



# **SAINT PAUL'S SCHOOL OF NURSING**

## **2024 – 2025 CATALOG**

**Phone: 718-517-7700  
Fax: 718-818-6020**

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## CAMPUS HOLIDAY AND BREAK SCHEDULE

*(No classes scheduled on the following days)*

This section has been revised. See addendum version 9.

New Year's Day	Monday, January 1, 2024
Martin Luther King Day	Wednesday, January 15, 2024
Good Friday/Spring Break Day	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth Day	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Thanksgiving	Thursday, November 28, 2024
Day After Thanksgiving	Friday, November 29, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Day	January 1, 2025
Martin Luther King Day	January 20, 2025
Good Friday	March 28, 2025
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Thanksgiving Day	November 27, 2025
Day after Thanksgiving	November 28, 2025
Christmas Day	December 25, 2025

## START DATES

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<b><u>Allied Health Programs:</u></b>			
1/8/24	8/5/2024	1/27/2025	9/1/2025
2/19/2024	9/16/2024	3/10/2025	10/13/2025
4/1/2024	10/28/2024	4/21/2025	11/24/2025
5/13/2024	12/9/2024	6/2/2025	
6/24/2024		7/21/2025	
<b><u>Nursing Programs</u></b>			
Spring 2024	1/8/2024	Spring 2025	1/6/2025
Summer 2024	5/6/2024	Summer 2025	5/5/2025
Fall 2024	9/2/2024	Fall 2025	9/8/2025

Each Nursing term is 15 weeks (about 3 and a half months) in length. Each quarter is 12 weeks in length. Not all programs have a start each term. Term dates are subject to change.

# INTRODUCTION AND OVERVIEW

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## HISTORY AND OWNERSHIP

Saint Paul's School of Nursing, 2 Teleport Drive, Staten Island, NY 10311 is owned and operated by Education Affiliates, Inc. Education Affiliates, Inc. is located at 5026-D Campbell Boulevard, Baltimore, Maryland 21236, phone: 410-633-2929 and fax: 410-633-1844 and is a privately held corporation providing career education through a variety of certificate, diploma, and degree programs. Dan Finuf is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

In 1889, the Diocese of Brooklyn, a leader in the health care field, founded its first of five diploma Schools of nursing to support the thirteen health care facilities within the diocese. In 1967, the Diocese of Brooklyn consolidated its health care facilities into the Catholic Medical Center of Brooklyn and Queens, Inc. In 1969, the Catholic Medical Center School of Nursing was established and became a registered academic three-year diploma program. In February 1983, the Catholic Medical Center School of Nursing was approved to award an Associate of Applied Science Degree by the Regents of New York State. In August 2000, Catholic Medical Centers of Brooklyn & Queens merged with Sisters of Charity Medical Center and Saint Vincent Hospital and Medical Center. The new entity was called Saint Vincent Catholic Medical Centers of New York. In 2001, the School of Nursing was approved to award an Associate of Science degree. In 2007, Saint Vincent Catholic Medical Centers and Education Affiliates entered into an administrative agreement whereby Education Affiliates became the new sponsor for the school of nursing under the auspices of Saint Vincent Catholic Medical Centers. In April 2009, the transfer of ownership from Saint Vincent Catholic Medical Centers to Educational Affiliates, Inc. was completed. The name of the school was changed to St. Paul's School of Nursing.

## CONSUMER INFORMATION

This catalog is published to inform students and others of Saint Paul's School of Nursing's academic programs, policies, calendar, tuition, fees, administration, and faculty. This catalog is published for informational purposes only and is not intended as a contractual agreement between Saint Paul's School of Nursing and any individuals. The information provided is current and accurate as of the date of publication.

Saint Paul's School of Nursing reserves the right to make changes within the terms of this catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog.

Saint Paul's School of Nursing expects its students to read and understand the information published in this catalog and in any catalog addendum identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his or her program.

Saint Paul's School of Nursing affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public, and administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, national origin, age, physical or mental disadvantage, or other factors, which cannot be lawfully the basis for an employment decision.

Saint Paul's School of Nursing is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus President, 2 Teleport Drive, Staten Island, NY 10311.

Please see the Consumer Disclosures tab found on Saint Paul's School of Nursing website for information regarding student achievement data and other important information.

## **ACCREDITATION, LICENSES, AND APPROVALS** *This section has been revised. See addendum 8.*

Institutional and program assessments are conducted periodically by qualified examiners and members of Saint Paul's School of Nursing accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of Saint Paul's School of Nursing programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U.S. Department of Education.

- Saint Paul's School of Nursing satisfies the regulatory criteria for provisional authority to award the Associate of Science (A.S.) degree and the Associate of Occupational Studies (A.O.S.) degree by the New York State Board of Regents, New York State Education Department, 89 Washington Avenue, Room 110 EB, Albany, New York, 12234, 518-474-5889, [www.regents.nysed.gov](http://www.regents.nysed.gov).
- Saint Paul's School of Nursing (Institution ID: 51031007) is registered by the New York State Education Department, 89 Washington Avenue, Albany, New York, 12234, 518-474-3852, [www.nysed.gov](http://www.nysed.gov).
- Saint Paul's School of Nursing (Institution ID: I-261) is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia, 22043, 703-917-9053. ABHES is recognized by the U. S. Secretary of Education.

Saint Paul's School of Nursing accreditation, approvals, and membership certificates are displayed on campus. Students may receive a copy of the school's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

## **MISSION AND PURPOSES**

Saint Paul's School of Nursing provides postsecondary career education to both traditional and nontraditional students through a variety of degree programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. Saint Paul's School of Nursing strives to develop within its students the desire for lifelong and continued education. The staff at Saint Paul's School of Nursing believe that they make an important contribution to the economic growth and social well-being of the area. Saint Paul's School of Nursing educates its students to help meet the economic needs of their community in entry-level positions. The educational process is a change-oriented approach to education that provides the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging career occupations.

The following goals are integral to the mission of Saint Paul's School of Nursing:

- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To develop each student's professional attitude and an awareness of contemporary career practices through exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current medical and/or technical practices, and who motivate and develop students.
- To offer sound degree programs.
- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- To assist graduates in finding positions for which they are trained.

## **PROGRAM MISSIONS, GOALS, AND STUDENT LEARNING OBJECTIVES**

The mission and purpose of Saint Paul's School of Nursing guides the planning, implementation, and evaluation of the curriculum and the services provided by the School.

**STUDENT LEARNING OUTCOMES OF THE NURSING PROGRAM** As a member of the nursing profession, the graduate functioning within structured care settings will:

1. Demonstrate a sound theory base incorporating knowledge from nursing, liberal arts, and sciences.
2. Exhibit critical thinking skills necessary for promotion of self-care abilities.
3. Utilize concepts of communication, teaching, and research in providing quality health care to individuals, families, and groups throughout the life span.
4. Utilize the nursing process to identify requisites and deficits in patients in order to enhance self-care ability across the lifespan.
5. Integrate the three practice roles of the Associate of Science Degree in Nursing within the interdisciplinary health care system.
6. Practice nursing within the established scope of ethical and legal standards of the profession.
7. Accept personal and professional responsibility for the development of self-actualization of educational, professional, social, and community pursuits by emulating the mission statement.

## **GENERAL EDUCATION LEARNING OUTCOMES**

The General Education learning outcomes at St. Paul's School of Nursing are designed to cultivate the knowledge, skills, and values of all educated persons. The General Education learning outcomes provide students with opportunities to develop successful academic and work habits, to form and refine values, and to master a broad range of abilities that are necessary in today's competitive and complex society. St. Paul's commits to ensuring that all students who graduate from the school demonstrate proficiency in the General Education Learning Outcomes during the course of their studies. The General Education Learning Outcomes ensure that every St. Paul's graduate will be able to:

1. Generate, access, categorize, evaluate, and use information in an efficient and ethical manner and use 21<sup>st</sup> century technologies to communicate and work effectively (digital and information literacy)
2. Reason logically and evaluate the reasoning of others through critical inquiry, rational assessment of data, and teamwork; devise solutions to problems and evaluate their effectiveness (critical thinking and teamwork)
3. Communicate ideas effectively in a variety of formats (oral and written communication)
4. Recognize the diversity of human experience, and the individual's role in local, national, and global communities (diversity and civic engagement)
5. Use mathematical and scientific information to understand the physical world; to apply concepts from science and math to develop informed solutions to real life problems (quantitative and scientific literacy)

The Thinking and Information categories of the General Education Learning Outcomes are two sides of the same coin, giving students the ability to find and evaluate relevant information. This process will promote a spirit of inquiry to help propel a desire for life-long learning. The Science and Math category allows that spirit of inquiry to intersect with the physical world, while the Communications category provides students with the ability to express their ideas in both the spoken and written word. Finally, the Society category encompasses the knowledge and skills that students will need to live and work in diverse communities.

## **CRITICAL STRENGTHS OF SAINT PAUL'S SCHOOL OF NURSING**

*Career-oriented programs:* Saint Paul's School of Nursing programs have been developed and are periodically reviewed in conjunction with industry advisory boards to ensure that they continue to prepare graduates according to current needs and expectations of the community of employers served by Saint Paul's School of Nursing.

*Qualified, caring faculty:* In their academic credentials and professional experience, faculty members are qualified to teach the courses assigned to them, and all are committed to providing the extra assistance students may need to achieve their career goals.

*Graduate employment assistance:* Students approaching graduation receive, at no additional charge, career and employment assistance in finding entry-level positions in their preferred careers. While the primary responsibility for securing such employment rests with the student, the Career Services Department is available for information, contacts, and guidance.

*Small classes and personal attention:* A small student-to-faculty ratio helps students obtain the most from their educational investment by ensuring easy access to instructional equipment and to attentive and helpful faculty.

The following campus administrators should be consulted to obtain the information listed:

Campus President: policies pertaining to grievances, disability accommodations, non-discrimination, and privacy of student records; information that pertains to Saint Paul's School of Nursing accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

Director of Education, The Dean of Nursing and Program Directors: descriptions of academic programs, faculty information, data on student enrollment and graduation, academic policies and procedures, and credit transfer.

Director of Admissions: policies pertaining to admissions requirements, enrollment, and copies of consumer information disclosures.

Business Office Manager: tuition charges, payments, adjustments, and refunds.

Director of Financial Aid: descriptions of financial aid programs, rights and responsibilities of financial aid recipients, means and frequency of payments of financial aid recipients, means and frequency of payments of financial aid awards, student loan repayment, and employment provided as financial aid.

Director of Career Services: information pertaining to placement rates and employment opportunities for graduates.

## **PROGRAM AND POLICY CHANGES**

Saint Paul's School of Nursing reserves the right to make changes in organizational structure, policies and procedures, equipment, and materials, and modify the curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this Catalog and applicable Student Handbooks.

## **FACILITIES AND EQUIPMENT**

Saint Paul's School of Nursing occupies a 51,700 square-foot facility and is located at Corporate Commons Two, 2 Teleport Drive, Suite 203, Staten Island, NY 10311. The school is located on the 2nd floor of a multi-tenant office building. All school facilities, including offices and classrooms, are provided on this floor. In addition to stairs, three elevators provide access to the floor. A learning resource center is available with internet access, computer stations, web-based resources, health reference books, and periodicals. Facilities include a fully equipped simulation lab, two Medical Assistant skills labs, a nursing skills lab, and a science lab. Medical labs are equipped with medical exam tables, computers, microscopes, stethoscopes, blood pressure cuffs, EKG machines and other medical training equipment as applicable. Computer labs include student computer stations with internet access and word processing, presentation, spreadsheet, database, and medical software applications. Lecture rooms have internet connectivity, media cabinets, and digital projectors. There is a student lounge with vending machines and microwaves. Library resources and library information services are available to students and faculty. Saint Paul's School of Nursing also uses the offices and laboratories of local physicians, clinics, healthcare facilities and hospitals to provide on-the- job experiences for students. Administrative offices include academics, student and career services, financial aid, registrar, admissions, and business offices. There is a faculty workroom and faculty offices. Clinical and externship sites are in area doctor's offices, hospitals, and other professional medical facilities.

The facility is accessible.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES** *This section has been revised. See addendum 2 and 4.*

Saint Paul's School of Nursing is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristics. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President of Academic Affairs at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations and academic adjustments necessary to enable him or her to fully participate in the admissions and educational processes. For applicants, prospective, or current students for the nursing programs, the Campus President will consult with the Vice President of Nursing at Education Affiliates, Inc.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Academic Affairs at Education Affiliates, Inc. A student is not required to make an informal resolution attempt. A hearing will be scheduled within five business days of the notification. However, at the discretion of the Institution, the complaint process may be delayed or extended for good cause. Good cause includes, but is not limited to, the unavailability of witnesses or the need for language assistance. At the hearing, the student has the right to present additional relevant evidence and bring witnesses, if desired, to support his or her position.

If the School determines that discrimination based on disability may have occurred, Institution will take steps proactively designed to promptly and effectively end the discrimination, prevent its recurrence, address its effects, and provide supportive measures.

Dr. Karen Ferguson PhD  
Karen.ferguson@edaff.com  
5026D Campbell Blvd.  
Baltimore, Maryland 21236  
443-678-2143 (voice)  
410-633-1844

Campus President  
Anthony Stanziani  
Anthony.stanziani@edstaff.com  
2 Teleport Drive, Suite 203  
Staten Island, NY 10311  
855-336-7847

**NON-DISCRIMINATION STATEMENT** *This section has been revised. See addendum 6.*

Saint Paul's School of Nursing ("Institution") is committed to maintaining a safe and healthy educational and work environment free from discrimination or harassment based on age, race, color, sex, gender, sexual orientation or identity, religion, or creed, national or ethnic origin, or disability.

Saint Paul's School of Nursing, in accordance with Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of sex, including in admissions and employment, nor will it permit or tolerate sex discrimination or sexual harassment against a student, employee, or other member of the Institution community.

All students and employees are expected to comply with this Title IX Policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Any inquiries regarding Title IX or Institution's Title IX Policy and Procedures can be directed to the Title IX Coordinator as provided below, the U.S. Assistant Secretary of Education for Civil Rights, or both.

Title IX Coordinator

Attention:	Title IX Coordinator Suzanne Peters Esq., M.Ed. National The Dean of Programmatic Accreditation
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	330.805.2819
E-Mail Address:	speters@edaff.com

A complete copy of the Title IX policy, including the applicable grievance procedures, is available on the Institution's website. <http://www.stpaulschoolofnursing.edu>.

# ADMISSIONS INFORMATION

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## ADMISSIONS REQUIREMENTS AND PROCEDURES

Each applicant for admission is assigned an admissions advisor who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that Saint Paul's School of Nursing receives all required documentation. All records received become the property of Saint Paul's School of Nursing.

## GENERAL ADMISSION REQUIREMENTS

1. The student must be a high school graduate or possess a GED. The student must provide documentation of graduation from high school or college in the form of a valid high school diploma or an earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other documentation which confirms that the student meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACES), subject to the approval of Saint Paul's School of Nursing.
2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
3. The applicant for a nursing program must be eighteen years of age or older to be accepted into the program.
4. The applicant must complete an applicant information form.
5. The applicant must interview with an admission advisor and/or other administrative staff.
6. Applicants, who otherwise meet the requirements to pursue a selected program of study, will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE). Applicants to Saint Paul's School of Nursing who do not achieve a passing score are eligible to immediately retake another version of the SLE. (See below for the SLE minimum score requirement for each program of study.) If the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third and final time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration requires approval by the Campus President. Applicants who choose to take the entrance test for the third and final time are strongly encouraged to pursue remediation in reading and math prior to testing to assist in strengthening their critical thinking skills.

Once a passing score is earned, the SLE score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE score for the applicable program.

The SLE minimum entrance requirements by program are as follows:

**Medical Assistant 11**  
**Nursing 19**

## ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE NURSING PROGRAM *This section has been revised.*

*See addendum 4.*

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Nursing program.

1. Applicants scoring a 22 or higher on the Scholastic Level Exam (SLE) on their first attempt only are eligible to move forward to complete an enrollment packet and may have a review by the Nursing Admissions Committee.

Applicants scoring 19-21 on the SLE will be eligible to move forward in the admissions process but are required to take the HESI A2 Admissions Assessment. Applicants will NOT be allowed to retake the SLE again to get a higher score to be exempt from the HESI. Applicants scoring 18 or below are allowed to immediately take the SLE a second time to achieve a qualified score. An applicant is eligible to take the SLE a third time only after a seven-day waiting period with the recommendation of the Director of Admissions and approval of the Campus President.

After successfully achieving an SLE score of 19 or higher, the applicant will be given the opportunity to take the HESI A2 Admissions Assessment. Applicants may be admitted to the nursing program with a HESI A2 score of 80 or higher on the English Language Composite Score comprised of reading, grammar, and vocabulary, and an 80 or higher on math.

Applicants will be scheduled to take the exam on a specific date and time and given 4 hours to complete the exam. The exam must be taken on campus. Students are not allowed to take the exam online. The proctored examination must be monitored at a computer terminal in a quiet area by a staff person who does not report within the Admissions Department. The student may not bring paper, books, cell phone, or other electronics into the testing environment. Calculators, scrap paper and pencils are to be provided by the school. Prior to taking the HESI A2 examination the applicant will be required to complete a minimum of one 2-hour virtual tutoring session provided by the school at no charge. Applicants are provided with a HESI testing information guide on the testing requirements and suggested study resources to use in preparation for the exam.

There is no fee to take the exam. Applicants are allowed two attempts to take the exam. If a student passes one section on the first attempt, they do not have to retake that section on their second attempt. The second attempt must be taken within 90 days of the first attempt.

A third and final attempt is only allowed by an applicant submitting a formal written appeal that must be approved by the Campus President.

An applicant who has taken the HESI A2 twice and was denied an appeal for a third attempt will be allowed to re-apply after 6 months. The student will be required to submit evidence of having completed additional academic coursework that would demonstrate additional preparation for success (e.g., completed course work in science courses, certification, or documentation of having completed professional education or skills development from a community college adult education course/s or formal tutoring).

Applicants with official documentation of having completed the HESI A2 at another accredited academic institution within 12 months from expected enrollment at St. Paul's School of Nursing and achieved a score that meets or exceeds that required by St. Paul's School of Nursing will be considered for admission and not be required to repeat the HESI A2.

2. Applicants must pass a drug-screening test prior to being admitted and the test results must be in the student's file prior to the start of classes. Please note that applicants who do not pass a drug screening will not be considered for admission. If results are not conclusive, additional testing may be required at the applicant's expense. If there are any questions regarding this process, the applicant should make an appointment with the Dean of Nursing.

3. Applicants must submit to and pass a criminal background check administered by the school prior to starting the program or being readmitted following a withdrawal period of 90 days. The conviction for certain criminal offenses may bar an applicant from participating in certain externship training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields and obtaining employment. Any adverse results, to include but not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to externship/clinical training facilities, achievement of professional certification/licensure, and attainment of employment in a particular field.

Any candidate who has an adverse result on his/her background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on his/her background chooses to participate in a program that requires a clear background for admission to externship/clinical sites, eligibility to acquire professional certification/licensure required for employment in specific career fields and obtaining employment, he/she will be

required to sign a disclosure document accepting full responsibility for any and all costs associated with attending the career program, and does not hold the institution and its associates liable for being denied program completion, entrance to any and all externship/clinical training facilities necessary for the completion of the program, ability to achieve certification/licensure, or gain employment in the field of study.

Students must report to the Director of Education/Dean of Nursing in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the program.

4. Applicants must submit a current copy of the Basic Life Support (BLS) for Healthcare Providers certification card by the American Heart Association or the American Red Cross.

5. The applicant must submit a current completed physical examination with immunizations as outlined in the Clinical Requirements Policy.

6. The applicant must submit a completed enrollment packet along with official proof of High School graduation or GED, all official post-secondary education transcripts and a personal statement.

When the entire requirements for admission to the Associate Degree in Nursing Program have been completed and submitted the completed application file will be forwarded to the Nursing Programs Admissions Committee for consideration. The Nursing Program Admissions Committee reviews each completed application package and makes the final determination on admission to the Associate Degree in Nursing Program.

After the Nursing Programs Admissions Committee meets and makes its decisions, letters of acceptance or denial are emailed to the applicants. Once the above admission prerequisites are successfully fulfilled, the applicant must agree to and sign the school's enrollment agreement.

## **AVAILABILITY OF GED TESTING**

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. The General Educational Development (GED) test cannot be taken online. The GED tests can only be taken at an official testing center. There are more than 3,400 testing centers worldwide. For more information, please go to [www.acenet.edu](http://www.acenet.edu) and select GED Testing Services or contact the local Board of Education or Saint Paul's School of Nursing Admissions Office.

## **READMISSION** *This section has been revised. See addendum 7.*

A former student who withdrew in good standing may make an application for readmission to his or her program of study. Students who dropped or were withdrawn from a program and wish to return to the same program can do so within three years (36 months) of their last date of attendance (LDA). Generally, a student will not be considered for readmission more than twice unless there are exceptional extenuating circumstances, such as military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from continuing in the program. Any exception must be approved by the National Director of Restart Programs. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability he or she can complete the program of study. Former students approved for readmission must meet all current program admissions requirements.

A former student who wishes to be considered for admission to a different program of study should contact the Admissions office. The Admissions Director should consult with the Dean of Nursing, Director of Education or the Program Director to determine the appropriate transfer of credits, Satisfactory Academic Progress status, and course scheduling prior to enrolling the student.

Former students in any of the nursing programs who have been dismissed for academic failure are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Refer to the Appeal Policy for questions regarding the appeal process. Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools, or Denver College of Nursing. All nursing students

approved for readmission must have current CPR certification, immunizations and must submit a new drug test and background check.

A former student seeking readmission to the same program must apply for readmission by submitting a Readmission Application to the Student Success Coordinator or the staff person designated to coordinate readmissions. The applicant must meet with the Student Success Coordinator, or the staff person designated to coordinate readmissions to discuss and document the circumstances that led to the prior withdrawal and what the applicant has done to ensure that these or other issues will not interrupt the completion of the program of study if the applicant is approved for readmission.

Applications for re-admission are reviewed by the Campus President, the Dean of Nursing or Director of Education of Education, the Business Office Manager, and Director of Financial Aid, or their designees. The applicant must meet all current admissions and readmission requirements for the program of study. Applicants approved for readmission are required to meet with the Business Office Manager and the Director of Financial Aid (or their designees) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applicants approved for readmission will have their transcripts reviewed by the Dean of Nursing or Director of Education who will determine which course credit(s) previously earned will be counted toward program completion and the course(s) which need to be repeated. Approval of an applicant for readmission is subject to space availability.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for readmission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA) and can increase his or her credits earned to credits attempted ratio to comply with the institution's SAP policy. If approved for readmission, the student will reenter in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter/semester. A student who fails to meet SAP after the first quarter/semester will be dismissed.

In addition, an applicant applying to be readmitted who failed to meet SAP for two consecutive terms must complete an SAP appeal and apply to be readmitted in a status of Academic Probation. If the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. The SAP appeal must be filed at the same time the applicant initiates the re-start process. The appeals must be submitted in writing to the Director of Education or the Dean of Nursing. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Campus President, Director of Education, and the Director of Financial Aid, or their designees. The Financial Aid Committee may grant one additional term as a Financial Aid Probationary period, approve an "Academic Improvement Plan," which may require the student to fulfill specific terms and conditions, or deny the appeal.

If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition and fees, the revised graduation date, and acknowledges receipt of any other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Campus President. With assistance from the Registrar, the Dean of Nursing or Director of Education will establish a course schedule for program completion.

### **Nursing Appeal for Re-Entry after Program Dismissal**

Former students in any of the nursing programs who have been dismissed for academic failure are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Any students who have

been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools, or Denver College of Nursing. All nursing students approved for readmission must have current CPR certification, immunizations and must submit a new drug test and background check.

This section outlines the process for a nursing student to appeal for re-entry after dismissal from the nursing program. Re-Entry after dismissal can only be appealed if there are significant extenuating circumstances beyond the student's control, such as severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must apply using the appeal form and submit it to the campus.

The campus will form a committee to review the appeal, and their recommendation will be reviewed by the Appeals Oversight Committee. The Appeals Oversight Committee consists of various positions within Education Affiliates Inc, the ultimate owner of the Institute. All appeal materials must be submitted to the Appeals Oversight Committee four weeks before the term starts. Appeals submitted less than four weeks prior will not be reviewed for the upcoming term. The final decision regarding the appeal will be made by the Appeals Oversight Committee.

To appeal to re-enter after dismissal, the student must submit an appeal form, letter of appeal, supporting documentation, current grade transcript, and an academic success plan four weeks before returning. The appeal should include a description of the academic decision being appealed, along with as much supporting documentation as possible to explain and substantiate the reason for the appeal.

If a student is appealing termination due to a third failure in a nursing course, their letter of appeal must demonstrate, to the satisfaction of the Academic Review Board, that significant extenuating circumstances prevented them from passing the failed courses. Qualifying significant extenuating circumstances are rare and typically include severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must also explain the steps taken to ensure these events will no longer impact their progress and provide a plan to successfully meet their academic goals.

If re-entry is permitted, the campus will review an academic success plan with conditions that the student must agree to and meet. If another failing grade in a nursing course is received, the student will be permanently dismissed from the program, and no additional appeals will be considered. This policy applies to all nursing programs in the Education Affiliates system. Permanently dismissed students cannot transfer to another Education Affiliates school.

## **ORIENTATION**

Saint Paul's School of Nursing provides an orientation program to help students adjust to Saint Paul's School of Nursing environment.

Orientation is held by Saint Paul's School of Nursing prior to the start of each program start. Saint Paul's School of Nursing policies, student responsibilities, and any questions are addressed at the orientation.

## **TRANSFER OF CREDIT**

Transfer of credit is always the decision of the individual college or university and is controlled by the receiving institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at Saint Paul's School of Nursing should check with the receiving institution directly to determine to what extent, if any, credits can be transferred.

The request to transfer credit must be initiated by the applicant or student. Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date or re-entry date of the student's program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to Saint Paul's School of Nursing to the attention of the Registrar. Students may be required to provide a relevant catalog and/or other relevant documents regarding the course(s) to be considered. Foreign transcripts must be translated into English and be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

## **Criteria**

In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA) at the time the student earned the credits. If students earned educational credits at a post-secondary institution outside the United States and not accredited by an agency recognized by the United States Department of Education at the time the student earned the credits, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence at the time the student earned the credits.

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

- Courses in general taken at an institution outside of Education Affiliates must have been completed within the previous five years (60 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- Prerequisite science courses in the Nursing program must have been completed within the past three years (36 months).
- Prerequisite science courses in the Nursing program must have a grade of "B" or higher on the transcript from the awarding institution.
- All other courses must have a grade of "C+" or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to those at Saint Paul's School of Nursing for transfer credit to be awarded.
- The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program.
  - The Campus will accept credit earned in a similarly titled program from another Fortis College or Institute for up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.
- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval.

Credit may also be awarded for successful completion of Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST) examinations in subject areas equivalent to courses within the student's program. Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date or re-entry date of the student's program. The student must provide official documentation in order to be considered for possible award of course credit. Minimum scores required to receive transfer credit are as follows:

- AP scores of 4 or higher
- CLEP scaled scores of 60 or higher
- DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered).

Saint Paul's School of Nursing does not award credit for life or work experience.

### **Additional Requirements for Specific Programs**

With the exception of the RN to BSN program, nursing courses completed at another postsecondary institution are not eligible for transfer credit (i.e., a course with an "NUR" or "PNR" prefix). The only exceptions are nursing courses completed at Fortis-affiliated nursing programs. Acceptance of these nursing credits is subject to approval by the Dean of Nursing. Evidence of skill competency may be required.

### **Veterans**

A Veterans Administration (VA) funded student enrolling in any of the Campus programs with prior credit from another school or military education or skills training will be evaluated according to the Transfer Credit Policy for all students. All veterans and other students eligible for VA funding should apply for credit for previously completed training. The

Campus will evaluate and grant credit, if appropriate. Training time will be adjusted, and tuition reduced proportionately if credit is granted for previous training. The VA and the student will be notified.

The Campus must receive and evaluate official transcripts from all postsecondary schools previously attended by a Veteran and the Veteran's military transcripts before enrollment can be certified. It is the Veteran's responsibility to request all transcripts and pay any fees assessed by the previously attended school(s).

### **Appeal Process**

1. Students who wish to appeal a decision must appeal in writing to the Campus President/Director.
  - a. The student must write a letter, stating very clearly why they should receive credit.
  - b. The student must supply additional documentation to support the appeal. If no additional documentation is received, the appeal will be automatically denied.
2. All appeals should be requested within 14 days of the decision to deny credit.
3. Decisions related to appeals will be returned to students within 14 days of their receipt.

### **Returning or Transferring Students**

If students wish to transfer between programs at the same school, students should seek guidance from the Dean of Nursing or Director of Education and the Registrar. The Dean of Nursing or Director of Education will work with students seeking to transfer to a different program to determine if any of the courses or learning from the current or prior program of study is applicable and can be transferred into the proposed new program with credit granted accordingly.

1. Students transferring from one Education Affiliates campus to another must have all previous credits evaluated for transfer credits.
  - a. Students that have passed a class at another Education Affiliates campus with the same course code as the program they are enrolling into will receive transfer credits for grades of D or higher if a D is passing for that program.
  - b. Courses that are not a part of the enrolled program will be evaluated for transfer credits as per normal policy.
  - c. This is applicable for campus-to-campus transfers within the same program, and campus to campus transfers into new programs that share course codes.
2. Students who are re-enrolling into the same Campus or re-entering into a new program or program version will have all applicable courses Associated to the new program. Any courses that cannot be Associated may be evaluated for transfer credit.
  - a. Associated courses are evaluated and documented like transfer credits, using the same forms and procedure.
  - b. Applicable courses are those course codes that are the same between programs.
  - c. All courses are Associated, whether passed, failed or withdrawn, and should be included in all future SAP calculations for the program.
  - d. Shared courses with a D or higher will not need to be retaken, unless that is considered a failing grade in the new program.

### **ARTICULATION AGREEMENTS**

Saint Paul's School of Nursing has established articulation agreement(s) with the following institutions:

- Chamberlain University
- Denver College of Nursing
- Grand Canyon University
- Metropolitan College
- St. Francis College
- SUNY Delhi

### **Tuition Discount Program**

- Capella University

### **STUDENT PHYSICAL LOCATION** *This section has been revised. See addendum 8.*

Saint Paul's School of Nursing reviews admissions applications and may enroll students who are residents of New York and New Jersey only. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, student attestation, lease agreement, or other verified documentation of physical location will be

utilized to determine state of residency. Documentation must be provided at the time of enrollment. This policy is applicable to all students enrolled at Saint Paul's School of Nursing, Staten Island.

Should the student change their address while enrolled at Saint Paul's School of Nursing, the student is required to notify the School's Registrar to make an update to their physical location as needed. Should the student move out of one of the above listed states while enrolled at Saint Paul's School of Nursing, the School may be required to withdraw the student from the program prior to completion. Students must notify the campus of a change in physical location within 30 days and provide proof of location change via approved documentation as noted above.

# HEALTH, CLINICAL AND PROGRAM CONTINUATION REQUIREMENTS

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## HEALTH, EXTERNSHIP AND PROGRAM CONTINUATION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

As a part of contractual agreements with externship agencies, all allied health students may be required to fulfill the following requirements. Failure to submit all requirements may result in dismissal from the program. All requirements must remain current throughout the program. It is important to note that the contracted externship agency agreements are not negotiable in their requirements. Subject to externship site requirements, students who do not have documentation that evidences acceptable criminal background history, negative drug screen, immunization, and health clearance may not be accepted at the externship site.

Students are responsible for all costs of program immunizations and medical clearance required for admission and continuation within the allied health program. In addition, students are responsible for all costs that may be associated with injury or illness while on campus, in the learning laboratories, at an externship experience, or while performing other campus/program related activities during enrollment in the allied health program.

*Proof of immunizations may be required for allied health students and will be verified as complete prior to the student being permitted to enter any externship site (whether for the assigned course activities or for orientation at the externship site prior to the course start).*

Students will be provided information about the local resources for obtaining the immunizations if they have not had the required immunizations or do not have acceptable immunization documentation.

Where the campus has an affiliation with a healthcare center for immunizations, the expectation is the student will use the center. Students may choose to obtain immunizations from another healthcare provider. However, immunization documentation has to include specific information about the type of healthcare provider and the immunizations administered and/or verified.

Failure to provide the required documentation no later than 10 business days prior to the start of 1<sup>st</sup> externship session may result in suspension from the externship portion of the program. No student will be permitted to enter an externship site without having satisfied the requirement for immunization documentation. Students unable to participate in scheduled externship sessions will be recorded as absent and may potentially risk failure of the entire course.

### 1. Current BLS CPR Card This section has been revised. See addendum version 14.

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart or American Red Cross Association must remain current while the student is enrolled in the allied health program. Saint Paul's School of Nursing must maintain a current signed copy of the student's CPR card within the student file. Students are required to have their CPR card on them at all times during class, laboratory, and externship activities. If the CPR card expires during the allied health program, the student may not participate in any externship activities and may be dropped from the program. Missed externship experiences will be considered an unexcused absence and may result in failure of the course.

### 2. Student Health Requirements

It is essential that allied health students be able to perform a number of physical and cognitive activities in the classroom, externship and learning laboratory portions of the program.

Students are not to enter any externship facility with contagious conditions or injuries. A student must consult with the externship instructor if an illness, medical condition, or injury is present prior to entering the externship facility. Saint Paul's School of Nursing or externship agency reserves the right to request a medical release from a health care provider if an identified condition, illness, and/or injury may cause a

potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student's expense.

Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immuno-suppression, pregnancy, back injury, behavioral health, etc.

Students may not enter or practice within an externship area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless of if prescribed by a healthcare provider. The externship instructor and allied health program director will be the final deciding authority as to their perception if the student may practice safely within the externship environment. The externship agency may be consulted as well.

NOTE: Any changes in physical or mental health must be reported immediately to the program director within 24 hours or before entering an externship area (whichever comes first).

Students must submit the approved physical and health clearance forms to Saint Paul's School of Nursing prior to the designated deadline.

NOTE: Students with medical and/or mental health conditions which may place the student or patient's safety at risk may not be eligible for admission or continuation in the allied health program. Risk assessment is at the discretion of the Dean/Director of Education in consultation with the Regional Dean of Education.

3. Provide any additional documentation that may be required by the assigned externship site.

## IMMUNIZATIONS

Vaccination/ Screening	Requirements in Brief
COVID-19 Vaccination	<ul style="list-style-type: none"><li>– A COVID-19 vaccination may be required for allied health students to permit them to go into a hospital-based externship medical practice.</li></ul>
Hepatitis B	<ul style="list-style-type: none"><li>– Serologic proof of immunity is required.</li><li>– Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2).</li><li>– Obtain serologic testing 2 months after dose #3.</li></ul>
MMR	<ul style="list-style-type: none"><li>– Serologic evidence of immunity or laboratory confirmation of disease is required.</li><li>– If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart are required.</li></ul>
Varicella	<ul style="list-style-type: none"><li>– Serologic proof of immunity or laboratory confirmation of disease required.</li><li>– If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.</li></ul>
Tetanus, Diphtheria, Pertussis	<ul style="list-style-type: none"><li>– One-time dose of Tdap is required.</li><li>– Td boosters every 10 years thereafter.</li></ul>
Influenza	<ul style="list-style-type: none"><li>– Required annually.</li></ul>
Tuberculin Skin Test (TST)	<ul style="list-style-type: none"><li>– For students with no history of previous annual tuberculin skin testing, an initial two-step is required.</li><li>– For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days.</li><li>– For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided.</li></ul>

Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Externship agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or Saint Paul's School of Nursing policy. Saint Paul's School of Nursing has identified a standard immunization policy but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the allied health program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the allied health program. Students may be responsible for the cost of any additional requirements.

Students are not permitted to participate in any externship experience if their immunizations do not meet the standards outlined in this document or those required by specific externship agencies.

### **Serological Evidence of Immunity**

- **COVID-19 Vaccination**

A COVID-19 vaccination may be required for allied health students to permit them to go into a hospital-based externship medical practice.

- **Hepatitis B Vaccine**

Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination within the first week of admission. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Proof of the first administration must be provided in order to participate in any agency-based externship rotations.

The student must submit documented proof of completing the hepatitis B series six months from receiving the first hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided two months following the third vaccination for those individuals undergoing initial vaccination. For non-responders or those who have not completed the series of hepatitis B vaccination, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood.

For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider recommendation, a vaccination waiver must be on file. Any individual who has not completed the hepatitis B vaccination series and final serologic testing indicating immunity must maintain a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during an externship experience. Expense may also include testing of the patient in the event of exposure.

- **Measles, Mumps, and Rubella (MMR)**

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime.

Individuals must submit proof of immunity against measles, mumps, and rubella through serology testing or laboratory confirmation of the disease.

If serology results indicate that the individual is not immune or serological test results indicate "indeterminate" or "equivocal," individuals should be considered non-immune, and additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines. Students are required to provide documentation to Saint Paul's School of Nursing and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

- **Varicella (Chicken Pox)**

Students must submit proof of varicella immunity by providing documented serology evidence of immunity against

varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/ guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide required documentation to Saint Paul's School of Nursing and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

- **Tetanus, Diphtheria, Pertussis (Td/Tdap)**

Students must provide proof of vaccination for tetanus, diphtheria and pertussis within the past 10 years. If no documentation is presented, vaccination is required. Evidence of one time Pertussis vaccination is required. A one-time dose of Tdap is required for all students who have not received Tdap previously. A Td booster should be documented every 10 years thereafter. Students are required to provide documentation to Saint Paul's School of Nursing and maintain compliance with the immunization and health clearance policy.

- **Seasonal Influenza**

Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to Saint Paul's School of Nursing and maintain compliance with the immunization and health clearance policy.

- **Tuberculosis/Tuberculin Skin Test (TST)**

Students are not permitted to practice in any externship, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in an allied health program.

For students with no history of previous annual tuberculin skin testing (TST), an initial two-step is required. For those students with previous annual and/or current TST (within the past 364 days) who provide evidence by documentation, only a current one-step TST is required. A current one-step TST is valid and may be accepted by Saint Paul's School of Nursing only if completed within the past 90 days and can be verified through an appropriately credentialed healthcare provider.

Initial Two-Step TB Skin Test:

- Step #1 TB skin test administered and read within 48-72 hours.
- Step #2 TB skin test is administered 7 to 14 days after the 1st test, and it is read within 48-72 hours.
- Annual TST.

One-Step TB Skin Test (for students with evidence of previous screening within the past 364 days):

- Step #1 TB skin test administered and read within 48-72 hours.
- Annual TST.

After the initial two-step TST, annual tuberculosis screening and TST is required each year the student is enrolled in an allied health program. Students must provide documented evidence of compliance to Saint Paul's School of Nursing. The annual tuberculosis screening will include a questionnaire and tuberculin skin test.

For students with a history of a positive TST, they must complete a questionnaire, have a post treatment or symptom negative chest x-ray free of active pulmonary disease, and be currently free of any symptoms. An annual tuberculin skin testing is not required for previous TB positive students. A repeat or annual chest x-ray is not required unless the questionnaire or symptoms suggest further evaluation. A negative chest x-ray result must be no older than 2 years for health clearance and must document "no evidence of active pulmonary disease" by an appropriately credentialed healthcare provider.

If an annual TST is read as a new positive, documentation of a negative chest x-ray report documenting "no evidence of active pulmonary disease" must be provided. The student will not be permitted to participate in clinical experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students with a history of vaccination of Bacilli Calmette-Guerin (BCG) must complete required initial and annual screening and TST testing. In the event of a positive TST for those who received BCG, students are required to provide documented evidence of a negative chest x-ray reporting "no evidence of active pulmonary disease." Students with a history of BCG vaccination are not exempt from annual TB screening.

A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test may be accepted in the place of a TST or chest x-ray. Both results must be within the past 90 days prior to the first week of the module in which the student initially enrolls in an allied health program.

Students who demonstrate a positive TST, QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TST, or positive pulmonary disease on a chest x-ray, will not be permitted to participate in externship experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

## **HEALTH, CLINICAL AND PROGRAM CONTINUATION REQUIREMENTS FOR THE DENTAL ASSISTING AND MEDICAL ASSISTING PROGRAMS**

Students in the Dental Assisting and Medical Assisting programs must either present documentation of having had Hepatitis B injections 1 and 2 and a TB test within an acceptable timeframe or must complete the first two Hepatitis B injections and a TB test at least one quarter prior to the term in which they take any externship course. If the TB test result is positive, a chest X-ray test must be completed.

If there are any questions regarding these requirements, students should make an appointment to speak with the Program Director and/or the Director of Education.

## **HEALTH, CLINICAL AND PROGRAM CONTINUATION REQUIREMENTS FOR THE NURSING PROGRAM**

As a part of contractual agreements with clinical agencies, all nursing students must fulfill the following requirements per the current admissions policy. Failure to submit all requirements may result in dismissal from the program. All requirements must remain current throughout the program. It is important to note that the contracted clinical agency agreements are not negotiable in their requirements. Students who do not have documentation that evidences acceptable criminal background history, negative drug screen, immunization, and health clearance may not be accepted at the clinical site.

Students are responsible for all costs of program immunizations and medical clearance required for admission and continuation within the nursing program. In addition, students are responsible for all costs that may be associated with injury or illness while on campus, in the learning laboratories, at a clinical experience, or while performing other campus/program related activities during enrollment in the nursing program.

*Proof of immunizations are mandatory for every nursing student and will be verified as complete prior to the student being permitted to enter any clinical site (whether for the assigned course activities or for orientation at the clinical site prior to the course start).*

Admissions staff will provide all new nursing students with information regarding the immunization requirements for participating in the education program.

All students are required to sign the acknowledgement of information regarding immunization requirements.

Students will be provided information about the local resources for obtaining the immunizations if they have not had the required immunizations or do not have acceptable immunization documentation.

Where the campus has an affiliation with a healthcare center for immunizations, the expectation is the student will use the center. Students may choose to obtain immunizations from another healthcare provider. However, immunization documentation has to include specific information about the type of healthcare provider and the immunizations administered and/or verified.

Failure to provide the required documentation no later than 10 business days prior to the start of 1<sup>st</sup> clinical session may result in suspension from the clinical portion of the program. No student will be permitted to enter a clinical site without having satisfied the requirement for immunization documentation. Students unable to participate in scheduled clinical sessions will be recorded as absent and may potentially risk failure of the entire course.

1. Maintain Unencumbered Practical Nursing License (ADN program only)

Students in the Associate Degree of Nursing (ADN) program who have a license in Practical Nursing (LPN) must maintain the unencumbered license throughout the duration of the ADN program. Students must report to the Dean of Nursing, in writing, any change in status of their practical nurse license within 24 hours of the occurrence. Failure to maintain an unencumbered license may result in dismissal from the program.

2. Cleared Background Check

The applicant must submit to and pass a criminal background check and be cleared per Saint Paul's School of Nursing policy as well as appropriate State Board of Nursing rules and regulations and the results of the CBC must be in the student file prior to starting the program. Students must maintain a clear criminal background while enrolled in the nursing program. Students must report to the Dean of Nursing or Director of Education in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the nursing program.

3. Negative Drug Screen

The applicant must submit to and pass a drug screen and must be in the student file prior to starting the program. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at a Saint Paul's School of Nursing designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dropped from the program as per the Nursing Substance Abuse and Drug Screening policy.

4. Current BLS CPR Card

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association or American Red Cross Association must remain current while the student is enrolled in the nursing program. Saint Paul's School of Nursing must maintain a current signed copy of the student's CPR card within the student file. Students are required to have their CPR card on them at all times during class, laboratory, and clinical activities. If the CPR card expires during the nursing program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered an unexcused absence and may result in failure of the course.

5. Current Health Care Declaration and Essential Skills and Functional Abilities for Nursing Students Forms

Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms. It is essential that nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical, and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the director of the nursing program. Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the director of the nursing program to make the final decision as to the student's ability to participate in clinical activities. Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from the nursing program. Students are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to the Dean of Nursing or Director of Education immediately (within 24 hours) and prior to participating in any clinical, laboratory, or simulation experience.

Please note that some clinical sites may require that students have health insurance in order to participate in clinical experiences at their facilities. Saint Paul's School of Nursing does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences at such facilities and they may be dropped from the program if equivalent experiences cannot be arranged.

#### 6. Student Health Requirements

It is essential that nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical and learning laboratory portions of the program.

Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. Saint Paul's School of Nursing or clinical agency reserves the right to request a medical release from a health care provider if an identified condition, illness, and/or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student's expense.

Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immuno-suppression, pregnancy, back injury, behavioral health, etc.

Students may not enter or practice within a clinical area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless of if prescribed by a healthcare provider. The clinical instructor and Dean of Nursing will be the final deciding authority as to their perception if the student may practice safely within the clinical environment. The clinical agency may be consulted as well.

NOTE: Any changes in physical or mental health must be reported immediately to the clinical instructor and the Dean of Nursing or Director of Education within 24 hours or before entering a clinical area (whichever comes first).

Students must submit the approved physical and health clearance forms to Saint Paul's School of Nursing prior to the designated deadline.

NOTE: Students with medical and/or mental health conditions which may place the student or patient's safety at risk may not be eligible for admission or continuation in the nursing program. Risk assessment is at the discretion of the Dean of Nursing or Director of Education in consultation with the Regional Dean of Nursing.

#### 7. Provide any additional documentation that may be required by the assigned clinical site.

### IMMUNIZATIONS

Vaccination/ Screening	Requirements in Brief
COVID-19 Vaccination	<ul style="list-style-type: none"><li>– A COVID-19 vaccination may be required for allied health students to permit them to go into a hospital-based externship medical practice.</li></ul>
Hepatitis B	<ul style="list-style-type: none"><li>– Serologic proof of immunity is required.</li><li>– Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2).</li><li>– Obtain serologic testing 2 months after dose #3.</li></ul>
MMR	<ul style="list-style-type: none"><li>– Serologic evidence of immunity or laboratory confirmation of disease is required.</li><li>– If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart are required.</li></ul>
Varicella	<ul style="list-style-type: none"><li>– Serologic proof of immunity or laboratory confirmation of disease required.</li><li>– If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.</li></ul>

Tetanus, Diphtheria, Pertussis	<ul style="list-style-type: none"> <li>One-time dose of Tdap is required.</li> <li>Td boosters every 10 years thereafter.</li> </ul>
Influenza	<ul style="list-style-type: none"> <li>Required annually.</li> </ul>
Tuberculin Skin Test (TST)	<ul style="list-style-type: none"> <li>For students with no history of previous annual tuberculin skin testing, an initial two-step is required.</li> <li>For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days.</li> <li>For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided.</li> </ul>

Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or Saint Paul's School of Nursing policy. Saint Paul's School of Nursing has identified a standard immunization policy but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the nursing program. Students may be responsible for the cost of any additional requirements.

Students are not permitted to participate in any clinical experience if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

### **Serological Evidence of Immunity**

- Hepatitis B Vaccine**

Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination within the first week of admission. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Proof of the first administration must be provided in order to participate in any agency based clinical rotations.

The student must submit documented proof of completing the hepatitis B series six months from receiving the first hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided two months following the third vaccination for those individuals undergoing initial vaccination.

For non-responders or those who have not completed the series of hepatitis B vaccination, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood.

For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider recommendation, a vaccination waiver must be on file. Any individual who has not completed the hepatitis B vaccination series and final serologic testing indicating immunity must maintain a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during a clinical experience. Expense may also include testing of the patient in the event of exposure.

- Measles, Mumps, and Rubella (MMR)**

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime.

Individuals must submit proof of immunity against measles, mumps, and rubella through serology testing or laboratory confirmation of the disease.

If serology results indicate that the individual is not immune or serological test results indicate "indeterminate" or "equivocal," individuals should be considered non-immune, and additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines. Students are required to provide documentation to Saint Paul's School of Nursing and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

- **Varicella (Chicken Pox)**

Students must submit proof of varicella immunity by providing documented serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/ guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide required documentation to Saint Paul's School of Nursing and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

- **Tetanus, Diphtheria, Pertussis (Td/Tdap)**

Students must provide proof of vaccination for tetanus, diphtheria and pertussis within the past 10 years. If no documentation is presented, vaccination is required. Evidence of one time Pertussis vaccination is required. A one-time dose of Tdap is required for all students who have not received Tdap previously. A Td booster should be documented every 10 years thereafter. Students are required to provide documentation to Saint Paul's School of Nursing and maintain compliance with the immunization and health clearance policy.

- **Seasonal Influenza**

Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to Saint Paul's School of Nursing and maintain compliance with the immunization and health clearance policy.

- **Tuberculosis/Tuberculin Skin Test (TST)**

Students are not permitted to practice in any clinical, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in the nursing program.

For students with no history of previous annual tuberculin skin testing (TST), an initial two-step is required. For those students with previous annual and/or current TST (within the past 364 days) who provide evidence by documentation, only a current one-step TST is required. A current one-step TST is valid and may be accepted by Saint Paul's School of Nursing only if completed within the past 90 days and can be verified through an appropriately credentialed healthcare provider.

Initial Two-Step TB Skin Test:

- Step #1 TB skin test administered and read within 48-72 hours.
- Step #2 TB skin test is administered 7 to 14 days after the 1st test, and it is read within 48-72 hours.
- Annual TST.
- One-Step TB Skin Test (for students with evidence of previous screening within the past 364 days):
  - Step #1 TB skin test administered and read within 48-72 hours.
  - Annual TST.

After the initial two-step TST, annual tuberculosis screening and TST is required each year the student is enrolled in the nursing program. Students must provide documented evidence of compliance to Saint Paul's School of Nursing. The annual tuberculosis screening will include a questionnaire and tuberculin skin test.

For students with a history of a positive TST, they must complete a questionnaire, have a post treatment or symptom negative chest x-ray free of active pulmonary disease, and be currently free of any symptoms. An annual tuberculin skin testing is not required for previous TB positive students. A repeat or annual chest x-ray is not required unless the questionnaire or symptoms suggest further evaluation. A negative chest x-ray result must be no older than 2 years for health clearance and must document "no evidence of active pulmonary disease" by an appropriately credentialed healthcare provider.

If an annual TST is read as a new positive, documentation of a negative chest x-ray report documenting "no evidence of active pulmonary disease" must be provided. The student will not be permitted to participate in clinical experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students with a history of vaccination of Bacilli Calmette-Guerin (BCG) must complete required initial and annual screening and TST testing. In the event of a positive TST for those who received BCG, students are required to provide documented evidence of a negative chest x-ray reporting "no evidence of active pulmonary disease." Students with a history of BCG vaccination are not exempt from annual TB screening.

A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test may be accepted in the place of a TST or chest x-ray. Both results must be within the past 90 days prior to the first week of the semester in which the student initially enrolls in the nursing program.

Students who demonstrate a positive TST, QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TST, or positive pulmonary disease on a chest x-ray, will not be permitted to participate in clinical experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

## ACADEMIC PROGRAMS

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### DENTAL ASSISTING HEGIS: 5202.00

*Please note that the campus is no longer enrolling for the dental assisting program*

<u>Length</u> Contact Hours: 1764 Clock Hours Instructional Weeks: 84 Instructional Weeks	Program Quarter Credits: 103
Total Clock Hours, including Recognized Homework Hours: 1764 Clock Hours	
Credential Awarded: Associate of Occupational Studies	Mode of Delivery: Residential

#### DESCRIPTION

The objective of this program is to prepare students to function effectively as an integral member of the dental health team in the operation of a dental practice. Students in this program will acquire satisfactory skills and demonstrate competence in various dental office procedures and laboratory techniques. Students will learn the administrative procedures currently practiced in dental settings through instruction provided in the program and through clinical experiences in private practices. The procedures and laboratory techniques include:

- conduct preliminary examination procedures
- assist at chair-side using four-handed dentistry
- take impressions and pour dental models
- chart the dentition
- schedule patient appointments
- keep patient records
- sterilize instruments
- The assistant certified in radiology may also expose and process radiographs

Students are evaluated in all professional development areas including applicable spelling, terminology, theory and performance skills, and front office skills.

Upon satisfactory completion of the program students will be qualified to assume entry-level positions as a dental assistant in dental offices and clinics performing the lab techniques and office procedures described above.

Saint Paul's School of Nursing provides the student with the opportunity to take the first two sections of the Dental Assisting National Board (DANB) certification exam. The Radiation Health and Safety (RHS) section and the Infection Control Exam (ICE) are two of the three required exams necessary to complete the certification needed to become a Certified Dental Assistant (CDA). Once completed, the student must work a total of two years, including 3,500 hours of experience, before they are eligible to take the final section, the General Chairside (GC) exam.

### PLAN OF STUDY

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
AHP 104	Basic Life Support	4	60
AHP 103	Introduction To Basic Dental Assisting	4	60
AHP 115	Allied Health Office Communications	4	60
AHP 130	Spanish For Allied Health Professionals	4	60
CMP 101	Allied Health Computer Applications	4	60
COM 101	Communications*	4	60
DAS 102	General Anatomy And Physiology For Allied Dental Professionals	4	60
DAS 105	Dental Assisting Procedures And Restorative Applications	4	60
DAS 106	Dental Specialties And Expanded Functions	4	60
DAS 112	Dental Materials/Prosthesis Fabrication	4	60
DAS 114	Radiology	4	60
DAS 116	Allied Health Computer Applications And Billing	4	60
DAS 121	Dental Office Procedures	4	60
DAS 213	Intermediate Dental Assisting Procedures And Restorative Applications	4	60
DAS 214	Intermediate Dental Specialties And Expanded Function	4	60
DAS 215	Infection Control In Dentistry	4	60
DAS 230	Dental Assisting Seminar	4	60
DAS 231	Dental Clinical I	4	180
DAS 232	Dental Clinical II	4	120
DAS 241	Dental Clinical III	2	60
ENG 101	English Composition*	4	60
ENV 101	Environmental Science*	4	60
MAT 101	College Mathematics*	4	60
PSY 101	Introduction To Psychology*	4	60
SOC 101	Introduction To Sociology*	4	60
PDC 100	College Success For Dental Assistants	1	24
PDC 200	Career Development For Dental Assistants	4	60
<b>Total</b>		<b>103</b>	<b>1764</b>

\* Indicates a General Education course.

**MEDICAL ASSISTING**  
**HEGIS: 5214.00**

*This section has been revised. See addendum version 11.*

<u>Length</u> Contact Hours: 1564 Instructional Weeks: 72 Instructional Weeks/Six 12-Week Academic Terms	Program Quarter Credits: 97 Credits
Total Clock Hours, including Recognized Out-of-Class Work Hours: 1564 clock hours	
Credential Awarded: Associate of Occupational Studies	Mode of Delivery: Residential

**OBJECTIVE**

Medical Assistants play an integral part in performing administrative and clinical tasks that support the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

**DESCRIPTION**

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back-office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment.

Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

**EXTERNSHIP**

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

**CAREER OPPORTUNITIES**

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

**Schedule**

Morning: 9:00 a.m. – 2:30 p.m. Monday through Thursday Evening: 6:00 p.m. – 11:00 p.m. Monday through Thursday

\*Required externship hours may be scheduled outside of typical class sessions. Externship hours will be available during typical office hours. Hours are subject to change.

## PLAN OF STUDY

*This section has been revised. See addendum version 11.*

Course Code	Course Title	Clock Hours	Credit Hours
AHP104	Basic Life Support	60	4
AHP105	Medical Terminology	60	5
AHP106	Medical Anatomy and Physiology	60	4
AHP114	Hematology and Phlebotomy	60	4
AHP201	Cardiovascular and EKG	60	4
AHP203	Pathophysiology and Pharmacology	60	4
AHP 210	Ethics and Regulatory Compliance for Allied Health	60	4
CMP 101	Computer Applications	60	4
CMP102	Computer Applications II	60	4
COM101	Communication*	60	3
ENG101	English Composition*	60	4
ENV101	Environmental Science*	60	4
MAS113	Medical Specialties I	60	4
MAS114	Medical Specialties II	60	4
MAS115	Administrative Medical Procedures	60	4
MAS117	Medical Records & Insurance	60	4
MAS212	Invasive Medical Procedures	60	4
MAS214	MA Skills, Certification Review & Patient Education	60	4
MAS241	Externship	160	5
MAT101	College Mathematics*	60	4
MOA109	Electronic Health Records	60	4
PSY101	General Psychology*	60	4
SOC101	Sociology*	60	4
PDC100	College Success	24	1
PDC200	Career Development	60	3
Total		1564	97

\* General education/other related courses

**NURSING**  
**HEGIS: 5208.00**

*This section has been revised. See addendum 7.*

<u>Length</u> Contact Hours: 1440 Clock Hours Instructional Weeks: 75 Instructional Weeks/Five 15-Week Academic Terms	Program Quarter Credits: 69
Total Clock Hours, including Recognized Homework Hours: 1440 Clock Hours	
Credential Awarded: Associate in Science	Mode of Delivery: Residential

Clinical courses require clinical hours at hospitals and skilled nursing facilities which operate 24-hours each day, seven days a week. The scheduling of clinical hours for some classes may be at times other than normal Saint Paul's School of Nursing hours, including late evenings, early mornings, and weekends. The assignment of externship and clinical hours is non-negotiable by students.

**Student Learning Outcomes - Associate Degree in Nursing Program**

As a member of the nursing profession, the graduate functioning within structured care settings will:

1. Demonstrate a sound theory base incorporating knowledge from nursing, liberal arts, and sciences.
2. Exhibit critical thinking skills necessary for promotion of self-care abilities.
3. Utilize concepts of communication, teaching, and research in providing quality health care to individuals, families, and groups throughout the life span.
4. Utilize the nursing process to identify requisites and deficits in patients in order to enhance self-care ability across the lifespan.
5. Integrate the three practice roles of the Associate in Science Degree in Nursing within the interdisciplinary health care system.
6. Practice nursing within the established scope of ethical and legal standards of the profession.
7. Accept personal and professional responsibility for the development of self-actualization of educational, professional, social, and community pursuits by emulating the mission statement.

Upon graduation, the graduate is eligible to apply to take the National Council Licensure Examination [NCLEX-RN], passage of which is required to obtain a license to practice nursing in the state of New York.

Graduation from the Associate Degree in Nursing program does not guarantee eligibility to sit for state licensure examination in this or any other state.

**PLAN OF STUDY**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
BIO105	Anatomy & Physiology I*	4	90
BIO106	Anatomy & Physiology II*	4	90
BIO300	Microbiology*	4	90
BIO301	Pharmacology*	3	45
ENG104	English Composition*	3	45
ENG204	Literature*	3	45
NUR100	Foundation Of Nursing Concepts	3	45
NUR101	Fundamentals/Medical Surgical Nursing I	5	120
NUR102	Therapeutic Communication	2	30
NUR103	Math For Meds	1	15
NUR105	Medical Surgical Nursing 2	5	135
NUR106	Pediatric Nursing	3	75
NUR201	Medical Surgical Nursing 3	5	135
NUR202	Psychiatric-Mental Health Nursing	3	75
NUR203	Obstetric And Neonatal Nursing	3	75
NUR205	Medical Surgical Nursing 4	5	135
NUR206	Professional Trends In Nursing	3	45
NUR207	Seminar For Licensure	0	
NUT100	Nutritional Therapy*	1	15
PSY 103	General Psychology*	3	45
PSY 203	Human Growth And Development*	3	45
SOC107	Principles Of Sociology*	3	45
Total		69	1440

\* General education/other related courses

Morning Classes: 8:00a-4:00pm Mon-Fri

Evening Classes 4:00p-11:00pm Mon-Fri

*Clinicals may run at any time/on any day for both day and evening programs*

# ACADEMIC POLICIES

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## ACADEMIC ACHIEVEMENT/GRADING

The progress and quality of students' work is measured by a system of letter grades and grade percentages. Grades are based on the quality of work as shown by written tests, laboratory work, clinical rotations or externships, term papers, projects and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may result in an "F" grade.

The grading scale, with equivalent percentages, is as follows:

Grade	Percentages	Quality Points
A	95 to 100	4.0
A-	90 to 94	3.7
B+	87 to 89	3.3
B	83 to 86	3.0
B-	80 to 82	2.7
C+	78* to 79	2.3
C	73 to 77	2.0
C-	70 to 72	1.7
D+	67 to 69	1.3
D	60 to 66	1.0
F	59 and below	0.0
P	Proficient in the course	N/A

Other letter grades used by Saint Paul's School of Nursing include:

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No

**Nursing Students.** The minimum grade of a "C+" (78%) is required to pass all nursing courses and the following prerequisite courses: *This section has been revised see addendum version 13.*

- Anatomy and Physiology
- Microbiology
- Nutrition
- General Biology

For successful completion of nursing and science courses, a minimum test composite score of 78% (total average of key graded assessments) and clinical, simulation, and laboratory performance grades of Pass ("P") are required. The minimum grade of "C-" (70%) is required to pass all other courses (non-nursing and non-required courses) in the program curriculum.

Often in order for graduating students to be eligible to sit for state licensing or national examinations, in some programs or in some courses within programs, specified course requirements may apply to achieve a passing grade and/or the designated minimum passing grade may be higher. Students who do not successfully complete specified course requirements or who earn a grade lower than the specified minimum passing grade for that course will have to retake that course. Please refer to the program and course syllabus for specific details.

Records of a student's progress are maintained by Saint Paul's School of Nursing. Course grades are issued to students at the end of each grading period. Students may check on their cumulative academic progress by logging into the student portal. When no portal is available, students may get a copy from the Registrar. A student receives a copy of a final grade transcript when all graduation requirements have been completed.

The cumulative grade point average (CGPA) is computed by multiplying the number of credits in each course by the grade points achieved in each and then dividing by the number of credit hours for all courses attempted. If a student repeats a failed course, the grade used in the CGPA calculation will be the highest grade earned in that course.

Some courses may have skills tests or clinical performance evaluations where a specific standard of performance is defined in the syllabus.

For the purposes of satisfactory academic progress and CGPA calculation:

- A course in which a student receives an "F" grade will be counted in credits attempted and it will be counted in the CGPA calculation.
- A course in which a student receives an "W" grade will be counted in credits attempted; it will not be counted in the CGPA calculation.
- A course in which a student receives a WF grade will be counted in credits attempted and it will be counted in the CGPA calculation.
- A course in which a student receives a "TR" grade will be counted in credits attempted and credits earned; it will NOT be counted in the CGPA calculation.

## **ACADEMIC HONORS**

Saint Paul's School of Nursing recognizes students who have achieved a better than average scholastic record.

### **The Dean's List** *This section has been revised see addendum version 13.*

Students who earn a grade point average between 3.50 and 3.99 for an academic term will be placed on The Dean's List.

Students acquiring The Dean's List status will receive a certificate designating their status. Students who achieved The Dean's List in the most recent term will be displayed prominently throughout the campus.

### **President's List**

Students who earn a 4.0 grade point average for an academic term will be placed on the President's List.

Students acquiring President's List status will receive a certificate designating their status. Students who achieved President's List in the most recent term will be displayed prominently throughout the campus.

### **Valedictorian**

The valedictorian represents both academic and personal achievement. The valedictorian will be selected from the group of students having a GPA of 3.70 or higher, the group who have earned High or Highest Honors. Saint Paul's School of Nursing Campus President will select a student from this group to be the valedictorian for the graduation ceremony based on additional input from faculty and staff about public speaking skills, personal achievements, and rapport with the class. The valedictorian's responsibilities may include representing and addressing the graduating class at the graduation ceremony.

## **CLINICAL EVALUATION**

Clinical and laboratory activities will be graded as Pass/Fail using approved grading rubrics that identify critical elements that must be judged satisfactory for passage. Any Pass/Fail element in the syllabus grading rubric will be considered necessary to achieve a passing grade in the course. Failure of clinical or lab will result in failure of the entire course. All elements of a course must be repeated when a course is repeated.

The instructor will provide feedback to the student regarding his or her progress in lab, simulation and clinical. In addition, a formative clinical evaluation will be completed at mid-term, and a comprehensive clinical evaluation will be completed at the end of each clinical rotation.

## **INCOMPLETE GRADE POLICY**

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if they are passing the course at that time and if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control and prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's

instructor will co-sign the form with the student and is responsible for obtaining approval signature from the Program Director, the Dean of Nursing or Director of Education before turning the form into the Registrar for recording.

All incomplete work must be completed and turned in for grading no later than 14 calendar days from the last day of the completed academic term. At that time, a grade of 0 (zero) will be given for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus.

Credits associated with courses in which an Incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at Saint Paul's School of Nursing. They bear no quality points and are not included in the calculation of CGPA.

### **Nursing Students**

All incomplete coursework must be completed and submitted for grading within one calendar week from the last day of the completed academic term. Any coursework not completed in this timeframe will receive a grade of 0 (zero) and the course grade will be determined in accordance with the criteria published in the course syllabus. In no case may a nursing student progress to the next term with a grade of "Incomplete."

Each student in an Associate Degree of Nursing program is required to successfully complete a capstone course that includes a comprehensive competency exam. The capstone course is taken in the final term of the program.

Successful completion of the capstone course requires the student to achieve no less than the minimum required score on the comprehensive exam. The specific information about the comprehensive examination and required minimum score is in the course syllabus.

### **COURSE REPEAT POLICY**

If a student fails a course, they must repeat it and earn a passing grade. All repeated courses must fulfill prerequisite requirements, and all courses must be passed for graduation. If a student withdraws from a course, they must successfully complete it according to prerequisite requirements. If a higher grade is achieved in the repeated course, it will be used to calculate the Cumulative Grade Point Average (CGPA). Repeated courses count towards credit hours earned/attempted for satisfactory progress. Repeated courses are marked with two asterisks on the official transcript.

Students who need to repeat a course (due to failure or withdrawal) must meet with the Dean of Nursing or Director of Education of Education to discuss their course plan before scheduling the retake. Students are also responsible for meeting with a financial aid officer to arrange payment for repeat courses, including any additional fees.

A student who fails a course must repeat it at the next available opportunity, subject to space limitations. A student who withdraws from a course must retake it as soon as possible. Failing or withdrawing from a course and the subsequent required repeat may interrupt enrollment, delay expected graduation, affect financial aid eligibility, and impact satisfactory academic progress.

### **Nursing Students** *This section has been revised See addendum 4 and 7.*

A nursing student will be dismissed from the program after earning a third failing grade in a nursing course, (refer to the syllabus for the definition of failing grade). Nursing courses are those with a NUR course code prefix.

### **COURSE AUDIT**

Any current student may audit a lecture class without charge, provided that seating space is available in the course of choice and that auditing a class does not interfere with the student's required course schedule. Arrangements to audit a class must be made with the Director of Education. Due to space limitations, students may not be permitted to audit laboratory or clinical/externship activities or experiences. A course audit status is also available when it is determined by the institution that a student on clinicals or externship requires an evaluation and improvement of skills. If it is necessary to remove a student from a clinical/externship site for auditing of a class, the student will not be charged tuition. During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned and will be assigned a grade of "AU"; neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit cannot last more than one half term or 6 weeks for MA courses and 15 weeks for Nursing courses. Auditing a class may lengthen the time it takes for a student to complete the program.

### **COURSE REFRESHER**

To refresh their knowledge and skills, graduates of Saint Paul's School of Nursing may enroll in up to two classes that were a part of their curriculum at the time of graduation with no tuition charge. Graduates seeking to take a refresher

course must contact the Dean of Nursing or Director of Education to determine availability of course(s). Because of space limitations, graduates may not be permitted to take laboratory or clinical/externship activities or experiences. Refresher courses are not graded, and no credit is earned. Graduates taking refresher courses must abide by current school rules and regulations, particularly in attendance and punctuality. Graduates will need to purchase the appropriate textbook(s) associated with the class.

## **TRANSCRIPT OF GRADES**

Students will be provided one official transcript of their grades upon completion of their program of study. Each additional transcript will cost \$10.00. All requests for student transcripts must be made in writing to the Registrar's Office.

## **GRADUATION REQUIREMENTS** *This section has been revised See addendum 7.*

Upon successful completion of all requirements of their chosen program of study, students will be awarded the Associate of Science or Associate of Occupational Studies degree that they have earned.

To be eligible for graduation, students must have:

- 1) Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
- 2) Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0.
- 3) Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog.
- 4) Verified satisfactory completion of all program criteria for graduation with the Dean of Nursing or Director of Education, Registrar, Financial Aid, and Career Services.
- 5) Returned any school property, including Student Appeal Process.
- 6) The student has made satisfactory arrangements with the Business Office to meet all financial obligations to Saint Paul's School of Nursing.

## **LICENSURE, CERTIFICATION, AND REGISTRATION**

Graduation does not guarantee eligibility to sit for licensure, certification, or registry exams.

As part of the licensure, certification, and registration application process, arrest and court records of final adjudication for any offense other than a minor traffic violation may be submitted to credentialing agency for review. Applicants who have been convicted of a felony and whose civil rights have not been restored may be considered to be incomplete by Saint Paul's School of Nursing until documentation of restoration of civil rights is received.

Students should consult with the credentialing agency for more specific information.

## **STUDENT HANDBOOKS**

Additional program policies and procedures are published in student handbooks, specific to each program, and are to be regarded as an integral part of this Catalog.

## **COUNSELING/ADVISEMENT** *This section has been revised. See addendum 3 and 9.*

Academic advising is available throughout the student's enrollment at Saint Paul's School of Nursing to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

Saint Paul's School of Nursing does not offer counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of Saint Paul's School of Nursing management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While Saint Paul's School of Nursing assistance program, for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

*\*If a student has a problem that cannot be addressed by Saint Paul's School of Nursing team members, that student is referred to WellConnect. WellConnect is a professional, confidential service provided by Saint Paul's School of Nursing here to give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you are in school. This 24-hour service is prepaid for by Fortis and there is no cost to the*

student. All members of campus have 24/7 access to licensed WellConnect counselors at 866.640.4777.

## **TUTORING**

Tutoring is available for all students. Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program. All tutoring is at no additional cost to students. Students who experience difficulty understanding and learning the material contained within the training programs should contact the instructor, program director, or the Dean of Nursing or Director of Education to schedule tutoring with an instructor. Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the instructor or the Dean of Nursing or Director of Education.

Students with unacceptable academic performance may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

## **ACADEMIC APPEALS** *This section has been revised. See addendum 4 and 7.*

The Student Academic Appeal policy provides students a way to appeal dismissal from their academic program. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the *SAP Appeals & Financial Aid Probation* section of the *Satisfactory Academic Progress* policy within this Catalog.

Students who wish to challenge a decision related to course-specific testing, classroom assignments, classroom policies or grades should first discuss their concerns with their instructor. If the issue is not resolved satisfactorily at that point, the student can bring the issue to the Dean of Nursing or Program Director for evaluation. The submission of an Academic Appeal is specifically for a student who has been notified of being dismissed from a program.

An academic appeal must be received within 14 calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Director of Education or the Dean of Nursing (for students enrolled in nursing courses) The appeal must include a description of the academic decision the student is requesting be reviewed and the relevant facts explaining the reason for a review of the decision.

The Dean of Nursing or Director of Education will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course and the Dean or designee and Campus President. This meeting will be held within seven calendar days of the Dean of Nursing or Director of Education receiving the student's written appeal. The student will be notified in writing (via mail and/or email) of the Academic Review Board's decision. The notification will be sent no later than the end of the 3rd business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from the school until the appeal is successful.

## **Academic Appeals - Nursing** *This section has been revised. See addendum 4.*

If a nursing student wishes to appeal a dismissal from the program due to a third failure in a NUR course, the student's appeal letter must describe the significant extenuating circumstances that directly affected the student's ability to successfully pass the courses. The appeal letter must also state the changes that have occurred in the student's circumstances that will support the student being able to successfully pass the course/s if the appeal is granted. Qualifying significant extenuating circumstances are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters. The Academic Review Board will make the determination of whether the person will be allowed to re-enter the program and define the requirements for re-entry. Students who are dismissed for three course failures and have their appeal granted to return are not permitted to re-enter in the term immediately following the dismissal. The return will require the student's written agreement to comply with the re-entry requirements.

If the person who has been dismissed or a student believes that he or she did not receive the appropriate due process, the person may submit a grievance by following the procedure described in the grievance policy section of this Catalog.

## **ATTENDANCE**

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training.

Attendance is taken daily in class by the instructor and turned over to the Registrar before the end of the class day. Early departures, tardies, and class cuts will be recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student's permanent academic record.

Students with chronic absenteeism in excess of 20% of the scheduled hours for a course may receive a failing or reduced grade for the course.

A student attending Saint Paul's School of Nursing will be withdrawn from any course he or she does not attend within a 14-day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he or she does not attend any course(s) within a 14-calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by instructors, program directors, and the Director of Education on a weekly basis with a focus on those who have been absent for 15% of the scheduled course. Students will be notified by phone, e-mail, or online in the student portal if their attendance is in danger of violating attendance requirements.

Students may appeal Saint Paul's School of Nursing actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, death of a family member, court appearance, or jury duty. Appeals should follow the standard grievances/appeals escalation process. That is, the student should first discuss the issue with his or her instructor.

#### **Additional Program Attendance Policies:**

A nursing student who accumulates two (2) absences in any one lecture, lab, or clinical during a semester will be placed on attendance probation for the duration of the semester. During the probationary period, the student cannot miss any class, lab or clinical time. Students who miss class, lab or clinical time during the probationary period will be dropped from the course and receive a failing grade. These students are permitted to register and re-enter the following semester (space permitting). Re-admission policies will apply.

A student who accumulates two (2) absences in any one semester after being readmitted from attendance suspension may be permanently dismissed from the program.

Some programs of study may have specific attendance policies. Students should refer to the student handbooks for those programs for more details.

A fee up to \$200 may be charged for an unexcused absence in a clinical experience. A fee of \$25 per hour may be assessed for an unexcused absence in lab or simulation.

#### **MAKE-UP HOURS/TIME FOR CLOCK HOUR PROGRAMS**

All clock hours of instruction must be completed in each course. Any student who is absent from any scheduled class will be required to make up the absent class or practical hours. Make-up hours must be approved and completed within the course in which the absence occurs. Make-up hours for theory class must be made up during alternate theory class times and practical make-up hours must be made up during practical class times. Make-up hours may be completed during alternate schedules, including the alternate daytime or evening schedule. All holidays and/or school cancellation days must be made up during alternate schedule periods. Special circumstances will be managed by the Program Director with approval from the Dean of Nursing or Director of Education or Campus President.

If absence at any time during the program exceeds more than 30 hours (one week), the student will be placed on a mandatory prescribed school schedule which may include Saturday school attendance.

#### **MAKE-UP WORK**

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor. See the *Incomplete Grade Policy*.

#### **TARDINESS/EARLY DEPARTURE**

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual instructors for any and all make-up work missed as a result of being late for classes or leaving early. Time missed in class due to students' tardiness or leaving early is recorded as time absent from class.

## ACADEMIC LEAVE OF ABSENCE

Students enrolled in term-based credit hour programs who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), are not able to resume training at the same point where the training was interrupted and therefore would not qualify for a Leave of Absence, but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, the request must be made prior to the first scheduled class day of a term or module and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, the Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied.

The following are the criteria for making application and approving an Academic Leave of Absence:

- 1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the ALOA. If unforeseen circumstances inhibit a student from making the ALOA request in advance, Saint Paul's School of Nursing may grant an ALOA on behalf of a student without prior written request as long as Saint Paul's School of Nursing can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.
- 2) In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an ALOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of W or WF for each course attempted in the term. The W or WF grade will be determined in accordance with the normal grading policy and will have the same impact as usual. ***SAP will need to be calculated for the student before a decision on the LOA is determined.*** If a student would be SAP Not Met after the W/WF grades for the current term are awarded, then the LOA is denied. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.
- 3) The applicant for the ALOA must have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 4) The initial leave period requested must be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from Saint Paul's School of Nursing. Saint Paul's School of Nursing cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into the School prior to the student's initial ALOA return date. In any 12-month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

## BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN)

SPN's will not exceed a 6-week period plus scheduled holiday breaks and must be non-consecutive. An SPN is used on the rare occasion that outside factors beyond the control of the institution occur, such as weather events or other outside factors that could prevent normal scheduled classes. The SPN status may also be employed to support a student's progression and is applied when a student has a course that is not available. The SPN status is not to be used in conjunction with externship courses or included in the Satisfactory Academic Progress calculation.

There are five required steps that must be completed prior to the approval of the SPN enrollment status:

- 1) The student must be currently enrolled and actively attending a program of study that delivers instruction in modules.
- 2) The student must have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 3) The student must be able to return to the same payment period, or term for which the SPN is granted. For standard term programs a SPN can only be granted in the first child module of the parent term.
- 4) The Campus President and Financial Aid Director **must** approve the SPN request.
- 5) Any SPN means that the School will not charge the tuition, books or fees for the module of instruction for which the student is not in attendance.

## **WITHDRAWAL**

In order to remain in "Active" status at Saint Paul's School of Nursing, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from Saint Paul's School of Nursing in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students who wish to withdraw from all of their courses, and therefore from Saint Paul's School of Nursing, must submit the request in writing to Saint Paul's School of Nursing. The withdrawal request is to be submitted to the program director/the Dean.

If a student is considering withdrawing from a course or from Saint Paul's School of Nursing, the student should contact and meet with the Director of Education or the Dean of Nursing (for students enrolled in nursing courses), or the Campus President in order to receive information about the possible options and to be fully aware of the implications of withdrawal from a course. Students may not be aware of the range of resources available to support their ability to continue in their academic program or may not be fully aware of the impact withdrawal may have on their academic standing, financial obligations or ability to complete the program. If a student decides to proceed with withdrawal, the student is required to notify the Campus President and the Registrar in writing and meet with the Director of Financial Aid to review and complete an acknowledgement of the Student Responsibility (see below).

Students who withdraw from a course or from Saint Paul's School of Nursing will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript.

**Nursing Students:** Students enrolled in nursing courses and required courses (anatomy and physiology, microbiology, nutrition), who withdraw from a course or from Saint Paul's School of Nursing will receive a grade of "W" if they withdraw before the end of the 8th week of a quarter-based course, or before the end of the 11th week of a semester-based course. If students withdraw in week 9 (for quarter programs) or week 12 (for semester programs) and thereafter, they will receive a "WF" grade for the course. The grade will be recorded on their transcript.

A "WF" grade is regarded the same as an "F" grade in determining Academic persistence and Satisfactory Academic Progress.

Nursing students are allowed only two course withdrawals (including both "W" and "WF") from nursing courses and/or required courses (anatomy and physiology, microbiology, nutrition) during the entire program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program.

## **EFFECTIVE DATE OF WITHDRAWAL**

If students provide notification of withdrawal, the effective date of the withdrawal will be the earliest of the following: the date on the written notification, the date it was received if there is no date on the notification, or the student's last day of attendance.

If students withdraw without written or verbal notice, or if students fail to return from a Leave of Absence, termination shall take effect on their last day of attendance.

## **DISMISSAL FROM THE PROGRAM AND SAINT PAUL'S SCHOOL OF NURSING**

Students who have been dismissed from Saint Paul's School of Nursing may not be eligible for re-instatement, unless the dismissal was due to failure to meet Saint Paul's School of Nursing standards of satisfactory academic progress, in which case the appeal process is to be followed.

## **STUDENT RESPONSIBILITY**

Whenever their schedules change, whenever a course is added, dropped, or when students withdraw from a course, students must meet with the Financial Aid Department in order to understand the impact of the change on their financial aid and financial obligations and must meet with the Registrar in order to review the impact of the change on their graduation date.

NOTE: Students who are contemplating withdrawing from a term should be cautioned that:

- The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.
- They must repeat all courses from which they elected to withdraw.
- There may not be space available in the class upon their return.
- They may have to wait for the appropriate course in the term to be offered again.
- Their graduation date may change.
- Their financial aid and/or tuition costs may be affected.

## **EDUCATIONAL DELIVERY SYSTEMS**

Courses are taught employing a combination of didactic, laboratory, and experiential or practical learning. The lecture, laboratory, and externship/clinical hours for a course are identified on the syllabus. Lab hours may be scheduled differently from classroom hours and may vary throughout the program.

Lecture classes are delivered by qualified instructors in a traditional residential classroom with appropriate learning resources such as textbooks and/or multimedia materials through internet access and computer projection devices.

Lab classes typically constitute hands-on learning activities either led, guided, or supervised by an instructor, or performed by students in groups or individually. Such lab activities may take place in a dedicated laboratory or a regular classroom with the appropriate learning resources and/or equipment and tools.

Clinical and/or externship courses typically take place at a qualified clinical/externship site, and students perform tasks under the guidance of a site supervisor and/or a clinical instructor.

## **CLOCK HOUR OF INSTRUCTION**

Clock hours of instruction consist of 50 minutes of instruction in a 60-minute period.

## **CLOCK TO CREDIT HOUR CONVERSION FORMULA**

### **Definition of a Credit Hour**

Saint Paul's School of Nursing uses the following clock hour to semester/quarter credit hour conversions:

One quarter credit hour is defined as:

- 10 hours of classroom or direct faculty instruction, plus out-of-class student work
- 20 clock hours of laboratory activities
- 30 clock hours of clinical/externship

One semester credit hour is defined as:

- 15 hours of classroom or direct faculty instruction, plus out-of-class student work
- 30 clock hours of laboratory activities
- 45 clock hours of clinical/externship

For all courses, except clinical/externship, one clock hour is defined as 50 minutes of class and 10 minutes of break time.

## **OUT-OF-CLASS WORK**

Out-of-class work or homework refers to learning tasks assigned to students to be completed outside of classroom or faculty instruction hours. An essential part of every program of study, out-of-class work enables students to master

course objectives and leads toward the achievement of overall program objective. Students are expected to complete approximately two hours of out-of-class work for each classroom or faculty instruction hour per week.

### **TYPES OF OUT-OF-CLASS WORK**

Common out-of-class work includes but is not limited to reading and writing assignments, mathematical problems, projects and case studies, worksheets, research work, journal entries, review of key concepts and principles, and other learning activities aimed at building and/or enhancing specific skills in a particular subject field. Out-of-class assignments are designed for various purposes such as reinforcing what students have already learned, preparing them for upcoming lessons, applying concepts and principles to new situations, or exercising their critical thinking and problem-solving skills in theoretical or practical cases.

### **ASSIGNMENT OF OUT-OF-CLASS WORK**

Out-of-class work is assessed in varied ways. Overall, out-of-class work accounts for no more than 20% of the final course grade. Typically specified in the outline portion of the course syllabus, out-of-class work is to be completed by the students on their own time outside of their scheduled class hours according to instructions by the faculty of the course.

### **MAXIMUM CLASS SIZE**

Course Component	Allied Health Programs	Nursing (AS)
Lecture	50:1	50:1
Lab	20:1	20:1
Clinical/Externship Rotation	1:1	10:1

### **COURSE PROGRAMMING**

Saint Paul's School of Nursing reserves the right to determine when each course is offered, to decide the number of credits a student may carry, and to make changes in programs or classes to better fit changing career requirements or student goals, objectives, and needs. Class size may vary depending upon the course.

Classes may be scheduled between 7:00 a.m. and 12 a.m., Monday through Friday; and 7:00 a.m. and 5:00 p.m. on Saturday.

Some courses require clinical hours at hospitals and skilled nursing facilities which operate 24-hours each day, seven days a week. The scheduling of clinical hours for some classes may be at times other than normal Saint Paul's School of Nursing hours, including late evenings, early mornings, and weekends. The assignment of externship and clinical hours is non-negotiable by students.

### **SAINT PAUL'S SCHOOL OF NURSING CLOSURES**

Saint Paul's School of Nursing reserves the right to close Saint Paul's School of Nursing during weather or other emergencies. Notice of closures may be broadcast on the radio or TV station, posted on the Student Bulletin Board and/or portal, or a recorded phone announcement of closure or delayed opening will be available to students by calling Saint Paul's School of Nursing telephone number.

In the event that Saint Paul's School of Nursing must cancel classes due to emergencies, Saint Paul's School of Nursing will determine the date and time of any required make-up for courses and inform the students as soon as possible. Make-up days will be posted on the student portal and/or Student Board.

### **COURSE ADD/DROP**

Students may not drop or add a course, except in certain circumstances. A student enrolled in multiple courses may have the ability to drop a course, but the student must be aware that dropping a course may affect the student's enrollment in multiple ways, including his or her financial aid eligibility, satisfactory academic progress, and graduation date.

### **CLINICALS AND EXTERNSHIPS**

1. Nature of policies in this section of the Catalog
  - a. The policies in this section pertain to all programs and to all students enrolled in those programs where the program requirements include a clinical rotation or externship. In this policy where the term "externship" is used, it is used as the generic term and is intended to cover all three of these types of academic experiences.

2. Nature of Clinical and Externship - educational purpose, status of students
  - a. Most programs at Saint Paul's School of Nursing are intended to prepare students for a specific career or profession. Therefore, the externship component of those courses is integral to academic requirements for preparation for the chosen career or profession. The externship closely reflects the student's future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and measurable professional qualities. While at the externship site, the student's status is that of student at the institution. The student is not an employee at the site. Students receiving education at clinical/externship sites may not be permitted to be paid for their time onsite.
3. Requirements that must be met prior to release to externship.
  - a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.
  - b. Students must have a CGPA of at least 2.0 in order to be eligible to be assigned to an externship site, be meeting the terms for satisfactory academic progress, and assuming successful completion of the externship, be able to complete the program within the maximum time frame specified by the SAP policy.
  - c. There are a wide range of program and site-specific requirements including, in some programs, mandatory vaccinations, immunizations, background checks, and health insurance. These requirements are disclosed to the student during the enrollment process and the student is required to sign an acknowledgement of the information disclosure.
4. Agreements
  - a. Saint Paul's School of Nursing maintains current agreements with all entities and locations where the student may be assigned for purposes of meeting the externship component of the program requirements. The standard agreement calls out the responsibilities of the site, the responsibilities of the institution, and the responsibilities of the student.
5. Site availability, assignment to a site
  - a. Students will meet with the externship coordinator or externship instructor during the course preceding any course with an externship component. This meeting will normally take place within 30 days from the day the student is scheduled to start the externship course. The externship instructor will review available sites with the student and select the venue that will best meet educational requirements. Student considerations for distance to travel and availability of transportation will be taken into account where possible. Generally, students are not required to find their own sites, rather they will be assigned to a site with whom Saint Paul's School of Nursing has an existing relationship. Should the student want to introduce a new site to Saint Paul's School of Nursing, Saint Paul's School of Nursing will need to inspect and evaluate the appropriateness of the site and its ability to meet the educational objectives of the externship course module, and to complete an agreement with that site before the student can attend there.
  - b. The student will be assigned to a specific venue and will be assigned specific regular hours of attendance that will enable the student to complete the externship within the timeframe specified in the program requirements if the student attends as specified.
  - c. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are convenient for the student; however, this may not always be possible. Students will be informed by the externship coordinator or instructor if there is state-specific regulation or guidance as to the distance the student is expected to travel.
6. Scheduling
  - a. A student must be scheduled to begin externship within 14 calendar days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within 10 scheduled externship days of the scheduled start dates, he or she must be terminated (dropped) from the program.
  - b. Hours of externships availability
    - i. For most programs, students are expected to make themselves available for externship duties between the hours of 8:00 am to 6:00 pm Mondays through Fridays or normal business hours for the site. For most programs, the level of supervision required is not available on nights and weekends so students enrolled

in night and weekend classes must plan accordingly. Night and weekend students sign a disclosure that they were made aware of this at the time of enrollment.

- ii. Students will be advised if their program requires an exception to this weekday, daytime scheduling of externship hours during the enrollment process and during their study.
- c. Length of day, maximum length of day
  - i. In the interests of safety and of effectiveness of the learning experience, a student will normally be expected to be on site at the externship location for between four and eight hours per day, five days a week or according to the site's schedule of business hours.

7. Attendance, reporting of attendance, notification of intention to be absent, or unexpected absence.

- a. The student must complete 100% of the hours specified in the program outline for externship.
- b. The student must report site attendance to the externship instructor daily. The Registrar will record attendance. A student who does not report attendance risks being in violation of the attendance policy. Violation of the attendance policy could cause the student to be dismissed from the school.
- c. Students are discouraged from being absent during the externship. Students must request prior approval from the site and the externship instructor for anticipated absences. Approval will be given only for extraordinary circumstance such as a death in the family, jury duty, military duty, or similar.
- d. Students must not be late or tardy to their site. Lateness will be counted for attendance purposes at externship sites the same way that lateness to class is accounted for under Saint Paul's School of Nursing's attendance policy. A student who is likely to be late must inform the site supervisor as soon as it is safe and feasible to do so.
- e. If more than 20% of the scheduled externship hours are missed, in accordance with the attendance and grading policy, the student will be considered to have failed the course and will be required to retake it when a suitable site becomes available. There may be a charge involved.
- f. In addition, in some programs, the student is required to attend meetings at Saint Paul's School of Nursing to discuss the progress, the experience, the program, and extern site instructors. Attendance will be taken at these meetings, but it will not count towards hours of attendance for the course or module.
- g. Make-up hours for lateness or absences are difficult to schedule. Make-up hours must be arranged with the site supervisor and externship instructor. Students should understand that make-up hours may not be contiguous to their scheduled end date.

8. Supervision on site

- a. Supervision
  - i. Students will be supervised on site either by a member of Saint Paul's School of Nursing staff or by a member of the site's staff. The student will be advised of the supervisor's name and contact information when the site assignment is given.
  - ii. If the student's supervisor is a member of the site's staff, a member of Saint Paul's School of Nursing staff will visit that site at least once during the time the student is assigned there to observe the student firsthand and to obtain feedback from both the student and the on-site supervisor.
- b. Sign-off on attendance
  - i. The student's supervisor must sign off on time and report back to Saint Paul's School of Nursing. It is the student's responsibility to get the supervisor's signature on his or her timecard.

9. Safety, confidentiality, professionalism

- a. Students are expected to observe and comply with all site and institutional requirements for safety and preservation of confidentiality. Students are expected to demonstrate professionalism in their interaction with all members of staff and members of the public at the site where they are assigned. Such professionalism includes appropriateness of communications. Allied health students may be required to sign a statement acknowledging confidentiality of patient records and the applicability of HIPAA laws.

10. Dress code, behavior, conduct, and rights and responsibilities

- a. At all times Saint Paul's School of Nursing policies and code of conduct including all student responsibilities are in force. These policies include the dress code policy, the drugs and alcohol policy, visitor policy, the anti-smoking policy, video and audio recording policy, and termination/expulsion policy.

- b. In addition, each site will advise the student during his or her site orientation of site-specific policies that the student is also required to observe. Violations of the site's policies are considered to be a violation of Saint Paul's School of Nursing policies and discipline will be administered accordingly, up to and including dismissal from the program.

11. Grading, student performance evaluation

- a. Academic
  - i. In order to receive a grade for the course, the site must turn in an evaluation of the student's performance during the time of assignment to the site.
  - ii. The grade cannot be turned in until all the required hours have been completed.
  - iii. The site will not assign a grade. Saint Paul's School of Nursing externship instructor will assign the grade based on first-hand observation and input from the site.
  - iv. The student is required to fill out a survey evaluating the extern site and experience.
- b. If the student has not performed sufficient hours to complete the externship by the scheduled end date, the student's grade for the module will automatically be turned to "Incomplete" and the student will be notified. The Incomplete grade policy will then be invoked: that is, the student has 14 calendar days within which to complete the required hours.

12. Program Specific Requirements

- a. There is a wide and extensive array of program specific conditions that a student must meet both in order to be eligible to attend education at an externship site and during the education experience itself. These conditions are often mandated by state regulators or accreditors. Saint Paul's School of Nursing also specifies conditions in order to maintain uniformity of high standards such that the institution's credentials will be valued in the workplace. These may include vaccinations, immunizations, background checks, drug tests, and other kinds of requirements. Students are informed of these requirements at the time of enrollment. Evidence of compliance is typically requested and must be presented when requested. The program director and/or externship instructor will meet with students to remind them of such requirements.
- b. In some states and for some programs, Saint Paul's School of Nursing is required to conduct a federal and/or state background check on the student. As part of that background check, Saint Paul's School of Nursing will request records about any prior criminal or drug related offenses. For some programs, the student's driving record may also be checked. See program specific requirements.
- c. There are a wide array of site-specific requirements, the most common of which is finger printing or conducting a background check.

13. Additional sources of information

- a. All students whose programs of study include an externship component are required to attend mandatory orientation held at the institution at least a week prior to their first day on an externship site.
- b. Additional information can also be obtained from the program director and/or the program's externship instructor.
- c. Any program specific requirements are stated in the program section of this Catalog.

## **ACADEMIC IMPROVEMENT PLANS**

The campus maintains an academic improvement plan, which includes plans for new programs, changes to existing programs, facility improvements, and changes to academic policies. Students may contact the President for copies of Saint Paul's School of Nursing Academic Improvement Plan.

## **FACULTY EVALUATIONS**

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assist Saint Paul's School of Nursing in making changes and modifications to improve the quality of programs, instruction, and student services.

## **LEARNING RESOURCE CENTER**

### **Mission Statement**

The mission of the Learning Resource Center (LRC) is to support and enhance the educational process at Saint Paul's School of Nursing, and to support the professional development and research needs of faculty and students.

Accessibility of current, relevant resources for users is the guiding mission in establishing all policies and procedures, in budgeting, and in decision-making.

### **Objectives**

The Learning Resource Center (LRC) seeks to enrich the educational experience of all users by providing users accessibility to a wide range of current and relevant materials and information services that promote education and cultivate life-long learning. The LRC seeks to fulfill the unique informational needs of the library community by providing access to electronic databases, web-based resources, print journals, media titles, and reference books. The LRC seeks to enrich faculty instructional strategy and delivery by providing access to internet technology and virtual access to databases and web-based resources in classrooms, laboratories, offices, and other learning spaces.

### **Definition**

The Learning Resource Center (LRC) is a library serving a number of academic programs. The Center is located in a defined learning space within Saint Paul's School of Nursing. The LRC houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of databases and web-based resources that are accessible on computers in the LRC or at any location in Saint Paul's School of Nursing. The LRC provides a quiet environment for study or research and is staffed by knowledgeable and trained professionals.

### **Learning Resource Center**

The Learning Resource Center (LRC) is an area serving a number of academic programs. The LRC is located in a defined learning space within Saint Paul's School of Nursing. The Learning Resource Center houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of databases and web-based resources that are accessible on computers in the LRC or at any location in the Institute. The Learning Resource Room provides a quiet environment for study or research.

## **CAREER SERVICES**

Career Services continuously promote professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the students by promoting Saint Paul's School of Nursing to prospective employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

All current and prospective students are entitled to review Saint Paul's School of Nursing completion rate and job placement rates. Statistics pertaining to these are updated and published annually. Copies are available from the Admissions Office or from the Registrar.

The Career Services staff aid graduates in finding employment by assisting with resume preparation, helping with development of interviewing skills, and identifying job leads appropriate for the graduates. They may set up job interviews for graduates.

Recent graduates and students approaching graduation receive first priority for job search assistance services.

Graduate candidates meet with the Director of Career Services or a member of the Career Services staff during their last term to discuss services available in their individual job search. Interviews with a member of the Career Services staff will normally be scheduled before a student is released to externship.

Obtaining employment is ultimately the graduate's responsibility. While the Career Services department will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the department.

Recent graduates who have not yet obtained employment in the field of their program should notify Saint Paul's School of Nursing Career Services Director of pending job interviews or any placement or change in status (continuing education, further education, job change, etc.). Graduates who have not yet obtained employment in the field of their program should contact the school frequently to inquire about job openings.

Prospective employers may request training-related information about students they could consider hiring. The student's academic and attendance patterns, as well as observable professional behavior, are factors that may be considered by prospective employers.

Students and graduates should also be aware that potential employers may conduct a criminal and/or personal background check. Students with criminal records that include misdemeanors or felonies (including those that are drug-

related) or personal background issues such as bankruptcy might not be accepted by these employers. Some agencies, institutions, and employers may require candidates for employment to submit to a drug test.

To comply with reporting requirements Saint Paul's School of Nursing reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, Saint Paul's School of Nursing may disclose personal information to the employer for the sole purpose of employment verification.

***While placement assistance will be provided, Saint Paul's School of Nursing cannot promise or guarantee employment or a specific salary.***

## TUITION AND FEES

*This section has been revised. See addendum 5, 7, 10 and 11.*

Program	Tuition	Admin & Tech Fee	Uniforms	Laptop Fee	Instructional material fee	Kit	Books	Grad Fee	Test Fee	Total Cost
Medical Assistant (A.O.S.)	\$31,434	\$150	\$75	\$424*	\$750	\$105	\$2,280	\$200	\$454	\$35,872
Medical Assistant (A.O.S.)	\$31,434	\$150	\$75	0*	\$750	\$105	\$2,280	\$200	\$454	\$35,448
Dental Assistant (A.O.S.)	\$32,781	\$175	\$75	\$424*	\$850	\$105	\$2,280	\$200	\$750	\$37,640
Dental Assistant (A.O.S.)	\$32,781	\$175	\$75	0*	\$850	\$105	\$2,280	\$200	\$750	\$37,216

*As of July 10, 2023, St. Paul's School of Nursing is no longer enrolling new students in the Associate of Occupational Studies – Dental Assistant program.*

*\*Laptop is required for the Medical Assistant and Dental Assistant Programs; Purchase from the School is optional.*

Nursing Programs	Tuition	Drug Fee	Admin & Tech Fee	Books	Laptop Fee	Scrubs	Kit	Grad Fee	Test Prep	Testing Fee	SLS Fee	Total Cost
Nursing (A.S.)	\$50,344	\$275	\$350	\$2,005	\$515*	\$75	\$200	\$300	\$1,200	\$681	\$138	\$56,083
Nursing (A.S.)	\$50,344	\$275	\$350	\$2,500	0*	\$75	\$200	\$300	\$1,200	\$681	\$138	\$55,568

*\*Laptop is required for the Nursing Program; Purchase from the School is optional.*

*Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.*

The Enrollment Agreement obligates the student and Saint Paul's School of Nursing by the Academic Semester for the program of instruction selected by the student. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this Saint Paul's School of Nursing catalog. The content and schedule for the programs and academic terms are described in this catalog. All tuition and fees are charged each Semester. A returned payment fee of \$25.00 may be charged for each returned check or rejected payment.

### **REFUND AND CANCELLATION POLICIES**

If an applicant/student cancels, withdraws, or is terminated by Saint Paul's School of Nursing for any reason, refunds will be made according to Saint Paul's School of Nursing Tuition Refund Policy. If a refund is due to the student, it will be paid within 30 days of the date that the student either officially withdraws or Saint Paul's School of Nursing determines that the student has withdrawn. All refunds will be calculated using the student's last day of class attendance.

The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Saint Paul's School of Nursing from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

### **TUITION REFUND POLICY**

A student wishing to officially withdraw should inform Saint Paul's School of Nursing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal, and is encouraged to do so in writing. A student who returns to Saint Paul's School of Nursing after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition and fees. A student's last date of attendance as documented Saint Paul's School of Nursing will be used to calculate any money the student owes and to calculate any refund the student is due. All other fees are non-refundable when the applicable item or service is provided to the student.

Student refunds are based on the formula below:

#### **Proportion Of First Quarter/Semester Taught Tuition Due**

- First Week 0%
- Second Week 20%
- Third Week 35%
- Fourth Week 50%
- Fifth Week 70%
- After Fifth Week 100% / No Tuition Refund

#### **Proportion Of Any Quarter/Semester After The First Quarter/Semester Taught Tuition Due**

- First Week 25%
- Second Week 35%
- Third Week 50%
- Fourth Week 70%
- After Fourth Week 100% / No Tuition Refund

### **BOOKS AND EQUIPMENT RETURN POLICY**

Saint Paul's School of Nursing does not participate in a buy-back program for textbooks, laptops, or other required course materials. Books and Equipment being returned must be returned in the original packaging, in original condition, within 14 days of receipt. E-Books will be considered in their original condition if the content has not been accessed or printed. Books and Equipment missing original packaging or having signs of use would prevent the sale of the item to other students and therefore will not be acceptable to be returned.

### **RIGHT TO CANCEL**

An applicant to Saint Paul's School of Nursing may cancel his or her enrollment to Saint Paul's School of Nursing and receive a full refund of monies paid. Written notice of cancellation is encouraged and should be mailed to Saint Paul's School of Nursing, postmarked no later than midnight on the fifth (5th) calendar day after the date of the applicant's Enrollment Agreement with Saint Paul's School of Nursing was signed by the student and a representative of Saint Paul's School of Nursing. The applicant may use a copy of his or her Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to Saint Paul's School of Nursing 2 Teleport Drive, Staten Island, NY 10311, Attention: Campus President. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees, to be paid within 30 days.

### **CANCELLATION/REJECTION POLICY**

Saint Paul's School of Nursing will refund within 30 days, all monies paid by an applicant who is rejected for enrollment by Saint Paul's School of Nursing or who enrolls in a program that Saint Paul's School of Nursing cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

**OTHER CHARGES** *This section has been revised. See addendum 7.*

Background check including medical document manager fee through Castlebranch \$195.25. Students may be required by an externship site to have an additional background check and/or drug test.

Clinical Make-Up Fee \$200 per make-up clinical

Basic Life Support (CPR) tuition fee, if needed \$100

A student must see the Registrar's Office and Financial Aid to discuss any program changes.

*See addendum version 14 for the Collections Policy.*

# FINANCIAL ASSISTANCE PROGRAMS

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Saint Paul's School of Nursing maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include the federal grant and state aid programs, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current guide, *Do you need money for college or career/trade school?*, published by the U.S. Department of Education. This important document may be obtained from Saint Paul's School of Nursing Financial Aid Office or online at <https://studentaid.gov/resources> and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available. In addition, Saint Paul's School of Nursing *Consumer Information Guide* contains more detailed information about financial assistance programs. The *Consumer Information Guide* is available online at <http://www.stpaulsschoolofnursing.edu/>.

## **FEDERAL PELL GRANT**

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available on-line at [www.studentaid.gov](http://www.studentaid.gov), or in paper form from high school counselors, at public libraries and Saint Paul's School of Nursing Financial Aid Office. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available from Saint Paul's School of Nursing Financial Aid Office.

## **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

Each year Saint Paul's School of Nursing makes a limited number of awards to students through the Federal Supplemental Educational Opportunity Grant (FSEOG) program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum. Consult Saint Paul's School of Nursing Financial Aid Officer for Saint Paul's School of Nursing -specific FSEOG policy.

## **FEDERAL DIRECT LOAN PROGRAM (FDLP)**

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need (need is the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact Saint Paul's School of Nursing Financial Aid Office.

## **FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) LOAN PROGRAM**

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by the US Department of Education. For additional information, students should contact Saint Paul's School of Nursing Financial Aid Office.

## **FEDERAL WORK-STUDY PROGRAM (FWSP)**

The Federal Work-Study Program (FWSP) program provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. The program encourages community service work and work related to a student's program of study. FWSP employment is arranged with public or private non-profit agencies off campus, and the work performed must be in the public interest. FWSP employment opportunities are also available on campus in a variety of student services positions. Eligibility for participation in the FWSP is determined by Saint Paul's

School of Nursing Financial Aid Office, based on the student's financial need and academic progress. Questions regarding the FWSP should be directed to Saint Paul's School of Nursing Financial Aid Office.

An FWSP request form is completed by interested students. Interested students must have completed a FAFSA and must have financial need remaining after other aid is awarded. If a position is available, a qualified student is notified of their acceptance into the FWS program. If a position is not available, a qualified student is advised to apply again at a later date once a position opens. If an applicant for FWSP does not qualify for the FWS program, he or she is notified by letter.

### **VETERANS' BENEFITS**

Saint Paul's School of Nursing is approved for participation in various funding programs offered through the Veterans' Administration. Information on eligibility requirements and applications can be obtained from the Financial Aid Office. A student entitled to educational assistance under chapter 31 or 33, should submit a certificate of eligibility as early as possible, but no later than the first day of class. Students who request in writing to use their chapter 31 or 33 entitlement and provide all necessary information for a timely certification of enrollment will receive a budget sheet or financial aid award letter outlining these benefits which would be used to pay for costs the student will incur. In such cases, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided under chapter 31 or 33.

For Students receiving Veterans Administration (VA) funding, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link:

<http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

### **SCHOOL, PRIVATE, STATE, AND LOCAL FINANCIAL RESOURCES**

Sources (where applicable) of state, local, and other private aid include state grants, scholarships, and agency funding, which are available from organizations such as those listed below. Note that these sources are separate from federal student financial aid sources and private lending sources. Please consult the Financial Aid Office or funding grantor for additional information.

The state's higher education webpage may be visited for more information on specific state grant options. Students interested in scholarships are encouraged to search using FinAid!, a leading scholarship search provider for students. Their free service matches scholarships to the student's specific qualifications and can be accessed online at [www.FinAid.org](http://www.FinAid.org).

### **BUREAU OF INDIAN AFFAIRS AID TO NATIVE AMERICANS HIGHER EDUCATION ASSISTANCE PROGRAM**

To be eligible, the applicant must:

- Be an enrolled member of an American Indian, Eskimo or Aleut tribe, band or group recognized by the Bureau of Indian Affairs
- Be enrolled in or accepted for enrollment as an undergraduate in an approved degree-granting institution.
- Be pursuing at least a two-year degree
- Demonstrate financial need.

Depending on availability of funds, grants may also be made to summer semester students. Priority is given to applicants in the following order:

- Continuing awards
- Applicants enrolled on reservations
- Applicants already enrolled.

Application forms may be obtained from and submitted to the Bureau of Indian Affairs, Federal Building, Room 523, 100 South Clinton Street, Syracuse, NY 13026-0043. Application is necessary for each year of study. The strictly observed application deadlines are as follows:

Fall semester, July 1  
Spring semester, October 15  
Summer semester, May 15.

An official need analysis from the Financial Aid Office is also required each year. Moreover, each first-time applicant must obtain tribal enrollment certification from the enrollment clerk who records enrollment for the tribe. Awards are contingent upon available funds and are based on financial need. Award amounts are equal to the difference between total student expenses and financial assistance from all other sources, as indicated by financial aid administrators.

### **TUITION ASSISTANCE PROGRAM (TAP)**

Grant eligibility requirements:

TAP, the New York State Grant program is an entitlement program. Each applicant for TAP must meet the following eligibility requirements:

1. Be a New York State resident for a minimum of 12 months and U.S. citizen, permanent resident alien, a paroled refugee or a conditional entrant to the United States.
2. Be enrolled full-time and matriculated in an approved New York State postsecondary institution.
3. Not be in default on a government student loan
4. Be charged tuition of at least \$200 per year.
5. Have a cumulative "C" average after receipt of two annual payments.
6. Have a high School diploma or GED.
7. Have a valid social security number; and meet income eligibility requirements.
8. Complete the Free Application for Federal Student Aid (FAFSA). The Higher Education Services Corporation (HESC) will then send the student an Express TAP Application (ETA), which the student will complete and return to HESC. The Higher Education Services Corporation determines each applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of the grant. The amount of the TAP award is scaled according to type of School, level of study, tuition charge, and net taxable income.

#### **Academic Eligibility Requirements**

New York State Education Department regulations require that students applying for the Tuition Assistance Program (TAP) must meet both the School's Standards of Satisfactory Academic Progress and the TAP Pursuit of Program requirements to maintain eligibility for the program. Students who are not in compliance with these standards will have their awards suspended and may re-establish eligibility only after providing acceptable evidence of their ability to successfully complete the program.

#### **Tap Pursuit of Program Requirements**

Students must complete courses (achieve a passing or failing grade) in the following percentages of a full-time program (at least 12 credits per quarter/semester) in each quarter/semester in which TAP is received to continue eligibility for TAP payments: 50% of the full-time program in each quarter/semester in the first year; 75% of the full-time program in each quarter/semester in their second year and 100% of their full-time program in each quarter/semester in their third and fourth years.

#### **Failure To Maintain Satisfactory Academic Progress**

A student who exceeds the maximum number of hours allowed for degree completion will be suspended from future financial aid until the reason for the excessive hours can be adequately documented.

A student who either fails to achieve the required cumulative Graduation/Retention GPA, or to complete at least 66.67% of the total hours attempted, will be placed on financial aid probation for the following semester of enrollment at SPSON. Students may receive financial aid while on probation.

At the end of the probationary period, if a student is meeting the Satisfactory Academic Progress requirements, he/she will regain unconditional eligibility for federal financial aid programs. If a student has not met the requirements, he/she will have eligibility for federal financial aid suspended. Please see below.

#### **Financial Aid Suspension**

A student denied assistance based on the Satisfactory Academic Progress Policy may submit a written appeal to the Appeals Committee. An appeal form is included in the suspension notification letter. The appeal and supporting documentation must be received in the SPSON Registrar's Office by the deadline reflected in the suspension notification letter. The appeal should speak in detail to mitigating or extenuating circumstances that affected the student's academic performance, i.e., severe physical injury or mental trauma.

A student suspended for exceeding the maximum hours allowed for degree completion should also have the Registrar complete the "Remaining Hours Required for Degree Completion" form if extenuating circumstances require the student to exceed the maximum hours limit. The form is included in the suspension notification letter.

Action taken on a financial aid appeal is final and is transmitted to the student in writing by the Appeals Committee. Depending upon the timeliness of the appeal, it is possible for a student to have an appeal denied and also not be entitled to a refund of charges if the student chooses to withdraw from classes. A student who enrolls and attends class whose appeal is subsequently denied will be eligible for a refund of charges based solely on the refund policy in the SPSON Catalog.

A student suspended for reasons other than exceeding the maximum number of hours for degree completion who does not appeal, or whose appeal is denied, may be reinstated on a probationary basis by meeting both of the following criteria:

1. Achieve the required cumulative Graduation/Retention GPA or the required Semester GPA (Undergraduate = 2.00); and,
2. Successfully complete 66.67% of the total cumulative hours attempted or 66.67% of the hours attempted for that semester/quarter.

A student may regain eligibility by attending SPSON for the academic year without the benefit of federal financial aid and meeting the SAP eligibility criteria. A student may also regain eligibility by transferring work into SPSON from an accredited institution. Transfer work must be reflected on the SPSON transcript to be considered for purposes of federal financial aid eligibility.

**Standard Of Satisfactory Academic Progress For The Purpose Of Determining Eligibility For State Student Aid**

*Effective 2010-11 for non-remedial students receiving first NYS award payment in 2010-11 and thereafter.*

<b>Programs: Associate Program</b>						
<b>Calendar: Semester 2010-11 and therefore (non-remedial students)</b>						
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th
A Student Must Have Accrued at Least This Many Credits	0	6	15	27	39	51
With at Least This Grade Point Average	0	1.3	1.5	1.8	2.0	2.0

<b>Programs: Associate Program</b>									
<b>Calendar: Trimester 2010-11 and therefore (non-remedial students) - C average must be met by 7<sup>th</sup> payment</b>									
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
A Student Must Have Accrued At least This Many Credits	0	2	6	14	22	30	38	46	54
With At Least This Grade Point Average	0	1.0	1.3	1.5	1.5	1.8	2.0	2.0	2.0

The 2010-11 enacted NYS budget mandates the following standards of progress, enacted in 2006-07, shall be used for non-remedial students who first receive State aid in 2007-08 through 2009-10.

**Second Degree**

According to New York State Education Law, an eligible student is entitled to up to four years of Tuition Assistance Program (TAP) awards: five years at the undergraduate level if the student is enrolled in an approved five-year program. Effective with the 2010-11 academic year and thereafter, New York State law does not provide TAP funding for graduate students.

TAP is available for students with remaining eligibility who enroll for a second degree at the undergraduate level. However, the law limits a student to three years of TAP if enrolled in a certificate program or an associate level degree program.

### **Beneficial Placement**

Beneficial placement is a policy that applies when a recipient of State student aid in good standing transfers to another institution or, within the same institution, changes academic programs.

Beneficial placement applies only with respect to satisfactory academic progress and means that a student can be re-positioned on the progress chart based either on the number of credits accrued (earned) or aid payments received, whichever is more beneficial to the student.

In the case of student transferring/changing programs within an institution, the same beneficial policy would apply, providing the student is in good academic standing at the time of the change of program. A student who has failed to maintain good academic standing cannot regain eligibility by changing programs in the same institution.

Beneficial placement does not have a bearing on the pursuit of program requirement. For example, if a student has received four or more State award payments, the student is at the 100 percent pursuit level and must complete/get a grade in the minimum full-time or part-time course load to satisfy this requirement.

Although the student's total entitlement of four years of undergraduate TAP is not affected by beneficial placement, this policy does permit a student in situations similar to the examples above time to adjust to a new institution or new program by having to meet credit accrual requirements at a more gradual rate than might otherwise be the case.

#### **TAP CALENDAR FOR A SEMESTER PROGRAM: ASSOCIATE DEGREES**

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th
A Student Must Have Accrued At least This Many Semester Credits	0	6	15	27	39	51
With At Least This Grade Point Average	0	<b>1.3</b>	1.5	1.8	2.0	2.0

#### **TAP CALENDAR FOR A QUARTER PROGRAM: ASSOCIATE DEGREES**

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
A Student Must Have Accrued At least This Many Quarter Credits	0	2	6	14	22	30	38	46	54
With At Least This Grade Point Average	0	1.0	1.3	1.5	1.5	1.8	2.0	2.0	2.0

### **OTHER NEW YORK STATE AWARDS**

New York State residents may also be eligible for the following scholarships and grants:

- Regents Awards for Children of Deceased or Disabled Veterans.
- Regents Awards for Children of Deceased State Corrections.
- Memorial Scholarships for Children and Spouses of Deceased Police Officers and Firefighters.
- Flight 3407 Memorial Scholarship
- Flight 587 Memorial Scholarship
- NYS Scholarships for Academic Excellence
- Military Service Recognition Scholarship
- World Trade Center Memorial Scholarship

## **INDIVIDUALS WITH DISABILITIES**

Students who are medically diagnosed with a physical, developmental or emotional disability may be eligible for a grant that would help cover tuition, fees and the cost of books. Please contact the Office of Vocational and Educational Services for Individuals with Disabilities (VESID) for more information, or visit their website at [www.vesid.nysesd.gov](http://www.vesid.nysesd.gov).

## **VERIFICATION**

A student's Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax/income information as directed by the Financial Aid Office.

Saint Paul's School of Nursing has developed policies and procedures regarding the verification of information provided by the FAFSA under the Title IV Programs. For more information regarding the policies and procedures for verification, please consult Saint Paul's School of Nursing Consumer Information Guide or contact the Financial Aid Office.

## **RETURN OF TITLE IV FUNDS POLICY**

If a student withdraws from Saint Paul's School of Nursing and the student received Title IV Federal Student Aid (FSA) assistance during the period (the specific term, quarter, or payment period for which the Return to Title IV refund must be calculated), Saint Paul's School of Nursing must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV (R2T4) funds formula. The Title IV FSA program rules may require a return to the Federal government of all, or a portion of, the amounts disbursed during the term. The amount of FSA assistance earned by a student is based upon the amount in one of the following formulas. Students should consult their Financial Aid officer regarding their program's specific measurements.

Credit Hour Programs:

$$\frac{\text{No. of Days Completed in the Payment Period through Withdraw Date}}{\text{Total Number of Days in the Payment Period}}$$

Clock Hour Programs:

$$\frac{\text{Clock Hours Scheduled to be Completed through the Withdraw Date}}{\text{Total Clock Hours in Period}}$$

Note: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved leave of absence are excluded from both the numerator and denominator. Percentages are calculated to the fourth decimal place.

Based on the calculation, through the 60% point in each period, a pro rata schedule is used to determine how much Title IV FSA funding the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV FSA funds. (Sample Return of Title IV calculations are available from the institution's Financial Aid Office upon request.)

Title IV FSA funds that require refund are credited in the following order:

- Unsubsidized Direct Stafford loans (other than Graduate PLUS loans)
- Subsidized Direct Stafford loans.
- Direct PLUS
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)

## **RETURN OF UNEARNED FSA FUNDS**

Saint Paul's School of Nursing must return the lesser of the following:

- The amount of FSA Program funds that the student does not earn, OR
- The amount of institutional costs that the student incurred for the period multiplied by the percentage of funds that were not earned. Earned means the percentage of funds that were earned over time (during the term) by the student.

If there are additional FSA funds that must be returned, the student must return or repay, as appropriate:

- Any FSA loan funds in accordance with the terms of the loan.
- Any remaining unearned FSA grant (Not to exceed 50% of the grant as an overpayment of the grant; Saint Paul's School of Nursing currently refunds the Student Grant Overpayment on behalf of the student.)

If a student earned more aid than was disbursed, Saint Paul's School of Nursing may owe the student a Post-Withdrawal Disbursement (PWD) which must be paid as soon as possible, but no later than 180 days from the date the school determined the student withdrew (for loans) or no later than 45 days from the date the school determined the student withdrew (for grants). The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a PWD of Title IV loan funds; however, if the student (or parent in the case of a PLUS loan) is eligible to receive a PWD of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a PWD. A PWD of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. Saint Paul's School of Nursing will seek the student's authorization to use a PWD for all other educationally related charges in addition to tuition and fees. All Direct Loan refunds will be made by EFT to the U.S. Department of Education and COD disbursement records will be updated when refunds are made. The student is notified by letter from Saint Paul's School of Nursing of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

Saint Paul's School of Nursing is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

The information presented above is subject to change based on Federal regulations.

## **ADDITIONAL INFORMATION REGARDING FINANCIAL ASSISTANCE PROGRAMS**

For additional information on the following topics, students should consult Saint Paul's School of Nursing Consumer Information Guide, which is available online at <http://www.stpaulsschoolofnursing.edu>.

- *Loan Repayment and Counseling*
- *Terms and Conditions for Federal Loan Deferments*
- *Student Lending Code of Conduct*
- *Private Education Loans*
- *EA Institutional Loans*
- *Preferred Private Education Loan Lender List*

## **SATISFACTORY ACADEMIC PROGRESS**

Saint Paul's School of Nursing Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are used primarily to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by Saint Paul's School of Nursing for continued enrollment.

### **SAP Evaluation Periods**

The Institute's SAP standards measure a student's satisfactory academic progress at the end of the student's payment period. The Institute will provide, at a minimum, a cumulative academic grade report to each student at the end of each payment period, which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all courses and credits attempted and completed and a cumulative grade point average. Second and subsequent evaluation and payment periods do not begin until the student has completed all of the clock hours required in the prior payment period. Excused hours of absence are permitted up to a maximum of 10% of the scheduled clock hours, unless the excused clock hours need to be completed to meet graduation or licensure requirements.

### **Maximum Time Frame**

The maximum time frame in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in his or her educational program.

### **Quantitative Requirement - Credit Completion**

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a "W," "WF," or "F." All courses for which a student receives a grade, whether passing or failing, a withdrawn ("W"), a withdrawn failing ("WF"), or a repeated course are counted in determining credits attempted. Transfer credits accepted for the student's program, as well as "CR" credits, will be counted as credits attempted and credits completed. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted below. (See Credit Completion requirements at each Evaluation Level in the charts below.)

### **Qualitative Requirement – Cumulative Grade Point Average (CGPA)**

Saint Paul's School of Nursing measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's CGPA, except that of a withdrawal ("W") or incomplete ("I") will not be included in determining a student's cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA. (See CGPA requirements at each Evaluation Level in the charts below.)

### **Academic/Financial Aid Warning**

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate "Evaluation Level" will receive written notification from the Director of Education or his/her designee stating that he or she is being placed on an Academic/Financial Aid Warning. A student in Academic/Financial Aid Warning status will have one additional semester/quarter to correct the deficiency and meet the minimum requirements at the end of his or her next semester/quarter. The Academic/Financial Aid Warning period shall be one semester/quarter. The student will remain eligible for federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of federal student assistance under Title IV of the Higher Education Act and will be dismissed from the School unless the student submits an Appeal (see description below) and is granted a "Probationary" period by the Financial Aid Committee ("Committee"). A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.

### **SAP Tables**

The following charts provide the minimum quantitative and qualitative requirements for each evaluation level.

#### **Medical Assistant/ Dental Assistant**

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	50%	2.00
3	32.5 to 48	66.67%	2.00
4	48.5 & higher	66.67%	2.00

#### **Nursing**

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA

1	1 to 12	50%	1.75
2	12.5 to 24	50%	2.00
3	24.5 to 36	66.67%	2.00
4	36.5 & higher	66.67%	2.00

In addition, for those programs that are more than two academic years in length, a student must have a "C" average at the end of the second academic year in order to maintain satisfactory academic progress.

### **SAP Appeals and Financial Aid Probation**

Students who fail to meet satisfactory academic progress requirements after an Academic/Financial Aid Warning period are permitted to appeal the termination of their federal financial aid eligibility and termination from Saint Paul's School of Nursing if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. An SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Warning period. All appeals must be submitted in writing to the Director of Financial Aid. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Campus President, the Dean of Nursing or Director of Education, and Financial Aid Director, or their designees.

The Financial Aid Committee may grant one additional Quarter, or Semester as a Financial Aid Probationary period, approve an "Academic Improvement Plan," which may require the student to fulfill specific terms and conditions, or deny the appeal. By approving an additional Quarter, or Semester as a Financial Aid Probation Period, the Committee determined that the student should be able to meet Saint Paul's School of Nursing satisfactory academic progress standards by the end of that Quarter, or Semester. The Committee, in conjunction with the student, may also develop and approve an individual Academic Improvement Plan if the Committee determines that the student's circumstance warrants. The Academic Improvement Plan will measure incremental improvement, and if the student does not meet the incremental improvement requirements, the student would no longer be eligible for federal financial aid assistance and would be terminated from Saint Paul's School of Nursing. The Academic Improvement Plan must also ensure that the student is able to meet SAP standards by a specific point in time.

If the appeal is approved by the Committee, the student will be eligible for federal student assistance (Grants, Loans, & FWS) during a Financial Aid Probationary Quarter, or Semester or the period of an Academic Improvement Plan. If a student submits a timely and complete written appeal to the Financial Aid Director, Saint Paul's School of Nursing may permit the student to continue his or her enrollment while the appeal is pending; however, the student would be responsible for the full payment of his or her tuition and fees if his or her appeal is not successful. The SAP appeal decision of the Financial Aid Committee is final, and the Committee's decision will be provided to the student in writing within 30 days of the appeal filing.

If a student successfully appeals his or her loss of federal financial aid eligibility, the student's financial aid eligibility will be re-established. In most cases, the Committee will place the student on an SAP Financial Aid Probationary status for one additional term or establish a time frame for meeting the minimum requirements under an Academic Improvement Plan.

### **Cancellation of Aid**

If a student's financial assistance is cancelled for failure to meet satisfactory academic progress standards after either a SAP Academic/Financial Aid Warning period or a SAP Financial Aid Probationary period, the student will be notified in writing informing him or her of the cancellation of federal financial aid and termination from Saint Paul's School of Nursing as well as the requirements for the submission of an appeal and the requirements for re-admission to Saint Paul's School of Nursing.

### **Re-Establishment of Satisfactory Academic Progress at the College and Reinstatement of Financial Aid**

Students who have been terminated from Saint Paul's School of Nursing for failure to achieve satisfactory academic progress may qualify for readmission to Saint Paul's School of Nursing for the purposes of reestablishing their satisfactory academic progress. However, during this period, students will not be eligible to receive any form of federal financial aid.

Students may regain federal financial aid eligible by achieving the minimum qualitative and quantitative standards. Students can accomplish this by raising their cumulative GPA and/or completing an appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be achieved by successfully completing the necessary course(s) at Saint Paul's School of Nursing at students' own expense or through transferring credits into Saint Paul's School of Nursing.

When a student who has lost his or her eligibility to receive federal student assistance meets the required cumulative GPA and/or the appropriate minimum percentage of cumulative credits completed, their financial aid eligibility may be reinstated. Students are responsible for notifying the Financial Aid Director and the Dean of Nursing or Director of Education in writing when they believe they have corrected their satisfactory academic progress deficiencies.

#### **Transfer and Readmitted Students/Students Changing Majors**

If a student transfers to Saint Paul's School of Nursing from another postsecondary institution, the transfer credits that were accepted by Saint Paul's School of Nursing will count as credits attempted and credits completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into Saint Paul's School of Nursing, changes program of study, or seeks to earn an additional credential, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress standing and the appropriate evaluation level for the student in terms of establishing the total number of credits attempted and completed at each of the student's evaluation periods.

Students receiving federal financial aid may repeat a course in accordance with Saint Paul's School of Nursing academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at Saint Paul's School of Nursing, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion. Students may receive financial aid for each repeated course provided that a student may not repeat a passed course more than once.

#### **Remedial Courses**

Credits associated with remedial courses will not count as either credits attempted or Minimum Cumulative Credits Completed at Saint Paul's School of Nursing.

#### **Termination *This section has been revised. See addendum 4.***

Saint Paul's School of Nursing reserves the right to terminate a student's enrollment if, during the student's program of study, Saint Paulprogress or Nursing determines that the student has failed to maintain the minimum standards of satisfactory academic progress, or has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with Saint Paul's School of Nursing rules and regulations as published in Saint Paul's School of Nursing Catalog; or has failed to meet his or her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from Saint Paul's School of Nursing for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student making an application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

# STUDENT POLICIES

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## STUDENT RIGHTS

Students accepted into an academic program of study at Saint Paul's School of Nursing have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and an explanation by Saint Paul's School of Nursing of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by Saint Paul's School of Nursing.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the laboratory areas. Cell phones are not allowed to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time.

## BEHAVIOR AND STUDENT ACCOUNTABILITY

### Student Responsibilities and Standards of Professional Conduct

The following are student responsibilities:

- Attend classes regularly.
- Make the most out of his or her educational experience.
- Maintain satisfactory grades.
- Know and observe Saint Paul's School of Nursing rules and regulations governing conduct.
- Become informed and express his or her opinion.
- Not to discriminate against any other person because of race, age, sex, sexual orientation national origin, or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others.

At all times, all personal property is the sole responsibility of the student, and Saint Paul's School of Nursing does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

## **Standards Of Student Professional Conduct – Academic Integrity** *This section has been revised. See addendum 9*

All incidences of academic dishonesty and violations of academic integrity will be disciplined. Such acts cannot be listed exhaustively but examples include:

- Cheating.
- Plagiarism - Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student; copying the work of others, allowing another student to copy from the student.
- Unauthorized use of notes or materials in exams, including talking to other students.
- Forging or altering assignments.
- Un-permitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.
- Allowing others to copy or use work that is not his or her own.
- Providing answers from graded assignments to others.

## **Standards Of Student Professional Conduct – General Conduct**

As students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

A list of forms of misconduct can only be used as a reference- it is not all-inclusive. Examples of conduct that may lead to disciplinary action up to and including dismissal, include:

- Knowingly furnishing false information to Saint Paul's School of Nursing.
- Theft of Saint Paul's School of Nursing property; theft, damage, forgery, alteration, misuse or mutilation of Saint Paul's School of Nursing documents, records, identification, educational materials, or property.
- Interfering with the right of others to an education; violation of safety and security rules, bringing animals or children into class.
- Hazing, on or off Saint Paul's School of Nursing property (Also see Anti-Hazing policy)
- Discourteous, disruptive or disrespectful to fellow students, faculty, and staff on or off campus.
- Physical or verbal abuse of any person or engaging in conduct, which threatens or endangers the health or safety of others.
- Unauthorized entry or use of facilities.
- Intentional or unauthorized interference with a right of access to Saint Paul's School of Nursing facilities or freedom of movement or speech of any person on the premises.
- Unlawful possession, use, or distribution of illicit drugs and alcohol on campus or during any student activities. If a student appears to be under the influence of drugs or alcohol in a clinical, class, or laboratory experience, that student will be removed from the learning experience. A student thought to be under the influence of drugs or alcohol will be mandated to have a Rapid Drug Screen and/or a Breath Alcohol level performed within 45 minutes of being removed from the learning experience; these tests will be at Saint Paul's School of Nursing expense.
- Use or possession of firearms, ammunition, or other dangerous weapons or substances prohibited by law.
- Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression.
- Violation of federal, state, or local ordinances including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which violation occurs on Saint Paul's School of Nursing property or at a Saint Paul's School of Nursing function (Please refer to the Drug Free Policy established by Saint Paul's School of Nursing for further information.)
- Unauthorized solicitation of students, staff, or faculty on-campus or online for any product or service.
- Misuse of electronic equipment, copiers, faxes, e-mail accounts, or internet services, including viewing any material or sending any message that is obscene, harassing, or threatening to any individual.
- Aiding, abetting, encouraging, or participating in a riot.
- Failure to comply with the verbal or written directions of any Saint Paul's School of Nursing official acting within the scope of his or her authority or resisting a security officer performing his or her duty.
- Aiding and abetting or inciting others to commit any act of misconduct.
- Violating the dress code policy. (Please refer to the Dress Code Policy established by Saint Paul's School of Nursing for further information.)

## **ANTI-HAZING POLICY**

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by Saint Paul's School of Nursing, for the purpose of initiation or admission into an affiliation with any organization recognized by Saint Paul's School of Nursing.

Hazing includes, without limitation, the following as determined by Saint Paul's School of Nursing: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.

- Hazing is a violation of Saint Paul's School of Nursing Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from Saint Paul's School of Nursing.

## **COPYRIGHT PROTECTION POLICY**

Students will be held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials and are expected to report violations if they become aware of them.

Additional information is included in Saint Paul's School of Nursing *Consumer Information Guide*, available online at <http://www.stpaulsschoolofnursing.edu/>

## **VIDEO-RECORDING OR AUDIO-RECORDING POLICY**

In the interests of an appropriate academic atmosphere in the classroom and encouragement of class participation, video- or audio- recording is not permitted without prior approval of the Director of Education.

## **INTERNET USAGE**

Internet access to global electronic information resources on the World Wide Web is used by the campus to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via the campus computer communications systems is considered to be part of the official records of the school and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided via the Internet are the property of Saint Paul's School of Nursing. As such, Saint Paul's School of Nursing reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the school's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

Abuse of the Internet access provided by Saint Paul's School of Nursing in violation of law or school policies will result in disciplinary action, up to and including dismissal. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing, or posting discriminatory, harassing, or threatening messages or images.
- Stealing, using, or disclosing someone else's code or password without authorization.

- Copying, pirating, or downloading software and electronic files without permission.
- Violating copyright law.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission.
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of Saint Paul's School of Nursing Full name, titles and positions in any publication that may be perceived as offensive.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Posting on behalf of Saint Paul's School of Nursing, without explicit permission from the Campus President of Saint Paul's School of Nursing.
- Posting or discussing confidential patient/client information related to externship and clinical experiences, or any information or photographs concerning patients/clients or their families.
- Posting work-related pictures of Saint Paul's School of Nursing employees, students, or anyone associated with Saint Paul's School of Nursing, without that person's permission.
- Attempting to break into the computer system of another organization or person.
- Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service.
- Refusing to cooperate with security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities.
- Using the Internet for political causes or activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization.
- Sending anonymous e-mail messages.
- Engaging in any other inappropriate or illegal activities.

## **SOCIAL MEDIA**

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. Saint Paul's School of Nursing values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, Saint Paul's School of Nursing also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.

- Students are prohibited from posting confidential or proprietary information about the school, its students, faculty or staff members on a social media site.
- Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all times.
- When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of Saint Paul's School of Nursing community.
- The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of Saint Paul's School of Nursing and/or affiliate is strictly prohibited and will not be tolerated. (See Policy on Cyberbullying.)
- When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school.
- The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.

Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

## **CYBERBULLYING**

Saint Paul's School of Nursing is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Saint Paul's School of Nursing encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty, or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student's educational experience, opportunities, or performance. Any threats, verbal and/or psychological abuse, electronically transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from school. Students, faculty, staff, and other parties, who feel like they have been a victim of cyberbullying, should contact the Director of Education or his/her designee immediately. Students enrolled in nursing programs and nursing faculty and staff should contact the Dean of Nursing.

## **DRESS CODE**

Each program of study at Saint Paul's School of Nursing has a dress code. Students must comply with Saint Paul's School of Nursing dress code while attending classes, including any externship or clinical course. Compliance with Saint Paul's School of Nursing dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at Saint Paul's School of Nursing therefore, it is important that each student always present themselves in a professional manner.

On certain designated days or times, the standard dress code may be modified or waived. Notice will be given to the students by either instructors or the Campus President. The following clothing items may never be worn by students on campus or while attending campus-related activities:

- Any clothing showing obscenities.
- Clothing in ill repair (e.g., ripped or torn, extremely dirty, etc.).
- Cut off shorts above mid-thigh length.
- Facial or tongue jewelry.
- Low cut blouses or shirts.
- Tank tops or other sleeveless tops.
- Visible undergarments.

## **PERSONAL HYGIENE**

Although individual program dress code standards may vary, the following personal hygiene standards apply for all programs:

- Students must take daily preventive measures to maintain cleanliness.
- Hair must always be clean and conservatively styled. For laboratory and clinical classes, long hair must be pulled off the collar.
- Nails must be manicured to sport length or shorter. For laboratory classes in nursing and allied health programs, artificial nails or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- Moustaches and beards must be trimmed to an appropriate length. Only complimentary conservative makeup should be worn. Unacceptable: Heavy makeup, including long false eyelashes or bright eye shadow.

## **ACCESSORIES**

The following accessories are not allowed while attending classes or clinical/externship:

- Cell phones, earphones, and headsets may not be visible and must be turned off or silenced during all classes. Students anticipating an emergency call must inform their instructor so arrangements can be made. All phones and electronic equipment will be kept in a purse, bag, or vehicle.
- Excessive jewelry. Jewelry should be limited to wedding rings or one small ring on the left or right hand and one pair of stud type earrings. Hoops larger than a nickel or dangling earrings are a hazard and are not permitted in any lab.
- No facial piercing, tongue rings, or ear stretchers are to be worn while attending classes.
- Scarves, hats, or baggy fitting clothing.
- Tattoos must be covered while attending classes, labs, or the clinical/externship portion of program.

- Religious head covers must be the solid color of the student's particular uniform or white.

Saint Paul's School of Nursing students are expected to wear their Saint Paul's School of Nursing picture identification badge while on campus or on externship/clinical sites at all times.

Students are issued a minimum of two uniform scrub sets for allied health and nursing programs and two uniform shirts for trade programs.

The following standards apply to allied health programs:

- A clean, wrinkle-free, and well-fitting uniform top and bottom with warm-up jacket. T-shirts, sweatpants, jeans or jean-like materials are unacceptable (please see specific program for further details).
- Tops may be worn tucked inside or outside of the uniform pants.
- Appropriate undergarments must be worn and should not be visible through the uniforms.
- A full-length uniform slip must be worn under a skirted uniform. All dresses and skirts must be hemmed and cover the legs to the knees when in a seated (operator) position.
- Appropriate sweaters or warm-ups may be worn over the uniform if they are flat knit and free of ornamentation. No bulky sweaters or coats will be worn during any class or at the externship or clinic site.
- Appropriate business casual will be worn on days deemed by program curriculum. Example: interview(s), professional development, and select field trips.

Students enrolled in trades programs are expected to adhere to their program dress code.

Students dressed inappropriately or who do not follow the dress code, including standards above for personal hygiene and accessories, may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed from Saint Paul's School of Nursing. Questions should be addressed to the specific program director.

#### **DRUG AND ALCOHOL POLICY** *This section has been revised. See addendum 9.*

Saint Paul's School of Nursing is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Upon enrollment, the student signs a statement indicating understanding of and intent to abide by Saint Paul's School of Nursing's Drug Free Program.

A student who violates this policy will be dismissed from Saint Paul's School of Nursing without recourse and reported to local law enforcement.

In regards to the Drug Free Saint Paul's School of Nursing Policy and Program, Saint Paul's School of Nursing reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug Free Saint Paul's School of Nursing Policy will be dismissed and will not be eligible for readmission.

Additional information is included in Saint Paul's School of Nursing *Consumer Information Guide*, available online at <http://www.stpaulsschoolofnursing.edu>

#### **NON-SMOKING/NON-TOBACCO POLICY**

Saint Paul's School of Nursing is a non-smoking, non-tobacco facility. Smoking is only allowed in designated outdoor areas of Saint Paul's School of Nursing premises. Use of tobacco of any kind is not permitted inside Saint Paul's School of Nursing buildings. Smoking in non-designated areas is a violation of Saint Paul's School of Nursing Standards of Conduct.

#### **DISCIPLINARY ACTION** *This section has been revised. See addendum 7.*

Any student who observes a violation of Saint Paul's School of Nursing policies on Anti-Hazing, Drugs and Alcohol, Student Professional Conduct and Academic Integrity, or Smoking should report the incident immediately to the Campus President who will review all disciplinary matters. Student violations of these policies may result in sanctions ranging from warning, lowering of grades, failure of class or placement on probation, to suspension and/or immediate dismissal.

**Suspension** is a period of time to be determined by the Campus President during which the student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met, the student will be dismissed from the program. A student may be placed on suspension at any time during the program.

**Probation** is a trial period of attendance during which the student must improve attendance, grades, or conduct. If the student does not improve as required, the student will be dismissed from the program.

**Dismissal** means that the student has been permanently withdrawn (expelled) from Saint Paul's School of Nursing.

The student will be notified by the Dean or Program Director by e-mail using the official School e-mail and the dismissal notice will also be mailed to the student (with return-receipt requested) within three business days of the dismissal decision. The dismissal information will identify the reason for the dismissal, and information as to the individual's right to appeal the decision, if applicable. If the dismissal is due to the failure of two or more nursing and/or required courses. The required courses are anatomy and physiology, microbiology, nutrition, general biology, and Math 101. Please refer to the Student Appeal Policy.

## **TERMINATION OR EXPULSION POLICY**

All students are expected to conduct themselves as responsible adults, to attend their scheduled course sessions, and to maintain a satisfactory level of academic achievement.

Any behavior that threatens the health and safety of campus employees, other students, or visitors may result in immediate dismissal from Saint Paul's School of Nursing. Students dismissed for conduct violations will not be eligible for appeal.

Saint Paul's School of Nursing reserves the right to suspend or dismiss any student who:

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or Saint Paul's School of Nursing, as addressed in the "Conduct" section of this Catalog.
- Fails to maintain satisfactory academic progress.
- Fails to meet attendance standards.
- Fails to meet financial obligations to Saint Paul's School of Nursing

Time on suspension will be counted as an absence from Saint Paul's School of Nursing and in the event the time on suspension exceeds the allowable absences stated in the attendance policy, the student will be dismissed.

Please refer to the Standards of Student Professional Conduct section, Page 66.

## **STUDENT APPEAL PROCESS**

Students who are dismissed by Saint Paul's School of Nursing have the right to appeal that decision, unless otherwise prohibited. Students must initiate the appeal process by submitting, in writing (e-mail), the reason why they should be re-admitted to Saint Paul's School of Nursing to the Campus President within 14 calendar days of the notification of dismissal. The Campus President will respond to the appeal, in writing, within 10 calendar days of receipt of the request.

Nursing students who are dismissed and are eligible to submit an Appeal will be required to submit the appeal in writing (e-mail) to the Dean of Nursing within 14 calendar days from the date of dismissal from the program. The Dean of Nursing will respond to the appeal in writing within 10 calendar days of receipt of the request.

## **Satisfactory Academic Progress**

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in Saint Paul's School of Nursing SAP policy.

## **CRIME AWARENESS AND CAMPUS SECURITY ACT**

Saint Paul's School of Nursing provides the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- The Campus Security Statistics Report is distributed to all enrolled students and employees and is available upon request to prospective students. Students receive a direct URL/link to the Campus Crime Statistics Report prior to enrollment via the Student Acknowledgement Form. It should be noted that this report is updated annually and distributed via email by October 1 of each year.
- Information on Crime Statistics is also available on the National Center for Education Statistics' College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

Appendix A of the Consumer Information Guide <http://www.stpaulsschoolofnursing.edu> contains Saint Paul's School of Nursing -specific links for the College Navigator website. Information as it appears on the College Navigator website is based on Integrated Postsecondary Education Data System (IPEDS) data that are deemed final and closed, based on prior year statistical submissions.

For more up-to-date information, please contact an Admission's Advisor.

### **TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)** *This section has been revised. See addendum 9.*

Saint Paul's School of Nursing is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. Saint Paul's School of Nursing will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Saint Paul's School of Nursing will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy can be found on Page 64 and the Termination or Expulsion Policy can be found at Page 65 of this Catalog. Saint Paul's School of Nursing will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form of Victim's Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at Saint Paul's School of Nursing or an employee is urged to make a complaint to the Title IX Coordinator. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the Title IX Coordinator or the local police. Retaliation against an individual who reports a crime, brings a complaint, pursues legal action, participates in an investigation, or is a witness in any proceeding is prohibited and will not be tolerated by Saint Paul's School of Nursing. Should a victim of sexual violence request confidentiality, Saint Paul's School of Nursing will honor the request to the extent possible and allowed by law. Saint Paul's School of Nursing will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.

#### Title IX Coordinator

Attention: Suzanne Peters Esq., M.Ed.  
National The Dean of Programmatic Accreditation  
Address: 5026D Campbell Blvd.  
Baltimore, Maryland 21236  
Telephone: Phone: 330-805-2819  
E-Mail Address: [speters@edaff.com](mailto:speters@edaff.com)

### **TITLE VI CIVIL RIGHTS ACT OF 1964/AGE DISCRIMINATION ACT OF 1975**

*This section has been revised. See addendum 3 and 11.*

Saint Paul's School of Nursing is committed to maintaining a healthy and safe learning environment where no person shall be discriminated against or excluded from, participation in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes his/her rights have been violated the student may submit a complaint to the Title VI/Age Discrimination Coordinator. The student may also submit a complaint to the Campus President and the Campus President will forward it to the Title VI/Age Discrimination Coordinator.

A complainant is not required to file a complaint within any specified timeframe following the alleged incident. A complainant is not required to make an informal resolution attempt with the other party.

Once a complaint has been received by the Title VI/Age Discrimination Coordinator, an investigation will be conducted thoroughly and promptly. The complainant may provide evidence and any other information, including the names of witnesses. Once the investigation is complete, the Title VI/Age Discrimination Coordinator will provide a report of findings and recommendations to the Vice President of Education at the completion of the investigation.

The Vice President of Education will make a final determination of whether the Institution's Title VI Policy or the Age Discrimination Policy were violated, will notify all parties, and describe any disciplinary sanctions or remedies. If the College determines that discrimination based on race, color, national origin, or age may have occurred, Institution will take steps proactively designed to promptly and effectively end the offending behavior or the threat of the offending behavior, prevent its recurrence, and address its effects.

Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty.
2. assistance in connecting to community-based counseling services.
3. assistance in connecting to community-based medical services.
4. assistance with obtaining personal protective orders.
5. mutual restrictions on communication or contact; or
6. a combination of any of these measures.

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact [Dondi.Kuennen@edaff.com](mailto:Dondi.Kuennen@edaff.com), Vice President of Human Resources. A Title VI complaint by an employee not involving a student will result in a report of findings and recommendations to the Vice President of Human Resources responsible for the Institution.

All students, employees, and other third parties are expected to fully comply with Institution's Title VI and the Age Discrimination Act Policy and take appropriate measures to create an atmosphere free of discrimination. Ms. Suzanne Peters has been designated to coordinate the school's compliance with Institution's Title VI Policy and the Age Discrimination Act Policy. Any inquiries regarding this policy or to file a complaint please contact the Title VI/Age Discrimination Coordinator at the information provided below.

#### Title VI Coordinator

Attention:	Title VI/Age Discrimination Coordinator Suzanne Peters Esq., M.Ed.
	National The Dean of Programmatic Accreditation
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	Phone: 330-805-2819
E-Mail Address:	<a href="mailto:speters@edaff.com">speters@edaff.com</a>

#### **PERSONAL PROPERTY**

All personal property is the sole responsibility of the student. Saint Paul's School of Nursing does not assume liability for any loss or damage. It is recommended that clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

#### **VISITOR POLICY**

Visitors, including family members, may be permitted in the classrooms and other teaching areas only with prior authorization by the Director of Education or designee. Visitors are required to adhere to the same standards of conduct as students.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

An education record is defined as files, materials or documents that contain information directly related to a student. Saint Paul's School of Nursing maintains education records. Education records are supervised by the Campus President and access is afforded to Saint Paul's School of Nursing officials for purposes of recording grades, attendance, and advising as well as determining financial aid eligibility.

All students attending this post-secondary Saint Paul's School of Nursing shall have the right to inspect, review and challenge their academic records; including grades, attendance, advising and any additional information contained in their education record. Students may request a review of their records by writing the Campus President at the address in this Catalog. Requests for review will be granted within 45 days. The review will be allowed during regular Saint Paul's School of Nursing hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

Students may challenge the record for the purpose of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only on the grounds that they are improperly recorded. If, after the hearing, Saint Paul's School of Nursing decides not to amend the record, the student has the right to place on file a statement setting forth his or her view of the contested information.

Generally, Saint Paul's School of Nursing must have on file written permission in order to release any information from the student's educational record, other than directory information as defined in the next paragraph. As a post-secondary educational institution, parental access to students' records will not be allowed without prior consent. Saint Paul's School of Nursing may disclose educational records without consent to any of the following:

- Parents of a student who is a dependent for tax purposes.
- School officials with legitimate educational interest
- Other schools to which a student is transferring.
- Specified officials for the purposes of audit or evaluation.
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of Saint Paul's School of Nursing accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in the case of health and safety emergencies
- State and local authorities within the juvenile justice system, pursuant to state-specific law

Directory information includes the student's name, address, email address, telephone number, birth date, program undertaken, degrees conferred and dates of conferral, honors and awards, and dates of attendance. This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. Saint Paul's School of Nursing requires students to present such a request in writing. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

To make a request to suppress directory information, please complete the Request to Suppress Directory Information form and submit it to the Registrar's Office. Directory information will be suppressed until the student signs a revocation of the request.

### **PROFESSIONAL LIABILITY AND STUDENT ACCIDENT INSURANCE**

Saint Paul's School of Nursing maintains Professional Liability insurance on all students and instructors while at externship or clinical sites. Professional Liability insurance is malpractice insurance that is intended to pay claims made against a student or an instructor by a third party, such as a patient in the student's care, for injury the third party incurred while being cared for by the student.

All students on clinical sites or externship sites are supervised by approved faculty or clinical on-site personnel. Each student is covered only while supervised at a clinical or externship site. Coverage ceases upon termination of the student's enrollment, either by graduation, withdrawal, or dismissal.

Professional Liability Insurance does not cover medical bills that a student may incur if the student gets hurt while performing tasks that are a part of the program curriculum. Saint Paul's School of Nursing maintains Student Accident Insurance which provides limited insurance for accidental injuries that students incur while participating in school-sponsored activities related to the curriculum. Coverage is limited to activities that are part of, and a requirement of, the student's curriculum and which are school sponsored. Saint Paul's School of Nursing recommends all students maintain personal health care insurance. Personal healthcare insurance provides primary coverage of medical bills in the case of an accidental injury while participating in Saint Paul's School of Nursing sponsored activities.

In many instances, externship and clinical sites require that students maintain personal health care insurance. Failure to provide proof of personal healthcare insurance at the time of externship or clinical site assignment may prohibit a student from certain sites, and this may delay the completion of the program. Saint Paul's School of Nursing recommends all allied health students maintain personal healthcare insurance to minimize any conflicts with potential clinical sites.

It is the student's responsibility to immediately notify their instructor, or externship/clinical supervisor and the Director of Education of Education faculty about any accident or injury to themselves, to another student or to a patient under

their care that might cause liability to the student, externship or clinical site, or Saint Paul's School of Nursing. A written report must also be completed.

## **HIPAA REQUIREMENT**

All those in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a federal law. Penalties for wrongful disclosure range from fines and/or imprisonment.

## **STUDENT ACTIVITIES**

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. Saint Paul's School of Nursing believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

### **Field Trips**

When appropriate, Saint Paul's School of Nursing may recommend or approve field trips to professional locations.

### **Housing Assistance**

Although Saint Paul's School of Nursing does not maintain dormitory facilities, students who are relocating and must arrange their own housing may contact the student services department to request a list of community resources.

### **Significant Medical Conditions**

Saint Paul's School of Nursing encourages students to promptly report significant medical conditions to the respective program director to prevent danger to the student's health. Saint Paul's School of Nursing encourages students to obtain written clearance from their physician, specifically citing any no restrictions on activity or weightlifting, and to report such restrictions immediately to the student's program director and instructor.

*Note: For policy information regarding declared pregnant students in the Dental Assistant program, please refer to the disclosure signed during enrollment (copy from student file available upon request)*

# GRIEVANCE PROCEDURE

*This section has been revised. See addendum 7, 8, and 9.*

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A student has the right to bring forward a complaint or an item of concern regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the complaint or concern with their instructor or program director immediately.

A grievance is the escalation of the complaint to a next level authority. If the issue is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to submit a grievance with respect to:

- Disciplinary action taken for a violation of student conduct standards.
- Admissions decisions.
- Tuition and fees.
- Financial awards or policies, including satisfactory academic progress.
- Educational policies, procedures, and grading concerns.

Concerns about academic matters should first be addressed through the Student Appeal Process; concerns about non-academic matters should first be addressed directly to the head of the department or departments involved.

A student wishing to escalate his or her complaint should follow the steps listed below:

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to communicate their concerns as soon as possible to achieve a resolution in a timely fashion. If the issue cannot be resolved at this level, with the Director of Education or the Dean of Nursing (for students enrolled in nursing courses).
2. If the dispute has not been resolved through addressing the Director of Education or the Dean of Nursing (for students enrolled in nursing courses) the next step is to submit the issue or concern in writing (e-mail) to the Campus President. The written (e-mail) complaint must be submitted within ten calendar days of the incident or notification of termination. The documentation should include a description of the disputed items, the date or dates when the issue occurred, the reason why the student is requesting a review of the decision and the steps the student has taken to resolve the issue. When submitting the documentation, the student should include the relevant factual evidence, such as evidence of extenuating circumstances.

The Campus President will investigate the student's concern, including gathering additional data about the issue or incident as necessary. The Campus President will then convene the Campus Review Committee which will consist of the Campus President and the heads of the relevant departments. It will be at the discretion of the Campus Review Committee to determine if a meeting with the student is appropriate to address the grievance and develop a plan to achieve a resolution.

A response from the Campus Review Committee will be provided to the student within ten calendar days. All decisions will be provided in writing (e-mail) and may be delivered to the student in person if the student is on campus as well as to the student's mailing address (e-mail) of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Review Committee's decision. The appeal to the Regional Vice President may also be submitted by e-mail. The Regional Vice President will conduct an investigation of the issue and will respond to the student within seven calendar days of receiving the escalated grievance. All decisions will be provided in writing (e-mail) and will be delivered to the student in person if the student is on campus and will also be sent to the student's official school e-mail and the mailing address of record with acknowledgement of receipt required.
4. If the dispute has not been resolved, the student may submit a request for reconsideration of the decision to the appropriate individual/s (depending on the student's program of study). Non-nursing students will submit the request for reconsideration to the Corporate Vice President (VP) of Academic Affairs at Education Affiliates and

nursing students will submit this request to the Corporate Vice President of Nursing. This request for reconsideration must be submitted in writing (e-mail) to the appropriate person within ten calendar days of being notified of the Regional Vice President's decision. The Corporate VP of Academic Affairs (or Nursing) will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the request for reconsideration. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's official e-mail address or mailing address of record with acknowledgement of receipt required.

5. If the dispute remains unresolved after evaluation by the VP of Academic Affairs of Education Affiliates (the VP of Nursing for nursing student disputes), the student may choose to address his or her concerns by directing them to the State Licensing Authority or Saint Paul's School of Nursing accrediting body. Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

The title and address of the state licensing authority is:

New York State Education Department  
89 Washington Avenue  
Albany, New York, 12234  
518-474-3852  
[www.nysesd.gov](http://www.nysesd.gov).

The title and address of the institutional accrediting commission is:

Accrediting Bureau of Health Education Schools (ABHES)  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
301-291-7550  
[www.ABHES.org](http://www.ABHES.org).

The title and address of the agency that approves and registers the nursing program is:

Office of the Professions, New York State Education Department  
89 Washington Avenue Albany  
New York 12234  
518-474-3852  
[www.op.nysesd.gov](http://www.op.nysesd.gov).

## COURSE DESCRIPTIONS

*This section has been revised. See addendum 2, 9 and 11.*

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### **AHP 103 INTRODUCTION TO DENTAL ASSISTING**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course will introduce the students to facial, oral and dental anatomy and terminology, tooth morphology and numbering and occlusion. Also included is a brief description of the caries process. Students will be introduced to the concepts of asepsis including blood- borne pathogens and hazard communication. An overview of pharmacology and prescription writing will also be covered.

*Prerequisite:* None

### **AHP 104 BASIC LIFE SUPPORT FOR ALLIED HEALTH**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

Upon completion of this course, students will be eligible for certification in American Heart Association CPR for the Healthcare Provider. Students will become proficient in First Aid, assisting in emergency responses, and taking vital signs: pulse, respiration, temperature, and height and weight measurements. Additional topics include background information on patients with HIV/AIDS and Alzheimer's disease, recognizing and managing medical issues associated with domestic violence, and recognizing and preventing medical errors.

*Prerequisite:* None

### **AHP 105 MEDICAL TERMINOLOGY**

5.0 Quarter Credits

60 Clock Hours (40 Lecture Hours/20 Lab Hours)

This course will introduce students to the terminology associated with medical language. The structure of medical language, including prefixes, suffixes, and root words associated with the medical profession will be discussed. The following body systems are included: gastrointestinal, respiratory, cardiovascular, hematology and immunology, integumentary, skeletal, muscular, nervous, special senses, urinary system, male genitourinary system, female reproductive system, endocrine system, ophthalmology, otolaryngology, and medical abbreviations. In addition to studying medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology, and nuclear medicine.

*Prerequisite:* None

### **AHP 106 MEDICAL ANATOMY AND PHYSIOLOGY**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course will introduce students to the anatomy and physiology associated with the human body. The following body systems are included: gastrointestinal, respiratory, cardiovascular, hematology and immunology, integumentary, skeletal, muscular, nervous, special senses, urinary system, male genitourinary system, female reproductive system, endocrine system, ophthalmology, and otolaryngology.

*Prerequisite:* None

### **AHP 114 HEMATOLOGY AND PHLEBOTOMY**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course introduces the roles, responsibility, and professionalism of phlebotomists. Safety and infection control, HIPAA, and ethics as they pertain to phlebotomy are discussed.

*Prerequisite:* None

**AHP 115 OFFICE COMMUNICATIONS FOR DENTAL ASSISTANTS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course addresses workplace and interpersonal communication skills. The fundamentals of business writing including word selection, clearly written communication, and writing for effect will be explored. The writing process and the basic patterns of business messages are explained and applied. The fundamentals of writing short reports and proposals are introduced. The use of graphics in business communication is explored. Additional forms of business communication including informal oral communication, correctness, and technology-enabled communication is defined and analyzed.

*Prerequisite:* None

**AHP 201 CARDIOVASCULAR AND EKG**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is designed to provide students with an understanding of the anatomy and physiology of the circulatory system, as well as disorders and abnormalities, diagnostic procedures, and pharmacology associated with it. Students will be taught how to safely and correctly perform electrocardiograms (EKG).

*Prerequisite:* None

**AHP 203 PATHOPHYSIOLOGY AND PHARMACOLOGY**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is designed to introduce students to the essentials of human disease and pathophysiology.

*Prerequisite:* None

**AHP 210 ETHICS AND REGULATORY COMPLIANCE FOR ALLIED HEALTH**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course focuses on managing the moral, legal and administrative challenges encountered in clinical and non-clinical settings. Principles and standards of practice are presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for an appropriate decision-making model.

*Prerequisite:* None

**BIO 105 ANATOMY & PHYSIOLOGY I**

4.0 Semester Credits

90 Clock Hours (45 Lecture Hours/45 Lab Hours)

This course examines the human body in terms of its anatomical structures and physiological functions. Topics include the cell, tissues, integumentary, musculoskeletal and nervous system. Lecture topics correlate with laboratory sessions.

*Prerequisite:* None

**BIO 106 ANATOMY & PHYSIOLOGY II**

4.0 Semester Credits

90 Clock Hours (45 Lecture Hours/45 Lab Hours)

This course examines the human body in terms of its anatomical structures and physiological functions. Topics include the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems. Lecture topics correlate with laboratory sessions.

*Prerequisite:* BIO 105

**BIO 300 MICROBIOLOGY FOR HEALTH RELATED SCIENCES**

4.0 Semester Credits

90 Clock Hours (45 Lecture Hours/45 Lab Hours)

Study of bacteria, molds, yeasts, and viruses with emphasis on microorganisms associated with infectious diseases. Laboratory includes basic microbiological techniques, and procedures for sterilization and disinfecting.

*Prerequisites:* BIO 105, BIO 106

**BIO 301 PHARMACOLOGY**

3.0 Semester Credits

90 Clock Hours (45 Lecture Hours/45 Lab Hours)

This course is designed to establish a strong foundation in basic pharmacologic principles. Such a foundation will enhance student understanding of drug therapies utilized for a variety of disease processes. Relevant physiology and pathophysiology for all major drug families are reviewed. Emphasis is placed on the clinical applications of varied drug families. Further, specific nursing implications demonstrating the application of pharmacology to nursing practice are stressed.

*Prerequisites: BIO 105, BIO 106, NUR100, NUR101, NUR102, NUR103, NUT100*

**CMP 101 ALLIED HEALTH COMPUTER APPLICATIONS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is designed to review keyboarding skills and then introduce students to Microsoft applications, Outlook, Word, and PowerPoint.

*Prerequisite: None*

**CMP 102 ALLIED HEALTH COMPUTER APPLICATIONS II**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course begins with Microsoft Office Access. Familiarity with this software is gained through assignments and projects. Students will also be provided an introduction to integration, Windows Live, Web applications, and Medical Coding and Billing. At the end of this course students will be familiar with the professional applications of software and its uses in the workplace.

*Prerequisite: None*

**COM 101 COMMUNICATIONS**

3.0 Quarter Credits

60 Clock Hours (5 Lecture Hours/55 Lab Hours)

This course will introduce the students to communication with the goal of helping the student become more effective in verbal and non- verbal communication, and to be able to manage interpersonal as well as group communication. The course focuses on learning and applying practical principles to one's daily life, both in formal and informal settings. The course takes a look at the psychological, social, cultural, and linguistic factors that influence person-to-person interaction. This course is designed to give students strategies for improving their communication behavior. Some of the topics addressed include human perceptions, interpersonal dynamics, and patterns of influence, listening and visual symbols.

*Prerequisite: None*

**DAS 102 GENERAL ANATOMY AND PHYSIOLOGY FOR ALLIED DENTAL PROFESSIONALS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

General anatomy & physiology for Allied Dental Professionals is an integrated lecture and laboratory course that includes the basic principles of anatomy and physiology. Included is a general overview of microbiology, pharmacology, embryology, and histology in relation to dentistry. Emphasis is placed upon oral health, disease prevention, and nutritional therapy.

*Prerequisite: None*

**DAS 105 DENTAL ASSISTING PROCEDURES AND RESTORATIVE APPLICATIONS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

Students will study the dental office environment and learn to recognize and classify hand instruments found in the dental office. This course also provides lecture and laboratory-based instruction on the properties of the most common dental restorative materials and procedures used in restorative dentistry. Students obtain training in the preparation and application of dental materials as related to general and specialized areas of dentistry.

*Prerequisite: None*

**DAS 106 DENTAL SPECIALTIES AND EXPANDED FUNCTIONS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This is a lecture and laboratory course designed to prepare the student to assist the dentist in dental specialty and expanded functions areas. Students will demonstrate competency in equipment preparation, chair- side dental laboratory skills, patient control and education, instrument identification and usage, tray set- ups, and sterilization techniques. Students will also be trained in endodontic, periodontics, oral and maxillofacial surgery, pediatric and orthodontic specialty procedures.

*Prerequisites:* AHP103, DAS105

### **DAS 112 DENTAL MATERIALS/PROSTHESIS FABRICATION**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is an integrated lecture laboratory course that introduces students to the dental laboratory environment. Students will learn to assist the dentist in restorative, fixed, and removable prosthodontics.

*Prerequisite:* AHP103

### **DAS 114 RADIOLOGY**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Students will also learn the basic principles of radiation physics and the concepts of radiation safety in the dental office. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types.

*Prerequisite:* DAS102

### **DAS 116 DENTAL ASSISTANT COMPUTER APPLICATIONS AND BILLING**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

The text and workbook activities prepare students for administrative tasks in a dental office. Students are provided with an overview of dental insurance billing procedures and are introduced to Dentrix, dental practice management software. Class activities involve working through patient simulation exercises. While progressing through Dentrix's menus and windows, students learn to process both electronic and paper insurance claims. The rules of function of the Health Insurance Portability and Accountability Act of 1966, Administrative Simplification, as it applies to the dental healthcare system is reviewed. The Principles of Ethics and Code of Professional Conduct are examined.

*Prerequisite:* AHP103

### **DAS 121 DENTAL OFFICE PROCEDURES**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course introduces students to the business management aspects of a dental practice. Students learn charting, appointment control, various management techniques, dental office inventory control, and accounts payable and receivable systems. The course covers effective telephone techniques and sound patient/customer/vendor communication skills. The course provides a broad overview of insurance terminology including claim forms processing and follow-up techniques. Also presented are law and ethics as they apply to the practice of dentistry.

*Prerequisite:* None

### **DAS 213 INTERMEDIATE DENTAL ASSISTING PROCEDURES AND RESTORATIVE APPLICATIONS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab hours)

This course is a continuation of DAS 105 – Introduction to Dental Assisting Procedures/Restorative. Also included is information regarding caries, preventive dentistry, and nutritional therapy, assessment of the patient, managing a compromised patient, assisting during an emergency, and assisting during dental restorative procedures.

*Prerequisites:* AHP103, DAS105

### **DAS 214 INTERMEDIATE DENTAL SPECIALTIES AND EXPANDED FUNCTIONS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is a continuation of DAS106 – Introduction to Dental Specialties & Expanded Functions. Further exploration of expanded dental assistant functions within the dental specialties of endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics is included, along with the concepts of pain management. A research topic will be assigned in class.

*Prerequisite:* AHP103, DAS106

### **DAS 215 INFECTION CONTROL IN DENTISTRY**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is a continuation of AHP 103 Introduction to Dental Assisting and provides more in-depth instruction on infection control and occupational health and safety.

*Prerequisites:* AHP103, DAS112

### **DAS 230 DENTAL ASSISTING SEMINAR**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course provides a comprehensive review of the components of the Certified Dental Assistant (CDA) examination and helps to prepare students to sit for the examination. Students are also given an opportunity to review those hands-on skills acquired throughout the program and that are essential for satisfactory performance during the clinical component.

*Prerequisites:* Completion of all coursework except DAS241 *Co-requisite:* DAS241

### **DAS 231 DENTAL CLINICAL I**

6.0 Quarter Credits

180 Clock Hours (180 Clinical Hours)

This course provides 180 hours of clinical experience in a dental practice to gain hands-on dental assisting experience in clinical, laboratory, and administrative duties while under the supervision of a licensed dentist and office manager. The externship work performed is not to be paid.

*Prerequisite:* Satisfactory completion of all coursework except DAS232, DAS 241, DAS230

### **DAS 232 DENTAL CLINICAL II**

4.0 Quarter Credits

120 Clock Hours (120 Clinical Hours)

This course provides 120 hours of clinical experience in a dental practice to gain hands-on dental assisting experience in clinical, laboratory, and administrative duties while under the supervision of a licensed dentist and office manager. The externship work performed is not to be paid.

*Prerequisite:* Satisfactory completion of all coursework except DAS230, DAS241

### **DAS 241 DENTAL CLINICAL III**

2.0 Quarter Credits

60 Clock Hours (60 Clinical Hours)

This course provides 60 hours of clinical experience to gain hands-on dental assisting experience in clinical, laboratory, and administrative duties while under the direct supervision of a licensed dentist and office manager. The externship work performed is not to be paid.

*Prerequisite:* Satisfactory completion of all coursework except DAS230

### **ENG 101 ENGLISH COMPOSITION**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course will introduce the students to English Composition and covers all aspects of writing for a college-level course, beginning with components of the essay, and ending with modes of writing and argumentation. Students cover all writing stages and strategies and learn to adapt them to their own writing and learning preferences. The student acquires skills for generating ideas and drafting preliminary outlines using brainstorming, drafting, outlining, and topic selection, while learning to revise, rewrite, and polish structure, syntax, argumentation, grammar, punctuation, word choice, and diction.

*Prerequisite:* None

### **ENG 104 ENGLISH COMPOSITION**

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This course focuses on developing the critical thinking and reasoning skills necessary for writing comprehension and analysis of college reading material. Writing skills will include emphasis on utilizing the writing process, essay format, reference materials, research notes, and other sources necessary to create grammatically correct, well-organized, literate essays.

*Prerequisite:* None

### **ENG 204 LITERATURE**

3.0 Semester Credits

This course in Genre of Literature provides the study of techniques and conventions of various literary genres, such as poetry, novels, short stories, biographies, journals and essay. The course explores the relationship between form and meaning, specifically how genre shapes our literary understanding and experience.

*Prerequisite:* ENG104

### **ENV 101 ENVIRONMENTAL SCIENCE**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This Course will discuss sustainability and its links with natural capital, natural capital degradation, solutions, trade-offs, and how individuals can make a positive impact in solving environmental problems and sustaining the earth's natural capital.

*Prerequisite:* None

### **MAS 113 MEDICAL SPECIALTIES I**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is designed to provide the student with an understanding of the normal structure and function, disorders and abnormalities, diagnostic procedures, and pharmacology associated with cardiology, pediatrics, geriatrics, urology, and the immune system. Infection control, aseptic techniques, OSHA standards for healthcare settings, and disease transmission will be introduced and discussed. Upon completion of this course, students will demonstrate competency in the following areas: patient assessment, vital signs, chemical testing, macroscopic and microscopic examination of urine, and bacteriological testing. Students will learn the required procedures and steps for preparing the patient for a general physical examination and the proper clinical lab procedures, in addition to learning proper aseptic techniques, surgical asepsis, and surgical supplies and instruments.

*Prerequisite:* None

### **MAS 114 MEDICAL SPECIALTIES II**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is designed to provide the student with an understanding of the normal structure and function, disorders and abnormalities, diagnostic procedures, and pharmacology associated with ophthalmology, otolaryngology, dermatology, gastroenterology, urology, male reproduction, obstetrics & gynecology, orthopedic medicine, neurology & mental health, endocrinology and pulmonary medicine. Upon successful completion of this course, students will be able to describe the methodology used to educate patients, and will demonstrate comprehension and competency in performing basic neurological assessment, blood/glucose testing, labeling the skin and understanding different type of burn treatments, diagnostic imaging, and performing spirometry testing. Students will demonstrate the proper techniques to teach patients how to use ambulatory devices.

*Prerequisite:* None

### **MAS 115 ADMINISTRATIVE MEDICAL PROCEDURES**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is designed to provide the student with an introduction to the health care system and the medical assisting profession. Students will be introduced to proper telephone techniques, appointment scheduling, patient reception, the office environment, written communications and mail processing. Communication, defense mechanisms, and barriers to communication will be discussed. Communication during difficult times and multicultural communication

issues will be introduced. Professional behavior, medical law and ethics, and office management will be introduced and analyzed.

*Prerequisite:* None

### **MAS 117 MEDICAL RECORDS AND INSURANCE**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course explores computers and their function in the medical office. The fundamentals of medical record management, fee determination, credit policies, billing methodology, and collection processes are reviewed. Financial management of the medical office and various medical insurance plans are also discussed. The principles and applications of coding are identified. Computerized medical billing software and its functions are taught. In addition, students will learn about privacy in the physician's office (HIPAA), medical practice management and human resources, as well as medical practice marketing and customer service. Students will also complete lessons using Computer in Medical Office Simulation Software (Medisoft).

*Prerequisite:* None

### **MAS 212 INVASIVE MEDICAL PROCEDURES**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course introduces students to the medical assistant's role with minor surgical procedures, injections, phlebotomy, the analysis of blood, and the principles of IV therapy. Pharmacology, pharmacological math, and Drug Enforcement Administration (DEA) regulations are introduced and reviewed. This course also explores the important topics of aseptic technique, infection control, and proper procedure for hand washing. The medical assistant's roles and responsibilities during medical emergencies is defined and explained. General rules for emergencies, common equipment used during emergencies, and common office emergencies are explored. The role and responsibilities of the medical assistant who assists in the clinical laboratory is defined. Clinical laboratory measurement and mathematics are introduced. Clinical laboratory equipment is identified and reviewed.

*Prerequisite:* None

### **MAS 214 MA SKILLS CERTIFICATION REVIEW / PATIENT EDUCATION**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course provides a comprehensive review of the administrative and clinical skills learned during prior Medical Assisting classes. The review prepares students to sit for the national Certified Medical Assistant (CMA) examination or the Registered Medical Assistant (RMA) examination. Students are introduced to the teaching methodology and strategies used for holistic patient education. Nutrition and health promotion is reviewed and discussed.

*Prerequisite:* All allied health, all medical assistant, and all medical office assistant course work (with the exception of MAS241 Externship) in the MA Program.

### **MAS 241 EXTERNSHIP**

5.0 Quarter Credits

160 Clock Hours (160 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, students gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

*Prerequisite:* All allied health, all medical assistant, and all medical office assistant courses (with the exception of MAS241 Externship) in the MA Program.

### **MAT 101 COLLEGE MATHEMATICS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course provides an introduction to college level math with the goal of teaching students to read, write, and think mathematically in support of real world applications. Topics include solving problems using equation, developing graphs for linear equations and functions, solving polynomial equations, factoring and solving problems using quadratic

equations, solving problems using rational expressions, solving systems of equations, and solving problems using roots and radicals. The focus of this course is to apply mathematics to solve problems mathematically.

*Prerequisite:* None

### **MOA 109 ELECTRONIC HEALTH RECORDS**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course presents different approaches to managing information systems in a variety of healthcare organizations. Course content addresses the full range of electronic health record functionalities and information management. The student will develop skills used in electronic health records through the introduction of theory as well as the application of medical electronic health records using SIMCHART Software. It includes using the computer to:

- 1) Navigate the medical health record
- 2) Record various patient health information such as history and findings
- 3) Order diagnostic tests and writing prescriptions
- 4) Use EHR software to understand E&M code
- 5) Use ICD-10-CM codes to justify billing and orders based on diagnosis
- 6) Graph lab results
- 7) Use EHR to improve patient care

*Prerequisites:* None

### **NUR 100 FOUNDATIONS OF NURSING CONCEPTS**

3.0 Semester Credits

This introductory course focuses on central concepts essential to the student's evolving knowledge base. The concepts involved in this course include, but are not limited to historical perspectives of nursing, legal and ethical boundaries, critical thinking, cultural and spiritual influences, psychosocial nursing interventions, and fundamentals of scientific inquiry. It also introduces the student to the basic pharmacology concepts.

*Prerequisites:* None

### **NUR 101 MEDICAL SURGICAL NURSING 1 - FUNDAMENTALS**

5.0 Semester Credits

120 Clock Hours (45 Lecture Hours/ 30 Lab Hours/45 Clinical Hours)

This course focuses on the integration of cognitive and psychomotor domains of nursing practice. It introduces the students to the use of the nursing process as central to all nursing actions. Classroom, laboratory and clinical experiences are provided to enable the student to acquire basic skills that focus on the self-care requisites of the adult. The student will learn to initiate nursing actions in response to identification of self-care deficits.

*Prerequisites:* BIO105, NUR100

### **NUR102 THERAPEUTIC COMMUNICATION**

2.0 Semester Credits

30 Clock Hours (30 Lecture Hours)

This course focuses on the interactional process and components of communication. Factors facilitating therapeutic communication, as well as challenges, special client needs and barriers to effective communication, are examined. A practice component focuses on the use of therapeutic skills, attending skills and responding skills essential in establishing and maintaining effective nurse-client relationships while implementing the nursing process. Students will continue focusing on the psychosocial, physiological and socio-cultural needs of clients.

*Prerequisite:* NUR100

### **NUR103 MATH FOR MEDS**

1.0 Semester Credit

15 Clock Hours (15 Lecture Hours)

This course provides the student with the opportunity to develop skills in the conversion of metric, apothecary and household dosages, and the mathematical skills necessary to compute medication dosages, calculate intravenous therapy flow rates, and to calculate advanced IV medication dosages for safe client care. A practice component focuses on supervised medication dosage calculations for adults and children, IV therapy flow rate calculations, and calculation of advanced IV medication dosages in compliance with client rights.

*Prerequisite:* NUR100

### **NUR105 MEDICAL SURGICAL NURSING 2**

### 5.0 Semester Credits

135 Clock Hours (45 Lecture Hours/ 90 Clinical Hours)

This course is designed to expand the basic knowledge and skills the student has mastered in Fundamentals/MS 1, with emphasis on selected psychosocial, physiological and sociocultural needs and deficits of the client. Emotional and behavioral responses during the process of maturation (throughout the life cycle) are examined. Aspects of Adult Health experiences are studied and analyzed.

*Prerequisites: BIO105, BIO106, NUR100, NUR101, NUR102, NUR103, NUT100, Successful completion of Dosage Calculation Exam.*

### **NUR106 PEDIATRIC NURSING**

#### 3.0 Semester Credits

75 Clock Hours (30 Lecture Hours/ 45 Clinical Hours)

This course is designed to expand the basic knowledge and skills the student has mastered in Fundamentals/MS 1, with emphasis on selected psychosocial, physiological and sociocultural needs and deficits of the client. Emotional and behavioral responses during the process of maturation (throughout the life cycle) are examined. Aspects of Pediatric Health experiences are studied and analyzed.

*Prerequisites: BIO105, BIO106, NUR100, NUR101, NUR102, NUR103, NUT100, Successful completion of Dosage Calculation Exam.*

### **NUR201 MEDICAL SURGICAL NURSING 3**

#### 5.0 Semester Credits

135 Clock Hours (45 Lecture Hours/ 90 Clinical Hours)

This course provides a greater depth of theoretical knowledge with emphasis on those health deficits which interfere with the patients' ability to manage and negotiate increasingly complex self-care needs. Adult health experiences are studied and analyzed. Students will be involved in active learning during the theoretical component of this course. Correlated clinical experience includes opportunities for the student to continue focusing on psychosocial, physiological and sociocultural needs of patients.

*Prerequisites: BIO105, BIO106, BIO 301, NUR100, NUR101, NUR102, NUR103, NUR105, NUR106, NUT100, Successful completion of Dosage Calculation Exam.*

### **NUR202 PSYCHIATRIC – MENTAL HEALTH NURSING**

#### 3.0 Semester Credits

75 Clock Hours (30 Lecture Hours/ 45 Clinical Hours)

This course focuses on concepts basic to psychiatric-mental health nursing including neurobiology, therapeutic communication, cultural diversity, spirituality, family dynamics, loss and grieving, stress and coping, crisis intervention, violence, abuse, psychiatric disorders, and community resources. Mental health issues across the lifespan are explored. The course introduces specialized assessment and communication skills necessary for the care of the individual experiencing situational and maturational stressors as well as mental illness. Clinical experiences provide the student with the opportunity to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, and collaborative skills in acute in-patient, chemical dependency, outpatient, and adolescent units.

*Prerequisites: BIO105, BIO106, BIO301, NUR100, NUR101, NUR102, NUR103, NUR105, NUR106, NUT100, Corequisite NUR201; Successful completion of Dosage Calculation Exam*

### **NUR203 OBSTETRIC & NEONATAL NURSING**

#### 3.0 Semester Credits

75 Clock Hours (30 Lecture Hours/ 45 Clinical Hours)

This course focuses on nursing actions to meet adult and child human responses within a family-centered setting. The student is introduced to the needs of family while emphasis is placed on the developmental stages of the newborn and the health needs of newborns and childbearing females. This course prepares the student to assume the role of provider of care for childbearing females and neonates. The clinical experience includes participation and observation in a variety of maternal/child settings, including antepartum, labor and delivery, postpartum and newborn nursery units.

*Prerequisites: BIO105, BIO106, BIO301, NUT100, NUR100, NUR101, NUR102, NUR103, NUR105, NUR106, Coreq NUR201; Successful completion of Dosage Calculation Exam.*

### **NUR205 MEDICAL SURGICAL NURSING 4**

#### 5.0 Semester Credits

135 Clock Hours (45 Lecture Hours/ 90 Clinical Hours)

This course is structured to assist the student to synthesize theoretical concepts in the formulation of inclusive nursing care plans for patients with multidimensional interdisciplinary self-care deficits. Emphasis is placed on advanced nursing interventions for selected groups of patients with complex medical-surgical health deficits. Correlated clinical experience includes opportunities for the student to continue focusing on psychosocial, physiological and sociocultural needs of patients.

*Prerequisites: BIO105, BIO106, BIO300, BIO301, NUT100, NUR100, NUR101, NUR102, NUR103, NUR105, NUR106, NUR201, NUR203, Coreq NUR202; Successful completion of Dosage Calculation Exam.*

### **NUR206 PROFESSIONAL TRENDS IN NURSING**

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This comprehensive course addresses the current trends and issues that define the practice of nursing. A broad variety of contemporary issues are explored, including legal and ethical values, research and evidence-based practice, work-related aspects of nursing such as unions and collective bargaining, as well as economic and political issues affecting health care today. The role of the nurse as provider of care, manager of care, and member within the discipline of nursing is further defined and studied. The student will develop a sense of accountability, develop critical thinking skills, and learn to formulate a basic legal-ethical framework for responsible decision making in nursing practice.

*Prerequisites: BIO105, BIO106, BIO300, BIO301, NUT100, NUR100, NUR101, NUR102, NUR103, NUR105, NUR106, NUR201, NUR203, Coreq NUR202, NUR205; Successful completion of Dosage Calculation Exam.*

### **NUR207 NCLEX PREPARATION SEMINAR**

0.0 Semester Credits

Transition to Practice is a seminar course designed to assist students in assimilating and applying core nursing content, while preparing to pass the NCLEX-RN Licensing Exam, first testing, and enter into practice. Building on prior learning related to holistic patient care, students will use the nursing process to meet the psychosocial, physiological, sociocultural, and spiritual needs of patients. Students will actively engage in self-assessment, critical thinking, application of nursing content, and test taking skills development. The NCLEX-RN Test Plan, Kaplan and Evolve learning resources, and specialty exam performance/remediation data will be used to assist students in reviewing core nursing content and in developing an individualized study plan to pass the NCLEX-RN Licensing Exam. Students will meet their assigned mentors from the NCLEX-RN Licensure Exam Preparation Engagement Program to discuss best practices to pass the Licensing Exam, first testing.

*Prerequisite: All coursework.*

### **NUT100 NUTRITIONAL THERAPY**

1.0 Semester Credit

15 Clock Hours (15 Lecture Hours)

This course introduces the student to the basic principles of Diet Therapy as it affects human responses of the adult on a wellness to illness continuum. Classroom learning experiences will assist the student in learning the dietary modifications needed when health is compromised. The student will be able to apply theoretical knowledge to clinical nursing practice.

*Prerequisites: BIO105, NUR100*

### **PDC 100 COLLEGE SUCCESS FOR ALLIED HEALTH PROFESSIONAL**

1.0 Quarter Credit

24 Clock Hours (4 Lecture Hours/20 Lab Hours)

This course is designed to introduce students to the realm of a college atmosphere. Students will establish skills that will aid in their success throughout college and their careers.

*Prerequisite: None*

### **PDC 200 CAREER DEVELOPMENT FOR ALLIED HEALTH PROFESSIONAL**

3.0 Quarter Credits

60 Clock Hours (5 Lecture Hours/55 Lab Hours)

This course is designed to provide the graduate with necessary marketable job search techniques and skills. It will encompass all phases of professional development relative to employment.

*Prerequisite: None*

**PSY 101 INTRODUCTION TO PSYCHOLOGY**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course provides a general overview of the field of psychology. It begins by discussing psychological research methods used to gather psychological data to provide students with a foundation for critically analyzing information. The course then discusses basic psychological concepts from the perspective and with the goal of improving the quality of life for self and others. Topics include the brain and human development, learning and memory, intelligence and creativity, motivation and emotion, personality, and the impact of stress on health. The course then discusses selected psychological disorders and associated common therapies.

*Prerequisite:* None

**PSY 103 GENERAL PSYCHOLOGY**

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This course provides a general overview of the field of psychology. It begins by discussing psychological research methods used to gather psychological data to provide students with a foundation for critically analyzing information. The course then discusses basic psychological concepts from the perspective and with the goal of improving the quality of life for self and others. Topics include the brain and human development, learning and memory, intelligence and creativity, motivation and emotion, personality, and the impact of stress on health. The course then discusses selected psychological disorders and associated common therapies.

*Prerequisite:* None

**PSY 203 HUMAN GROWTH AND DEVELOPMENT**

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This course focuses on the study of development and the aging process from birth to death, including methods of research, theoretical perspectives, as well as biological, social, and psychological changes.

*Prerequisite:* PSY103

**SOC 101 INTRODUCTION TO SOCIOLOGY**

4.0 Quarter Credits

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course introduces students to the principles, methods, and major theoretical orientations of sociology. This course covers the theoretical underpinnings of the field of sociology, provides an introduction to central sociological concepts such as social structure, socialization, social interaction, deviance and social control, groups and organizations. In addition, it looks at inequality in society, starting with social stratification and class systems, locally and globally. The course provides explanations for differences in social institutions as well as the behaviors of individuals in society, including gender relations, marriage, and family. Social institutions are examined and their impact on society, including health, life expectancy, education, and the economy are explored. Further current topics and controversies are explored and discussed.

*Prerequisite:* None

**SOC107 PRINCIPLES SOCIOLOGY**

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This course introduces students to the principles, methods, and major theoretical orientations of sociology. Students will examine cultural concepts, social structures, the function and influence of groups and social institutions, mechanisms for social control, and systemic inequality. Students will learn to discuss health from a sociological perspective and explore the processes of social change and effects of changing demographics.

*Prerequisite:* None

# STAFF AND FACULTY

This section has been revised. See addendum 2.

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## **ADMINISTRATIVE STAFF**

Campus President	Anthony Stanziani
Human Resources Administrator	Lynn D. Salvage
Business Office Manager	Mary Ellen Elias
Bursar	Dayna Williams
Registrar	Adrian Tahiri
Student Success Coordinator	Michelle Cuevas
IT Administrator	Anthony Chan
Clinical Administrator	Candice Barcia
Administrative Assistant	Kim Cush

## **ADMISSIONS**

Director of Admissions	Douglas Young
Admissions Advisor	Grahame Davis
Admissions Advisor	Garrisha Monique Goodman
Admissions Advisor	Didem Gungor
Admissions Coordinator	<u>Jayne Cassidy Rillera</u>

## **CAREER SERVICES**

Director of Career Services	Lynn D. Salvage
Career Services Advisor	Jennifer L. Petino

## **FINANCIAL AID**

Director of Financial Aid	Charles Johnson III
Financial Aid Administrator	Lauren O'Brien

## **LIBRARY**

Librarian/Learning Resource Center Manager	Halyna Testerman
--	------------------

## **ACADEMIC LEADERSHIP**

### **DIRECTOR OF EDUCATION**

Kevin Flanagan, Ed. D

*Ed. D, Curriculum and Instruction, American College of Education*

*Ed. S, Leadership, American College of Education*

*MA, Educational Leadership, Montclair State University*

*BA, Political Science, New Jersey City University*

*AA, General, Bergen Community College*

### **DEAN OF NURSING**

Courtney B. Ross

*Doctor of Health Administration, Medical University of South Carolina*

*Master of Science, Nursing, Augusta University*

*Master of Science, Biomedical Science, Philadelphia College of Osteopathic Medicine*

*BS, Biology, Georgia Southwestern State University*

**ASSISTANT DEAN OF NURSING**

Barbara Byers, RN

*MS, Teachers College*

*BSN, Tuskegee University*

**INTERIM PROGRAM DIRECTOR, DENTAL ASSISTING**

Otilia Marticorena, DMD

*Doctor of Dental Medicine, University of Medicine and Dentistry of New Jersey, Newark, NJ*

*Bachelor of Arts Biology, Kean University, Newark, NJ*

**PROGRAM DIRECTOR, MEDICAL ASSISTING**

Sherif Guirguis, MD

*Master of Diagnostic Radiology, Faculty of Medicine Banha University, Benha, Egypt*

*Doctor of Medicine, Alexandria School of Medicine and Surgery*

**FACULTY**

**NURSING**

Jennifer Adamo (P/T)

*MSN, Aspen University*

Felicia Ahlborn (P/T)

*MSN, Capella University*

Ihsaan Abdul-Alim, RN (P/T)

*MSN, Hunter College*

*Master of Public Administration, Baruch College*

*Bachelor of Science in Nursing, Downstate Medical Center*

Jessica Ardi, RN (P/T)

*MS, Wagner College, Staten Island, NY*

*Associate of Science Degree in Nursing, St. Paul's School of Nursing, NY*

Mellica Asamoah (P/T)

*MSN, Long Island University*

Tara Altschuler (P/T)

*MSN, Wagner College, Staten Island, New York*

Indira Bashic (P/T)

*MSN, Wagner College, Staten Island, New York*

Anna Bilar (P/T)

*MSN, Hunter College (The City University of New York)*

Joseph Boney (P/T)

*BSN, Regents College, Albany, NY*

Sidonie Brown (F/T)

*MSN, New York University*

Michele Bufalino-Corrado, RN (P/T)

*NP, Wagner College, Staten Island, New York*

Dawn Cardello-Shea, RN (P/T)

*BS, Wagner College Staten Island, NY*

Alyssa Carlson-Devito, RN (P/T)

*MSN, Chamberlain College of Nursing*

Giuliana Castellano, RN (P/T)

*MSN, Chamberlain College of Nursing*

Laurie Cowan (P/T)

*BS, SUNY/Empire State University*

Gillian Cipriano (P/T)

*MSN, Saint Joseph's College*

Roberta Curry, RN (P/T)

*Master of Science in Nursing, Wagner College, Staten Island, NY*

Mark Dahl (P/T)

*BS, Hunter College (The City University of New York)*

Jennifer DeStefano-Gjondrekaj, RN P/T

*Master of Nursing, Family Nurse Practitioner, Wagner College, NY*

*Bachelor of Science in Nursing, Chamberlain College of Nursing*

Brian Donald, RN (P/T)

*MS, FNP, Wagner College, Staten Island, NY*

Kathleen Douris, RN (P/T)

*MSN, Hunter College, NY*

Christine Ducey, RN (P/T)

*MS, Wagner College, Staten Island, NY*

*BS, College of Staten Island, Staten Island, NY*

Jessie Duncan (P/T)

*Doctor of Nursing, Grand Canyon University*

Daphne Duran, RN (P/T)

*Master of Science, Primary Care Adult Gerontology Nurse Practitioner, College of Staten Island CUNY, SI, NY*

*Bachelor of Science in Nursing, College of Staten Island CUNY, Staten Island, NY*

Yvette Falkenhainer (P/T)

*MSN, Chamberlain University*

Nicole Gadaleta (P/T)

*MSN, Seton Hall University*

Joseph Gallo, RN (F/T)

*MS Nursing, Chamberlain Unive*

*MBA, Hofstra University*

*BS Nursing, College of Staten Island, NY*

Nicole Gallotta, RN (P/T)

*BSN, Chamberlain College of Nursing*

Jessica Hooper (F/T)

*MSN, Regis College*

Dina Klein (P/T)

*MSN, Downstate Medical Center*

Kristina Krivicic (P/T)

*MSN, Capella University*

Zina Leigh (F/T)

*BS in Nursing, Grand Canyon University- College of Nursing and Healthcare Profession, Phoenix, AZ*

Cherilyn Lim (P/T)

*DNP, Grand Canyon University*

Christina Lema (P/T)

*MSN, SUNY Downstate Health Sciences University=*

Lydia Lopez (P/T)

*MSN, Capella University*

Sonia Luisi, RN (P/T)

*MS, FNP, Wagner College, New York*

Jennifer Macchiarola (P/T)

*Doctor of Nursing, Wagner College, New York*

Jaclyn Marcello, RN (P/T)

*MS, Nursing Education, Chamberlain College of Nursing*

*BS, Nursing, Chamberlain College of Nursing*

Debra Marotta, RN (P/T)

*MS in Nursing Education, Walden University, Minneapolis, MN*

*Bachelor of Science in Health Administration, Warren National University, Cheyenne, WY*

Donna Maratea (P/T)

*MSN, College of Staten Island*

Rinny Mathew, RN (P/T)

*MSN, Wagner College*

Tiffany McNeil (F/T)

*MSN, Long Island University*

Ted Mercene (P/T)

*Doctor of Nursing, Walden University*

Victoria Odusanya (P/T)

*MSN, Grand Canyon University*

Lochana Perera, RN (P/T)

*MSN, Wagner College*

*BSN, College of Staten Island*

Frederica Pierre (P/T)

*MSN, The Sage Colleges*

Maryanne Plumb, RN (P/T)

*MS, Nursing Administration, Aspen University*

*BS, Nursing, South University*

Catherine Raio, RN (P/T)

*MS Nursing, College of Staten Island, Staten Island, NY*

*BS Nursing, College of Staten Island, Staten Island, NY*

Debbie Satriano, RN (P/T)

*MSN, Education, Chamberlain College of Nursing BS Nursing, Wagner College, S.I, NY*

Patricia Schierenbeck, RN (P/T)

*Master of Science, Family Nurse Practitioner, Wagner College, Staten Island, NY*

Lisa Segreto, RN (F/T)

*MSN, Nursing, Wagner College, Staten Island, NY*

Victoria Strusinski, RN (P/T)

*MSN, Wagner College*

Rachel Tarantul (P/T)

*MSN, Long Island University*

Reena Varghese (P/T)

*MSN, Chamberlin University*

*Victoria Vega (P/T)*

*MSN, Wagner College, New York*

Victoria Vega (P/T)

*MSN, Wagner College, New York*

Solomon Weaver (P/T)

*MSN, Chamberlin University*

**DENTAL ASSISTING**

Otilia Marticorena, DMD (P/T)

*Doctor of Dental Medicine, University of Medicine and Dentistry of NJ, Newark, NJ*

*Bachelor of Arts Biology, Kean University, Newark, NJ*

Lyna Tadros (P/T)

*Bachelor of Dental Surgery, October 6 University, Egypt*

**MEDICAL ASSISTING**

Ahmed Attia, MD (F/T)

*Bachelor of Medicine (M.B.B.Ch.) Mansoura University School of Medicine, Mansours, Egypt*

Rasha Boktor, MD (F/T)

*Master in Gynecology and Obstetrics, Alexandria School of Medicine and Surgery, Alexandria, Egypt*

*Bachelor of Medicine and Surgery, Alexandria School of Medicine and Surgery, Alexandria, Egypt*

Amira Erian, MD (F/T)

*Diploma of Pediatrics, Cairo University, Cairo*

*Bachelor of Medicine and Surgery, Cairo University, Cairo*

Mohamad Sleiman, MD (F/T)

*Ph.D. Medical Studies, Institute of Medicine and Pharmacy, Bucharest, Romania*

*Doctor of Medicine, Faculty of Medicine Craiova University, Craiova, Dolj, Romania*

**GENERAL EDUCATION**

George Armanious, MD (F/T)

*Bachelor of Medicine, University of Alexandria Faculty of Medicine, Alexandria, Egypt*

Daniel Barrios, MFA (F/T)

*Master of Fine Arts, Fiction Writing, Southern New Hampshire University, NH*

*Bachelor of Arts, Creative Writing/English, College of Staten Island, Staten Island, NY*

Miles Boyd (P/T)

*Master of Arts, Secondary Education, Brooklyn College, NY*

*Bachelor of Arts, English Writing, College of Staten Island, Staten Island, NY*

Simona Epuran (F/T)

*MA, Sociology, Cleveland State University, Cleveland, Ohio*

*Bachelor of Arts in Sociology, West University of Timisoara, Romania*

*Bachelor of Science in Economics, Timisoara University, Romania*

Karl Francis (P/T)

*Bachelor of Science, Physics, College of Staten Island, Staten Island, NY*

*Bachelor of Science, Engineering, College of Staten Island, Staten Island, NY*

Dalia Hanna (F/T)

*Master's Degree, Internal Medicine, Alexandria University, Egypt*

*Bachelor of Medicine/Bachelor of Surgery, Alexandria University, Egypt*

*Associate Degree in Nursing, St. Paul's School of Nursing*

Jennifer Hernandez-Banique (P/T)

*Master of Social Work, New York University, Silver School of Social Work, New York, NY*

Sherry McShall

*Master of Social Work, Hunter College, New York, NY*

*Bachelor of Arts, Social Work, College of Staten Island, Staten Island, NY*

Denitra Muhammad (F/T)

*MS Industrial/Organizational Psychology, Capella University*

Gerard M. Nadal, Ph. D (F/T)

*Ph. D Biology, St. John's University Jamaica, NY*

*Master of Philosophy Biology, St. John's University Jamaica, NY*

*Master of Science, Biology, St. John's University Jamaica, NY*

*Bachelor of Psychology, St. John's University Jamaica, NY*

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 2/19/2024 Volume 1, Version 2

Effective date: 3/3/2024

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.*

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## INTRODUCTION AND OVERVIEW

### **APPLICANTS AND STUDENTS WITH DISABILITIES, PAGE 10**

St. Paul's School of Nursing is an Equal Opportunity Educational Institution and does not discriminate in the recruitment and admission of students with respect to race, color, sex, age, disability, national origin, or any other legally protected characteristic. We are committed to providing equal access and opportunities for qualified students with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), as amended, and ensuring compliance with all applicable laws.

#### **Applicants for and Students Allied Health, Trades, and Medical Technology Programs**

Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, admissions testing (if applicable) and/or their program of study, should contact the Campus President. The Campus President, will work with the individual to identify potential reasonable accommodations and academic adjustments necessary to enable him or her to fully participate in the admissions and educational processes. Questions about the process may be directed to the Campus President.

#### **Applicants for and Students in Nursing Programs**

Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, admissions testing (if applicable) and/or their program of study, should contact the Campus President. The Campus President will work with the individual to identify potential reasonable accommodations and academic adjustments necessary to enable him or her to fully participate in the admissions and educational processes. Questions about the process may be directed to the Campus President.

#### **Accommodation Process and Documentation**

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, a disability is defined as any physical or mental impairment that substantially limits a major life activity. Having a history of impairment or being perceived as having impairment that significantly impacts a student's ability to participate in educational activities on an equal basis with their peers may also qualify one as an individual with a disability.

It is the student's responsibility to disclose his/her needs and provide appropriate documentation of the disability to the Campus President. All students are encouraged to self-identify and request disability-related academic accommodations prior to starting their program of study. Additionally, St. Paul's School of Nursing will work through this process with students at any point in their enrollment. However, please note that retroactive requests for accommodation will be denied.

#### **Academic Accommodation**

Academic accommodations are designed to support equal access to qualified students with disabilities. Reasonable accommodations may consist of changes in policies, practices, services, and the use of auxiliary aids or assistive devices or software. These may include but are not limited to:

- Modifying the deadline for assignments;
- Modifying the format of course materials;
- Modifying the way course information is presented; and / or
- Modifying how a student submits assignments.

Reasonable accommodations do not require a substantial change in the curriculum or result in an alteration of any essential element, outcome, or function of a course, program, service, or activity. Campus leaders understand that, upon request from a qualified student, reasonable accommodation(s) must be made unless it can be demonstrated that the accommodation(s) would impose an undue hardship on the operation of the program or the academic institution.

Students with disabilities are expected to complete all academic requirements for their program. Waiving or substantially altering academic requirements for program completion is not considered a reasonable accommodation. This includes General Education, laboratory, simulation, clinical, externship requirements, and any other requirements considered essential to a student's program of study and/or specialization. *Note:* An accommodation letter is provided to the student for use at his or her respective campus and to share with online instructors (if applicable). If the student is required to participate in any third-party testing, clinicals, externships, or other third-party requirements the student must request accommodations from the third party.

### **Confidentiality**

Campus Leaders recognizes that a student's disability documentation contains confidential information and is committed to maintaining any disability-related information as confidential as required or as permitted by law. A student's disability-related information will not be released to third parties without the student's written consent except in circumstances mandated by state or federal law.

### **Complaints or Grievances**

If a student would like to make a complaint related to the student's accommodation request, approved accommodations, or adherence to the accommodations, he/she is encouraged to meet with the party with whom he/she disagrees and attempt to discuss and clarify the problem. If the problem cannot be resolved, the next step is for the student to discuss it with the Campus President. If the complaint is lodged against the Campus President, the student making the complaint may contact the Campus President.

Students are not required to make an informal resolution attempt. If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Campus President. Upon receipt of the complaint, the Campus President will conduct a prompt investigation and determine whether there has been compliance with these policies and procedures.

If the Campus President determines that discrimination based on disability may have occurred, the Institution will take steps proactively designed to end the discrimination, prevent its recurrence, address its effects, and provide supportive measures promptly and effectively.

## **COURSE DESCRIPTIONS, PAGE 77**

### **BIO301 PHARMACOLOGY**

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This course is designed to establish a strong foundation in basic pharmacologic principles. Such a foundation will enhance student understanding of drug therapies utilized for a variety of disease processes. Relevant physiology and pathophysiology for all major drug families are reviewed. Emphasis is placed on the clinical applications of varied drug families. Further, specific nursing implications demonstrating the application of pharmacology to nursing practice are stressed.

*Prerequisite: BIO105, BIO106, NUR100, NUR101, NUR102, NUR103, NUT100*

### **ENG 204 LITERATURE**

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This course in Genre of Literature provides the study of techniques and conventions of various literary genres, such as poetry, novels, short stories, biographies, journals and essay. The course explores the relationship between form and meaning, specifically how genre shapes our literary understanding and experience.

*Prerequisite: ENG104*

### **NUR202 PSYCHIATRIC – MENTAL HEALTH NURSING**

3.0 Semester Credits

75 Clock Hours (30 Lecture Hours/ 45 Clinical Hours)

This course focuses on concepts basic to psychiatric-mental health nursing including neurobiology, therapeutic communication, cultural diversity, spirituality, family dynamics, loss and grieving, stress and coping, crisis intervention, violence, abuse, psychiatric disorders, and community resources. Mental health issues across the lifespan are explored. The course introduces specialized assessment and communication skills necessary for the care of the individual experiencing situational and maturational stressors as well as mental illness. Clinical experiences provide the student with the opportunity to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, and collaborative skills in acute in-patient, chemical dependency, outpatient, and adolescent units.

*Prerequisites: BIO105, BIO106, BIO301, NUR100, NUR101, NUR102, NUR103, NUR105, NUR106, NUT100, Successful completion of Dosage Calculation Exam*

### **SOC107 PRINCIPLES OF SOCIOLOGY**

3.0 Semester Credits

45 Clock Hours (45 Lecture Hours)

This course introduces students to the principles, methods, and major theoretical orientations of sociology. Students will examine cultural concepts, social structures, the function and influence of groups and social institutions, mechanisms for social control, and systemic inequality. Students will learn to discuss health from a sociological perspective and explore the processes of social change and effects of changing demographics.

*Prerequisite: None*

## **STAFF AND FACULTY, PAGE 88**

### **ADMINISTRATIVE STAFF**

Campus President	Anthony Stanziani
Human Resources Administrator	Lynn D. Salvage
Business Office Manager	Mary Ellen Elias
Bursar	Dayna Williams
Registrar	Adrian Tahiri
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Kevin Flanagan, Ed. D

*Ed. D. Curriculum and Instruction, American College of Education*

*Ed. S. Leadership, American College of Education*

*MA, Educational Leadership, Montclair State University*

*BA, Political Science, New Jersey City University*

*AA, General, Bergen Community College*

**DEAN OF NURSING**

Courtney B. Ross

*Doctor of Health Administration, Medical University of South Carolina*

*Master of Science, Nursing, Augusta University*

*Master of Science, Biomedical Science, Philadelphia College of Osteopathic Medicine*

*BS, Biology, Georgia Southwestern State University*

**ASSISTANT DEAN OF NURSING**

Barbara Byers, RN

*MS, Teachers College BSN, Tuskegee University*

**INTERIM PROGRAM DIRECTOR, DENTAL ASSISTING**

Otilia Marticorena, DMD

*Doctor of Dental Medicine, University of Medicine and Dentistry of New Jersey, Newark, NJ*

*Bachelor of Arts Biology, Kean University, Newark, NJ*

**PROGRAM DIRECTOR, MEDICAL ASSISTING**

Sherif Guirguis, MD

*Master of Diagnostic Radiology, Faculty of Medicine Benha University, Benha, Egypt*

*Doctor of Medicine, Alexandria School of Medicine and Surgery*

**FACULTY**

**NURSING**

Jennifer Adamo (P/T)

*MSN, Western Governors University*

Felicia Ahlborn (P/T)

*MSN, Capella University*

Ihsaan Abdul-Alim, RN (P/T)

*MSN, Hunter College*

*Master of Public Administration, Baruch College*

Jessica Ardi, RN (P/T)

*MS, Wagner College, Staten Island, NY*

*Associate of Science Degree in Nursing, St. Paul's School of Nursing, NY*

Mellica Asamoah (P/T)

*MSN, Long Island University*

Tara Altschuler (P/T)

*MSN, Wagner College, Staten Island, New York*

Indira Bashic (P/T)

*MSN, College of Staten Island*

Anna Bilar (P/T)

*MSN, Hunter College (The City University of New York)*

Joseph Boney (P/T)

*MSN, Kean University*

*BSN, Regents College, Albany, NY*

Sidonie Brown (F/T)

*MSN, New York University*

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*NP, Wagner College, Staten Island, New York*

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*BS, Wagner College Staten Island, NY*

Alyssa Carlson-Devito, RN (P/T)

*MSN, Chamberlain College of Nursing*

Giuliana Castellano, RN (P/T)

*MSN, Chamberlain College of Nursing*

Laurie Cowan (P/T)

*BS, SUNY/Empire State University*

Gillian Cipriano (P/T)

*MSN, Saint Joseph's College*

Roberta Curry, RN (P/T)

*Master of Science in Nursing, Wagner College, Staten Island, NY*

Mark Dahl (P/T)

*BS, Hunter College (The City University of New York)*

Jennifer DeStefano-Gjondrekaj, RN P/T

*Master of Nursing, Family Nurse Practitioner, Wagner College, NY*

*Bachelor of Science in Nursing, Chamberlain College of Nursing*

Brian Donald, RN (P/T)

*MS, FNP, Wagner College, Staten Island, NY*

Kathleen Douris, RN (P/T)

*MSN, Hunter College, NY*

Christine Ducey, RN (P/T)

*MS, Wagner College, Staten Island, NY*

*BS, College of Staten Island, Staten Island, NY*

Jessie Duncan (P/T)

*Doctor of Nursing, Grand Canyon University*

Daphne Duran, RN (P/T)

*Master of Science, Primary Care Adult Gerontology Nurse Practitioner, College of Staten Island CUNY, Staten Island, NY*

*Bachelor of Science in Nursing, College of Staten Island CUNY, Staten Island, NY*

Yvette Falkenhainer (P/T)

*MSN, Chamberlain University*

Nicole Gadaleta (P/T)

*MSN, Seton Hall University*

Joseph Gallo, RN (F/T)

*MS Nursing, Chamberlain University*

*MBA, Hofstra University*

*BS Nursing, College of Staten Island, NY*

Nicole Gallotta, RN (P/T)

*BSN, Chamberlain College of Nursing*

Jessica Hooper (F/T)

*MSN, Regis College*

Dina Klein (P/T)

*MSN, Downstate Medical Center*

Kristina Krivicic (P/T)

*MSN, Capella University*

Zina Leigh (F/T)

*BS in Nursing, Grand Canyon University- College of Nursing and Healthcare Profession, Phoenix, AZ*

Christina Lema (P/T)

*MSN, SUNY Downstate Health Sciences University*

Lydia Lopez (P/T)

*MSN, Capella University*

Sonia Luisi, RN (P/T)

*MS, FNP, Wagner College, New York*

Jennifer Macchiarola (P/T)

*Doctor of Nursing, Wagner College, New York*

Jaclyn Marcello, RN (P/T)

*MS, Nursing Education, Chamberlain College of Nursing*

*BS, Nursing, Chamberlain College of Nursing*

Debra Marotta, RN (P/T)

*MS in Nursing Education, Walden University, Minneapolis, MN*

*Bachelor of Science in Health Administration, Warren National University, Cheyenne, WY*

Donna Maratea (P/T)

*MSN, College of Staten Island*

Rinny Mathew, RN (P/T)

*MSN, Wagner College*

Tiffany McNeil (F/T)

*MSN, Long Island University*

Ted Mercene (P/T)

*Doctor of Nursing, Walden University*

Victoria Odusanya (P/T)

*MSN, Grand Canyon University*

Lochana Perera, RN (P/T)

*MSN, Wagner College*

*BSN, College of Staten Island*

Frederica Pierre (P/T)

*MSN, The Sage Colleges*

Maryanne Plumb, RN (P/T)

*MS, Nursing Administration, Aspen University*

*BS, Nursing, South University*

Catherine Raio, RN (P/T)

*MS Nursing, College of Staten Island, Staten Island, NY*

*BS Nursing, College of Staten Island, Staten Island, NY*

Debbie Satriano, RN (P/T)

*MSN, Education, Chamberlain College of Nursing*

*BS Nursing, Wagner College, S.I. NY*

Patricia Schierenbeck, RN (P/T)

*Master of Science, Family Nurse Practitioner, Wagner College, Staten Island, NY*

Lisa Segreto, RN (F/T)

*MSN, Nursing, Wagner College, Staten Island, NY*

Victoria Strusinski, RN (P/T)

*MSN, Wagner College*

Rachel Tarantul (P/T)

*MSN, Long Island University*

Reena Varghese (P/T)

*MSN, Chamberlin University*

Victoria Vega (P/T)

*MSN, Wagner College, New York*

Solomon Weaver (P/T)

*MSN, Chamberlin University*

**DENTAL ASSISTING**

Otilia Marticorena, DMD (P/T)

*Doctor of Dental Medicine, University of Medicine and Dentistry of NJ, Newark, NJ*

*Bachelor of Arts Biology, Kean University, Newark, NJ*

Lyna Tadros (P/T)

*Bachelor of Dental Surgery, October 6 University, Egypt*

**MEDICAL ASSISTING**

Ahmed Attia, MD (F/T)

*Bachelor of Medicine (M.B.B.Ch.) Mansoura University School of Medicine, Mansoura, Egypt*

Rasha Boktor, MD (F/T)

*Master in Gynecology and Obstetrics, Alexandria School of Medicine and Surgery, Alexandria, Egypt*

*Bachelor of Medicine and Surgery, Alexandria School of Medicine and Surgery, Alexandria, Egypt*

Amira Erian, MD (F/T)

*Diploma of Pediatrics, Cairo University, Cairo*

*Bachelor of Medicine and Surgery, Cairo University, Cairo*

Mohamad Sleiman, MD (F/T)

*Ph.D. Medical Studies, Institute of Medicine and Pharmacy, Bucharest, Romania*

*Doctor of Medicine, Faculty of Medicine Craiova University, Craiova, Dolj, Romania*

**GENERAL EDUCATION**

George Armanious, MD (F/T)

*Bachelor of Medicine, University of Alexandria Faculty of Medicine, Alexandria, Egypt*

Daniel Barrios, MFA (F/T)

*Master of Fine Arts, Fiction Writing, Southern New Hampshire University, NH*

*Bachelor of Arts, Creative Writing/English, College of Staten Island, Staten Island, NY*

Miles Boyd (P/T)

*Master of Arts, Secondary Education, Brooklyn College, NY*

*Bachelor of Arts, English Writing, College of Staten Island, Staten Island, NY*

Simona Epuran (F/T)

*MA, Sociology, Cleveland State University, Cleveland, Ohio*

*Bachelor of Arts in Sociology, West University of Timisoara, Romania*

*Bachelor of Science in Economics, Timisoara University, Romania*

Karl Francis (P/T)

*Bachelor of Science, Physics, College of Staten Island, Staten Island, NY*

*Bachelor of Science, Engineering, College of Staten Island, Staten Island, NY*

Dalia Hanna (F/T)

*Master's Degree, Internal Medicine, Alexandria University, Egypt*

*Bachelor of Medicine/Bachelor of Surgery, Alexandria University, Egypt*

*Associate Degree in Nursing, St. Paul's School of Nursing*

Jennifer Hernandez-Banique (P/T)

*Master of Social Work, New York University, Silver School of Social Work, New York, NY*

Sherry McShall

*Master of Social Work, Hunter College, New York, NY*

*Bachelor of Arts, Social Work, College of Staten Island, Staten Island, NY*

Denitra Muhammad (F/T)

*MS Industrial/Organizational Psychology, Capella University*

Gerard M. Nadal, Ph. D (F/T)

*Ph. D Biology, St. John's University Jamaica, NY*

*Master of Philosophy Biology, St. John's University Jamaica, NY*

*Master of Science, Biology, St. John's University Jamaica, NY*

*Bachelor of Psychology, St. John's University Jamaica, NY*

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 catalog, 2/19/2024 Volume 1 Version 3

Effective date: 04/18/2024

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.*

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## ACADEMIC POLICIES

*The below information is effective April 1, 2024.*

### **COUNSELING/ADVISEMENT, PAGE 39**

Academic advising is available throughout the student's enrollment at the College to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

The College does not offer counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the College management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While the College does not provide counseling services, it maintains a community resource list and/or ESPYR a student assistance program, for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

*If a student has a problem that cannot be addressed by the St. Paul's School of Nursing team members, that student is referred to ESPYR. ESPYR is a professional, confidential service provided by St. Paul's School of Nursing to give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you are in school. This 24-hour service is prepaid for by the College and there is no cost to the student. All members of campus have 24/7 access to licensed ESPYR counselors at (866) 200-7350.*

## STUDENT POLICIES

### **TITLE VI CIVIL RIGHTS ACT OF 1964/AGE DISCRIMINATION ACT OF 1975, PAGE 71**

St. Paul's School of Nursing is committed to maintaining a healthy and safe learning environment where no person shall be discriminated against or excluded from, participation in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes his/her rights have been violated the student may submit a complaint to the Title VI/Age Discrimination Coordinator. The student may also submit a complaint to the Campus President and the Campus President will forward it to the Title VI/Age Discrimination Coordinator.

A complainant is not required to file a complaint within any specified timeframe following the alleged incident. A complainant is not required to make an informal resolution attempt with the other party.

Once a complaint has been received by the Title VI/Age Discrimination Coordinator, an investigation will be conducted thoroughly and promptly. The complainant may provide evidence and any other information, including the names of witnesses. Once the investigation is complete, the Title VI/Age Discrimination Coordinator will provide a report of findings and recommendations to the Vice President of Education at the completion of the investigation.

The Vice President of Education will make a final determination of whether the Institution's Title VI Policy or the Age Discrimination Policy were violated, will notify all parties, and describe any disciplinary sanctions or remedies. If the College determines that discrimination based on race, color, national origin, or age may have occurred, Institution will take steps proactively designed to promptly and effectively end the offending behavior or the threat of the offending behavior, prevent its recurrence, and address its effects.

Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty;
2. assistance in connecting to community-based counseling services;
3. assistance in connecting to community-based medical services;
4. assistance with obtaining personal protective orders;
5. mutual restrictions on communication or contact; or
6. a combination of any of these measures.

Appeal Process:

Either party may appeal from a determination regarding responsibility, or from Institution's dismissal of a formal complaint or any allegations, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- Newly discovered evidence that was not reasonably available prior to the determination of responsibility that could affect the outcome of the matter; or
- One or more of the Institution's Title VI personnel had a conflict of interest or bias that affected the outcome of the matter.

A notice of appeal must be in writing and must be filed with the Title VI Coordinator within 10 calendar days after the delivery of the decision to be appealed. The notice of appeal must include the name of the complainant, the name of the respondent, the decision or action being appealed, and an explanation of the grounds for appeal.

Upon receiving a notice of appeal, the Institution will provide formal notice to the parties of the appeal. Each party will be given a minimum of ten calendar days to provide a written statement supporting or challenging the appealed action.

The Title VI Coordinator will designate an Appeal Officer to hear and make a decision with regard to the appeal. The Appeal Officer must be free from bias or conflict of interest and must not be the Title VI Coordinator, the Investigator, or the Decision-maker(s).

As soon as is reasonably practicable, and generally, within 14 calendar days after receipt of the parties' written statements, the Appeal Officer will issue a written decision regarding the appeal simultaneously to both parties. The decision will describe the result of the appeal and the rationale for the decision. The decision of the Appeal Officer is final.

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact [Dondi.Kuennen@edaff.com](mailto:Dondi.Kuennen@edaff.com), Vice President of Human Resources. A Title VI complaint by an employee not involving a student will result in a report of findings and recommendations to the Vice President of Human Resources responsible for the Institution.

All students, employees, and other third parties are expected to fully comply with Institution's Title VI and the Age Discrimination Act Policy and take appropriate measures to create an atmosphere free of discrimination. Ms. Suzanne Peters has been designated to coordinate the school's compliance with Institution's Title VI Policy and the Age Discrimination Act Policy. Any inquiries regarding this policy or to file a complaint please contact the Title VI/Age Discrimination Coordinator at the information as provided below.

Title VI Coordinator

Attention:	Title VI/Age Discrimination Coordinator Suzanne Peters Esq., M.Ed.
	National Dean of Programmatic Accreditation
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	Phone: 330-805-2819
E-Mail Address:	<a href="mailto:speters@edaff.com">speters@edaff.com</a>

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 catalog, 2/19/2024 Volume 1 Version 4

Effective date: 05/10/2024

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.*

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**All references to *Associate of Science* should be *Associate in Science*.**

### HISTORY AND OWNERSHIP

#### ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES, PAGE 10

St. Paul's School of Nursing is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristics. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in accordance with the Applicants and Students with Disabilities Policy, will work with the applicant and/or prospective student to collect the required documentation and request forms and identify reasonable accommodations and necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Vice President of Academic Affairs at Education Affiliates, Inc. at [vpaa@edaff.com](mailto:vpaa@edaff.com).

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Academic Affairs at Education Affiliates, Inc via email at [vpaa@edaff.com](mailto:vpaa@edaff.com). A student is not required to make an informal resolution attempt. A hearing will be scheduled within five business days of the notification. However, at the discretion of the Institution, the complaint process may be delayed or extended for good cause. Good cause includes, but is not limited to, the unavailability of witnesses or the need for language assistance. At the hearing, the student has the right to present additional relevant evidence and bring witnesses, if desired, to support his or her position.

If the College determines that discrimination based on disability may have occurred, the Institution will take steps proactively designed to promptly and effectively end the discrimination, prevent its recurrence, address its effects, and provide supportive measures.

Vice President, Academic Affairs  
[vpaa@edaff.com](mailto:vpaa@edaff.com)  
5026D Campbell Blvd.  
Baltimore, Maryland 21236  
443-678-2143 (voice)  
410-633-1844 (fax)

Vice President of Nursing PhD, MSN, RN  
[vpaa@edaff.com](mailto:vpaa@edaff.com)  
5026D Campbell Blvd.  
Baltimore, Maryland 21236  
269-208-5098 (voice)

## ADMISSIONS INFORMATION

### ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE NURSING PROGRAM, PAGE 14

7. No applicant will be admitted who previously failed to complete another nursing program.

8. If an applicant attended and dropped from another nursing program but did not technically fail, the applicant's transcript must be reviewed by the campus nursing applicant review committee and DON and a decision will be made as to the applicant's request for admission.

## ACADEMIC POLICIES

### COURSE REPEAT POLICY, PAGE 38

#### Nursing Students

A student in the nursing program is permitted to continue his or her enrollment in the program after receiving a failing grade in one nursing and/or required courses. A second failure to successfully complete the same nursing and/or a required course will result in dismissal from the program. Nursing courses are those with an NUR course code prefix; required courses are anatomy and physiology, nutrition, general biology, and microbiology. The specific information for achieving a passing grade is defined in the course syllabus. The course grading requirements are reviewed with students at the beginning of each term and are always visible to the students.

### ACADEMIC APPEALS, PAGE 40

#### Final Course Grade Appeals

A student has the right to appeal a final course grade if one or more of the following reasons can be substantiated:

- A grading decision was made on some basis other than the student's classroom performance.
- A grading decision was based on significantly different standards from those applied to other students in the same course in the same term with the same instructor.
- A grading decision was based on a significant and unannounced departure from the course syllabus.
- The student experienced a significant extenuating circumstance within the last 7 days of the course term that prevented the student from participating in class or submitting coursework.

Before initiating a grade appeal, the student is strongly encouraged to work directly with the course instructor to resolve the concern. Per the Grade Appeal Policy, if the student still chooses to appeal their final grade the student must complete, sign, and submit the school's Grade Appeal Form by the 3<sup>rd</sup> day following the end of the term. The form must be accompanied by any relevant documentation to support the student's reason for the appeal. The burden of proving the reason for the appeal rests solely with the student. An appeal cannot be made solely based on a disagreement with the instructor's decisions. Students can obtain the Grade Appeal Form from their Director of Education or Registrar.

#### Dismissal Appeals

The Student Academic Appeal policy provides students a way to appeal dismissal from their academic program. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the *SAP Appeals & Financial Aid Probation* section of the *Satisfactory Academic Progress* policy within this Catalog.

An academic appeal must be received within 14 calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Director of Education or the Dean of Nursing (for students enrolled in nursing courses). The appeal must include a description of the academic decision the student is requesting be reviewed and the relevant facts explaining the reason for a review of the decision.

The Director of Education will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course and the Director or designee and Campus President. This meeting will be held within seven calendar days of the Director receiving the student's written appeal. The student will be notified in writing (via mail and/or email) of the Academic Review Board's decision. The notification will be sent no later than the end of the 3rd business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from the school until the appeal is successful.

### **Nursing Academic Appeals**

If a nursing student wishes to appeal a dismissal from the program due to a third failure in a NUR or PNR course, the student's appeal letter must describe the significant extenuating circumstances that directly affected the student's ability to successfully pass the courses. The appeal letter must also state the changes that have occurred in the student's circumstances that will support the student being able to successfully pass the course/s if the appeal is granted. Qualifying significant extenuating circumstances are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters. The Academic Review Board will make the determination of whether the person will be allowed to re-enter the program and define the requirements for re-entry. After the campus has made their recommendations, their decision will be reviewed by the Appeals Oversight Committee. The Appeals Oversight Committee consists of various positions within Education Affiliates Inc, the ultimate owner of the College. All appeal materials must be submitted to the Appeals Oversight Committee four weeks before the term starts. Appeals submitted less than four weeks prior will not be reviewed for the upcoming term. The final decision regarding the appeal will be made by the Appeals Oversight Committee.

To appeal to re-enter after dismissal, the student must submit an appeal form, letter of appeal, supporting documentation, current grade transcript, and an academic success plan four weeks before returning. The appeal should include a description of the academic decision being appealed, along with as much supporting documentation as possible to explain and substantiate the reason for the appeal.

If a student is appealing termination due to a third failure in a nursing course, their letter of appeal must demonstrate, to the satisfaction of the Academic Review Board, that significant extenuating circumstances prevented them from passing the failed courses. Qualifying significant extenuating circumstances are rare and typically include severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must also explain the steps taken to ensure these events will no longer impact their progress and provide a plan to successfully meet their academic goals.

If re-entry is permitted, the campus will review an academic success plan with conditions that the student must agree to and meet. If another failing grade in a nursing course is received, the student will be permanently dismissed from the program, and no additional appeals will be considered. This policy applies to all nursing programs in the Education Affiliates system. Permanently dismissed students cannot transfer to another Education Affiliates school.

If the person who has been dismissed or a student believes that he or she did not receive the appropriate due process, the person may submit a grievance by following the procedure described in the grievance policy section of this Catalog.

## **FINANCIAL ASSISTANCE PROGRAMS**

### **SATISFACTORY ACADEMIC PROGRESS**

#### **Termination, Page 63**

Saint Paul's School of Nursing reserves the right to terminate a student's enrollment if, during the student's program of study, Saint Paul's School of Nursing determines that the student has failed to maintain the minimum standards of satisfactory academic progress: has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with Saint Paul's School of Nursing policies, rules and regulations as published in Saint Paul's School of Nursing Catalog; or has failed to meet his or her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from Saint Paul's School of Nursing for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student making an application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 2/19/2024 Volume 1, Version 5

Effective date: 7/9/2024

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### TUITION AND FEES, PAGE 30

*The following information applies to all students who enroll for start dates July 8, 2024 and later.*

PROGRAM	TOTAL TUITION	ADMIN. & TECH. FEE	BOOK CHARGES	KIT BAG/ LAPTOP	INSTRUCTIONAL MATERIALS	TESTING	GRADUATION FEE	TOTAL COST
DEGREE PROGRAMS								
DENTAL ASSISTANT, Aos	\$32,872	\$175	\$2,280	\$105/\$432	\$850	\$750	\$200	\$37,664
MEDICAL ASSISTANT, Aos	\$31,524	\$150	\$2,280	\$105/\$432	\$750	\$454	\$200	\$35,895

NURSING PROGRAMS	TOTAL TUITION	DRUG FEE	ADMIN. & TECH. FEE	BOOKS (ESTIMATE)	LAPTOP FEE	NURSING KIT	GRAD FEE	TEST PREP FEE	NCLEX FEE	TESTING FEE	SIM LAB FEE	TOTAL Cost
NURSING - (A.S.)	\$50,482	\$275	\$350	\$2,005	\$515	\$104	\$300	\$1091	\$343	\$681	\$138	\$56,284

## St. Paul's School of Nursing

### CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 2/19/2024 Volume 1, Version 6

Effective date: 7/30/2024

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.*

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#### **NOTICE OF NON-DISCRIMINATION PAGE 11**

St. Paul's School of Nursing does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment.

Inquiries about Title IX may be referred to the Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Title IX Coordinator is:

##### Title IX Coordinator

Attention: Suzanne Peters

5026D Campbell Blvd

Baltimore, MD 21236

Telephone: 330-805-2819

Email Address: [speters@edaff.com](mailto:speters@edaff.com)

The St. Paul's School of Nursing nondiscrimination policy and grievance procedures can be located at

<https://www.stpaulsschoolofnursing.edu/consumer-information/title-ix.html>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator. You may also use the reporting tool at

<https://www.edaff.com/title-ix-contact-us.php>.

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 2/19/2024 Volume 1, Version 7

Effective date: 9/13/2024

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.*

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### ADMISSIONS INFORMATION

#### **READMISSION, PAGE 14-16**

A former student who withdrew in good standing may make an application for readmission to his or her program of study. Students who dropped or were withdrawn from a program and wish to return to the same program can do so within three years (36 months) of their last date of attendance (LDA).

A student will not be considered for readmission more than twice unless there are exceptional extenuating circumstances, such as military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from continuing in the program. Any exception must be approved by the Campus President.

The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability he or she can complete the program of study.

A former student who wishes to be considered for admission to a different program of study should contact the Admissions office. The Admissions Director should consult with the Dean of Nursing, Director of Education or the Program Director to determine the appropriate transfer of credits, Satisfactory Academic Progress status, and course scheduling prior to enrolling the student.

A former student seeking readmission to the same program must apply for readmission by submitting a Readmission Application to the Student Success Coordinator or the staff person designated to coordinate readmissions. The applicant must meet with the Student Success Coordinator, or the staff person designated to coordinate readmissions to discuss and document the circumstances that led to the prior withdrawal and what the applicant has done to ensure that these or other issues will not interrupt the completion of the program of study if the applicant is approved for readmission.

Applications for re-admission are reviewed by the Dean of Nursing or Director of Education of Education, the Business Office Manager, and Director of Financial Aid, or their designees. The applicant must meet all current admissions and readmission requirements for the program of study. Applicants approved for readmission are required to meet with the Business Office Manager and the Director of Financial Aid (or their designees) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applicants approved for readmission will have their transcripts reviewed by the Dean of Nursing or Director of Education who will determine which course credit(s) previously earned will be counted toward program completion and the course(s) which need to be repeated. Approval of an applicant for readmission is subject to space availability.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for readmission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA) and can increase his or her credits earned to credits attempted ratio to comply with the institution's SAP policy. If approved for readmission, the student will reenter in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter/semester. A student who fails to meet SAP after the first quarter/semester will be dismissed.

In addition, an applicant applying to be readmitted who failed to meet SAP for two consecutive semesters/quarters (parent terms) must complete a SAP appeal and apply to be readmitted in a status of Academic Probation. A SAP appeal may be granted if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve

satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. The SAP appeal must be filed at the same time the applicant initiates the re-start process. The appeals must be submitted in writing to the Director of Education. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Director of Education and the Director of Financial Aid, or their designees. The Financial Aid Committee may grant one additional term as a Financial Aid Probationary period, approve an "Academic Improvement Plan," which may require the student to fulfill specific terms and conditions, or deny the appeal.

If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources and/or alternative funding sources until such time as the student may prequalify for student financial assistance. A readmitted student is required to sign a new enrollment agreement which lists the current tuition and fees, the revised graduation date, and acknowledges receipt of any other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Business Office Manager. With assistance from the Registrar, the Dean of Nursing or Director of Education will establish a course schedule for program completion.

#### **Additional Nursing Appeals Process for Re-Entry after Program Dismissal**

Former students in any of the nursing programs who have been dismissed for academic failure are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools, or Denver College of Nursing. All nursing students approved for readmission must be cleared on CastleBranch by the start of the semester and only under extenuating circumstances may an exception be made with the approval of the Campus President; in which case all necessary documents must be received no later than 14 calendar days after the re-entry date of the student's program.

This section outlines the process for a nursing student to appeal for re-entry after dismissal from the nursing program. Re-Entry after dismissal can only be appealed if there are significant and well documented extenuating circumstances beyond the student's control, such as severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. To appeal for re-entry after dismissal, the student must submit an appeal form, letter of appeal, supporting documentation, and an academic success plan to the Student Success Coordinator. The appeal should include a description of the academic decision being appealed, along with as much supporting documentation as possible to explain and substantiate the reason for the appeal. If a student is appealing termination due to a third failure in a nursing course, their letter of appeal must demonstrate, to the satisfaction of the Academic Review Board, that significant extenuating circumstances prevented them from passing the failed courses. Qualifying significant extenuating circumstances are rare and typically include severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must also explain the steps taken to ensure these events will no longer impact their progress and provide a plan to successfully meet their academic goals. All appeal materials must be submitted to the Student Success Coordinator no later than four weeks before the term starts. Appeals submitted less than four weeks prior will not be reviewed for the upcoming term unless otherwise approved by the Campus President.

The final decision regarding the appeal will be made by the Academic Review Board. If re-entry is permitted, the Dean of Nursing or designee will review an academic success plan with conditions that the student must agree to and meet. If another failing grade in a nursing or required course is received upon the student's return, the student will be permanently dismissed from the program, and no additional appeals will be considered unless otherwise approved by the Campus President. This policy applies to all nursing programs in the Education Affiliates system. Permanently dismissed students cannot transfer to another Education Affiliates school.

#### **Nursing Appeal For Re-Entry After Program Dismissal Pg. 15**

Former students in any of the nursing programs who have been dismissed for academic failure are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools, or Denver College of Nursing. All nursing students approved for readmission must have current CPR certification, immunizations and must submit a new drug test and background check.

This section outlines the process for a nursing student to appeal for re-entry after dismissal from the nursing program. Re-Entry after dismissal can only be appealed if there are significant extenuating circumstances beyond the student's control, such as severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must apply using the appeal form and submit it to the campus.

The campus will form a committee to review the appeal, and their recommendation will be reviewed by the Academic Review Board within the College. All appeal materials must be submitted to the Academic Review Board four weeks before the term starts. Appeals submitted less than four weeks prior will not be reviewed for the upcoming term unless otherwise approved by the Campus President. The final decision regarding the appeal will be made by the Academic Review Board.

To appeal to re-enter after dismissal, the student must submit an appeal form, letter of appeal, supporting documentation, current grade transcript, and an academic success plan four weeks before returning. The appeal should include a description of the academic decision being appealed, along with as much supporting documentation as possible to explain and substantiate the reason for the appeal.

If a student is appealing termination due to a third failure in a nursing and/or required course, (refer to the syllabus for the definition of failing grade). Nursing courses are those with a NUR course code prefix. Required courses are courses with a BIO or NUT course code. The letter of appeal and supporting documentation must demonstrate, to the satisfaction of the Academic Review Board, that significant extenuating circumstances prevented them from passing the failed courses. Qualifying significant extenuating circumstances are rare and typically include severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must also explain the steps taken to ensure these events will no longer impact their progress and provide a plan to successfully meet their academic goals.

If re-entry is permitted, the Dean of Nursing or designee will review an academic success plan with conditions that the student must agree to and meet. If another failing grade in a nursing and/or required course is received, the student will be permanently dismissed from the program, and no additional appeals will be considered. Permanently dismissed students cannot transfer to another Education Affiliates school.

## ACADEMIC PROGRAMS

### NURSING PAGE, 32

HEGIS: 5208.00

<u>Length</u>	
Contact Hours: 1440 Clock Hours	
Instructional Weeks: 75 Instructional Weeks/Five 15 - Week Academic Semesters	Program Semester Credits: 69
	Total Clock Hours, including Recognized Homework Hours: 1440 Clock Hours
Credential Awarded: Associate in Science	Mode of Delivery: Residential

## ACADEMIC POLICIES

### COURSE REPEAT POLICY

#### Nursing Students, Page 38

A nursing student will be dismissed from the program after earning a third failing grade in a nursing and/or required course, (refer to the syllabus for the definition of failing grade). Nursing courses are those with a NUR course code prefix. Required courses are courses with a BIO or NUT course code.

### GRADUATION REQUIREMENTS, PAGE 39

Upon successful completion of all requirements of their chosen program of study, students will be awarded the Associate of Science or Associate of Occupational Studies degree that they have earned. To be eligible for graduation, students must have:

- 1) Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
- 2) Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0.
- 3) Completed the program within 1.5 times the program's credits as published in the Standards of Satisfactory Academic Progress policy in this catalog.
- 4) Verified satisfactory completion of all program criteria for graduation with the Dean of Nursing or Director of Education, Registrar, Financial Aid, and Career Services.
- 5) Returned any school property.
- 6) The student has made satisfactory arrangements with the Business Office to meet all financial obligations to Saint Paul's School of Nursing.

### Commencement and Pinning Ceremony

The Commencement Ceremony held for Nursing and Allied Health Programs and the Pinning Ceremony held for Nursing students will be conducted twice per year in Winter and Spring. Graduates should attend the next ceremony conducted immediately after their documented graduation date. Graduates unable to attend due to extenuating circumstances may attend a subsequent ceremony with the permission of the Director of Education.

## **ACADEMIC APPEALS - NURSING Pg. 40**

If a nursing student wishes to appeal a dismissal from the program due to a third failure in a nursing and/or required course, the student's appeal letter must describe the significant extenuating circumstances that directly affected the student's ability to successfully pass the courses. The appeal letter (with supporting documentation) must also state the changes that have occurred in the student's circumstances that will support the student being able to successfully pass the course/s if the appeal is granted. Qualifying significant extenuating circumstances are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters. The Academic Review Board will make the determination of whether the person will be allowed to re-enter the program and define the requirements for re-entry. Students who are dismissed for academic reasons and have their appeal granted to return are not permitted to re-enter in the term immediately following the dismissal. The return will require the student's written agreement to comply with the re-entry requirements.

If the person who has been dismissed believes that he or she did not receive the appropriate due process, the person may submit a grievance by following the procedure described in the grievance policy section of this Catalog.

## **ATTENDANCE**

### **Additional Program Attendance Policies, Page 41**

A nursing student who accumulates two (2) absences in any one lecture, lab, or clinical during a semester will be placed on attendance probation for the duration of the semester. During the probationary period, the student cannot miss any class, lab or clinical time. Students who miss class, lab or clinical time during the probationary period will be dropped from the course and receive a failing grade. These students are permitted to register and re-enter the following semester (space permitting). The College's re-admission policies will apply.

A student who accumulates more than two (2) absences in any one semester after being readmitted from attendance suspension may be permanently dismissed from the program.

Some programs of study may have specific attendance policies. Students should refer to the student handbooks for those programs for more details.

All missed lab and clinical hours must be successfully completed to earn course credit. Make-ups are granted under extreme extenuating circumstances only. Documentation supporting the extenuating circumstances is required for every absence, and a fee of \$200 will be charged for a missed clinical day and \$25 per hour for missed laboratory time.

The nursing program will attempt to provide an opportunity for clinical, lab, and simulation make-up time during the current term. Due to scheduling conflicts, a limited number of instructors, limited clinical site availability, and other unforeseeable obstacles, make-up time is not guaranteed during the current term even if the fee is paid for the absence. If the student did not complete one hundred percent (100%) of clinical or lab time, for any reason, it will result in an incomplete grade for the course. Make-up time may be completed after the end of the current term; however, the student cannot progress to the next course until the missed time is made up. *See Incomplete Grade Policy for full details.* If the missed clinical or lab time is not completed within the confines of the Incomplete Grade Policy, the student will fail the course.

It is the student's responsibility to contact the Clinical Coordinator/Administrator to arrange make-up time. The make-up hours must be completed before the student can progress to the next course.

The student is required to provide proof of payment from the Business Office before the make-up time is scheduled.

A student who misses a lab or clinical make-up day is subject to course failure and may result in further disciplinary action (up to and including) dismissal from the nursing program.

Clinical and lab make-up time is not guaranteed to adhere to the student's current schedule, nor is it guaranteed to be at the same clinical location or unit. The Clinical make-up will be scheduled to meet the course objectives and may occur during any available shift, including day, evening, night, holidays, or weekends.

## TUITION AND FEES - PAGE 51

Program	Total Tuition	Admin. & Tech. Fee	Book Charges	Kit	Laptop Fee (optional)	Instructional Material	Testing	Graduation Fee	Total Cost
<b>Degree Program</b>									
Medical Assistant, AOS	\$31,524	\$150	\$2,280	\$105	\$432	\$750	\$454	\$200	\$35,895

Nursing Program	Total Tuition	Drug Test Fee	Admin. & Tech. Fee	Books (Estimate)	Laptop Fee (optional)	Nursing Kit	Graduation Fee	Test Prep Fee	Testing Fee	Sim Lab Fee	Total Cost
Nursing - (A.S.)	\$50,482	\$275	\$460	\$1,791	\$515	\$104	\$300	\$1,200	\$681	\$265	\$56,073

## OTHER CHARGES, PAGE 53

The cost of the background check, including medical document manager fee through Castlebranch, is \$195.25. Students may be required by an externship site to have an additional background check and/or drug test.

The Clinical Make-Up Fee of \$200 will be charged for a missed clinical day and \$25 per hour for missed laboratory time.

The Basic Life Support (CPR) tuition fee, if needed, is \$95

Important Note: A student must see the Registrar's Office and Financial Aid to discuss any program changes.

## STUDENT POLICIES

### DISCIPLINARY ACTION PAGE, 69-70

Any student who is observed violating Saint Paul's School of Nursing policies on Anti-Hazing, Drugs and Alcohol, Student Professional Conduct and Academic Integrity, or Smoking, should/will be reported to the Director of Education (DOE), who will review and investigate all disciplinary matters.

If warranted, the Director of Education (or the Dean of Nursing in the DOE's absence) will convene the Student Disciplinary Committee. The purpose of the Student Disciplinary Committee is to

- Uphold professional standards and core values (*Respect, Integrity, Compassion, and Excellence*) across the College.
- Educate students on institutional expectations by holding them accountable for their actions.
- Prevent inappropriate conduct/academic-related misbehavior from occurring in the future.
- Promote student success.
- Foster student growth and development.

The Student Disciplinary Committee is comprised of faculty, staff, and administrators who:

- Hear cases related to student infractions of the College's policies and/or procedures.
- Review written material and listen to testimony from 1) faculty involved 2) witnesses and 3) students.
- Ask questions of all those involved.
- Determine whether a student is responsible for alleged infractions using only the evidence provided & infractions under review unless previously documented.
- Recommend the appropriate sanction for students found in violation of the College's policy.

A written (email) statement from the student involved in the alleged incident, faculty, and witnesses should be submitted to the Director of Education. This statement should include a description of the alleged violation, the date and location of the incident, and action steps taken since the encounter. When submitting the documentation, students, faculty, and witnesses should include the relevant factual evidence.

The Student Disciplinary Committee will listen to the testimony of all parties involved in the incident, ask questions, review documented evidence, and cast votes on possible sanctions based on factual evidence. Such sanctions may include (but are not limited to) warning, lowering of grades, failure of class, or placement on suspension, probation, and/or immediate dismissal from the academic program.

**Suspension** is a period of time during which the student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met in a timely manner, the student may be dismissed from the program. A student may be placed on suspension at any time during the program.

**Probation** is a trial period of attendance during which the student must improve attendance, grades, or conduct. If the student does not improve as required, the student may be dismissed from the program.

**Dismissal** means that the student has been permanently withdrawn (expelled) from Saint Paul's School of Nursing. The student will be notified by the Dean or Program Director by e-mail using the official School e-mail within 24 to 48 hours of the dismissal decision. The dismissal information will identify the reason for the dismissal, and information as to the individual's right to appeal the decision, if applicable.

The decision of the Student Disciplinary Committee is considered final. The student will receive the Committee's response within 24-48 hours after the hearing. In the event the student wishes to appeal the decision made by this Committee, the student should follow the Grievance Policy (**Step 2**) and submit a written (email) response directly to the President of SPSON-SI.

## **GRIEVANCE PROCEDURE, PG. 75-76**

A student has the right to bring forward a complaint or an item of concern regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should immediately and initially discuss the complaint or concern with their instructor or program director.

A grievance is the escalation of the complaint to a next level authority. If the issue is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to submit a grievance with respect to:

- Disciplinary action taken for a violation of student conduct standards.
- Admissions decisions.
- Tuition and fees.
- Financial awards or policies, including satisfactory academic progress.
- Educational policies, procedures, and grading concerns.

Concerns about academic matters should first be addressed through the Student Appeal Process; concerns about nonacademic matters should first be addressed directly to the head of the department or departments involved. Concerns about Student Disciplinary Committee actions should review the Disciplinary Action Policy. The decision of the Student Disciplinary Committee is considered final. The student will receive the Committee's response within 24-48 hours after the hearing. In the event the student wishes to appeal the decision made by this Committee, the student should follow the Grievance Policy as indicated below and submit a written (email) response directly to the President of SPSON-SI. Decisions regarding Student Disciplinary Committee action will only be addressed if new extenuating (and documented) information not previously considered by the Student Disciplinary Committee is presented or if there is evidence the College's policies were not followed. A restatement of previously articulated arguments will not be considered for appeal by the President of SPSON-SI.

A student wishing to escalate his or her result after a Student Disciplinary Committee Hearing should follow the steps listed below:

1. If the student feels the Student Disciplinary Committee erred in its decision, the next step is to submit the issue or concern in writing (e-mail) to the Campus President. The written (e-mail) complaint must be submitted within ten calendar days of the incident or notification of termination. The documentation should include a description of the disputed items, the date or dates when the issue occurred, the reason why the student is requesting a review of the decision and the steps the student has taken to resolve the issue. When submitting the documentation, the student should include the relevant factual evidence, such as evidence of extenuating circumstances. A restatement of previously articulated arguments will not be considered for appeal by the President of SPSON-SI. The Campus President will investigate the student's concern, including gathering additional data about the issue or incident as necessary. It will be at the discretion of the Campus President to determine if a meeting with the

student is appropriate to address the grievance and develop a plan to achieve a resolution. A response from the Campus President Committee will be provided to the student within ten calendar days. All decisions will be provided in writing (e-mail) and may be delivered to the student in person if the student is on campus as well as to the student's mailing address (e-mail) of record.

2. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus President's decision. The appeal to the Regional Vice President may also be submitted by e-mail. The Regional Vice President will conduct an investigation of the issue and will respond to the student within seven calendar days of receiving the escalated grievance. All decisions will be provided in writing (e-mail) and will be delivered to the student in person if the student is on campus and will also be sent to the student's official school e-mail and the mailing address of record with acknowledgement of receipt required.
3. If the dispute has not been resolved or if the student is still unsatisfied, the student may submit a request for reconsideration of the decision to the appropriate individual/s (depending on the student's program of study). Non-nursing students will submit the request for reconsideration to the Corporate Vice President (VP) of Academic Affairs at Education Affiliates and nursing students will submit this request to the Corporate Vice President of Nursing. This request for reconsideration must be submitted in writing (e-mail) to the appropriate person within ten calendar days of being notified of the Regional Vice President's decision. The Corporate VP of Academic Affairs (or Nursing) will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the request for reconsideration. All decisions will be provided in writing and delivered.
4. If the dispute remains unresolved after evaluation by the VP of Academic Affairs of Education Affiliates (the VP of Nursing for nursing student disputes), the student may choose to address his or her concerns by directing them to the State Licensing Authority or Saint Paul's School of Nursing accrediting body. Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

The title and address of the state licensing authority is:

New York State Education Department  
89 Washington Avenue Albany  
New York, 12234  
518-474-3852  
[www.nysesd.gov](http://www.nysesd.gov).

The title and address of the institutional accrediting commission is:

Accrediting Bureau of Health Education Schools (ABHES)  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
301-291-7550  
[www.ABHES.org](http://www.ABHES.org).

The title and address of the agency that approves and registers the nursing program is:

Office of the Professions, New York State Education Department  
89 Washington Avenue  
Albany, New York 12234  
518-474-3852  
[www.op.nysesd.gov](http://www.op.nysesd.gov).

## INTRODUCTION AND OVERVIEW

### **NOTICE OF NON-DISCRIMINATION PAGE 11**

St. Paul's School of Nursing does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment.

If you are pregnant and have questions or concerns about modifications you may need, contact the Title IX Coordinator.

Inquiries about Title IX may be referred to the Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Title IX Coordinator is:

#### Title IX Coordinator

Attention: Suzanne Peters

5026D Campbell Blvd

Baltimore, MD 21236

Telephone: 330-805-2819

Email Address: [speters@edaff.com](mailto:speters@edaff.com)

The St. Paul's School of Nursing nondiscrimination policy and grievance procedures can be located at

<https://www.stpaulsschoolofnursing.edu/consumer-information/title-ix.html>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator. You may also use the reporting tool at

<https://www.edaff.com/title-ix-contact-us.php>.

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 2/19/2024 Volume 1, Version 8

Effective date: 12/17/2024

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.*

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### INTRODUCTION AND OVERVIEW

#### ACCREDITATION, LICENSES, AND APPROVALS, PAGE 8

- Saint Paul's School of Nursing satisfies the regulatory criteria for provisional authority to award the Associate of Science (A.S.) degree and the Associate of Occupational Studies (A.O.S.) degree by the New York State Board of Regents, New York State Education Department, 89 Washington Avenue, Room 110 EB, Albany, New York, 12234, 518-474-5889, [www.regents.nysed.gov](http://www.regents.nysed.gov).
- Saint Paul's School of Nursing (Institution ID: 51031007) is registered by the New York State Education Department, 89 Washington Avenue, Albany, New York, 12234, 518-474-3852, [www.nysed.gov](http://www.nysed.gov).
- Saint Paul's School of Nursing (Institution ID: I-261) is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia, 22043, 703-917- 9053. ABHES is recognized by the U. S. Secretary of Education.
- St Paul's School of Nursing is exempt from the requirement to seek licensure from New Jersey Department of Education Licensure Commission approval per N.J. Admin. Code § 9A:1-7.5.
- "As a fully residential school that does not operate in the Commonwealth of Pennsylvania, St Paul's School of Nursing is exempt from Pennsylvania Department of Education registration per 22 Pa. Code § 31.1(e)."

### ADMISSIONS INFORMATION

#### STUDENT PHYSICAL LOCATION PAGE 18

Saint Paul's School of Nursing reviews admissions applications and may enroll students who are residents of New York, New Jersey, and Pennsylvania only. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, student attestation, lease agreement, or other verified documentation of physical location will be utilized to determine state of residency. Documentation must be provided at the time of enrollment. This policy is applicable to all students enrolled at Saint Paul's School of Nursing, Staten Island.

Should the student change their address while enrolled at Saint Paul's School of Nursing, the student is required to notify the School's Registrar to make an update to their physical location as needed. Should the student move out of one of the above listed states while enrolled at Saint Paul's School of Nursing, the School may be required to withdraw the student from the program prior to completion. Students must notify the campus of a change in physical location within 30 days and provide proof of location change via approved documentation as noted above.

### GRIEVANCE PROCEDURE PAGE 75

#### GRIEVANCE POLICY FOR NEW JERSEY RESIDENTS

For all types of complaints concerning colleges and universities in New Jersey, the first course of action must be to try to resolve the complaint directly with the administration of the college or university involved. New Jersey residents may file a complaint by following the instructions at this link: <http://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml>.

#### GRIEVANCE POLICY FOR PENNSYLVANIA RESIDENTS

To file a formal complaint against a postsecondary institution, students will have to fill in a complaint form provided by the department according to the type of institution they are in. The complaint form can be accessed on their website by completing the contact us form at: <https://paggdc.powerappsportals.us/pdecontactus/>.

## **CALENDARS**

### **HOLIDAY/BREAKS, PAGE 5**

#### **Allied Health and Trade Programs**

12/21/24 – 12/29/24 Holiday Break

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 2/19/2024 Volume 1, Version 9

Effective date: 3/7/2025

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.*

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### CALENDARS

#### **HOLIDAY/BREAKS, PAGE 5**

New Year's Day	Wednesday, January 1, 2025
Martin Luther King Day	Monday, January 20, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth Day	Thursday, June 19, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Thanksgiving	Thursday, November 27, 2025
Day After Thanksgiving	Friday, November 28, 2025
Christmas Day	Thursday, December 25, 2025
Day After Christmas	Friday, December 26, 2025

### ACADEMIC POLICIES

#### **COUNSELING/ADVISEMENT, PAGE 39**

Academic advising is available throughout the student's enrollment at the College to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

The College does not offer counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the College management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While the College does not provide counseling services, it maintains a community resource list and/or ACENTRA a student assistance program, for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

*If a student has a problem that cannot be addressed by the St. Paul's School of Nursing team members, that student is referred to ACENTRA. ACENTRA is a professional, confidential service provided by St. Paul's School of Nursing to give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you are in school. This 24-hour service is prepaid for by the College and there is no cost to the student. All members of the campus have 24/7 access to the licensed ACENTRA counselors at (866) 200-7350.*

#### **EMERGENCY PREPAREDNESS PLAN**

##### **Purpose**

The purpose of the Emergency Preparedness Plan (EPP) is to ensure the safety of students, faculty, staff, and visitors to St. Paul's School of Nursing in the event of an emergency.

The plan describes emergency communication, response, and evacuation procedures.

The goals are to:

- Protect lives.
- Prevent injury.
- Protect property.
- Preserve the sustainability of the organization throughout the emergency.
- Prepare for dealing with emergencies and mitigate their negative consequences.
- Continuity of instruction.

Copies of the Emergency Preparedness Plan are maintained with the Campus President and administrative personnel.

#### **Distribution of Plan and Training**

- A copy of the Emergency Preparedness Plan is distributed to all faculty and staff during the new hire on-boarding process.
- Faculty and staff receive the Emergency Preparedness Plan at regular in-service training and updates.
- Students are trained on the Emergency Preparedness Plan during the New Student Orientation.
- A copy of the Emergency Preparedness Plan is posted on the St. Paul's School of Nursing, '**Ignite to Learn**' site.

## **STUDENT POLICIES**

### **STANDARDS OF STUDENT PROFESSIONAL CONDUCT – ACADEMIC INTEGRITY**

#### **Policy on Plagiarism and Self-Plagiarism**

This policy aims to maintain academic integrity by establishing guidelines for the proper attribution of sources, original work submission, and the appropriate reuse of previously submitted work for students retaking a course.

This policy applies to all students submitting assignments for credit within their courses. Violations of this policy may result in academic disciplinary actions.

#### **1. Plagiarism**

Plagiarism is the submission of work that includes the ideas, words, or academic contributions of others without proper citation, thereby representing the work as the student's own. This includes:

- Copying the work of others without giving proper credit.
- Allowing another student to copy from one's own work.
- Failing to appropriately cite references for any content that is not original to the student.
- Unauthorized use of notes or materials in exams, including talking to other students.
- Forging or altering assignments.
- Un-permitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.
- Providing answers from graded assignments to others.

#### **2. Self-Plagiarism**

Students retaking a course are prohibited from resubmitting previously submitted and graded assignments in their entirety.

Students may reference or cite parts of their own prior work if relevant to the current assignment. However, any reuse must be appropriately cited, and the submission must contain new content to demonstrate academic growth and engagement with the current course material.

Violations of this policy will be subject to review and may lead to consequences such as grade reduction, course failure, or additional disciplinary measures.

#### **DRUG AND ALCOHOL POLICY, PAGE 69**

Saint Paul's School of Nursing is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus and campus grounds is prohibited. Upon enrollment, the student signs a statement indicating the understanding of and intent to abide by Saint Paul's School of Nursing's Drug Free Program. A student who violates this policy will be dismissed from Saint Paul's School of Nursing without recourse and reported to local law enforcement.

In regards to the Drug-Free St. Paul's School of Nursing Policy and Program, the School reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug-Free St. Paul's School of Nursing Policy will be dismissed and will not be eligible for readmission.

## **ALCOHOL, TOBACCO, DRUG ABUSE, AND TESTING POLICY**

### **Objective**

St. Paul's School of Nursing and our clinical partners are a drug, tobacco, vape, and alcohol-free environment. The use, possession, or distribution of mind-altering substances such as drugs, marijuana and edibles, medication without a prescription, drug paraphernalia, and other illegal substances and products is prohibited and will not be tolerated under any circumstances. The inappropriate use of legal substances, such as vaping, tobacco, marijuana and edibles (in tolerant states), alcohol and certain prescribed medications, as determined by the Program Director/Dean, is prohibited, and will not be tolerated under any circumstances.

### **Procedure**

Students must pass a drug screen upon enrollment into the nursing program, which will be valid while the student is in good standing with the program. If there is a lapse in enrollment due to circumstances such as a withdraw, drop, failure, leave of absence, injury or illness, the student will be required to repeat the drug screen at their own expense at a collection center designated by the school to re-enter the program. There may be requirements from clinical partners throughout the program to perform additional testing before being allowed to attend clinical at the assigned location.

Inconclusive test results, including a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours of the request, at their own expense, at a collection center designated by the school. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive result. The student applicant will not be granted admission or re-entry into the program with a positive, insufficient, dilute, or inconclusive test result. This includes attempted entry or re-entry to another school within the Education Affiliates' system.

Marijuana is a federally banned substance and will not be tolerated within the nursing program, including students in a tolerant state who have a prescription. The Program Director/Dean and the Campus President may decide to allow a student to use a medical marijuana prescription in extenuating circumstances.

Upon enrollment, students must sign a statement indicating their acknowledgement, understanding, and intent to abide by the school's Alcohol, Tobacco, Drug Abuse, and Testing Policy.

Students are forbidden from vaping, smoking, using tobacco products including oral tobacco, and using marijuana and edibles (in tolerant states) while in uniform, including after school activities and while in public. This projects a negative image of a healthcare program. Students are also forbidden from using these products while in their street clothes on campus, or at a clinical site. All tobacco, smoking, and vaping products must be secured in the student's car. A student's uniform or hair may not smell of vape fog, cigarette smoke, or marijuana at any time.

St. Paul's School of Nursing reserves the right to administer random drug and sobriety tests or require students to submit to a drug or sobriety test for "just cause" based on one or more of the following circumstances.

- Notification from a clinical site representative, fellow student, faculty member or administrator that a nursing student has violated the Alcohol, Tobacco, Drug Abuse, and Testing Policy.
- The student is observed with paraphernalia, possession, or use of a prohibited substance or item while on campus, at a clinical site or while in uniform by a faculty member, student, administrator, or clinical site representative.
- A faculty member, clinical site representative, fellow student, or administrator concludes that a student may be impaired or under the influence of a prohibited substance during school hours, on campus, at a clinical site/externship site or while in uniform.

Students who refuse to take a random drug test or a "just cause" drug test within one (1) hour of the request will be dismissed from the program. Students will NOT be allowed to drive and will be sent by Uber, Lyft, or other ride service to the testing location at the student's expense. Inconclusive test results, including a dilute and/or insufficient sample, will require the student to be retested within 24 hours of the second request at their own expense at a collection center designated by the school. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive result. The student may be dropped from the program. All appeals will be considered by the Program Director/Dean on a case-by-case basis.

Students who refuse to take an immediate sobriety test to determine their blood alcohol level for "just cause" or by random request will be dismissed from the program. Students will NOT be allowed to drive and will be sent by Uber, Lyft, or other ride service to the testing location at the student's expense. All appeals will be considered by the Program Director/Dean and/or the Campus President on a case-by-case basis.

Students are required to report any changes in medication to the Program Director/Dean within 24 hours. Reporting must be done prior to participating in any externship, clinical, lab, classroom, or simulation experience. It is the responsibility of Program Director/Dean to make the final decision as to the student's ability to participate in externship, clinical, lab, classroom, or simulation activities. Failure to report a change in medication within 24 hours may result in the student being dropped from the program.

Students may not attend externship, clinical, SIM, lab or class while taking any legal substance, including a prescribed medication which may alter their perception or their ability to provide safe patient care. It is the responsibility of the Program Director/Dean to make the final decision as to the student's ability to participate in externship, clinical, lab, classroom, or simulation activities.

Students who witness or suspect an impaired classmate or a classmate with drugs, alcohol, tobacco, marijuana or edibles, paraphernalia, or vapes must immediately report the incident to a faculty member or program administrator. Students who fail to report these instances are subject to removal from the program.

Impairment is defined by observed instances of euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, disorientation, anxiety, delusions, delirium, agitation, profuse diaphoresis, convulsions, slurred speech, emotional instability, hallucinations, paranoia, depression, hostility, hyperreflexia, lethargy, and pinpoint or dilate pupils when accompanied by another symptom.

Saint Paul's School of Nursing reserves the right to change, modify, replace, or terminate this policy, at any time, upon notice to students and staff.

Additional information is included in Saint Paul's School of Nursing Consumer Information Guide , available online at <http://www.stpaulsschoolofnursing.edu>

#### **LACTATION POLICY- P. 74 (AFTER HIPAA POLICY)**

1. Students may choose to use an established break time to express milk without interruption to their scheduled hours. If the student chooses to pump outside of the assigned break times, the missed time will accumulate and necessitate make up time for all missed hours.
2. If the student anticipates the need for additional time to pump outside of the scheduled break times, it is suggested that the time missed should be estimated in the written Student Lactation Plan so that make up time can be incorporated and completed during the term rather than waiting until the end of the term when makeup time may be difficult to schedule.
3. Any student who does not complete 100% of their course time during the scheduled term may receive an "Incomplete" or "I" for the term consistent with the Incomplete Grade Policy.
4. Students should plan to allow for completion of any testing procedure without interruption when at all possible. The instructor must be notified when there is a need to miss class. For students in the nursing programs, the instructor must be notified prior to any KGA assignments if there is a known need for a scheduled interruption to express milk. Students may not leave a testing area to pump. Standard testing expectations are outlined in course syllabi.
5. Lactation Rooms will be provided. • Each space will provide, at a minimum, access to electrical outlets, a chair, a reasonable method for scheduling such as a paper sign-up sheet, dry-erase board, or an online calendar (time allotted for scheduling is usually in 30-minute increments), and privacy signage. A sink and refrigerator for breast milk storage will be nearby (a community refrigerator will suffice for storage as breast milk is not a hazardous bodily fluid and it is not a contamination danger). • School custodial staff will clean as part of the routine cleaning regimen. • Lactating mothers' needs will take priority when the space is open to other uses during school hours, events, and activities. • If the space is occupied, the school will help find an alternative private space, that is not a restroom, shielded from view and free from intrusion of others.
6. The school will treat any of the following actions as harassment: • disapproving comments or criticism of students who use time for lactation; • jokes, comments, or ridicule that may result in embarrassment for the mother or others; • tampering with or theft of lactation equipment or stored, pumped milk; • altering or scheduling over break times or planned break times, which are intended for lactation purposes.

Policy Responsibilities All faculty and staff are responsible for following this policy. Inquiries about Title IX may be referred to the Title IX Coordinator for Education Affiliates, Inc., the U.S. Department of Education's Office for Civil Rights, or both. The Title IX Coordinator for Education Affiliates is Suzanne Peters. Inquiries may be addressed to: Education Affiliates Attention: Suzanne Peters 5026D Campbell Blvd Baltimore, MD 21236 Telephone: (330) 805-2819 Email Address: [speters@edaff.com](mailto:speters@edaff.com).

The Fortis College/Institute nondiscrimination policy and grievance procedures can be located at:

<https://www.stpaulsschoolofnursing.edu/consumer-information/title-ix.html> <https://www.fortis.edu/consumer-information/title-ix.html> <https://www.denvercollegeofnursing.edu/consumer-information/title-ix.html> <https://www.allstatecareer.edu/consumer-information/title-ix.html>.

#### **TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)**

St. Paul's School of Nursing is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. St. Paul's School of Nursing will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. St. Paul's School of Nursing will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy can be found on page 69 and the Termination or Expulsion Policy can be found at page 70 of this Catalog. St. Paul's School of Nursing will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form of the Victim's Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil

action. A student who is a victim of sexual violence involving a student at St. Paul's School of Nursing or an employee is urged to make a complaint to the Title IX Coordinator. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the Title IX Coordinator or the local police. Retaliation against an individual who reports a crime, brings a complaint, pursues legal action, participates in an investigation, or is a witness in any proceeding is prohibited and will not be tolerated by St. Paul's School of Nursing. Should a victim of sexual violence request confidentiality, St. Paul's School of Nursing will honor the request to the extent possible and allowed by law. St. Paul's School of Nursing will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim. Pregnant students who have questions or concerns about possible modifications may contact the Title IX Coordinator. The school's Lactation Policy can be obtained from the Campus President.

#### Title IX Coordinator

Attention: Title IX Coordinator  
Suzanne Peters Esq., M.Ed.  
Address: 5026D Campbell Blvd.  
Baltimore, Maryland 21236  
Telephone: Phone: 330-805-2819  
E-Mail Address: [speters@edaff.com](mailto:speters@edaff.com)

## **GRIEVANCE PROCEDURE**

National Accreditor Complaint Procedure:  
Accrediting Bureau of Health Education Schools (ABHES)  
ABHES' online complaint system: <https://complaintsabhes.com>

## **COURSE DESCRIPTIONS**

### **MAS 241 EXTERNSHIP**

5.0 Quarter Credits

160 Clock Hours (160 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, students gain first- hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

*Prerequisite: All allied health, all medical assistant, and all medical office assistant courses (with the exception of MAS214) in the MA Program.*

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog, 2/19/2024 Volume 1 Version 10

Effective date: 5/1/2025

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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### TUITION AND FEES, PAGE 51

*The following information applies to all students who enroll for start dates 5/1/2025 and later*

PROGRAM	TOTAL TUITION	DRUG FEE	ADMIN. & TECH FEE	BOOKS (ESTIMATE)	NURSING KIT	LAPTOP FEE	GRAD FEE	TEST PREP FEE	EXAMS FEE	TOTAL COST
DEGREE PROGRAM										
NURSING – (A.S.)	\$51,994	\$275	\$350	\$2,018	\$105	\$546	\$300	\$1,040	\$735	\$57,363

# Saint Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2025-2026 Catalog 2/19/2024 Volume 1, Version 11

Effective date: 7/29/2025

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. The information presented in this addendum is meant to supersede the language presented in the catalog.*

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## INTRODUCTION AND OVERVIEW

### **MEDICAL ASSISTANT, PAGE 8**

#### Medical Assistant Program Learning Outcomes:

- Apply a working knowledge of medical terminology and anatomy and physiology.
- Demonstrate competency in a variety of medical office procedures such as proper phone techniques, computer applications, accurate filing, record keeping including electronic medical records, and office management procedures as well as HIPAA, confidentiality, and legal aspects.
- Demonstrate competency in clinical procedures with Standard Precautions, OSHA, HIV/AIDS, and lab techniques such as minor surgeries, EKG, phlebotomy, lab screenings, injections, and microbiology.
- Support patient-centered services for all patients regardless of age, gender, disability, special needs, ethnicity, or culture.
- Demonstrate competency through observation and participation in laboratory and externship activities.
- Complete the medical assisting national certification exam.
- Demonstrate proficiency in administrative and clinical medical assisting skills within ambulatory care settings
- Apply appropriate medical terminology, anatomy, and physiology knowledge in clinical practice and patient communication
- Perform venipuncture and capillary puncture procedures following established safety and infection control guidelines
- Accurately record, maintain, and manage patient health records and insurance documentation in compliance with healthcare regulations Interpret basic EKG readings and assist in cardiovascular testing and monitoring procedures
- Demonstrate competency in pharmacology concepts, including medication preparation, administration, and patient education regarding drug therapies
- Apply ethical standards, legal principles, and regulatory compliance in all healthcare delivery and patient care aspects
- Communicate effectively with patients, families, and healthcare team members using verbal and written communication skills
- Utilize electronic health records (EHR) systems proficiently to document patient care and manage medical information
- Exhibit professionalism, critical thinking, and problem-solving skills necessary for employment and career advancement in medical assisting

## STUDENT POLICIES

### **COLLEGE POLICY COSTS ON DRUG SCREENING FOR NURSING STUDENTS**

To ensure the safety and well-being of our patients, as well as to maintain the integrity of our clinical programs, all nursing students are required to undergo drug screenings at random and when requested throughout the program.

Drug Screening Requirement: Nursing students must complete a drug screening prior to each semester of clinical rotations. The initial drug screen will be billed as a "Drug Screening Fee" and will be included in the students' tuition and fee charges.

Additional Drug Screens: If a student's drug screen result is classified as a "dilute negative," a second drug screen will be required to confirm the results. In such cases, an additional fee of \$55 will be added to the student's tuition and fees to cover the cost of the second drug screen. This fee will be reflected in the tuition and fee charges for the semester.

Student Handbook Reference: The policy regarding drug screening and associated fees is outlined in the student handbook. By enrolling in clinical rotations, students acknowledge and agree to comply with these requirements and fees. This policy is in place to ensure that all nursing students are in compliance with clinical placement standards and to prioritize patient safety during their training.

## **TITLE VI CIVIL RIGHTS ACT OF 1964/AGE DISCRIMINATION ACT OF 1975, PAGE 71**

St. Paul's School of Nursing is committed to maintaining a healthy and safe learning environment where no person shall be discriminated against or excluded from, participating in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes his/her rights have been violated the student may submit a complaint to the Title VI/Age Discrimination Coordinator. The student may also submit a complaint to the Campus President and the Campus President will forward it to the Title VI/Age Discrimination Coordinator.

A complainant is not required to file a complaint within any specified timeframe following the alleged incident. A complainant is not required to make an informal resolution attempt with the other party.

Once a complaint has been received by the Title VI/Age Discrimination Coordinator, an investigation will be conducted thoroughly and promptly. The complainant may provide evidence and any other information, including the names of witnesses. Once the investigation is complete, the Title VI/Age Discrimination Coordinator will provide a report of findings and recommendations to the Vice President of Education at the completion of the investigation.

The Chief Transformation Officer will make a final determination of whether the Institution's Title VI Policy or the Age Discrimination Policy were violated, will notify all parties, and describe any disciplinary sanctions or remedies. If the School determines that discrimination based on race, color, national origin, or age may have occurred, the Institution will take steps proactively designed to promptly and effectively end the offending behavior or the threat of the offending behavior, prevent its recurrence, and address its effects.

Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty;
2. assistance in connecting to community-based counseling services;
3. assistance in connecting to community-based medical services;
4. assistance with obtaining personal protective orders;
5. mutual restrictions on communication or contact; or
6. a combination of any of these measures.

Appeal Process:

Either party may appeal from a determination regarding responsibility, or from Institution's dismissal of a formal complaint or any allegations, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- Newly discovered evidence that was not reasonably available prior to the determination of responsibility that could affect the outcome of the matter; or
- One or more of Institution's Title VI personnel had a conflict of interest or bias that affected the outcome of the matter.

A notice of appeal must be in writing and must be filed with the Title VI Coordinator within 10 calendar days after the delivery of the decision to be appealed. The notice of appeal must include the name of the complainant, the name of the respondent, the decision or action being appealed, and an explanation of the grounds for appeal.

Upon receiving a notice of appeal, the Institution will provide formal notice to the parties of the appeal. Each party will be given a minimum of ten calendar days to provide a written statement supporting or challenging the appealed action.

The Title VI Coordinator will designate an Appeal Officer to hear and make a decision with regard to the appeal. The Appeal Officer must be free from bias or conflict of interest and must not be the Title VI Coordinator, the Investigator, or the Decision-maker(s).

As soon as is reasonably practicable, and generally, within 14 calendar days after receipt of the parties' written statements, the Appeal Officer will issue a written decision regarding the appeal simultaneously to both parties. The decision will describe the result of the appeal and the rationale for the decision. The decision of the Appeal Officer is final.

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact [Dondi.Kuennen@edaff.com](mailto:Dondi.Kuennen@edaff.com), Vice President of Human Resources. A Title VI complaint by an employee not involving a student will result in a report of findings and recommendations to the Vice President of Human Resources responsible for the Institution.

All students, employees, and other third parties are expected to fully comply with the Institution's Title VI and the Age Discrimination Act Policy and take appropriate measures to create an atmosphere free of discrimination. Ms. Suzanne Peters has been designated to coordinate the school's compliance with the Institution's Title VI Policy and the Age Discrimination Act Policy. Any inquiries regarding this policy or to file a complaint please contact the Title VI/Age Discrimination Coordinator at the information provided below.

Title VI Coordinator

Attention: Title VI/Age Discrimination Coordinator  
Suzanne Peters Esq., M.Ed.  
Senior Corporate Attorney  
5026D Campbell Blvd.  
Baltimore, Maryland 21236

Address: 5026D Campbell Blvd.  
Baltimore, Maryland 21236

Telephone: Phone: 330-805-2819  
E-Mail Address: speters@edaff.com

*The following information applies to all students who enroll for start dates September 1, 2025 and later.*

## ACADEMIC PROGRAMS, PAGE 32

### MEDICAL ASSISTANT

HEGIS: 5214.00

Contact Hours: 1380 clock hours Instructional Weeks: 72 Instructional weeks/Six 12-week academic terms	Program Quarter Credits: 94
Total Clock Hours, including Recognized Out-of-Class Work Hours: 1380	
Credential Awarded: Associate of Occupational Studies	Mode of Delivery: Residential

#### OBJECTIVE

Medical Assistants play an integral part in performing administrative and clinical tasks that support the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

#### DESCRIPTION

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back-office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment.

Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

#### EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

#### CREDENTIALING EXAMS

Students in their final quarter are eligible to take the National Healthcareer Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

#### CAREER OPPORTUNITIES

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

## PLAN OF STUDY

### DEGREE PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP101	Introduction to Health Professions	60	4
AHP105	Medical Terminology	60	4
AHP106	Medical Anatomy and Physiology	60	4
AHP200	Communications for Health Professions	60	4
AHP210	Ethics and Regulatory Compliance	60	4
COM205	Effective Communication*	40	4
ENG101	English Composition*	40	4
MAS110	Clinical Procedures and Techniques	60	4
MAS115	Laboratory Procedures and Techniques	60	4
MAS120	Human Diseases and Pharmacology	60	4
MAS126	Invasive Clinical Procedures	60	4
MAS130	Clinical Specialties	60	4
MAS135	Certification Review and Career Development	60	4
MAS200	Externship	180	6
MAT101	College Mathematics*	40	4
MOA110	Medical Office Procedures	60	4
MOA115	Medical Records and Insurance	60	4
MOA120	Electronic Health Records	60	4
MOA125	Medical Insurance and Billing	60	4
MOA130	Bookkeeping in the Medical Office	60	4
PSY101	General Psychology*	40	4
SCI210	Environmental Science*	40	4
SOC101	Sociology*	40	4

\* Indicates a General Education course.

## TUITION AND FEES, PAGE 51

\*Laptop is required for the Medical Assistant Program; Purchase from the School is Optional

PROGRAM	TUITION	ADMIN & TECH FEE	ESTIMATED BOOKS/STUDENT KIT	LAPTOP	CREDENTIALING EXAMS	GRADUATION FEE	TOTAL FEES
MEDICAL ASSISTING	\$33,372	\$250	\$2,127	\$546	\$376	\$250	\$3,549

## COURSE DESCRIPTIONS, PAGE 77

### EXPLANATION OF COURSE NUMBERING SYSTEM

The first three letters identify the subject area. For example, AHP represents courses in the Allied Health Professions subject area.

AHP	Allied Health Professions
BIO	Biology
CMP	Computer
COM	Communications
ENG	English
ENV	Environmental Science
MAS	Medical Assisting
MAT	Mathematics
MBC	Medical Billing and Coding
MOA	Medical Office Administration
NUR	Nursing

NUT.....	Nutritional Therapy
PDC.....	Professional Development
PSY .....	Psychology
SOC.....	Sociology

The first number represents the level of the course: 100 series courses are generally first academic year courses or do not have pre-requisite requirements; 200 series courses are generally second academic year; courses or the course requires completion of a pre-requisite.

### **AHP101 Introduction to Health Professions**

In this course students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

*Prerequisite: None*

### **AHP105 Medical Terminology**

This course will introduce students to the terminology associated with medical language. To function effectively in the health professions, students must understand The Anatomy of Word Construction, including prefixes, suffixes, root words and medical abbreviations. Through laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology, and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

*Prerequisite: None*

### **AHP106 Medical Anatomy and Physiology**

Students are introduced to anatomical structures and the physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in the health professions.

*Prerequisite: None*

### **AHP200 Communications for Health Professionals**

This course introduces students to the basic skills of counseling and communication, which are the foundation for all professional interactions. Further, students will understand basic psychological defense mechanisms, which show up throughout therapeutic interactions; they will know how to deal with patients who are facing incredible losses; and they will comprehend the significance of human development throughout the lifespan. They will recognize the need to serve special populations and to apply their skills to disease prevention. Additionally, they will learn to work and communicate well within an interdisciplinary team; apply the highest ethical standards of their chosen professions; recognize and respond appropriately to all forms of abuse and discrimination; and address and prevent legal issues. All the above are placed within a multicultural context allowing the health professional to better reach all patients.

*Prerequisite: None*

### **AHP210 Ethics and Regulatory Compliance**

This course focuses on managing the moral, legal, and administrative challenges encountered in clinical and non-clinical settings. Principles and standards of practice are presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for an appropriate decision-making model.

*Prerequisite: None*

### **COM205 Effective Communication\***

This course introduces the students to communication with the goal of helping them become more effective in verbal and nonverbal communication and managing interpersonal and group communication. The course focuses on applying practical principles to one's daily life, in both formal and informal settings. Through the analysis of psychological, social, cultural, and linguistic factors that influence person-to-person interactions, students receive feedback and learn strategies for improving their own communication.

*Prerequisite: None*

### **ENG101 English Composition\***

Writing skills are essential to professional success. In this course students learn the major aspects of writing, beginning with components of the essay, and ending with full essays of different modes of composition. Students go through the various writing stages and strategies

and learn to adapt them to their own writing and learning preferences. They also acquire skills for generating ideas, preliminary outlining, topic selection, and drafting while learning to revise, rewrite, and polish structure and style for effective communication.

*Prerequisite: None*

### **MAT101 College Mathematics\***

This is an introductory college mathematics course with the goal of teaching students to think mathematically and solve real-world problems by applying mathematical concepts and principles. Emphasis will be placed on numeration, whole numbers, fractions, mixed numbers, and decimals. Also included are the concepts of variables, algebraic techniques, ratios, proportions, solving simple equations in one variable, percent, basic geometry, solving applied problems, and operations with integers.

*Prerequisite: None*

### **MOA110 Medical Office Procedures**

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Basic psychological concepts that relate to patient care are discussed. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.

*Prerequisite: None*

### **MOA115 Medical Records and Insurance**

Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.

*Prerequisite: None*

### **MOA120 Electronic Health Records**

Students will obtain working knowledge of the fundamentals of an electronic health record (EHR) and practice management system, which can be applied to the different systems utilized in health care. Students will perform administrative and clinical tasks using the EHR, including communication, managing schedules, health history and medication documentation, and order entry. By performing these tasks, students will gain an understanding of the functionality of the EHR and the practice management system and their use by health care professionals. In addition, federal legislation, basic billing, and coding principles along with encoder activities will be discussed.

*Prerequisite: None*

### **MOA125 Medical Insurance and Billing**

This course builds on the foundational insurance and billing information. Students will learn in-depth concepts regarding health insurance, including the types and sources of health insurance, Medicaid, Medicare, and other carriers. To help understand the billing aspects, students will learn more about the CMS-1500, universal claims form. Legal regulations and ethical issues relating to insurance and claims will be examined.

*Prerequisite: MOA115*

### **MOA130 Bookkeeping in the Medical Office**

Building on the prior coding, billing, and collection information, this course introduces students to medical practice finance and practice management. Terminology and concepts related to accounting, banking, financial records, and payroll records will be discussed. Diagnostic and procedural coding procedures are reviewed, and customer service concepts are addressed. Related legal and ethics issues will be examined.

*Prerequisite: MOA115*

### **MAS110 Clinical Procedures and Techniques**

This course is an introduction to clinical procedures performed in the medical office. Students practice obtaining vital signs and medical histories, maintaining exam rooms, preparing for, and assisting with routine and specialty exams, and performing diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural diversity, charting, patient education, therapeutic modalities, assistive devices, and nutritional and wellness concepts are also covered.

*Prerequisite: None*

### **MAS115 Laboratory Procedures and Techniques**

This course introduces basic medical laboratory techniques, diagnostic imaging tests, and cardiac diagnostic tests performed in the medical office. Laboratory terminology and the medical assistant's responsibility in specimen collection and processing, including urine,

blood, microbiology and immunology testing, and phlebotomy, are discussed. Safety, infection control, and OSHA guidelines are reinforced. Quality assurance, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.

*Prerequisite: MAS110*

### **MAS120 Human Diseases and Pharmacology**

This course will introduce the students to the common diseases that affect the body systems. A review of body systems along with the causes, signs, symptoms, and treatments of the diseases will be discussed. Students will learn about the medications used as treatments. An emphasis on drug action, classification, patient education, and common side effects of these medications will be provided.

*Prerequisite: None*

### **MAS126 Invasive Clinical Procedures**

Students learn terminology and skills related to medication and assisting with minor surgery. Pharmacology principles and math, elements of prescriptions, TB and allergy testing, phlebotomy, and surgical supplies and instruments are discussed, along with the medical assistant's role in assisting with surgical procedures. Emergency preparedness concepts and the medical assistant's role in medical emergencies are reinforced. Safety, infection control, and state and federal regulations regarding medications and surgical procedures are addressed.

*Prerequisite: MAS110*

### **MAS130 Clinical Specialties**

This course is designed to provide students with the skills and knowledge needed to perform clinical diagnostic testing and treatments. Specimens collect techniques, assistive devices, TB testing, respiratory tests and EKGs will be reviewed. Students will learn how to assist with specialty exams, including ophthalmic, audiometric, pediatric, prenatal, and neurological exams. The medical assistant's role in treatments will also be discussed. An emphasis on working with special populations, providing patient education, and documenting will be provided.

*Prerequisite: MAS110*

### **MAS135 Certification Review and Career Development**

This course provides a review of all skills acquired during prior Medical Assisting classes, including injections and phlebotomy. Through a comprehensive review, the student will prepare to sit for a national certification examination. Career development and employment seeking related topics will be discussed, including cover letters, resumes, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after the interviews, and continuing education. Life skills and professional behavior will also be addressed.

*Prerequisite: MAS110*

### **MAS200 Externship**

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

*Prerequisite: Successful Completion of All Coursework*

### **PSY101 General Psychology\***

This course provides a general overview of human psychology with special emphasis given to emotion. It begins by laying a foundation of psychology intertwined with critical thinking. Areas of study include the brain and human development, learning and memory, motivation and emotion, personality, psychological disorders and associated common therapies. This course discusses basic psychological concepts focusing on improving the quality of life thereby strengthening the ability to perceive, control and evaluate emotions of self and others.

*Prerequisite: None*

### **SCI210 Environmental Science\***

Applying the scientific principles of biology, chemistry, and physics, students of environmental science focus on the study of our natural resources and the impact of human activities on the environment. They learn to discuss sustainability and its links to ecosystems and natural resources, their capital, and the degradation of the environment. Issues of human population dynamics, pollution, energy resources, food resources, and environmental toxins will be considered. Solutions to global as well as local environmental issues are explored, including how to make a personal positive impact on the environment.

*Prerequisite: None*

### **SOC101 Sociology\***

Sociology is the systematic study of the relationship between human beings and society. In this course, students examine basic sociological

principles, concepts, and theories in the context of human culture, societies, the socialization process, and various types of stratification. Students also explore and compare the various historic, cultural, and social frameworks of the world and learn to appreciate unique cultural identities. In addition, this course helps students learn to analyze and interpret historic as well as contemporary social issues in the U.S. and around the world.

*Prerequisite: None*

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog, 2/19/2024 Volume 1, Version 12

Effective date: 8/8/2025

*St. Paul's School of Nursing reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.*

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### ACADEMIC POLICIES

#### **MEDICATION DOSAGE COMPETENCY: POLICY AND PROCEDURE**

This policy provides guidelines for competence in medication dosage calculation in the clinical setting, and the consequences of failing to meet those proficiency standards.

This policy is to ensure that all SPSON students demonstrate a high proficiency in dosage calculations in the clinical setting which are mandatory requirements for SPSON.

Starting with NUR103 Math for Meds and continuing throughout the nursing program, a student's ability to accurately perform safe dosage calculations will be evaluated through quizzes and exams for clinical competency.

After passing Nursing 103, Math for Meds, students are required to demonstrate dosage calculation competency in didactic nursing courses during terms 3, 4 and 5, Dosage Calculations Competency Quizzes will be administered in Medical -Surgical Nursing 105, 201, and 205. A Competency Quiz consisting of 10-dosage calculation questions (with 2 minutes of testing time per question) is administered to students prior to every clinical affiliation to demonstrate the student's competency in medication dosage calculations. A student must achieve 100% accuracy to meet the benchmarks for dosage calculations. The student has two (2) opportunities to test and achieve a 100% passing score on the dosage calculations competency quiz.

A student who fails to achieve a score of 100% on the first dosage calculations competency quiz will not be approved to attend their clinical affiliations until they remediate by completing 5 dosage calculation practice problems on each content area(s) calculated incorrectly on quiz (1), submit the practice problems to their didactic course instructor, and then complete and pass a second dosage calculations competency quiz administered by their didactic nursing course instructor.

If the student fails to demonstrate competency by achieving a score of 100% on the second dosage calculations competency quiz, this quiz failure will be counted as a failure of the nursing course, and the student must withdraw from the nursing course. If the student is registered for more than (1) nursing course, with a clinical affiliation component, medication administration is not approved in any nursing course; therefore, the student will be required to withdraw from all nursing courses for the School Term. The policy of only (2) nursing course withdrawals from the nursing program will be followed.

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addenda to catalog: 2024-2025 Catalog, 2/19/2024 Volume 1, Version 13

Effective date: 8/18/2025

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## ACADEMIC POLICIES

### **ACADEMIC ACHIEVEMENT/GRADING PAGE 36**

**Nursing Students:** A minimum grade of C+ (78%) is required to pass all nursing courses and all designated science courses.

### **ACADEMIC HONORS, PAGE 37**

#### **The Dean's List**

Students who earn a grade point average between 3.70 and 3.99 for an academic term will be placed on The Dean's List.

Students acquiring The Dean's List status will receive a certificate designating their status. Students who achieved The Dean's List in the most recent term will be displayed prominently throughout the campus.

# St. Paul's School of Nursing

## CATALOG ADDENDUM

Addenda to catalog: 2024-2025 Catalog, 2/19/2024 Volume 1, Version 14

Effective date: 10/17/2025

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## HEALTH, CLINICAL, AND PROGRAM CONTINUATION REQUIREMENTS

### **HEALTH, EXTERNSHIP AND PROGRAM CONTINUATION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS, PAGE 20**

#### **Current BLS CPR Card**

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the program. The School must maintain a current signed copy of the student's CPR card within the student file. Students will be provided BLS for Healthcare Providers training prior to the completion of the initial 18 weeks of the program, prior to any externship or clinical activities. Upon successful completion of BLS for Healthcare Providers training, students are required to always have their physical CPR card on them during class, laboratory, and externship activities. If the CPR card expires during the program, the student may not participate in any externship activities until the CPR certification is renewed, and the student may be dropped from the program until it is renewed.

## TUITION AND FEES

### **COLLECTIONS POLICY**

All students that have an in-school payment responsibility will be given a Retail Installment Contract outlining the specific amounts and dates due. Monthly statements delivered by the 25th and emailed past-due notices by the 30th, and progressive interventions: at 30 days past due a meeting is requested (student may still attend class), at 60 days a meeting is required (student barred from class until cleared by the Business Office), and at 90 days possible dismissal based on factors such as meeting with the Campus President, student circumstances, communication, and amount owed; revised payment plans must avoid balloon payments and not extend past graduation. While class access may be restricted for failure to meet with the Business Office, no student may be denied supplies, equipment, or services—those who refuse resolution may be dismissed.

