

**St. John's College
Department of Nursing**

2014-2015



Student Handbook

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ST. JOHN'S COLLEGE, DEPARTMENT OF NURSING

Springfield, Illinois

STUDENT HANDBOOK 2014-2015

In 1886, St. John's College, Department of Nursing was founded by the Hospital Sisters of the Third order of St. Francis.

Their mission was to care for the sick and needy of the community in a spirit of joy, respect and commitment to competence. From that day to the present, the values and vision of the Hospital Sisters have underscored and directed the efforts of the faculty and students. The College provided education rooted in the spirit of St. Francis and St. Clare, demonstrating respect for all religious traditions, as well as diverse cultures and spiritualities.

Student Faculty Relationships

The Faculty of St. John's College is committed to a caring philosophy and therefore values each student-faculty as a unique individual capable of choice and growth. It is in this context that this Handbook guides the personal interaction with faculty that is available to each student.

About St. John's College

St. John's College is a special focus upper division institution of higher learning dedicated to provision of baccalaureate education in the discipline of professional nursing. Students who have successfully completed a preprofessional, liberal arts component at another college or university are admitted regardless of race, color, religion, sex, national origin, ancestry, age, marital status, handicap or veteran status. The educational experiences at the college build upon prior learning to forge an immutable bond which is expressed in graduates who are inquisitive, articulate, creative and productive members of this diverse society.

The College is approved by the Illinois Board of Higher Education and the Illinois Department of Professional Regulation to grant the baccalaureate degree in nursing. It is also approved by the State Agency for Veterans' Benefits for the Montgomery G.I. Bill.

St. John's College is accredited to grant the baccalaureate degree in nursing by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413 (312) 263-0456. The nursing program is accredited with the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000, <http://www.acenursing.org>

St. John's College Mission

St. John's College is a Catholic institution of higher education dedicated to providing quality nursing and professional health degrees and programs, consistent with the Hospital Sisters of St. Francis' tradition that fosters the learner's spiritual, ethical, and professional development. The college is a special focus college accepting students who have successfully completed a pre-professional, liberal arts component at another college or university. Students are admitted regardless of race, color, religion, sex, national origin, ancestry, age, marital status, handicap or veteran status.

Vision Statement

St. John's College educates nurses and health professionals for innovative practice excellence and values-based leadership.

Values, Purpose and Philosophy

Our Values

In association with The Hospital Sisters of the Third Order of St. Francis, the college values moral and spiritual development of the individual as well as intellectual and professional growth. St. John's College mission and vision are based on the following core values infused into all aspect of the College and consistent with the Hospital Sisters healing ministry: Innovation, Leadership, Competence, Life-Long Learning, Justice, Mutual Respect, Stewardship, and Wholism inclusive of Caring, Joy and Spiritual Growth.

Our Purpose

In living its mission, St. John's College affirms that all human beings are created in God's image and therefore possess intrinsic value and dignity.

St. John's College is a special focus college offering academic programs to prepare health professionals at the baccalaureate degree of higher and quality continuing education programs for the health professional.

The purpose of St. John's College is to educate students who provide competent, caring, client-centered professional services for a diverse population. The college provides an environment conducive to the intellectual, social, moral, spiritual and life-long professional development of graduates who can participate as citizens in this democratic society. The college engages in service and scholarship which advances the discipline of nursing and the provision of healthcare.

Our Philosophy

The educational philosophy of St. John's College, Department of Nursing is based on the premise that all human beings are created in God's image and possess intrinsic value and dignity. We believe baccalaureate nursing education provides a broad foundation in the sciences and humanities. This foundation assists in developing practitioners who can make

critically reasoned decisions, care wholistically, communicate effectively, practice professionally, and become contributing members of society.

The program goals for St. John's College, Department of Nursing are to:

- Prepare caring graduates to function as generalists in a variety of health care settings serving diverse populations.
- Foster the development of graduates who value lifelong learning and are prepared for graduate education.
- Facilitate personal and professional development enabling the graduate to contribute to the community.

St. John's College, Department of Nursing

Student Handbook 2014-2015

This Handbook provides important information for students enrolled at St. John's College, Department of Nursing.

St. John's College reserves the right to make changes to the policies contained in the Student Handbook. Changes to the policies will be distributed via e-mail. It is each student's responsibility to understand and comply with the policies contained in this Handbook or their appropriately communicated revisions.

Procedures for Changing Policy

- Policy change can be initiated by students, faculty, staff, and College Board members or external persons in response to trends in higher education or events that point toward improvements.
- Recommendations are given to the appropriate college committees for review, deliberation and action.
- Recommendations may be returned for further study or sent to College Assembly for a review and action.
- Simple majority approval is needed to pass a recommendation at the College Assembly.
- Approved recommendations are then sent for legal review and final presentation to the College Board for action.

Student Rights and Responsibilities

Students are responsible for knowing and abiding by the academic and social policies of the College published in the catalog and student handbook. Disciplinary action may be taken for violation of policies. Orientation is mandated for all students who attend St. John's College.

St. John's College upholds the NSNA Student Bill of Rights as revised in 1991 and 2006 available at: [Bill of Rights](http://www.nсна.org/Publications/BillofRights.aspx) (<http://www.nсна.org/Publications/BillofRights.aspx>). This Bill states that students have the right to;

- qualified instructors
- evaluate the performance of their teachers
- a curriculum that is relevant to the work situation
- voice and vote in determining the content of nursing curricula

Students are also afforded rights under the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended- <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. FERPA, also known as the Buckley Amendment, help protect the privacy of student records. The Act provides for:

- The right to inspect and review education records.
- The right to seek to amend those records.

- The right to consent the disclosure of information from the records.
- The right to obtain a copy of the school's Student Records policy.

Student Activities and Organizations

Activities/Community Life

Today, St. John's College, Department of Nursing offers three curricular options to students seeking a Bachelor's of Science in Nursing (BSN) degree. Each program is designed to prepare graduates for the complexities of nursing practice.

1. The General Admission Pre-Licensure BSN program is designed for students seeking a first-time baccalaureate degree.
2. The Accelerated Pre-licensure BSN program is designed for students who have completed a previous Bachelor's degree in another major.
3. The RN to BSN distance education program is designed for Registered Nurses seeking to complete a Bachelor's of Science in Nursing degree.

Students at St. John's College may participate in a variety of activities available in the community. Included are: trips to theater and sports events, shopping trips and recreational activities such as volleyball, golf, and bowling leagues. Health and fitness programs, such as yoga classes, are coordinated for interested persons through the "Center for Living" at the Prairie Heart Institute of St. John's Hospital.

Springfield has a variety of parks in the community which provide many recreational areas, bike and walking paths, swimming pools, golf courses, ice skating, and tennis courts.

Formal education at St. John's College is complemented by opportunities for growth by participating in extracurricular activities with opportunities to increase communication skills, to engage in leadership skills, and to stimulate and broaden interests. Students have the opportunity to seek membership in student and faculty committees and to expand that professional involvement to a national, state and regional scope through participation in the National Student Nurse Association (NSNA) and the Illinois Student Nurses Association.

Student Government

Student Involvement in Decision Making

Students have an opportunity to participate in decision making in matters affecting their learning experience at the College through a variety of opportunities.

The Student Government of St. John's College, Department of Nursing is composed of all students enrolled in the College. The organization's focus is to promote personal and

professional development and to serve as an avenue for student input into the programs and policies of the College. The organization through its officers and standing committees carries out such activities as social events, community service, and student communications.

Class Organization

The Junior and Senior classes are standing committees of the Student Government. Each class has its own officer, elected by class members. Officers consist of a president, vice-president, secretary and treasurer. Election is conducted by written ballot early in the fall. A simple majority vote is needed to win an election. Each class organizes and holds meetings as necessary to carry out class functions. Attendance is considered important to gain knowledge about College functions and give input for changes. Each class also has a class advisor, appointed from College Assembly.

Each class organization contributes to the mission of St. Johns College, Department of Nursing and serves to:

- Organize and carry out social and professional activities
 - Community Service projects
 - Fundraising projects
 - Social college activities
- Promote effective communication and college unity.
- Provide input for student representatives of St. John's College and College Assembly Committees.
- Provide opportunities for students to engage in leadership activities

College Assembly bylaws establish relationships between faculty and student organizations. Students and faculty are both members of the Academic Affairs Committee and the Student Affairs Committee. Action by these committees and therefore the College Assembly are submitted to the College Board of Directors for action.

STUDENT GOVERNMENT OF ST. JOHN'S COLLEGE, DEPARTMENT OF NURSING

CONSTITUTION AND BY-LAWS

PREAMBLE

We the members of Student Government of the St. John's College, Department of Nursing, being a student organization, do hereby acknowledge and state our acceptance of the general rules of the College outlined in the catalog and the student handbook, and in the directives of the college administration and faculty. We willingly accept the responsibility of Student Government in order to help one another become nurses who are mature, compassionate, and unselfish.

CONSTITUTION

ARTICLE I

Name

The name of this organization shall be the Student Government of St. John's College, Department of Nursing.

ARTICLE II

Objectives

The objectives of this organization shall be to:

- Section 1. Maintain high moral, spiritual, social, and professional standards and develop a well-rounded student nurse.
- Section 2. Form a more perfect community in which equal opportunity shall be shown so that there may be justice for all.
- Section 3. Encourage each student to accept and discharge his or her responsibilities to the patients, college, student body and to himself or herself.
- Section 4. Establish and maintain judiciary power within the student body.

- Section 5. Stimulate a spirit of cooperation, loyalty and open communication among and between the students and faculty.
- Section 6. Promote open communication among students and the classes, which they represent.
- Section 7. Develop leadership and interest through participation in student activities, civic and cultural functions as well as district, state and national organizations.

ARTICLE III

All students are encouraged to become members of the Illinois Student Nurses' Association.

ARTICLE IV

Organization

The Student Government is formed by the following:

- a. Officers elected from the Student body at large consisting of (President, Vice President, Secretary, Treasurer).
- b. The elected representatives - Two from every class.
- c. The faculty advisor (ex-officio) - appointed by College Assembly each year.
- d. Student Development Officer (ex-officio).

ARTICLE V

Officers

The officers of the Student Government shall be a President, Vice President, Secretary and a Treasurer elected for the academic year.

BY-LAWS

ARTICLE I

Powers and Duties of Officers

- Section 1. Officers
 - a. **The president, a senior student elected from the Student body at large, shall be empowered to:**

1. Preside at all meetings of this organization.
2. Appoint Chairpersons of all standing and special committees.
3. Call special meetings as required.
4. Approve authorized expenditures as submitted by the treasurer with vote from other Student Government members if the sum is over \$15.00.
5. Report on the activities of the Student Government posted in the College.

b. The vice-president, elected from the Student body at large shall be empowered to:

1. Preside at meetings in the absence of the president.
2. Assist the president in carrying out his/her duties.

c. The Secretary elected from the Student body at large shall be empowered to:

1. Keep the minutes of all meetings of the organization. A copy of these minutes is to be filed in the College office as soon as possible.
2. Post a copy of the minutes on the bulletin board in the College as soon as possible.
3. Post notice of all meetings at least two days in advance.
4. Keep a record of all minutes of the Student Government.
5. Carry on the correspondence of the organization.

d. The Treasurer elected from the Student body at large shall be empowered to:

1. Deposit the organization's funds in the College, Student Government Account, which is furnished by Student Activity fees.
2. Keep accurate entries of acquisitions and disbursements of organization funds.
3. Attain authorization from administration prior to assuming financial obligations.

Section 2. Class representatives

Two elected representatives from each class will represent their class at each Student Government meeting.

ARTICLE II

Elections

Section 1. The officers of Student Government shall be elected after nomination by the student body in August of the current year.

Section 2. All elections shall be by ballot.

- Section 3. A plurality vote of all students shall constitute an election. In case of a tie, a run-off election will be held.
- Section 4. Opportunity shall be given for nominations from the entire student body and the voting shall be according to the nominations made.
- Section 5. The Student Development Officer shall tally the votes.

ARTICLE III

Meetings

- Section 1. The Student government shall hold its meetings at least twice a semester, or as often as necessary.
- Section 2. Special meetings of the Student Government may be called by the president.
- Section 3. Meetings should be scheduled when all students and advisors are available. Every member must attend all meetings. If a member is absent without an excuse for two meetings she or he must resign from the Student Government.

ARTICLE IV

Powers and Duties of the Student Government

- Section 1. The Student Government shall have power, by majority vote of its members to:
 - a. Conduct special meetings of the student body.
 - b. Authorize the President to appoint any committees deemed necessary.
 - c. Establish and enforce regulations for:
 - 1. Meetings.
 - 2. Conduct in the College and Clinical Agencies.
 - 3. Tidiness in the classrooms, etc.
 - 4. Personal neatness and professionalism while wearing the college uniform.
 - d. Act as a student court in investigating and reporting on matters especially referred to the Student Government concerning infraction of the established rules and regulations of the college and to assume judiciary power according to Article IV. Grievous infractions shall be referred to Student Affairs Committee.
 - e. Recommend to the faculty conditions outside the jurisdiction of the Student Government.
 - f. Consider, upon being properly petitioned, policies, activities and changes of legislation recommended by the faculty and the students.

- Section 2. Each member of the Student Government shall consider it his or her personal responsibility to instill the spirit of loyalty to the regulations, customs and traditions of the St. John’s College, Department of Nursing.
- Section 3. Special Committees shall be formed by members of this organization and shall assume such duties as are assigned by the president. Special Committees shall report to the Student Government meetings.
- Section 4. Student Government shall conduct special meetings of the Student Body.
 - a. Assist Student Affairs Committee with the Fall orientation week luncheon.
 - b. Plan decorating activities for the College for the Christmas holiday season.
 - c. Provide opportunities for students to engage in leadership activities within the college student body.
 - d. Provide a forum to plan and organize:
 - 1. Community service projects
 - 2. Fundraising projects
 - 3. Social college activities

ARTICLE V

Order of Business

- Section 1. The order of business at meetings of the student government includes:
 - a. Call to order
 - b. Roll call
 - c. Reading of minutes of the last meeting
 - d. Reports from junior and senior class representatives
 - e. Report of special committees
 - f. Unfinished business
 - g. New business
 - h. Adjournment
- Section 2. The president, or the other officers in order of rank, shall preside at all meetings.

ARTICLE VI

Quorum

- Section 1. A quorum of meetings of the Student Government shall consist of 5 members from the total membership of Student Government.
- Section 2. A quorum at meetings of special committees shall consist of a majority of the committee members.

ARTICLE VII

Standing Committees: Junior and Senior Class Organizations

- Section 1. Purpose of class organizations:
- a. To organize and carry out social and professional activities that interest the class and are in keeping with the mission of St. John's College, Department of Nursing.
 - b. To provide good communications to foster College unity.
 - c. To provide information to student representatives of St. John's College and College Assembly - Committees.
 - d. To provide opportunities for students to engage in leadership activities within the class.
 - e. Provide a forum to plan and organize:
 1. Community service projects
 2. Fundraising projects
 3. Social college activities
- Section 2. Officers of class organizations
- a. The Officers of the Standing committees shall be: President, Vice President, Secretary and Treasurer of the respective class.
 - b. The President, Vice President, Secretary, and Treasurer of each class shall be elected in August of each academic year by the members of the class.
 - c. The functions of the Class President shall be to:
 1. Preside at all meetings.
 2. Appointment chairpersons of special committees.
 3. Call meetings of the class.
 4. Establish goals for the academic year.
 - d. The functions of the Class Vice President shall be to:
 1. Preside at meetings in the absence of the president.
 2. Assist the president in carrying out his/her duties.
 - e. The functions of the Class Secretary shall be to:
 1. Keep minutes of all meetings of the class. A copy of these minutes shall be filed in the College office as soon as possible.
 2. Post a copy of the minutes on the bulletin board in the Student Lounge as soon as possible.
 3. Post a notice of all meetings at least three days in advance.
 4. Keep a record of all minutes of the class.
 - f. The functions of the Class Treasurer shall be:
 1. Deposit the class funds in the college class account.
 2. Keep accurate entries of acquisitions and disbursement of organization funds.
 3. Report current balance in treasury at class meetings.

4. Attain authorization from administration prior to assuming financial obligations.
- g. Representatives and Alternates to the Faculty Committees, (Student Affairs and Academic Affairs) shall be elected. Their role shall be to represent a student's perspective with freedom to discuss questions relating to college policies and procedures: to vote on issues which affect them: and to communicate appropriate information back to the student body.

Section 3. Order of Business

- a. Call to order
- b. Roll call
- c. Reading of minutes from previous Class meeting.
- d. Reports from Student Representative on faculty committees:
 1. Academic Affairs
 2. Student Affairs
- e. Report from Student Government Representatives
- f. Unfinished business
- g. New Business
- h. Adjournment

Section 4. Standard business of each class

- a. JUNIOR CLASS ORGANIZATION
 1. Plan and conduct at least one class Community Service Project.
 2. Co-organize and host with the Student Government a Fall/Holiday social activity.
 3. Plan and conduct at least one fundraising project to fund your Honor's Day celebration and/or other college approved projects.
- b. SENIOR CLASS ORGANIZATION
 1. Plan and conduct at least one class Community Service Project.
 2. Plan and conduct at least one fundraising project. Sale of Sportswear is considered a senior fundraising project.
 3. Co-organize and host a first semester finals week luncheon with the Student Government.
 4. Provide input and assist in organization of senior pictures.
 5. Plan and host Senior Day at the Mother House.
 6. Assist advisors and administration in planning graduation.
 7. Finance senior members Honor's Day meal.
 8. Provide input regarding Honor's Day activities.
 9. Select with advisor assistance a gift to the College from the class.

ARTICLE VIII

Parliamentary Authority

All meetings of this organization shall follow parliamentary law as suggested in Robert's Rules of Order Revised where the rules apply and are not in conflict with these by-laws.

ARTICLE IX

Amendments

- Section 1. The constitution and by-laws may be amended at any regular meeting of the Student Government by a quorum vote provided that the proposed amendment to the constitution and by-laws be posted on the bulletin board one week prior to the date set for voting.
- Section 2. An amendment to the constitution and by-laws shall become effective immediately upon its approval at the regular meeting, unless the amendment specifies a time for its going into effect.
- Section 3. Proposed amendments may be submitted to the Student Government by any member of the student body of St. John's College, Department of Nursing.

ARTICLE X

Fiscal Year

Section 1. The fiscal year of this organization shall be the academic year.

Student representatives serve on the following Faculty Organization Standing Committees:

The Academic Affairs Committee:

A. The purpose of the academic affairs committee is to:

- 1. Review policies and recommend changes related to the academic program in alignment with the college's mission and philosophy to optimize student learning.
- 2. Provide evaluative guidance to ensure the curricula are sound, comprehensive and responsive to students, stakeholders, the community, and accrediting bodies.
- 3. Support an environment and curriculum that assist students to achieve their educational goals.

B. The functions of the academic affairs committee are to:

1. Foster congruency with established course credit to course rigor.
2. Oversee maintenance of internal consistency of new and on-going programs of study.
3. Monitor and disseminate accreditation and standard changes as they relate to curricula.
4. Review and recommend standards and policies regarding student preparation for admission, retention, and progression for academic success based on measurable criteria.
5. Yearly review for approval of the student catalogue for concurrence with approved academic changes.
6. Collaborate with course faculty to define course objectives and organize learning experiences to maximize student learning outcomes.
7. Collaborate with Research and Evaluation Committee to analyze performance data related to student outcomes.
8. Preserve Student's rights and obligations under St. John's College grievance procedure as listed in the Student Handbook.
9. Review academic violations forwarded to Academic Affairs Committee and implement due process which may include disciplinary actions.
10. Assist in leadership development of student representatives by encouraging active participation in the college curricula.
11. Bring forward student body issues to the committee and offer feedback to the committee when requested.
12. Disseminate changes through college assembly.

C. The membership of the academic affairs committee shall be:

1. Dean of Academic Affairs
2. At least 5 faculty members representing all academic programs and levels
3. Students: 1 student representing each level.

D. Meetings shall be held at least twice a semester and as necessary.

Student Affairs Committee:

1. The purpose of the student affairs committee is to:

1. Review and recommend changes to policies related to the selection, admission, development, promotion and graduation of students.
2. Disseminate college policies to students and faculty.
3. Encourage student activities that promote cohesion between/among faculty and students.

4. Monitor implementation of services which meet student needs in accordance with the philosophy, objectives, and resources of the program.
5. Develop investment in St. John's College legacy.

2. The functions of the student affairs committee are to:

1. Update the student publications annually for faculty and students.
2. Bring issues to the College Assembly for the purpose of discussion and sharing information.
3. Participate in the student recruitment program.
4. Review social violations forwarded to Student Affairs Committee and implement due process which may include disciplinary actions.
5. Conduct evaluative studies on the preservation of student rights, the efficacy of student policies, and the adequacy of student life.
6. Make recommendations to the College Assembly for revision of student policies and/or services.

3. The membership of the student affairs committee is:

1. Student Development Officer
2. Admissions Officer/Registrar
3. Financial Aid and Compliance Officer.
4. Two Faculty members
4. Students: 1 student representing each level

Chairs will be elected to a 2 year term. In the third year, the outgoing chair will serve as consultant for the newly appointed chair.

D. Meetings shall be held at least twice a semester and as necessary

National, State and Regional Student Organizations

Student organizations provide an extension of the educational activities of the College beyond the program. All students are encouraged to participate in these organizations to help develop special talents, broaden cultural backgrounds, widen interests and help foster professionalization into nursing.

St. John's College nursing students are invited to be members of:

Student Nurse Association

All students admitted to the nursing program are encouraged to join the National Student Nurse Association (NSNA). The purpose of this organization is to promote the student nurse's personal and professional growth in areas of health care for persons of diverse cultures and life style. Students may participate at the local, state and national level as representatives to the House of Delegates as well as other leadership positions.

The Organization promotes awareness of nursing issues that are pertinent for continued involvement in professional nursing practice and organizational membership.

St. John's Alumni Association

The Alumni Association offers membership to all graduates from St. John's College, Department of Nursing. The objectives of the Alumni Association are to:

- promote good fellowship among the graduates of the College
- advance the interests of St. John's Hospital and College
- publish the Alumni Periodical, The ECHO
- provide scholarship monies for current students.

The motto of this association is "Semper Fidelis" (always faithful). Students are encouraged to submit articles to the Alumni Periodical, The ECHO, for publication.

All graduates of St. Johns College are eligible for membership in the Alumni Association. Each new graduate receives a six-month courtesy membership. All members may vote and hold office.

Student Community Service

Students are encouraged to develop their commitment to improve humanity by participating in various community service activities. Community Service is defined as "an individual or group activity accomplished for the benefit of others, which is consistent with the mission and promotes the philosophy of St. John's College, Department of Nursing."

Franciscan Formation

The goal of the St. John's College Franciscan Formation is to strengthen the understanding and Franciscan leadership potential of the members of the St. John's College Community. The objective is to deepen the understanding of Francis' life and values and the application of these values in one's life and professional development. The College Program "Kindle the Fire Within" provides faculty, students, and staff the opportunity to come together to visit topics on the mind, body, spirit, and community.

Awards, Recognitions and Honors

The Gertie Egan Community Service award is a Community Service Award presented to a junior and a senior student of St. John's College who demonstrates a concern for the welfare and well-being of others and promotes a caring philosophy.

To be eligible for the Gertie Egan Community Service Award:

1. The students must have performed a minimum of 30 contact hours of community service that is documented on the Community Service Documentation Form (available from the College receptionist). The completed forms are reviewed by the Student Affairs Committee.
2. A student who demonstrates the most impactful service, based on St. John's College Mission and Philosophy statements will be selected from those who qualify

3. Students must be in good academic standing
4. The Student Affairs Committee selects the student recipient of this award.

Sigma Theta Tau International

A partnership of area baccalaureate nursing programs including St. John's College, Millikin University, and MacMurray College make up the Nu Pi Sigma Theta Tau International alumni chapter of Sigma Theta Tau. <http://www.nursingsociety.org/Pages/default.aspx>. This partnership creates many opportunities for the college. Events through the chapter are planned to enhance student and faculty professional networking, leadership development and community. Students are invited to join STTI through one of the more than 485 chapters located at colleges and universities around the world.

Undergraduate Students must

1. have completed ½ of the nursing curriculum;
2. achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.0 or higher);
3. rank in the upper 35 percentile of the graduating class;
4. meet the expectation of academic integrity.

Registered Nurse Students must

1. have completed 12 credit hours at current school;
2. have completed ½ of the nursing curriculum;
3. achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.0 or higher);
4. rank in the upper 35 percentile of graduating class;
5. meet the expectation of academic integrity.

http://www.nursingsociety.org/Membership/ApplyNow/Pages/mem_criteria.aspx

Dean's List

The Dean's List recognizes students who have demonstrated academic achievement. Students who complete a semester of 12 or more semester hours with a GPA of 3.5 or higher are eligible for the Dean's List. The awards are conferred at the end of each semester. The Dean's List is displayed in the College and notices are published to the community.

<u>Honors</u>	3.5 and above semester GPA
<u>Highest Honors</u>	4.0 semester GPA

ACADEMIC POLICIES

Registration

Students register for course work during the registration period each semester. All tuition and fees must be paid in full or arrangements have been made with the financial aid officer to register for classes. Students must complete registration in order to attend classes.

Cancellation of Courses

The College reserves the right to cancel a course during the registration period. Cancellation may occur up to and including the first day the class meets.

Add Policy

New courses may be added until the first day of the semester. There are no late registrations after the first day of class.

Drop Policy

Courses may be dropped within two weeks after the first day of the semester. Courses dropped within this period will not appear on the student's transcript.

Withdrawal from a Course

Students may withdraw from a course any time after the drop period and before the last day of class or clinical. Withdrawals will be recorded on the transcript according to policy as: WX if before midterm, WP if passing the course after midterm, WF if failing the course after midterm, and WA if auditing the course. Any course in which a grade of WX, WP, WF or WA is received must be repeated in its entirety.

Add/Drop/Withdrawal Procedure

Students adding, dropping or withdrawing from a course must complete the Change of Study form. This form is available through the Academic Advisor. After this form is completed and signed, the student takes the form to the Dean of Academic Affairs for approval.

Withdrawal from the College

Students withdrawing from the College must complete the official withdrawal form and procedure. This form and procedure is available through the faculty Academic Advisor. The student is responsible for providing written documentation that all College, library and course materials including identification badge and parking permit have been returned. After this form is completed and signed, the student takes the form to the Dean of Academic Affairs for approval. The student is responsible for finalizing all financial obligations to the College. Student accounts must be free and clear of financial and/or institutional holds before transcript requests are honored. The appropriate status at withdrawal will be recorded on the student's transcript according to policy.

Readmission

Students who have not been enrolled in the college within the last year must complete the readmission process. Those seeking readmission must contact the Chancellor for full details concerning the process. Decisions regarding readmission will be made by the Student Affairs Committee with full consideration of individual student circumstances and space availability. Students re-enter under current academic and clinical policies/requirements.

Transfer of Credit from St. John's College

Transfer of credit from St. John's College, Department of Nursing to other institutions is dependent upon the policies and procedures of the receiving institution. St. John's College cannot guarantee acceptance of transfer credit or equivalency of transferred credit in other institutions.

Transfer of Upper Division Credit

Students who wish to transfer credit for courses completed in other accredited baccalaureate programs must meet the general admission criteria and submit an official transcript and a College catalog. In addition, students seeking admission to the Nursing major must submit a statement indicating the reason they wish to transfer and provide copies of all nursing course syllabi. Upper division non-nursing courses taken on a CR/NC or P/F basis will be accepted only if the granting institution evaluates this option as a grade of C or above. The course hours will be counted towards graduation, but will not be calculated in the GPA.

Leave of Absence

Permission for a leave of absence for personal or health reasons may be granted by the Chancellor to a student in good standing. Good academic standing means that the student maintains a grade of "C" or better in all courses and is making satisfactory academic progress. The student will be responsible for contacting the financial aid office if this is pertinent. LOA is granted for no longer than one year.

A student who returns following an approved LOA is not required to complete the readmission process as long as the return is within one year. The student on LOA must satisfy any conditions of the leave before reentering the program. Also, the returning student must comply with the course sequence in effect at the time of reentry.

A student must notify the Chancellor, in writing, of intent to return to the St. John's College at least 2 months prior to the expected return. A personal meeting with the Chancellor and/or other support service staff may be requested.

Grades and Grading System

St. John's College issues grades at the end of each 16-week semester. The requirements for obtaining the course grade will be stated in each course syllabus.

For Pre-Licensure Students, grades are computed on the following scale:

Grade	Scale	Points
A	93-100	4
B	85- 92	3
C	77- 84	2
D	70- 77	1
F	70 and below	0

For RN-BSN Students, grades are computed on the following scale:

Grade	Scale	Points
A	92-100	4
B	83- 91	3
C	74- 82	2
D	65- 73	1
F	64 and below	0

For all courses with a clinical or lab component, St. John's College of Nursing pre-licensure students must earn at least a C average on all exams to pass the course. Test averages are calculated prior to adding in papers, projects, or other non-exam scores. If the average of all the tests is less than a C, the pre-licensure student earns the test average for the course. If the student's test average is C or greater, all of the remaining course assignments are calculated into the final grade. Students who do not earn a C when exams are averaged fail the course, regardless of the grades on the other non-exam course activities.

Student letter grades will be determined by rounding a .49 down and rounding a .50 up. Rounding of grades considers only the 1/10 decimal place. Therefore if a student earns 82.445 the graded earned is an 82. If a student receives an 82.54 the student receives an 83.

Grade Point Average

Grade point averages are computed upon admission to the College, at the end of the semester, and cumulatively over required upper division nursing courses. They appear on the official transcript. The procedure for computing grade point averages is available from the Registrar.

Semester Grade Point Average

The number of grade points for a grade in a given course is found by multiplying the grade-point value by the number of semester hours which may be earned in a course. As an example: If grades of A, B, C, D, F, are earned in courses of 6, 3, 4, 4, and 2 semester hours respectively, the grade-point average is calculated as follows: Grade A, 6 semester hours yields a grade point

total of 24; grade B, 3 semester hours yields a grade point total of 9; grade C, 4 semester hours yields a grade-point total of 8; grade D, 4 semester hours yields 4 grade-points; grade F, 2 semester hours yields no grade points. The grand total is 45 grade points for 19 semester hours. The semester GPA is then $45 \div 19 = 2.37$.

Cumulative Grade Point Average

The cumulative grade-point average is computed by dividing the total number of grade points which each student has earned in all courses taken in the nursing major by the total number of semester hours represented by those courses (excluding WX, WP, WF, WA, AU, PF, CR/NC or I). The nursing major consists of the required upper division courses with a course number of 300 or 400 including non-nursing upper division elective. As an example: If the above semester grand total of 45 grade points for 19 semester hours was added to a cumulative grand total of 81 grade points and a cumulative semester hours of 23, the calculation would appear as follows:

45 grade points + 81 cumulative grade points = 126 cumulative grade points
19 semester hours + 23 cumulative semester hours = 42 cumulative semester hours
Cumulative GPA calculation
 $126 \text{ total grade points} \div 42 \text{ cumulative hours} = 3.00 \text{ cumulative GPA}$

Grades not computed in the Grade Point Average:

- WX - Withdrawal from a course through the midpoint of the semester (8 weeks)
- WP - Withdrawal from a course with a PASSING grade after the midpoint of the semester.
- WF - Withdrawal from a course with a FALLING grade after the midpoint of the semester.
- WA- Withdrawal from an audit grade.
- AU- Audit
- I - Incomplete—temporary grade.
- IP - In Progress, courses in which the student is currently enrolled.
- CR/NC-Credit/No Credit
- Pass/Fail Pass/Fail

The appropriate status at withdrawal will be recorded on the student's transcript.

Promotion Policy

A minimum grade of C or better must be obtained in all courses to be promoted in the College. Failure to maintain a grade of C or better will result in academic probation. Students on academic probation may continue to complete coursework. However, they may not take any subsequent nursing course that has as a prerequisite course in which the student received a **D, F or WF** until that **D, F or WF** is removed from the transcript by repeating the course with a final grade of C or better. Academic probation is removed only when a grade of C is obtained in the repeated course. If a student is failing at the time of withdrawal or receives a final grade of D, F, or WF or a clinical or non-clinical nursing course, the student has one opportunity to repeat that

course. If the student withdraws or receives a final grade of D, F, or WF a second time (either in a different course or in the course being repeated), the student may not continue their course of study at St. John's College. A course being repeated must be taken at St. John's College. Academic dismissal results when the D, F or WF is not removed from the transcript after repetition of a course or if the student has withdrawn from (WX, WP) and/or failed (D, F, or WF). **All courses in the Junior Year must be completed with a grade of C or better before being promoted to Senior Year.** Students must pass a drug calculation test before they can enroll in Senior year classes. All courses in the Senior year must be passed with a grade of C or better.

Social Media

Student pictures and College events are posted on social media sites and the College's Website. Any statements and/or photos placed on a social media site should reflect positively on oneself, fellow classmates, the College and clinical sites. The College follows the St. John's Hospital policy on social media. Sharing of pictures of patients/clients or confidential information is strictly prohibited under HIPAA.

Audio Recording Devices

Students who are authorized by the Student Development Officer to use an audio recording device in lectures will be obliged to agree in writing to the following conditions:

1. Students must submit proper authorization paper work to the course chair regarding recording contract for each course.
2. Students must notify the lecturer before each lecture that he/she plans to record the lecture.
3. Faculty will announce at the beginning of each class if a recording device is in use.
4. Recordings are for the sole use of the authorized student only and cannot be further distributed to other individuals, commercial use, etc.
5. Faculty of the lecture has ownership rights to the lecture and any unauthorized exploitation or misuse of recorded material is prohibited and will be deemed as academic misconduct which could result in disciplinary action against the concerned student(s).
6. Any conversations that were recorded inadvertently such as clinical case examples, classmate personal conversations, etc., are considered confidential and the student will be held accountable for upholding that confidentiality under FERPA and HIPAA regulations.
7. All recordings must be destroyed after successful completion of the program (graduation).
8. If a faculty member deems that the recording is negatively affecting the quality of class discussion then the faculty member has the right to stop the recording
9. If faculty does not grant the student permission for recording, the faculty member has the responsibility to make reasonable accommodations for the student's learning such as a pre-recording of the lecture, access to audio textbook that

- correlates with lecture material, individual session with student to go over missed material during lecture, etc.
10. Legal action may be taken if students are found to be noncompliant with the audio recording policy.

ATI Expectations

Assessment Technology Institute (ATI) Nursing Education is a web-based assessment and review program that serves as a learning tool to help promote nursing students to successfully pass state boards. ATI guides students to focus on developing strategies for successfully passing NCLEX. Not only does ATI serve as a resource tool for passing NCLEX, but it allows students to focus on key topics that perhaps might be their weakness, allowing for more concentration of these topics in order to achieve success. After students study, complete their assigned ATI questions and proctored exams, they can feel more secure with their abilities before they pursue their board examination. For nursing programs, it is essential to provide a resource for students to obtain successful completion of their board examination in order to be safe practitioners. **NO MORE THAN 3% of TOTAL COURSE GRADE WILL BE AWARDED TO ATI (*Exception – Transition to Practice Course).**

1. **Sharing of answers to ATI is considered an academic dishonesty violation.**
2. **Students are expected to complete the focused review and/or practice tests before they are allowed to sit for the first related proctored test. Students will be awarded for their preparation work (2 percentage total course points).** To show their preparation work, students will print off their transcript of designated review and/or practice test as their admission slip for the proctored assessment
3. **Students who achieve the recommended Level II on the proctored assessments upon their first attempt will be awarded for their work (1 percentage total course points).**
4. **Students who DO NOT achieve the recommended Level II goal will have another opportunity to re-take the test prior to the end of the semester (last day of finals week).** To show their remediation work before re-taking the proctored test, students will be required to complete a focused review to cover the missed concepts of the test. Students will then print off their transcript of designated focus review as their admission slip for a second proctored ATI.
5. **Students who DO NOT achieve Level II on the 2nd proctored exam will be referred to their advisor, Student Development Officer, and/or Associated Dean of Students for further remediation assistance.**
6. **Students who fail to be present during the designated test days will be charged with a fine of \$200.** If student fails to provide a transcript demonstrating their review and/or practice test, the student will not be allowed to take the proctored test. Each selected proctored test will only be offered twice. Proctored test dates will be posted in the related course syllabi. *Students who are not able to take the proctored test on the published date due to extenuating circumstances may request a waiver of fine. *Extenuating circumstances may be considered and must be brought forward to the Dean of Academic Affairs for review as soon as possible.*

Testing Protocol

The following testing policy has been developed and accepted for use by the faculty of St. John's College (SJC). Students violating this policy will be referred to the Dean of Academic Affairs for appropriate action as guided by established College Policies.

1. Students will use pencils and calculators provided by SJC for test taking purposes.
2. Once students have started the testing process, they must complete the examination before leaving the testing environment.
3. Personal belongings are not permitted in the testing environment. (Including cell phones)
4. Student leaving the testing environment for any reason will not be permitted to return to the testing session as the test will be considered complete.

Exam Make-up Policy

In the event that a student fails to take an examination due to absence, that student should consult the course syllabus for the make-up procedure. It is also the responsibility of the student to contact the instructor to make needed arrangements on the first day of return from absence. Makeup of missed examinations and clinical incompletes are at the discretion of course faculty.

Academic Progress

It is expected that students will progress through the College either full-time or part-time and complete all requirements within a 4-year time frame. Lack of progression is noted when the Promotion and Graduation policies are violated.

If a student from the accelerated program must withdraw failing or sit out a semester, for academic success, the student will re-enter the nursing program in the traditional pre-licensure program. A student that has withdrawn in good consistent academic standing due to illness/family emergency can re-enter into the traditional pre-licensure program or could return to the accelerated program with the approval of the Dean of Academic Affairs.

Repeated Courses

Repeated courses will be reflected on the transcript with an "RP" grade. The first grade received in the course will be replaced on the transcript with an "RP". The grade received on repetition of the course will then replace the first grade in calculation of the GPA.

Grade of Incomplete

A grade of Incomplete (I) is not granted automatically for unfinished course work. The student must have completed 75% of the course work with a minimum theory grade of C and satisfactory clinical performance. The course faculty prepare a contract to be signed by the student agreeing to completion of requirements of the incomplete. An "I" not removed by the agreed upon date will become an "F". The student is responsible for payment of any fees incurred as a result of the "I". A copy of the contract is provided to the Dean of Academic Affairs for approval. Students with an incomplete in one required nursing course will not be allowed to progress unless the "I" is changed to a minimum of a "C" grade by the first week of the next course.

Clinical Evaluation

In a clinical course, the practicum is evaluated as satisfactory or unsatisfactory by the course faculty. Students must pass both the theory and the clinical components. The theory grade will constitute the course grade as long as a "clinical Satisfactory" is attained. If a student receives an "Unsatisfactory" in the practicum (clinical) he/she receives an F for the course and a course grade of 69. If a student withdraws after midterm and prior to the end of the course, a clinical determination of "WP" or "WF" will be made based on the student's current status of clinical performance.

A faculty member may require a student to leave the clinical area and forfeit the opportunity to complete a learning experience if the student is judged to be inadequately prepared to provide safe patient care or if failure to observe the rules has created an unsafe or unprofessional situation. Clinical suspension due to unethical, illegal, or unsafe practice is at the discretion of the course faculty. The Dean of Academic Affairs and Chancellor will be notified of such suspension. Makeup of clinical incompletes is scheduled at the discretion of course faculty.

Policy of Course Audit

Classes may be audited for a fee on a space available basis in accordance for the non-degree seeking and/or returning student. Students planning on auditing a class must receive course faculty approval. A student may not change class registration status either from audit to credit or from credit to audit after the initial registration is complete.

Grade Reports

Grade reports are issued to the student 15 work days after the close of the semester.

Good Academic Standing

A student in good academic standing maintains a grade of "C" or better in all courses and is making satisfactory academic progress.

Attendance Policy

1. Student participation in planned clinical and theoretical learning experiences is essential. Any clinical absence will be addressed by the course faculty. Excessive absenteeism is defined as 10% of the clinical house missed for each course. The consequence of a clinical absence will be determined by the clinical faculty in concert with the course chair. **FACULTY HAVE THE AUTHORIZATION TO FAIL THE STUDENT FOR EXCESSIVE ABSENTEEISM.** If the student wishes to appeal the course faculty's decision, the student may initiate the formal Appeals Process (See Appeals Policy).

St. John's College faculty believes students are active participants in their learning. Failure to notify the faculty of absence in clinical will be addressed by course faculty. Makeup of missed examinations and clinical incompletes are at the discretion of course faculty.

Extensions for Assignments

Students are expected to complete assignments on time. The faculty member has the right to deny a student an extension. Each individual student's request for an extension will be handled on an individual basis.

It is the student's responsibility to contact the appropriate faculty member to request an extension on an assignment. Any request must be made to the specific faculty member, in writing, prior to the time the assignment is due. Assignments, which are submitted after the deadline date without prior communication with the specific instructor, will result in a grade of zero.

When an extension is requested it is the faculty member's responsibility to specify, in writing, to the student the date and time of the deadline in which the assignment must be submitted or the denial of the extension. This information should be recorded on the counseling record and signed by the student and the instructor. A copy of this request should be copied and attached

to the counseling record. If the assignment is not submitted before or at the time established the grade for that assignment shall become a zero.

Pregnancy Policy

Students that are pregnant and in good health who are enrolled in the College will be allowed to continue with the regular curriculum with the following requirement:

The student must inform in writing the Student Development Officer, the Dean of Academic Affairs, the Advisor and the course faculty of the pregnancy by the end of the first trimester in order to plan progression and assure safety for mother and child.

Graduation Policies

For 2014 and 2015 graduates to be eligible for the Bachelor of Science in Nursing degree a student must satisfactorily:

1. Complete all specified courses in the curriculum plan; the equivalent of 122 semester hours, including 56 semester hours of lower division credits.
2. Complete a minimum:
Pre-Licensure: 30 semester hours;
Accelerated BSN: 30 semester hours;
RN to BSN: 30 semester hours; at St. John's College
3. Attain a minimum of 2.0 GPA for each course offered at the College.
4. Be free and clear of financial and/or institutional holds before applying for graduation.
5. Students completing in summer may participate in May ceremonies.
6. Students enrolled in the accelerated program participate in December ceremonies.
7. Students enrolled in the RN-BSN program may participate in the May or December ceremonies; depending on the date of completion.

All graduation requirements must be met within four years of enrollment in the College. Students preparing to graduate must file an application for graduation with the Registrar.

Note: Information on graduation rates is available upon request from the Admissions Officer/Registrar.

Graduation with Honors

Students completing a minimum of 30 semester hours of required nursing courses at St. John's College may earn the distinction of graduating with honors. Honors are designated as:

<u>Summa Cum Laude</u>	3.90 - 4.0
<u>Magna Cum Laude</u>	3.75 - 3.89
<u>Cum Laude</u>	3.5 - 3.74

Application for Graduation

The policy and procedure required to ensure graduation requirements are met include:

1. Review of student's academic record at completion of program of study.
2. Form completion for Bachelor's Degree. (The Application for Graduation Form will be distributed.)

Assessment Program

In order to reinforce the value of higher education and in response to the need for public accountability, educational institutions are being required to demonstrate that students are learning what is necessary and that the educational program is of high quality. Therefore, an institutional assessment program has been instituted at St. John's College. Students participate in assessments upon entry to the major, during the program, and during the post college experience.

Educational Facilities

St. John's College is housed in a building adjacent to the hospital campus at 729 E. Carpenter Street in Springfield, Illinois. The administrative offices, financial aid office, faculty offices, classrooms, and recreational rooms are all conveniently located in this two-story building. A fully equipped nursing arts laboratory with state-of-art materials, including a new simulation laboratory, is provided to supplement student learning. The computer laboratory with its nursing education programs is also made accessible to students to assist learning in a highly technological environment.

St. John's College is a secure building with restricted access. Students, faculty, and staff are responsible for maintaining building security by taking the following responsibility:

- Immediate notification of lost/stolen badges to the college receptionist and St. John's Hospital People Services
- Request of a new badge to St. John's Hospital People Services (fee determined by SJS)
- Never propping or holding door open for others
- Never loaning an ID badge to others
- Being vigilant to avoid having others enter the college by "tagging" behind
- Reporting witnessed violations to the college receptionist and/or administration

Students, faculty, and staff should be cognizant that college ID badges may not only permit individuals entry to the college, but also entry to restricted areas with vulnerable populations in the hospital. Students, faculty, and staff that violate these responsibilities may be subject to disciplinary measures.

Students may access the College from 6am to 6pm, Monday through Friday, by using their student identification badges and the card swipe system. Students may stay in the college until 10pm to study.

The office of the Financial Aid is located on the first floor of the College to allow ready access in the event questions or concerns arise about financial aid matters. Recreational facilities are also located on the second floor with lounge areas, and a television for students during the hours the building is open (Monday through Friday, 7:00 a.m. to 4:00 p.m.).

Being adjacent to St. John's Hospital makes access to its services possible at all times. Reasonably priced cafeteria services and a full range of health services are readily available in the hospital. A large, well-provisioned Health Science library is located on the second floor of St. John's Hospital.

In addition to the educational opportunities offered on the St. John's campus, students may use the medical library at Southern Illinois School of Medicine and the many services available in the city of Springfield. Lincoln library, the state library and the various governmental offices are within walking distance of the College.

Computer Services

Students have access to the College's computer laboratory during the hours posted. Instructional aids available include Microsoft Office 2007 package with word processing (Word), Microsoft Excel, PowerPoint, various software-learning programs, and NCLEX Review programs. This lab is also equipped with the SAINTS system and Francis, St. Johns Intranet. Students must sign an Internet user agreement in order to utilize the Internet. The campus is equipped with Wi-Fi (sjs-college).

Computer Use and File Sharing

Students have access to the College's computer laboratory during the hours posted. Instructional aids available include Microsoft Office 2003 package with word processing (Word), Microsoft Excel, PowerPoint, various software-learning programs, and NCLEX Review programs. This lab is also equipped with the SAINTS system and Francis, St. Johns Intranet. Students must sign an Internet user agreement in order to utilize the Internet. The campus is equipped with WiFi.

Technology Expectations

It is expected that students will have knowledge in computer skills with Microsoft Office programs such as Word, email, attachments, PowerPoint, uploading and downloading documents and internet use. For students with little or no prior experience with computers, a computer course is highly recommended to support computer work in nursing. The College and Health Science Library have multiple computers for student use; however, it is expected that students will have their own access to a personal computer with a high speed broadband internet access including internet explorer 8 or higher and a personal printer.

Students entering St. John's College are required to have a personal laptop computer configured to the college's specifications. This requirement responds to technical changes in the computerized testing platform for the licensing examination as well as the widespread adoption of computer technology in healthcare.

Windows Laptop Minimum specifications:

Software Requirements

Windows XP with Service pack 2

Office 2007 or later

Adobe Reader (free) <http://get.adobe.com/reader/>

Internet Explorer (free) <http://microsoft.com/downloads>

Flash Player (free) <http://get.adobe.com/flashplayer/>

Hardware Requirements

Pentium 4 or later

4 GBs RAM

Streaming Media capable video and audio

Apple Mac Specifications:

Software Requirements

Mac OS X or later

Microsoft Office for Mac

Adobe Reader (free) <http://get.adobe.com/reader/>

Flash Player (free) <http://get.adobe.com/flashplayer/>

Safari 5.1.7 or later

http://safari.todownload.com/?lp=adwords&qclid=CM_XyYbQwLUCFexaMgodAygAeq

Hardware Requirements

Mac computer with an Intel, PowerPC G5, or PowerPC G4 processor

Streaming Media capable video and audio

Lockers

Students may request a locker for their use while attending SJC. Student must provide their own padlock and students are advised to keep their combinations confidential. The College is not responsible for loss or theft of items from lockers.

Student Lounge

A student lounge is located on the second floor of the College. There are refrigerators, microwaves, and television available for student use. Each student is responsible for keeping the lounge clean and neat. All food items brought to the lounge must be dated and properly discarded after use. All eating utensils and trays are to be removed from the lounge after use. The privilege of using the lounge furnishings is dependent upon the appropriate utilization of the area and its equipment. It is equipped with selected references.

Quiet Study Room

A quiet study room is provided for students on first floor.

Library Services

The Health Sciences Library serves both the College and the Hospital and is located on the 2nd (main) floor of the hospital, not far from the Main Lobby. Hours, contact information and access to research guides, databases, online content, catalog and more are available on the Library website www.st-johns.libguides.com

Research

There are many ways to contact a librarian for research assistance, including an **ASK US** link on the website, texting to 217-280-4582, calling 757-6700 or emailing library@st-johns.org

Available study spaces include individual carrels, tables and group study spaces. Computers, printers, photocopier and scanners are available as well as a wide variety of audiovisual equipment, such as portable projectors. All computers include access to the internet and Microsoft Office software.

Dozens of online subject guides have been created to guide students in their research. There is also a special collection of nursing books from the late 19th- mid-20th centuries is available for on-site use.

Most required nursing texts have been placed in a Reserve section in order to be available to you when you need them.

Request Service

In addition to using the above mentioned means of contacting the Library, there are online forms on the library website for interlibrary loan (requesting a book or article that the library doesn't own), making a purchase suggestion and more.

Hours

Generally, the Library is open 0730-2000 Monday – Thursday, 0730-1630 Friday, 1200 – 1600 Saturday, closed Sunday. Changes in these hours are posted at the Library entrance and on the Library website and within the College. Text HOURS to the Library @ 217-380-4582 to get current hours.

Useful Tidbits

Library books are expensive. For some materials, there is a flat fee replacement of \$115 or more. The only locations to return materials are inside the library or in the book drop outside the library front door.

The College uses the current *Publication Manual of the American Psychological Association* (APA). Papers and other writing assignments must follow this style manual, which is available in the Library.

Copyright Policy

St. John's College abides by the copyright policy of St. John's Hospital as published. The Health Science Library publishes a copyright guide designed for Students. It is available at: <http://st-johns.libguides.com/content.php?pid=93458>.

Clinical Facilities

Students receive a majority of their clinical experience at St. John's Hospital, a fully accredited teaching facility which is affiliated with SIU School of Medicine. St. John's consists of a variety of medical-surgical and specialty units. It is noted as a provider of Level III neonatology, complemented with perinatology; trauma center; open heart and cardiac catheterization provider; hospice care provider; special affiliate with family practice from SIU School of Medicine. There are also Home Health Services. The Pavilion provides an expanded outpatient services department, including ambulatory surgeries, gastrointestinal procedures, chemotherapy and radiation therapy. The Carol Jo Vecchie Women and Children's Center opened in 1997 to provide expanded services for women's and children's health. It houses the Neonatal Intensive Care Unit, Pediatric Intensive Care Unit and the Family Birthing Center. Based on these services provided, it earned the designation of Children's Hospital in 1998. The Prairie Heart Institute opened in 1998 as the largest provider of cardiovascular services in Illinois and is among the largest in the United States. Students also receive clinical experiences at multiple priority cares and clinics.

Every other year St. John's Hospital serves as a Level 1 trauma center for central and southern Illinois. Other facilities used in meeting the educational needs of the students are Memorial Medical Center, a 500-bed acute care hospital, McFarland Mental Health Center, Springfield Department of Public Health, and the Visiting Nurses Association of Central Illinois, to name just a few. Springfield and the surrounding counties are fortunate in the variety and scope of the health care facilities available in the immediate area.

STUDENT CONDUCT AND BEHAVIOR

Code for Nurses

Students who are preparing to enter the profession of nursing are expected to follow the current ANA Code for Nurses. Each person, upon entering the profession inherits a measure of responsibility and trust of the profession and the concomitant obligation to adhere to standards of ethical practice and conduct set by the profession. The code was adopted by the American Nurses' Association in 1950 and revised in 2001.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Washington, D.C.: American Nurses Publishing, 2001.

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthics.aspx>

Complaints

Issues of concern to students should be discussed with the appropriate person within the College. Students should initially discuss the issue with the staff or faculty member closest to the problem or to the appropriate person as identified in the Student Handbook or College Catalog. If uncertain, student may approach their assigned faculty advisor or the Student

Development Officer. Issues that cannot be resolved through these channels should be submitted in writing to the Dean of Academic Affairs or Chancellor. Only signed comments will be addressed.

VIOLATIONS OF POLICY

Social Violations

The following social violations will be referred to local law enforcement agencies and may warrant disciplinary action by the College. Social violations include but are not limited to:

1. Safety violations (illegal possession or sale of weapons, malicious use of firearms, etc.).
2. Disturbance of the peace (action creating a nuisance in a public area, failure to respond to a reasonable directive).
3. Drugs and Alcohol (See Drug and Alcohol policy).
4. Conduct causing personal injury to others.
5. Theft
6. Falsification of non-academic records

Academic Violations

Honesty is the responsibility of every student at the College and is considered essential for the practice of professional nursing. It is the ethical obligation of all to report incidents of academic dishonesty in a respectful and confidential manner. Academic violations include but are not limited to:

1. Cheating - the utilization of information or work from another student in such activities as the completion of papers, projects, examinations, or other assignments. Cheating also includes the use of a paper / projects for more than one course without prior faculty permission.
2. Plagiarism - representing the work of another as one's own work. This includes utilization of a quote or paraphrase that is not referenced. The use of paper from an Internet source is also prohibited.
3. Bribes - includes bribing or attempting to bribe with the intention of affecting a record of a grade or evaluation of academic performance.
4. Technology related infractions – including but not limited to:
 - a. depriving other students of fair access to and reasonable use of educational resources.
 - b. tampering with, altering, circumventing or destroying electronic resources or data used for student projects.
 - c. any technology related infractions defined by federal or state laws.
 - d. failure to comply with Internet Access Policy.
5. Misrepresentation or fabrication - presenting information that is misleading, untruthful or false in meeting College requirements, course expectations or in patient care situations. Misuse of student identification badges is also prohibited.
6. Falsification of Documents - altering or misusing documents in order to meet College

requirements.

7. Aiding someone else in the performance of any of the above acts.
8. Repeated infraction of the Dress Code.

Disciplinary Actions

Disciplinary actions for Social and/or Academic violations may include, but are not limited to:

1. **Warning** - a written statement from the Academic Affairs/Student Affairs Committee is given to the student as a formal notice that their behavior, or set of behaviors, is inappropriate and/or violates ethical, moral, and/or professional standards set forth by St. John's College, Department of Nursing. A continuation of such behaviors, or any other future social and/or academic interruptions could result in probationary status, clinical suspension, or dismissal. A letter of warning is placed in the student's permanent record and may be brought forth as evidence in any future cases of suspected social or academic violations. (Adapted from Marquette University and St. John's College, Dept. of Nursing Grievance Policies.)
2. **Probation** - a written statement from the Dean of Academic Affairs is given to the student regarding the specific violation, expected improvement, actions to be taken by the student and the consequences of lack of corrective action and/or improvement.
3. **Course Grade Alteration** - Project or course.
4. **Dismissal** - includes from the College.
5. **Clinical suspension**- may be due to unethical, illegal, or unsafe practice or non-compliance with college requirements. The Dean of Academic Affairs will be notified of such suspension. The clinical suspension remains until the situation is resolved. Judgment will be based on the Standards set by the 2001 revised Code for Nurses as published by the ANA.

Due Process Procedure

Suspected Social Policy violations or Academic Policy violations will be referred by faculty or staff to the Dean of Academic Affairs who will refer to the appropriate committee.

Procedure for review of suspected Social or Academic Policy violations:

2. The faculty or staff member concerned about a suspected violation will notify the Dean of Academic Affairs, the student's advisor, and the student in writing using St. John's College Referral form (including documentation of suspected violation) within five business days of the suspected violation. The student will provide written receipt of the notification upon receipt. The Dean of Academic Affairs will refer the suspected violation to the appropriate committee chairperson.
3. The chairperson of the committee hearing the allegation of the suspected violation will notify, within 1 business day, the committee members and the student that a formal Due Process meeting will be called.
4. The administrator or administrator's designee must consult the student's permanent record file to determine if the student has a previous record of violations.

5. The student suspected of a violation will have five business days following written notification of the suspected violation to provide a written rebuttal to the committee chairperson.
6. A meeting of all members of the committee will be called by the chairperson within five business days of receipt of the student's written rebuttal. Committee members will be provided with documentation of the alleged violation and student rebuttal when notified of the meeting.
7. The committee will hear arguments from both parties, who will separately present supporting evidence from his/her perspective as specifically and clearly as possible. The faculty will present his/her supporting evidence and will then be dismissed from the meeting. The student will then be called into the meeting to present his/her evidence, after which they will be dismissed.
8. The student may request that their academic advisor or an alternate faculty member be his/her resource throughout the due process procedure. The faculty member can be present during the due process procedure.
9. Discussion by the committee members will take place to determine if a violation occurred followed by an anonymous written vote with majority ruling. If it is determined that a violation occurred, the committee will make recommendations regarding any disciplinary actions if needed, a plan for improvement, and set schedules or due dates for improvement plans. Once the decision of the committee is rendered, the decision is final.
10. The student and the faculty/staff bringing the allegation forth will be notified in writing of the committee's recommendation within 3 business days. The student will provide written receipt of the notification upon receipt.
11. If a violation was determined to have occurred, the recommendation will be placed in the student's academic file.
12. The proceedings will be recorded only by the institution. A transcript will be made of the meeting. The Chairperson is responsible to see that a record is made of the decision:
 - a. date, time and place
 - b. persons present
 - c. statement of final decision
 - d. signature of members and their indication of approval or disapproval time of meeting closure
 - e. approval by all of committee members that the record is complete and accurate
13. All documentation of the proceedings will be forwarded to the Dean of Academic Affairs.
14. If the student wishes to appeal the committee's decision, the student may initiate the formal Appeals Process. (See Appeals Process)

Appeal Policy

Students may appeal decisions which affect their welfare. The College protects the right of the student to question any decision, which seems to be unfair or a violation of their individual rights. Whenever a student deems a decision to have been made unfairly or unjustly, that student has the right to institute the appeals protocol. The appeal shall be resolved promptly,

fairly, objectively and in good faith without subjecting the student to restraint, interference, discrimination, retaliation or harassments of any form. It is the responsibility of the student to follow the protocol in good faith and within the guidelines provided therein.

Procedure for Student Appeals

1. Appeals
 - a. An appeal must be submitted in written form, by person (grievant) initiating the grievance to the Chairman of the Appeals Committee for the College within seven (7) calendar days of the incident or written notification of the decision.
 - b. An appeal must be as specific as possible, and clearly identify that which is being grieved.
 - c. The appeal will be made available to all members of the Committee, to the grievant, to the individual whose decision is being grieved, and to the chosen faculty member, at least 3 working days prior to discussion, along with other pertinent documents.
 - d. Words, terms, terminology, grammar, etc. in the grievant's letter may be clarified if necessary before meeting.
 - e. The Appeals Committee is comprised of:
 - 4 faculty members and 1 alternate are chosen by lot at the beginning of the school year.
 - 3 students (1 elected from each class and a senior student elected from Student Government, and 1 alternate elected from Student Government.)
 - f. The Chairperson will be chosen by lot from among the 4 faculty members at the beginning of the school year.
 - g. If a committee member is directly involved in the appeal, the alternate will serve.
 - h. Only the above designated committee members shall have a formal vote in the resolution of the appeal.
 - i. The Appeals Committee will convene the hearing within seven working days after receipt of the Grievant's letter unless an extension is agreed to by both parties or for cause as determined by the committee chair.
 - j. Persons present for the discussion:
 - Seven committee members (4 faculty and 3 students).
 - Person(s) whose decision is being grieved.
 - Grievant(s).
 - Faculty member, chosen by grievant(s), who is not one of the 4 faculty committee members,
 - Chancellor of the College and/or appropriate academic person shall be observers during the discussion but they do not have the right to vote, participating as ex officio.
 - k. Discussion of facts:
 - An electronic recording will be made of the discussion and used for transcription of minutes.
 - The Chairperson is encouraged to make written notes in case of electronic malfunction.

- The recording is to be destroyed after approval of all minutes by the Chairperson.
- l. Formal discussion does not begin until the Chairperson is satisfied all members are ready to proceed.
 - m. Focus of the appeals procedure is identified by the Chairperson.
 - n. The Chairperson is responsible to see that the discussion pertains to the grievance submitted.
 - o. The Chairperson may rule if information, requested by the committee members or the grievant, is relevant to the grievance and may be presented.
 - p. The Chairperson is responsible to see that a record is made of the discussion which will include:
 - date, time and place of meeting
 - persons present
 - documents presented (may be numbered)
 - summary of discussion and clarifications made
 - time discussion was closed
 - approval by all those present that this record and summary is correct.
 - The discussion will continue until the committee members agree that there is sufficient information upon which to base a decision.
 - At the conclusion of the discussion, all persons are dismissed except the seven committee members.
2. Decision by the Committee:
 - if there is to be a time limit imposed on the committee deliberations the limit must be agreed upon by all committee members.
 - Committee deliberations will begin immediately following the discussion of facts.
 - The decision will relate directly to the written grievance.
 - The decision must be reached within three (3) working days after the end of the discussion of facts.
 - A decision must be agreed to by at least four of the seven committee members.
 - In case of a deadlock that cannot be resolved, the Chairperson shall announce this to the Chancellor and the grievant. A new committee shall be chosen by lot, and another meeting scheduled within seven (7) working days.
 - All seven committee members have an equal vote.
 - a. The Chairperson is responsible to see that a record is made of the decision:
 - date, time and place
 - persons present
 - statement of final decision
 - signature of members, and their indication of approval or disapproval time of meeting closure.
 - Within one business day, The Chairperson, in presence of the Chancellor or her/his designee, grievant and committee members announces the decision.

The chairperson gives the grievant a written copy of the decision at the time the verbal announcement is read. The Committee may, if requested, explain the reasoning behind the decision to the grievant and/or the Chancellor. The record of the meeting will reflect the fact that the grievant received a written copy of the decision. A written copy of the decision is also given to the person or committee whose decision was being grieved.

- Documentation of proceedings including minutes, written documents presented to committee, and decision statement shall be kept in a designated secure file in the Administrative Offices.
3. If the appeal is still not resolved to the grievant's satisfaction through the above process, it shall then be presented in writing by the grievant to the College Chancellor within 5 working days following receipt of the written copy of the decision. The College Chancellor will review all correspondence concerning the issue and will conduct any additional inquiries deemed necessary. After the Chancellor completes a review, a written decision will be given to the grievant within ten (10) calendar days unless an extension is agreed to by both parties or for cause as determined by the Chancellor; and a copy put in the student appeals file.
 4. If the appeal is still not resolved to the grievant's satisfaction through the above process, it shall then be presented in writing by the grievant to the College Board Chairperson within 5 working days following receipt of the written decision. The College Board Chairperson will review all correspondence concerning the issue and will conduct any additional inquiries deemed necessary. After the Chairperson completes a review, a written decision will be given to the grievant within ten (10) calendar days; and a copy put in the student's college file and appeals file. This decision is final. The College Board Chairperson may, if requested, explain the reasoning behind the decision to the grievant, the Appeals Committee and the Chancellor of the College.
 5. During the Appeals Process, the student status is considered to be that imposed by the original decision, be it termination from all or part of the curriculum or a probationary status. It is the student's responsibility to meet with the financial officer. Lending agencies will be notified as required by law.

Misconduct and Sexual Harassment Policy

St. John's College is committed to providing a productive learning environment free from discrimination, including sexual harassment. In keeping with this commitment, St. John's College will not tolerate, nor condone, any actions by any person, which constitutes sexual harassment.

Any student, faculty, or staff member gaining knowledge of a suspected case of any form of sexual assault is responsible for reporting the situation to either Dr. Jane Diers and/or Dr. Brenda Recchia-Jeffers for immediate action. As soon as a report has been filed, legal advice from St. John's Hospital will be used to determine appropriate actions of the College. Any effort to assist the victim and/or accused party (if affiliated with St. John's College) will be taken. Students found in violation of conduct policies in regard to sexual assault will be subject to appropriate sanctions including

suspension or dismissal. These actions can and will be pursued regardless of any criminal justice system findings.

St. John's College accepts the following Definitions as outlined in the Illinois Human Rights Act.

(A) Student. "Student" means any individual admitted to or applying for admission to an institution of higher education, or enrolled on a full or part time basis in a course or program of academic, business or vocational instruction offered by or through an institution of higher education.

(B) Higher Education Representative. "Higher education representative" means and includes the president, chancellor or other holder of any executive office on the administrative staff of an institution of higher education, and any member of the faculty of an institution of higher education, including but not limited to a dean or associate or assistant dean, a professor or associate or assistant professor, and a full or part time instructor or visiting professor, including a graduate assistant or other student who is employed on a temporary basis of less than full time as a teacher or instructor of any course or program of academic, business or vocational instruction offered by or through an institution of higher education.

(C) Sexual Harassment in Higher Education. "Sexual harassment in higher education" means any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or when the higher education representative either explicitly or implicitly makes the student's submission to such conduct a term or condition of, or uses the student's submission to or rejection of such conduct as a basis for determining:

1. Whether the student will be admitted to an institution of higher education;
2. The educational performance required or expected of the student;
3. The attendance or assignment requirements applicable to the student;
4. To what courses, fields of study or programs, including honors and graduate programs, the student will be admitted;
5. What placement or course proficiency requirements are applicable to the student;
6. The quality of instruction the student will receive;
7. What tuition or fee requirements are applicable to the student;
8. What scholarship opportunities are available to the student;
9. What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate;
10. Any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;
11. The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or

12. What degree, if any, the student will receive.

Hazing Policy

Any individuals or members of St. John's College sponsored organizations engaging or consulting in any form of hazing is prohibited.

Definition:

Hazing is defined as any activity created intentionally, either on or off the college campus, for the purpose of initiation, continued membership, affiliation or approval, that degrades, humiliates, causes unnecessary personal risk, endangers or produces mental or physical anguish to another individual or group of individuals. Such acts include, but are not limited to acts of physical beating, sleep deprivation, consumption of food or beverage, public humiliation, or morally degrading games and any other activities which are not consistent with academic achievement, or the regulations and policies of St. John's College or applicable state law.

Any of these acts are considered hazing regardless of intent. It is not acceptable to claim that victims of hazing took part in the act voluntarily.

Additional Civil Rights Violations: It is a civil rights violation for a person, or for two or more persons to conspire to:

- (A) Retaliation. Retaliate against a person because he or she has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, hazing, or sexual harassment in higher education, or because he or she has made a good faith charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under this Act;
- (B) Aiding and Abetting; Coercion. Aid, abet, compel or coerce a person to commit any violation of this Act;
- (C) Interference. Willfully interfere with the performance of a duty or the exercise of a power by the College or one of its representatives or affiliates.

Reporting Sexual Harassment and/or Hazing:

1. Any student who feels he/she has been harassed must promptly report the incident to his/her supervising instructor and/or advisor. If the incident involves the supervising instructor or advisor, the report should be promptly made to the Student Development Officer. When reporting the student must provide in writing all pertinent information including dates, names and facts.
2. The report will be treated in a strictly confidential manner during the investigation. All persons involved in the investigation are expected to fully cooperate.
3. After investigation, if the college determines that sexual harassment or hazing has occurred, the student should implement the Complaint Policy.

4. Students who submit a good faith report of alleged sexual harassment or hazing will
5. not be subject to any retaliatory action.

Student Records

Students have the right to inspect their education records, to request corrections or deletions, and certain rights to limit access to such records by other persons. A written request to view the records should be submitted by the student to the Chancellor. Records or transcripts may be disclosed to parents only with the written consent of the student. Students are required to sign a release of information statement prior to graduation or termination from the College. This statement designates whether a formal written request is required.

Academic records of all students currently enrolled in the College are kept and maintained by the College. Other records kept include permanent Alumni records, Clinical Evaluation form, Financial Aid records and an Advisement record.

An Advisement Record is kept by each student's academic advisor. This Advisement Record contains the student's admission worksheet, ongoing course requirements, current grade record, advisement session log sheet, and the student's predetermined academic plan. According to the Buckley Amendment, students have access to information placed in the Advisement Record.

Access to Official College Records

All records containing confidential material are kept in locked file cabinets with access limited to those who have legal authority to review them. The provisions of the Family Education Rights and Privacy Act of 1974 are used as guidelines in determining protection of information. The policy statement concerning students' access to their records appears in the College catalog. Students are asked to sign a statement concerning parental access to grades and other materials when they enter the College. This statement is kept in the student's file and may be changed at any time by the student.

Enrolled students and/or their parents may file a complaint with the U.S. Department of Education if they believe the College has failed to comply with the Family Education Right and Privacy Act.

Procedures for Challenging Content of Official Records

Students who wish to challenge any aspects of their official record which they feel could be inaccurate, misleading, or otherwise in violation of their privacy may proceed through the appeals procedure.

Disclosure to Parents

Student records or transcripts may be disclosed to parents only with written consent of the student. Records of requests and disclosures, whether granted or not, are maintained in the Registrar's Office. These are considered a part of the permanent record of the student.

Transcripts

The first transcript of a record is issued free of charge to currently enrolled students. There is a \$3.00 fee for each transcript thereafter. Transcripts are sent only with written permission of the student or graduate. Student accounts must be free and clear of financial and/or institutional holds before transcript requests are honored. Transcript request forms are available on the college website and at the college's reception desk. Transcripts are generally processed within a week of receipt of written request and payment.

Health/Accident Insurance

All students are required to be protected by health insurance. Proof of current coverage must be submitted **annually**. Those students not in compliance with these requirements by the specified timeframes will be prevented from attending clinical placements.

Malpractice Insurance

It is required that all students engaged in patient contact have malpractice insurance. Proof of malpractice insurance shall be submitted prior to attending clinical experiences. Policy coverage must be for: personal student professional liability insurance of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate.

CPR Certification

Entering students are required to complete American Heart Association CPR training **annually** with a health care provider card prior to the final acceptance to the College. Continuing students are required to complete American Heart Association CPR training **annually** with a health care provider card. Those students not in compliance with these requirements by the specified timeframes will be prevented from attending clinical placements and will be considered absent.

Dress Code

Students project an image of the college as they engage in practice settings. Part of nursing education is to socialize an individual who aspires to become a professional nurse.

General Dress Code for all Clinical Experiences unless otherwise directed by the course syllabus:

1. Students in the clinical area are to be in complete uniform. Complete uniform means the College uniform skirt or pantsuit, white hosiery or knee high socks (no designer hose, bulky stockings with dress or footies); professional white shoes.
2. Students are permitted to wear the uniform only when going back and forth to their homes or apartments. When participating in approved community activities the uniform may be worn.
3. Uniform skirt length is to the knee.
4. Hair should not hang on the collar while in uniform - an appropriate, neat hairstyle is necessary (for example, hair secured away from face and collar).

5. Students may wear the school approved short warm up jacket with the uniform.
6. Jewelry – Wedding or engagement rings and a watch may be worn. Only one pair of small post earrings in the earlobes may be worn.
7. No nail polish or acrylic nails are allowed.
8. Moderation in cosmetics and colognes is encouraged. Extremes in colognes or perfumes are not appropriate.
9. Undergarments are to be worn to assure modesty.

When wearing street clothes for clinical experiences the following regulations apply unless otherwise directed by the course syllabus.

1. White lab coat - clean, pressed and in good repair is required.
2. No barefoot sandals, spike heels, cowboy boots, moccasins are acceptable.
3. No knee socks with dress or skirt.
4. The minimum length of a skirt or dress is to the knee.
5. Skirts, dresses, blouses, etc. are to be professional in appearance.
6. Nylons must be worn with skirts/dresses. Socks may be worn with slacks.
7. No denim jeans, shorts of any kind, cut-offs or culottes.
8. Hair must be neat and off the collar.
9. No jogging suits, sweat shirts, T-shirts or sweat pants.

Criminal Background Check

All students are required to complete a criminal background check prior to enrollment to the College. Continuing students are required to complete a criminal background check prior to enrollment in clinical courses. Students who have disqualifying conditions on the background check cannot be admitted to the College as they will be unable to complete the clinical component of course requirements. The College will select the agency to do the background check. Results must be sent directly to the College. The background check is done at the expense of the student.

Illinois law provides that any individual who has been convicted of a sex offense cannot be licensed as a registered nurse or work as a health care worker in Illinois. Any registered nurse or health care worker who has been convicted of a sex offense or of a violent crime against their patients will have their license permanently revoked without a hearing.

Drug Screening

All students are required to complete a drug screening prior to enrollment in any clinical courses. Students who have disqualifying conditions on the drug screening may not be admitted to the college because they may be unable to complete the clinical component of course requirements. The college will select the agency to do the drug screening. Results must be sent directly to the college. The drug screening is done at the expense of the student.

Guidelines for Clinical Agency Orientation

1. Objectives

- a. To assist the student in orientation to the clinical agency area in order that he/she clearly understands the expectations.
- b. To assist helping the student to understand his/her role in the health care setting to ensure effective learning.
- c. To inform the agency of the learning needs and capabilities of the students.

2. Lines of Communication and Authority

- a. Explanation of the lines of authority and chains of command.
 - i. Introduction of staff/agency members and job titles.
 - ii. Explanation of responsibilities of staff/agency members.
 - iii. Explanation to whom student is to report client progress, problems or concerns.
 - iv. The nurse assigned to the client retains ultimate responsibility for management of the client's care. It is important for students to follow proper lines of authority when providing client care. Any documentation reserved for the nurse managing the client's care will not be signed by the student.
 - v. Faculty will inform students during orientation to the course how and where clinical assignments will be posted/communicated

3. Student Roles

- a. It is the responsibility of each student to familiarize him/herself with the hospital, community setting and college policies and procedures. These policies and procedures will govern actions in the clinical and community areas and the college respectively. St. John's Hospital policies and procedures are found in the procedure manual and directives located in the Learning Lab. Community agency policies are found in each community setting facility. College policies and procedures are found in the faculty handbook, student handbook, and student catalog.
- b. All students will be expected to practice according to professional nursing standards.
- c. The student is responsible to know his/her limitations and to communicate this information to the faculty and/or appropriate staff/agency member. The student is responsible for his/her actions. This is especially pertinent if he/she attempts to perform a nursing skill or to make a judgment beyond the student's scope of preparation and/or ability.
- d. The student has any doubts concerning abilities; this should be discussed with the clinical faculty. It is the responsibility of the student to consult with the clinical faculty prior to making a judgment regarding performing a nursing skill. Faculty may send students out of the clinical areas if they are not properly prepared to give safe client care.
 - i. Nursing Skills
Students are not to perform nursing skills for which they have had no preparation. (Students also need to take into consideration client condition, student's knowledge and client safety within the environment when performing nursing skills.) Selected skills will be practiced in a learning

setting and then performed in the clinical setting under supervision or clinical facility.

ii. Medications

To avoid medication errors, ALL students must have the medications they are giving checked each time by the clinical faculty. Students may never give any medications before this check has been made. Students may have medications checked by the registered nurse responsible for the client's care if so directed by the clinical faculty. Students may not possess equipment, such as keys, nor knowledge, such as electronic codes, which access narcotic drugs but may dispense controlled substances under the supervision of a R.N. in accordance with Illinois State Law. The drug is to be removed from the Pixis by the faculty and prepared by the student. The medication removal is countersigned in the Pixis by the faculty and the R.N. who is supervising. Students may not have the responsibility for counting controlled substances, nor the receiving, nor the signing for controlled substances dispensed by the pharmacy. The student should, however, observe the R.N. performing these procedures in order to learn the legally acceptable standard.

iii. IV Solutions

Students may hang IV solutions, as determined by the faculty member (according to hospital/agency policy) with the supervision of their faculty. The IV to be hung must be checked against the physicians order each time. Students are to maintain and monitor IV sites initially with the faculty's supervision and then independently once they become proficient. Students are not permitted to independently change IV rates on IV fluids without faculty supervision. Students may perform IV venipuncture according to hospital/agency policy with the supervision of the faculty each time. Senior students in NSG446 – Professional Practice Immersion clinical are allowed to perform venipuncture with RN staff members at the discretion of NSG446 faculty. Students may flush IV lines/locks with the assistance of the faculty. The instructor or the registered nurse must check the solution every time. Students are not to use solution drawn up by other personnel. Students must document IV therapy accurately and completely in the computer and on the appropriate sheets. Students are not permitted to remove central lines, arterial lines or picc lines unless approved by faculty and under direct RN supervision.

iv. Medications

Students may hang selected IV medications at the faculty's discretion. IV medications are to be hung with faculty supervision every time or RN supervision as determined by the faculty member. Students are responsible for knowing the category, side effects, nursing implications and administration rate of the drug prior to administration.

- v. Blood and Blood Components
Students are not permitted to hang blood or blood components. However, students are encouraged to observe the registered nurse in his/her role with preparation, assembly of equipment and administration.
- vi. Autopsy Observation
Students attending an autopsy are to dress in uniform or lab coat. There is to be a faculty or designated person present. The faculty is to obtain permission from the pathologists' office each time students attend an autopsy. Students and faculty are expected to follow established safety procedures during the autopsy.
- vii. Observational Experiences
Students will be attending observational experiences throughout the curriculum. If the experiences are predetermined, according to course requirements, the faculty will arrange the experience for the student. If, however, an observational experience arises which correlates with classroom or clinical content, it is the student's responsibility to seek out this experience and consult with the faculty prior to scheduling the experience. Based on the type of observational experience, it may be the faculty or student's responsibility to schedule the experience. The faculty will make the final decision on whether the experience is appropriate and who will be responsible for arranging the experience. During observational experiences, students may not provide client care. If observational experiences are in the community setting, students are not to provide transportation for clients. Students, however, will be responsible for their own transportation for these experiences.
- viii. Students Witnessing Legal Documents
Students are not to witness or sign any legal documents while in the clinical or community setting. (i.e., wills, baptisms, wedding certificates, surgical permits, living wills, or power of attorney for healthcare forms).

4. Evaluation of Student Performance in the Clinical or Community Setting

- a. Evaluation of the student in the clinical or community setting is to be based upon the objectives of the course.
- b. Students will be expected to follow course objectives; they may be asked to write their own objectives for the experience. Students may be asked to evaluate their own performance in relation to these objectives independent of the faculty's evaluation.
- c. The clinical evaluation form from the student should be read and discussed after the clinical grade has been given.
- d. The clinical faculty will meet with each student individually at midterm and again at the end of the course. The purpose of this clinical evaluation is to discuss progress in nursing performance in that area to help with any problems and offer encouragement. Students and/or faculty may schedule evaluative meetings at other times as needed.

- e. Evaluation forms for the students in the clinical area should be completed and returned to the college office within one week after the close of the student's experience in that area.
- f. Faculty will follow college policy concerning evaluation of clinical performance as stated in the student catalog.
- g. Students are to keep the faculty and person managing the client's care informed of any changes in assigned client's status.

5. Clinical and Community Agency Assignments

- a. Learning experiences are selected for students to correlate as much as possible with current and/or past content.
- b. Experiences are assigned to meet the learning needs of the student and in accordance with his/her ability, competencies and level.
- c. Unless otherwise indicated, all student assignments are made by the clinical faculty who will consult with the appropriate management person when necessary.
- d. The student plans the nursing care for his/her clients under supervision of the faculty.
- e. The student will look to the faculty as a role model.
- f. If a faculty is absent on a clinical day, he/she will contact his/her alternate in the course to ensure coverage of students. If the alternate faculty is unable to cover clinical the students will be notified.

6. Scheduling of Clinical and Community Experiences

- a. The number of hours of clinical experience scheduled per week is dependent upon course requirements. If clinical experience is scheduled within a span of eight hours, time must be given for meals.
- b. During an eight hour work day, 30 minutes are to be allowed for meal time and 20 minute coffee break per eight hours work day.
- c. The College receptionist will report student illness to the faculty involved and the clinical area. The faculty will verify that staff know the student is absent and the assignment has been changed.
- d. The student is responsible for contacting the College before the scheduled time for clinical experience or class when he/she will be late or absent.

7. Accessing Electronic Health Records

Students may only access electronic health records of patients for which they are providing direct care. This access must be under the direction and supervision of course faculty. Students are prohibited from accessing the electronic health records of any patient not under their direct care, including his/herself, family members and friends. Unauthorized electronic health record access is a serious legal and academic violation with disciplinary consequences, and can result in fines as well as automatic dismissal from the nursing program. Health care facilities routinely audit caregiver health record

access and will immediately notify the college if a student accesses a health record without proper authorization.

8. Confidentiality of Client/Patient Information

- a. No client data may be taken from a clinical area without first removing all identifying data such as the client's name and room number and/or other data as specified by the clinical faculty.
- b. Students may not access client information through computers unless they are involved in the direct care of the client.
- c. These materials should be shredded prior to disposal.
- d. Students are responsible for protecting any information they obtain while in a clinical setting.
- e. Students will respect client confidentiality in regards to verbal communication both inside and outside the clinical facility.

9. Documentation

- a. All documentation on client records as well as in the computer must be completed and up to date before the student leaves the clinical area for break, meals, or the end of the day experience.
- b. The faculty will check the student's documentation prior to placing it in the permanent record unless otherwise specified by the faculty.

10. Safety

- a. Students and faculty are expected to apply safety/security principles in the clinical/community setting to assure protection of themselves and their possessions.
- b. Students and faculty are expected to use universal precautions at all times when in contact with the client or the client's bodily fluids.
- c. Transferring of clients safely requires proper transfer techniques, use of good body mechanics, and adequate assistance. Students are required to have faculty present when transferring clients who require more than one person to assist them. Students may transfer clients with the aid of nursing staff if so directed by the faculty.
- d. During their nursing education, students are required to participate in various experiences in community and/or inpatient settings wherein they may be exposed to potentially unsafe situations. Attendance at College-sponsored personal safety programs is mandatory.

Clinical Experiences for Pre-Licensure Nursing Students Policy (St. John's Hospital)

St. John's Hospital shall provide clinical facilities for the education of nursing students.

Purpose

1. To delineate roles and responsibilities of the Division of Nursing Services and Educational Programs.
2. To cooperate with schools of nursing in providing clinical learning experiences for nursing students.

Special Instructions

Each nursing area is under the direct supervision and management of the Supervisor. All patients assigned to his/her area are the Supervisor's responsibility. In the absence of the Supervisor, the responsibility is delegated to the Assistant Supervisor or to another RN, who is considered the Charge Nurse or Nurse in Charge. The Supervisor, Assistant Supervisor or Charge Nurse assumes the over-all responsibility for the nursing care of patients to whom students are assigned; the nursing program instructor assumes responsibility for the nursing care given by students.

The Team Leader is responsible for coordinating the care of the patient and carrying out of physician's orders.

The Team Leader has limited authority to direct students regarding the administration of patient care, however, the instructor has the authority to transfer or withdraw any student when it is deemed to be in the best interest of the student, patient, hospital and/or school.

Clinical Experiences For RN to BSN Nursing Students Policy

St. John's College, Department of Nursing RN-BSN Program
RN-BSN Student Clinical Agreement
In Preceptorship

Student Responsibilities

1. Comply with health and other professional requirements of the nursing program and selected clinical practice site prior to the start date of your clinical experience.
2. Identify appropriate candidates to serve as your preceptor.
3. Establish with preceptor and faculty the Preceptor Clinical Agreement and successfully complete the terms established within it.
4. Dress in a professional manner consistent with guidelines established at the clinical facility and wear your student identification tag.
5. Maintain open communication with faculty and preceptor.
6. Maintain accountability for your own learning experience.
7. Prepare for each clinical experience.
8. Be accountable for own nursing actions while in the clinical environment.
9. Maintain record of documented time spent in clinical area with preceptor. (form available)
10. Contact faculty by telephone or email as needed.
11. Maintain confidential information, as part of your professional code of ethics.
12. Develop knowledge and skills in the defined area of nursing practice.
13. Use problem solving and critical reasoning to incorporate scientific knowledge into the clinical practice experience.
14. Seek out appropriate learning opportunities throughout the clinical experience.
15. Complete end of course self-evaluation.
16. Adhere to agency policies and procedures.
17. Develop collaborative professional relationships with clients, the preceptor, agency personnel and other health care professional.
18. Complete clinical and course requirements.
19. Complete course evaluation.

St. John's College Department of Nursing RN-BSN Program

Clinical Preceptor Agreement

As a Clinical Preceptor, the expert nurse develops a one-to-one relationship between themselves and the nursing student in order to facilitate learning for the student regarding the roles and responsibilities of clinical nursing in a particular field or area of practice. The Preceptor serves as role model to the student nurse as he or she allows the student nurse to work alongside them in the practice setting. The Preceptor will guide, direct and challenge the student nurses thoughts and actions throughout the work experience.

The student nurse will benefit for an in-depth understanding of the specialized role of the Preceptor through exposure though daily experiences shared in the practice environment. Both satisfaction and frustration will arise from these experiences, promoting critical analysis and problem solving. The students will grow from these experiences under the guidance of their Preceptors. Preceptors often enjoy the experience of facilitating the educational process of the adult learner. Professionally, the preceptor role may assist them in advancement of their role and/or provide them recognition as an expert RN.

Characteristics of Adult Learners

1. Adult learners prefer practical knowledge, or they prefer rational that explains why having to learn something makes it worth knowing "practical knowledge".
2. Adult learners expect to be treated with respect and are self-directed individuals.
3. Adult learners bring a vast array of life experience with them; both positive and negative.
4. Adult learners will invest great amounts of time and energy into something they want to learn or they believe is valuable to learn.

Clinical RN Preceptor applying to St John's College, Department of Nursing, RN-BSN Program must process the following:

1. Must possess an unencumbered RN license from the state the RN –BSN student practices.
2. Must hold a Master's degree in nursing.
3. Must be under contract with St. John's College prior to precepting the RN-BSN student.
4. Must be experienced in the area in which they purpose to supervise the student(s).
5. Must be available to the student and the faculty for the agreed upon time specified for the student's instruction.
6. Must be known by the contracted agency as one who instructs St. John's College students and shall have the authority to prioritize their time in order to properly instruct student(s).
7. Recommended by the contracted agency as a professional who is supported in their role as a preceptor.

The RN-BSN Clinical Preceptor will

1. Have clinical expertise in a defined area/field of nursing practice.

2. Be willing to serve as a role model and facilitate student learning.
3. Orient the student to the practice environment, including identification of facility policies and procedures.
4. Provide the student with ongoing constructive feedback related to performance standards specific to student performance. Providing suggestions that will help improve student performance.
5. Contact the faculty if any problems arise related to the student's progress.
6. Communicate in an ongoing basis with the student and the faculty regarding the students' progress.
7. Provide course faculty with the formal evaluation of the student's progress as the student completes the clinical experience.
8. Serve as a role model, expert practitioner, mentor and teacher.
9. Be familiar with the responsibilities of the preceptor, faculty and student in the preceptor experience.

St. John's College Department of Nursing RN-BSN Program Clinical Preceptor Agreement

Course: _____

Preceptor: _____ Date: _____

Student: _____

Faculty: _____ Date: _____

This agreement specifies the number of clinical hours required for the student's experience.

For NSG _____ a minimum of _____ clinical contact hours is required. These hours are to be completed in a time frame agreeable to the preceptor and student. All clinical requirements need to be completed prior to the end of the course.

If the clinical hours cannot be satisfactorily completed, a conference between course faculty, preceptor, and student will occur in order to successfully resolve the issue.

Documentation of clinical hours is the responsibility of the student and is to be signed and dated by the preceptor.

Upon completion of the required clinical experience hours, the Clinical Experience Documentation is attached to this contract and filed with the Department of Nursing in the students file.

The specific learning objectives for this clinical experience are found in the course syllabus.

The student will provide personal learning experience objectives, approved by faculty, to the preceptor on the first day of the clinical experience.

It is acknowledged that completion of required clinical hours does not assure a passing clinical and/or passing grade for the course.

GENERAL POLICIES

Fire Regulations

Fire drills are held at intervals during the year. Quiet should be maintained. Walk quickly. Do not run.

In addition to the information and regulations contained in the St. John's Hospital Fire and Safety Manual, the following regulations apply to the College building.

When fire has been reported in the College, the emergency lights will begin to flash. When there is a house-wide fire drill, the public address system will announce: "This is a house-wide fire drill." The emergency lights will begin to flash.

When these alarms are activated:

1. Do not stop to collect clothing or valuables in other parts of the College.
2. Close windows and doors to the rooms and halls and leave.
3. Move quickly, quietly and carefully on the stairs. Vacate the building via the 7th or Carpenter Street door. (DO NOT exit fire exit door during drill). Do not use elevator.
4. Do not return to building until told to do so. If students are in class during a fire, evacuate the building.

If a fire is discovered in the College:

1. Go to the nearest pull station and pull handle.
2. Call front desk or 44021 (Security), give exact location of fire, what is burning and extent of fire.
3. If possible attempt to extinguish with materials at hand such as fire extinguisher or rug.
4. If unable to extinguish immediately, close windows and doors to the area to confine the fire.
5. Ask others to close all doors to other areas to prevent spread of smoke.
6. Vacate the building via the 7th or Carpenter Street door.

Fire doors to the stairs are to be kept closed at all times. Never prop these doors open or block them in any way.

Emergency Preparedness Program

In case a disaster occurs, students and faculty who are on the clinical units should participate in the disaster plan as outlined by that floor or unit. Faculty must retain responsibility for determining all student assignments in keeping with the students' abilities and level of preparation.

As defined by St. John's Hospital Emergency Operations Plan 2012, page 4:

"Within the context of this plan, a disaster is any emergency event which

overwhelms or threatens to overwhelm the routine capabilities of the hospital.”

If students are in the college during a disaster, they should stay in the classroom until evacuated to a shelter area.

Communication Sources

Students are responsible for reading E-Mail **daily** and notices posted on the bulletin boards, especially the bulletin board on the first floor near the mail boxes which is reserved for notices of an emergency nature.

Individual mailboxes are provided for all students. These student mailboxes are to be used solely for communication within the College. They are not intended to be used as a personal mailing address for other types of business.

When individuals wish to contact College administration, faculty or staff, they may do so by using the following address:

St. John's College
729 E. Carpenter Street
Springfield, IL 62702

Faculty offices and telephone numbers are available through the receptionist; (217-525-5628)
Or email: Information@StJohnsCollegeSpringfield.edu
Fax: (217) 757-6870

Meals

Meals may be obtained from the hospital cafeteria at a reasonable price. Students must present their identification badge from the College to receive a discount.

Student Housing

As a commuter campus, St. John's College does not maintain housing for students, nor do we endorse specific housing options. However, housing is readily available within the Springfield community. Students are encouraged to utilize the information sources such as local papers and web listings in order to obtain information about rental options.

Religious Services

Students are encouraged to follow a religion of their choice. Notices of worship services and other church affiliated activities are posted. A local church directory is available and assistance in finding the churches is part of the College's orientation program.

St. John's Hospital Chapel is open to students at all times. Catholic students are encouraged to participate in the Eucharistic celebration and in the reception of the sacraments. The Student Development Officer is available to assist students in finding a church.

Chaplains of several denominations are available through the Spiritual Care Services department or the Student Development Officer.

Identification Badges

The St. John's College identification badge must be worn whenever a student is functioning in a student role. The badge must be worn whenever a student is on College premises and is required to gain access to clinical facilities and the College. Students access the College from 6am to 6pm, Monday through Friday, by using their student identification badges and the card swipe system. Students may stay in the building until 10pm. See page 30 for more badge information.

Transportation

Students are expected to provide their own transportation to and from the College and clinical sites. Automobile insurance must be in accord with Illinois law.

Parking

Parking for the College is provided in designated parking area. Students must abide by the parking regulations for St. John's Hospital. Parking permits are non-transferable and a fee may be assessed for lost permits. Parking privileges may be revoked for repeated parking violations. St. John's Security officers are available to students for assistance and/or escort services 24 hours a day by calling extension 44020.

Smoking

The college is a smoke-free environment. Students are not permitted to smoke on the college or hospital grounds and should follow current hospital and/or agency policy.

Student Employment Guidelines

Students who are employed while enrolled in the educational program are asked to keep in mind the following recommendations:

1. Employment should not interfere with the health or academic status of the student.
2. Employment must be separate from scheduled class hours and related activities.
3. The College uniform may not be worn in any type of employment situation nor should a student seek or accept employment in a position wherein the duties would include those requiring a license to perform.

When the College becomes aware of opportunities for student employment, notices will be posted. Students who wish to take advantage of these opportunities are responsible for contacting the potential employer.

Directory Information

Directory information is considered public knowledge and consists of name, address, telephone number, dates of attendance/class standing, previous institutions attended, major, degree and awards and honors. Students will update the information each academic year or as needed. The student will be given the opportunity to refuse disclosure of any or all categories. Information about students may be given without the written consent in an emergency, if knowledge of that information is necessary to protect the health or safety of the student or other persons.

Photographs and Video

As a student of St. John's College I may be photographed or otherwise recorded. I understand that these images of me are to be used to promote St. John's College (including internet) and that such photos or videos will become the property of St. John's College.

Career Planning and Placement

Students are exposed to various nursing roles and potential opportunities for careers throughout their educational process. Information regarding employment and educational opportunities is distributed to both faculty advisors and students through presentations and bulletin board displays.

Drug and Alcohol Policy

Use or abuse of alcohol or illegal drugs is opposed to the principles of safe care for patients and personal growth of students. Therefore, the College supports the prevention of alcohol and drug abuse in all settings and strictly prohibits use of either **by students** on college property. **Students and employees must complete a mandatory drug and alcohol abuse prevention program offered by the College.** Students will not be allowed to have drugs or alcoholic beverages on the premises and will not be permitted to remain on the premises under the influence of **alcohol or drugs**. The College reserves the right to use whatever means appropriate to enforce possession and usage regulations. Such procedures shall be determined by the College administration.

If a student is found to be in possession of, using, diverting, or selling a legally controlled substance, the student will be required to meet with the College administration. At that time the student may be requested to seek professional counseling, withdraw from the program or be dismissed from the College, depending on the gravity of the situation. The appropriate authorities will be notified. Clinical agency policies concerning drugs and alcohol will be in effect for students working in the clinical area. **Any student convicted of a felony or misdemeanor involving drugs or alcohol must notify the College administration within 5 days of such conviction. Failure to do so may result in disciplinary action.**

Visiting Patients

Students should abide by regular hospital visiting hours when visiting patients. Appropriate clothing should be worn, not uniforms. Nursing students in uniform should not visit patients after clinical working hours since visitors frequently interpret the wearing of the uniform to mean that the nursing student is on duty.

Confidentiality of Client/Patient Information

1. No client data may be taken from a clinical area without first obliterating all identifying data such as the client's name and room number and/or other data as specified by the clinical faculty.
2. Students may not access client information through computers unless they are involved in the direct care of the client.
3. Students will respect client confidentiality in regards to verbal communication both inside and outside the clinical facility.
4. These materials should be shredded prior to disposal.
5. Students are responsible for protecting any information they obtain while in a clinical setting.

Safety/Security Program

St. John's College will participate with the security department of St. John's Hospital and local law enforcement agencies to provide a security program which promotes safety on college property for students and employees. The College will distribute policies and procedures concerning access to college property, maintenance of safety and prevention of drug/alcohol use or abuse on college properties as a component of the program. SJC Emergency Operation Plan is available at the reception desk.

The safety/security program will have the following components:

1. Education for prevention of crime/injury and awareness of available resources for assistance and reporting of crime/injury. College rules and regulations concerning safety and alcohol/drug use or abuse are components of the educational program.
2. Reporting mechanisms for incidents, emergencies and potential sources of injury.
3. Monitoring/surveillance of college properties.
4. Maintenance of properties to promote safety.
5. Collection and analysis of statistical data concerning crime/injury.
6. Promulgate safety and security policies/procedures in the appropriate faculty and student publications.

The College facility consists of a two story brick building located at 729 E. Carpenter Street, Springfield, IL on the campus of St. John's Hospital. The building is open Monday through Friday with Hours of Operation from 7:30AM to 4:00 PM. Changes in the general hours are posted for students, faculty, administration and visitors. During business hours security officers are available to be summoned when assistance is needed. After the building is closed and

locked, security officers will periodically check to assure there are no intruders, doors are securely locked and no other safety threats are apparent. Access after business hours is available to students for studying until 10pm Monday through Friday. An identification badge is required and security personnel will keep a log of each entry. Students access the College from 6am to 6pm, Monday through Friday, by using their student identification badges and the card swipe system. Students may stay in the building to studying and use the resources until 10pm Monday through Friday.

St. John's security officers or college officials shall investigate all reports of accident, injury, and suspicious activity, infringement of law or violations of published rules and take appropriate action to maintain safety/security of individuals including citizen's arrest and/or reporting to appropriate law enforcement agencies. The College does not have procedures for voluntary, confidential reporting of crime statistics. Students or other college constituents can report such circumstances to the college receptionist (Ext 45168), administration (Ext. 45165), faculty or hospital security (544-6464 Ext. 44021). Yellow emergency phones are located in parking lots and by the front and side doors of the College. They can be used to summon help and/or report suspicious or criminal activity. When a safety threat is on-going, security or administration will post timely warnings on the college bulletin boards, send emails or place notices in student/faculty mailboxes.

Disclosure of statistics concerning Clery Act crimes on campus shall be made available to those who request it and annually to all students, faculty and staff in the college when fall semester informational materials are distributed. These statistics include crimes occurring on the college proper and in the adjacent hospital properties. Information regarding registered sexual offenders is available upon request from the Student Development Officer or from the Illinois Sex Offender Information web site at the [Illinois Sex Offender Registration Information Website](#).

Students who come into contact with law enforcement agencies are encouraged to call the security department or college officials should they need assistance. Any and all costs associated with an incident shall be the responsibility of the student.

Students who desire counseling associated with any kind of incident may contact the Student Assistance Program personnel at (217)744-2255 or contact their faculty advisor for assistance. Counseling will be done in confidence at no expense to the students unless the counselor deems the need of the client to be beyond the resources available in the Student Assistance Program.

PROGRAMS/POLICIES

Program Name: Orientation - Safety in the College Building/Hospital

Description: Introduction to the basic crime prevention, personal safety measures and fire safety for the hospital and college. Discuss reporting mechanisms and actions to take in case of emergency. Discuss prevention of crime, especially in relationship to leaving the building at night and parking. Access to the employee/student escort program is explained and hours Security operation of the building declared. Presented by St. John's Hospital Security Department.

Audience: Students and employees upon initial acceptance/employment.

Frequency: Students annually with each orientation.

Program Name: Fire Drills

Description: Fire drills are held in the College Building as required by hospital policy. The hospital forms are used to access the quality of the response. Fire drills will be scheduled and implemented by college official in cooperation with the St. John's Hospital Security Department.

Audience: students/employees

Frequency: Quarterly

Program Name: Monitoring/Surveillance

Description: St. John's Hospital security guards will patrol the College building on a regular basis on foot and in marked patrol cars. Guards can be identified by their uniforms. A student or employee may call for assistance at any time.

Audience: Students and employees

Frequency: Discussed annually at orientation and as needed throughout the year.

Program Name: Maintenance

Description: Maintenance of the College building will be coordinated by college officials on an ongoing basis and in response to any findings of the annual safety audit conducted in compliance with requirements of the hospital safety committee guidelines.

Audience: College students/employees.

Frequency: Ongoing/annually during the spring semester using hospital safety committee forms.

Program Name: Drug/Alcohol Use or Abuse Prevention

Description: This program covers the dangers of alcohol and/or drug use or abuse. The program covers the scope of the problem, symptoms, treatment and resources available on campus to assist persons engaging in use or abuse of alcohol or drugs.

Audience: Students

Frequency: Annually at the Fall Orientation and as needed.

Program Name: Sexual Assault

Description: Sexual assault, sexual abuse and/or hazing by any member of the St. John's College community will not be tolerated. The College will respond in a firm and judicious manner to all reports of alleged incidents of sexual assault, sexual abuse and hazing. Representatives of local programs who are experts in the field of Rape Crisis intervention present a program on prevention of sexual assault and procedures to follow when a sex offense occurs. Students are encouraged to find a safe place and then obtain necessary medical services immediately to get support and to preserve evidence. If the assault occurs in the college, college staff and security personnel will assist in accessing the Emergency Department and in reporting the crime. Personnel from the Student Assistance Program and/or local sexual assault programs are available for counseling and support. Students who are involved in sexual misconduct will be referred to the Student Affairs Committee for determination of disciplinary action up to and including dismissal from the college. Local law enforcement agencies will be notified as appropriate with potential criminal prosecution in state courts.

Audience: Students

Frequency: Annually

STUDENT LIFE AND SERVICES

Student Development Officer

The Student Development Officer is responsible for the student support and counseling, extracurricular and recreational services offered by the College. The Student Development Officer is responsible also for provision of services required by students to meet their developmental and support needs throughout their course of studies. This staff member works with the administration and faculty to provide a climate conducive to learning for students enrolled in the College.

Disability Policy

Applicants with disabilities may provide additional information that they wish to be considered as a part of their application. This information is voluntary, will be confidentially treated and used in connection with efforts to provide reasonable accommodation for individuals with disabilities that takes into consideration the resources available to St. John's College.

Services for Students with Disabilities

Learning support services and reasonable accommodations are available to students covered under the Americans with Disabilities Act. For Accommodation services, students with disabilities are required to identify themselves to the Student Development Officer and provide documentation of the disability. In order to best meet learning needs, the student is encouraged to be proactive and meet with the Student Development Officer prior to the beginning of classes or as soon as possible thereafter.

FINANCIAL AID SERVICES

St. John's College believes that education is a continuous and unifying process by which a person develops skills, values, knowledge, and forms a behavior of positive value in the society and profession in which he/she lives and works. We believe education takes place for learners, when self-direction and personal responsibility for learning are combined with clinical and educational facilities. With this thought in mind, the institution continues to promote scholarship and loans for its qualified, deserving students who must find funds to attend. The fundamental purpose of the Office of Student Financial Assistance (OSFA) is to make it possible for students with inadequate funds who would normally be deprived of a nursing education, to attend the College.

Financial Aid

Financial assistance includes gift aid (scholarships and grants) and self-help aid (work-studies and loans) which may be offered singularly or in combination.

In selecting students to receive institutional gift aid, consideration shall be given to gift aid already available to the student from other sources. This should prohibit a concentration of gift aid among students for any single group, i.e., "the most needy of the needy." This ensures a much more equitable distribution of funds.

Selection of students to receive financial aid will be made without regard to race, color, religion, sex, national origin, ancestry, age, marital status, handicap or veteran status.

In determining a student's resources, students are asked to complete the Free Application for Federal Student Aid. The Department of Education will process their financial information through the Central Processing System (CPS) where an Expected Family Contribution (EFC) is determined. This information is forwarded to our state agency, the Illinois Student Assistance Commission (ISAC) for consideration of state aid.

The institution receives an Institutional Student Information Report (ISIR) for each applicant. Using the EFC minus the student's cost of attendance, we are able to determine a student's financial need.

The total amount of financial assistance offered a student shall not exceed his/her cost of attendance. Need for financial assistance is considered after all other resources available to the student.

Student Financial Aid Records: Confidentiality and Access

All records and conversations between an aid applicant, his/her family and the Financial Aid and Compliance Officer are confidential and entitled to the protection ordinarily given a counseling relationship. No public announcement shall be made of amounts awarded to individual students. No information concerning a student's financial aid records may be

released to anyone outside the OSFA without permission of the student or the Financial Aid and Compliance Officer. The Financial Aid and Compliance Officer shall determine whose permission is required in consideration of the professional ethics surrounding each request for information. All student records will be maintained in the OSFA for a period of not less than five (5) years.

Selective Service Registration Compliance

Any student who is required to register with Selective Service must do so to be eligible for student aid under Title IV of the Higher Education Act of 1965 as amended.

Voter Registration

St. John's College, Department of Nursing, is required by the 1998 Amendment to the Higher Education Act to make a good faith effort to distribute voter registration applications to all students who are enrolled in a degree or certificate program. The voter registration requirement applies to general elections and special elections for the election of governor or other chief executives within a state and for election of federal offices. Voter Registration applications are available at: <http://www.sangamoncountyclerk.com/Elections/Register/>

Criteria for Awarding Aid

The principles and practices related to financial aid generally will require aid be awarded based on demonstrated financial need as a major criteria or requirement for eligibility. Need will be defined as the difference between the total cost of attending the institution including room and board, books, supplies, etc. and the amount the student and/or his/her family are expected to contribute. However, there will be some types of financial aid that will not include need as a criterion for eligibility. These awards could be based on merit (GPA) or could be awarded to students who have demonstrated leadership in extra-curricular activities.

What Financial Aid Programs are Available

Federal Pell Grant – Does not have to be repaid. This grant is available almost exclusively to undergraduate students. Student must be working towards their first bachelor's degree for consideration. Student must also demonstrate financial need as determined through your Free Application for Federal Student Aid (FAFSA) output.

Federal Supplemental Education Opportunity Grant (FSEOG) – Does not have to be repaid. To receive a FSEOG, you must attend school at least halftime and complete a FAFSA. Students with Pell eligibility are given first consideration for this award. These awards are based on financial need and are in addition to the Pell Grant. FUNDS ARE LIMITED.

Federal Work-Study (FWS) – FWS jobs allow you to earn money to apply toward your school and/or for living expenses. You must be attending school at least halftime. These awards are based on financial need as determined by completing a FAFSA and are for a specified amount of earnings.

Federal Direct Subsidized Loan – Loan must be repaid: U.S. Department of Education pays interest while borrower is in school and during grace and deferment periods; student must be attending at least half-time and demonstrate financial need; fixed rate (set annually) for new borrowers.

Federal Direct Unsubsidized Loan – Loan must be repaid: Borrower responsible for all interest; student must be at least half-time; financial need not required; fixed rate (set annually) for new borrowers.

Federal Direct Parent PLUS Loan – Loan must be repaid. For parents of dependent undergraduate students and for graduate and professional students; students must be enrolled at least half-time; financial need not required. Unsubsidized: Borrower (parents) responsible for all interest. Maximum amount is cost of attendance minus any other financial aid student receives; no minimum amount.

Federal Nursing Student Loan – The Federal Nursing Student Loan is available to students who express extreme need, based on available funding. This is a low interest loan with a fixed rate of 5%. Students should check with the financial aid office to determine their eligibility for this loan.

Private Student Loan Disclosure – Students are free to explore the lenders of their choice. The Office of Financial Assistance does not refer/recommend/suggest lenders. Students are encouraged to research multiple lenders to find the best fit for both short-term and long-term needs. If you are unsure of what to ask each lender, you are welcomed to consult the Financial Aid and Compliance Officer to explore your needs. To help students find a competitive loan, the Financial Aid office suggests students apply for a loan through Fast Choice at <https://choice.fastproducts.org/FastChoice/home/3098000>.

State of Illinois Monetary Award Program (MAP) Grant – Full or halftime students without a prior baccalaureate degree are eligible for this State Grant. The MAP Grant helps students pay tuition and mandatory fees and does not have to be repaid. To be eligible for this grant a student must complete the FAFSA, must demonstrate financial need, as determined by the Illinois Student Assistance Commission (ISAC), and must be a resident of Illinois. NOTE: Parents of dependent students must also be a resident of Illinois for their student to be eligible of this grant. Students are encouraged to apply early, eligibility alone does not guarantee these dollars, application volume and funding are also important factors.

St. John's College Department of Nursing Scholarships – St. John's College, Department of Nursing offers non-renewable need-based and merit scholarships. Institutional scholarships are established through the generosity of Alumni and Friends of the College.

Private Sources of Financial Aid – You may be able to investigate possible sources of aid in your home community. You need to take the initiative to obtain additional information regarding

these resources. A starting place may be the fraternal organizations located in your community, i.e., American Legion, VFW, Knight of Columbus Lodges, etc., also, in the Reference Section of your Public Library under scholarships.

Private and Outside Scholarships/Grants

Students may receive awards that are administered by organizations outside the College. It will be the responsibility of the student to inform the OSFA of such assistance.

Private scholarship applications received by the Financial Aid Office are passed on to students as quickly as they become available. Students are encouraged to acquire as many private/outside scholarships as possible by checking resources in the public library and by contacting local civil organizations, to name a few.

For further information or appointment contact the Office of Student Financial Assistance at 217/525-5628, extension 44705. Office hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.

Financial Policies

Students at St. John's College, Department of Nursing are responsible for securing financial arrangements to cover tuition and fee payments by the first day of class each semester.

Student Charges

Following the registration process students will receive a Statement of Student Account in the mail. This statement is a billing summary that details semester charges of tuition, fees, and any other miscellaneous charges. Please make sure that your mailing address remains current to ensure that you receive all official correspondence from St. John's College, Department of Nursing.

Payment Responsibilities & Options

Students are expected to secure financial agreements by the first day of each semester. St. John's College provides an optional payment plan which allows students to spread payment of tuition and mandatory fees over 4 installments. Any student may participate in the payment plan. For details and enrollment deadlines contact the Bursar at 217/525-5628, ext. 45165.

Students who do not meet the required deadline for payment of tuition or who fail to make agreed upon payments as outlined in an established payment plan, may be subject to having classes cancelled for nonpayment. Additional restrictions include being placed on a registration and hold. Any student whose account is placed on registration hold cannot register for classes or receive financial aid for the following semester.

All financial obligations to the College must be met before a transcript of credit or grades will be released. References will not be sent and no papers will be signed for a student whose account is delinquent.

Students who wish to apply for Federal and State Financial Assistance to aid in the payment of tuition and fees should refer to the Financial Aid section of this catalog for details.

Payment of Fines

All fines must be paid within five days from the date they were incurred. Students who do not meet the required deadline for payment of fines, may be subject to having classes cancelled for nonpayment. Additional restrictions include being placed on a registration hold. Any student whose account is placed on registration hold cannot register or receive financial aid for the following semester.

All financial obligations to the College must be met before a transcript of credit or grades will be released. References will not be sent and no papers will be signed for a student whose account is delinquent.

AWARD TERMS AND CONDITIONS

General Conditions

1. Pre-nursing hours must be completed and recorded in the College Admissions Office prior to the release of federal and state assistance.
2. Awards are based on U.S. Citizenship or permanent resident and State residency requirements.
3. The award offer is determined in accordance with laws, regulations, and appropriations (existing or anticipated) of the U.S. Congress, Illinois Legislature, St. John's College and other agencies. The award(s) are subject to adjustments or cancellations if changes occur.
4. The award offer is based on financial information supplied by you and/or your family on the financial aid application. All award(s) are subject to adjustment or cancellation if your financial situation changes or if errors in the data are discovered.
5. If you attend any other post-secondary institutions during the summer preceding your enrollment at St. John's College and received financial aid for that summer term, your aid eligibility for the fall and spring terms at St. John's College may be diminished. Please be sure to notify the Financial Aid and Compliance Officer if this situation applies.
6. As a financial aid recipient you must assume the responsibility of remaining aware of the program eligibility requirements and the policies which govern the approval, disbursement, and use of the financial aid funds. You should be aware of the

requirements which are specific to each financial aid program through which you receive funding. Contact the Financial Aid Office with any questions.

7. Students who are in default on student loans, have borrowed in excess of the loan limits, or owe a refund to any Title IV program are not eligible for financial aid.
8. Students must meet the Financial Aid Satisfactory Academic Progress Requirements to receive state and federal financial assistance.

Enrollment Requirements

1. Award amounts are based on the enrollment status at St. John’s College.
2. Dropping courses or withdrawal from St. John’s College may critically affect your current or future financial aid eligibility. Students withdrawing from the College may be required to repay scholarships, grants or loans already received.
3. You must be enrolled in a degree seeking program to receive federal or state financial aid. This includes but is not exclusive of the Federal Pell Grant, Illinois Student Assistance Commission Monetary Award Program (MAP), and the Direct Stafford Loan programs.

SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations require that the College establish and implement a policy to measure satisfactory academic progress toward the baccalaureate degree in nursing. The progress of Financial Aid Recipients is evaluated each semester based on qualitative standard, quantitative standard and progress based on a timeframe standard. Students must be making academic progress regardless of whether the student had previously received aid. A student’s progress will be reviewed at the end of each semester.

Qualitative Standard for all programs – St. John’s College defines satisfactory progress as a grade of A, B, C or Satisfactory, in didactic and/or clinical course work each semester. A minimum grade of C or Satisfactory (in **all courses**) and a minimum grade point average of 2.00 must be obtained to be considered making satisfactory academic progress.

Quantitative Standard for General Pre-licensure BSN program – Each student should matriculate at the pace of his or her plan of study. The rate of progression is shown in each of the plans below; as a student moves from one semester to the next the number of credit hours (top row) should increase. The bottom row shows the completion rate based on the maximum timeframe allowed.

Two Year Plan:

Junior Semester 1	Junior Semester 2	Senior Semester 3	Senior Semester 4
71	87	104	122
(71/155) 45%	(87/155) 56%	(104/155) 67%	(122/155) 78%

Timeframe Standard for General Pre-licensure BSN program -- The maximum timeframe may not exceed 150% of the published length of the program measured in credit hours attempted. The published length of St. John’s College – Department of Nursing is 66 credit hours. The maximum timeframe of 155 attempted credit hours include the standard 56 transfer credit hours and attempted credit hours at St. John’s College – Department of Nursing, which cannot exceed 99 hours.

Quantitative Standard for Accelerated Pre-licensure BSN program – Each student should matriculate at the pace of his or her plan of study. The rate of progression is shown in each of the plans below, as a student moves from one semester to the next the number of credit hours (top row) should increase. The bottom row shows the completion rate based on the maximum timeframe allowed.

Two Year Plan:

Junior Semester 1	Junior Semester 2	Senior Semester 3	Senior Semester 4
74	92	104	122
(74/155) 47%	(87/155) 56%	(112/155) 72%	(122/155) 78%

Timeframe Standard for Accelerated Pre-licensure BSN program -- The maximum timeframe may not exceed 150% of the published length of the program measured in credit hours attempted. The published length of St. John’s College – Department of Nursing Accelerated Program is 66 credit hours. The maximum timeframe of 155 attempted credit hours include the standard 56 transfer credit hours and attempted credit hours at St. John’s College – Department of Nursing, which cannot exceed 99 hours.

Quantitative Standard for RN-BSN program – Each student should matriculate at the pace of his or her plan of study. The rate of progression is shown for the RN-BSN plan below; as a student moves from one semester to the next the number of credit hours (top row) should increase. The bottom row shows the completion rate based on the maximum timeframe allowed.

Two Year Plan:

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
62*	68	74+ 33 escrow hours	113	119 + 3 hr UDE
(62/155) 40%	(68/155) 44%	(107/155) 69%	(113/155) 73%	(122/155) 79%

*Semester 1 formula does not include escrow credit hours. Students must satisfactorily complete 15 credit hours of RN-BSN curriculum before they are awarded 33 escrow hours, which includes hours for the following areas of content: Medical- Surgical nursing, Childbearing/Childrearing, Psychiatric Nursing, Pathophysiology/Pharmacology, Health Assessment, and Professional Practice.

Timeframe Standard for RN-BSN program -- The maximum timeframe may not exceed 150% of the published length of the program measured in credit hours attempted. The published length of St. John’s College – Department of Nursing is 33 credit hours. The maximum timeframe of

155 attempted credit hours include the standard 56 transfer credit hours, 33 escrow credit hours, and attempted credit hours at St. John’s College – Department of Nursing, which cannot exceed 50 hours.

St. John’s College Academic Promotion Policy – A minimum grade of C or better must be obtained in all courses to be promoted in the college. Failure to maintain a grade of C or better will result in academic probation. Students on academic probation may continue to complete coursework. However, they may not take any subsequent nursing course that has as a prerequisite the course in which the student received a D, F or WF until that D, F or WF is removed from the transcript by repeating the course with a final grade of C or better. Academic probation is removed only when a grade of C is obtained in the repeated course. No more than two nursing courses from which the student either withdrew or received a final grade of D, F, or WF may be repeated. A nursing course may be repeated only once. Repeated nursing courses must be taken at St. John’s College. Academic dismissal results when the D, F or WF is not removed from the transcript after repetition of the course or if the student has withdrawn from (WX, WP) and/or failed (D, F, or WF). All courses in the junior year must be completed with a grade of C or better before being promoted to senior year. Students must pass a drug calculation test before they can enroll in senior year classes. All courses in the senior year must be passed with a grade of C or better.

<u>Noncompliance W/SAP</u>	<u>Academic Policy</u>	<u>Financial Aid Policy</u>
<u>1st Occurrence</u>	<u>Probation</u>	<u>Warning</u>
<u>2nd Occurrence</u>	<u>Probation</u>	<u>Cancellation</u>
<u>2nd Occurrence (Repeated Course)</u>	<u>Academic Dismissal</u>	<u>Cancellation</u>
<u>Financial Assistance Appeal</u>		<u>Probation</u>
<u>Academic Appeal</u>	<u>Granted/Not Granted</u>	<u>Probation/Cancellation</u>

Financial Aid Satisfactory Academic Progress Warning - Failure to complete the required course work with satisfactory grades in any one academic semester will result in “financial aid warning” during the next semester in which the student is enrolled. If, during the warning semester, the student completes the term with satisfactory grades, he/she will return to good standing the following term a student can receive financial assistance in the warning semester if they are enrolled in enough credit hours to be otherwise eligible for state or federal assistance.

Financial Aid Satisfactory Academic Progress Cancellation– If the student fails to complete the required course work, or receives an unsatisfactory grade during the warning semester, he/she will be sent a written denial of financial assistance for the next semester. A student, who has been terminated from assistance for not making satisfactory progress, may regain his/her eligibility by completing all previously required course work in addition to the course work for the current semester with satisfactory grades. However, the student will not receive state or federal assistance during this term. Should a student on financial assistance be reinstated and subsequently terminated a second time, he/she will not be eligible for any further assistance.

Financial Aid Satisfactory Academic Progress Probation - If the student appeals their cancellation status and the Financial Aid and Compliance Officer has determined that the

student should be able to make satisfactory academic progress during the subsequent payment period, than he/she is considered to be on Financial Aid Probation.

The student must meet with their advisor to produce an academic plan that will ensure that the student is able to meet St. John's College satisfactory academic progress standards by a specific point in time. The student and advisor must sign the academic plan. **A copy of the academic plan must be submitted to the Financial Aid and Compliance Officer prior to the next semester's disbursement.**

Notification of Financial Aid Cancellation – The Office of Student Financial Assistance will notify, in writing, students currently receiving financial assistance through the in-house mail or direct mail (when classes are not in session) or via e-mail of their suspension from receiving aid.

Financial Aid Appeal Process – Students on Financial Aid Academic Suspension may appeal in writing to the Financial Aid and Compliance Officer, St. John's College – Department of Nursing. The appeal letter should address specific reasons for requesting the appeal. Describe in detail:

1. The reason for past performance difficulties (including supporting documentation).
2. How the situation has changed. If it has not changed, describe how it is now being handled and supply a solution for improvement.

The written appeal must be submitted within thirty (30) calendar days of notification from the Office of Financial Assistance, or after receipt of semester grades, whichever is first. Appeals are processed on a case-by-case basis. The student's circumstances, academic advisement and current Federal Regulations are taken into consideration. Appeal decision will be mailed within thirty (30) calendar days using the same mailing process as the notification of warning/cancellation.

Types of Financial Aid – Financial Aid Programs covered by the standards are: Federal Pell Grant, Federal Direct Loan Programs (Federal Stafford Subsidized, Federal Stafford Unsubsidized, and Federal Parent Loan for Undergraduate Students), Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Nursing Student Loans, and the Illinois Student Assistance Commission Monetary Award Program (MAP).

Financial Aid Programs not listed above may have additional or more stringent conditions that must be met for continuation. Contact the source that made your award or processed your application materials. Examples: St. John's College – Department of Nursing Alumni Association; St. John's Hospital Scholarships/Loan Contracts, Private Agency Funds or Scholarships.

Unsatisfactory completion of coursework is defined as a grade of D, E, Incomplete or Unsatisfactory in didactic and/or clinical course work each semester.

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Unsatisfactory completion of coursework is defined as a grade of D, E, Incomplete or Unsatisfactory in didactic and/or clinical course work each semester.

Award Offer –Funding Distribution

1. For maximum utilization of funding from all available sources, the award offer may include estimated amounts for financial aid or entitlements.
2. You are required to report any resources which you are or will be receiving if not included on your award offer.
3. Award amounts may change if additional resources are received or an adjustment is made to your enrollment status.
4. Written authorization is required before the college applies current Title IV funds (Federal Pell & Direct Stafford Loans) to pay for educationally related activities other than tuition, fees, and contractual charges. The student's or parent's (PLUS loan) written authorization remains in effect for the entire academic year. The student or parent may modify or cancel at any time. Any modification or cancellation must be submitted in writing to the College Financial Aid Office. The school may use Title IV funds to pay for previously authorized charges that were incurred before the modification or cancellation request is received.
5. Scholarship and/or grant funds (Federal Pell, MAP, Federal Nursing Loans and Direct Stafford Loans.) will be applied directly to the student's account.
6. Direct Stafford Loan funds will be distributed through Electronic Funds Transfer to the student's individual tuition account. Parent Loans for Undergraduate Students (PLUS) are distributed to the students account by Electronic Funds Transfer (EFT). Parents have the right to submit a written request to have any proceeds of the PLUS loan issued in a check and mailed directly to them. Processing of the refund is administered through the Administration Office at the College. All loans are multiple disbursements.
7. The student will be notified (through in-house mail and/or via e-mail) of funds applied to their tuition account and/or availability of an account credit balance or refund check. The earliest that a student or parent could receive a refund check, as result of having a credit balance, is after the tenth day of class of the current semester.

8. All tuition and fees for the applicable semester, textbook charges and all other charges due on your College account must be paid in full, prior to issuance of a refund check.

Entrance/Master Promissory Note/Exit Loan Counseling

In order to process and receive Federal Direct Subsidized, Unsubsidized, and/or a Federal Nursing Loan, students must complete entrance loan counseling. Following the completion of entrance loan counseling, students must complete a Master Promissory Note (MPN) to enable the disbursement of their requested loan. Normally, a student will complete this process as a part of their award letter acceptance. Another important part of your award letter package is the Satisfactory Academic Progress statement. It is imperative that students read and abide by this, especially when borrowing student loans. Upon graduation, borrowers must complete exit loan counseling. Failure to do so will result in holding of official and non-official transcripts, and diploma.

Federal Pell Grant

1. The amount of the Federal Pell Grant may have been estimated. Actual payment amount is determined from a valid Student Aid Report (SAR) that is electronically submitted to the Financial Aid Office.
2. The Federal Pell Grant award amount varies according to living arrangements, enrollment status and the Expected Family Contribution (EFC)
3. It is the student's responsibility to make any corrections necessary on the SAR for changes in their financial circumstances or data corrections. Changes should be made at www.fafsa.ed.gov. Please notify the Financial Aid and Compliance Officer before making the changes/corrections that need to be made, the Financial Aid and Compliance Officer may be able to assist.
4. Anticipated Federal Pell Grant payment dates will be at the beginning of each semester. Eligible students will have the Pell payment credited to their accounts during this period depending on any adjustments made to enrollment, additional resources received, and the date the authorization form was returned to the Financial Aid Office.

Direct Stafford Loan Programs

The Direct Stafford Loan Programs (Subsidized & Unsubsidized and Federal PLUS) Loans:

1. Loan information is not certified until the student has completed all loan application requirements.
2. First time Federal loan borrowers (at St. John's College) must participate in an entrance loan counseling session prior to receiving Federal Loan funds.
3. The student must be eligible for the loan and registered at least half-time at the time of disbursement.
4. If a student withdraws from a course(s) and a refund is due to the Department of Education (from the College), the refund will be issued directly to the Department. The student may also owe a return of funds to the Department or the College.

5. Upon program completion or an enrollment status of less than half-time, the student must participate in an exit counseling session or make arrangements to receive the necessary materials.

State of Illinois (IL) Monetary Award Program (MAP) Grant

To be considered for the IL MAP grant, you must complete the FAFSA as soon after January 1st of each year prior to the start of the next academic year. Please be aware that in light of state funding constraints, reductions to estimated or actual MAP grants are possible.

1. By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC) you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant.
2. If you were determined to meet the eligibility criteria for the MAP grant, an award is included on your award offer.
3. MAP grants are limited based on the number of applicants and funding levels appropriated by the Illinois General Assembly. Please be aware that in light of state funding constraints, reductions are possible.
4. If a State of Illinois MAP Grant is not included in your award letter, you are not eligible for the grant at St. John's College.
5. It is the student's responsibility to know and abide by the Rights & Responsibilities as sent by ISAC.

Federal Nursing Loan Program

1. If awarded a Federal Nursing Loan (FNL) a student must comply with all FNL requirements.
2. A student will be expected to fill out an application for the Federal Nursing Student Loan.
3. Each student approved for a Federal Nursing Loan must attend an entrance interview with a member of the Accounting Department personnel and the Financial Aid and Compliance Officer at St. John's College.
4. Upon graduation/withdrawal a student must complete exit interview counseling.

Federal College Work Study Program

1. If awarded a Federal Work Study (FWS) grant a student will be required to attend orientation to the students work area.
2. A student is required to notify the work area supervisor and the Financial Aid and Compliance Officer, in writing, of any decision to withdraw from the FWS program during the semester that aid has been awarded.

Federal Supplemental Education Opportunity Grant Program

1. Students are awarded FSEOG based on their Expected Family Contribution (EFC). Students having a "0" EFC will be awarded first with awards being given to all students having Pell Grant eligibility as funding permits.

Financial Aid Drop Policy

Dropping a course is defined as a student who decides to withdraw from one (1) class while still enrolled in at least one (1) class. If you are considering dropping a course and you are a recipient of financial aid, you must consult the Financial Aid and Compliance Officer. The official drop/add period occurs during the first ten days of each semester. Both your enrollment status and your financial account statement may be impacted.

Students must be enrolled in six (6) credit hours in order to maintain financial aid eligibility. However, your financial aid eligibility may be reduced. If a student drops a class after the drop/add deadline and is enrolled in at least six (6) credit hours, you will not be credited for the tuition and fees of the courses that you dropped; therefore your financial aid may or may not be reduced.

Financial Aid Withdrawal Policy

Official term withdrawal is defined as a student's formal notification of his or her intent to withdraw from all courses for a term. A student's withdrawal date is defined as the actual date the student submits information to student records to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to the Admission Officer/Registrar electronically or in person. If you are considering withdrawing and you are a recipient of financial aid, you must consult the Financial Aid and Compliance Officer.

A federal financial aid recipient who does not officially withdraw from the term or abandons all courses will be considered as having completed 50% of the term for calculating the amount of aid to be returned to the federal government and will not be eligible for a refund.

Refunds for a complete withdrawal (all courses) will be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total number of calendar days in a semester. Students who withdraw after 60% of the semester has been completed are not entitled to a refund of charges.

Returning Federal Funds (R2T4)

To be fair and equitable to all students who withdraw from St. John's College, Department of Nursing, the Federal Return of Title IV Aid formula is used to determine the refund of tuition and fees a student is to receive even if no federal financial aid is involved. This formula is calculated by dividing the total number of days in class (official start date through official withdrawal date), by the total number of days in the semester. Withdrawals after 60% of the semester has lapsed will earn 100% of tuition and fees.

The federal formula mandates a return to Title IV aid if the student received federal financial assistance in the form of a Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Stafford Student Loans, and Federal Plus loan. A statutory federal formula is applied to determine the amount of Title IV funds a student has earned at the "date of withdrawal". Completion of withdrawal procedures will automatically initiate calculation of refunds.

Calculations of returns are performed by the Financial Aid and Compliance Officer in accordance to the Department of Education regulations.

Recipients of Title IV financial aid may owe all or part of their funds received including any refunds. All unearned financial aid funds will be returned to the granting agency. If any funds are remaining after the return of the Title IV aid, they will be used to repay state funds, private or institutional aid. All aid sources will be repaid before any funds are returned to the student. An administrative fee of up to 5% of school charges or \$100 (whichever is less) will be calculated against all refunds. A final bill will notate funds earned, returned, and as well as, any balances owe to the College. The Student is always responsible for miscellaneous charges to their account.

FINANCIAL AID OFFICE STUDENT'S RIGHTS & RESPONSIBILITIES

You have the right to:

1. Be advised of what financial aid programs are available and how to apply for them;
2. Be advised of requirements in the case of withdrawal, refunds, and repayment of financial aid;
3. Have all application information treated with the highest professional confidentiality;
4. Be advised of the procedures and deadlines for submitting applications for financial aid;
5. Be advised of the selection criteria for financial aid recipients;
6. Be advised of how and when financial aid funds are disbursed;
7. Request a review of your aid package if you believe a mistake has been made, or if your enrollment status or family and/or financial circumstances have changed;
8. Be advised of how the school determines whether you are making satisfactory progress for financial aid, and what happens if you are not;
9. Be advised of campus security and crime statistics.

You have the responsibility to:

1. Establish plans to meet your educational and living expenses;
2. Submit all forms required to complete the application process in a timely and accurate manner;
3. Read, understand, and retain copies of all information and/or forms that are sent to you, or that you must sign;
4. Keep St. John's College, Department of Nursing, informed of any change of address, name or marital status while you are a student, and until all loans have been repaid in full;
5. Notify the Office of Student Financial Assistance of all sources of funds you receive that are not already showing on your Award Letter;
6. Maintain satisfactory academic progress;
7. Satisfactorily perform any work assignments accepted through student employment programs.

FINANCIAL AID SERVICES CODE OF CONDUCT

St. John's College, Department of Nursing Financial Aid Services employees are expected to maintain the highest standards of conduct in all aspects of the administration of their duties, specifically including all duties conducted in dealing with any entity involved in any way with financial assistance. This pertains regardless of whether said entities are involved in a government sponsored, subsidized or regulated activity.

Any St. John's College employee who is either directly involved with financial assistance or indirectly involved with financial assistance should:

1. Never take any action for his or her personal gain or benefit.
2. Never take any action that he or she believes is or might be contrary to law, regulation, or the best interests of the students and parents we serve.
3. In every circumstance, ensure that the information given to students and parents is accurate and unbiased and does not reflect any preference arising from actual or potential personal or institutional gain.
4. In every instance be objective in making decisions and advising the college regarding any institution involved in any aspect of student financial assistance.
5. Never solicit or accept anything from an entity involved in the making, holding, consolidating or processing of any student loans, including anything of value, including reimbursement of expenses for serving on an advisory board or as part of a training activity of or sponsored by any such entity.
6. Always disclose to the college any involvement with or interest in any entity involved in any aspect of financial aid.

STATEMENT OF ETHICAL PRINCIPALS

St. John's College, Department of Nursing adheres to the National Association of Student Financial Aid Administrators (NASFAA) Statement of Ethical Principles which is denoted below: The Statement provides that financial aid professionals shall:

1. Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
2. Make every effort to assist students with financial need.
3. Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
4. Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
5. Educate students and families through quality consumer information.
6. Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
7. Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
8. Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
9. Recognize the need for professional development and continuing education opportunities.
10. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
11. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.

12. Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

STUDENT LOAN CODE OF CONDUCT

Prohibition Against Remuneration to St. John's College, Department of Nursing

St. John's College will not solicit, accept or agree to accept anything of value from any Lending Institution, Guarantee Agency or Servicer in exchange for any advantage or consideration provided by the Lending Institution related to its student loan activity. This prohibition covers, but is not limited to:

1. Revenue Sharing Agreements
2. Any computer hardware which St. John's College pays below market prices
3. Any computer software used to manage loans unless the software can manage disbursements from all lenders
4. Any printing costs, postage or services

This does not prevent St. John's College from soliciting, accepting or agreeing to favorable terms and conditions where the benefit is made directly to student borrowers.

Prohibition against Remuneration to St. John's College Employees

St. John's College will require and enforce that no officer, trustee, director, employee or agent of the college will accept anything more than a nominal value on his or her own behalf or on behalf of another during any 12-month period from, or on behalf of any Lending Institution, Guarantee Agency or Servicer.

This prohibition will include, but not be limited to a ban on any payment or reimbursement from any Lending Institution, Guarantee Agency or Servicer to college employees for lodging, meals or travel to conferences or training seminars.

This does not preclude any officer, trustee, director, employee or agent of the college from receiving compensation for conducting non-college business with a Lending Institution, Guarantee Agency or Servicer or from accepting compensation that is offered to the general public.

This prohibition does not prevent the college from holding membership in any nonprofit professional associations.

Ban on Gifts

No St. John's College employee involved in the affairs of the college's financial aid office shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.

“Gifts” are defined as but not limited to: any type of gratuity, favor, discount, entertainment, hospitality, loan, or other item having more than a token monetary value. The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred.

The following items would not be considered as “gifts”:

1. Standard material, activities, or programs on issues related to a loan, default aversion, default prevention, or financial literacy, such as a brochure, a workshop, or training.
2. Food, refreshments, training, or informational material furnished to any officer, trustee, director or college employee, as an integral part of a training session that is designed to improve the service of a lender, guarantor, or servicer of education loans to the institution, if such training contributes to the professional development of the officer, trustee, director or employee.
3. Favorable terms, conditions, and borrower benefits on an education loan provided to a student employed by the institution if such terms, conditions, or benefits are comparable to those provided to all students of the institution.
4. Entrance and exit counseling services provided to borrowers to meet the institutions responsibilities for entrance and exit counseling as required...”as long as”:
 - a. the institution's staff is in control of the counseling (and)
 - b. such counseling does not promote the products or services of any specific lender.
5. Philanthropic contributions that is unrelated to education loans or any contribution not made in exchange for any advantage related to education loans.
6. State education grants, scholarships, or financial aid funds administered by or on behalf of a State.

Ban on Gifts to Family Members

Gifts to family members of any officer, trustee, director or college employee will be considered a gift to said any officer, trustee, director or college employee if:

1. the gift is given with the knowledge and acquiescence of the officer, trustee, director or college employee (and)
2. the officer, trustee, director or college employee has reason to believe the gift was given because of the official position of said officer, trustee, director or college employee

Limits of College Employees Participating on Lender Advisory Boards

St. John’s College will require and enforce that no officer, trustee, director or employee of the college from receiving any remuneration for serving as a member or participant of an advisory board of any Lending Institution, Guarantee Agency or Servicer or receiving any reimbursement of expenses from said participation.

This does not preclude any officer, trustee, director or employee from participating on any lender advisory board that are unrelated to student loans.

This does not preclude any St. John's College employee not involved in the affairs of the college's financial aid office from serving on the Board of Directors of a publicly traded or privately held company.

Contracting Arrangements Prohibited

Any officer, trustee, director or employee is prohibited from accepting any payments of any kind from a lender in exchange for any type of consulting services related to educational loans.

1. This does not prevent anyone else in the institution that has nothing to do with student loans from entering into these agreements.
2. This does not prevent anyone not employed in the financial aid office who has "some" responsibility for student loans from entering into these agreements if that individual in writing, renounces him or herself from any decision regarding educational loans.
3. This does not prevent anybody from serving on a Board of Directors or trustee of an institution if the individual renounces him or herself from any decision regarding educational loans.

Revenue Sharing Agreements Prohibited

St. John's College will not enter any revenue sharing agreement where:

1. a lender provides or issues a loan that is made, insured, or guaranteed under this title to students attending the institution or to the families of such students; and
2. the institution recommends the lender and in exchange the lender pays a fee or provides other material benefits

Prohibition on Offers of Funds for Private Loans

St. John's College will not request or accept any agreement or offer of funds for private loans in exchange for concessions or promises of:

1. a specified number of loans made, insured or guaranteed
2. a specified loan volume
3. a preferred lender arrangement

Ban on Staffing Assistance

St. John's College will not request or accept from any lender any assistance with call center staffing or financial aid office staffing.

This does not include:

1. Professional development training for financial aid administrators.

2. Educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials.
3. Staffing services on a short-term, nonrecurring basis to assist the institution with financial aid-related functions during emergencies, including State declared or federally declared natural disasters.

Interaction with Borrowers

St. John's College participates in the Wm. D. Ford Direct Loan Program and all student and parent borrowers are packaged under that program. In respect to alternative loans:

1. St. John's College will not, for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender.
2. St. John's College will not refuse to certify, or delay certification of, any alternative loan based on the borrower's selection of a particular lender.

Drug Convictions & Financial Aid Eligibility

Under the Higher Education Act, students become ineligible for federal student aid upon conviction during any period of enrollment of any offense involving the possession or sale of illegal drugs. Federal aid includes Federal Stafford Loans, Federal PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal College Work Study, and Federal Nursing Student Loans.

Penalties for Drug Convictions

Possession of Illegal Drugs:

1. First Offense: 1 year from the date of conviction
2. Second Offense: 2 years from the date of conviction
3. Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction.

Sale of Illegal Drugs:

1. First Offense: 2 years from the date of conviction
2. Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction.

How to Regain Eligibility

If a student successfully completes a drug rehabilitation program, he or she can regain eligibility for federal student aid funds as of the day the student successfully completes the program.

To be sufficient to reinstate financial aid eligibility, the program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

1. Be qualified to receive funds directly or indirectly from a federal, state, or local government program.

2. Be qualified to receive payment directly or indirectly from a federally-or state-licensed insurance company.
3. Be administered or recognized by federal, state, or local government agency or court.
4. Be administered or recognized by a federally- or state-licensed hospital, health clinic, or medical doctor.

Free Application for Federal Student Aid (FAFSA)

Question 23 on the FAFSA form asks if the student has ever been convicted of a drug related offense. Students are responsible for self-certification in applying for aid that he or she is eligible for it. Federal Student Aid regulations state that convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid – they do not count if the offense was not during such a period. In addition, a conviction that was reversed, set aside, or removed from the students record does not count, nor does one received when he or she was a juvenile, unless he or she was tried as an adult.

If a student or parent purposely provides false or misleading information, he or she could be fined up to \$20,000, sent to prison, or both.

Convictions during Enrollment

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify Financial Aid Services immediately and that student will be ineligible for further aid and required to pay back all aid received after the conviction.

Revised 07/29/2014

ACADEMIC ADVISING

Academic Advisement Philosophy

Academic advising at St. John's College is an integral part of the Mission of the College as it strives to meet its underlying objective of student growth and development. In this way, graduates are better able to become wholistic practitioners who visualize learning as a lifelong endeavor. Within an environment that nurtures collegial relationships that are caring and promotes the culture of higher learning, advisement becomes a process that not only assists students to develop but to think critically. Critical thinking, in turn, enhances the efforts of each individual in the planning, clarifying and evaluating of academic, life, and career goals. The academic advisor will interact with the student in a manner congruent with the caring philosophy of the College. The advisor is expected to be sensitive to the lived experiences and developmental level of students as they are socialized to the nature of professional education. Advisors should have knowledge not only of the process, but also of the resources available for advisement purposes, the confidential nature of the advisement interaction, and the generational characteristics of the person being advised. Both advisors and advisees share responsibility for making the advisement relationship effective. The ultimate responsibility for decision-making rests with the individual student. The continuous process of advisement encourages the student to broaden their capacity for creative, analytical and ethical reasoning as they make choices throughout their development. It is viewed that an effective academic advisement program promotes student retention as well as academic and professional success. This, in turn, encourages graduates who exemplify the College Mission and who are prepared to become responsible practitioners and citizens.

Objectives of the advisement program are to:

1. Promote an open, caring environment conducive to the intellectual, social, moral, spiritual and professional development of students that fosters communication, self-exploration, values clarification and decision-making.
2. Provide accurate information about educational options and institutional requirements in order to develop an academic plan.
3. Enhance student learning and academic achievement.
4. Increase student awareness of available educational and other resources that may assist in the implementation of their educational plan and career goals.
5. Enhance the quality and effectiveness of the academic advisement program.

Academic advising for problems encountered in meeting course requirements or obtaining a grade of C or better is provided by faculty, the Student Development Officer or the Dean of Academic Affairs.

Definitions:

Faculty Academic Advisor

A faculty advisor will be a member of the College faculty who has been teaching at St. John's College at least one academic year and has completed the orientation program for this role. Participation by the faculty in the academic advisement program will be included in the faculty evaluation criteria.

Advisement Process

The advising process is a multi-faceted activity which should assist each student in realizing the educational benefits available. The advisor accomplishes this goal by:

1. Assisting the student in exploring career and life goals, with referral to other resources as needed.
2. Assisting the student in effecting an educational plan consistent with goals and abilities.
3. Assisting the student in a periodic evaluation of progress toward established educational goals.
4. Actively participating in the ongoing evaluation of College's academic advisement program.

Advisee Responsibilities

A student advisee will be expected to know the requirements, procedures and policies set forth in the college catalog and student handbook. Administrative staff and advisors will assist the student by clarifying these requirements; however, the ultimate responsibility for awareness of degree requirements and for making decisions about life goals rests with the student.

The student advisee has the following responsibilities:

1. Contact and establish rapport with the assigned advisor.
2. Contact the advisor at least twice during each semester, once during the first three weeks of a semester and again just prior to registration for the following semester.
3. Arrange and keep appointments and call in a timely manner if it is necessary to reschedule or cancel an appointment.
4. Clarify personal values and goals.
5. Prepare for an advisement conference by having the necessary materials, forms and a tentative academic plan for course work.
6. Attend an advisement conference with specific questions in mind.
7. Keep personal copies of schedules and other important information regarding academic progress such as the cumulative advisee form with course grades and NLN scores.
8. Take the initiative to consult with the advisor as soon as possible when academic difficulty arises or as course changes are necessary.
9. Be knowledgeable about policies, procedures and requirements of St. John's College.
10. Accept responsibility for academic and personal decisions.
11. Evaluate advisor and advisement program annually.
12. Contact the admissions officer/registrar if there is a need to discuss a possible change to another advisor.

13. Recognize learning as a lifelong process.
14. Explore how the nature of higher education contributes to professional development
15. Maintain frequent contact with faculty who teaches a course in which you may be having difficulty.
16. In collaboration with course faculty, when needed, establish action steps for improvement and regular assessment intervals for low academic achievement.

How to See Your Advisor

1. Become familiar with your advisor's office hours/schedule.
2. Whenever possible, call or make a written request for an appointment rather than dropping in without one.
3. If it is necessary to drop in without an appointment, allow plenty of time in case you have to wait to see your advisor.
4. Since the first and last two weeks are the busiest for your advisor, schedule longer conferences during the middle part of the semester.

How You and Your Faculty Advisor Should Work Together

Students are assigned to a faculty advisor when admitted to St. John's College. To maximize the experience the following suggestions are offered:

1. You should: Contact and keep in touch with your advisor.
Your advisor should: Post office hours
2. You should: Make and keep appointments or call if it is necessary to change or cancel an appointment.
Your advisor should: Keep appointments or call if it is necessary to change or cancel an appointment.
3. You should: Come with specific questions in mind.
Your advisor should: Provide accurate and specific information.
4. You should: Come with necessary materials (tentative academic plan; forms).
Your advisor should: Have on hand course resource materials.
5. You should: Ask about other sources of information.
Your advisor should: Suggest other sources of information.
6. You should: Be open concerning school work, study habits, academic performance.
Your advisor should: Listen to you and help you solve problems.
7. You should: Build a schedule free of conflicts (part-time progression, course sequence).
Your advisor should: Check your schedule for appropriate selection of courses.
8. You should: Make decisions concerning careers, and selection of courses.
Your advisor should: Suggest options concerning careers, and selection of courses, electives

When To See Your Advisor

1. To discuss any problems which affect academic performance
2. To select courses for the upcoming semester (during registration).
3. To add or drop courses (during registration).
4. To discuss academic progress.
5. To file an academic plan (full-time, part-time).
6. To discuss career considerations.

Adapted from How You and Your Advisor Will Work Together by the Undergraduate Advising Center at the University of Iowa, July 1981. Houston Baptist University Academic Advising Handbook, 1995-96.

Referral Forms

Referral forms are initiated by College faculty or administration. Referral forms are used to assure students obtain proper counseling. These forms must be completed and then signed by the student before they are routed to the appropriate College staff. To maintain confidentiality, the person initiating the form must assure access to this information is limited to the student and those designated to receive it.

HEALTH SERVICES

The St. John's Employee Health Nurse maintains daytime hours of operation Monday through Friday as posted. At other times, students may visit the hospital emergency room and should notify the health nurse as soon as possible. Students may also contact their family physician or other physicians of their choice. After school hours students should use the Emergency Room or their private physician for care.

Report of health examinations are kept by the health nurse. A record is maintained by the employee health nurse regarding student counseling for non-academic matters related to preventive health care. Students should register as outpatients before any treatment, tests or examinations made in the hospital.

Students absent from classes or clinical experiences must report their illness to the College. After a serious illness, students must secure permission to return from the employee health nurse. The permission, in writing, must be given to the Student Development Officer before returning to class or clinical area.

The College is not responsible for accidents unless they occur during scheduled clinical experience. Injury incurred on duty is to be reported to the clinical instructor at once and to the employee health nurse later. An incident report is to be completed before leaving the clinical site. To report an event, follow instructions according to the agency's policy.

If the accident occurs in the College, the student reports to the St. John's Employee Health Nurse.

The annual health fee will cover only routine services offered. The student and family are responsible for all other health costs, such as all prescriptions, treatments, x-rays, surgeries, emergency or outpatient charges and hospitalization. All students are required to be protected by health insurance. Proof of current coverage must be submitted **annually**. Students not in compliance with this policy will forfeit their clinical experience until they resolve their compliance issue.

Students are urged to avoid self-medication and giving medications to other students. Students are not permitted to take medications from the clinical facilities for personal use.

Immunization Policy

In accordance with Illinois Law (Public Act) 85-1315 and St. John's College clinical agency agreements all students enrolled at St. John's College, Department of Nursing are required to provide proof of immunity. All students entering the Nursing Program are expected to be in compliance with all Health Requirements. These requirements include, but are not limited to the following: immunizations, a health physical evaluation, blood titers, TB screening, annual flu vaccine, work test, fit test, and drug test. Those students not in compliance with these requirements by the specified timeframes will be prevented from attending theory courses and/or clinical placements until deficiencies are completed.

Chronic Communicable Illness

The College will treat all enrolled students having a chronic communicable illness with dignity, compassion, and understanding. The student with a chronic communicable illness will be subject to general school policies regarding continued status in the school, availability of health services and confidentiality. The College will comply with all applicable federal, state and local laws and regulations as well as reporting requirements in the consideration of students with chronic communicable illness. Students will not routinely be tested for the AIDS antibody. In special cases (such as possible high risk history), the test may be performed, but never without a prior written consent.

All students should understand that they will be expected to provide care or to perform student related duties for patients who have a communicable disease. The College will ensure that appropriate education regarding precautions as they relate to care of such patients is provided.

INCLEMENT WEATHER STATEMENT

In the event of severe weather conditions, the Administration may make the decision to cancel all classes and clinical practicum experience. The Administration will notify WNNS and WFMB radio stations and WICS TV of this decision and request they broadcast it. SJC Emergency Operation Plan is available at the reception desk.

CHANGE OF NAME PROCEDURE

A student who changes his/her name (marriage, divorce, etc.) during the educational program must:

1. Submit proper documentation (marriage license, divorce decree with name revision, etc.) of name change to the Registrar's Office.
2. Obtain a new ID card from the St. John's Hospital Personnel Department.

ACCREDITING/APPROVAL BODIES

St. John's College is accredited by The Higher Learning Commission, Address: 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, (312) 263-0456, <http://www.ncahlc.org>.

The nursing program is accredited with the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850. Atlanta, Georgia 30326, (404) 975-5000, <http://www.acenursing.org/>

The College is approved by the Illinois Board of Higher Education and the Illinois Department of Professional Regulation to grant the baccalaureate degree in nursing. It is also approved by the State Agency for Veteran's Benefits and the Montgomery G.I. Bill.

Enrolled students may file a complaint with the above accrediting/approval bodies if they believe the College has failed to comply with college policies.

ADDENDUM FOR STUDENTS WHO ARE WISCONSIN RESIDENTS

An additional group of policies that are specific to residents of the state of Wisconsin are listed in this addendum. This information is necessary to maintain compliance with standards established by the Wisconsin Educational Approval Board.

Academic/Student Records

While a student is enrolled, the College maintains student records which contain both academic and financial information. Academic records contain the following information: evidence of compliance with all admission criteria including prior transcripts, course grades, attendance, and documentation of any confirmed academic or social violations or student grievances. Financial records contain information on program costs, method and amount of payment, lender records, and refund calculations, if applicable. Once a student is no longer enrolled in the program, financial aid documents are retained for a minimum of 6 years as required by WI statute, and transcripts are retained permanently.

Admissions Programs: RN-BSN Baccalaureate Program

Applicants who meet the admission criteria and core performance standards are accepted into the program without regard to race, color, religion, sex, national origin, ancestry, age, marital status, handicap or veteran status on a space available basis throughout the year. Applicants are expected to exemplify good character enabling them to actively seek the moral, intellectual and professional growth described in the mission statement of the College. Students are encouraged to recognize that submission of minimum acceptance requirements does not guarantee acceptance into the program. While applications are accepted and reviewed throughout the year, on a rolling basis, applicants are encouraged to apply early due to the competitiveness of acceptance. Applicants are notified of their acceptance in writing no later than 60 days before the program start date. Program start dates are in January and August.

Attendance Policy

Student participation in planned clinical and theoretical learning experiences is expected. Any clinical absence will be addressed by the course faculty. Excessive absenteeism is defined as missing more than 10% of the course clinical hours. The consequence of a clinical absence will be determined by the course faculty in concert with the course chair. **FACULTY HAVE THE AUTHORIZATION TO FAIL THE STUDENT FOR EXCESSIVE ABSENTEEISM.**

St. John's College faculty believes students are active participants in their learning. Failure to notify the faculty of absence in clinical will be addressed by course faculty. Makeup of missed examinations and clinical incompletes are at the discretion of course faculty.

Faculty will record attendance for all face to face theory sessions and will enter this information into the College's learning management system. If a student misses more than half of a classroom session (by being tardy or by leaving early, the faculty will record this as partial attendance for that classroom session.

For students enrolled in distance learning courses, attendance is monitored by noting dates that students have accessed the College's learning management system. The last date that a student has logged in to the learning management system will be counted as the last date that the student has attended the course.

Cancellation and Refunds

St. John's College does not require students to complete a binding enrollment agreement/contract. Students are asked to sign intent to enroll form upon notice of acceptance to the program and to submit a \$250 tuition deposit at that time. Per Wisconsin state statute, students are entitled to cancel their enrollment without penalty within 3 business days of enrollment. Students who chose to exercise the cancellation privilege will receive a full refund of their tuition deposit within 10 business days.

A student who withdraws or is dismissed before completing 60% of the units of instruction (hours) in the current enrollment period is entitled to a pro rata refund of any money paid by the student.

Pro rata refund shall be determined as the number of hours remaining after the last hour completed by the student, divided by the total number of hours in the enrollment period, rounded downward to the nearest 10%. Pro rata refund is the resulting percent applied to the total tuition and other costs paid by the student for the current enrollment period. All efforts will be made to refund prepaid amounts for books, supplies, or other charges unless the student has consumed or used those items and they can no longer be returned to the supplier.

Students who withdraw after 60% of the hours for the enrollment period have been completed, are not entitled to a refund.

Refunds will be sent by certified mail to the student's last known address within 40 days of the effective date of termination.

Career Planning and Placement Services

Students are exposed to various nursing roles and potential opportunities for careers throughout their educational process. Information regarding career paths and educational opportunities is distributed to both faculty advisors and students through presentations, electronic media, and bulletin board displays.

The College does not offer any placement or employment services and does not guarantee employment for students or graduates.

Grade Reports

Grade reports are issued to the student by mail within 15 working days after the close of the semester.

Student Complaints

Issues of concern to students should be discussed with the appropriate person within the College. Students should initially discuss the issue with the staff or faculty member closest to the problem or to the appropriate person as identified in the Student Handbook or College Catalog. If uncertain, student may approach their assigned faculty advisor or the Student Development Officer. Issues that cannot be resolved through these channels should be submitted in writing to the Dean of Academic Affairs or Chancellor. Only signed comments will be addressed.

If a student is unable to resolve a complaint directly with the College, the student may file a complaint with the Wisconsin Educational Approval Board (EAB), 201 West Washington Ave, 3rd floor, Madison, WI 53703. The EAB may be contacted by phone at 608-266-1996 or email at eabmail@eab.wisconsin.gov. A copy of a complaint form can be found on the EAB website at <http://eab.state.wi.us>.

Textbooks and Course Materials

Barnes and Nobles is the book supplier for St. John's College. Students interested in charging their books to their St. John's College Student Account will need to work with the Financial Aid Office to purchase books from Barnes and Noble. Students who are not charging their books to their student account are free to use any book supplier. A list of the required textbooks and course materials is published on the College website.

Withdrawal Procedures

Dropping a course is defined as withdrawing from one class while remaining enrolled in at least one other course. Students who are receiving financial aid and are considering dropping a course are required to consult their Advisor and the Financial Aid Officer as enrollment status and financial aid may be impacted. The official drop/add period occurs during the first ten days of each semester for all programs except the RN-BSN program. Because the RN-BSN courses are 8 weeks long, the official drop/add period is during the first five days of the course.

Term withdrawal is defined as withdrawal from all courses for a term.

For distance learning students, a student's drop or withdrawal date is defined as the actual date the student submits written notification of intent to drop/withdraw OR 5 calendar days following the date of last access of the learning management system.