



St. Peter's Hospital  
College of Nursing

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ST PETER'S HEALTH PARTNERS

A Member of Trinity Health



Samaritan Hospital  
School of Nursing

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ST PETER'S HEALTH PARTNERS

A Member of Trinity Health

# STUDENT HANDBOOK 2025-2026

Revised 2025

## Samaritan SON and St. Peter's CON FALL 2025

### AUGUST

- 19 SAMARITAN NSG I and PN 1 I Orientation **9am to 4pm** at Samaritan School of Nursing
- 20 St. PETER's NSG I Orientation **9am to 4pm** at St. Peter's College of Nursing
- 21 ALL NEW RN/PN (includes advanced placed) Students Orientation **9 to Noon at St. Peter's College of Nursing**
- 25 SON/CON (RN and PN) and University at Albany classes Begin

### SEPTEMBER

- 1 NO CLASSES – ALL SCHOOLS -LABOR DAY
- 2 HVCC and Siena Fall Classes Begin
- 19 HVCC Sprint Classes Begin

### OCTOBER

- 13 NO CLASSES – SON/CON, HVCC- COLUMBUS/INDIGENOUS PEOPLES DAY
- 26 60% of semester complete. All financial aid has been earned.
- 27 Mid-Term grades due
- 27 HVCC Late Sprint Class begins

### NOVEMBER

- 21 Last day to withdraw from classes
- 26-28 NO CLASSES – ALL SCHOOLS - THANKSGIVING BREAK

### DECEMBER

- 12 Semester Ends – Final Grades Due SON/CON/Siena
- 15 SPHCON Graduation
- 16 Semester Ends – U Albany
- 16 SAMSON Graduation
- 22 Final Grades Due HVCC

**University at Albany and Siena students should refer to the academic calendar at their home institution.**

**Be advised that if the Schools of Nursing are holding class/lab/or clinical while your home institution is scheduled for a day off, you are required to attend your nursing class/lab or clinical (unless individual arrangements are made with your instructor).**

***This calendar is tentative and subject to change.***

**Samaritan SON and St. Peter's CON  
SPRING 2026**

**JANUARY**

- 13 SAMARITAN and ST. PETER'S NSG I Orientation **9am - 4pm**
- 14 St. PETER'S NSG I Orientation
- 15 ALL NEW STUDENTS Orientation **9am to Noon**
- 19 No CLASSES – SON/CON, HVCC, U Albany - MLK DAY
- 20 SON/CON, HVCC, SIENA and U Albany CLASSES BEGIN

**FEBRUARY**

- 16 HVCC Early Sprint classes begin

**MARCH**

- 13 Mid-Term grades due
- 16-21 SPRING BREAK SON/CON, HVCC, University at Albany
- 23 HVCC Late Sprint classes begin

**APRIL**

- 3 60% of semester complete. All financial aid has been earned
- 3, 6 Easter Holiday – NO Classes SON/CON
- 17 Last day to withdraw from classes
- TBA Faculty Development Day – No SON/CON classes

**MAY**

- 15 Semester Ends
- 18 Samaritan Graduation
- 19 St. Peter's Graduation
- 13-15 ATI Live Review (TENTATIVE)  
May Days

**University at Albany and Siena students should refer to the academic calendar at their home institution.**

**Be advised that if the Schools of Nursing are holding class/lab/or clinical while your home institution is scheduled for a day off, you are required to attend your nursing class/lab or clinical (unless individual arrangements are made with your instructor).**

***This calendar is tentative and subject to change.***

## **Student Handbook**

This student handbook includes the philosophy, purpose, objectives, academic programs, and other pertinent information for St. Peter's Hospital College of Nursing (SPHCON) and Samaritan Hospital School of Nursing (SAMSON) students. Students are responsible for knowing all policies, requirements, and regulations in this handbook.

The provisions in this handbook are to be regarded as a contract between the student and the institution. Course content and policies are under constant review and evaluation. The Schools of Nursing reserve the right to change any provision, regulation, or requirement. Changes will be publicized through appropriate channels. This handbook supersedes all previous handbooks of the Schools of Nursing.

Students are treated fairly without discrimination on the basis of age, gender, race, ethnicity, national origin, religion, disabling condition, sexual orientation, gender identity, sex characteristics, pregnancy or related conditions (lactation), or parental, family or marital status.

## **Accreditation**

The associate degree in nursing program at Samaritan Hospital School of Nursing in accordance with ACEN records, located in Troy, New York, is accredited by the:

Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree in nursing program is continuing accreditation.

The associate degree in nursing program at St. Peter's Hospital College of Nursing in accordance with ACEN records, located in Albany, New York, is accredited by the:

Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree in nursing program is continuing accreditation.

The practical nurse certificate program at Samaritan Hospital School of Nursing in accordance with ACEN records, located in Troy, New York, is accredited by the:

Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nurse certificate program is continuing accreditation.

**Registered by:**

- New York State Education Department jointly with Hudson Valley Community College  
HEGIS CODE 5208.20 AD Program  
HEGIS CODE 5209.02 PN Program
- New York State Education Department jointly with the University at Albany  
HEGIS CODE: 5208.20 Associate's Degree
- New York State Education Department jointly with Albany College of Pharmacy and Health Sciences - HEGIS CODE: 5208.20 Associate's Degree

New York State Education Department Office of the Professions  
Division of Professional Licensing Services  
Nursing Unit  
89 Washington Avenue  
Albany, NY 12234-1000  
(518) 474-3817, ext. 280  
Web: [www.op.nysed.gov](http://www.op.nysed.gov)  
Email: [op4info@nysed.gov](mailto:op4info@nysed.gov)

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## **OVERVIEW MISSION STATEMENTS**

### **St. Peter's Health Partners Mission**

We, St. Peter's Health Partners and CHE Trinity Health, serve together in the spirit of the gospel as a compassionate and transforming healing presence within our communities. Founded in community-based legacies of compassionate healing, we provide the highest quality comprehensive continuum of integrated health care, supportive housing, and community services, especially for the needy and vulnerable.

### **The Mission of the schools**

The mission of St. Peter's Hospital College of Nursing and Samaritan Hospital School of Nursing is to prepare students for entry into the profession of nursing as competent, caring practitioners.

### **HISTORY- St. Peter's Hospital College of Nursing**

St. Peter's Hospital College of Nursing has been educating and preparing students for fulfilling careers in nursing for more than a century. Initially known as the Training School of the Homeopathic Hospital of Albany, it was the first in record to be registered with the New York State Board of Regents, graduating the first class in 1906. The names of the hospital and school were changed in 1923 establishing the Memorial Hospital School of Nursing. In 2015 the name was changed to Memorial College of Nursing. In 2019, the name was changed to St. Peter's Hospital College of Nursing.

The St. Peter's Hospital College of Nursing is registered by the New York State Education Department. The curriculum adheres to the National League for Nursing's Educational Outcomes of Associate Degree Nursing Programs. St. Peter's Hospital is certified by the New York State Department of Health.

The school was chartered in 1903 by the State University of New York to "instruct for the successful practice of nursing". Today, over a century later, the mission and philosophy of the school and faculty continue to reflect the intent of the original charter while progressively advancing program offerings to meet the unprecedented demands in the profession. Quality education for students has always been the school's primary focus.

### **HISTORY- Samaritan Hospital School of Nursing**

The Samaritan Hospital School of Nursing was founded in 1898, only 25 years after the establishment of the nation's first nursing school. In 1902, the School of Nursing graduated its first class of 10 students. To date, more than 2,500 students have graduated.

In 1989, the Samaritan Hospital Board of Directors received authority to grant a two-year associate in science degree for the registered nurse program. In January 1995, the school expanded its offering with the addition of the practical nursing (LPN) certificate program.

The Samaritan Hospital School of Nursing is registered by the New York State Education Department. The curricula for the nursing programs adhere to the National League for Nursing's educational outcomes for nursing programs <sup>1</sup>. Samaritan Hospital is certified by the New York State Department of Health.

## **PHILOSOPHY**

### **WE BELIEVE**

The practice of nursing is...An art and science

- Dedicated to promoting, maintaining, restoring and supporting health and well-being of individuals living and dying
- Holistic
- Caring
- Accountable: legally, ethically and morally
- The application of theoretical knowledge, reasoning, and technical competence
- Accepting and respecting individuals regardless of religion, race, creed, color, age, gender, culture, ability, mental status, or socioeconomic status, or political affiliation
  - Partnership with:
    - Individuals and significant others with actual or potential health needs and
    - Health care team members

### **Education...**

- Is a partnership involving shared accountability between faculty and students.
- Requires open, honest and timely communication by faculty and students.
- Recognizes students' unique abilities, life experiences, and learning preferences.
- Is committed to providing a variety of resources and active learning experiences to support individual learning preferences and rates.
- Builds from simple to complex. A minimum level of competency is critical before progressing in a sequential curriculum. Given additional time and resources, students establish a stronger foundation from which to build. In consultation with faculty, students identify corrective measures necessary to move to a higher level of competence and negotiate the time needed.
- Flourishes in an environment in which there is freedom of expression, creativity, and innovation.
- Is a lifelong endeavor.

### **DEFINITION OF SCHOLARSHIP**

The faculty of both Schools of Nursing have defined scholarship as:

"Professional endeavors which advance the art & science of nursing and nursing education."

### **THEORETICAL FRAMEWORK**

The nursing community of St. Peter's Health Partners has adopted Jean Watson's theory of Human Caring/Caring Science as their theoretical framework for Nursing practice. As a member of this community, the College subscribes to this theory.

Watson's Refined Carative Processes<sup>1</sup> include:

- Practice of loving-kindness/compassion and equanimity with self/other
- Being authentically present; enabling belief system and subjective world of self/other
- Cultivating own spiritual practices; beyond ego-self to authentic transpersonal presence
- Sustaining a loving, trusting, and caring relationship
- Allowing for the expression of feelings' authentically listening and "holding another person's story for them"
- Creative solution seeking through caring processes, full use of self; all ways of knowing/doing/being; engage in artistry of human caring-healing practices and modalities
- Authentic teaching-learning within context of caring relationship; stay within other's frame of reference; shift toward health-healing-wellness coaching model
- Creating healing environment at all levels; physical/nonphysical, subtle environment of energy, consciousness, wholeness, beauty, dignity, and peace are potentiated
- Reverentially and respectfully assisting with basic needs, holding an intentional, caring consciousness of touching the embodied spirit of another as sacred practice, working with life force/life energy/life mystery of another
- Opening and attending to spiritual, mysterious, unknown, and existential dimensions of all the vicissitudes of life, death, suffering, pain, joy, transitions life change; "allowing for a miracle"
- All of this is presupposed by a knowledge base and clinical competence

Furthermore, the theoretical framework is informed by our understanding of the work of Patricia Benner. Benner theorized that nurses must have a strong foundation of knowledge and develop expertise through repeated practice and breadth of experience. It is our intent that students attain a sound theoretical basis and have ample opportunity to develop competence in nursing practice sufficient to prepare them for entry into practice.

Finally, all faculty members are encouraged to reflect on the work of many nursing theorists and are supported in their incorporation of relevant components of these theories.

National League for Nursing. (2010). Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing. New York, NY: The National League for Nursing.

## OVERVIEW

### CURRICULUM GOALS

The curriculum is prepared by the faculty with the following goals in mind:

- Graduate a caring, accountable nurse, adaptable to a variety of settings and changing environments.
- Cultivate professional values and behaviors.
- Promote the interdependence of theory, research, and practice.
- Foster nursing excellence through partnerships, systems thinking, and personal mastery.

### GRADUATE OUTCOMES-

The graduate of St. Peter's Hospital College of Nursing or Samaritan Hospital School of Nursing is prepared to:

- Promote, restore, and maintain health and well-being in patients, families, and communities to maximize **human flourishing**.
- Use **nursing judgment** to provide safe, high quality nursing care to patients, families, and communities.
- Demonstrate **professionalism** that reflects personal accountability, values, integrity, responsibility, and ethical practices.
- Approach nursing practice with a **spirit of inquiry** to improve the quality of care for patients, families, and communities.

### CURRICULUM PROGRESSION OUTCOMES – AD PROGRAM

GRADUATE OUTCOMES Each graduate will...	SUBCONCEPTS	FIRST YEAR	SECOND YEAR
I. Promote, restore, and maintain health and well-being in patients, families, and communities to maximize <b>human flourishing</b> .	A. Advocacy	1. Speak on behalf of the patient and family to the nursing team	1. Speak on behalf of patients and families to the health care team
	B. Team member	2. Provide nursing care in collaboration with the nursing team	2. Demonstrate leadership skills consistent with the role and scope of professional nursing practice
	C. Manager of care	3. Apply organization and time management skills in the	3. Coordinate the care of complex patients or groups of

<b>GRADUATE OUTCOMES</b> Each graduate will...	<b>SUBCONCEPTS</b>	<b>FIRST YEAR</b>	<b>SECOND YEAR</b>
		care of one or two patients in the acute care setting	patients in a variety of settings, and during the transition to other levels/settings of care
	D. Provider of care	<p>4. Use the nursing process to provide basic, holistic nursing care to patients and families</p> <p>5. Safely use basic psychomotor skills in the provision of care</p> <p>6. Adhere to institutional and professional policies and guidelines which are intended to maximize patient safety</p>	<p>4. Within the framework of the nursing process, provide comprehensive nursing care to complex patients or groups of patients</p> <p>5. Safely use complex psychomotor skills in the provision of care</p> <p>6. Identify opportunities for practice improvements to maximize patient safety, and implement change in collaboration with members of the healthcare team</p>
	E. Relationship centered care	7. Focus on needs of patients and families	7. Integrate and prioritize the needs of multiple patients and families

GRADUATE OUTCOMES Each graduate will...	SUBCONCEPTS	FIRST YEAR	SECOND YEAR
		8. Provide culturally sensitive care to patients and families	8. Communicate patient and family values and preferences to other members of the health care team
II. Use <b>nursing judgment</b> to provide safe, high-quality nursing care to patients, families, and communities.	A. Critical thinking	1. Identify, evaluate and correlate evidence to guide basic decision making	1. Identify, evaluate and correlate evidence to guide complex decision making
	B. Clinical judgment	2. Apply knowledge, common sense, reasoning, and experience to make decisions	2. Synthesize information, common sense, reasoning, experience and intuition to set priorities and make effective decisions
	C. Integration of best evidence	3. Support nursing care with an understanding of basic scientific principles and best evidence	3. Integrate best evidence to improve outcomes for all patients
III. Demonstrate <b>professionalism</b> that reflects personal accountability, values, integrity, responsibility, and ethical practices.	A. Communication	1. Apply basic principles of therapeutic communication  2. Understand implications of	1. Apply the principles of therapeutic communication in complex situations across the healthcare continuum  2. Manage non-verbal

GRADUATE OUTCOMES Each graduate will...	SUBCONCEPTS	FIRST YEAR	SECOND YEAR
		<p>non-verbal communication</p> <p>3. Use written communication to express understanding of selected clinical issues, adhering to academic standards</p> <p>4. Use technology and information management tools to support safe, effective care</p> <p>5. Apply the principles of teaching and learning in the provision of basic information to patients and families</p> <p>6. Adhere to the tenets of HIPAA</p>	<p>communication to achieve desired outcomes of care</p> <p>3. Use written communication to explore complex healthcare issues, adhering to academic standards</p> <p>4. Employ technology and information management tools to coordinate and improve care</p> <p>5. Apply the principles of teaching and learning in the provision of information to patients and families, and to other members of the healthcare team</p> <p>6. Adhere to the tenets of HIPAA</p>
	B. Comport-ment	7. Project professionalism through the use of appropriate language, appearance and behavior	7. Project professionalism through the use of appropriate language, appearance and behavior

GRADUATE OUTCOMES Each graduate will...	SUBCONCEPTS	FIRST YEAR	SECOND YEAR
	C. Ethical practices	8. Adhere to legal and ethical standards of professional nursing	8. Apply principles of legal and ethical practice to healthcare challenges
	D. Caring	9. Engage in therapeutic relationships which are sensitive and respectful of each individual's humanity	9. Engage in therapeutic relationships while being mindful of self and community concerns and sensitive to the needs of many
	E. Accountability	10. Take responsibility for own behaviors	10. Take responsibility for own behaviors and leadership obligations
	F. Stewardship	11. Use resources with care and efficiency	11. Support institutional and community initiatives to achieve effective, appropriate use of resources
IV. Approach nursing practice with a <b>spirit of inquiry</b> to improve the quality of care for patients, families, and communities.	A. Lifelong learning	1. Demonstrate self-directed behaviors that enhance knowledge, and personal/professional growth	1. Independently identify and use resources that enhance knowledge and personal/professional growth
	B. Raise questions	2. Identify problems and seek to	2. Analyze issues and appraise



GRADUATE OUTCOMES Each graduate will...	SUBCONCEPTS	FIRST YEAR	SECOND YEAR
		understand discrepancies	possible causes
	C. Creative approach to solve problems	3. Recognize and value effective and creative solutions	3. Develop and evaluate alternative solutions
	D. Quality improvement	4. Explore the relationship of quality improvement processes to excellence in patient outcomes	4. Employ quality improvement processes to promote excellence in outcomes

#### AGGREGATE PROGRAM OUTCOMES – AD PROGRAM

- **NCLEX Pass Rate:** Achieve a mean first-time pass rate on NCLEX- RN of 80%.
- **Program Completion Rate:** At least 65% of all freshmen enterers will graduate within 150% of program length.
- **Graduate Satisfaction:** At least 85% of all graduates will report satisfaction with the program at exit.
- **Job Placement:** 90% of those who seek jobs have a nursing position within six months of graduation.
- **Level of Achievement:** 80% of students will select "Agree" or "Strongly Agree" on End of Program Student Learning Outcome Assessment Survey.

#### CURRICULUM PROGRESSION OUTCOMES – PN PROGRAM

GRADUATE OUTCOMES Each graduate will....	SUBCONCEPTS*	Actions
I, Promote the dignity, integrity, self-determination, and personal growth of diverse patients, families, community and oneself to provide individualized, culturally	Advocacy	Speak on behalf of the patient and family and community respecting the dignity, diversity, and rights of the individual.
	Team Member	Provide safe and quality nursing care in a collaborative role in multiple health care settings - under the directions of the

appropriate, relationship-centered nursing care to maximize <b>human flourishing</b>		registered nurse/Health Care Provider.
	Manager of care	Apply organization and time management skills in the care of one or two patients in the acute, subacute, rehabilitation and long-term care settings.
	Provider of Care	<p>Use the nursing process to provide basic, holistic nursing care to patients and families</p> <p>Safely use basic psychomotor skills in the provision of care</p> <p>Adhere to institutional and professional policies and guidelines which are intended to maximize patient safety</p>
	Relationship Centered Care	<p>Provide culturally appropriate, individualized care to patients, families and communities, especially those underserved and vulnerable populations experiencing life changes and transitions of care</p> <p>Partner with patients and families to identify their preferences based on their expectations, resources, and cultural identity</p> <p>Communicate patient values and preference to other members of the health care team</p>
II. Provide a rationale for <b>nursing</b>	Critical Thinking	Correlate complex information, use best

<p><b>judgments</b> used in the provision of safe, quality care and for decisions that promote the health of patients within a family or a care environment.</p>		evidence and patient preferences and values to make practice decisions.
	Clinical Judgment	<p>Synthesize information, common sense, reasoning, experience and intuition to set priorities and make effective decisions to provide safe, quality care.</p> <p>Seek assistance in situations that require knowledge/actions beyond individual expertise and scope of LPN practice to provide safe, quality care.</p>
	Integration of best practice	<p>Use best evidence to improve outcomes for clients, families &amp; communities.</p> <p>Participate in research when opportunities arise.</p>
<p>III. Assess how one's personal strengths and values affect one's <b>professional identity</b> as a nurse and one's contributions as a caring member of the health care team who provides safe, high-quality care.</p>	Communication	<p>Apply the principles of therapeutic (verbal and nonverbal) communication.</p> <p>Use professional written communication to express the understanding of clinical issues.</p> <p>Complete patient record documentation to meet professional and legal requirements.</p> <p>Use technology and information tools to coordinate and improve care.</p> <p>Integrate principles of teaching and learning in the</p>

		<p>provision of teaching to the patient, family and community.</p> <p>Adhere to the tenets of HIPPA.</p>
	Comportment	Project professionalism through the use of appropriate dress, language, appearance and behavior.
	Ethical practices	Apply principles of legal and ethical standards of practice.
	Caring	Engage in therapeutic relationships which are sensitive and respectful of each individual's humanity.
	Accountability	Take responsibility for own decisions and actions.
	Stewardship	Support institutional and community strategies to promote quality care without waste or unhealthy overuse of resources.
IV.	Approach nursing practice with a <b>spirit of inquiry</b> , questioning the basis for nursing actions, considering research, evidence, tradition, and patient preferences.	Lifelong learning
		Demonstrate reflective practices to promote own journey toward knowledge and personal/professional growth.
	Raise questions	Identify problems and seek to understand discrepancies.
	Creative approach to problem solving	<p>Collaboratively seek creative approaches to care delivery.</p> <p>Collaborate with team members with suggestions to improve health care outcomes for patient safety,</p>

		<p>recovery, and transitions (systems-based care).</p> <p>Value evidence-based approaches to yield best practices for nursing (personal and professional development).</p>
	Quality improvement	<p>Question existing and traditional practices to improve safe, quality, cost effective care as a member of the health care team.</p> <p>Employ strategies to promote excellence in nursing through research, CQI, systems thinking and personal reflection.</p> <p>Explain the relationship of quality improvement processes to excellence in patient outcomes.</p>

## RETENTION

Retention rates - the percentage of AD students who matriculate in a given academic year and return the following year.

Academic Year	SPHCON	SAMSON – AD
2022	82%	65.5%
2023	82.8%	71.5%
2024	87.8%	76%

## GRADUATION RATES

Start Date	SPHCON	SAMSON AD	SAMSON PN
2022	63.34%	68.3%	76%
2023	67%	78%	80%
2024	70.75%	69%	70%

## FIRST TIME NCLEX PASS RATES\*

<b>AD Programs</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
<b>SAMSON</b>	97.06%	83.9%	89.8%	95.08%
<b>SPHCON</b>	89.87%	89.3%	84.8%	93.9%
NYS average*	87.58%	83.6%	75.47%	63.36%
US average*	90.63%	87.7%	80.38%	64.8%
<b>PN Program</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
<b>SAMSON</b>	100%	87.5%	100%	87.5%
NYS average*	75.81%	84%	77.89%	70.68%
US average *	88.38%	86.67%	79.32%	80.36%

\* data obtained from <http://www.op.nysed.gov/prof/nurse/nurseprogs-nclexrn>

## COMMUNICATIONS

### CAMPUS TELEPHONE DIRECTORY

	<b>St. Peter's Hospital CON</b>	<b>SAMARITAN SON</b>
Bursar	518-268-5028	518-268-5028
WellConnect	1-866-640-4777 WellConnect	1-866-640-4777 WellConnect
Employee Health	518-326-7150	518-326-7150
Fax	518-525-6852	518-268-5040
Financial Aid	518-525-6851	518-268-5023
Computer Lab/Health Science Library	518-525-6878	518-268-5035
Main Office/Faculty Offices	518-525-6850	518-268-5130
Samaritan Behavioral Health	518-271-3473	518-271-3473
Security:	Dial 911 or -	Dial 911 or -
St. Peter's Hospital	518-525-1522	518-525-1522
Maria College	518-376-0690/0688	518-376-0690/0688
Samaritan Hospital	518-268-5711	518-268-5711
St. Mary's Campus	518 – 268-5304	518 – 268-5304

Student Services	518-525-6858/6857	518-268-5144/268-5137
Learning Resource Coordinator	518-525-6867	518-268-5143

### INCOMING EMERGENCY CALLS

Messages will be taken for **emergency** calls only during normal business hours.

8:00 a.m. - 4:00 p.m. Monday through Friday

St. Peter's Hospital College of Nursing Main Office

518-525-6850

Samaritan Hospital School of Nursing

518-268-5130

**CELLULAR TELEPHONES** are not to be used during class, clinical, lab or in the library.

### CONTACT INFORMATION

All students are responsible for providing the College of Nursing with their current address and cell and/or home telephone number. Please make sure your voicemail is set up on your phone. Students may change their address, phone number, name, or enrollment status by submitting the information in writing to Student Services. Students may also visit <https://www.cacloudservices.com/student-services/7540S/crindex.cgi> to change their contact information.

### BULLETIN BOARD

Student bulletin boards are located in the student lounge for communication among students, faculty, school staff and/or hospital staff.

In addition to course information, bulletin boards will be used to disseminate information regarding transportation, student government meeting notices, employment opportunities and financial aid information. Students may post notices on the bulletin boards in the student lounge.

### EMAIL

All students will receive a St. Peter's Health Partners email account. Students are expected to access and read their email on a regular basis, even during school vacations. Students who are also employees of SPHP will **not receive a second** email account or 4X4 identification number. **However, it is the student's responsibility to notify Student Services if they stop working for SPHP.** A transfer of the email account will need to be requested. If the student doesn't notify the School, the email account may be inactivated.

Student email accounts will remain active for 6 months after graduation. May graduates will have access to their email account until December. December graduates will have access to their email account until June.

### IDENTIFICATION BADGES

All students are required to have picture identification badges, one issued by St. Peter's Health Partners, and one issued by Hudson Valley Community College for students enrolled in HVCC courses. Students will be issued a valid ID badge upon entering the College of Nursing. Lost hospital ID badges must be reported to Student Services for replacement. A fee of \$25 will be charged for each replacement SPHP badge. Lost Hudson Valley

Community College ID badges should be reported to the HVCC Security Office.

Your SPHP badge will allow you to access the College after hours via swipe.

It is a requirement of the New York State Department of Health that the ID badge be worn when in the clinical setting. ID badges are necessary to enter any locked areas of the school or hospital, to obtain services for the Health Science Library, computers, computer assisted instruction usage, food service discounts and for security purposes at both institutions. These ID badges may also be of benefit for student discounts in the Capital District.

PN Satellite students will have a badge issued by Ellis Hospital and Schenectady County Community College if applicable.

### **INFORMACAST**

The emergency alert system used by Trinity Health is Informacast. Students will enroll themselves via the Zen Box or here: [Login - InformaCast \(singlewire.com\)](http://singlewire.com)

### **INTERNET ACCESS**

Students may access the internet on their own laptops at the school by going to the wireless icon on their desktop and clicking on iguest. Please note that the wireless icon may differ in appearance from machine to machine but is generally located in the lower-right corner of the computer screen. Click this wireless icon, then click the appropriate Wireless node (iguest), then click the Connect button. Now, try accessing the internet. If you still cannot access the Internet, please restart your computer and try accessing the internet. If you still experience problems, see a Library staff member. Trinity Health blocks access to some websites which may limit your ability while on campus to look up some information.

### **CANVAS PORTAL**

The College uses Canvas as our Student Learning Management System. Students will receive a Canvas Portal account upon initial registration. The Canvas Portal will be used to disseminate information pertaining to the College including but not limited to: course(s), financial aid, billing, registration, college policies, and student government notices. Additionally, this site will be used to communicate cancellation of classes for weather related or other reasons.

Log in information and instructions for accessing Canvas are provided to all students during Orientation. If you have difficulty accessing Canvas and need a password reset, click Help on the Canvas log in screen.

### **RECORDING**

Any audio/video recording requires a two-person consent. Therefore, audio recording of any lecture or conversation is prohibited unless both parties agree to be recorded.

### **SOCIAL MEDIA**

The faculty and staff are prohibited from engaging in contact with students on social media venues such as Facebook. Students are requested to refrain from seeking 'friend' status with faculty and staff.



Students are required to adhere to the tenets of HIPAA when engaging in social media communication. Students are also advised to adhere to the school's goal of a 'productive learning environment' with the understanding that this extends to the virtual environment. Students who recklessly or intentionally endanger the mental or physical health of others at the School of Nursing or who damage the reputation of the school, its students, faculty or staff using social media will be subject to corrective action up to and including dismissal from the program.

### **WEATHER POLICY**

In case of inclement weather, students will be notified by the course chair or the clinical instructor if a learning experience (either class or clinical) is cancelled. Additionally, school closing information will be posted on Canvas and the following:

#### **TV/TV websites**

WNYT  
WRGB  
WTEN  
WXXA  
YNN

#### **Radio/Radio Websites:**

WFLY – FLY 92  
WGY – 810 WGY  
WRVE – The River  
WYJBB – B95.5

In addition, students are encouraged to use their own judgment as to traveling in bad weather. Additional information will be provided in the orientation sessions for each individual course.

## REGISTRATION AND ADVISEMENT

### STUDENT ENROLLMENT RESPONSIBILITIES

Students are expected to complete many requirements prior to the start of each semester. A list of requirements and deadline dates are 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.

#### Annual Health and Screening Requirements

A physical exam is required prior to the start of the nursing Schools. Then, a health Questionnaire (AHQ) is required **annually**. Documentation of immunizations is also required prior to the start of classes as well as a QuantiFERON Blood test. Additional immunizations or titers may be necessary according to the clinical sites' requirements.

#### CPR Course Completion

All students must provide documentation of having completed a Basic Life Support (BLS) Health Care Provider course. ***Though Student Services will provide reminders, when possible, 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 renewed certification is received in Student Services.

#### Acceptable courses include:

**Basic Life Support (BLS) for the Health Care Provider** through the American Heart Association.

**BLS for Healthcare Providers** through the American Red Cross; (Heartsaver is **NOT** acceptable)

**Basic Life Support for Health Care and Professional Rescuers** through the National Safety Council (Only BLS is Acceptable)

**BLS for Healthcare Providers and Professional Rescuers** through the American Safety and Health Institute.

**Military Training Network** Basic Life Support for Healthcare Providers.

**Please Note that PRO CPR is NOT acceptable.**

#### Health Insurance

All students will be required to carry health insurance and provide proof of such during their initial registration. It is the student's responsibility to notify the College of a change in insurance coverage or carrier.

#### Background Check

Students are required to have a criminal background check. This requirement satisfies St. Peter's Health Partners and its affiliates' requirements for the placement of students in any clinical setting. A criminal conviction does not automatically disqualify an individual from participation in clinical experiences.

#### HVCC/SCCC In-state students: Certificate of Residency (COR)

Students taking classes at HVCC or SCCC must submit a COR to Student Services to be billed as in-state residents. CORs are valid for 12 months of consecutive enrollment. If a

student fails to provide this form, they may be charged out of state tuition rate for classes through HVCC and SCCC.

## **ORIENTATION**

All new students are required to attend **New Student Orientation**. Some courses may have pre-course orientations. Students are strongly encouraged to attend. If there is no date on the calendar prior to the first day of class, then your orientation will be held the first day of class.

## **BRIDGE WORKSHOP**

Students who have been advanced placed, have taken a semester off or a leave of absence, must attend a bridge workshop. The bridge workshop is held prior to the start of each semester and is designed to refresh skills and knowledge and assess and ensure accuracy of placement of students. There is a charge of \$120 for this workshop. SPHCON students attend this workshop at SPHCON and SAMSON students attend at SAMSON.

## **ADVISORS**

All students are assigned an academic advisor. Student/Advisor lists will be posted each semester. Students are required to meet with their advisors to obtain signatures prior to registration for the next semester. The academic advisor is also available by appointment to provide advice and support throughout the semester.

## **REGISTRATION**

All course registrations are conducted at the Schools of Nursing, including for all Hudson Valley Community College and Schenectady County Community College courses. Course schedules and specific registration instructions will be posted on Canvas each semester. It is each student's responsibility to access the information and meet with their advisor each semester prior to registration. If schedule changes are required after the registration process has been completed, the student is required to submit the requested change in writing to Student Services.

A deadline date is set each semester for students to submit their registration forms. Students who have an unpaid balance will not be registered for the next semester. Registrations will be processed in a **random** order so that the process is fair to everyone. However, Students who submit their registration form after the deadline will be processed after all others.

Day, evening and occasionally weekend clinical assignments are offered in the College of Nursing and students are expected to be able to participate in any of the clinical, class, or lab times offered. If schedule changes are required after the registration process has been completed, the student may request a change with Student Services.

## **SCHEDULES**

After schedules are confirmed, students will be notified via email that they are available and can be viewed through Campus Anywhere Online Services. Occasionally, it is necessary for the College to rearrange clinical sites, resulting in a change to student schedules. Students will be notified via email if this happens.

If a student does not complete the enrollment requirements for the semester, he/she may lose his/her spot in a class, clinical or lab.

## **WAIT LIST FOR CHANGE IN CLINICAL OR LAB SCHEDULE**

After schedules have been confirmed, wait list requests will be taken. If a student did not get his/her first choice of a lab or clinical, he/she can contact Student Services to request to be put on a wait list. All requests must be submitted in writing to Student Services. Send requests to [Angela.cox@sphp.com](mailto:Angela.cox@sphp.com). If a student's schedule is changed, he or she will receive an email notification to check Campus Anyware Online Services.

## **STUDENTS WITH DISABILITIES**

**POLICY:** Reasonable accommodations will be made for students with disabilities.

**PURPOSE:** In compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 (subsection E) of the Rehabilitation Act, St. Peter's Hospital College of Nursing and Samaritan Hospital School of Nursing do not discriminate against any students with disabilities. All efforts will be made to arrange reasonable academic adjustments/accommodations for qualified individuals. The Schools are not required to lower or substantially modify requirements that would fundamentally alter the nature of a service, program or activity that would result in undue burden.

**RESPONSIBILITY:** Dean, Dean of Student Services, Faculty

**PROCEDURE:** Students must follow the steps below to request and receive their academic adjustments/accommodations.

1. Students who would like to request accommodations must first complete the Request for Accommodations Form available in Canvas. Once it is received by the Office of the Dean, the student will then be emailed a form to be completed by a qualified, licensed professional.
  - a. Examples of a qualified and licensed medical professional are a psychologist, psychiatrist, Psychiatric Nurse Practitioner, or medical doctor.
  - b. Documentation provided via a prescription pad is not sufficient, however, in place of the school's form a provider may submit their own documentation if it addresses the information required on the school's form. Documentation should be no more than 3-5 years old.
  - c. Documentation must include a recommendation for academic adjustments/accommodations including rationale.
  - d. The medical professional may not be related to the student.
  - e. All documentation is kept confidential and will be used for the sole purpose of supporting the requested academic adjustments/accommodations. Documentation will be filed in the office of the Dean.
  - f. All situations will be considered on an individual, case-by-case basis.
  - g. If requests are not submitted in a timely manner, academic adjustments/accommodations may be delayed.
2. Once all documentation is received, if the request for accommodations is approved, the Dean will provide the student with a letter outlining the appropriate academic adjustments/accommodations.
3. The student will provide their course chair with a copy of the accommodation letter.
4. The Dean will work with the faculty/proctors to arrange details of the accommodations but will not disclose confidential information as to the nature of the disability.
5. Every course overview will contain the following statement:

“It is the student's option to request accommodations for learning or other disabilities. Students should request accommodations in a timely manner. Accommodations will be made on a case-by-case basis and supported by documentation from a licensed medical professional.”

Each course chair will review the above statement with students at the time of course orientation.

## **ACADEMIC INFORMATION**

### **PROGRESSION**

Nursing courses build from simple to complex and are taken in order. 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. The courses required for the degree can be found in the Catalog, provided to all students at Orientation.

### **GRADING**

An accepted minimum level of competency is required for progression in the program of studies and has been defined as a grade of C or better in the support courses and B or better in the nursing courses.

Midterm grade reports are generated for each student. Students who are experiencing academic difficulty are encouraged to meet with their academic advisors to formulate a plan for successful completion.

### **GRADING SCALE for Nursing Courses**

Excellent	A	90-100%	4.0
Very Good	B+	85-89%	3.5
Average	B	80-84	3.0
Unsatisfactory	C+*	75-79	2.5
Unsatisfactory	C	70-74	2.0
Unsatisfactory	D+	65-69	1.5
Unsatisfactory	D	60-64	1.0
	I	Incomplete	
	F	Failure	
	W**	Withdrawal on or before the last day to withdraw	
	Z	Failure due to absence without withdrawal	
	CC***	Course Canceled	

\*Any grade below a B is equivalent to course failure. Students who earn less than a B are unable to progress to the next nursing course.

\*\*The last date to withdraw from a course is published each semester. Please note, the last day to withdraw from a nursing course may differ from the last day to withdraw from an HVCC or SCCC course.

\*\*\*This grade was introduced Spring 2020 as a result of COVID-19. It does not count towards attempted credits and is not calculated in GPA.

## ACADEMIC INFORMATION

### Hudson Valley Community College & Schenectady County Community College Grading Scale

GRADES		NUMERICAL EQUIVALENT	QUALITY POINTS PER CREDIT HOUR
A	Excellent	90 – 100	4
B	Very Good	80-89	3
C	Average	70-79	2
D	Passing	60-69	1
F	Failure	Below 60	0
I	Incomplete		
IP	Course in Progress		
P	Pass		
S	Satisfactory		
W	Withdraw		
NGS	No Grade Submitted		
Z	Absent Without Withdrawal		
EXM	Excused Medical (Physical Education courses only)		

The Grading Scale for the University at Albany can be viewed at  
[https://www.albany.edu/undergraduate\\_bulletin/regulations.html](https://www.albany.edu/undergraduate_bulletin/regulations.html)

The Grading Scale for Siena can be viewed at  
<https://catalog.siena.edu/content.php?catoid=15&navoid=505#system-of-grading>

### DEAN'S LIST

DEAN'S LIST status is determined by a **semester** GPA of 3.75 or higher and is noted on the student's transcript.

## GRADUATE HONORS

Graduates with a **cumulative** GPA of 3.75-3.94 are listed in the graduation program as Magna Cum Laude. The honor also appears on the graduate's final transcript.

Graduates with a **cumulative** GPA of 3.95 or higher are listed in the graduation program as Summa Cum Laude. The honor also appears on the graduate's final transcript.

### Tutor:

The Schools of Nursing are pleased to provide our students with an on-site tutor! We encourage students to take advantage of meeting with the tutor by appointment for assistance with course content, study skills, math remediation, or time management.

## ACADEMIC INFORMATION

### ACADEMIC/ADMINISTRATIVE POLICIES

Listed below are excerpts taken from Academic Policy statements. Complete policy statements are available in the college's Main Office, in the Health Sciences Library, and on the Canvas Portal.

### ACADEMIC PROBATION

A student is placed on academic probation when he/she:

- earns less than a B in any **nursing** course
- earns less than a C- (D, F, or Z) in any **support course**
- withdraws from a second nursing course (semester) or support course\*

\*If a student has previously withdrawn from any course or course category, a withdrawal from a subsequent course or course category will at least result in academic probation or may result in academic dismissal if the student has previously failed or withdrawn from any course or course category.

Course categories are:

1. **Nursing courses,**
2. **Science courses:** Anatomy & Physiology I & II, Microbiology
3. **Non-Science support courses:** General Psychology, Developmental Psychology, English Composition I, a Social Science course, an English elective and the directed elective.

### PROCEDURE AFTER NURSING COURSE FAILURE

- If a student wishes to repeat the course after the failure, the student must submit a **request to repeat a nursing course form**. Students will include with that form an essay explaining the reason for the failure and his/her strategy for success should they be permitted to return. The Admissions and Progression committee will render a decision. The committee's decision is final and will be communicated in writing to the student.
- 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.
- If the repeating student is successful he/she will be listed in good academic standing.
- Failure of a subsequent nursing course or semester will result in academic dismissal

## ACADEMIC DISMISSAL

- A student may only attempt any given course twice. After two unsuccessful attempts at the same course, the student will be dismissed.
- A grade of less than B is considered to be failure of a nursing course. A grade of less than C is considered to be failure of a non-nursing course.
- A student who is not approved to repeat a failed nursing course is academically dismissed.
- Failure of a **second** course in any nursing, science or non-science support course category will result in academic dismissal. 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 PSY 100 and then fails the English elective, he or she will be dismissed (as these are both in the category of non-science support courses).
  3. 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 our sister school, if they fail ONE nursing course at this school.
- Dismissed students are not eligible for readmission.

## ACADEMIC DISMISSAL WAIVER

An academic dismissal waiver will be *considered* if personal circumstances, unexpected crisis or hardship is encountered by the student leading to the failure. A faculty member, advisor or student services representative **MUST** have been informed of these circumstances prior to the end of the course.

## WITHDRAWAL (see below for Nursing, HVCC or SCCC course withdrawal)

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 academic penalty. A subsequent withdrawal will at least result in Academic Probation and may result in dismissal (if the withdrawal is from a course already attempted). A third withdrawal from a course **category** will result in dismissal.



Each semester, a last date to withdrawal without penalty is published. The nursing course withdrawal deadline may be different from the withdrawal deadline at any partner institution. If a student withdraws on or before the date published as the "last day to withdraw" the student will receive a W grade. Withdrawals will not be allowed after the published withdrawal date.

Please refer to Refund Schedule for the financial consequences of withdrawing from a course. **Any withdrawal after the refund period has ended does not qualify for a refund. (See page 75 for the Refund schedule).** A withdrawal prior to 60% completion of the semester may result in repayment of financial aid taken for the semester. Please speak with the Financial Aid Director before finalizing your withdrawal form.

### **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 Director to complete a **nursing course withdrawal form**. It is also recommended that the student discuss withdrawal with his/her academic advisor and course chair.

Students enrolled in nursing courses AND co-requisites 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 is 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.

A student on academic probation cannot repeat a course that he/she withdrew from without the approval of the Admissions and Progression Committee. To repeat, the student must submit a "Nursing Course Repeat Request" form.

### **WITHDRAWAL FROM HUDSON VALLEY or SCHENECTADY COUNTY Courses.**

Withdrawal policies of HVCC and SCCC are applied to courses taken at their school. Please review the HVCC or SCCC College Catalog regarding their Grading Policy and other implications of withdrawing from a course. Students must refer to the HVCC or SCCC College catalogue and calendar each semester for specific information regarding policies on registration, registration changes, tuition and grading.

Students must complete a **HVCC or SCCC withdrawal form** available from Student Services. The form must be completed and signed by Student Services and ***the student must take the form directly to the Registrar's Office at HVCC or SCCC for the change to go into effect.***

**PLEASE NOTE:** All withdrawals from HVCC or SCCC courses **MUST** be approved by the Student Services Office at St. Peter's Hospital College of Nursing or Samaritan Hospital School of Nursing.

## **INCOMPLETE GRADE**

At the end of the semester, if course requirements have not been completed, an Incomplete grade (I) may be issued. A learning plan to address all outstanding course requirements must be established with the course chair. The student has 2 weeks after the semester ends to complete the outstanding course requirements. Otherwise, the I grade converts to an F grade. In exceptional circumstances, the student may appeal to the Dean for an extension.

Incomplete grades in support courses are subject to the policy of Hudson Valley Community College or the institution at which the support course is taken.

## **LEAVE OF ABSENCE (LOA):**

The LOA policy allows students to interrupt continuous enrollment for 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.

To apply for a LOA, a student must submit the required Application for a Leave of Absence Form to Student Services prior to or during the semester for which the student is requesting the leave. All necessary documentation should accompany the Application. Once official grades have been recorded, no change to enrollment status will be accepted.

In the event a student is incapacitated, the application may be submitted by a designee of the student. The associate degree program is designed to be completed in no more than three-years. Therefore, the requests for an LOA shall not put the student beyond the three-year completion deadline. If so, the request may be denied.

If the LOA is approved, Student Services will notify the Bursar and Financial Aid Office. Students will be contacted for registration by Student Services.

## **ACADEMIC RECORD**

Students access their grade report at the end of each semester through Campus Anywhere Online Services. 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 always appear on the transcript but will show as repeated. The new grade will be used to calculate the GPA.

Transferred courses are not calculated in cumulative averages at the Schools. Any non-nursing grades below a C- are not accepted for transfer credit.

## **MASTERY LEARNING**

This is a process designed to assist students in attaining the highest level of competency by recognizing learning style preferences and variations in time to acquire a deeper understanding. The curriculum builds from simple to complex. To support a stronger founda-

tion, all students are required to attain a minimum of 80% or better in all nursing courses. If a student does not meet the minimum standard on a nursing exam, he/she must complete corrective measures, as discussed with that student's faculty.

## **ATTENDANCE**

Scheduled learning experiences are designed to enhance each student's success and support deeper understanding. Attendance at classroom/lecture, all clinical, lab and observational learning 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 course chair. (See Attendance Policy)

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 must be provided to indicate the student's readiness to return to scheduled classroom and/or clinical experiences.

Excessive absences, multiple failures to report absences, or lateness may result in course failure and/or termination from the program (see Dismissal Policy). Students at risk will be advised accordingly and informed in writing of actions that may be taken.

## **CLINICAL EDUCATIONAL EXPERIENCES**

In addition to course work at the Schools of Nursing, students will be assigned to clinical learning experiences at other health care agencies in the Capital District. These agencies may include, but are not limited to the following: St. Peter's Hospital, Samaritan Hospital, St. Margaret's, The Eddy Cohoes Rehabilitation Center, Heritage House, Ellis Hospital or other agencies. These assignments will be scheduled during day and/or evening hours on weekdays and/or weekends.

## **PREPAREDNESS FOR CLINICAL LEARNING EXPERIENCES**

Students are responsible for coming to clinical learning experiences prepared to participate in those experiences, including dressed in the school clinical uniform. Inadequate preparation may result in a faculty member denying an unprepared student the opportunity to participate in the learning experience (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 care for same, 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) evaluations College of Nursing administration and faculty and/or members of the health care team.

### **CLINICAL LEARNING EXPERIENCE MAKE-UP**

Missed clinical learning experiences must be made up. Make-ups will be scheduled at the convenience of the faculty but are not guaranteed. Students who miss more than one clinical experience will be required to make up the clinical experience at the end of the semester after the final exam. In that case, students will be assessed additional fees to augment expenses related to make up experiences beyond routine scheduling or semester calendars.

The fees will be billed by the Bursar and payment must be made within 10 business days. Due to the uniqueness of some learning experiences, certain clinical make-ups may not be possible.

After an absence, arrangements for make-ups of any type of missed experiences should be done in a timely manner with the faculty. Excessive absence or lateness may result in an administrative termination from the program and/or may be reason for course failure.

**Some clinical experiences begin at 7 a.m. or during evening hours or on weekends. If a clinical learning experience is cancelled, it may be rescheduled at a later date.**

## **GENERAL CRITERIA FOR MEETING OUTCOMES IN THE CLINICAL PORTION OF A NURSING COURSE**

### **A student who successfully meets outcomes...**

- Safely employs psychomotor skills according to guidelines, or identifies breaches in technique
- Applies theory as learned in nursing and co-requisite courses
- Analyzes data to support the use of the nursing process
- Demonstrates elements of critical thinking when using the nursing process
- Uses therapeutic and professional communication techniques
- Seeks guidance when uncertain
- Adheres to College and agency policies
- Behaves in an ethical and professional manner

### **A student who does not meet outcomes...**

- Demonstrates a pattern of unsafe execution of psychomotor skills
- Fails to consistently apply theory learned in previous and co-requisite courses
- Does not distinguish between normal and abnormal data, or fails to take action based on data
- Does not demonstrate critical thinking
- Fails to seek guidance when uncertain
- Communicates in an angry, disrespectful or inappropriate manner
- Fails to act on constructive feedback
- Fails to meet course objectives due to tardiness or absences
- Violates College or agency policies
- Behaves in an unethical and unprofessional manner

## PROFESSIONAL CONDUCT

### DRESS CODE

**Your School ID badge must be worn when on campus. It is required to enter both Schools.**

**Class:** Casual, tasteful clothes, jeans and shorts are acceptable

**Lab:** Solid colored scrubs are required during lab and may be purchased anywhere.

**Clinical:**

The nursing uniform must be worn at all times. Jackets or sweaters may not be worn over the uniform. **ID badges must be worn at all times.** Those who report to clinical in inappropriate attire may not be able to complete the clinical assignment and will be required to make up the missed clinical assignment. (see make-up information under Attendance)

**Any time that you are in the hospital or other healthcare facility or observation site other than during clinical:** Lab coat with school patch sewn on the left sleeve is to be worn over your street clothes along with your name badge attached to your top. Coats, jackets, or sweaters may not be worn over the lab coat. No jeans or shorts are permitted

**College uniform:**

**May be purchased at retailer of your choice**

RN students: **Black scrub top** with school patch sewn on the **upper left sleeve.**

PN Students: **White scrub top** with school patch sewn on the **upper left sleeve.**

**Black scrub pants** or skirt. A black long sleeve T-Shirt may be worn under the scrub top.

Hoodie sweatshirts are never allowed in the lab or clinical.

**White lab coat**, which may be purchased at a retailer of your choice.

**NO CROCS**

**Items listed below are also required:**

Wristwatch with a second hand, stethoscope, bandage scissors. An Apple watch is not acceptable.

The school patch is to be sewn on the left sleeve of the lab coat and uniform top and will be provided to you at Orientation. If you purchase your clothing at K&M Uniforms, the patches will be provided and sewn on for you.

Black stockings, socks, or knee highs.

White or black leather shoes or leather sneakers with enclosed heels and toes (must be able to polish) made of non-permeable material. No Crocs other shoes with any holes.

## MISCELLANEOUS REQUIREMENTS

- Hair: All hair must be off of the face and styled in a neat fashion, and must be of a color naturally occurring in humans. Long hair must be tied up off the neck.
- Jewelry: The only visible pierced body part that may be adorned with jewelry is the ears. One to 2 small pair of post earrings is allowed. Tongue piercing is considered visible and, therefore, prohibited while on clinical. Wedding or engagement rings only.
- Grooming: Cleansed and deodorized body.  
Short, clean fingernails;  
(Men) Clean shaven or groomed mustache or beard.  
Clean, neatly pressed uniform.  
Appropriate undergarments.
- Tattoos: Tattoos that are extreme or may be offensive or distracting to patient satisfaction are to be covered by clothing or other means.

## NOT PERMITTED

- Open toe shoes, open heel shoes, cloth shoes (i.e no Crocs).
- Acrylic nails, gels or nail polish of any kind.
- Exposed body jewelry, excessive or unconventional jewelry.
- Dangling jewelry, hoops, chains, bracelets or anything long that can be grabbed.
- Shorts or jeans during times when you will be in the hospital.
- Low cut shirts or blouses.
- Gum chewing.
- Heavy perfume, colognes, or aftershave.

When in doubt about the appropriateness of attire, please ask before wearing.

## SMOKING

**Smoking is not permitted ANYWHERE on St. Peter's Health Partners', Maria College, or Samaritan Hospital School of Nursing properties.**

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.

## ACADEMIC INTEGRITY

Students are expected to behave as responsible members of the Schools 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 College 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 St. Peter's Hospital College of Nursing, Samaritan Hospital School of Nursing, and St Peter's Health Partners is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student belongs to a community of professionals where academic integrity is a fundamental commitment.

### DEFINITIONS

**Academic Integrity** is defined in terms of a commitment to five fundamental values and to the principles that flow from those values. At the College 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.

**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 College 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.

## **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. 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 College of Nursing funding
- A defined period of suspension, with or without the attachment of conditions
- Expulsion (or dismissal) from the College of Nursing
- Notation on the official record
- Revocation of an awarded degree
- Any combination of the sanctions above

The administrators of the College of Nursing will be responsible for tracking any occurrences of academic dishonesty and meeting with any student who fails to follow the honor code.

## PROGRAM DISMISSAL/TERMINATION

A student may be dismissed from the college when there is sufficient evidence to show:

- violations of The College of Nursing code of honor (see *Academic Integrity* policy)
- academic failure (see *Academic Progress* and *Grading* policy)
- unsafe clinical practice
- a failure to comply with 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

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.

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.

## APPEALS

### STUDENT APPEAL PROCESS

The Student Appeal Process is designed to facilitate conflict resolution. Students have a right to appeal decisions that impact their educational experiences or create conflict with their program objectives. Remedy is sought through the following steps:

- Solve the problem at the source. Meet with the individual or persons involved in the conflict to attempt to resolve issue(s).
- Take the problem to next level. When a conflict remains unresolved, seek assistance through an advisor, or curriculum team member.
- When all avenues have been exhausted, a written statement of appeal may be submitted to the Admission and Academic Progress Committee within five (5) business days of the issue being disputed.
- A student who is appealing a clinical failure which is determined prior to the end of the semester may not attend class, clinical or lab while the appeal is pending.
- A student who is appealing a dismissal may not attend class, clinical or lab while the appeal is pending.

To appeal, a student will submit a written request to the Dean of the School or Dean of Student Services within **5** business days. After careful review of all the presenting evidence, if the Dean determines that the student has proven a lack of due process, bias, and/or inconsistent application of standards with supporting evidence, then an appeals hearing will be granted. An *ad-hoc* subcommittee of the Admission and Academic Progress Committee will be convened, comprised of the Dean of Student Services or designee and two faculty representatives. Where possible, the Appeals Committee will meet within **5** business days to hear the appeal and make a recommendation to the Dean. The student will be invited to appear before the appeals committee to state his/her case. The faculty member of the course the student was unsuccessful in will also be invited to present information in support of the grade issued. The committee will vote to either uphold the grade or dismissal or reverse it.

The appeals process does not guarantee that a decision will be reversed. It does ensure that issues brought before the committee are mediated and that all considerations on behalf of the student are given. The purpose of the appeals committee is to formulate resolutions and make recommendations to the Dean. The Dean may uphold the decision or override it. The decision of the Dean is final.

If the Dean is the subject of the appeal, the final decision rests with the Admissions and Progression Committee. Please refer to Policy #203.

No action will be taken against any student who chooses to file an appeal. Any student who appeals a decision will be provided with written assurance that no action will be taken against the student for filing the complaint.

Section 494(C)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 within three years of the alleged incident. Information regarding this complaint process can be obtained from the Dean's Office. Additionally, the person can contact [opprogs@nysed.gov](mailto:opprogs@nysed.gov) and request a complaint form. The student must be the complainant.

Additional information may be obtained at the following link:

<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>

## **CAMPUS SAFETY/SECURITY**

### **PURPOSE AND INTENT**

It is the policy of the Schools of Nursing to take reasonable steps to provide a learning environment that is safe and free of threat or harm. In addition, the policies and procedures of the schools provide protection of the rights and dignity of each student and employee. A safe and healthy work environment will assure that the student has the best possible opportunity for success in their studies.

Safety and security is the responsibility of every student and employee. It is expected that each member of the college community work to make our campus a safe and productive learning environment.

### **PREVENTION**

Prevention is the best strategy for providing a safe environment. To that end, the Schools of Nursing have policies and procedures regarding safety and security issues and practices. These policies are covered in student orientations. Personal safety and violence prevention education is also provided to students annually. Published materials regarding personal safety and security and treatment options are available from the Student Services office.

Annual fire and safety inspections of the facility are conducted as well as code silver and active shooter drills. In the event of an imminent threat against the safety of the community, it is the policy of the college to take reasonable steps to provide students with warning of potential threats to security.

### **NON SOLICITATION**

The Schools are in compliance with all government regulations and recommendations, including NO Solicitation. Solicitation by persons other than employees and student organizations of the College is prohibited. Solicitation by employees and student organizations of the College is prohibited to the extent that such solicitation or distribution results in substantial disruption of or material interference with College instructional, administrative, or operational activities.

### **COMPLAINT PROCEDURE**

The Schools believe that the reporting of crime is an effective measure in preventing future crimes. Issues of safety or security should be brought to the attention of Maria College Campus Security for St. Peter's students, St. Mary's Security for Samaritan students or the Dean. Students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the appropriate authorities in a timely manner. Crimes committed on campus should be reported to security as well as the local police department. The complaint should include details of the incident(s), names of individuals involved, and the names of witnesses. Should an accident or incident involving yourself or another occur, please contact the Dean or a faculty or staff member for an incident report form, instructions for completing and filing the report, and possible referral for treatment.

Sexual assault is a crime and victims of sexual assault are encouraged to contact the emergency department for medical and forensic evaluation. Depending on the location of the sexual assault incident, a report should be made to the Dean, St. Peter's Hospital Security, Samaritan Hospital Security, or Maria College campus security. Reports of sexual harassment or assault are confidential and should be reported, even if legal action is not being pursued.

In addition to the School's internal complaint procedure, students have the right to pursue investigation and prosecution of sexual harassment by filing complaints with the New York State Division of Human Rights (NYSDHR). Students must file complaints within 365 days of the last incident. Whatever action is taken against the harasser will be communicated to the NYSDHR complainant.

## **SPECIFIC POLICIES**

**Bias Related Crime Prevention** It is the policy of the Schools of Nursing to take reasonable steps to provide a learning environment free from bias. The learning environment should be one that is fair and that allows students to progress solely on the basis of ability and academic performance. Bias adversely affects the learning environment and the student's ability to learn. Bias perpetrated by the student faculty, or staff will not be tolerated. Allegations will be investigated promptly and with as much confidentiality as the situation permits. It is also the policy of the College of Nursing to provide information about bias related crime to the incoming student during the mandatory orientation program. Bias includes provisions and coverage of the Hate Crimes Act of 2000 codified in article 485 in the Penal law.

**Harassment, Sex-based Harassment and Assault Prevention** It is the policy of the Schools to take reasonable steps to provide a learning environment free of sexual harassment. 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 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.

## **TITLE IX/NYS Article 129B:"Enough is Enough"**

**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, sex stereotypes, sex characteristics, sexual orientation, gender identity, pregnancy or related conditions, 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 Schools also adhere to the NYS law Article 129B, "Enough is Enough".

The Schools of Nursing have a duty to **PROMPTLY** address disclosure or complaints of sex discrimination, including sexual harassment and sexual violence, limit the effects of the discrimination and prevent its recurrence.

Anyone who believes there has been an act of **discrimination** on the basis of the above against any person or group in the Schools 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 both SPHCON and SAMSON is **Kristen Parillo**. She can be reached at **315-869-1131**. 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.

Refer to **STUDENT HANDBOOK PART B** for the Manual of Sexual Offense Policies & Procedures for Students and Employees.

## CODE OF CONDUCT POLICY

**PURPOSE:** Students at St. Peter's Hospital College of Nursing and Samaritan Hospital School of Nursing are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this College community. Failure to comply with the Code of Student Conduct will result in a Student Conduct Board hearing. If the student is found in violation by the Student Conduct Board, The Dean and Administration will give formal sanctions, which may include suspension or dismissal from the program. The Schools of Nursing consider the following behavior, or attempts thereof, by any student, whether acting alone or with any other persons, to violate the Code of Student Conduct that follows:

1. Physical harm or threat of physical harm to any person or persons, including but not limited to: assault, sexual abuse, or other forms of physical abuse.
2. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words," bias-related or likely to cause an immediate breach of the peace.
3. Conduct which threatens the mental/physical health or safety of any person or persons including but not limited to hazing, drug or alcohol abuse, and other forms of destructive behavior.
4. Unprofessional or dishonorable conduct which may deceive, defraud, or injure patients, the public, school personnel, other students, and faculty.
5. Failure to care adequately for clients or to conform to minimum standards of acceptable practice under the supervision of the faculty or the designee of the facility.
6. Academic dishonesty, including but not limited to: plagiarism and cheating, and other forms of academic misconduct, for example, misuse of academic resources or facilities; misuse of computer software, data, equipment, or networks.
7. Intentional disruption or obstruction of lawful activities of the College or its members including their exercise of the right to assemble and to peaceful protest.
8. Vandalism, theft of or damage to personal or hospital/College property or services or illegal possession/use of same.
9. Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, College documents, or misrepresentation of any kind to a college office or official.
10. Unauthorized entry, use, or occupation of hospital/College facilities that are locked, closed, or otherwise restricted.
11. Disorderly conduct including, but not limited to: public intoxication, lewd, indecent, or obscene behavior, libel, slander, and illegal gambling.
12. Illegal manufacture, purchase, sale, use, possession, or distribution of alcohol, drugs, or controlled substances, or any other violation of the Drug Free Campus.
13. Failure to comply with the lawful directives of hospital officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
14. Unauthorized possession, storage, or use of any weapon or ammunition including stun [1] guns, firearms, BB-guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.
15. Interference with or misuse of fire alarms, elevators, or other safety and security equipment or programs.



16. Violation of any federal, state, or local law, which has a negative impact on the well [1] being of hospital/College or its individual members.
17. Violation of policies, rules, or regulations that are published in the Student Handbook, or any other official publications or agreements.

**DISCIPLINE:** The penalties for violation of rules and regulations shall be as follows, depending on the seriousness of the offense, the offender's record of prior offenses and such other nondiscriminatory factors as the Schools of Nursing reasonably shall deem relevant:

- a. Ejection of a violator from such campus and property.
- b. In the case of a student or faculty violator, suspension, expulsion, or other appropriate disciplinary action.
- c. In the case of an organization which authorizes such conduct, rescission of permission for that organization to operate on campus property.

Such penalties shall be in addition to any penalty pursuant to the penal law or any other law to which a violator or organization may be subject.

All incidents of harassment that are reported must be investigated. The Dean will immediately undertake an effective, thorough, and objective investigation of harassment allegations. The investigation will be completed and a determination regarding the harassment will be communicated to the student filing the complaint and the accused harasser(s). If it has been determined that sexual harassment has occurred, effective action commensurate with the circumstances and appropriate follow-up action to deter any further harassment will be taken. If a complaint of sexual harassment is substantiated, appropriate disciplinary action, up to and including termination if involving an employee or dismissal if involving a student, will be taken. Whatever action is taken against the harasser will be communicated to the complainant.

## **REPORTS AND NOTIFICATIONS**

It is the policy of the Schools 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 services office. The Advisory Committee on Campus Safety will provide an annual Safety Report which includes all campus crime statistics as reported to the United States Department of Education. The United States Department of Education's web site for accessing campus crime statistics is <http://ope.ed.gov/security>

## FACILITIES AND SERVICES

### **Library Services at St. Peter's Hospital College of Nursing and Samaritan Hospital School of Nursing**

The Library Media Center (SPHCON) and Library (SAMSON) serve student and faculty information needs. Users should be aware of the following procedures when using library spaces.

Books - Library users may borrow up to five books simultaneously with a valid St. Peter's Hospital College of Nursing or Samaritan Hospital School of Nursing ID. Books from the general collection circulate for two weeks (renewable). Books may be borrowed from the Reserve Collection for one week at a time. The staff has the discretion to renew books. Books are signed out and returned to the Library Technician's desk. The borrower is responsible for the replacement cost of lost or damaged items. Borrowers must return materials and resolve financial obligations before each semester ends, or final grades, graduation, and new course registration will be withheld.

Print Journals do not circulate.

Online journals, books, and databases can be accessed on and offsite through the library "course" found in the Canvas learning management system.

Computers are available for use during posted hours. Computers may be used for educational or work-related purposes only. Recreational use, such as games, is not permitted.

Photocopying and printing are permitted and paid through the Student Services fee. Copying multiple chapters or large sections of text is prohibited by copyright law (Title 17, U. S. Code). Equipment users are responsible for their lawful use.

St. Peter's Hospital Library - the Medical Library located on the 9<sup>th</sup> Floor, Gabrilove section of the St. Peter's Hospital, 315 S. Manning Boulevard, Albany, is available for student use. Direct access is available via Elevator D. All student ID badges are programmed to grant access 24x7. This library offers a place to study, access to 4 desktop PCs, a wireless network, a printer/copier, and a lounge. For problems with after-hours access, please contact SPH security at (518) 525-1522. If your ID Badge does not allow access to this Library space or any other approved library location, please email [SPHPSecurityBadging@sphp.com](mailto:SPHPSecurityBadging@sphp.com) for assistance.

Rules of Conduct - Talking on cell phones is not allowed in any of the library spaces described above. While food is not allowed near PCs, covered drinks are permitted.

For more information, see Library Policy #704.

## **TEXTBOOK PURCHASE**

Prior to the beginning of each semester, students will be sent a list of required texts with their schedules. Textbook lists may also be obtained by contacting the Media Services Center/Library staff at the St. Peter's Hospital College of Nursing or the Library staff at the Samaritan Hospital School of Nursing.

Textbooks are available for purchase at Hudson Valley Community College Bookstore – The Viking's Cove. Please visit their website

at <https://www.hvcc.edu/student-services/bookstore/index.html> for any additional information including store hours, textbook estimates, and policies.

Students attending University at Albany, Siena College, Schenectady County Community College, or Albany College of Pharmacy can purchase their textbooks at the Campus Store of their respective school.

See Billing and Financial Aid section for more details about Book Vouchers.

## **ATI Nursing Education**

In the start of your first semester at the Schools of Nursing you will receive multiple ATI books as supplemental instruction. Along with the books for each class, you will be provided with online access to resources for studying and reviewing. Throughout your time here you will also take multiple ATI exams to strengthen your knowledge. Once NSG V is complete, there will be ATI Live Review scheduled for 3 days, to prepare you for your upcoming NCLEX exam. Once graduated, you will still have access to ATI and will be provided with a set plan to rightfully prepare you for the NCLEX.

## **NURSING RESOURCE LAB and Andrea Lewis Siek Simulation Center**

The Nursing Resource Lab exists to support classroom and clinical learning. It provides an opportunity for students to gain knowledge and practice skills in a safe environment, prior to patient care in the clinical setting. A variety of resources are available to enhance individualized learning. The Nursing Resource Lab is staffed by an RN.

At SPHCON and SAMSON the lab is open between the hours of 8 a.m. and 4 p.m. Monday through Friday when not being used by nursing faculty for class. In addition, the labs are available to students when the library is open (see library hours), including evening, weekend hours and by appointment.

Students may also work with the Learning Resources Coordinator for additional help and one-on-one remediation in areas such as math skills, application of theory to practice, specific lab skills, validation skills and clinical applications.

## **PARKING**

**SPHCON:** There are 35 parking spaces available on the Maria College campus for SPHCON students. Those spaces will be given to the NSG V students. A hang tag is required and will be given to each NSG V student. They must be returned prior to graduation. All other students should park in the lot at Bethany Church, located at 760 New Scotland Avenue.

**SAMSON:** At St. Mary's campus, students may park in any outside/surface lot. At Samaritan Hospital, students must park in the Cage lot located at Eagle and 17<sup>th</sup> Streets. Students are not permitted to park in the parking garage at either location.

Students with disabilities who need to park closer to the building should contact Security for authorization.

Parking is prohibited in fire lanes, at or near fire hydrants, in driveways, in the loading dock area and roadway, crosswalks, handicap areas, in any areas marked "NO PARKING". Students may not park in spaces designated for patients, visitors or doctors.

Students who violate parking regulations will be subject to disciplinary actions. The vehicle of a student who has violated parking regulations may be towed at the owner's expense.

## **LOCKERS**

Due to increased enrollment, it is necessary to request that two students share a locker. Lockers are assigned in the Main Office of the Schools and are in the basement hallway just past the stairwell at SPHCON. They are in the main hallways at SAMSON. Lockers should be emptied at the end of a student's program. Personal locks are not to be used. If found on locker, they will be removed. Please use locks provided.

**ST. PETER'S HOSPITAL COLLEGE OF NURSING**  
**&**  
**SAMARITAN HOSPITAL SCHOOL OF NURSING**

**DEPARTMENTAL FIRE PLAN**

**R Rescue**

Remove persons in immediate danger.

**A Alarm**

Activate the nearest fire alarm pull stations.

If alarms do not activate, call security 518-376-0690 (SPHCON) or #5311 at SAMSON.

**C Contain**

Close all doors and windows that you can safely reach to contain the fire.

During evacuation close the doors behind you.

**E Extinguish/Evacuate**

Only attempt to extinguish the fire if it is safe for you to do so.

Retrieve the nearest fire extinguisher and follow the “**P.A.S.S.**” procedure:

**P** = Pull the pin breaking the plastic seal;

**A** = Aim at the base of the fire;

**S** = Squeeze the handles together; and

**S** = Sweep from side to side.

**Ambulatory persons should be instructed to exit the safest fire exit under their own power and meet outside the School of Nursing**

## HEALTH and Wellness

### HEALTH SERVICES

All students of the Schools are entitled to **selected** health services provided by SPHP. The health service fee covers the following services while enrolled in the program:

- Review of new student physical, health history, and annual health questionnaire.
- Review of immunization records to ensure compliance with the Schools of Nursing and New York State Department of Health requirements.
- Annual Fit Test
- Annual influenza vaccine.
- Assessment and limited treatment for blood borne pathogen and TB exposures.
- All Nursing students will be required to carry health insurance and provide proof of such.

### HEALTH PROMOTION

A healthy mind, body and spirit are goals for students as well as the patients and community we serve. Support programs are available for students as well as employees.

### SUPPORT SERVICES

Students seeking assistance with personal, academic, or other difficulties are asked to contact their advisors, the Dean of the College, the Dean of Student Services, or other representative from the school for referral.

Students in need of counseling services are entitled to 3 free, confidential counseling sessions each year by calling WellConnect at 1-866-640-4777 and using the school code sphp-stu.

### **The National Suicide Prevention Hotline – 24 hours/day: DIAL 988**

The College of Nursing Crisis Assistance Fund was established to aid female nursing students who need **emergency** assistance. Emergency assistance can generally be defined as one-time aid to help a nursing student with a problem resulting in a crisis which is unforeseen and beyond their control. See Canvas portal for procedure and request form, found in Student Services Policies #725.

## **HEALTH and Wellness**

### **DRUG and ALCOHOL ABUSE PREVENTION – Policy #703**

#### **I. PURPOSE:**

In accordance with Part 86 of the Education Department General Administrative Regulations, the school will distribute this policy in its entirety to all students, faculty, and staff; publish this policy in its entirety in the Student Manual and the Policy Manual; and periodically review the policy through the appropriate committees (Student Services, student groups, Faculty).

The schools recognize a responsibility for education, prevention, and the need for referral programs in an effort to promote a drug and alcohol-free campus and workplace. In accordance with the Drug Free Schools and Communities Act Amendment of 1989 with the purpose of preventative education in the area of drug and alcohol abuse, the administration, faculty, staff and students of the Schools of nursing do adopt and support the following Campus Policy on Drug and Alcohol use.

Use of alcohol, illegal drugs, non-prescribed drugs, and misuse of prescribed medication during school hours or while on the premises is also considered a violation.

#### **II. POLICY:**

It is the policy of St. Peter's Health Partners to establish a drug-free workplace that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. It is a violation of our policy to use, possess, sell, or trade any illegal drugs or intoxicants. Use of alcohol, illegal drugs, non-prescribed drugs, and misuse of prescribed medication during work hours or while on the premises is also considered a violation.

This prohibition does not apply to a student's use of medications under the following circumstances:

- The medication has been legally prescribed to the student.
- The medication is being used in accordance with the prescription.
- The student has been advised that the medication will not adversely affect the health or safety of the student or others in the school including students, patients, residents, co-workers, or visitors.

#### **III. PROCEDURE:**

1. Testing will be conducted when there is reasonable suspicion.
  - a. The need for a Reasonable Suspicion test will be determined based on specific, current observations, including but not limited to, the student's appearance, behavior, conduct, speech, or body odors. Faculty/staff may initiate an investigation and determine need for testing based on reports/complaints from other students, staff, patients, patient caregiver or family member.
  - b. Any student with access to narcotics may also be required to test if policy and procedures for dispensing narcotics are not followed or if the colleague's actions are consistent with narcotic diversion.

2. If a student is suspected of being under the influence of drugs and/or alcohol the Director/Dean will be notified.
  - a. Leadership Development regularly offers the following recommended training, “Behavioral Management – Colleague Behaviors, What to Look for, What Actions to Take.” All Directors/Managers/Supervisors responsible for direct oversight of staff are responsible for this information.
3. Faculty/staff will obtain [Reasonable Suspicion Packet](#) and notify the Dean/Director (after 5pm and weekends see [#9d](#) for HR notification). The paperwork is maintained in the students’ confidential health file.
4. Faculty/staff will escort student to Employee Health office during regular business hours (Monday-Friday, 7:30am to 3:30pm).
5. Faculty/staff will remain with the student for the duration of urine drug and/or blood alcohol testing. Please call in advance to notify Employee Health of pending arrival:

***St. Peter’s Employee Health***

310 S. Manning Blvd, Albany  
518-525-2360

***Troy Employee Health***

147 Hoosick St., Suite E, Troy  
518-326-7150

6. If an incident occurs outside of regular business hours, the faculty/staff will escort student by foot or taxi to nearest facility location (below) for testing.
7. Faculty/staff will remain with the colleague until testing is complete and transportation arrangements decided:

***St. Peter’s Hospital (ED)***

315 S. Manning Blvd, Albany

***Samaritan Hospital (ED)***

2215 Burdett Ave., Troy

- i. The ED will serve as a collection area. The student is not expected to register as an ED patient unless he/she specifically asks for a medical evaluation or ED services.
  - ii. The ED provider(s) are not expected to write any order for drug testing or provide any medical exam unless the employee is requesting a medical exam and is registered as an ED patient.
  - iii. No orders are required for drug testing. NYS law allows for employer testing.
    - a. Each ED should designate a collection area (private bathroom) for testing.
    - b. Northeast Testing will perform the UDS test and the breathalyzer test in the designated ED area.
8. In the event the colleague is under 18 years of age, parental consent is necessary to conduct drug and/or alcohol testing. Consent may be obtained by phone if parent/legal guardian is not present.



9. Northeast Testing is the primary contact for off-hours testing performed at any of the SPHP Emergency Departments. The steps below outline the process for arranging the drug and/or alcohol test during off hours:
  - a. After 5pm on weekdays and any time on weekends call 866-573-9637 and provide the operator with:
    - Your name and phone number
    - The location (SPH, Samaritan, AMH) where the drug screen is to be collected and area (ED)
    - Student Name
    - Name of contact at location if different from caller
  - b. After the phone call, the collector will arrive within 30 to 45 minutes. Northeast Testing's collector will provide the required Chain of Custody (COC) form and all testing supplies. Our facilities do not need to provide any paperwork or supplies. The results will be provided to Employee Health within 2 to 5 days depending on result.
  - c. Once testing is completed, the student will be relieved of duty and not allowed to resume work until specimen results are reported to the Dean/Director.
    - Testing is performed to screen for illegal substances, alcohol, or misuse of prescribed medication.
    - Testing is not a "Fit for Duty" Evaluation, as all students tested will be relieved of duty until test results are received.  
If student is suspected of presently being under the influence of drugs and/or alcohol, then travel arrangements should be made (taxi or family member/friend). If student refuses the alternate transportation the local police authorities will be notified.
  - d. Dean/Director/ must notify Employee Health Director that testing has taken place (after 5pm and weekends notify the next business day). Employee Health Director will obtain results and forward to Dean/Director.
10. If the student is found in violation of the policy, as evidenced by a positive screening result or refusal to test, then the student will be subject to disciplinary action up to and including dismissal.
11. Colleagues that are students cannot return to work until he/she has been cleared by HR and clearance is communicated to Dean.
12. For Students willing to enroll in a rehabilitation program for unlicensed staff, both of which include routine random drug and/or alcohol testing) SPHP may offer the ability to continue working, however, assignments may be modified based on PAP recommendations.
13. Alcohol and Drug Testing and Counseling/Rehabilitation costs may be covered by [student insurance](#). However, all uncovered testing, counseling and rehabilitation fees are the responsibility of the colleague.
14. Students who are prescribed legal medication have an obligation to ask the Provider if such medication has the potential to adversely affect themselves or

others in the workplace. If the student is advised that use of the medication may adversely affect themselves or others, the student has the responsibility to ask if a different medication can be prescribed. If the medication cannot be substituted, the student is obligated to inform their faculty member or the Dean. At such time, a decision will be made regarding the ability to provide a reasonable accommodation during the time the student is taking the medication.

15. All students will be made aware of this policy by receiving a copy annually in the Student Handbook.

#### **A. Sanctions Imposed for Non-Adherence to Policy**

In accordance with the Drug Free Schools Act, and the policy of the College of Nursing, the following sanctions will be imposed upon those students found selling, using, distributing, or possessing drugs or alcohol on School/Hospital property. Misuse or abuse of prescription drugs will be treated as use of illicit drugs.

1. The student will be immediately suspended from the program. No exams or clinical practicum validations will be provided during suspension.
2. Parents or legal guardian of minors will be notified.
3. Law Enforcement Agencies will be notified (if applicable).
4. Following the enforcement of legal sanctions (if applicable) the student will be required to seek counseling prior to reinstatement. The student who refuses will automatically be dismissed from the program.
5. Reinstatement in the program and determination of the student's ability to resume full class and clinical responsibilities will be based on an agreement between the school, the student, and rehabilitation facility of the student's choice. Upon reinstatement, an administrative decision will be made as to whether the student will resume enrollment in the same class or whether the student must repeat the class in a subsequent semester. If it is necessary for the student to repeat the course, the student will be reenrolled in the course on a space available basis.
6. Readmission of a student who has been dismissed from the program (#4 above) will be considered upon agreement between the school, the student, and the rehabilitation facility of the student's choice.
7. Full tuition charges will apply to any course being repeated.
8. Tuition and fees will not be refunded if a student is suspended or dismissed for violation of this policy.

#### **B. School Responsibility**

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:

1. Maintain contact with referral agencies and treatment programs and have information regarding their availability, intake processes and costs through the Student Services Office.
  - a) A list of agencies and contact personnel will be published and available to students through School publications, and in the Office of Student Services.
2. 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 which includes:
  - a. 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.
3. The school will conduct a biennial review of the previous two academic years' AOD prevention program. The findings will be on file by December 31<sup>st</sup> on even-numbered years. The biennial report will address the effectiveness of the program and the consistency of the enforcement of sanctions.
4. 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.

#### IV. **DEFINITIONS:**

- A. **DRUG** – A drug is defined as a controlled substance in the Penal Law or as any substance including alcohol, that alters bodily functions, or as any substance that has potential for abuse because of its psychological, mind-altering capability. The prohibition of drug consumption, sale or distribution also applies to all over the counter and/or mail order drugs.
- B. **IN POSSESSION** – Means that any person that has a controlled substance or equipment or property on his/her person, in his/her clothing, in his/her assigned school locker or office or in a vehicle operated by the individual.
- C. **SELL** – Means to sell, barter or exchange, give or dispose of to another, or to offer or agree to do the same.
- D. **DRUG (substance) ABUSE** - The use of illegal drugs or the use of prescription or over-the-counter drugs for purposes or by methods other than those for which they are meant to be used.
- E. **SCHOOL PROPERTY** – Means any property or equipment which is owned, operated or supervised by the School or its personnel.

- F. CHAIN OF CUSTODY (COC) –refers to the process of collection and the security of the specimen.
- G. COLLECTION VENDOR –refers to the company, Northeast Testing, to be used for testing outside of business hours when Employee Health office is closed.

## REGULATORY

### **HIPAA**

The Health Insurance Portability and Accountability Act of 1996 is a federal law created to reform the health insurance market and simplify health care transactions and processes. The law is designated to improve the efficiency of the healthcare system by standardizing electronic transmission of certain healthcare transactions. The goal of HIPAA is to protect the privacy and security of all health care information, including transmitted information.

Protected health information may be used or disclosed only to the individual or personal representative; for treatment, payment, or health care operations; for special purposes set forth in HIPAA regulations; for any other purpose, with the individual's authorization.

### **EPIC ELECTRONIC HEALTH RECORD AND CONFIDENTIALITY**

The EPIC patient care database is a confidential electronic health record.

It is the policy of this institution and the schools that ALL patient information is confidential and that access to that information is a privilege which carries with it ethical and legal responsibilities and sanctions.

### **Student Access**

Students are eligible to access the EPIC on a "need-to-know" basis. The purpose of this access is to obtain patients' information directly related to clinical objectives in nursing courses, as well as to utilize the word processing and internal email capabilities of the system. This is a privilege which facilitates clinical learning.

Students will be granted access to EPIC once they have completed all mandatory training modules in Acemapp.

### **Student Employees**

Some students at the college are also employees of the SPHP. If you hold this dual status, as an employee, while working in your employed status, you are eligible to use the computer system in whatever capacity your employer deems appropriate for your position.

***Please NOTE: Students who are also employees will NOT receive a separate EPIC account. They will access EPIC with the same 4X4 whether working as a student or employee but change to a "student" role. It is the student's responsibility to tell the school if they leave their employment so a new account can be created.***

### **Passwords**

No one is to allow anyone else access to the EPIC system on her/his password. If the person asking for use of the system is an eligible user, they can access the system through their own password. Do not "buddy up" while using the computer.

Those who share their password may be dismissed from the college. Do not allow anyone who does not have a password into the system to "show them what it can do". This is not a reference library system - it is confidential information.

## **Sanctions**

Please be mindful of the sanctions that apply to breach of confidentiality. These are listed in the Personnel Policies of the hospital. The final sanction for any behavior which violates these rules is termination of employment/dismissal from the school. In addition, violation of HIPAA regulations is a felony and may prohibit applicants from licensure as a nurse, or loss of license for those who already hold a license.

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

The Family Educational Rights and Privacy Act affords eligible students certain rights with respect to their education records. An eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. In addition, parents are afforded the same rights as students, as long as the student is claimed as a dependent on either of their parent's Federal Income Tax Return, and there is proper presentation of the dependency condition.

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Schools receive a request for access. A student should submit to the Dean or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading.

A student who wishes to ask the school to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Schools in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the schools who performs an institutional service or function for which the schools would otherwise use its own employees and who is under the direct control of the schools with respect to the use and maintenance of PII from education

records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school. Upon request, the school may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

SPHCON and SAMSON have designated the following information as "directory information": student's name, address, telephone listing, participation in officially recognized activities, major, dates of attendance, date of birth, enrollment status, degrees and awards received, and digitized image/photograph/video. The schools may disclose any of this information without prior consent, unless notified in writing to the contrary within 30 days of the beginning of the term.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SPHCON or SAMSON to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **ORGANIZATIONS, COMMITTEES & ACTIVITIES**

### **SPHCONSNA (St. Peter's Hospital College of Nursing Student Nurses' Association) and SGA (Student Government Association)**

The Schools have a local chapter of the National Student Nurses' Association (NSNA) dedicated to fostering professional development of nursing students. The Student Government Associations' Board of Directors is comprised of student-elected members and a faculty advisor (without a vote). The mission of the Student Government Associations is to:

- Organize, represent, and mentor new students preparing for initial licensure as registered nurses through educational programs, active school involvement and social events.
- Promote the development of the skills students will need as responsible and accountable members of the nursing profession.
- Advocate for high quality health care.

Members participate in community health projects, school projects, and annual state and national conventions. As our future nurse-leaders, your active membership is welcomed.

## BILLING AND FINANCIAL AID

### BURSAR'S OFFICE (518-268-5028)

All billing inquiries, payments, refunds, scholarship checks, etc. are handled through the Bursar's Office of the Schools of Nursing. Students will receive a bill in the mail (known as a Student Statement) about a month before payment for the semester is due. All payments are due in full by the specified due date stated on the statement. If a student fails to make payments by the specified due date, they will be dropped from their classes and will be charged a \$50 late fee. Acceptable forms of payment include check, money order, credit/debit card (MasterCard, Visa, Discover or American Express) or payment plan (\$50 processing fee and payments are divided into 4 installments for the fall and spring semesters; \$25 fee and 2 payments for the summer). Students may pay their bill in person (check or money order), by mail (check or money order) or online (credit/debit card) at <http://www.sphp.com/careers/schools-of-nursing/>. The Bursar will not process or store credit card information for students or their parents.

Refund of a payment made with a personal check is subject to a St. Peter's Health Partners' Finance Department mandated hold of 14 business days after the Bursar has deposited the check. The Bursar will notify the student when the refund is available.

Students are welcome to call with any questions or concerns regarding their bill. Please remember to notify the college of any changes in your mailing address, email address and home or cell phone numbers. Please let the Bursar know if you have an outside scholarship, work is paying some or all of your tuition, you are receiving benefits from Acces-VR, New York state, your county or the military or National Guard are paying your bill. Students should check their school email accounts on a regular basis for financial aid and bursar correspondence.

Tuition will be deferred for the amount of an award as determined by the Financial Aid Director. Questions regarding loans and grants should be directed to the Financial Aid Director (518-525-6851 SPHCON, 518-268-5023 SAMSON). Only the amounts which are **confirmed** at the time of the billing statement due date will be deferred. Only confirmed aid and grants will appear on the student's bill. Tuition will be deferred for loan and grant amounts which are **confirmed** by the billing statement due date. It is important that students adhere to deadlines set by the financial aid director and are diligent in completing all requested forms and paperwork.

Refunds will be issued only when a student's account has a credit balance. Refunds due to the student will be made available within ten (10) calendar days from the time the loan is received by the school. Refunds will be in the form of a check made out to the student unless the student requests these funds be applied to the next semester's bill (an authorization form must be signed). Students are notified of their refund check by email to their school account.

**Students who fail to meet all of their financial obligations to the school in any given semester will not be permitted to attend the next semester until their bill is paid in full. After the required notifications, their account will be turned over to a collection agency.**



Any student payment returned/rejected for insufficient funds must be replaced within 5 business days after being notified by the Bursar. The student will also be charged a \$20 service fee. Checks will no longer be accepted for the remainder of their education at SPHCON and SAMSON and all future payments must be in the form of money order or valid credit card.

## TEXTBOOK VOUCHERS

**What is a Textbook Voucher?** A Textbook Voucher allows eligible students to purchase all or a portion of their required books and supplies from the Hudson Valley Community College (HVCC) Bookstore (<https://www.hvcc.edu/bookstore/index.html> Viking's Cove Campus Bookstore) or Schenectady County Community College (SCCC) using their excess financial aid funds. Textbook Vouchers will be valid during the week of nursing school orientation and the first two weeks of the HVCC semester. Spending limits each semester will be \$950 for Nursing 1 students if their refund will be more than this amount (or \$500 if their refund amount is at least this high), \$500 for Nursing 2 – 5 students, Behavioral Health and HVCC students. The amount of the book voucher is then charged to the student's tuition account to be paid when their financial aid is disbursed to the account. Any unused portion will be credited back to the student's account after the HVCC Bookstore has billed the school. This program is designed to help you achieve academic success by having the required textbooks at the beginning of the semester.

Students who receive financial aid are eligible to choose to participate in the Textbook Voucher program. If your Federal Student Loans, Private Student Loans and/or Pell Grants exceed the cost of your tuition and fees by \$950 for Nursing 1 students and \$500 for all other students, you may sign up for this program. TAP money may not be used to purchase books. Money spent on textbooks will come out of the financial aid that is over the amount needed to cover the semester's tuition and fees (the amount that otherwise would be refunded to you during the semester). Students eligible for a book voucher will receive notification via email and will be provided an online form to complete. The Bursar will give the names of participating students to the HVCC or SCCC Bookstore before the student orientation week. **Voucher money may only be spent on required and recommended new and/or used textbooks and supplies for the courses you are taking. If your financial aid award is reduced and the cost of textbooks and supplies is no longer covered, you are responsible for the bill. Should your schedule change after the return period for textbooks, you remain responsible for what you purchased.**

**How do I use my Voucher?** When you go to the book store to purchase your textbooks and supplies, please notify the Customer Service desk that you are being sponsored by SPHCON and SAMSON. At HVCC Use register 7 to check out. They will help you with the process and will directly bill the nursing school for the textbooks and supplies you purchased. If the cost of your textbooks and supplies exceeds your voucher allotment, you will need to pay that additional amount directly to the bookstore. If you spend less than the voucher amount, you will receive what was not spent in the refund check that is generated after your loans and grants for the semester have been processed. It is recommended that you keep track of how much of your voucher you have spent, and you may visit the bookstore and purchase textbooks and supplies anytime during the voucher period. It is your responsibility to keep receipts.

**Returns and exchanges of textbooks will be subject to the policies of the Community College Bookstore.** Textbooks and supplies purchased with a voucher may not be returned for cash. For questions, please contact the Bursar at 518-268-5028.

### **1098-T Tax form**

A 1098-T is a form the IRS requires eligible education institutions to send to each student showing tuition payments and grants for a calendar year. Our Schools of Nursing are required to make this form available each year by January 31<sup>st</sup>. Once available, you will be notified via email. Students will be able to download their 1098-T form through CampusAnyware Student Services. Please contact the bursar for any questions.

## **FINANCIAL AID**

Students seeking consideration for any of the financial aid programs administered through Samaritan Hospital School of Nursing/St. Peter's Hospital College of Nursing must complete the "Free Application for Federal Student Aid" (FAFSA) and the Application for New York State Tuition Assistance (TAP).

Applications must be completed annually and submitted to the respective processing centers. When all the application forms and required documents are completed, signed and on file in the Financial Aid Office, applicants will be notified via email of their eligibility for any loans, grants, or scholarships and instructions for obtaining any funds from various aid programs.

Additional information or materials regarding financial aid may be obtained by contacting the Financial Aid Director.

The Federal Tax Reform Act of 1986 requires that all financial aid grant assistance minus the cost of tuition, fees, books, and supplies must be considered taxable income for the recipient. It is the student's responsibility to keep appropriate records and receipts. Students should address questions to the IRS or other tax professionals.

## **Student Consumer Information**

### **Policies and Practices**

The U. S. Department of Education's federal regulations require colleges to make available certain information to current and prospective students. The information contained in this section represents the categories of information required by these Federal regulations.

#### **INTRODUCTION**

The goal of the College's Financial Aid Office is to assist students in meeting their cost of education while attending school. The Financial Aid Director will provide students with information about multiple Financial Aid sources. In all cases, financial aid is processed and issued according to federal, state, or private regulations concerning the particular funds being utilized.

Scheduled appointments may be made in order to meet student's needs. The office phone number is 518-525-6851 or 518-268-5023.

Financial Aid counseling is available for all students as part of their Registration Day activities.

#### **INFORMATION**

- **Federal:** Basic and current information about Federal Title IV Student Aid is published annually by the U.S. Department of Education Office of Financial Assistance. The college participates in the Federal Pell Grant program and the Federal Direct Loan Program under Title IV.
- **State:** The college participates in the New York State Tuition Assistance Program (TAP), the Part Time TAP Program and the Vermont Student Aid Program (VSAC).
- **Institutional:** College funds are described in the College of Nursing catalog.
- **Private Aid Programs:** Students are encouraged to locate sources of outside funding through national and local competitive scholarship programs, as well as religious, fraternal, and social and scholastic organizations.

## **HOW TO APPLY FOR FINANCIAL AID**

Students who are accepted to the college are eligible to apply for federal, state, and institutional financial aid program funds. To apply for financial aid, each student is required to complete and submit the following for each year in attendance:

- **Federal Aid:**

Please Note: **St. Peter's Hospital College of Nursing Federal School Code: 012203**  
**Samaritan Hospital School of Nursing Federal School Code: 009248**

- St. Peter's Hospital College of Nursing/Samaritan Hospital School of Nursing participates in the Federal Pell Grant Program, The Federal Direct Loan Program, and the Federal PLUS Loan Program.
- All students applying for federal financial aid must complete the *Free Application for Federal Student Aid* (FAFSA®) form. Eligibility for the federal aid funds is determined from the information provided on the FAFSA. (<http://www.studentaid.gov>)
- There is **NO FEE** associated with filing the FAFSA form.
- The information on your application is used to calculate your Student Aid Index (SAI) Your Student Aid Index (SAI) is a formula-based index number ranging from – 1500 to 999999. Where your SAI falls within the SAI range helps the school determine how much financial support you may need.

□ ***No determination of financial aid eligibility can be made without a processed FAFSA. The FAFSA Submission Summary/ ISIR must be on file in the Financial Aid Office. Therefore, it is essential that you complete the FAFSA according to the stated deadlines.***

- **New York State Financial Aid Programs:**

Please Note:

- **St. Peter's Hospital College of Nursing TAP Code - RN Program: 0455.**
- **Samaritan Hospital School of Nursing TAP code- RN Program: 0840/ PN Program 0844.**
- **Tuition Assistance Program (TAP):** Full Time TAP and Part Time TAP NY State residents should apply for TAP on-line immediately after completing the Federal FAFSA on-line **OR** at [www.hesc.ny.gov](http://www.hesc.ny.gov). If you do not apply online, NYS Higher Education Services Corporation (NYSHESC) will send the student an "Express Tuition Application" (ETA) as a result of filing the Federal FAFSA application. Students need to review and complete this application for accuracy and return it to NYSHESC for processing.

□ **Please note:** Each year the Tuition Assistance Program is subject to the final passage of the New York State budget.

### **INSTITUTIONAL PROGRAMS:**

- Applications for the internal scholarship programs are available in the Financial Aid Office and on Canvas.

### **DETERMINATION OF FINANCIAL AID ELIGIBILITY:**

There are two types of financial aid at St. Peter's Hospital College of Nursing/ Samaritan Hospital School of Nursing:

- Grants and Scholarships: These programs are forms of gift aid and do not have to be repaid.
- Educational Student Loans: Loans are available through the federal government and must be repaid.

### **Eligibility Requirements:**

In order to qualify for any federal, state or institutional financial aid, there are some basic eligibility requirements which must be met.

- Enrollment on at least a half-time basis (6 credits per semester) for loans with matriculated status.
- Working toward a degree or certificate in an eligible program.
- *Please note:* Federal and NY State financial aid regulations require that the courses must and can only be a part of the College of Nursing's required curriculum which includes the Nursing courses, the co-requisite courses, and the directed elective courses.
- Confirmation of US citizenship or eligible non-citizen status.
- Satisfactory academic progress must be maintained.
- Establishment of financial need for need based programs.
- Must have a valid Social Security number.
- Must sign a Statement of Educational Purpose and a Certification Statement on overpayment and default.

**Reporting Requirements:** Any student enrolled at SAMSON/SPHCON will have enrollment reported to the National Student Clearinghouse. A monthly report will be sent to the National Student Clearinghouse including the following: program information, current semester begin and end dates, enrollment status (less than half time, half time,  $\frac{3}{4}$  time, full time, approved leave of absence, withdrawn, graduated), length of the program (RN – 2 years), etc.

- Students who take a leave of absence or enroll less than half time (under 6 credit hours) during the Fall and/or Spring semester, will be required to complete an exit interview through studentaid.gov and may go into grace or repayment.
- For the summer semester, enrollment only needs to be reported for students who are at least half-time status. If they are taking less than half time (under 6 credits) or nothing at all for the summer, then their status does not need to be reported for that semester. They will not need to complete an exit interview for summer.
- Student loans will remain in an in-school deferment status while students are registered at least half-time status (defined as 6 or more credits per semester) in the fall and/or spring semesters.

## **FINANCIAL NEED**

Financial Aid for Title IV funds are awarded on the basis of “need”. College expenses are arrived at by the Title IV agency and the college by adding the current rates for tuition and fees, the average cost for books, and the estimated cost for transportation and living expenses. The student’s financial resources are calculated by considering the family circumstances, including the size of the family, the number of family members, the number of family members attending post-secondary institutions, and the family income. The difference between these figures is the student’s demonstration of “need”.

**Cost of Attendance:** The table below illustrates the estimated expenses for a first year, full time RN student of different status: All numbers are U. S. Dollars.

	<b><u>COMMUTER WITH PARENT</u></b>	<b><u>COMMUTER NOT WITH PARENT</u></b>	<b><u>OUT OF STATE</u></b>
Tuition and Fees	\$12,480	\$12,480	\$16,067
Housing and Food	\$11,600	\$5,800	\$11,600
Books/supplies/materials	\$ 2,400	\$2,400	\$ 2,400
Transportation	\$2,400	\$2,400	\$2,400
Personal/Misc.	\$3,000	\$3,000	\$3,000
Loan Fee	\$ 80	\$ 80	\$ 80

**Cost of Attendance:** The table below illustrates the estimated expenses for a first year, full time PN student of different status: All numbers are U. S. Dollars.

	<b><u>COMMUTER WITH PARENT</u></b>	<b><u>COMMUTER NOT WITH PARENT</u></b>	<b><u>OUT OF STATE</u></b>
Tuition and Fees	\$10,551	\$10,551	\$12,661
Living Expenses	\$11,600	\$5,800	\$5,800
Books/supplies/materials	\$2,400	\$2,400	\$2,400
Transportation	\$2,400	\$2,400	\$2,400
Personal/Misc.	\$3,000	\$3,000	\$3,000
Loan Fees	\$ 80	\$ 80	\$ 80

## **VERIFICATION PROCESS**

- The Department of Education uses a system of edits to select student financial aid applications for verification. This process involves the collection of additional supporting documentation to compare and correct inaccurate information that may have been supplied on the financial aid application.
- Students’ whose applications are selected for verification will be notified by the Financial Aid Office and informed of any additional documentation/forms that must be completed.

- Once the verification process is completed, any necessary changes will be made and the student's expected contribution will be recalculated. The Financial Aid Office will make necessary adjustment, if warranted, and send notification to the student.

In addition to the verification process, all student financial aid applications are compared with other databases to ensure accurate information and to flag potential problems.

- The matches include the Immigration and Naturalization files, Social Security Administration files and the National Student Loan Database System (NSLDS).
- Errors or problems are indicated on the student's FAFSA Submission Summary and must be resolved prior to the disbursement of any federal funds. The Financial Aid Office will notify students of any database match problems and the process to resolve the issues.

### **Special or Unusual Circumstances**

We realize that students and their families experience unforeseen situations during an academic year. We are happy to review these situations that could affect your family's ability to pay for college. Special circumstances are defined as changes in a student and/or parent's financial circumstances. Unusual circumstances are defined as changes in a student's dependency status.

Examples of special circumstances include the following (but are not limited to):

- Significant/unexpected changes in family income due to a nonvoluntary loss of job
- Unreimbursed medical expenses. Examples of unusual circumstances include the following:
- Parental abuse or abandonment where the parent cannot be located or shouldn't be contacted.

Examples that are NOT considered unusual circumstances:

- The student is self-supporting and/or resides separately from the parents.
- The student and parents are not on speaking terms.
- The parents do not claim the student as a dependent for income tax purposes.
- Parent's refusal to contribution to the student's educational expenses.

If you believe you have special or unusual circumstances, please contact the Financial Aid Director to discuss your situation.

### **CONFIDENTIAL INFORMATION PRIVACY ACT**

- The Privacy Act exists to protect your rights to confidentiality. All records and conversations between an aid applicant, his/her family and the Financial Aid Office are strictly confidential and are entitled to the protection ordinarily given to a counseling relationship.

## **Federal Education Rights of Privacy Act (FERPA)**

- The Federal Education Rights of Privacy Act (FERPA) protects your rights to confidentiality. All records and conversations between an aid applicant, his/her family and the Financial Aid Office are strictly confidential and are entitled to the protection ordinarily given to a counseling relationship.
- No information concerning your financial aid record may be released to anyone outside the Financial Aid Office without written consent from you and/or parent(s) except as circumstances/requirements may dictate (e.g., Reports of and to federal financial aid programs agencies, reports to Administrative Staff, which would normally have access to privileged information.)
- **Please Note:** You must submit a written request if you need information about your financial aid released to an outside agency or to another person.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• <b><u>The student has the right to:</u></b></li><li>• Know what financial aid programs are available</li><li>• Know the deadlines for submitting financial aid applications.</li><li>• Expect equitable treatment in the consideration of your aid application with the School's existing policies.</li><li>• Access to financial aid policies.</li><li>• Know what aid is available, what the deadlines are, the costs, the criteria for selecting recipients, the breakdown of how we calculate how you will be able to meet the costs, and what the requirements are for keeping your aid.</li><li>• Know how the school determines whether you are making satisfactory academic progress and the consequences if the student is not making satisfactory academic progress.</li><li>• For any student loan received: the interest rate, total amount to be repaid, when repayment begins, the length of the repayment period, and the cancellation or deferment provisions of the loan.</li><li>• Decline the federal loan or request a lower amount by contacting the lender or the school.</li></ul> | <ul style="list-style-type: none"><li>• <b><u>The student is responsible for:</u></b></li><li>• Completing all forms correctly and by existing deadlines, read and understand all forms or statements you receive, accept responsibility for all agreements you sign, and notify us in writing if any circumstances upon which your aid was based (including addresses) should change, and keep copies of all documents you submit or receive.</li><li>• Understand the college's refund policy.</li><li>• Using all refunds of financial aid for expenses related to his/her education.</li><li>• Attending an entrance and exit interview if federal student loans are received while in attendance.</li><li>• Notifying the Direct Loan Service of changes in name, address, and/or school status.</li><li>• Following the requirements and repayment schedules of educational loan programs.</li><li>• Informing the Financial Aid Office of all grants, scholarships, or other funds received for his/her educational costs from outside organizations.</li></ul> |
|---|--|



## **MISREPORTED INFORMATION**

Students are required to provide complete and accurate documentation and to complete the FAFSA and the NYS TAP Application carefully and accurately when applying for Financial Aid from Federal, State, Institutional and private sources. **Please Note:** Misrepresentation, misreported information, and/or altered documentation for the purpose of increasing a student's aid eligibility or fraudulently obtaining Federal or any other financial aid funds will result in the student being reported to the Office of Inspector General or the local law enforcement agency.

## **STANDARD OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

**Please Note:** The definitions for Federal and State Financial Aid SAP are different. In addition, make sure you are familiar with the School's *Academic Progress and Grading policy* which is defined in the Schools of Nursing catalog's and is different than the Financial Aid SAP policy.

In order to remain a student in good academic standing and be eligible for most types of financial aid, students must make satisfactory academic progress.

### **Students requesting Title IV federal financial aid must:**

- Maintain a cumulative GPA of 2.0. GPAs are reviewed at the end of each semester. Students who fail to maintain the minimum GPA will be given *ONE* semester of "Aid Probation" in which they must achieve a 2.0 cumulative GPA.
- Make progress toward their degree as follows:
  - Full Time: 24 credits per academic year
  - $\frac{3}{4}$  Time: 18 credits per academic year
  - $\frac{1}{2}$  Time: 12 credits per academic year
- Fewer than 6 credits: complete all attempted credits within two semesters. Repeated classes are not eligible to be counted as credits earned toward academic progress, since each class can only be counted once.
- Students requesting/receiving financial aid are expected to complete their academic program within a reasonable time frame as follows:
  - Full Time: 3 academic years
  - Part Time: 4 academic years
- Students dismissed from the school and later readmitted, are academically eligible for Title IV funds immediately.

## **APPEALS OF SATISFACTORY ACADEMIC PROGRESS STANDARDS:**

Students have the right to appeal Satisfactory Academic Progress standards. However, the submission of an appeal is only a request and does not imply that a financial aid hold will be removed or that approval of the appeal is forthcoming. The appeal must be submitted to the Financial Aid Office in writing and should demonstrate that unusual circumstances occurred which were beyond the student's control.

ALL appeals must include the following information:

- Student's name, address, telephone number and Social Security number or student ID number.
- Date of the appeal.
- A signed letter from the student requesting a waiver of Satisfactory Academic Progress Standards. This letter must also include the facts or reasons attributing to the student's inability to maintain stated standards. If the student possesses extenuating circumstances, such as medical reasons or the death of an immediate family member, documentation must accompany the appeal.

### **Appeals Review:**

The Appeals Committee will evaluate only completed appeals. A decision will be reached within five working days and the student will be notified by mail of the results. Refer to Policy # 203 Student Appeal Process.

## **NEW YORK STATE ACADEMIC PROGRESS**

New York State Full Time TAP Award recipients must be registered for a minimum of 12 credits (RN program or 8 credits PN program) to receive a TAP award.

- Please Note: To be certified for TAP, all students must:

By this semester	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
Accrue this many credits	0	3	9	18	30	45
With this GPA	0	.5	.75	1.3	2.0	2.0

- TAP Waiver Statement: In accordance with the New York State Higher Education Service Corporation regulation, waiver of the Satisfactory Academic Progress requirement for Certification of a TAP award for either semester III or semester IV may be granted for a student in an exceptional case. To receive this one-time waiver, documentation must verify one of the following: any injury to the student, an illness of the student or the illness or death of a mother, father, sibling, spouse, or child of the student.
- Please Note: NYS TAP Recipients: A student who has received two academic years of payments (four semesters or the equivalent) must have a cumulative 2.0 average

or its equivalent in order to receive TAP payments. The four semesters include any TAP awards received from other schools.

- All courses taken to achieve full-time status must be required courses in the student's academic program.

## **DISBURSEMENT OF FINANCIAL AID FUNDS**

Financial aid awards are disbursed each semester and applied directly to the student's account.

- Federal student loan funds are usually available during the first few weeks of classes.
- Please note: the student has the right to decline the loan or request a lower amount of the loan and is responsible for returning the funds.
- The Federal Pell grant and/or TAP awards, if the student is eligible, are certified after the add/drop period and are credited to the student's account when the funding arrives.
- If the financial aid award is less than the account balance, the student will be billed for the remaining amount due on the account.
- If the financial aid award is more than the account balance, a refund check will be generated and disbursed to the student within ten days from the time loan funds arrive.
- The student will be notified via their student email account when their check is available.

## **SUMMER FINANCIAL AID**

Financial aid for the summer semester is considered on an individual basis. In order to qualify for financial aid loans, the student must be registered for a total of at least six credits during the entire summer. The courses can only be a part of the College of Nursing's required curriculum which includes the Nursing courses, the co-requisite courses and the directed elective courses.

Summer Disbursement of Federal Student Loans:

- The student must be effectively enrolled for at least six credit hours as a half-time student during Summer School in order for the School to disburse your federal student loan. If the first Summer School session is less than half-time, the loan funds will be requested from the federal government no more than seven days prior to the start of enrollment for the second Summer School session.
- Students must be enrolled in the number of hours for which their financial aid is calculated and will be disbursed after confirmation that half-time enrollment has occurred.
- Students who fail to enroll for the minimum required hours will have their awards canceled and will become responsible for any outstanding charges.

## **REFUNDS/REPAYMENT POLICY**

Adjustment of tuition and fees when a student withdraws from a course or from the program is determined beginning on the date on which Student Services receives the student's written notification.

**Please Note:** A student who leaves the school unofficially (without formally submitting a written letter of withdrawal to the Dean of the College of Nursing) forfeits all rights to a refund or reduction of their account balance.

These regulations do not affect refunds the school makes to a student who withdraws from some classes but continues to be enrolled in our nursing program.

Students who submit a formal letter of withdrawal to the School/College of Nursing, will receive a refund of tuition, **less** non-refundable fees according to the following schedules below.

### **REFUND SCHEDULE\***

<b>Fall and Spring</b>		
If a Student Withdraws	The School Refunds	
Week 1	100%	Less Matriculation Fee
Week 2	75%	Less Non-Refundable
Week 3	50%	Less Non-Refundable
Week 4	25%	Less Non-Refundable
After Week 4	0%	
<b>Summer</b>		
If a Student Withdraws	The School Refunds	
Before Classes Start	100%	Less Matriculation Fee
During Week 1	25%	Less Non-Refundable
After Week 1	0%	Less Non-Refundable

#### **Non-Refundable Fees include:**

Matriculation Fee, Lab Fee, Health Service Fee, Student Service Fee, ATI Fee, Technology fee, Graduation fee.

\*Students who withdraw from a course or courses after the refund period, but before the withdrawal deadline, will not receive a refund. Refunds are given for withdrawals based on the above timeframe only.

If unpaid charges remain on the student's account, these will be deducted from any refund payable to the student. If unpaid charges remain after the student's refund has been reduced to zero, these charges will be billed to the student.

**Please Note:** If the student withdraws from HVCC or SCCC courses, tuition liability for the courses taken there will be determined by the Cashier's office at HVCC or SCCC.

**Please Note:** If the student withdraws from University at Albany, Siena courses, Albany College of Pharmacy or Schenectady County Community College, tuition liability for the courses taken will be determined by the Cashier's Office at their respective school.

## **IMPORTANT: Policies Affecting Federal Financial Aid Recipients:**

**Title IV Aid Programs:** Federal Financial Aid at the School of Nursing consists of the following programs: the Federal Pell Grant, the Federal Direct Subsidized and Unsubsidized Loan, and the Federal PLUS (Parent) Loan.

### **Earned Title IV Aid:**

- Students earn their federal financial aid by attending classes.
- Federal regulations, according to the Higher Education Amendments of 1998, require the College of Nursing to recalculate a student's financial aid eligibility if the student withdraws from or stops attending his/her classes before completing at least 60% of the semester. After the 60% point of the semester, 100% of the Title IV aid is considered "earned" by the student. The earned percentage is applied to the total amount of the Title IV grant and loan assistance that was disbursed (or could have been disbursed) to the student.

**Unearned Percentage:** Any amount in excess of the allowed percentage must be returned to the appropriate Title IV program by the school, the student or both. The school must return the lesser of the unearned Title IV assistance or an amount equal to the total liability incurred by the student multiplied by the unearned percentage.

### **Tuition Liability:**

- If a student officially or unofficially withdraws after the end of the school's refund period, the student is liable for all his or her tuition and fees, even if the student's financial aid is decreased.
- If the student's financial aid previously covered his or her bill, but no longer covers it after the Return of Title IV Aid calculation, the student will be expected to pay for his or her outstanding tuition and fees.
- In addition, if the student receives a disbursement of financial aid, and the Return of Title IV Aid calculation shows that the student was not entitled to the funds, the student will be billed for the funds, and the overpayment information will be forwarded to the U. S. Department of Education.
- It will be the student's responsibility to repay the funds before he or she is eligible to receive any further federal student aid, even if the student attends another college.

### **Definitions for Title IV Program:**

The following is an explanation of the difference between a *refund* and a *repayment*:

- **Refund:** The difference between moneys originally paid for institutional charges by financial aid and or cash payments and the amount retained by the institution after withdrawal. If a student received federal financial aid, a portion of the refund must be returned to those programs.
- **Repayment:** The amount that a student must pay back to the school if federal financial funds were received, in excess of institutional charges.

The school will return the Student Financial Aid (SFA) program portion of the refund/repayment to the source of funding in the following order:

Unsubsidized Federal Direct Loan  
Subsidized Federal Direct Loan  
Federal Plus Loan  
Federal Pell Grant  
Other sources  
Student

The refund/repayment disbursement will be 100% to the SFA programs in order of the priority listed until the funds are exhausted.

#### **Determination of Date of Withdrawal**

- **Official Withdrawal**: The date the student began the withdrawal process or the date the student officially notifies the School in writing that he/she is withdrawing from the program.
- The percentage of eligibility will be directly related to the percentage of the semester completed. For example: if a student completes 10% of the semester, he/she will be eligible for 10% of his/her financial aid. If he/she completes 30% of the semester, he/she will receive 30% of his/her financial aid etc.
- **Unofficial Withdrawal**: If the student leaves school without giving notice, the student's last recorded day of attendance as documented by the school will be used. In the absence of attendance records, the midpoint of the semester will be used.

#### **Process for Determining Refunds/Repayments**

- Student's date of withdrawal will be calculated using the federal withdrawal record.
- For both Federal Financial Aid Recipients and Non-Federal Financial Aid Recipients the Refund policy of the school will be applied for tuition, fees, and other charges.
- Repayment/refunds will be determined by using the federal software provided by the U. S. Department of Education governing the money involved.
- Allocation of a refund/repayment to the SFA program sources will be within 45 days of the withdrawal date to the federal programs, within 60 days to the lender and within 30 days to the student.
- If a repayment is required by the student, he/she will be notified of the need to repay the FFELP programs.

**Verification of Process**

When a student withdraws from the school, the calculation worksheet will be completed and filed in the student's financial aid folder/billing records as a record of this policy's application and the record of returned refund/repayment as required.

All students will have the following documentation attached to their final bill:

- Withdrawal Record - with copy of change of status/written note or attendance sheet.
- Refund calculation sheet.
- If necessary - refund/repayment/prorated sheets per federal policy.

A sample of all forms are available upon request.

Once a refund/repayment is determined, the Bursar will attach all paperwork to the bill, and process through accounting so that distribution is made within 30 days of the refund/repayment calculation date.



## **CERTIFICATION/REGISTRATION**

St. Peter's Hospital College of Nursing/ Samaritan Hospital School of Nursing is registered by the New York State Education Department, approved by the Board of Regents. Registration material, including documentation of Board of Regents approval to grant the Associate of Science Degree for the RN program is maintained within the College of Nursing Dean's Office.

Students may view these materials upon request.

## **ADDITIONAL INFORMATION**

Please Note: The following information is available on request:

- Administrative/Staff and Faculty personnel.
- Degree programs and training offered.
- Instructional, laboratory and physical plant facilities.
- Facilities and services offered to handicapped students.
- Completion and Graduation Rates.
- Campus Security Policy and Crime Statistics Report.

## **FINANCIAL AID PROGRAMS**

**PLEASE NOTE:** The federal and state regulations governing the financial aid programs which specifically apply to the College of Nursing stipulate that: In order to be considered for financial aid, including federal loans, the student must be registered for a minimum of six credits per semester for which they want financial aid. The courses must and can only be a part of the College of Nursing's required curriculum which includes the Nursing courses, the co-requisite courses and the directed elective courses.

**The Federal PELL Grant Program** is a federal financial aid program providing financial assistance to needy post-secondary students.

- Federal Pell grant eligibility is determined when a student files the FAFSA. Once processed, the FAFSA will result in a FAFSA Submission Summary), which is sent directly to the student by the central processor. The SON also draws the ISIR data down electronically for all students who list the SON as a college on the FAFSA. When the ISIR data is received from the Central Processor, a file is established. When the file is complete and the information is verified and determined to be accurate, the college can pay on the Pell Grant.
- Funding is based on the number of credits the student is registered for each semester and is credited to the student's account on a semester-by-semester basis.
- The Federal Pell Grant program is available to full-time, three-quarter time and half-time students. When federal regulations for funding permits, awards may be made to less than half-time students.

### **Federal Direct Loans:**

- Application Process: a FAFSA must be completed to determine eligibility. Once eligibility is determined, the student will be emailed a link to the online financial aid portal where the student can view, accept or decline financial aid.
- Students are required to complete the Master Promissory Note (MPN) online at [www.studentaid.gov](http://www.studentaid.gov).
- Students are required to attend both an Entrance and Exit Interview for their loans which are required by law for students who are receiving Federal Stafford Loans.
- Entrance Interviews are conducted with all new students who are first-time borrowers at the College of Nursing and must be completed online at [www.studentaid.gov](http://www.studentaid.gov).
- Exit Interviews are conducted for all graduating students and students who are leaving /the College of Nursing for any reason, and must be completed online at [www.studentaid.gov](http://www.studentaid.gov).

The interviews are conducted to inform students about their rights and responsibilities regarding student loans, to inform them of the terms of their student loans, to review their payments terms and options and to assist with debt management counseling.

- Who Is Eligible? Students may borrow a Federal Direct Loan from the Federal Government. The student must be matriculated, attend at least half-time (6 credits or more per semester), be a U.S. Citizen, U.S. National or permanent resident. The student must also maintain satisfactory academic progress and demonstrate financial need for consideration for the subsidized Direct Loans. Unsubsidized Direct Loans are not based on need.
- How Much? These loans are borrowed by the student to be used for college expenses. For need based loans (Federal Subsidized Direct Loans), no repayment is made, or interest accrued while attending school. The maximum loan amount for first year students (defined as under 31 earned credit hours) is \$3,500 and \$4,500 for second year students (31 + credit hours). For non-need based loans (Federal Unsubsidized Direct Loans) interest accrues while attending school. Interest rates are variable. Dependent students may borrow an unsubsidized Direct loan up to \$2000 per academic year and independent students may borrow up to \$6000 per academic year. Your federal Direct Loan may be subsidized, unsubsidized or a combination of the two, up to the annual limit. Yearly loan amounts are disbursed twice a year (half of the year's approved amount each semester). Student loan funds are sent directly to the school, not to the student.
- Repayment - When? Repayment starts six months after graduation or withdrawal. There are many repayment plans available. Please contact your Direct Loan Servicer for options. Repayment is made to the bank issuing the loan or the servicer if the loan has been sold. Students receiving the unsubsidized loan must begin interest payments immediately or if deferred, the interest may be capitalized.
- To Borrow or Not to Borrow: By accepting a Stafford Student Loan, you incur a binding obligation to repay the loan in full, including interest and any applicable fees. It is essential that when you plan for educational costs, you also plan for future repayment of any amounts you have borrowed. When making the decision whether or not to accept a loan you should be aware of all the requirements, interest rates, repayment options, schedules and deferment options. This information is in the entrance/exit interviews.

### **PLUS - Federal Parent Loans for Undergraduate Students**

- **Application Process:** The loan application must be filed each year for which a Federal PLUS loan is sought. The filing of a financial aid application is not necessary if the only aid sought is a Federal PLUS loan.
- **Who Is Eligible?** This federal/state loan program is for the parents of dependent students who may borrow through their home-state or an out-of-state lender. The parent must be a U.S. Citizen or eligible non-citizen. The student must be making satisfactory progress in a degree program. Once a Federal PLUS loan is approved by the lender, the Federal PLUS loan check is made out to both the school and the parent and is sent directly to the school. Parents may borrow up to the cost of education of the student less other financial aid received. The variable interest rate, changes annually on July 1.
- **Repayment - When?** Parents may defer payment while the student is enrolled at least half-time. Repayment begins within 60 days after the student graduates or leaves school. Repayment must be completed within 10 years or less, depending on how much is borrowed.

### **U.S. Department of Veteran Affairs (VA) Educational Benefits**

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

#### **Pending Payment Compliance**

In accordance with Title 38 US Code 3679(e), St. Peter's Hospital College of Nursing/Samaritan Hospital School of Nursing adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. St. Peter's Hospital College of Nursing/Samaritan Hospital School of Nursing will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described

in other institutional policies

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

**U.S. Bureau of Indian Affairs Aid to Native Americans:**

To be eligible the applicant must:

- Be at least one-fourth American Indian, Eskimo, or Aleutian.
- Be an enrolled member of a tribe, band, or group recognized by the Bureau of Indian Affairs.
- Be enrolled in, or accepted for enrollment in an approved college or university, and pursuing at least a two-year degree.
- Have financial need.

Application forms may be obtained from the Bureau of Indian Affairs.

**NEW YORK STATE FINANCIAL AID**

The programs of financial assistance in New York State are administered by the New York State Higher Education Services Corporation in Albany.

**The Tuition Assistance Program (TAP)/Part-time TAP:** award amounts for all students are subject to available New York State funding. Awards are scaled to the student's level of study, tuition charges, and based on the family New York State net taxable income. The applicant must:

- Be a resident of New York State and a U.S. Citizen or permanent resident alien
- Be enrolled full-time and matriculated at an approved New York State post-secondary institution. Or part-time for part-time TAP. Students who were first time freshmen in 2006-07 or thereafter, attending a public or independent college, and who are enrolled in at least 6 but fewer than 12 credits, are eligible for Part-time TAP without having to previously been enrolled full time
- Have graduated from high school in the United States, earned a high school equivalency diploma by passing a Test Assessing Secondary Completion (TASC) formally known as a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department.
- Have, if dependent or independent with dependents, a family New York net taxable income below \$80,000; or if independent and single, a net taxable income below \$10,000.
- Not in default of a federal student loan.

☐ **Please Note:**

- Undergraduate students attending the College of Nursing are eligible to receive a maximum of six semesters of TAP which includes any TAP awards received at other institutions.
- TAP is a "tuition only" award and cannot be combined or duplicated with any other "Tuition Remission" programs from outside sources if it exceeds the student's tuition charges for a given semester.
- Students may file for TAP by completing the FAFSA application or going to [www.hesc.ny.gov](http://www.hesc.ny.gov).
- The TAP application deadline is May 1<sup>st</sup> of the academic year for which aid is sought.

### **New York State Awards and Scholarships**

- **Please Note:** Information on the following NY State Awards/Scholarship may be found in the College Catalog or in the Financial Aid Office or by contacting: NYSHESC, 99 Washington Ave. Albany, NY 12255 or [www.hesc.ny.gov](http://www.hesc.ny.gov).
- Flight 3407 St. Peter's Hospital Scholarships
- Flight 587 St. Peter's Hospital Scholarships
- Military Enhanced Recognition Incentive and Tribute (MERIT) Scholarship, also known as Military Service Recognition Scholarship (MSRS)
- NYS Leaders of Tomorrow Scholarship
- NYS Math & Science Teaching Incentive Scholarship
- NYS St. Peter's Hospital Scholarships for Families of Deceased Firefighters, Volunteer Firefighters, Police Officers, Peace Officers, and Emergency Medical Service Workers.
- NYS Scholarships for Academic Excellence.
- NYS World Trade Center St. Peter's Hospital Scholarship.
- Senator Patricia K. McGee Nursing Faculty.
- NYS Science, Technology, Engineering and Mathematics (STEM) Incentive Program.
- NYS Aid to Native Americans.
- NYS Regents Awards for Children of Deceased and Disabled Veterans.
- Segal AmeriCorps Education Award.
- Veterans Tuition Awards.

### **Vocational Rehabilitation Program:**

Eligibility for vocational rehabilitation services is based on:

- The presence of a physical or mental disability which, for the individual, constitutes or results in a substantial handicap to employment.
- The reasonable expectation that vocational rehabilitation services may benefit the individual in terms of employability.
- To determine eligibility for vocational rehabilitation services, contact the nearest NYS Office of Vocational and Educational Services for Individuals with Disabilities (ACCES-VR) or at <http://www.acces.nysed.gov/vr/>.

**Thanks to the generosity of our donors, St. Peter's Health Partners, Center for Philanthropy has established numerous scholarships and graduate award funds for students who attend Samaritan Hospital School of Nursing. Our funds are established by individuals, families, or businesses and many honor the individual or family that created the scholarship fund, while others serve as a living memorial. Below are a few of the current fund opportunities available:**

### **St. Peter's Hospital College of Nursing Scholarships**

Applications for the scholarships are available in the Financial Aid Office.

#### **Fleischer Scholarship:**

- Student must be entering NSG IV and/or BH.
- Students must be active in SPHCONSNA (specify in writing on a separate application) OR active in outside community service (requires letter of recommendation).
- Student must file a current year Free Application for Federal Student Aid (FAFSA).
- Student must be in good academic standing.

#### **Craig and Sheryl Duncan School of Nursing Scholarship:**

- Student must be registered for Nursing 2.
- Student must be an employee of St. Peter's Health Partners.
- Student must have a FAFSA on file and demonstrate a financial need.
- Student must be in good academic standing.
- One \$500 scholarship is awarded each fall and spring semester.

#### **Mohawk Valley Medical Association Scholarship:**

This scholarship was established by the Mohawk Valley Medical Association Foundation.

- Student must be a senior in good academic standing.
- Student must have a FAFSA on file to demonstrate financial need.
- Student must intend to work in the nine county Mohawk Valley Region after graduation.
- Award amounts vary.

#### **McCormick Scholarship:**

This scholarship is dependent on the interest accrued from the McCormick Fund in the Northeast Health Foundation. No award will be less than \$500. To be eligible:

- A St. Peter's Hospital College of Nursing student must complete one semester as a student in the College of Nursing.
- Must have unmet financial need.
- Must hold a minimum GPA of 3.33.

#### **Bundy Aid/High Needs for Nursing**

This scholarship is dependent on Bundy Aid and High Needs for Nursing monies available.

- Complete the financial aid application (FASFA) and complete the financial aid process.
- Student must be in good academic standing.
- Awards will be disbursed annually and will not be less than \$200. or more than \$750.

## **Samaritan Hospital School of Nursing Scholarships:**

Applications for the scholarships are available in the Financial Aid Office.

- **Samaritan Hospital Mary Kenton Scholarship:** Awarded to a Samaritan Hospital employee, volunteer, or employee's immediate family member. There is one award of **\$500** each semester.
- **William and Josephine H. Seber Scholarship:** Based on financial need. Awards vary each semester. The scholarship provides assistance for current female students and all alumni members.
- **Craig and Sheryl Duncan School of Nursing Scholarship:** This \$500.00 scholarship provides assistance to students with demonstrated financial need, who are also employees of SPHP. Applicants must be registered for Nursing II or Practical Nursing II, have a FAFSA on file in the Financial Aid Office and be in good academic standing. The scholarship is available for the spring and fall semesters and is a one-time only award.
- **Lillian Russ Scholarship:** This \$500.00 scholarship provides assistance to students with demonstrated financial need. Applicants must be registered for Nursing II, have a FAFSA on file in the Financial Aid Office and be in good academic standing. The scholarship is available for the spring and fall semesters, and may be awarded to the same student twice (\$1000.00 max – must reapply).
- **Belknap Leadership Scholarship:** This \$500.00 scholarship is awarded to an applicant who demonstrates leadership ability. Applicants must be entering Nursing V or PN 3, be in good academic standing, have a FAFSA on file in the Financial Aid Office, demonstrate financial need, and submit an essay of 250 words or more as to why he or she demonstrates leadership qualities. The scholarship is available for the spring and fall semesters to RN students and in the summer to PN students.
- **Dr. Agopovich Scholarship:** This \$500 scholarship is through the Leora Belknap Trust and is awarded in Dr. Agopovich's name for deserving students graduating in May, August and December..
- **Herbert Mottram Clark Scholarship:** This scholarship was established by Herbert Mottram Clark to assist students who are female residents of Rensselaer County in meeting the cost of attendance (tuition and fees). A student is eligible for this scholarship award if she lives in Rensselaer County, has completed one semester as a student in the School of Nursing, and has earned a cumulative GPA of 3.33 or better during the program course work, No award will be less than \$200.
- **Dr. Susan Birkhead Scholarship:** This scholarship is awarded to selected second year students at the Samaritan Hospital School of Nursing who show strong promise for excellence in nursing and who have high financial need. There are five awards annually, each for \$1,000. Students must be going into the 2nd year of their nursing program (BH, Nursing 4 or Nursing 5) or into PN 3. Criteria include high financial need. No application required.
- **Catherine C. McCormick Scholarship:** This scholarship is awarded to Samaritan Hospital School of Nursing students who have completed one semester as a student in the School of Nursing, have unmet financial need, and hold a minimum GPA of 3.33. This scholarship is dependent on the interest accrued from the McCormick fund in the Northeast Health Foundation. No award will be less than \$500.
- **Andrea Lewis Siek, RN Scholarship:** This \$500 scholarship is awarded to Samaritan Hospital School of Nursing students who are going into their 2nd year of school (or second semester for the PN program), and have consistently exhibited

academic excellence, and the qualities of compassion, empathy, and kindness to patients under his or her care, have unmet financial need but are ineligible for most federal aid, and hold a minimum GPA of 3.0

- **Richard Siek Scholarship:** One scholarship awarded annually in the amount of \$1,000 - allocated \$500 per semester. This award a second year RN student that has financial need and does not qualify for other financial aid grants (federal or state). In addition, this award is awarded to a student that consistently exhibits humility and demonstrates qualities of leadership and outstanding service to fellow students and to the community.
- **Maureen A. Mouso RN, '67 and Dr. Marcus L. Shoobe Nursing Scholarship:**  
The selected recipients will be second semester first year or second year RN program students of Samaritan Hospital School of Nursing who have consistently exhibited academic excellence. Two scholarships annually \$1,000 each - allocated \$500 per semester will be awarded.  
Eligible candidates must submit the scholarship application form and the current year Free Application for Federal Student Aid (FAFSA) application. Eligible candidates must not qualify for federal or state financial aid assistance, other than Federal Stafford student loans.
- **MVMA (Mohawk Valley Medical Association) Scholarship:** This scholarship is intended for those students with financial need entering into Nursing 5 who intend to seek employment in the 9 county Mohawk valley regions after graduation.
- **The Vera Ward RN '54 Memorial Scholarship:** The selected recipients will be in the second year RN program. This scholarship is to recognize a student who works within the community, helping those in need with a minimum GPA of 3.25. Students must submit a short essay explaining his or her choice to become a nurse and how through volunteerism, and other efforts they are making a difference in the community and the world a better place.

#### **Other Samaritan Hospital School of Nursing Assistance:**

- **Student Crisis Assistance fund:** The School of Nursing Student Crisis Assistance Fund was established to aid nursing students who need emergency assistance. Emergency assistance can generally be defined as one-time aid to help a nursing student with a problem resulting in a crisis which is unforeseen and beyond their control. The assistance will be a maximum of \$500.00.

#### **St. Peter's Health Partner's Employee Scholarships:**

- **The St Peter's Health Partners Richard E. Siek & Andrea Lewis Siek, RN/PN Mission Scholarship Program:** St. Peter's Health Partners is proud to award the Mission Scholarship to eligible applicants who are SPHP employees working a minimum of 40 hours per pay period. There is an application that requires the following:
  - Employed by SPHP for a least one year.
  - Working 40 hours per pay period.
  - Satisfactory performance reviews.
  - An essay.
  - When applying to the Schools of Nursing, please indicate if you are eligible for this scholarship. The application will then be provided. Applicants may



attend St. Peter's Hospital College of Nursing or Samaritan Hospital School of Nursing. Awardees will be chosen after the application deadline, based on the multiple factors above. The Mission Scholarship is to help SPHP employees who live our core values to attain their nursing license and meet their future career goals at St. Peter's Health Partners.



## HONOR CODE

The objective of the honor code is to promote an environment in the Schools of Nursing of intellectual honesty, professionalism, trust and integrity. It is intended to guide the professional behavior of students studying in the Schools of Nursing and it applies to all endeavors and conduct pertaining to those studies.

Students sign the Honor Code upon entry to the school. As citizens of this community each student is responsible for upholding the spirit as well as the letter of the honor code during his/her tenure at the School(s) of Nursing. The honor code will be directed and enforced by the School(s).

I understand my behavior and actions impact the students, faculty, patients and the reputation of the School(s) of Nursing and St. Peter's Health Partners. Therefore, I promise to uphold the highest standards of academic integrity and professional conduct and hold my fellow students to these same standards.

I have received the Student Handbook for St. Peter's Hospital College of Nursing & Samaritan Hospital School of Nursing. I agree to abide by the policies and procedures set forth in this Handbook, or accept the sanctions as explained.

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Name (please print)

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Signature

Date