# 1+2+1 Program Student Handbook 2018-2019

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVERVIEW OF STUDENT HANDBOOK/NOTICE OF NON-DESCRIMINATION</td>
<td>3</td>
</tr>
<tr>
<td>ACCREDITATION</td>
<td>4</td>
</tr>
<tr>
<td>LICENSURE</td>
<td>5</td>
</tr>
<tr>
<td>HISTORY OF THE COLLEGE OF SAINT ROSE SCHOOL OF NURSING</td>
<td>6</td>
</tr>
<tr>
<td>MISSION, PHILOSOPHY, CONCEPTUAL FRAMEWORK</td>
<td>7</td>
</tr>
<tr>
<td>DEGREE PROGRAM AND GOALS</td>
<td>8</td>
</tr>
<tr>
<td>CONCEPTUAL FRAMEWORK</td>
<td>9</td>
</tr>
<tr>
<td>CURRICULUM SEQUENCE</td>
<td>10</td>
</tr>
<tr>
<td>ADMISSION, REGISTRATION, DEGREE COMPLETION</td>
<td>12</td>
</tr>
<tr>
<td>REGISTRATION/PROGRESSION CRITERIA AND ACADEMIC STANDING</td>
<td>13</td>
</tr>
<tr>
<td>PROGRESSION CRITERIA/ACADEMIC STANDING</td>
<td>14</td>
</tr>
<tr>
<td>ACADEMIC PROBATION, DISMISSAL AND READMISSION</td>
<td>15</td>
</tr>
<tr>
<td>NURSING GRADING SCALES</td>
<td>16</td>
</tr>
<tr>
<td>INCOMPLETE GRADES</td>
<td>17</td>
</tr>
<tr>
<td>WITHDRAWAL/ LEAVE OF ABSENCE</td>
<td>18</td>
</tr>
<tr>
<td>WHITE COAT CEREMONY/STUDENT SUCCESS/FACULTY RESOURCES</td>
<td>19</td>
</tr>
<tr>
<td>PROFESSIONAL APPEARANCE AND CONDUCT</td>
<td>20</td>
</tr>
<tr>
<td>PROFESSIONAL CONDUCT</td>
<td>20</td>
</tr>
<tr>
<td>CLASSROOM ATTENDANCE/Writing REQUIREMENT</td>
<td>23</td>
</tr>
<tr>
<td>POLICIES - CLASSROOM LEARNING</td>
<td>27</td>
</tr>
</tbody>
</table>
The College of Saint Rose
Department of Nursing
School of Mathematics and Sciences

Baccalaureate Program Student Handbook

The College of Saint Rose BSN Program Student Handbook is revised annually prior to the start of the fall semester. Students are accountable for reading and understanding all of the information in this handbook, including the policies for the current year and any changes made during the academic year.

BSN Program Student Handbook Subject to Change
This BSN Program Student Handbook is intended to supplement the College of Saint Rose Undergraduate Catalog and Student Handbook, and provide information and policies specific to the BSN Program. The information in the BSN Program Student Handbook is current as of the time of publication, however, changes may occur during the academic year. Questions about the policies should be directed to the Chair and/or Faculty of the School of Nursing. Changes in policy during the academic year will be communicated to students via The College of Saint Rose email.

Nursing Students in the second and third year of study through Saint Peter’s College of Nursing or Samaritan Hospital School of Nursing will also follow the student handbook for the Nursing Program to which they are assigned.

Notice of Non-Discrimination
In compliance with Title IX of the Education Act Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other federal, state, and local equal opportunity laws, The College of Saint Rose does not discriminate on the basis of age, race, color, sex, religion, creed, disability, national/ethnic origin, gender identity or expression, sexual orientation, familial status, marital status, military status, or domestic violence victim status or other protected statuses in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics and other school-administered programs. The Title IX Coordinator is responsible for coordination of the College’s efforts to comply with Title IX regulations. The Title IX Coordinator is responsible for coordination of the College’s efforts to comply with the other regulations related to the College’s Non-discrimination policy in student related matters. The Associate Vice President for Human Resources is responsible for coordination of the College’s efforts to comply with the other regulations related to the College’s Non-discrimination policy in employee matters. Questions or concerns regarding equal opportunity matters should be directed to these individuals:

Amanda M. Bastiani, Title IX Coordinator, Events and Athletic Center, Room 210, 420 Western Ave., Albany, NY, (518) 454-5170

Rita McLaughlin, Director of Student Conduct & Community Standards/Deputy Title IX Coordinator, Events and Athletic Center, Room 210, 420 Western Ave., Albany, NY, (518) 454-5170

Jeff Knapp, Associate Vice President for Human Resources/Deputy Title IX Coordinator, Cabrini Hall, 399 Western Ave., Albany, NY, (518) 454-5138

Individuals have the right to seek resolution through other sources, for example, the New York State Division of Human Rights (http://www.dhr.ny.gov/how-file-complaint), the Equal Employment Opportunity Commission (https://www.eeoc.gov/employees/charge.cfm), or Office of Civil Rights of the United States Department of Education (http://www2.ed.gov/about/ofices/list/ocr/docs/howto.html?src=rt or 1-800-421-3481).
ACCREDITATION FOR THE ASSOCIATES DEGREE PROGRAM

St. PETER’S HOSPITAL COLLEGE OF NURSING AND SAMARITAN HOSPITAL ARE ACCREDITED BY:
New York State Education Department, Office of the Professions
Division of Professional Licensing Services Nursing Unit
89 Washington Avenue, Albany, NY 12234
(518) 474-3817 ext. 280
Web: www.op.nysed.gov
Email: op4info@nysed.gov

New York State Board of Regents
New York State Education Building
89 Washington Avenue, Albany, NY 12234
(518) 486-3633
Web: http://www.regents.nysed.gov
Email: hedepecom@nysed.gov

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 875-5000
Web: www.acenursing.org
Email: info@acenursing.org

ACCREDITATION FOR THE BACHELORS DEGREE PROGRAM

Approval
New York State Education Department, Office of the Professions
Division of Professional Licensing Services Nursing Unit
89 Washington Avenue, Albany, NY 12234
(518) 474-3817 ext. 280
Web: www.op.nysed.gov
Email: op4info@nysed.gov

The BSN program, as soon as acceptable will apply for accreditation through the Commission on Collegiate Nursing Education (CCNE). at 655 K Street, NW, Suite 750, Washington, DC, 20001
Licensure
Successful graduates of the Associates Degree in Nursing program through Samaritan Hospital School of Nursing and Memorial College of Nursing as part of The College of Saint Rose Baccalaureate Nursing Degree Program are eligible to apply for licensure by examination through any State Board of Nursing. Successful completion of the National Council Licensing Examination (NCLEX) and compliance with all requirements for licensure as established by the are required for licensure as a Registered Nurse. Completion of the Associates Degree in Nursing does not guarantee licensure. Licensing decisions are the pur-view of each State Board of Nursing. For example, physical, mental or other disorders, including chemical dependence, that would impair the ability to practice as a RN or a history of previous convictions may affect a person’s ability to obtain a RN license and pursue a nursing career. Questions regarding RN li-censure in the State of New York may be directed to:
New York State Education Department, Office of the Professions
Division of Professional Licensing Services Nursing Unit
89 Washington Avenue, Albany, NY 12234
(518) 474-3817 ext. 280
Web: www.op.nysed.gov
Email: op4info@nysed.gov
The College of Saint Rose

BSN Program
Student Expectations Students will:

Take responsibility for your own learning

• Actively participate in your opportunity to learn and teach
• Utilize college resources to be successful
• Arrive early and well prepared for class, lab and clinical
• Communicate with faculty any changes in your ability to meet class/lab/assignment/test expectations
• Hold yourself and your fellow students to a standard of professional behavior
• Seek first to understand
• Proudly represent The College of Saint Rose School of Nursing
• Correspond and Answer emails
History of Nursing at the College of Saint Rose

“The College of Saint Rose, in 1932, pioneered yet another major that would have far-reaching implications for both the College and the community. A five-year nursing program, the first in the eastern section of the nation, was inaugurated. Six students registered in this major that first year. Coordinating theory and practice, nursing majors initially pursued their studies at the College campus for three years, followed by two years in hospital affiliations. The course of study was reduced to four years in 1933. Instead of the three-year stay on campus, nursing students spent only their first two years in Albany and then two years, including summers, in affiliating hospitals: St. Mary’s Hospital in Troy, Syracuse Memorial Hospital, Triboro Hospital and Central Islip on Long Island. When coursework and practical application of theory at the hospitals were successfully completed, senior nurses received their bachelor of science degrees. A diploma of nursing was also awarded to each successfully student nurse. The college of Saint Rose accelerated the course of study for the nursing program when WWII broke out. The College’s nursing students spent their first year and one-half on the Saint Rose campus, the next two years back at Saint Rose. At the end of the junior year, cadet nurses were allowed to take their state board examinations and, if successful, each received her R.N. With that status achieved, each R.N. was allowed to enter government nursing service. If, however, any cadet-nurse preferred to complete requirement for her B.S. degree, she was mandated to take a fourth year of study at Saint Rose in order to fulfill the four year degree program. The 1-2-1 Program was pioneered by the class that would graduate in 1946. After the war emergency, however, Saint Rose abandoned the accelerated 1-2-1 Program and reinstated the traditional 2-2 nursing curriculum. Three national nursing organizations formed a committee which strategized future accreditation procedures for the institution with the nursing programs had to be revisited. Of necessity, these procedures became highly coordinated and detailed. New criteria were devised for application to the hundreds of schools of nursing throughout the nation were to go into effect in 1957, giving nursing schools four years to meet the new requirement for permanent certification. In the meantime the committee rated the College’s Division of Nursing in the top twenty-five percent for these nursing schools given temporary accreditation. The Saint Rose Division of Nursing immediately began a self-study, but there were stringent College requisites needed for graduation that absolutely had to be maintained and the newly instituted high standards of the State Board of Nurse Examiners, National Nursing Accrediting Service combined with demanding standards of the New York State Public Health Council Standards that had to be met. The Board of Trustees met and concluded that it would not be feasible for Saint Rose to attempt to meet the new accrediting requirements. Consequently, the admission of new students into a nursing major was discontinued for the incoming September class in 1957.”

Manory (1994) *

In 2019 The College of Saint Rose was made aware of a continued nursing shortage in the United States, but also in Upstate New York. There has also been a continued request from prospective students for the development of a nursing program through the College of Saint Rose. The College has responded to the shortage and requests by applying to the State Education Nursing Department for the development of a 1+2+1 Baccalaureate Nursing Program. This Program

---

is affiliated with St. Peter’s Health Partners: Samaritan Hospital School of Nursing and Saint Peter’s Hospital College of Nursing who will administer the second and third year clinical coursework for the College of Saint Rose Nursing Program.

MISSION, PHILOSOPHY, CONCEPTUAL FRAMEWORK

Purpose/Mission:
Grounded in the distinctive and diverse liberal arts course offered at the College, the 1+2+1 Bachelor of Science in Nursing Program, in accordance with the mission of The College of Saint Rose, prepares the graduate to pursue professional excellence and advocate for social justice in the provision of safe, quality nursing care. The College of Saint Rose nursing graduate is prepared with the knowledge, skills, and abilities to serve as a partner in the advancement of health care and through leadership, affect the determinants of holistic health for every individual and population.

Program Goals
- To provide students with exceptional, innovative learning opportunities in the liberal arts and nursing
- To prepare safe, knowledgeable, caring graduates capable of serving individuals, families, and local, national, and global communities through safe, quality, person-centered, culturally sensitive, evidence-based, holistic nursing care.
- To develop nurses who lead with integrity, are knowledgeable in nursing science, adept in research, comfortable with technology, and confidently prepared for the challenge of working within a changing healthcare environment.
- To instill in students a passion for life-long learning

Philosophy of Nursing Education
Teaching/learning: The Nursing faculty at The College of Saint Rose understands that learning involves student-teacher partnerships working in cooperation to meet student and program goals. The nursing faculty serve as role models and facilitators who guide students in developing an understanding of the profession and in developing leadership, accountability, cultural competence, safe, ethical practice, and interdisciplinary collaboration and that at the very center of nursing is the ability to care for others, and ourselves. We believe that learning is a life-long endeavor that encourages intellectual and personal growth through critical and creative thinking. Nursing faculty foster a caring environment where inclusion of all is demonstrated.

- **Profession:** Nursing is a profession that is concerned with meeting the health needs of a diverse and changing population. Professional nursing is legally and ethically accountable to society for the integrity and outcome of its practice. Professional nursing is an art and a science grounded in general education. The study of nursing science is built on scholarly inquiry, self-reflection, and a variety of transformative clinical and professional experiences.

- **Practice:** Nursing practice includes direct and indirect care, prevention and treatment of disease and illness, maintenance and promotion of the health and well-being of self, individuals, families, groups, communities, and populations. Caring is central to nursing and encompasses the characteristics of empathy, inclusiveness, compassion, sensitivity, and the ability to deliver holistic, person-centered care to individuals as well as diverse populations.

- **People:** Nurses believe people are holistic individual beings with dignity and worth who have the right to participate in decisions that affect their health and well-being.
DEGREE PROGRAM AND GOALS

Degree Program
The College of Saint Rose Division of Nursing offers the Bachelor of Science in Nursing (BSN) Degree in a 1+2+1 program in association with Samaritan Hospital School of Nursing or St. Peter’s Hospital College of Nursing. The Program is designed for students who wish to achieve both an Associate’s Degree in Nursing (ADN) and Bachelor of Science in Nursing (BSN) degrees. The students will be eligible to sit for the RN-NCLEX examination upon successful completion of the Associates Degree portion of the program. Higher levels of Nursing education are required for entry-level Registered Nurses, as research has demonstrated this leads to more positive patient outcomes. The baccalaureate prepared nurse has the skills and abilities necessary for the complexity of healthcare in diverse settings. The baccalaureate graduate is prepared to contribute to quality and safety initiatives for the continuous improvement of patient care, and to serve as a full partner in the advancement of healthcare.

End of Program Outcomes (EPO)
Program outcomes are congruent with the mission, vision, and philosophy of The College of Saint Rose and reflect the professional nursing standards and guidelines presented in The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing, 2008). Each student graduating from The College of Saint Rose BSN Program will become:

1. A graduate who integrates knowledge and skills from a liberal education in applying evidence-based solutions and technology to communicate, manage, educate, and support decision making across the continuum of lifespan and care settings and is committed to life-long learning. (BSN Essentials I &VIII)
2. A graduate who manages health information and evolving communication technologies to improve care coordination, mitigate error, and provide safe, efficient, care. (BSN Essentials IV)
3. A graduate who is an evolving critical thinker who uses theory, observation, evidence, and practice experience to help promote and maintain health, prevent disease, and manage illness.(BSN Essentials III, VII)
4. A graduate who demonstrates leadership and professional accountability in advocating for and influencing policy decisions to improve health care that are ethical, effective, timely, efficient and equitable for all members of society. (BSN Essentials V)
5. A graduate who works collaboratively within nursing and inter-professional teams fostering open communication, mutual respect and shared decision making in a safe caring environment which results in high quality patient outcomes for diverse populations.(BSN Essentials II, VII)
6. A graduate who delivers safe, holistic, person-centered care, demonstrating a commitment for embracing diversity and cultural differences in promoting health for self, individuals, families, communities.(BSN Essentials IX)
Conceptual Framework

The College of Saint Rose Department of Nursing curriculum is built on the key concepts of: advocacy, collaboration, inclusion, holism, health information technology, health promotion, evidence-based practice, safety, integrity, life-long learning, and leadership. The development of these key concepts leads to four outcome abilities inherent to nursing practice. These outcome abilities are: caring, critical thinking, communication, and professional practice. While each of these outcome abilities are separate, they overlap and inform each other.

Caring is at the heart of nursing and at the heart of the nursing program at The College of Saint Rose. The caring perspective in this curriculum model is derived from the foundations of Jean Watson’s carative factors. Progression through the curriculum moves from simple to complex concepts, from individuals to communities and populations and is modeled after Patricia Benner’s stages of clinical competence.

The curriculum is enveloped in a caring environment and is informed by the ANA Scope and Standards of Practice, Quality and Safety Education for Nurses (QSEN) and ANA Code of Ethics for Nurses.
## Curriculum Sequence.

**College of Saint Rose/St. Peter’s Hospital College of Nursing/ Samaritan Hospital School of Nursing**

<table>
<thead>
<tr>
<th>Term: Fall 1</th>
<th>Term: Spring 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number &amp; Title</strong></td>
<td><strong>Cr</strong></td>
</tr>
<tr>
<td>BIO 199 Human Anatomy &amp; Physio I (L09)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 105 Exp Wrtg, Oral Com (L01)</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101 General Psychology (L10/11)</td>
<td>3</td>
</tr>
<tr>
<td>PHI 102 Ethics and Values (L06)</td>
<td>3</td>
</tr>
<tr>
<td>NSG 100 Care and Caring</td>
<td>2</td>
</tr>
<tr>
<td><strong>Term credit total:</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term: Fall 2</th>
<th>Term: Spring 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number &amp; Title</strong></td>
<td><strong>Cr</strong></td>
</tr>
<tr>
<td>NSG 291 (*NSG I) Health Promotion and Wellness</td>
<td>6</td>
</tr>
<tr>
<td>BIO 270 Microbiology Health Sci (L09)</td>
<td>4</td>
</tr>
<tr>
<td>NSG 211 Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>LAE</td>
<td>3</td>
</tr>
<tr>
<td><strong>Term credit total:</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term: Fall 3</th>
<th>Term: Spring 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number &amp; Title</strong></td>
<td><strong>Cr</strong></td>
</tr>
<tr>
<td>NSG 394 (NSG IV) Complex Maintenance, Rest &amp; Support: Women &amp; Child Health Issues</td>
<td>8</td>
</tr>
<tr>
<td>NSG385 (*NSG BH) Psych &amp; Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>SOC 288 Social Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Term credit total:</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term: Fall 4</th>
<th>Term: Spring 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number &amp; Title</strong></td>
<td><strong>Cr</strong></td>
</tr>
<tr>
<td>NSG 300 Management and Leadership</td>
<td>4</td>
</tr>
<tr>
<td>NSG 322 Community Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>LAE</td>
<td>3</td>
</tr>
<tr>
<td>LAE</td>
<td>3</td>
</tr>
<tr>
<td>LAE</td>
<td>2</td>
</tr>
<tr>
<td><strong>Term credit total:</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

LAE- Liberal Arts Elective  
Cognates- Foundational required non-nursing courses for BSN degree  

### Breakdown of Credit requirements

**NURSING (SON= School of Nursing)**

<table>
<thead>
<tr>
<th>Nursing course-</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 100</td>
<td>Care and Caring</td>
<td>2</td>
</tr>
<tr>
<td>NSG 110</td>
<td>Foundations of Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NSG 291</td>
<td>NSG I Health Promotion and Wellness (SON)</td>
<td>6</td>
</tr>
<tr>
<td>NSG 292</td>
<td>NSG II Health Maintenance, Restoration and Support (SON)</td>
<td>9</td>
</tr>
<tr>
<td>NSG 300</td>
<td>Management and Leadership</td>
<td>4</td>
</tr>
<tr>
<td>NSG 311</td>
<td>Evidence-Based Practice</td>
<td>4</td>
</tr>
<tr>
<td>NSG 322</td>
<td>Community Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>Course</td>
<td>Course title</td>
<td>Credits</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>NSG 385</td>
<td>Psych and Mental Health</td>
<td>3</td>
</tr>
<tr>
<td>NSG 394</td>
<td>NSG IV Complex Maintenance, restoration and support/Women’s and Children’s Health Issues</td>
<td>8</td>
</tr>
<tr>
<td>NSG395</td>
<td>NSG V Coordinating and Improving Care</td>
<td>10</td>
</tr>
<tr>
<td>NSG XXX</td>
<td>Global and Planetary Health</td>
<td>4</td>
</tr>
<tr>
<td>NSGXXX</td>
<td>Nursing Elective</td>
<td>3</td>
</tr>
<tr>
<td>NSG</td>
<td>Total</td>
<td>65</td>
</tr>
</tbody>
</table>

Cognates-Foundational Non-Nursing courses for BSN degree completion

<table>
<thead>
<tr>
<th>Course</th>
<th>Course title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 105 (L01)</td>
<td>Exploratory writing and oral communication</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101 or 110</td>
<td>Into to psychology</td>
<td>3</td>
</tr>
<tr>
<td>PHI 102</td>
<td>Ethics and Values</td>
<td>3</td>
</tr>
<tr>
<td>BIO 199/199L</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>BIO 200/200L</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 170/170L</td>
<td>Chemistry for Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td>MAT 180</td>
<td>Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SOC 288</td>
<td>Social Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BIO 270/270L</td>
<td>Microbiology for Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>35</td>
</tr>
</tbody>
</table>

Liberal Arts Requirements

<table>
<thead>
<tr>
<th>Liberal Arts Category</th>
<th>Satisfied by</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>L01 English</td>
<td>English 105 (cognate)</td>
<td>3</td>
</tr>
<tr>
<td>L02 Study of language and culture</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>L03 Historical Knowledge, Analysis, and Perspective</td>
<td>PHI 102 (cognate)</td>
<td>3</td>
</tr>
<tr>
<td>L04 Literary studies</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>L06 Ethics and values</td>
<td>PHI 102 (cognate)</td>
<td></td>
</tr>
<tr>
<td>L07 College Algebra</td>
<td>MAT170(cognate)</td>
<td></td>
</tr>
<tr>
<td>L08 Computer science</td>
<td>CSC111 (cognate)</td>
<td></td>
</tr>
<tr>
<td>L09 Scientific Knowledge and inquiry</td>
<td>BIO199/199L (cognate)</td>
<td></td>
</tr>
<tr>
<td>L10/11 Business, Economics Political Science, Psychology</td>
<td>PSY 101 (cognate) SOC288 (cognate)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total for LAS</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Total for BSN degree</td>
<td>120</td>
</tr>
</tbody>
</table>
The BSN Program is a 4 year full-time program. Students are expected to take all non-clinical classes at The College of Saint Rose. For those students with existing college credit, up to **15 credits (total)** can be transferred into The College of Saint Rose Nursing Program. Transfer credit is limited to cognate course credits (i.e.: psychology, college algebra, etc.), as well as general LAS electives.

**ADMISSION, REGISTRATION, DEGREE COMPLETION**

**Admission to the Baccalaureate Nursing Program**
The School of Nursing works collaboratively with the Office of Admissions. While the Office of Admissions is responsible for the admissions process, all students applying for admission to The College of Saint Rose must meet the standard College admissions requirements AND the BSN Program requirements which includes the St. Peter’s Schools of Nursing criteria. St. Peter’s Hospital College of Nursing and Samaritan Hospital School of Nursing reserve the right to deny admission to the Associate’s Degree portion of the Nursing program to any student with just cause.

**Admission Criteria For the BSN program**

Admission to The College of Saint Rose Nursing Program is competitive.

The College of Saint Rose accepts either the Common Application or the Saint Rose online application. Criteria include:

- **A MINIMUM high school cumulative grade point average of 82%**
- Students must have taken the following high school courses and earned a grade of 75% or higher:
  - Biology (or equivalent) with a lab
  - Chemistry with a lab
  - Algebra

Additionally, applicants must provide:

- Two Letters of Recommendation – Please have your guidance counselor submit a letter. The second letter of recommendation are required and may be written by a teacher, coach, employer, volunteer coordinator or another professional who can discuss your qualifications for admission. The letter may not be written by a relative.
- An in-person or virtual interview
- A nursing essay (criteria for this essay may be found on the website)

**ENGLISH LANGUAGE COMPETENCY**

Applicants whose primary and/or secondary education was in a language other than English must demonstrate proficiency in English by taking any one of the exams listed below and achieving the identified score.

a) The Pearson Test of English (PTE) Academic. The applicant must achieve a minimum score of 50 on each subsection and must achieve an overall score of 55.

b) The Test of English as a Foreign Language Internet-based (TOEFL iBT). The applicant must achieve a minimum score of 84, and a minimum speaking score of 26.

c) The International English Language Testing System (IELTSTM). The applicant must achieve a minimum score of 6.5, with no communicative skill below 6.0.

d) Duolingo. The applicant must achieve a minimum score of 110 and a speaking score of 95
Time Commitment

It is important for students to understand the time commitment necessary for success in the Nursing Program

The 1+2+1 BSN program has been designed for full-time study only. Should students be admitted with transferring credits, they may wish to choose to minor in another program area.

It is important to note that classes and clinical experiences may be scheduled on weekends, evenings and nights. Clinical hours are in addition to regularly scheduled class time.

How to manage time: Different people manage time, well, differently. Here is a rule of thumb to help students understand the time commitment for classes. One credit of class time equates to 3 hours of student work per week (1 hour of lecture plus two to three hours of homework or lab) for 15 weeks. SO, if a student is taking a 3 credit class they will need to dedicate approximately 6-9 hours of time to learn the material for just this class every week. If you are taking 15 credits for the semester that equals 30-45 hours work each week to be successful. Please plan accordingly.

Students are required to live on campus all 4 years of study unless they live less than 20 miles from campus and have requested permission to live off campus from the Dean of Math and Science.

REGISTRATION

Student Enrollment Responsibilities
Students are expected to complete many requirements prior to the start of each semester. A list of requirement and deadline dates will be given to students with registration materials and reminders are regularly sent via email. if requirements are not completed on time, the student is at risk of losing his/her placement in a lab, clinical assignment and/or class.

Health requirements
All students registering for six or more credits must submit:
- Immunization Record
- Report of Medical History All International and Resident Students must complete the following:
  - Immunization Record
  - Report of Health Evaluation
  - Report of Health History
- Required Immunizations Consist of:
  - 2 Measles, Mumps, Rubella
  - 1 Meningitis
  - 2 Varicella
  - 2-step PPD
  - Annual flu
  - Pneumococcal vaccine (or declination)
  - Tdap within 10 years
  - Hepatitis B Immunization
  - COVID 19 (when given FDA final approval is given OR as required by the School of Nursing)

- A physical exam is required every year prior to the start of classes.
All students must provide documentation of having completed a Basic Life Support (BLS) Health Care Provider course. It is the student’s responsibility to ensure that his or her CPR certification does not expire at any point during the nursing program. If there is a lapse in certification, the student will be unable to participate in the clinical experience until documentation of a renewed certification is received in the Nursing Department office.

**PROGRESSION CRITERIA AND ACADEMIC STANDING**

**Progression**
Nursing courses build from simple to complex and are taken in a specific sequence.

**Progression Criteria**
Prerequisite courses must be completed prior to the next nursing course in the sequence as described in the program of studies. A student may not withdraw from a co-requisite course while maintaining enrollment in the nursing course. Current registration in the nursing course MUST be accompanied by current registration in all co-requisite courses unless those courses have already been successfully completed in a prior semester. If a student is enrolled in a nursing class and chooses to withdraw from a required co-requisite course for that nursing class, the student must also withdraw from the nursing class.

**Year One:**
- Students will enter the Nursing Program and take The College of Saint Rose’s core coursework for liberal arts along with beginning nursing courses
- Per The College of Saint Rose’s policy, the minimum of a ‘C’ is required for the core coursework in all college courses, maintain a cumulative GPA of 2.5 and have earned a grade of B- (80%) or better for all nursing courses.

**Years Two and Three**
- Students will need to be academically qualified to progress to either Samaritan Hospital School of Nursing or Saint Peter’s Hospital College of Nursing. For year two of the curriculum, the same criteria for advancement to the Schools of Nursing apply (A grade of C in supporting courses, B- in Nursing courses at Saint Rose and B at the Schools of Nursing and a cumulative GPA of at least 2.5). Members from both The College of Saint Rose Department of Nursing, Samaritan Hospital School of Nursing and St. Peter’s Hospital College of Nursing and members of the Ad- mission and Progression Committee will meet to approve all students entering the second year of the program.
- Students will be taking nursing courses and support courses at The College of Saint Rose and nursing courses and either Samaritan Hospital School of Nursing or St. Peter’s Hospital College of Nursing minimum of a grade of 80% or better will be required of the nursing courses.
- During years two and three at either Samaritan Hospital School of Nursing or St. Peter’s Hospital College of Nursing students are required to earn a minimum of a (’B’ or a B at the Schools of Nursing) in all nursing courses a “C” in cognate courses and obtain an overall cumulative GPA of 2.5 or higher to graduate with an Associate’s Degree in Nursing. Upon graduation from either Samaritan Hospital School of Nursing or St. Peter’s Hospital College of Nursing, students will eligible to sit for the NCLEX RN.

**Year Four**
- To progress to year four at The College of Saint Rose, students will have earned an Associate Degree in nursing from either SHSON or SPHCON and have successfully passed the NCLEX RN licensure to be registered for Nursing courses in the fourth year. To graduate from The College of Saint Rose with a Bachelor’s Degree in Nursing (BSN), students are required to have a minimum
of 80% ‘(B-) in all nursing courses and a CGPA of 2.5 or higher. Students must complete the fourth year of study at The College of Saint Rose to earn the BSN. Nursing courses will not transfer to other Schools of Nursing for Completion.

Procedure After Nursing Course Failure

- The student who fails a nursing course (less than a B- which is an 80% in nursing courses) must submit a Request to Repeat a Nursing Course Form, along with a letter requesting permission to repeat the course. The letter should explain what the student believes was the reason for the failure, and if permitted to return, what the student would do differently to ensure success.
- The Student Admission and Progression Committee (made up of faculty from The College of Saint Rose and SPH College/SHSON) will meet and render a decision. The committee’s decision is final and will be communicated in writing.
- If permitted to repeat, the student must repeat the course in its entirety, both the theory and clinical portions of the course.
- The repeating student will be placed on academic probation until successful completion of the course. If the repeating student is unsuccessful in a second attempt, the student will be academically dismissed from the Nursing program.
- If the repeating student is successful he/she will be listed as in good standing academically.
- Failure of a subsequent nursing course or semester will result in academic dismissal from the Nursing program.

Academic dismissal

- A student may only attempt any given course twice. After two unsuccessful attempts at the same course, the student will be dismissed from the Nursing program.
- A grade of less than 80% (B- or B at the Schools of Nursing) is considered to be a failure of a nursing. A grade of less than C is considered to be a failure of a non-nursing core curriculum course.
- Failure of a second course in any nursing, science or non-science support course category will result in academic dismissal from the nursing program. See examples below:
  1. If a student fails A&P I and subsequently fails Micro, then he/she will be dismissed.
  2. If a student fails NSG 1 and subsequently fails NSG V, then he/she will be dismissed.
- Dismissal will result for those students who have failed a nursing course at any other school of nursing, including St. Peter’s Hospital College of Nursing, if they fail ONE nursing course at Samaritan Hospital School of Nursing or The College of Saint Rose.

NOTE: Dismissed students are not eligible for readmission.

Graduation Requirements

Students who have met all of the College’s requirements for graduation and successfully completed all of the program for the BSN degree will be eligible for graduation. Students must complete application for graduation and submit the required fees regardless of attendance at the graduation.

Academic Misconduct: The intentional violation of school policies, such as tampering with grades, misrepresenting one’s identity, or taking part in obtaining or distributing any part of a test or any information about the test.

SANCTIONS

All proven cases of academic dishonesty will be penalized as appropriate under the circumstances. Sanctions other than a reduced or failing grade may be imposed by the instructor of the course, in consultation with the department chair. The imposition of any sanction other than a private reprimand will include a
statement of reasons supporting its severity. A student may appeal any finding or sanction. Sanctions may include but are not limited to:

- Reduced or failing grade, on an assignment, test or course.
- A letter of reprimand
- A defined period of probation, with or without the attachment of conditions
- Withdrawal of School of Nursing funding
- A defined period of suspension, with or without the attachment of conditions
- Expulsion (or dismissal) from the Department of Nursing
- Notation on the official record
- Revocation of an awarded degree
- Any combination of the sanctions above

The administrators of the Department of Nursing will be responsible for tracking any occurrences of academic dishonesty and meeting with any student who fails to follow the honor code. Such occurrences will also be filed in the Dean’s office within the School of Mathematics and Science.

**Nursing Grading Scale**

**CSR:** The College of Saint Rose BSN Program grading system is based on a scale of 0 – 100 percent. Each course is worth 400 points which is converted to percentages. There is no rounding of grades.

Course Grade Determination

Also included in each course syllabus is information about how the student’s final course grade will be determined. The total number of available points for the course will be identified.

There may be multiple component parts of the course that must all be completed successfully to achieve a passing grade in that course. For example, to achieve a passing course grade in most clinical courses, the student must achieve a passing grade in the clinical component of the course AND the theory component of the course AND meet the overall course requirements.

Grading rubric for all course assignments are included in the syllabus.

**Grade equivalents for The College of Saint Rose Department of Nursing**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value base/percentage point</th>
<th>Course points</th>
<th>Quality points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>372-400</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>360-371</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>348-359</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>332-347</td>
<td>3.25</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>320-331</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>76-79</td>
<td>304-319</td>
<td>2.75</td>
</tr>
<tr>
<td>Grade</td>
<td>Value base/percentage point</td>
<td>Course points</td>
<td>Quality points</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>C</td>
<td>70-75</td>
<td>280-303</td>
<td>2.5</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>240-279</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Incomplete Grades

**CSR:** Incomplete grades are assigned only if the student requests such a grade and at the discretion of the instructor. Specific arrangements should be made between the instructor and student for the completion of all outstanding requirements.

The designation I becomes F if the grade is not received within one month of the start of the next semester. Students who seek eligibility for financial aid and/or Dean’s List should consult the sections in this catalog regarding the effect of incomplete grades on financial aid and Dean’s List. Incomplete grades are assigned only if the student requests such a grade and at the discretion of the instructor. Specific arrangements should be made between the instructor and student for the completion of all outstanding requirements. Incomplete grades carry a fee.

**SHSON/SPHCON:** At the completion of a nursing course, a student may be granted an “incomplete” letter grade when course requirements have not been met and a learning plan has been established and agreed upon with course faculty. The “incomplete” letter grade must be redeemed within **TWO WEEKS** following the end of the semester or the grade converts to an F. In exceptional circumstances, the student may apply for an extension through the Dean.

Withdrawal

**CSR:** Withdrawal from courses: Students may withdraw from one or more of their courses according to official deadlines posted in the College of Saint Rose academic calendar. Courses from which a student has withdrawn will be recorded as W.

Students who stop attending a course and fail to withdraw from that course will incur an F grade. The procedure to withdraw

**SHSON/SPHSON:** Withdrawal is designed for students who are unable to continue with a course(s) in any given semester. Students may withdraw from **one course or course category only once** without penalty. A subsequent withdrawal will at least result in Academic Probation and may result in dismissal. A third withdrawal will result in dismissal.
from a course is initiated at the Registrar’s Office. Prior to withdrawing from a course, students should review policies regulating refunds, full-time status, grading penalty, financial aid, and immigration status. The official withdrawal date is used to determine tuition adjustment, which is calculated on a credit-hour basis according to the Refund Schedule posted on the Academic Calendar.

Students who wish to withdraw from a nursing course must meet with the Chair of the Nursing Department, the Bursar and the Financial Aid Coordinator and must complete a nursing course withdrawal form. It is also recommended that the student discuss withdrawal with his/her academic advisor.

Students who wish to withdraw from a course or courses at the beginning of the semester must withdraw from the nursing course and may withdraw from the co-requisite course(s). In this instance, the decision will be made by the Dean or Chair on a case-by-case basis.

The effective date of the withdrawal will be the date the form is submitted to Student Services with all required signatures.

Each semester, a last date for withdrawal without penalty is published. The nursing course withdrawal deadline may be different from The College of Saint Rose withdrawal deadline. If a student withdraws on or before the “last day to withdraw” date published by the School of Nursing, the student will receive a W. The effective date of the withdrawal will be the date the form is submitted to Student Services with all required signatures. Withdrawals may not be allowed after the published withdrawal deadline.

WITHDRAWAL FROM NURSING COURSES
Students who wish to withdraw from a nursing course must meet with the Dean of Student Services, the Bursar, and the Financial Aid Coordinator and complete a nursing course withdrawal form. It is also recommended that the student discuss withdrawal with their academic advisor.

Students who wish to withdraw from a course or courses, at the beginning of the semester, must withdraw from the nursing course and may withdraw from the co-requisite course(s).

Students who wish to withdraw from a course or courses, at the end of the semester, may be permitted to continue in the nursing course and withdraw from the co-requisite course(s). In this instance, the decision will be made by the Dean on a case-by-case basis. The effective date of the withdrawal will be the date the form is submitted to Student Services with all required signatures.

Leave of Absence
SHSON/SPHCON: The Leave of Absence (LOA) policy allows students to interrupt continuous enrollment for not more than one semester without having to re-apply for enrollment and without changing conditions of their academic program. The leave of absence policy covers both involuntary and voluntary interruptions (personal, financial, medical, military) and is meant to ensure program completion within a 3 year time period. Exceptions to the time limit may be granted by the Dean of the School or Dean of Student Services under extenuating circumstances.
Students who wish to obtain a LOA must complete a LOA form with Student Services. Student Services notifies the Bursar and the Financial Aid Coordinator. Students will be contacted to register by Student Services during the advisement period of the semester prior to their re-enrollment.

**Academic record**
Students receive a grade report at the end of each semester. The Grade Point Average (GPA) is obtained by adding the quality points achieved by the student in each course and dividing the sum by the total number of credit hours for those courses.

If a failed course is repeated, the original grade will be replaced with an ‘R’ on the transcript, which reflects that the course has been successfully retaken. The new grade will be used to calculate the GPA and will be shown as repeated.

**Transcripts**
*CSR*: A transcript is released only upon written request of the student. An official transcript, one bearing the seal and an authorized signature of The College of Saint Rose, is sent from the Registrar’s Office directly to the official or institution specified.

An official transcript issued to a student will be labeled “Issued to Student”. The College does not issue copies of transcripts on file from other institutions, however, as Samaritan Hospital School of Nursing and St. Peter’s College of Nursing are a part of the dual degree program, grades from these institutions will be recorded on The College of Saint Rose transcript.

Transcripts will not be issued during the first and last weeks of the semester, nor to students who have outstanding financial obligations to The College, or other holds on their account. A transcript is released only upon written request of the student. An official transcript, one bearing the seal and an authorized signature of The College of Saint Rose, is sent from the Registrar’s Office directly to the official or institution specified. An official transcript issued to a student will be labeled “Issued to Student”.

**White Coat Ceremony**
Successful rising sophomore nursing students will experience a White Coat Ceremony in the fall upon returning to The College of Saint Rose. This ceremony will celebrate a rite of passage as students move from theoretical beginning learning to the hands-on application of the care of the patient. It serves to welcome students to the nursing profession and elevate the value of humanism as the core of healthcare. Students will receive their white coats and a pin and recite an oath that they have collectively written as an assignment in their first nursing course. A reception for family, friends, nursing students, faculty and administration will follow the ceremony https://www.gold-foundation.org › programs › white-coat-ceremony.

**STUDENT SUCCESS AND FACULTY RESOURCES**

**Faculty Advisors**
All nursing students are assigned a faculty advisor from the BSN Program. Faculty post office hours every semester and are available for advisement hours weekly, including hours available by appointment. Faculty advisors are available to provide academic guidance and resources to students. A minimum of one meeting per semester is required to review current academic progress and plan for the next semester. Students cannot receive their registration PIN without meeting with their assigned faculty advisor.

Students will have both a St. Peter’s Hospital College of Nursing/Samaritan Hospital School of Nursing and a College of Saint Rose advisor who will work together to advise students in the 2nd and 3rd year of study.
Faculty advisors are an important resource to assist students in achieving academic success. Students are encouraged to seek assistance from their faculty advisor at the earliest sign of academic difficulty.

IF ANY FACULTY ADVISOR REQUESTS AN APPOINTMENT, STUDENTS ARE REQUIRED TO RESPOND AND MEET WITH THE ADVISOR

Timeline for Feedback from Faculty
Students may expect feedback from faculty within seven school days of submitting papers and written work. The professor will respond to emails within one day Monday through Friday from the first day of the semester through the final exam. Faculty will reasonably respond at all other times. Emails received on the weekend will be answered on Monday unless the College is closed on Monday.

BSN PROGRAM EXPECTATIONS AND POLICIES - OVERVIEW

The BSN program prepares students for professional careers. The academic requirements are rigorous and require motivation and dedication well beyond the classroom and clinical laboratory assignments and expectations. As such, the BSN Program has specific and select academic policies. It is recommended that students limit their non-academic and personal commitments to other responsibilities during the course of study. There are three specific readiness categories which students should use to evaluate themselves when they are having academic difficulty:

- management of time
- effectiveness of study techniques
- utilization of resources, and willingness to persevere.

Clinical site learning experiences are designed to assist the Nursing student to develop in the professional role and integrate learned skills and abilities.

PROFESSIONAL APPEARANCE AND CONDUCT

BSN Program students are preparing to become professional registered nurses. Thus, the expectation is for all students to consistently engage in professional behaviors and communication. This includes, but is not limited to, appropriate dress and language, classroom etiquette, and respectful communication to professors, class colleagues and patients. Students are expected to be present and prepared at the time class, lab and clinical are scheduled to begin and after any breaks that may be given by the professor. Confidentiality is an expectation.

Please note that posting information on social media about or pictures taken in any venue in which you are engaged in your CSR nursing student role is considered unprofessional conduct. This includes postings of any pictures of you or your colleagues in your CSR student uniform without explicit permission from the Division Chair and the individuals in the pictures.

Professional Etiquette
Students are reminded that behavior in the classroom, labs, and clinical sites is expected to be civil, respectful and cordial at all times. The same is true for any electronic postings, e-mails or electronic messages. Cell phones, computers, iPads and any other electronic equipment may be used in the classroom only with the permission and direction of the professor. Patient confidentiality must be strictly maintained.

Professional Appearance - Dress Code and Hygiene for Clinical Areas

Dress Code
<table>
<thead>
<tr>
<th><strong>UNIFORM</strong></th>
<th><strong>STUDENTS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSR: Uniforms for clinical for 4th year will be discussed and decided on by the student government.</td>
<td></td>
</tr>
<tr>
<td>SHSON/SPHCON: White uniform top with <strong>royal blue</strong> stripe; SHSON school patch sewn on the upper left sleeve CSR school patch sewn on upper right patch. SPHCON school patch sewn on upper left sleeve, CSR school patch sewn on upper left sleeve <strong>Royal blue</strong> uniform pants. A white shirt may be worn under the uniform, but is not required. Wristwatch with a second hand, stethoscope, bandage scissors, lab coat. The School patch is to be sewn on the lab coat and can be purchased at K &amp; M Uniforms.</td>
<td></td>
</tr>
<tr>
<td>Undergarments must be worn, and should not draw attention (eg: black bras with white uniform tops is not acceptable)</td>
<td></td>
</tr>
<tr>
<td><strong>STOCKINGS / SOCKS</strong></td>
<td><strong>Shoes</strong></td>
</tr>
<tr>
<td>White or black, clean socks of any length or hosiery. No bare legs.</td>
<td><strong>All footwear should have closed toes, low heels and non-skid soles</strong></td>
</tr>
<tr>
<td><strong>SHOES</strong></td>
<td><strong>Clean white nursing shoes, black leather shoes or black or white sneakers with no embellishments. Clogs or sandals or shoes made of cloth material are not acceptable.</strong></td>
</tr>
<tr>
<td><strong>HAIR</strong></td>
<td><strong>Clean and neat. In patient care areas, hair must be pulled back and off the shoulders. Headwear is to be limited to professional, medical and religious use.</strong></td>
</tr>
<tr>
<td><strong>MUSTACHE and/or BEARD</strong></td>
<td><strong>Neat and trimmed.</strong></td>
</tr>
<tr>
<td><strong>MAKEUP / SCENTS</strong></td>
<td><strong>No perfume, aftershave or heavy scents; no heavy makeup.</strong></td>
</tr>
<tr>
<td><strong>NAILS</strong></td>
<td><strong>Clean, short, well-manicured; no artificial nails and no nail polish.</strong></td>
</tr>
<tr>
<td><strong>JEWELRY/PIERCINGS/TATTOOS</strong></td>
<td><strong>Bare Below the Elbows (BBE) approach is recommended as an infection control precaution with the exception of a watch and wedding ring.</strong></td>
</tr>
<tr>
<td>Pierced earrings only. Plain, small post, non-dangling. Only one earring per ear. No other jewelry to be worn. No tongue, nose or lip piercings are permitted. Visible tattoos must be covered. Consideration for additional jewelry will be limited to medical and religious use. Gages are not permitted when students are in the student uniform or are engaged as a student nurse in activities off campus. Students with stretched earlobes will be directed as to the appropriate approach for clinical to maintain their safety.</td>
<td><strong>LAB COAT</strong></td>
</tr>
<tr>
<td>Must be worn in place of uniform when in the clinical area for study purposes or for nursing simulation or skills lab classes.</td>
<td></td>
</tr>
<tr>
<td><strong>College of Saint Rose, Samaritan Hospital School of Nursing and/or St. Peter’s College of Nursing</strong></td>
<td><strong>Each student will be issued an identification badge upon enrollment. Students are required to wear the badge whenever on the School and clinical premises. Badges may not be worn on lanyards around the neck and must be worn above the waist. If your badge is lost, new badges must be acquired through the college or school.</strong></td>
</tr>
<tr>
<td><strong>STETHOSCOPES</strong></td>
<td><strong>The stethoscope is to be used when appropriate for assessment and taking vital signs. It must not be worn around the neck during direct patient care. Shared equipment, including stethoscopes, must be cleaned between patients.</strong></td>
</tr>
</tbody>
</table>
**FOR CLASSES**

Casual attire, jeans are acceptable but must be clean and in good condition. Inappropriate attire will include but not be limited to the following: tank and halter tops, bare midriffs, sheer or see-through clothing, overly form-fitting clothing, dresses, shirts or shorts not of a professional length, and hats. No bare feet.

**WATCH**

Watch with a second hand

**BANDAGE SCISSORS**

**FOR HOSPITAL OR SPECIAL ASSIGNMENT VISIT NOT REQUIRING A UNIFORM**

Professional dress, no jeans or sneakers, identification badge, and lab coat when instructed.

---

**Professional Conduct**

BSN Program students are preparing to become professional registered nurses. Thus, the expectation is for all students to consistently engage in professional behaviors and communication. This includes, but is not limited to, appropriate dress and language, classroom etiquette, and respectful communication to professors, class colleagues and patients.

<table>
<thead>
<tr>
<th>CSR: The College of Saint Rose is a smoke-free campus. Smoking and the use of any other tobacco product is strictly prohibited in all College campus buildings, on the grounds of the campus, and on off-campus properties owned, leased, or rented by the College. The College will provide concerted programming to educate the community of the policy, and offer accessible cessation programs to administration, faculty, staff and students who wish to quit the use of tobacco products.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHSON/SPHCON: Smoking is not permitted anywhere on hospital property. This is a NYS regulation. St. Peter’s Health Partners provides assistance to employees and students who want to cut down or stop smoking. Please speak with the Dean if you wish to obtain such assistance.</td>
</tr>
</tbody>
</table>

Please note that posting information about or pictures taken in any venue in which you are engaged in your nursing student role is considered unprofessional conduct. This includes postings of any pictures of you or your colleagues in your student uniform. The Social Media Policy is included in this Handbook.
Classroom attendance

**CSR**: Classroom attendance is expected. Students are expected to arrive on time and be seated by the time class is scheduled to begin and after any breaks that may be given by the professor. Entering the classroom after class has started is discourteous to colleagues and the professor. It is your responsibility to meet the objectives of any missed learning opportunities.

**SHSON/SPHCON**: Consistent class attendance is strongly suggested. Class will be held as posted in the course schedule. Students will be notified of any changes as they occur. Please make every effort to arrive on time for class, clinical and lab. It is your responsibility to meet the objectives of any missed learning opportunities.

Writing Requirements

Scholarly writing is an expectation. Personal and professional integrity mandate that credit be given where credit is due – citations are expected for all work that is not the first presentation of your original thoughts. All papers are subject to review through an electronic plagiarism detection system such as Turnitin.com. All written work must be submitted in APA format according to the latest edition of the American Psychological Association Publication Manual. Washington, DC. Refer also to the section regarding Academic Integrity included in this Handbook.

**CSR**: All assignments are due according to the due dates posted in the Course Schedule of Activities and Assignments. Assignments turned in late without previous written approval from the professor will receive a 10% deduction for every day the assignment is late. This may result in a grade of “0” for the assignment.

**COURSE POLICIES - GENERAL**

**Syllabi**

Students will receive a course syllabus at the beginning of the semester for each nursing course for which they are registered. Students are responsible to read and understand the content of the entire syllabus. The professor identified as the Course Coordinator is available to answer any questions and provide clarification of expectations. Syllabi may also be found on Canvas.

**POLICIES - CLINICAL AND CLINICAL LABORATORY LEARNING**

**Clinical educational experiences**

In addition to course work at The College of Saint Rose, students will be assigned to clinical learning experiences at other health care agencies in the Capital District.

**Clinical and Clinical Lab Assignments**

Clinical faculty are responsible for making clinical assignments. The course and/or clinical professor will provide information on the level of preparation expected. Developing skill competency is an important part of the clinical experience. The student and instructor will review the skills required for the assignment and determine if the student will perform them and whether or not supervision is required during performance of the skills. The student must follow the instructions of the clinical instructor. Failure to do so may result in a removal from the clinical site and failure of the course. If at any time the student is uncertain as to how to proceed with an assignment, the instructor must be contacted. Patient and student safety is always a priority.
Clinical Attendance (Clinical Site, Simulation, Lab)
All clinical experiences (agency, community, simulation and laboratory) are mandatory. Students are expected to attend all clinical experiences in order to successfully meet course objectives. Clinical work is critical to developing the necessary knowledge and skills to practice as a nurse. In the event that a student has a medical or other emergency which requires an absence from lab, simulation or the clinical site, the student must notify the clinical and faculty course coordinator by phone or text and e-mail at least 2 hours prior to the start of the scheduled experience. It is not acceptable to request another student to inform the faculty. A student who misses more than one clinical and/or lab experience must meet with the Chair of the Program, Faculty Course Coordinator and Clinical Faculty prior to returning to class, clinical or lab. At that meeting a determination will be made regarding progression in the course.

Should a student be absent from a clinical, simulation or lab experience due to a medical emergency, original documentation signed and dated by a healthcare provider must be presented to the faculty course coordinator on the first date the student returns to school. Documentation must include the date the student may return to school and must state that student may return to clinical without any restrictions. Should the emergency be for a non-medical reason, appropriate supporting documentation must be presented to the faculty course coordinator prior to the absence or immediately upon return to school. Such supporting documentation may include, but may not be limited to the following: a court subpoena, an obituary notice, an immigration appointment. The absence will be recorded on the clinical evaluation tool and documentation will be completed by the clinical faculty, forwarded to the faculty course coordinator and placed in the student file.

Tardiness is unprofessional. Students are expected to arrive and be prepared to begin clinical, simulation or lab promptly at the designated time. Arrival after the designated time will be recorded as “late” on the clinical evaluation tool and will be considered in the clinical evaluation. A pattern of tardiness may result in a clinical failure. All documentation will be placed in the student’s file.

Students are expected to attend and participate in the entire scheduled clinical or clinical lab learning experience. Should a student leave prior to the end of the scheduled experience, a notation of the time and reason for the departure will be made on the clinical evaluation. A pattern of leaving early may result in clinical failure. All documentation will be placed in the student’s file.

Students who arrive late, or who are unprepared for clinical, or who engage in unprofessional conduct (including but not limited to the use of unprofessional language) at the site, may be dismissed from clinical and/or lab for the remainder of the day. Documentation will be placed in the student’s file and considered in the clinical evaluation. The course coordinator and Chair of Nursing will be immediately notified in the event a student is dismissed from clinical and/or lab.

Clinical Requirements and Evaluation
In addition to course work at the College of Nursing, students will be assigned to clinical learning experiences at other health care agencies in the Capital District. Clinical (including lab) course requirements are evaluated on a pass/fail basis. Students must successfully complete all components of clinical as reflected on the College of Saint Rose Clinical Performance Evaluation Tool to receive a passing grade in the course. It is important to note that students must also demonstrate satisfactory achievement on all written and verbal clinical assignments. These assignments will be included in the evaluation of the student’s clinical performance on the Clinical Performance Evaluation Tool. Students will receive regular feedback from the clinical faculty during the course of the semester and a formal written evaluation at midterm and at the end of the rotation.

Preparedness for Clinical Learning Experiences
Students are responsible for coming to clinical learning experiences prepared to participate in those experiences. Inadequate preparation may result in a faculty member denying an unprepared student the opportunity to participate in the learning experience and dismissed from the clinical setting for that day. Missed clinical learning experiences must be made up.
Evaluation of Clinical Learning Experiences

Data or information used to formulate the student’s clinical evaluation may include and may not be limited to the following sources:

- direct observations by the student’s clinical faculty
- patient statements
- the student’s written care plans and assignments,
- the student’s demonstration/performance of psychomotor skills
- the student’s ability to discuss human illness or conditions
- the student’s ability to plan and provide organized, safe, efficient nursing
- the student’s ability to provide patient teaching, the student’s participation in clinical conferences,
- review of the student’s documentation in the medical record
- the student’s professional behavior and appearance, and statements from other members of the health care team and preceptors (if any)
- College of Nursing Administration and faculty and/or members of the health care team.

Students who do not demonstrate safe or competent practice in either the clinical setting or during a simulation experience will be counseled and a developmental/success plan documented on the Clinical Performance Evaluation Tool. The plan will include a formal lab referral. At the conclusion of lab instruction and practice, students will be re-evaluated during a simulated experience in the lab. After demonstrating safe practice in the lab, the student will be allowed to return to the clinical setting. Evaluation of practice at the clinical site will be conducted to determine if the student demonstrates the required competencies. Students who do not meet the required clinical competencies will receive a grade of “F” in clinical and the course. Students who receive more than two formal lab referrals will not be allowed to continue in the clinical component of the course and will receive a grade of “F” in clinical and the course.

Clinical failure may also result from any situation that endangers the safety or welfare of a patient, family or others. The clinical faculty determines unsafe practice or behavior and may consult with the Course Coordinator and Division Chair.

Conduct that may result in clinical failure includes, but is not limited to:

- Violation of patient quality and safety principles.
- Unprofessional conduct.
- Violation of facility or College safety rules/policies.
- Any misrepresentation or falsification of data.
- Performing a skill unsupervised without the instructor’s permission.
- Leaving the clinical area without permission/failing to return in a timely manner from meals or breaks.
- Failure to notify the course coordinator and clinical faculty of an absence from the clinical area.
- Repeated tardiness.
- Lack of preparation for clinical and/or lab experiences.
- Late or incomplete clinical and/or laboratory assignments.
- Failure to demonstrate the required clinical and/or lab competencies.
- Expired CPR card (resulting in missed clinical day or days).
- Inability to successfully complete the required evaluation elements for the rotation.

Reporting
Any unexpected or unplanned event that may cause injury to an individual (including but not limited to a patient, colleague or oneself) must be immediately reported to the clinical professor. The clinical professor will assist the student to seek necessary assistance and file any necessary reports within the clinical organization and The College of Saint Rose. The clinical professor will also immediately contact the Course Coordinator and Program Director to report the incident.
POLICIES - CLASSROOM LEARNING

Classroom Attendance
Scheduled learning experiences are designed to enhance each student’s success and support deeper understanding. Attendance for class/lecture is expected. Attendance at all clinical, lab and observational experiences is required.

Students are responsible for reporting late arrival or any planned or unplanned absence. Students are required to notify the clinical site and the clinical instructor when they will be late or absent. Additional information about notification of absences will be provided in each individual course orientation by the professor.

When a student is absent for three or more days as a result of an extended illness or has undergone childbirth or surgery of any kind, a written release from the student’s health care provider or Employee health must be provided to indicate the student’s readiness to return to scheduled classroom and/or clinical experiences. Excessive absences or multiple failures to report absences or lateness may result in course failure and/or termination from the program. Students at risk will be advised accordingly and informed in writing of actions that may be taken.

Students are expected to arrive on time and be seated by the time class is scheduled to begin and after any breaks that may be given by the professor. Entering the classroom after class has started is discourteous to colleagues and the professor.

Writing Requirements
Scholarly writing is an expectation. Personal and professional integrity mandate that credit be given where credit is due – citations are expected for all work that is not the first presentation of your original thoughts. All papers are subject to review through an electronic plagiarism detection system such as Turnitin.com. All written work must be submitted in APA format according to the latest edition of the American Psychological Association Publication Manual, Washington, DC. Refer also to the section regarding Academic Integrity included in this Handbook.

Late Assignments
All assignments are due according to the due dates posted in the Course Schedule of Activities and Assignments. Assignments turned in late without previous written approval from the professor will receive a 10% deduction for every day the assignment is late. This may result in a grade of “0” for the assignment.

Recording of Classes and Reproduction of Course Materials
Audio or video recording of classes is permitted only with explicit permission of the course faculty. Class materials were developed for the use of students enrolled in the course. Thus, course materials may not be copied or distributed to individuals outside of the class via any media.

POLICIES - EXAMINATIONS

Examinations and quizzes are evaluation methods used in nursing courses. The time allotted for each exam will be comparable to the time given during the NCLEX exam (approximately 1.3 minutes per nursing question and 3 minutes per math calculation). Students are expected to use and build on previous knowledge from other nursing courses.

Students are expected to arrive on time for all examinations. Students who arrive after tests are being distributed, or after a computer based examination has started, will be permitted to take the examination, however will not be afforded any additional time beyond that of the original established time for the examination had the student arrived on time.
Students may not leave the classroom for any reason once the examination has started. Students who must leave the exam prior to completing the examination will be required to hand in the examination and the examination will be graded based on the completed questions and the total point value of the examination.

Other than a computer approved for exam administration, all computers, cell phones, and other electronic devices must be turned off and left with personal effects in the front of the classroom. At their discretion, faculty may request students to leave cell phones and other electronic devices in a specified location separate from other personal belongings. Students who are found with any electronic communication devices on or near their person during an examination will be required to stop the examination immediately and will be referred to the BSN Program Director for a discussion and follow-up action. Students whose electronic device vibrates, rings or creates any type of noise during an exam may be required to stop the exam immediately, with the exam grade calculated based on the portion of the exam completed.

Examinations are scheduled in advance and the dates of course exams are listed in the Course Schedule of Activities and Assignments for this course. Should a student have an unavoidable absence from an examination the student, in order to receive a make-up examination, must notify the professor by email or voice mail and e-mail a minimum of 2 hours prior to the exam. Students are required to take a make-up examination the day of their return to school and prior to attending any CSR classes or clinical experiences. In order to receive a make-up examination, students are required to present documentation regarding the reason for unavoidable absence from the examination including but not limited to: a letter from a physician or APRN in case of acute illness, subpoena for court case, etc. Students who are unable to provide appropriate documentation for their absence from the exam will receive a grade of zero (0) for that exam. The make-up examination may differ from the original examination, however, will address the same objectives. The examination may not be in multiple choice format and may be an essay, fill-in, oral or a combination of any of the above.

Students who are absent from a final exam and provide the appropriate documentation will be provided a make-up examination. However, make-up examinations for final exams will be not given until the week after the end of the term. The student will receive an “Incomplete” and not be allowed to progress to the next course until satisfactory completion of the final examination and all course requirements. Once the student has completed the final exam, the earned grade for the course will be submitted.

**POLICIES - ACADEMIC INTEGRITY, ETHICAL AND LEGAL BEHAVIORS**

**Academic Integrity** is defined in terms of a commitment to five fundamental values and to the principles that flow from those values. At the School of Nursing, five values are fundamental to the academic process: honesty, trust, fairness, respect, and responsibility. Academic integrity is the commitment to stand up for these five values, even in the face of adversity.

<table>
<thead>
<tr>
<th>CSR: Honesty, trust, respect, fairness, responsibility, and the free exchange of ideas form the foundation of integrity that supports the entire community at The College of Saint Rose. Faculty, staff, administrators, and students embrace these ideals in all their interactions and communications. Members of the Saint Rose community are committed to developing and implementing clear and fair institutional policies, standards, and practices, applied equitably and humanely. In keeping with our mission, The College of Saint Rose creates a culture that continually fosters the</th>
<th>SHSON/SPHCON Students are expected to behave as responsible members of the School of Nursing and to be honest and ethical in their academic work. We strive to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. By accepting admission into the School of Nursing, the student affirms the commitment to uphold the values of the School’s Honor Code and the standards of the nursing profession. Academic integrity at the Schools of Nursing and SPHP is based on a respect for individual achievement that lies at the heart of academic culture.</th>
</tr>
</thead>
</table>

28
Academic Dishonesty is defined as any action or practice that provides the potential for an unfair advantage to one individual or one group. Academic dishonesty includes misrepresenting facts, fabricating or doctoring data or results, representing another’s work or knowledge as one’s own, disrupting or destroying the work of others, or abetting anyone who engages in such practices.

Academic dishonesty is not absolute because the expectations for collaboration vary. In some courses, for example, students are assigned to work on team projects. In others, students are given permission to collaborate on homework projects or to have written materials present during an examination. Unless otherwise specified, however, the School of Nursing requires all work to be the result of individual effort, performed without the help of other individuals or outside sources. If a question arises about the use of external materials that may be used or the amount of collaboration that is permitted for a given task, each individual involved is responsible for verifying the rules with the appropriate faculty before engaging in collaborative activities, using external materials or accepting help from others.

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Plagiarism**: The use of another’s work, ideas, data, or product without appropriate acknowledgment, such as copying another’s work, presenting someone else’s opinions and theories as one’s own, or working jointly on a project and then submitting it as one’s own.

- **Cheating**: The use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.

- **Fabrication**: Intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

- **Collusion**: Assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one’s own benefit.

- **Academic Misconduct**: The intentional violation of school policies, such as tampering with grades, misrepresenting one’s identity, or taking part in obtaining or distributing any part of a test or any information about the test.

**Ethical and Legal Behaviors**

Students in the Nursing programs are expected to review the policies on Academic Integrity printed in the The College Saint Rose Catalog, The College of Saint Rose Student Handbook and this Handbook. Any student who has questions about the meaning or implications of these policies should discuss their questions with the Nursing Faculty or Program Chair immediately. Failure to read or understand these policies does not eliminate the student’s responsibility to adhere to the printed standards.

Students in the BSN program are held additionally to professional, ethical and legal standards of conduct. Program, course, and clinical objectives address these standards which are an integral part of the profession of nursing.

Students who plagiarize, cheat, fabricate data, or facilitate academic dishonesty are also considered in violation of ethical standards. This includes but is not limited to signing another student’s name on any
document (including electronic), recreating or accepting unauthorized information related to exams, and using another individual’s ideas and other intellectual property as the student’s own.

Students in the clinical area are held to very high ethical standards of honesty and integrity, both by the College and nursing profession. Omitting necessary treatments, assessments, and observations; misrepresentation of data; violations of client confidentiality; and theft of agency or client property are examples of unethical and/or illegal behavior. If a faculty member has reason to believe that a student in the Nursing Program has violated academic or clinical standards of honesty, integrity, or professional conduct, the matter shall be treated in accordance with the procedures applicable to Academic Integrity as stated in this Handbook. Specifically, the stated procedures for informal investigation by the faculty member in question and/or hearing before the Academic Standards and Policy Committee are applicable.

A student found to be in violation of academic or clinical standards of honesty, integrity, or professional conduct may be subject to sanctions including a grade of zero for the assignment or the course in question, immediate removal from the class and/or clinical setting, and/or up to and including immediate dismissal from the Nursing program. A student may also be reported to legal authorities.

**Program dismissal/termination**
A student may be dismissed from the college when there is sufficient evidence to show:

- Violation of The College of Saint Rose code of honor (See academic integrity policy)
- Academic failure (see Academic Progress and Grading policy)
- Unsafe clinical practice
- A failure to comply with the College/Hospital/Agency policies and procedures
- Excessive absences with failure to initiate a plan for make-up experiences or absences beyond the school’s ability to accommodate the make-up experiences
- Behavior which is unprofessional/inappropriate
- Conduct that jeopardizes the safety of self, students, patients or others
- Failure to meet financial obligations or health requirements
- Violation of the drug/alcohol policy
- Behavior that violates one or more policies such as Conduct on Campus or Sexual Harassment/Sexual Assault policies
- Abuse of social networking

If a student is unsuccessful in a nursing course due to mental or physical illness, a plan of treatment and written proof of completion by an appropriate authority must be submitted before the student will be considered for readmission.

Faculty, staff or students who recklessly or intentionally endanger the mental or physical health of others at the College will be subject to corrective action up to and including termination or dismissal. Any communication (statement or photo) which may cause actual or potential harm or injury to another or to the College may be grounds for termination or dismissal.

**Sanctions**
All proven cases of academic dishonesty will be penalized as appropriate under the circumstances. Sanctions other than a reduced or failing grade may be imposed by the chair of the course. The imposition of any sanction other than a private reprimand will include a statement of reasons supporting its severity. A student may appeal any finding or sanction. Please refer to the College of Saint Rose Student Handbook for all academic policies.
POLICIES – GRADING

Grading System
The College of Saint Rose BSN Program grading system is based on a scale of 0 – 100 percent.

Course Grade Determination
Included in each course syllabus is information about how the student’s final course grade will be determined. The total number of available points for the course will be identified.

There may be multiple component parts of the course that must all be completed successfully to achieve a passing grade in the course. For example, to achieve a passing course grade in most clinical courses, the student must achieve a passing grade in the clinical component of the course AND the exam component of the course AND the overall course requirements.

Grading rubrics for all course assignments are included in the syllabus.

GENERAL POLICIES

Communication
BSN Program students are expected to use The College of Saint Rose e-mail for all communications with all faculty and staff. Students must check their College of Saint Rose e-mail at least once a day starting the week prior to the semester through the end of the final exam period and are strongly encouraged to check it each morning, in mid-day between classes and each evening. Since The College of Saint Rose email is the official e-mail used for communication, students are encouraged to check e-mail at least weekly during semester breaks and summer break.

Official letters sent to BSN Program students will be sent to the address on file with the Registrar (as recorded. It is the responsibility of the student to keep their mailing address up to date and to check The College of Saint Rose’s mail sent to that location.

Smoking

**CSR:** The College of Saint Rose is a smoke-free campus. Smoking and the use of any other tobacco product is strictly prohibited in all College campus buildings, on the grounds of the campus, and on off-campus properties owned, leased, or rented by the College. The College will provide concerted programming to educate the community of the policy, and offer accessible cessation programs to administration, faculty, staff and students who wish to quit the use of tobacco products.

**SHSON/SPHCON:** Smoking is not permitted anywhere on hospital property. This is a NYS regulation. St. Peter’s Health Partners provides assistance to employees and students who want to cut down or stop smoking. Please speak with the Dean if you wish to obtain such assistance.

Drugs and Alcohol
CSR: Sanctions for Alcohol/Illlicit Drug Violations: Students found in violation of the College’s policies on alcohol and illicit drugs are subject to a hearing and possible disciplinary action. Sanctions will be assigned in accordance with the Student Conduct procedures of the College and may vary depending upon the particular circumstances surrounding an infraction, up to and including suspension or expulsion. Please see The College of Saint Rose’s complete policy in the Saint Rose Student handbook.

SHSON/SPHCON: In accordance with the school’s belief that drug/alcohol abuse is an illness and that in all cases the focus is on rehabilitation and support, the school will:
- Maintain contact with referral agencies and treatment programs and have information regarding their availability, intake processes and costs through the Student Services Office.
- Publish and make available to students a list of agencies and contact personnel will be through School publications, and in the Office of Student Services.

In accordance with the educational aim of the school for an alcohol and drug free campus, the Advisory Committee on Campus Security will adopt and implement an Alcohol and Other Drug (AOD) prevention program. Annual education will be provided to students, faculty, and staff, in writing, and include:
- Descriptions of sanctions for violating federal, state and local law.
- Description of sanctions for violating campus policy. A description of health risks associated with alcohol and other drug use.
- A description of treatment options
- Each course provides education on personal and professional responsibilities in relation to AOD use, as it relates to the courses’ content.

The school will conduct a biennial review of the previous two academic years’ AOD prevention program. The findings will be on file by December 31st on even-numbered years. The biennial report will address the effectiveness of the program and the consistency of the enforcement of sanctions.

Students, who present themselves to an advisor, peer, or administrator as in need of assistance, will be treated according to Section B (4, 5) of this policy. Suspension from the program will be in effect until reinstatement is recommended by the treating referral agency. Disclosure on the part of the student will not result in immediate dismissal from the program.
CSR: The Title IX Coordinator has been charged with managing the College’s response to reports of gender inequity and discrimination, which includes reports of sexual assault, sexual harassment, dating violence, domestic violence, and stalking. Informed by current federal and state law and guidance, the Coordinator aims to ensure that the College’s responses promptly and effectively stop problem behavior, prevent its recurrence, and remedy its effect. For further information visit: https://www.strose.edu/student-development/policies-important-info/title-ix-prevention-education-resources/

Title IX Coordinators

Amanda M. Bastiani
Title IX Coordinator
Events and Athletic Center, Room 210
420 Western Ave
Albany, NY 12203
bastiana@strose.edu
(518) 454-5170

Rita McLaughlin
Assistant Vice President for Student Affairs/Deputy Title IX Coordinator
Events and Athletic Center, Room 210
420 Western Ave
Albany, NY
mclauhr@strose.edu
(518) 454-5170

Jeffrey Knapp
Associate Vice President for Human Resources/Deputy Title IX Coordinator
Cabrini Hall
399 Western Ave
Albany, NY
knappj@strose.edu
(518) 454-5138

Harassment /Violence/ Sexual Assault

SHSON/SPHCON: Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The School also adheres to the NYS law Article 129B, “Enough is Enough”.

The School of Nursing has a duty to PROMPTLY address complaints of sex discrimination, including sexual harassment and sexual violence, limit the effects of the discrimination and prevent it’s recurrence.

Anyone who believes there has been an act of discrimination on the basis of sex against any person or group in the School of Nursing may file a complaint under Title IX.

The Title IX Coordinator is the responsible employee with major responsibility for Title IX compliance efforts. The Title IX coordinator’s responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX.

The Title IX Coordinator at the SHSON and SPHCON is Diana O’Brien. She can be reached at 518-331-1160. When the Title IX Coordinator is not available, emergency access to the Hospital's Administrator-on-Call is available by calling the hospital operator at Samaritan Hospital: 518-271-3300, or St. Mary's Campus: 518-268-5304 or SPHCON 518-525-6852.

CSR: The College strongly encourages the reporting of incidents of sexual misconduct. The health
and safety of every student at the Institution is of utmost importance.
The College of Saint Rose recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Institution's officials or law enforcement will not be subject to the College’s code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault. More detailed information is available by reviewing The College of Saint Rose Student Handbook.

The learning environment should be one that is fair and where students progress solely on the basis of their ability and academic performance. Sexual harassment adversely affects the academic environment and the student’s ability to learn. Therefore, sexual harassment will not be tolerated and all allegations will be investigated promptly and with as much confidentiality as the situation permits. Harassment adversely affects the academic environment and the student’s ability to learn. Therefore, harassment will not be tolerated, and a complaint should be presented to the Dean. All incidents of harassment will be investigated and with as much confidentiality as the situation permits. Results and appropriate remedies will be communicated to the complainant and accused harasser. Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical contact of a sexual nature when:
• Submission to such conduct is made a term or condition of employment or progression in an educational program.
• Submission to or rejection of such conduct is used as a basis for employment or progression decisions affecting the individual.
• Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or a student’s academic performance or creating an intimidating, hostile or offensive working or learning environment.

**CSR:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Schools are required to publish an annual report every year that contains 3 years’ worth of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victims’ rights, the law enforcement authority of campus police and where students should go to report crimes.

The report is to be made available to all current students and employees while prospective students and employees are made aware of the policy upon acceptance to the School of Nursing.

**SHSON/SPHCON:** It is the policy of the School of Nursing to provide its students, faculty, and staff with information regarding the safety and security of the school in compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. This report is accomplished in cooperation with the local police department, and includes campus crime, arrest, and referral statistics. The statistics reported include crimes which the victim has chosen not to report to law enforcement.

Annual statistics and reports on campus crime or criminal offenses affecting hospital employees, students or staff members are available through the hospital’s security department and the student.
dents and employees are to be notified of its existence and afforded an opportunity to request a copy. The College, in accordance with state and federal regulations, provides its campus crime statistics to the U.S. Department of Education. To access our statistics, as well as those of all other institutions of higher education, go to http://ope.ed.gov/security 51 The College’s Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education. To request this information please contact Steve Stella, Director of Safety and Security, either by visiting the Office of Safety and Security or calling 454-5187. A copy of the statistics will be mailed to the requestor within 10 days. The Campus Crime statistics will be posted on the College website by October 1, in accordance with federal regulations.

Student Nurse Organization
The College of Saint Rose Student Nurse Organization has been organized and is called The Future Nurses Club. We will be considering applying for membership to the National Student Nurses Association for 2021-2022
Social media are powerful and far reaching means of communication that can have a significant impact on your professional reputation and status as a student at The College of Saint Rose in the BSN Program. Communications on social media sites can blur the lines between personal voice and institutional voice. The purpose of this policy is to help clarify how best to enhance and protect personal and professional reputations when participating in social media whenever your College of Saint Rose School of Nursing affiliation is known, identified, or presumed. This policy is not inclusive of all situations related to social media.

Social media is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, Second Life, Flickr, YouTube, and Tumblr.

PART 1: POLICIES FOR ALL SOCIAL MEDIA SITES

• **Protect confidential and proprietary information**: Do not post confidential or proprietary information about other people (including but not limited to patients, faculty and staff, other students, preceptors, and co-workers). Adhere to all applicable federal requirements (such as FERPA and HIPAA) as well as College and clinical agency policies.

• **Comments or photographs posted on social media sites that describe, or attempt to describe, any clinical experiences are prohibited, with or without identifying information**.

• **Respect copyright and fair use**: Always consider copyright and intellectual property rights when utilizing social media sites. Adhere to all applicable laws and regulations.

• **The College of Saint Rose logos for endorsements**: Refrain from using the College of Saint Rose logo or any other College images or iconography on personal social media sites. Posting pictures of students in their College of Saint Rose uniform is prohibited without explicit permission of the Division Chair. Pictures of College of Saint Rose School of Nursing students or faculty should only be posted with the consent of all individuals involved.

• **Terms of service**: Obey the Terms of Service of any social media platform employed.

• **“Friending”**: The College of Saint Rose School of Nursing prohibits the use of social media sites to “friend” patients, their family members, and clinical agency personnel.

• **Think (and rethink) before sharing on a social media sites**: Privacy is very hard to maintain, and never guaranteed, when utilizing social media sites. Before posting anything, think about the consequences of what would happen in the event that it becomes widely known (for example printed in a newspaper or posted on a billboard) and how that would impact both the student and the college. Search engines can retrieve posts years after they are created, and communications can be forwarded or copied. If the student posting would not speak the comment in class or to a member of the media, think about if it should be posted online. Remember that postings may affect potential employer’s hiring decisions as it is becoming common place for prospective employers to
check the internet and, consequently, any public postings prior to making hiring decisions.

- **Be respectful and professional:** Students are expected to adhere to professional standards including the American Nurses Association Code of Ethics.

- **Only access social media sites outside of clinical or class time.**

- **Do not provide healthcare advice or provider referrals:** The College of Saint Rose School of Nursing does not endorse people, products, services, or organizations. Whenever your affiliation with The College of Saint Rose School of Nursing Program is known or implied, you should not give or request advice or referrals to specific products or providers.

- **Add value to the The College of Saint Rose School of Nursing community with what you post:** Be accurate and factual. If you make an error, post the correction immediately within the original post.

**PART 2: VIOLATIONS**

- **Complaints about possible PHI, HIPAA, or FERPA violations of this policy will be reviewed by the Chair of the Division of Nursing**

- **Violations may be referred to the Dean of Mathematics and Sciences for conduct review.**

- **Privacy violations are especially serious:** Violations involving protected health information (PHI) will result in disciplinary action or expulsion. In addition, students may be subject to federal HIPAA fines or lawsuits from the affected individuals or clinical agencies.

- **Financial penalties:** Students may be required to reimburse The College of Saint Rose if the College incurs legal costs related to an inappropriate social media posting.

- **Personal liability:** Libel and defamation of character may be subject to civil proceedings brought forward by the injured party. These would be separate from any College sanctions.

- **Additional consequences:** The College of Saint Rose School of Nursing may have mandatory reporting obligations to licensing and credentialing bodies.

**************Signature Required ***************

**Social Media Policy**

My signature below indicates that I have received a copy of the The College of Saint Rose School of Nursing BSN Program Social Media Policy. I understand that is located and maintained in the student The College of Saint Rose School of Nursing BSN Student Handbook.

I further understand that it is my responsibility to read and comply with the policy contained in the BSN Program Student Handbook and any revisions made to it during the my tenure as a student in the BSN Program.

________________________________________  ______________________________________  __________________________
Signature          Printed Name          Date

*Note: This form must be signed at the beginning of the semester after distribution of the Handbook. The form will be filed in the BSN Program student file.*

*Form was adapted from the Southern Vermont College Student Nurse Handbook*
MEDICAL RELEASE FORM

I, _____________________________________________ (Print Student’s Name), knowingly and freely give permission to St. Peter’s Hospital College of Nursing, Samaritan Hospital School of Nursing, The College of Saint Rose and/or their affiliated entities, to release, on my behalf, and for the express purposes of pursuing my nursing educational experiences, the following medical records:

a. Results of physical examinations/assessments;

b. Immunization records, unless otherwise excluded by me and to include Hepatitis B or Hepatitis B declination;

c. Tuberculin tests or chest x-rays, and titers that may include rubella, rubeola, mumps and varicella.

d. COVID-19

I understand that requests from agencies and/or departments affiliated with my nursing education may request and receive from the College/School of Nursing the records listed above. Any exclusions or exceptions, granted by myself, are so noted below:

________________________________________________________________
________________________________________________________________

I understand that I have a right to revoke this authorization in writing, at any time, by sending such written notification to either:

St. Peter's Hospital College of Nursing
714 New Scotland Ave, Albany NY 12208

Samaritan Hospital School of Nursing
1300 Massachusetts, Troy, NY 12180

The College of Saint Rose-Department of Nursing
432 Western Ave.
Albany, NY 12203

Student initial____________

I understand that a revocation will not apply to information that has already been released in response to this authorization.

This authorization will expire on the following date, event or condition: graduation, dismissal, transfer or withdrawal from the School of Nursing on_______________________________. Otherwise, it will expire in three (3) years from the execution.

I acknowledge with my signature that this is an accurate reflection of my desires and consent to release the records listed and that I have received a copy of the same.

__________________________________________  ________________
Student’s Signature      Date
This BSN Program Student Handbook contains the philosophy, program outcomes, policies, and Statement of Ethical and Legal Behaviors of the School of Nursing Program. The policies contained within this Handbook were developed by the faculty of the BSN Program.

These policies are subject to change as the academic year progresses. Students are required to read, understand, and agree to comply with expectations as stated in this BSN Program Student Handbook including the Statement of Ethical and Legal Behaviors. Copies of this form will be placed in the student record.

I have read, understand, and agree to comply with the expectations and policies outlined in this BSN Program Student Handbook including the Statement of Ethical and Legal Behaviors.

Date: _______________________________________________________________
Signed: _______________________________________________________________
Print Name: _____________________________________________________________
Semester/Year: ____________________

Note: This form must be signed at the beginning of the semester after distribution of the Handbook. The form will be filed in the BSN Program student file.