of \$10.00 will be imposed for books received after the end of the semester. Students will be required to pay for books that are not returned.
6. The librarian is available for assistance with interlibrary loans and research assistance. After approval, you will be contacted by the librarian.
7. Students have access to online resources through the research database OVID Discovery for academic research and includes Lippincott Advisor, Lippincott Procedures, PubMed and PICO search.
8. Student orientation to the library will be conducted by the librarian during First Year Seminar. Prospective students are able to tour the library.
9. Students who need individual assistance can contact the librarian through the Writing Center or speak to their course instructor.
10. New faculty and staff will be oriented to the library by the librarian.

Milford Satellite:

1. Entrance/Exit
Student access to the school is at the rear of the building in the lower parking lot.
2. School of Nursing
 - a. The School is open Monday through Friday 8 am to 5 pm
 - b. The telephone number of SJSON is 603-884-4657
 - c. Web site: www.sjson.edu
3. Student Communication/Information
 - a. SONIS student portal or via e-mail
 - b. Students will submit any notice to be posted on the bulletin board to the class advisor for approval.
4. Telephone
 - a. Students answering an affiliating agency telephone will identify their location, name, and status.
 - b. Students will not receive nor make personal calls during class or clinical hours. In case of emergency, the school shall be notified by calling 603-594-2567. School officials will then notify the student.
5. Student Lounge
The student lounge is located on the lower level of the building.
6. Rest Rooms
Rest rooms are located on the lower level near the student lounge and near the clinical area.

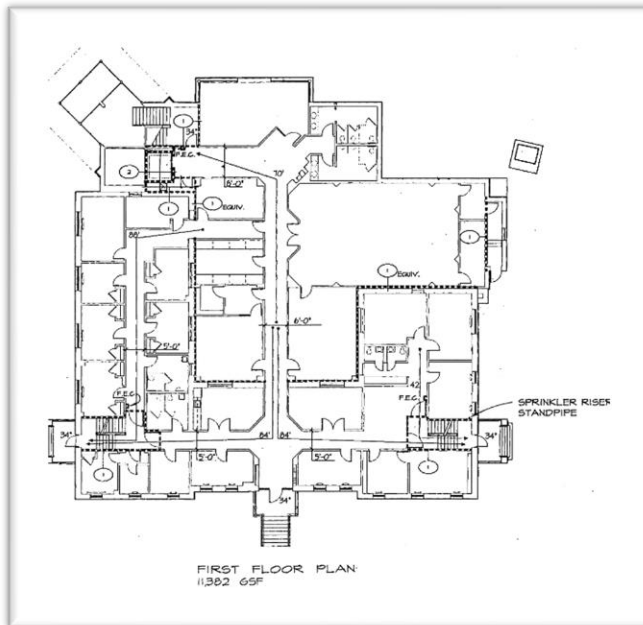
XV. MAP OF STUDENT PARKING AREAS



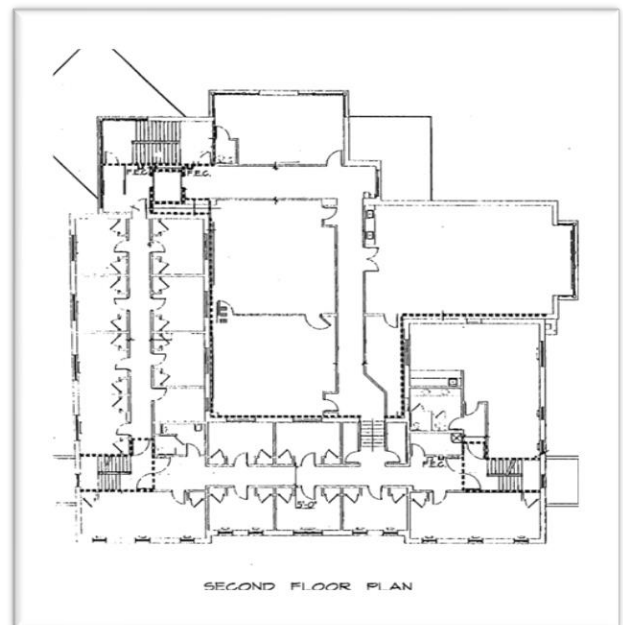
The parking area is directly behind the parking garage for the hospital. The best access is from Lake Street. Driving Directions to Student Parking: From Route 3 North and South, take exit 5 E. Take the first right off the exit then a Left onto Lake Street. Continue traveling on Lake Street. The parking area is near the church building.

XVI. MAP OF ACADEMIC CENTER

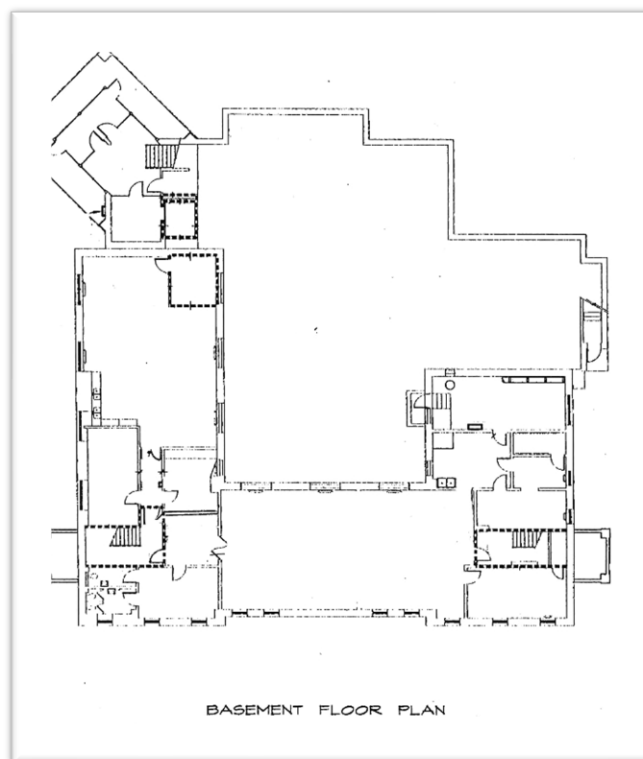
NASHUA: FIRST FLOOR PLAN



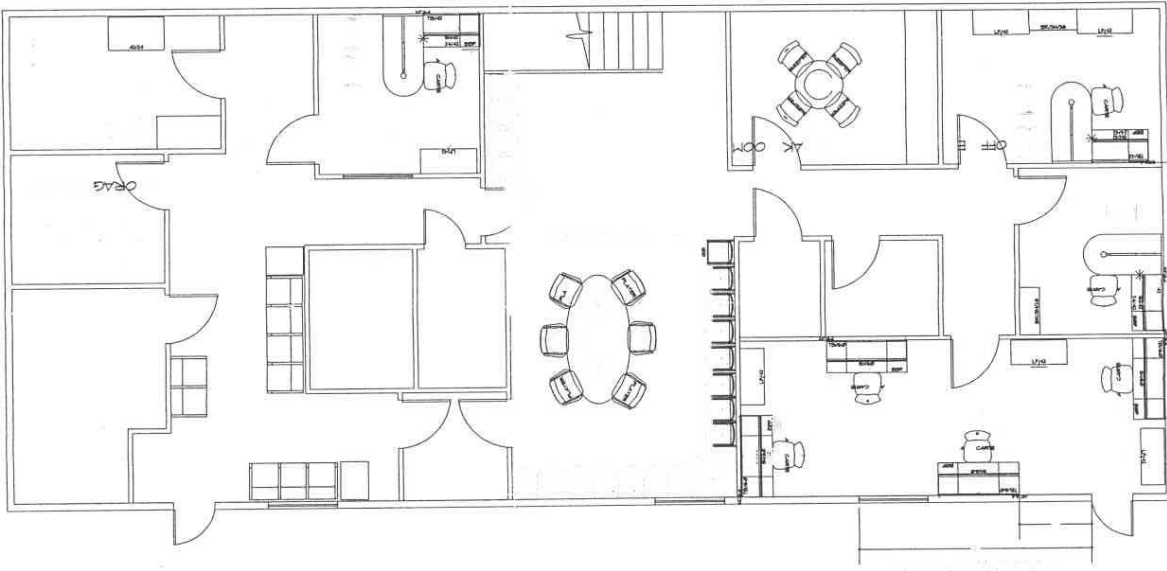
SECOND FLOOR PLAN



LOWER LEVEL (BASEMENT)



MILFORD SATELLITE FLOOR PLAN - GROUND FLOOR:



XVII. ACADEMIC CALENDAR

ACADEMIC CALENDAR 2025-2026

FALL SEMESTER	SEPTEMBER 2- DECEMBER 12, 2025 September 12- End of Add/Drop Period September 17- Constitution Day October 17- Last day to withdraw from a course with a grade of "W" November 27 & 28- Off- Thanksgiving break December 12- End of Semester
2026 SPRING SEMESTER	JANUARY 5- APRIL 24, 2026 January 16 – End of Add/Drop Period February 20 – Last day to withdraw from a course with a grade of "W" February 23-27 – OFF- Vacation Week April 24 – End of Semester
SUMMER SEMESTER	MAY 4 – AUGUST 21, 2026 May 15 – End of Add/Drop Period May 25- OFF- Memorial Day June 19- Last day to withdraw from a course with a grade of "W" June 29- July 3- Vacation Week

ADDENDUMS

Addendum to Compliance with Copyright and Intellectual Property Laws:

- p. 45-47: Section 17:
- i. ***Items that cannot be Copyrighted:*** Items that cannot be copyrighted include: ideas and facts in the public domain; words, slogans, or phrases (slogans may be protected by trademark law); blank forms; government work or works created by federal government employees in the course of their official duties. Documents generated solely by Artificial Intelligence (AI) may not be copyrighted.

p.22 Complaints and Grievances:

Written documents related to the grievance will be kept on file and will be provided to regulatory agents and accrediting bodies as mandated. Documentation will be maintained for a minimum of five (5) years or since the last accreditation visit, whichever is longer.

P 55 Student Disability Services Policy

The Student Disability Services Policy defines services available to students through SJSON to ensure equal education access for students with documented disabilities.

GUIDELINES:

To obtain services, students are required to **self-identify and request** accommodations by submitting appropriate documentation that states their disability as per ADA guidelines. Eligible students will receive reasonable accommodations that are to be **reviewed and renewed** every semester.

Appropriate documentation should:

- Be current (within 3 years)
- Be comprehensive stating clear diagnosis of the disability
- List the name, title and credentials of the licensed professional (evaluator)
- Have a description of the diagnostic methodology used
- List test scores from the tests performed and their actual interpretation
- List a description of current functional limitations
- List a description of current and past accommodations, services and/or medications

Please note that testing documentation must be included and accommodations cannot be granted only on the basis of IEPs or letters from special education teachers. Once the documentation has been reviewed and if the student is found eligible for services, a Reasonable Accommodation Plan will be established based on individual student needs. Examples of accommodations are extended time on tests, tests with reduced distraction, digitally recording classroom lectures, textbooks in alternative formats, use of assistive technology devices and software.

A student may request temporary accommodations under limited conditions.

The student may request temporary accommodations if an appointment for an educational evaluation has been scheduled. The student needs to submit proof that the appointment for evaluation has been made. Students seeking temporary accommodations based on a physical condition must provide a provider note meeting the following criteria:

1. Be current
2. Be comprehensive stating clear diagnosis of the disability
3. List the name, title and credentials of the licensed professional (provider)
4. List a description of current functional limitations
5. List the anticipated time frame that accommodations will be required.

If granted, temporary accommodations are to last no longer than one semester.

The Associate Dean works with faculty to develop and recommend learning services and resources for a student's unique needs. The Associate Dean is available to implement reasonable accommodation plans for students with documented disabilities.