# TABLE OF CONTENTS

## GENERAL INFORMATION
- History 5
- Registered Nurse Licensure 7
- Organization 7
- Department Mission
- Program Requirements
- Department of Nursing Philosophy 8

## ADMISSION POLICIES
- Academic Requirements 9
- Transfer Credit 10
- Advanced Standing 10
- Guidelines for Liberal Arts Courses 10
- Program of Study
- Validation Exam
- High School Equivalency Applicants 10
- Non-Matriculated Students 11
- Advanced Standing 11
- Advanced Placement Program (AP) 11
- Credit through the College-Level Examination Program (CLEP) 11
- Credit for Armed Forces Veterans 12
- Experiential Learning 12
- International Baccalaureate Program (IB) 12
- Background Checks 12

## ACADEMIC POLICIES
- Cumulative Grade Point Average 13
- Grading System 13
- Dean’s List 14
- Warning 14
- Failure 14
- Nursing or Science Course Failure 14
- Academic Probation 15
- Maintenance of Matriculation 15
- Dismissal 16
- Readmission
- Graduation 17
- Notification of Grades and Exam Review 17
- Leave of Absence 17
- Withdrawal 18
- Student Records 18
- HIPPA Compliance 18
- Change of Address 18
- CPR Certification 18
HEALTH AND CLINICAL REQUIREMENTS

Routine Health Clearance
Additional Health Clearance for Nursing Students
Health Policies – Yearly Health Assessment
Student Health
Absence due to Illness
Emergency Treatment
Health Insurance
Latex Allergy

STUDENT LIFE

Orientation
Social Life
Libraries
Sports
Minors on Campus
Alumni Association

REGISTRATIONS, ACCREDITATION AND AFFILIATIONS

Other Affiliations

ATTENDANCE POLICY

Classroom Attendance
Classroom and Clinical Laboratory Attendance
Absence from Quizzes or Exams
Absence due to Religious Observance
Lateness

STUDENT SERVICES

Academic Advisement
Department of Nursing Faculty Advisor
Pre-Registration Advisement
Counseling Services
Educational Assistance
Bookstore
Phone and Phone Messages

CLINICAL DRESS CODE FOR NURSING STUDENTS

SECURITY

Safety
Personal Property
Identification Badges
Cooperating Academic and Clinical Agencies

COMMUNICATION WITHIN THE DEPARTMENT OF NURSING

Angwl Course Management System
Bulletin Boards and Mail Folders
E-Mail
EVENTS AND ACTIVITIES

RESPONSIBILITIES OF THE STUDENT

Accountability
Standards of Written Work
Plagiarized or Fraudulent Work
Penalty for Late Submission of Papers
Student Behavior Code
Drug, Alcohol and Smoke free School Environment
Control of Firearms
Maintenance of Public Order
Rules of Public Order Policy

RIGHTS OF THE STUDENTS

Academic Grievances

COMPLAINT PROCEDURES

Complaint Procedures, New York State Education Department

APPENDIX I

SFC 2015 Library Holdings for Nursing

APPENDIX II

HEALTH FORM COVER LETTER
HEALTH FORM
STATEMENT OF DECLINATION
MENINGOCOCCAL MENINGITIS VACCINATION
RESPONSE FORM
TUBERCULIN TEST RESULTS
FINANCIAL RESPONSIBILITY STATEMENT
DEPARTMENT OF NURSING DIRECTORY
DIRECTIONS TO SFC
This guide acquaints prospective and admitted students with the Department of Nursing, admission requirements, policies and procedures, course offerings and graduations requirements. St. Francis College reserves the right to modify any provisions or policies when it serves the interest of the college or its students. Any such modification may apply to enrolled and new students alike. If you have a disability and need a reasonable accommodation to participate in the application process, please contact the Office of Student Affairs at (718) 489-5213. Please read thoroughly and retain it for your reference. Students are responsible for the content.

History

About St. Francis College

Mission Statement of St. Francis College
As adopted by the faculty, in Assembly, May 16, 2008

St. Francis College is a private, independent, co-educational, urban college who’s Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility, and life-long learning. We educate the whole person for a full, relational life, developing the students’ talents and abilities to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study.

The College provides a quality, accessibly priced education to students from the five Boroughs of New York City and well beyond. Specifically, our students experience a strong liberal arts core curriculum integrated with pre-professional programs in a wide range of disciplines, designed to prepare them for the rigors of an increasingly technological and globalized marketplace and society. Excellence of instruction, small classes and professors’ individual attention to each student create a hospitable community atmosphere, based on trust and mutual respect. These foster the development of critical thinking, moral choices, responsible citizenship and personal commitment to social justice and the environment. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.
While New York City offers unparalleled opportunities for ambitious men and women to achieve their dreams, its size can be overwhelming to a young college student. Unlike New York’s many large colleges and universities, St. Francis offers students a unique opportunity to learn and grow in an intimate and supportive setting while simultaneously enjoying access to the City’s bountiful resources. As a small school, each student is able to develop enduring, constructive relationships in small classes that are taught by dedicated professors who share a deep commitment to serve as both mentors and friends.

A strong athletics program, which fosters an appreciation for teamwork and community pride, is critical to St. Francis’ educational mission, as well as a central feature of campus life. As a member of the NCAA Division I Northeast Conference, the College fields men’s and women’s teams that play at the highest level of collegiate competition. Students may participate in 18 varsity sports, including baseball, basketball, soccer and water polo. The men’s water polo squad, in addition to its success as one of the top ranked teams in the United States in terms of athletic performance, achieved distinction by reaching the number one position in Division I water polo team in the US in terms of academic performance.

St. Francis’ campus is centrally located in historic Brooklyn Heights, just minutes from the financial, government and cultural institutions that make New York City the world’s capital for business, innovation and leadership. Our urban campus, which is well integrated with the “real world”, contributes immensely to the educational experience of each student by providing vast opportunities for internships and employment, as well as intellectual enrichment. Situated just one block from the Borough Hall subway station where several lines stop, the College is easily accessible to students throughout the entire New York metropolitan area. Five interconnected buildings comprise the College’s physical plant. These buildings include classrooms, science and computer labs, a library, two gymnasiums, a swimming pool, a fitness center, student services, study and activity areas, cafeteria, chapel and administrative offices.

Over 2,000 students currently attend St. Francis and the school has over 12,000 alumni. Most of the student body comes from public and parochial high schools in Brooklyn and the other boroughs of New York City. However, the student body also reflects the opportunity New York City has historically offered to talented young men and women from across the United States and the globe.

St. Francis College is chartered by the New York State Legislature and is accredited by the Regents of the University of the State of New York and the Middle States Association of Colleges and Schools.

St. Francis College Department of Nursing confers the Bachelor of Science Degree with a major in Nursing upon successful completion of the curricula described in this guide.
Registered Nurse Licensure

A license to practice as a Registered Professional Nurse in New York State is granted to graduates of nursing programs approved by the New York State Education Department, who are at least eighteen years old, and of good moral character, and have passed the National Council Licensure Examination for Registered Nurse. Applicants for licensure who have been charged with or convicted of a crime (felony or misdemeanor) in any state or county will be referred to the NY State Office of Professional Discipline. Although the applicant may take the licensing examination, they may or may not be issued a limited permit and/or registered profession nurse license depending on the results of the investigation process. Applicants to the St. Francis College RN to BS nursing program must have a current license to practice as an RN in NY State. Applicants to the BS to RN 4-year traditional program are not required to have a license on admission.

Organization

Under leadership of the Chairperson, the faculty develops and implements the educational program of the department. The Department of Nursing Advisory Board, serves as a liaison between the college and the community

Department Mission

The mission of the department of Nursing is consistent with the overall mission of the College—to promote the development of the whole person by integrating a liberal arts education with pre-professional programs designed to prepare nurses for the rigors of an increasingly technological and globalized marketplace and society. The department’s mission encompasses the Franciscan and Catholic traditions that underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility, and life-long learning. These traditions include The Franciscan tradition of service, equality, aesthetics, freedom, honor, dignity, justice, and truth that are demonstrated within the context of professional nursing standards at the baccalaureate level (AACN Baccalaureate Essentials; ANA Standards of Clinical Nursing Practice) to build a foundation of knowledge that will contribute to the development of the nursing profession as well as society as a whole.

Program Requirements  Major in Nursing

The Nursing Program is registered with the New York State Education Department and is accredited by the Commission on Collegiate Nursing Education (CCNE), the accrediting
The Nursing major offers a Bachelor of Science degree to candidates who complete the requirements. The Program requires that students demonstrate knowledge and skills in the Liberal Arts and Sciences, including Mathematics, Natural Sciences, Social Sciences, History, the Arts, and basic communication, and also in the use of information technology. Please note that the traditional 4-year program is a licensure qualifying program open to applicants with good moral character who have demonstrated academic ability... Students accepted into the College apply for admission to the Nursing Program in the third (fall) semester for acceptance by January of the following semester.

Department of Nursing Philosophy

The departmental philosophy, which was created by the nursing faculty, views nursing as an art and a science consistent with the Franciscan tradition of St. Francis College. Nursing provides care and nurturance within the context of the Franciscan tradition that includes service, equality, aesthetics, freedom, honor, dignity, justice, and truth. The Franciscan education provides a solid foundation for intellectual, spiritual and professional growth. The nursing program, as part of the college, is committed to intellectual growth along with the development of an ethical and moral code of conduct. Learning is a dynamic experience which lasts throughout the lifetime. The nursing philosophy is an open systems perspective that views individuals as a whole, where each person is unique and deserving of respect. Preserving one's individuality and providing the catalyst for maximum growth are primary functions. The energy created by faculty and students provide an enriching experience that responds to societal needs. The climate at St. Francis College stimulates curiosity, and self-motivation to produce nurse leaders who are prepared to reach their highest potential personally and professionally within the broadest definition of community.

Nursing care is based on the professional nursing standards at the baccalaureate level (AACN Baccalaureate Essentials; ANA Standards of Clinical Nursing Practice) to build a foundation of knowledge that will contribute to the nursing profession as well as society as a whole. The nine components of the AACN Baccalaureate Essentials form the framework for the nursing curriculum that is designed to prepare nurses to practice in complex healthcare systems and assume the roles: provider of care; designer/manager/coordinator and member of a profession. At the completion of the baccalaureate nursing education the graduate is prepared for practice in generalist nursing practice and prepared for admission to graduate programs in nursing.
Nursing, as a practice discipline, involves direct service to people. Individuals' strive for integration of their physiological, psychological, spiritual and socio-cultural dimensions, also known as wellness. Despite race, religious affiliation, or disease prognosis, each person has the right to receive quality healthcare. Nursing provides care and nurturance in this endeavor. The concept of health is broad and progresses along a continuum throughout one’s lifetime. Nursing focuses on promoting a healthy life progression. The primary goal of nursing is to focus on health promotion, maintenance, and disease prevention among diverse populations.

Nursing is a discipline that evolves through evidence-based practice. Research is vital for the fundamental growth and advancement of a nursing knowledge base. Research and other methods of knowledge acquisition are integral to the improvement of this practice. Independently and in collaboration with various disciplines, professional nursing guides individuals, families, and societies to utilize the complex health care system. People, health and evidence-based practice are fundamental concepts of the program designed to prepare nurses for the rigors of an increasingly technological and globalized marketplace and society.

ADMISSION POLICIES

Admission decisions are based on comprehensive evaluation of an applicant’s previous academic work, recommendations, and relevant information about personal and professional experience. Admission decisions are made on a competitive basis; meeting minimum admission criteria does not guarantee admission. Upon acceptance to the Department of Nursing, health screening is required to complete the acceptance process. Applicants must be eligible to practice as a registered nurse in New York State upon passing the NCLEX-RN Exam.

Academic Requirements

Applicants are expected to meet the following criteria:

- Eligibility for a Registered Nurse license in New York State.
- **Application** – An application for admission must be submitted in order for acceptance into the program.
- **References** – Three reference letters must be received on Agency letterhead from teachers, advisors, or employers who have known the applicant for at least six months.
- **Essay** – A written personal description of the applicant’s interests, experiences and/or concerns, of approximately 250 words, must be submitted with the application.
- **Residency** – The prospective student must prove that they have US Citizenship or Permanent Legal Residency or student visa status.
- **U.S. high school or general equivalency diploma (G.E.D.)** - Applicants must present either a transcript indicating receipt of a high school diploma (with date of
graduation) or official scores verifying the granting of a general equivalency diploma. Applicants without a U.S. high school diploma must present scores from the general equivalency diploma (G.E.D.) examination or have their non-U.S. high school credentials evaluated by the Globe World Education Services to verify that the credentials are the equivalent of a U.S. high school diploma. Students who have earned the G.E.D. by completing 24 college credits must present the G.E.D. and the supporting college transcripts. **There are no exceptions to this requirement.**

**Transfer Credit**

Once the student is admitted to St. Francis College, the Office of Admissions in collaboration with the Department of Nursing makes a determination about transfer credit. Requests for transfer credit for courses taken at other accredited institutions will be evaluated according to the guidelines set by the Department of Nursing. Transfer credit may be awarded for general education courses completed with a “C” or better at an accredited institution, provided content is comparable. The applicant may be required to present a catalog description and official course outline for each course being considered. Applicants who have attended college must submit official transcripts from each institution attended. A minimum cumulative index of 3.0 on a 4.0 scale is required for admission. For Math and Science courses a 3.0 on a 4.0 scale is required for those prescribed courses in the AAS curriculum. **Permission to transfer a course should not be assumed.**

**Advanced Standing**

The college does not award transfer credit for nursing courses taken at another school. Information on credit for foreign language competency for native speakers is available from the Office of Admissions.

**Guidelines for Liberal Arts Courses**

Once a student has been accepted into Nursing Program at St. Francis College, it is expected that all liberal arts courses will be completed at St Francis College. Requests for transfer credit for courses taken at other accredited institutions will be evaluated by the Office of Admissions. Permission to transfer a course should not be assumed. The student will receive documentation of the courses for which transfer credit has been assigned.

**High School Equivalency Applicants**

Applicants seeking a bachelor’s degree who have a recognized High School Equivalency Diploma should present a transcript of their New York State (or other) General Educational Development (GED) test scores. The total score must be at least 250, with a recommended minimum score of 45 on each individual part of the test. Students with a GED are required to take a placement test.
Non-Matriculated Students

The College welcomes men and women who wish to take one or more courses but who do not seek a bachelor’s degree. Such persons may be accepted as non-matriculated students as space permits. Application for admission to the College is required; acceptance is based on an assessment of the applicant’s ability to do college-level work. Non-matriculated students are enrolled in courses, but have not fulfilled all the requirements for admission to a degree program; non-matriculates must be admitted to a degree-granting program before any degree can be awarded. Non-matriculates may earn a maximum of 45 credits in this status. To continue beyond 45 credits, students must be admitted to a degree-granting program.

For students enrolled in the RB to BS program ONLY, all program requirements and courses must be completed within five years of first registration at ST. Francis College in order to satisfy degree requirements. Failure to complete required courses within the five year period will result in sanctions that may include dismissal from the program.

Advanced Standing

Transfer students are those who have withdrawn from another college or university and have been admitted to St. Francis College to complete their course of study. Holders of associate’s degrees earned at accredited two-year colleges are also given transfer status. Transfer students must submit official transcripts from the previously attended schools as well as a secondary school transcript or certificate of graduation. A catalogue from the colleges previously attended may be requested. Generally, credits will be allowed only for courses appropriate to the curriculum selected at St. Francis College and where records show course grades equivalent to or higher than the St. Francis grade of C.

Advanced Placement Program (AP)

Students who have completed a college-level course in high school may qualify for advanced placement by achieving a score of 3, 4, or 5 on the Advanced Placement (AP) Test of the College Entrance Examination Board. Questions regarding advanced placement should be addressed to the office of the Registrar. Information about Advanced Placement Tests may be obtained from the Educational Testing Service, P.O. Box 592, Princeton, N.J. 08540.

Credit through the College-Level Examination Program (CLEP)

Advanced standing with credit will be granted upon successful completion of the College Level Examination Program, General Examination, or Subject Examination of the
College Entrance Examination Board, Princeton, N.J. Credit is also granted for satisfactory grades earned through the completion of the Excelsior Examinations conducted by the New York State Education Department. Information may be obtained by contacting the respective agencies. Test results should be forwarded to the Office of Admissions for evaluation.

Credit for Armed Forces Veterans

Honorably discharged veterans who have completed 6 to 18 months of active service in either the U.S. Armed Forces or those of another country may be granted five credits of the elective requirements toward a degree; those who have completed more than 18 months of service may be granted 10 credits of the elective requirements. Appropriate documentation must be submitted to the Office of the Academic Dean.

Experiential Learning

St. Francis College grants credit for learning acquired outside the classroom through its Experiential Learning Assessment Program. This program is available to all students pursuing the baccalaureate degree. Students must submit a portfolio for their prior learning to be assessed. They must petition for a specific number of credits in academic areas in which they are presenting prior learning experience. The course fee is assessed based on the number of credits granted.

International Baccalaureate Program (IB)

Students who present an official transcript from an International Baccalaureate Organization (IBO) with the designation “Diploma Awarded” are eligible to transfer credit from the International Baccalaureate Program to St. Francis College. Students who present an official transcript from an IBO with the designation “Certificate” are only eligible to receive transfer credit for HL subjects with a score of at least 5. Contact the Office of the Academic Dean for further information.

Background Checks

Employment background checks, FBI background checks and New York State Child Abuse background checks are required by each clinical agency for all students registered in clinical courses. This is a requirement that agencies must fulfill in order to comply with regulatory bodies. In the event that a student fails a background check and is unacceptable to the agency, the student will be removed from the learning experience. Every effort will be made to find another placement for the student to allow him/her to meet the course objectives. However, should there be no clinical site willing to accept the student. He/she will be administratively withdrawn from the course. This could affect the student’s progression in the program.
Drug Testing
Drug tests are required for placement in clinical courses as part of the annual physical exam to detect the presence of illegal drugs.

ACADEMIC POLICIES

Individual course success and progression are determined by the faculty according to criteria distributed to the student in course packets, the Department of Nursing Student Handbook, the Cord and the St. Francis College Bulletin. Students share the responsibility with faculty to be informed of their academic progress and are expected to utilize the various resources provided to contribute to success.

The Department of Nursing reserves the right to retain only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, health, and behavior as outlined in the Policies and Procedures of the Department of Nursing.

Cumulative Grade Point Average

To be in good academic standing, a student must maintain a cumulative grade point average (CGPA) of at least 2.0 to progress through the nursing program and be eligible for graduation. The CGPA, obtained by dividing the total number of quality points by the total number of semester hours, is calculated for all courses.

Grading System

The following grading system is recognized by the Department of Nursing:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92%</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89%</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86%</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82%</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79%</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>75 - 76%</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 74%</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>65 - 69%</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>below 64%</td>
<td>0.00</td>
</tr>
<tr>
<td>H</td>
<td>Honors</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>0.00</td>
</tr>
<tr>
<td>X</td>
<td>Never Attended</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Failure to complete course requirements will result in a grade of “F” for the course and the student will not be able to progress in the nursing sequence or to graduate.

A withdrawal or “W” is assigned when a student withdraws from a course after the designated drop date. There is no academic penalty.

An “X” is assigned to those students who register but never attend a course.

The Department of Nursing does not allow Pass/Fail grades in nursing courses unless specified in the course outline.

Dean’s List

Students who earned a 3.5 or greater cumulative grade point average for the semester, are honored by being placed on the Dean’s List. Indication of this honor will be made on the official transcript.

Warning

A student whose work is below passing in any course receives notification of failure at mid-term or at any point thereafter. The student will be advised to meet with his or her advisor for counseling and suggestions for improvement at that time.

Failure

Academic requirements include a grade of “C” or 75% in all nursing courses and a grade of “C” or 70% in all science, math and general education courses. Failure to achieve the required “C” in all courses in the major may interrupt progression if that course is a prerequisite to the subsequent nursing course.

Nursing or Science Course Failure

A student is eligible to repeat only one nursing course during the entire program. Failure of a concurrent or subsequent nursing course will result in academic dismissal.

A student who receives a “D” in a clinical nursing course may not progress in the nursing sequence. They must repeat the nursing course the next time it is offered.

Academic requirements include a grade of “C” or 75% in all nursing courses. Failure in a repeated or subsequent nursing course results in dismissal from the nursing program. The student must achieve a B when a nursing course is repeated.

A student may be dismissed from the Department of Nursing at any time, if, by consensus of the clinical faculty, the clinical performance of the student is unsafe.
**Academic Probation**

A student who does not maintain a 2.0 Cumulative GPA is placed on academic probation and is notified of the status by the Registrar. Copies of the notification are transmitted to the student’s advisor and the Chairperson. Failure to remove probationary status by the end of the subsequent semester of study results in the student’s dismissal from the program.

**Maintenance of Matriculation**

A matriculated student is expected to complete the curricular requirements in sequence without interruption. Students who need to interrupt their course of study are referred to St. Francis College Catalogue for information regarding reapplication for admission following interruption of study.

Under the following circumstances, a student may temporarily interrupt work toward a degree without forfeiting matriculation status if the student previously in good standing has:

- Failed a nursing course
- Failed a liberal arts course that is a prerequisite to the next nursing course
- Officially withdrawn from a nursing course
- Been granted a leave of absence

Maintenance of matriculation will be offered only once for a nursing course or non-nursing course. It is required that the student repeat the failed course within one year of the failure to allow for timely progression in the nursing sequence. Requests for Maintenance of Matriculation must be submitted in writing by the student within one month of the last day of the semester. Requests should be addressed to the Chairperson of the Department.

The Department of Nursing may stipulate conditions that have to be met by the student prior to his/her return to the designated course. Such stipulations may include remediation, completion of courses, or removal of academic probation.

When a student’s Maintenance of Matriculation status is approved by the Department of Nursing, a letter of agreement will be forwarded to him/her. The student is to sign the form and return it be the indicated date. Re-enrollment also depends on the following:

1) Seat availability in that course; 2) completion of general registration procedures established by the Office of the Registrar; and 3) fulfillment of health requirements.

Maintenance of Matriculation may be officially withdrawn or forfeited if:
• The conditions, as outlined in the original agreement, are not met.
• The student fails an additional course.
• The student does not register for the designated course, as specified in the agreement.

If the student fails to keep maintenance of matriculation status, then he/she must re-apply for admissions to the school as a new applicant. Additionally, students who have been administratively withdrawn will be required to reapply for admission through the current application procedure in effect at the Department of Nursing at that time.

Dismissal

The Department of Nursing may dismiss a student from the program for the following:
1. Academic failure.
2. All episodes of lateness will be recorded on the clinical evaluation form and will be reviewed individually by the faculty. Absence from clinical can result in failure of the nursing course.
3. Failure to remove probationary status within the specified time frame.
4. Violation of student behavior code; professional misconduct.
5. A student may be dismissed if their clinical performance is unsafe.

Students should familiarize themselves with academic standing policies outlined in this Department of Nursing Student Handbook. Readmission to the program is granted on an individual basis and cannot be assumed. A student receiving an academic dismissal from the program will not be considered for readmission.

Readmission

An application for readmission to the program is required for a student who is seeking readmission.

An individual seeking readmission must comply with admission criteria presently in effect and submit all required application materials to the Office of Admissions before the requested readmission. The decision to readmit, made by the Department of Nursing, is final and subject to seat availability. In the event a student is readmitted to the nursing program, the student is readmitted into the current curriculum and is responsible for all requirements thereof.

A student who has been administratively withdrawn will be required to reapply for admission through the current application procedure in effect at the Department of Nursing at that time.
Graduation

On recommendation of the nursing faculty, St. Francis College confers eligible students the Bachelor of Science Degree with a major in Nursing.

To be eligible for graduation the student must have completed the following:

- fulfilled all academic requirements
- maintained a 2.0 cumulative grade point average
- accumulated the 128 required credits
- meet all financial obligations

Students graduating with honors are identified and acknowledged at commencement exercises. The honors designation appears on the student transcript and diploma.

To be in good academic standing, a student must maintain a cumulative grade point average (GPA) of at least 2.0 and pass all required courses.

Notification of Grades and Exam Review

A. Theory Grades

Theory grades are comprised of exam grades, written papers, oral presentations or other projects that are identified in the syllabus and distributed via “Canvas” to each student at the beginning of the semester. Students are notified of exam grades individually by faculty. Other materials are graded and returned to the student as required during the semester. Grades may also be sent to students by email. In the interest of student confidentiality, grades are not posted.

If a student wishes to review his or her test, it is his/her responsibility to contact the faculty member within two weeks of the test. A student may make an appointment two weeks following the test administration. No exams will be available for review beyond this two-week time frame.

B. Clinical Grades

Students are apprised of their clinical progress throughout a given semester. Students at risk of failure will receive a formal warning at the mid-semester. Students are expected to schedule appointments with their clinical instructor at designated evaluation times.

Leave of Absence

(Consult the St. Francis College Catalogue) See “Re-admission” “Maintenance of Matriculation” above.
Withdrawal
(Consult the St. Francis College Catalogue)

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, students have access to their own educational records maintained by the Registrar.

Only those in the Department of Nursing with a legitimate educational interest have access to student records. The Department of Nursing’s educational records are stored and safeguarded in the Office of the Registrar.

Policies and procedures regarding student records are further detailed in the St. Francis College Catalogue.

The Department of Nursing complies fully with the Family Educational Rights and Privacy Act of 1974, as amended. This Act, also known as the Buckley Amendment, protects the privacy of student records, establishes student rights to inspect and review his/her educational records, and provides guidelines for the correction of inaccurate or misleading data.

HIPPA Compliance

Health records are kept in a secure file separate from academic and administrative files. Students are encouraged to make copies of medical information before turning them into the Department. In accordance with the Health Insurance Portability and Privacy Act, such information will not be released to third parties. Students will be instructed to contact their health care provider directly to obtain copies of medical information previously supplied to the Department of Nursing. There will be no exceptions.

Change of Address

It is the responsibility of all students to inform the Department of Nursing and the Registrar of any change in their mailing address. Failure to do so relieves the College of any responsibility in the event that important correspondence is not received by the students.

CPR Certification

Proof of current American Heart Association CPR certification is required of all students by the first clinical day of each semester. Students must complete the BCLS (Basic Cardiac Life Support) for professionals, not the Community CPR Course. Keeping the Certification current is the responsibility of each student. In order to attend assigned
clinical rotations, students must have current American Heart Association CPR Certification.

**Malpractice Insurance**

Malpractice insurance with a minimum of $1,000,000.00/ $3,000,000.00 is required for registration in clinical nursing courses. It is the responsibility of the student to produce proof of current malpractice insurance prior to the start of clinical nursing courses. This insurance must be maintained throughout the clinical course to avoid being dropped from the course.
HEALTH AND CLINICAL REQUIREMENTS

Routine Health Clearance

All nursing students must comply with health clearance requirements of St. Francis College upon admission.

Additional Health Clearance for Nursing Students

Nursing students must undergo a comprehensive physical examination by their own health care provider and receive health clearance from the Student Health Services before enrolling in the first clinical nursing course. The costs of the physical examinations and laboratory studies are the responsibility of the student.

Meningitis and Hepatitis B Vaccinations are recommended for all nursing students at St. Francis College. The cost of Meningitis and Hepatitis B Vaccinations are the responsibility of the students. Students who choose not to receive either or both vaccines will be asked to sign a declination form. This form will be kept on file as part of the permanent Health Record.

Health Policies – Yearly Health Assessment

Contracts with clinical facilities mandate that student’s must successfully complete all health requirements stipulated by the institution. Students will be informed of the specific requirements prior to each course.

In order to maintain matriculation in the nursing program, students must complete all steps of the Student Health Service yearly health assessment. In addition, before the start of fall semester classes, students must present the results of a yearly Mantoux tuberculin skin test or, for positive TB skin test reactors, a chest x-ray. When immunizations are successfully completed, the student is cleared to attend class. Students who are remiss in completion of health requirements are not permitted to attend class and receive an absence for that day.

Pregnant and handicapped students may continue in the nursing program as long as they are able to meet course objectives. The College and Nursing Department reserve the right to require a physician’s statement regarding a student’s health status.

Student Health

Students are expected to maintain high standards of personal health. The responsibility and cost of health services are assumed by the student.

The Student Health Services provides referral services to students. Hospitals within close proximity to the college including Brooklyn Hospital, Maimonides Medical Center, and New York Methodist Hospital provide a full range of medical services. Referrals can be
made in all aspects of medical, surgical, dental and psychological care. Students needing more information about this program should contact Maimonides Medical Center. Students are responsible for expenses incurred.

**Absence due to Illness**

When class or clinical attendance during illness would adversely affect the student, patients, and/or others in the environment, the student is expected to exercise good judgment and absent himself/herself from school. When, in the opinion of the faculty in charge, a student’s health mandates exclusion from the classroom or clinical, the student is not admitted to the learning experience and an absence is recorded. For health clearance following an absence, see previous section.

**Emergency Treatment**

Emergency treatment is available through NYC Emergency Response System by dialing 911. Affiliating institutions may provide for on-site emergency care. The student is billed by the agency and is responsible for the expenses incurred.

**Health Insurance**

Students are required to provide notarized proof of health insurance coverage prior to the start of clinical nursing courses. There will be no exceptions due to requirements of affiliating agencies.

**Latex Allergy**

Any student who reports an allergy to latex (gloves, supplies) must be seen by a dermatologist for a definitive diagnosis. A dermatologist must validate if the diagnosis is made elsewhere...

Non-latex supplies/gloves will then be made available to the student as necessary. The student will be excused from clinical experiences until proper barrier precautions can be established.

**STUDENT LIFE**

**Orientation**

Each fall the college holds an orientation for all new students. Students meet faculty and staff and are given the opportunity to socialize in a congenial atmosphere and to familiarize themselves with the program of study. During orientation the students are
Required to complete mandated training in fire safety, infection control and other policies, if they have registered for clinical nursing courses.

Social Life

Students are encouraged to participate in social activities, sports and community projects sponsored by the College.

Library

The St. Francis College Library is the center of academic pursuit at the College. The Library is housed in a state of the art “green” building that opened its doors to the college community in 2006. Student accommodations consisting of study carrels, tables for groups and private rooms for individual or group study are spread throughout the Library. A sky lit mezzanine level provides additional space for student use. Wireless internet access is available at all locations. Printing and photocopying are also available. A microfilm section equipped with reader/printers is also available.

Library Collection

Spread out over three floors, the Library houses over 115,000 books in its reference and circulating collections, a media collection of over 2,000 items and over 476 print journal and newspaper subscriptions. Access is provided to numerous subject-specific and multidisciplinary databases. The OVID database allows access to full-text nursing journals with remote access. Cochrane Database of Systematic Reviews and Psych ARTICLES are just a few of the databases that are available. All databases as well as the Library’s portal are available to students off campus as well.

Computer Labs

Two computer labs within the Library provide internet access as well as access to programs of use to students such as SPSS and Microsoft Office Suite. These labs also provide printing services, a scanner and computers set aside for viewing of videos and DVDs. Additional computers are located near the Reference desk for students who desire Librarians assistance with research. In total, the Library provides seating at over 75 computer terminals.

Information Literacy

Librarians offer one-on-one and group instruction on the use of library resources as well as reference assistance to students for research projects. Library instruction classes are held in the Library’s state-of-the-art instructional
technology classroom. Librarians provide basic orientation for nursing students including instruction in the use of subject-specific resources for more advanced students. Individual consultation for students who are working on term papers, theses, and other projects is available.

**Interlibrary Loan and Resource Sharing**
The Library provides traditional Interlibrary Loan services to students. Students may request books or articles in person or through the Library’s website. The Library also belongs to two local Library consortia. As a member of the Metropolitan New York Library Council (METRO) the Library provides St. Francis students with on site access to the resources of academic, special, and public libraries throughout New York City and Westchester County. Academic Libraries of Brooklyn (ALB) allows students borrowing privileges at member libraries as well as onsite access.

**Librarians**
The library is staffed by a Director, an Assistant Director, 2.5 FTE public services librarians, one technical services Librarian, and three part-time Librarians. All Librarians have appropriate master's degrees from schools accredited by the American Library Association, and many most full time Librarians have additional graduate degrees. Under St. Francis College’s Library Liaison program, a designated Librarian is assigned to the nursing department. This formal arrangement facilitates communication between the Librarians and the members of the faculty and leads to greater cooperation in such areas as collection development and maintenance, and Library Instruction. Because the Library Liaisons also provide library instruction for the students in their respective disciplines, they are both aware of the curriculum and are familiar with the students. This supports access to materials requested by nursing students. A Librarian is available to assist students during all Library hours either in person, by phone or by email. A librarian is also available thru online chat during the evening hours.

**Library Hours**
When fall term, spring term, and January Intersession classes are in session, Library hours are: Sunday 1:00-5:00, Monday – Thursday 8:00 a.m. – 10:00 p.m., Friday 8:00 a.m. – 7:00 p.m., Saturday 10:00 a.m. – 6:00 p.m. Hours are extended to midnight during the week before and the week of Fall- and Spring-term final examinations. During Summer Sessions, Monday – Thursday closing is changed to 9:00 p.m. The Library is open 9:00 a.m. – 5:00 p.m., Monday through Friday, when no classes are in session.

**Sports**
St. Francis College is categorized as a Division I competitive athletic program by the National Collegiate Athletic Association (NCAA). Nursing students are encouraged to participate as a team member or fan. See the St. Francis College Catalogue for
information concerning use of athletic facilities, pool and weight-training room by non-athletes.

Minors on Campus

Students are responsible for arranging appropriate childcare. Young children may not accompany their parents to classes or public areas while classes are in session.

Alumni Association

The Alumni Association enables graduates to maintain a lifetime relationship with the College. The Association contributes to continued growth and development of the College and promotes development support for the College. The Department of Nursing Alumni serves as an important resource to the vitality of the department, students and the College.

REGISTRATIONS, ACCREDITATION AND AFFILIATIONS

The College is a member of the Commission of Independent Colleges and Universities and an agency member of the American Association of College of Nursing. St. Francis College is registered by The University of the State of New York, State Education Department and accredited by the Middle States Association of Colleges and Secondary Schools. The New York State Education Department, Professional Education Office of the Professions is located at 89 Washington Avenue, Albany, NY 12234.

St. Francis College Department of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE). The Commission on Collegiate Nursing Education is headquartered at 1 DuPont Circle, NW Washington, DC 20036-1126.

Other Affiliations

Affiliated institutions include the following:

NYC Department of Health & Mental Hygiene

U.S. Department of Veterans Affairs New York Harbor Health Care System

Maimonides Medical Center, Brooklyn

NYC Health and Hospital’s Corporation, NY, NY (Elmhurst Hospital has magnet status)
ATTENDANCE POLICY

Students are expected to be present at all class and clinical sessions. Excessive lateness and absence can result in failure of the nursing course.

Classroom Attendance

1. Students are responsible for course content missed due to absence.

2. In nursing courses with a seminar and/or discussion format, classroom participation may be an integral component of the course requirements. Absences from the class, therefore, may affect the final course grade. If applicable, this is specifically noted in the course requirements at the beginning of each nursing course.

Classroom and Clinical Laboratory Attendance

1. Students, who are absent from classroom or clinical, must notify the clinical instructor, according to the procedure defined for the course. Students are responsible for familiarizing themselves with and following this procedure. The faculty will review student’s absence records individually. Lateness and absence can result in failure for a nursing course.

2. Returning to the School following an absence of more than two days due to illness requires a nurse practitioner’s written permission with clearance to return to full activity. The physician’s note must be submitted to the instructor of the class or clinical to which the student is returning.

3. Readmission to the School following a leave of absence due to medical leave requires written clearance in order to return to full-student status. This entails submission of written clearance from the student’s private physician or nurse practitioner to the Chairperson of the Department of Nursing, stating that the student can return to full-time student responsibilities.

Absence from Quizzes or Exams

1. Faculty must be notified of student absence before a scheduled test period.

2. A physician or a nurse practitioner’s

3. note must be submitted to the instructor on the day that the student returns to school.
3. Make-up exams are not given for unit exams or quizzes.

4. If any exam is missed for any reason, the percent of the test will be added to the Percentage of the final exam.

5. Final exams, when given, must be taken for the student to pass the course.

**Absence due to Religious Observance**

When religious observance necessitates absence from the class or clinical component of a course, students will be provided with the opportunity to make up the experience. Students must notify faculty at the time of registration of the specific days involved.

**Lateness**

Students are expected to be punctual for all classroom, laboratory, clinical, and field trip assignments.

1. Classroom/Lecture
   a. Students entering late must avoid disrupting the class in progress. This may be controlled in specified courses by permitting late entry only at break time.
   
   b. Lateness in courses, where class participation is a course expectation, may negatively affect the final course grade.

2. Clinical
   a. Students are required to be punctual for clinical experiences. Students who are late 30 minutes or more for clinical experiences or who miss the clinical pre-conference entirely, will not be permitted to remain for the remainder of the clinical day. An absence will be recorded. Students with two or more clinical absences will be referred to the Chairperson of the Department for departmental review.
   
   b. All episodes of lateness will be recorded and will be reviewed individually by the faculty. Absence from clinical can result in failure of the nursing course.
STUDENT SERVICES

Academic Advisement

Upon admission, each student is assigned a faculty advisor who is available to the student throughout the program for all aspects of academic advisement. Faculty maintain specific office hours each semester when they are available to advisees and other students. Once each semester, during advisement period, students are required to meet faculty advisors for pre-registration program planning. Failure to meet with faculty for advisement will result in the student being unable to register until the advisement "hold" is removed by the faculty advisor. This may result in inability to register for desired section or courses. Therefore, **students are urged to consult nursing faculty for academic advisement.**

Department of Nursing Faculty Advisor

The faculty advisor is available during posted open-office hours, when no appointment is necessary, or by arranged appointment. Individual faculty office hours are listed on the course outline.

Pre-Registration Advisement

The student is expected to meet with his/her advisor at least once per semester for pre-registration advisement. Faculty advisement is necessary for registration. Failure to meet with the student’s advisor may result in inability to register.

Counseling Services

Counseling services are available through the Student Health Service at (718) 489-5366 and the Student Counseling Center at (718) 489-5335.

Educational Assistance

During the program of study, the following are several sources are available to students for assistance.

A. Faculty
   Course instructors, as well as the student’s faculty advisor, are available for assistance.

B. Academic Enhancement Center
   The lab contains computers in individual workstations and printers. The computer-assisted learning lab is open, as per schedule. Computers are also available for student use in the St Francis College library. Students may also go to the Academic Enhancement Center for help with writing assignments and term papers. Students are urged to seek help when needed to avoid academic difficulties.
Bookstore

Nursing textbooks are available for purchase through the St Francis College bookstore.

Phone and Phone Messages

Cell phones are to be turned off during lectures and while in clinical. Because St. Francis College is a wireless environment, students may make use of computers located throughout the college campus to access e-mail. Cell phones are also used to contact faculty in the event of a delay or absence from a clinical day. Every effort will be made to contact the student with urgent messages from family.

CLINICAL DRESS CODE FOR NURSING STUDENTS

Professional attire, including the official blue lab coat, is to be worn at clinical agencies for clinical assignments, including pre-and post conference. The student must have their SFC Identification card.

Clothing must be in good condition, clean and pressed completely. Hairstyle must be professional. Men should be clean-shaven or present well-groomed mustaches or beards. Fingernails must be clean and short. Nail polish should be a neutral shade. Artificial nails are not to be worn due to concerns related to infection control. Makeup, deodorants and perfume should be used appropriately.

Special needs for religious dress requirements will be honored to the extent that these do not conflict with guidelines of the Occupational Safety and Health Administration (OSHA) or the Centers for Disease Control (CDC). All requests to modify the clinical dress code are made to the faculty member assigned to the course.

SECURITY

Safety

The safety of students is of primary importance. St. Francis College Security maintains a presence in the College. Any individual or situation considered to be a possible threat to security should be reported immediately to the Security Office (718.489.5222).

Personal Property

No facilities are available at the Department of Nursing or the cooperating affiliating agencies to secure valuable personal belongings. Students are strongly advised to leave valuables at home. Essential money or other valuables must be carried on the person. The College cannot be responsible for lost or stolen valuables. Lockers are available on a limited basis. Contact the dean’s office on the third floor for details.
Identification Badges

Each student is provided with an official St. Francis College I.D. badge upon registration for the first course. The I.D. permits the student to use the School cafeteria and the library and must be shown at the request of any authorized official. Loss of an I.D. should be reported promptly to Security. It must be surrendered to the Security Department when the student leaves the program for any reason.

Cooperating Academic and Clinical Agencies

Agency identification cards may also be required by a cooperating institution. Details concerning procedures are included in the student’s orientation to the specific agency.

COMMUNICATION WITHIN THE DEPARTMENT OF NURSING

Canvas Course Management System

Students are advised to familiarize themselves with the Canvas System. Information about courses, announcements, classroom listings and many other types of information is found in the system. Students having difficulty should consult the HELP DESK at 718-489-5444.

Bulletin Boards and Mail Folders

The official Bulletin Board is located outside the Department of Nursing. It is used for posting of any general information for the Department of Nursing. Students are individually responsible for information posted on official bulletin boards.

E-Mail

Students are encouraged to use E-mail to communicate. The College has the right to examine anything on the email system or any College system that is used to store information. At the same time the College values and respects the need for privacy. In order to foster independent thought creativity and intellectual development the College will only examine files when there is any activity or material that violates the College code of conduct or the law as described in the previous section.

Using any of the College computers and network resources for any activities or collecting materials that violate the College code of conduct is strictly forbidden. Specifically:

- Criminal activity
- Material that is obscene
- Material that denigrates people based upon gender, race, ethnicity, religious beliefs, or sexual preference
- Material that is violent or actively encourages violent behavior
- Plagiarism or violation of intellectual rights or copyright laws
- Activity that endangers, demeans, threatens, or libels a person or persons

EVENTS AND ACTIVITIES

The Cord provides information about social, cultural, and recreational activities. News of activities is also posted on the college website (www.sfc.edu) and on the large television screen located at the entrance to the building.

RESPONSIBILITIES OF THE STUDENT

Accountability

In preparation for the role of a baccalaureate nurse, the Department of Nursing requires certain standards of accountability:

- Students have the responsibility to submit all assignments on time; or, in instances where illness or personal problems interfere with fulfillment of responsibilities, to discuss a possible extension from the faculty prior to the due date.

- Students are responsible for keeping appointments made with faculty or for notifying faculty in advance of their inability to keep the appointment.

- Students are responsible for seeking assistance when they need help.

- Students are responsible for participating in the evaluation of faculty, courses, and clinical agencies.

- Students have the responsibility to participate in the governance of the College through participation in the student government organization on campus and through participation in the activities of the Nursing Department.

- Students are responsible for taking an active part in the learning process. Reading assignments, studying, term papers, and other self-instructional activities are an essential part of the academic program and develop the capacity for life-long learning.

- Students are responsible for being aware of the requirements for progression and graduation and for fulfilling these requirements as defined.
Standards of Written Work

All written assignments submitted in all courses to the Department of Nursing should meet APA standards of written work (American Psychological Association. Publication manual of the American Psychological Association, Washington, DC). If a paper does not meet these standards, the instructor may affect a penalty in grading the paper.

Plagiarized or Fraudulent Work

Documentation

Citation of source is expected for the following:

- all direct quotations;
- borrowed charts, diagrams, and other figures;
- borrowed ideas, opinions, conclusions and interpretations, even if these are not in the exact language of the source;
- any statements of fact, statistics, or scientific data that are not considered common knowledge.
- information obtained from the internet.

The APA Style Guide should be followed. Failure to document the work of others constitutes plagiarism. This includes all clinical and classroom papers submitted during nursing courses. At the discretion of the faculty, any work that is found to be plagiarized from any source, or found to be fraudulent, may invoke the sanction of course failure or dismissal from the Nursing Program. Students are referred to The Chord for a complete discussion of policies, procedures and sanctions.

Penalty for Late Submission of Papers

All papers must be submitted via the course management system to faculty on the due date at the time specified. Extensions may be granted in extraordinary circumstances, if requested and discussed with the faculty member before the due date and/or before final grades are filed with the registrar, 48 hours after the final exam. A penalty for papers submitted after the due date (either the original due date, or, in certain circumstances, the negotiated extended due date) will be imposed.

All course requirements must be completed before the end of the course. Failure to comply will result in an “F” (Failure) for the course and the student will not be able to progress in the nursing sequence or to graduate. There is no provision for Incomplete or “I” grades at St. Francis College.
Student Behavior Code

The student is expected to behave responsibly when representing the School. This includes speaking, dressing, grooming and conducting oneself in a way that reflects positively on the student, the College and the nursing community.

Drug, Alcohol and Smoke free School Environment

St. Francis College maintains a drug, alcohol and smoke free environment. The use of alcohol, tobacco and/or controlled substance is strictly prohibited within the school area and affiliating agencies. Smoking is not permitted anywhere within the building. All who violate this rule will be subject to disciplinary action that may lead to dismissal. Possession, sale, or use of illegal drugs is a criminal offense and subject to legal action.

Control of Firearms

St. Francis College students who are licensed to carry a firearm for their police, court, or corrections department duties are not permitted to bring their firearm onto the campus or to clinical facilities where they are assigned for learning.

It is the student’s responsibility to secure his/her firearm at the Security Department; contact the Director or the local police department.

Maintenance of Public Order

Rules and regulations for the maintenance of public order pursuant to Article 129A of the Education Act:

The Chairperson or a designee with respect to the educational unit, pursuant to the maintenance of public order shall:

Have the affirmative responsibility of conserving and enhancing the educational standards of the Department of Nursing.

Be the advisor and executive agent of the Department of Nursing and, as such, have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the Board of Regents, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the faculty.

Exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit.
**Rules of Public Order Policy**

1. Disorderly or indecent conduct on College owned or controlled property is prohibited.

2. Unauthorized possession or consumption of alcoholic beverages or controlled drugs and/or the possession or consumption of illegal substances on College-owned or controlled property is prohibited.

3. No person shall be asked, be required, or be expected to consume alcoholic beverages of any kind, or be asked, be required or be expected to use any illegal and/or controlled drugs for the purpose of becoming a member of the College activities, clubs or committees.

4. No situation or action that recklessly or intentionally endangers the mental or physical health of any person shall be permitted.

5. All forms of hazing by an individual, group or organization are expressly prohibited.

6. No member of the academic community shall intentionally obstruct and/or forcibly prevent others from the exercise of their rights or otherwise interfere with the educational process.

7. No individual may refuse to comply with the lawful directive of a College representative.

8. Theft or intentional damage to School property, including individual property, is expressly prohibited. This includes inappropriate use of computer technology for other than school-related activities.

9. Unauthorized occupancy of College facilities or blocking access to or from such areas is prohibited. Permission for the extra-curricular use of the College facilities must be obtained in writing from the Dean. Theft or intentional damage to the College or individual property is expressly prohibited.

**RIGHTS OF THE STUDENTS**

**Academic Grievances**

The faculty of the Department of Nursing believes that the student-instructor relationship is an integral part of the educational process. The responsibility to evaluate students and assign grades rests exclusively with the faculty. The following procedure has been developed to examine problems that arise in the student-instructor relationship while preserving the academic rights of both parties. Students are referred to the CORD for a description of the St. Francis College grievance mechanism.
COMPLAINT PROCEDURES

Complaint Procedures, New York State Education Department

Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution’s instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the Department within three (3) years of the alleged incident.
APPENDIX I
SFC 2015 Library Holdings for Nursing can be accessed through the SFC Library. Students are urged to complete the On-Line Library orientation.
APPENDIX II
HEALTH FORM COVER LETTER

Dear Incoming Students:

Enclosed are health forms that must be completed and returned to St. Francis College Department of Nursing, 180 Remsen Street, Brooklyn Heights, NY in Room 4311...

Carefully fill out all the information in all sections and when they are completed make sure you take the Pre-Admission Health History as well as Parts 2 - 4 to your Physician/Health Care Provider. **A licensed Physician or Nurse Practitioner must carefully document all items of the physical exam, required lab tests and immunizations.** Health forms that are received incomplete or that have insufficient documentation of immunity (serum titer levels) will prevent you from attending the Clinical Experience. Please be certain we have your correct address and telephone number where you can be reached during the day. **Malpractice insurance** with a minimum of $1,000,000.00/ $3,000,000.00 is required for registration in clinical nursing courses. Proof of malpractice insurance means that you need to give us a copy of your current policy identifying stated amount of coverage and date of expiration. You must also provide a copy of your current CPR certification by the AHA. Finally, St. Francis College Barnes & Noble will be selling the required textbooks. The address of the school is 180 Remsen Street, Brooklyn Heights, NY. Their telephone number is (718) 855-3649.

Your completed Health Form will serve as a reference in case of illness or accident and as documentation of compliance with the hospital and regulatory agency requirements. Following admission, a yearly TB screening and a self administered health assessment form will be required.

Please note that your seat reservation depends on you completing and returning the enclosed forms by the due date listed. If you encounter any difficulties, contact the Department of Nursing at (718) 489-5497 as soon as possible so that you do not risk losing your seat in the incoming class.

Sincerely,

Susan Saladino, R.N. Ph.D.
Chairperson
Department of Nursing
HEALTH FORM

PART I    PRE-ADMISSION HEALTH HISTORY

Directions: To be completed by the applicant. PLEASE PRINT

IDENTIFYING INFORMATION

NAME: _________________________________________________________

SOCIAL SECURITY #: _____________________________

BIRTHDATE: ____________________________ AGE: ___________

Mo. Day Year

HOME ADDRESS: ________________________________________________

# and St. City State Zip

HOME TELEPHONE #: ___________________________

DAYTIME OR WORK TELEPHONE #: ___________________________

________________________________________________________________________

Person to be notified in case of emergency: ________________________________

Relationship: __________________________________________________________

Address of above person: ________________________________________________

# and Street City State Zip

Emergency telephone #: ________________________________________________

NOTE: This packet will be reviewed for completeness by the St. Francis
College Department of Nursing prior to final acceptance of the
applicant into the Nursing Program.
APPLICANT NAME: ____________________________________________

ILLNESS RECORD

Have you had or do you now have any of the following?

Check YES or NO. Give dates, if known, and provide details for all YES answers.

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<th>DISEASE</th>
<th>NO</th>
<th>YES</th>
<th>YEAR</th>
<th>DETAILS</th>
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<td>Chicken Pox</td>
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<td>German Measles</td>
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<td>Mumps</td>
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<td>Scarlet Fever</td>
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<td>Mononucleosis</td>
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<td>Kidney Disease</td>
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</tr>
<tr>
<td>Knee Disorders</td>
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<tr>
<td>Back Injury</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
APPLICANT NAME: ____________________________________________________

ILLNESS RECORD

Have you had or do you now have any of the following?

Check YES or NO. Give dates, if known, and provide details for all YES answers.

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>NO</th>
<th>YES</th>
<th>YEAR</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequent Headaches</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fainting</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Convulsive Disorders</td>
<td></td>
<td></td>
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<tr>
<td>Migraines</td>
<td></td>
<td></td>
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<tr>
<td>Emotional Problems</td>
<td></td>
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<tr>
<td>Boils</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Allergies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recent Weight Loss</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diabetes</td>
<td></td>
<td></td>
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<tr>
<td>Surgery</td>
<td></td>
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</tr>
</tbody>
</table>

Any additional serious illness? __________________________________________________________

If yes, describe: __________________________________________________________

________________________________________________________________________

Hospitalizations? (Include Childbirth) When? ________________________________

________________________________________________________________________

Reasons: __________________________________________________________

Any Medications used regularly:

| NAME | FOR WHAT | DOSAGE INSTRUCTIONS |
|------|----------|---------------------|-------------------|
|      |          |                     |                   |
|      |          |                     |                   |
|      |          |                     |                   |
PART II PHYSICAL EXAMINATION

Directions: To be completed by the Physician

Height: ___________  Weight: _________  Blood Pressure: _______

Temperature: _______  Pulse: __________  Respiration: __________

Vision:  
Uncorrected: Right 20/ ______  Left 20/ ______
Corrected: Right 20/ ______  Left 20/ ______

Specify any other physical abnormalities or limitations: ____________________________
________________________________________________________________________

<table>
<thead>
<tr>
<th></th>
<th>NORMAL</th>
<th>ABNORMAL</th>
<th>DESCRIPTION OF ABNORMALITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyes &amp; Vision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ears &amp; Hearing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nose</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tongue &amp; Teeth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Throat &amp; Tonsils</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thyroid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glands</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Heart</td>
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<td></td>
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<tr>
<td>Circulation</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lungs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breasts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extremities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knee Joints</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skin</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPLICANT NAME: ___________________________________________________

PART III REQUIRED LAB TESTS AND IMMUNIZATIONS

Directions: To be completed by the physician. All lab tests and studies **MUST** be completed for both men and women and **MUST** reflect current data (last six months).

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
<th>Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urinalysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPD (Yearly)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest x-ray</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Required yearly of positive TB skin test reactors)</td>
</tr>
<tr>
<td>Titers:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubella Titer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubeola Titer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps Titer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella Titer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B Surface Antigen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B Surface Antibody</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B Core Antibody</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Titers: Titers must be done to prove immunity. Attach to this form all original laboratory reports with numerical findings and reference ranges.
IMMUNIZATIONS
Students who are not immune to Rubeola, Mumps and Rubella must be vaccinated.

<table>
<thead>
<tr>
<th></th>
<th>Date Given</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubeola</td>
<td>1. _______</td>
<td>Two doses live measles vaccine, 30 days apart</td>
</tr>
<tr>
<td></td>
<td>2. _______</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td>1. _______</td>
<td></td>
</tr>
<tr>
<td>Rubella</td>
<td>1. _______</td>
<td></td>
</tr>
<tr>
<td>Diphtheria/ Tetanus Booster</td>
<td>1. _______</td>
<td>Every 10 years</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>1. _______</td>
<td>Optional but recommended. If refused, student needs to sign declination form.</td>
</tr>
<tr>
<td></td>
<td>2. _______</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. _______</td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td>1. _______</td>
<td>Optional but recommended. If refused, student needs to sign declination form.</td>
</tr>
<tr>
<td></td>
<td>2. _______</td>
<td></td>
</tr>
</tbody>
</table>

PART IV  PHYSICIAN’S RECOMMENDATION FOR ADMISSION

Based upon my assessment of the data contained in this Admission Health Form. I believe that the applicant is physically capable of undertaking a full nursing educational program.

_________________________  __________________________
SIGNATURE                    MD#  OFFICE STAMP

________________________________________
Physician Name (print or type) (area code) telephone number

________________________________________
Street Address City State Zip

Code

Full Name, Address and MD # must be provided
I understand that due to my educational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been apprised of the advisability of being vaccinated with Hepatitis B Vaccine, but I decline to take the Hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

__________________________  __________________
Student Signature                                                  Date
MENINGOCOCCAL MENINGITIS VACCINATION

RESPONSE FORM

New York State Public Health Law requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, complete and return the following form to the Dean of Student office (Room 602A).

Check one box and sign below.

I have (for students under the age of 18: My child has):

☐ had the meningococcal meningitis immunization (Menomune™) within the past 10 years. Date received _______________.

☐ read, or have had explained to me, the information regarding meningococcal meningitis disease. I (my child) will obtain immunization against meningococcal meningitis within 30 days from my private health care provider or St. Francis College Health Services.

☐ read, or have had explained to me, the information regarding meningococcal meningitis disease. I understand the risks of not receiving the vaccine. I have decided that I (my child) will not obtain immunization against meningococcal meningitis disease.

Signed _____________________________________ Date _________________________

(Parent/ Guardian if student is a minor)

Print Student’s Name ___________________________ Student Date of Birth ________________

Student e-mail Address _________________________ Student ID# _______________________

Student Mailing Address ___________________________________________________________

_____________________________________________________________________________

Student Phone Number ___________________________
TUBERCULIN TEST RESULTS

Name ____________________________________________________________________________________

Had a PPD placed RFA/ LFA on the date of ________________________________

____________________________________
Signature

Had a PPD read the date of _________________

Results ___________________________ (Read in millimeters, NOT positive or negative)

____________________________________
Signature

PPD’s are to be read 48-72 hours after placement. They may be read either in Employee Health or by any licensed nurse, NP, PA, or MD (just not yourself). Remember; do not have results recorded as positive or negative. Instead, all results should be recorded in millimeters. Our fax number is 718.489.5408, no cover letter is required. Thank you.
FINANCIAL RESPONSIBILITY STATEMENT

Please complete the following form regarding any Health Insurance Coverage you may have. This information will be kept as proof of coverage in the event of a necessary hospitalization while you are a student at St. Francis College Department of Nursing. This form should be completed by whoever will be assuming responsibility for your health coverage whether it is yourself, your spouse or your parent/parents.

This form **MUST** be completed and notarized even if you have no health insurance. Simply write “NONE” for the name of the Insurance Company in the space provided below.

HAVE THIS FORM NOTARIZED AND RETURN TO:
St. Francis College - Department of Nursing
180 Remsen Street, Brooklyn Heights, New York 11201.

I am willing to assume all financial responsibility in the event that

________________________________ requires hospitalization while a student at the
(Name of Student) while a student at the St. Francis College Department of Nursing.

Name of Insurance Carrier: ________________________________________________

Insurance/ Group I.D. Number: ______________________________________________

PRINT NAME: __________________________________________________________

SIGNATURE: ____________________________________________________________

Relationship to Student: _________________________________________________

NOTARY: ______________________________________________________________

DATE: ___________________________________________________________________
DEPARTMENT OF NURSING DIRECTORY

ADMINISTRATION

NOTE: During the Academic Year, Administrative Offices are open during the following hours:

Monday – Friday from 9:00 a.m. – 5:00 p.m.

Telephone # -- (718) 489-5497
Fax # -- (718) 489-5408

NOTE: Faculty Offices are located adjacent to the Department of Nursing. Office hours are posted on office doors and listed in the department.

FACULTY

Resident Faculty

Susan Saladino
Chairperson, Department of Nursing
(718) 489-5497

Elenor Kehoe
Associate Professor
(718) 489-5497

Ronica Mukerjee
Assistant Professor
(718) 489-5497

Adjunct Faculty

Ann Bove
(718) 489-5497
Patricia Bracken DW
(718) 489-5497
Daphne Bramble
(718) 489-5497
Patricia Hamm
Kathleen Horan
Marissa Jones-Valenti
Emma Kontzamanis
(718) 489-5497
Regina Gonzales Lama
(718-489-5497
Mary Lou Martin
Patricia McCann
(718) 489-5407
Mary Anne Roncoli
(718) 489-5497
Michael Valenti
(718) 489-5497

ADMINISTRATIVE STAFF

49
Sr. Helen Marie Cahill
Secretary

(718) 489-5497

NURSING STUDENT REPRESENTATIVES
DIRECTIONS TO SFC

By Subway

IRT: 7th Avenue (2 or 3) and Lexington Avenue (4 or 5) lines to Borough Hall.

IND: A or F trains to Jay Street-Borough Hall.

BMT: N to Court-Montague. D, B, or Q trains to DeKalb Avenue. Change to M or R trains; go two stops to Court-Montague Street.

By Bus

Bus Routes: B-25, B-26, B-37, B-38, B-41, B-45, B-51, B-52 or B-67 to Court Street-Borough Hall area.

From Staten Island: No. S 53 bus to 95th Street and Fourth Avenue in Brooklyn or the No. S 79 to 86th Street and Fourth Avenue in Brooklyn; change to R train to Court Street-Borough Hall.

By Long Island Rail Road

From Flatbush Avenue Terminal. Take the 2, 3, 4, or 5 train two stops to Court Street-Borough Hall.

From Penn Station terminal. Take the 2 or 3 train to Borough Hall Station.