



## Undergraduate Program Catalog 2022 - 2023





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# Pre-Licensure Academic Calendar 2022 - 2023

## Fall Semester

Orientation juniors	Thursday and Friday, August 11 - 12, 2022
Orientation seniors	Friday, August 12, 2022
Classes begin/last day to add courses	Monday, August 15, 2022
Last day to drop courses with a refund*	Friday, August 26, 2022
Labor Day (no classes; college closed)	Monday, September 5, 2022
Midterm/last day to drop courses with a WX	Friday, October 7, 2022
Fall break (no classes)	Monday - Friday, October 10 - 14, 2022
Midterm grades due	Tuesday, October 11, 2022
Classes resume	Monday, October 17, 2022
Spring registration	Monday, November 14, 2022
Thanksgiving break (no clinicals; college closed Thursday and Friday)	Wednesday - Friday, November 23 - 25, 2022
Final exams	Monday - Friday, December 5 - 9, 2022
Last day of classes	Friday, December 9, 2022
Final grades due	Tuesday, December 13, 2022
Assessment days (faculty)	Tuesday and Wednesday, December 13 - 14, 2022
Graduation	Friday, December 16, 2022
College closed	Monday, December 26, 2022

## Spring Semester

Classes begin/last day to add courses	Monday, January 9, 2023
Martin Luther King Jr. Day (no classes; college closed)	Monday, January 16, 2023
Last day to drop courses with a refund *	Friday, January 20, 2023
Midterm/last day to drop courses with a WX	Friday, March 3, 2023
Spring break (no classes)	Monday - Friday, March 6 - 10, 2023
Midterm grades due	Tuesday, March 7, 2023
Classes resume	Monday, March 13, 2023
Summer and fall registration for current juniors	Friday, April 7, 2023
Good Friday (no classes)	Friday, April 14, 2023
Final exams	Monday - Friday, May 1 - 5, 2023
Last day of class	Friday, May 5, 2023
Final grades due (seniors by 9 a.m.; juniors by 4:30 p.m.)	Monday, May 8, 2023
Assessment days (faculty)	Tuesday and Wednesday, May 9 - 10, 2023
Graduation	Friday, May 12, 2023

## Summer Session

Summer classes begin	Monday, May 15, 2023
Last day to drop courses with a refund *	Friday, May 26, 2023
Memorial Day (no classes; college closed)	Monday, May 29, 2023
Midterm/last day to drop courses with a WX (accelerated)	Friday, June 23, 2023
Midterm grades due (accelerated)	Tuesday, June 27, 2023
Independence Day (no classes; college closed)	Tuesday, July 4, 2023
Classes resume	Wednesday, July 5, 2023
Final exams (accelerated)	Monday - Friday, July 31 - August 4, 2023
Last day of class	Friday, August 4, 2023
Final grades due	Tuesday, August 8, 2023

\* Refer to Student Handbook for drop policy.

# RN-BSN Academic Calendar

## 2022 - 2023

### Fall Semester

Orientation  
 Fall session A classes begin/last day to add courses  
 Last day to drop courses with a refund \*  
 Labor Day (no classes; college closed)  
 Midterm/last day to drop courses with a WX  
 Midterm grades due  
 Final exams (Last day of class Friday, September 30, 2022.)  
 Fall break (no classes)  
 Final grades due  
 Fall session B classes begin/last day to add courses  
 Last day to drop courses with a refund \*  
 Spring registration (RN-BSN)  
 Midterm/last day to drop courses with a WX  
 Midterm grades due  
 Thanksgiving break (no clinicals; college closed Thursday and Friday)  
 Final exams (Last day of class Friday, December 2, 2022.)  
 Final grades due  
 Assessment days (faculty)  
 Graduation  
 College closed

Friday, August 12, 2022  
 Monday, August 15, 2022  
 Friday, August 26, 2022  
 Monday, September 5, 2022  
 Friday, September 9, 2022  
 Tuesday, September 13, 2022  
 Monday - Friday, October 3 - 7, 2022  
 Monday - Friday, October 10 - 14, 2022  
 Tuesday, October 11, 2022  
 Monday, October 17, 2022  
 Friday, October 21, 2022  
 Friday, November 4, 2022  
 Friday, November 11, 2022  
 Tuesday, November 8, 2022  
 Wednesday - Friday, November 23 - 25, 2022  
 Wednesday - Friday, December 5 - 9, 2022  
 Tuesday, December 13, 2022  
 Tuesday and Wednesday, December 13 - 14, 2022  
 Friday, December 16, 2022  
 Monday, December 26, 2022

### Spring Semester

In-seat orientation  
 Spring session A classes begin/last day to add courses  
 Martin Luther King Jr. Day (no classes; college closed)  
 Last day to drop courses with a refund \*  
 Midterm/last day to drop courses with a WX  
 Midterm grades due  
 Final exams (Last day of class March 3, 2023.)  
 Spring break (no classes)  
 Final grades due  
 Spring session B classes begin/last day to add courses  
 Last day to drop courses with a refund \*  
 Summer/fall registration (RN-BSN)  
 Midterm/last day to drop courses with a WX  
 Midterm grades due  
 Good Friday (no classes)  
 Final exams/last day of class  
 Final grades due  
 Assessment days (faculty)  
 Graduation

Thursday, January 5, 2023  
 Monday, January 9, 2023  
 Monday, January 16, 2023  
 Friday, January 20, 2023  
 Friday, February 3, 2023  
 Tuesday, February 7, 2023  
 Monday - Friday, February 27 - March 3, 2023  
 Monday - Friday, March 6 - 10, 2023  
 Tuesday, March 7, 2023  
 Monday, March 13, 2023  
 Friday, March 17, 2023  
 Friday, March 24, 2023  
 Friday, April 7, 2023  
 Tuesday, April 11, 2023  
 Friday, April 14, 2023  
 Monday - Friday, May 1 - 5, 2023  
 Tuesday, May 9, 2023  
 Tuesday and Wednesday, May 9 - 10, 2023  
 Friday, May 12, 2023

### Summer Semester

Classes begin/last day to add courses  
 Last day to drop courses with a refund \*  
 Memorial Day (no classes; college closed)  
 Midterm/last day to drop courses with a WX  
 Independence Day (no classes; college closed)  
 Midterm grades due  
 Final exams/last day of class  
 Final grades due

Monday, May 15, 2023  
 Friday, May 19, 2023  
 Monday, May 29, 2023  
 Friday, June 9, 2023  
 Tuesday, July 4, 2023  
 Tuesday, June 13, 2023  
 Monday - Friday, July 3 - 7, 2023  
 Tuesday, July 11, 2023

\* Courses dropped by this day will not appear on student transcript. Refer to Student Handbook for Drop Policy.

# St. John's College Mission and Vision

## Over a Century of Nursing Excellence

Welcome to St. John's College of Nursing! We are an upper division institution of higher learning dedicated to provision of quality education in the discipline of professional nursing that grew out of a tradition of excellence which spans more than 130 years. In 1886, the Hospital Sisters of the Third Order of St. Francis founded St. John's Hospital School of Nursing. Their mission was to care for the sick and needy of the community in a spirit of joy, respect and commitment to competence. From that day to the present, the values and vision of the Hospital Sisters have underscored and directed the efforts of the faculty and students.

Since the first students entered the school, the curriculum and policies have been continuously improved and updated to remain responsive to the demands of a changing educational and health care environment. Initially, the school was created as a two-year diploma program to educate members of the founding religious order. In 1912, the school accepted the first laywomen. That same year, the school voluntarily sought approval from the Illinois Department of Registration and Education (now the Illinois Department of Financial and Professional Regulation).

In 1952, when the National League for Nursing (NLN) first began its accreditation program for schools of nursing, St. John's was among those who came forward to meet this new challenge.

In addition to seeking external accreditation to improve the quality of the program, St. John's added a liberal arts and science base to support the nursing component of the program. Beginning in 1927, the school affiliated with a variety of colleges, including DePaul University in Chicago, Quincy College (1945) and Springfield College in Illinois (1973). Today students may attend a wide variety of colleges and universities to study the arts and sciences prior to beginning their intensive immersion in nursing theory and practice.

St. John's has been cited as the oldest Catholic hospital-based school of nursing in the United States. During our long and rich history, we have undergone many transitions. However, the constant during all that change has been dedication to the education of professional nurses whose practice exemplifies excellence in health care. We invite you to join us in our continued pursuit of nursing excellence!

## Mission Statement

St. John's College is a Catholic institution of higher education dedicated to providing quality nursing and professional health degrees and programs, consistent with the Hospital Sisters of St. Francis' tradition that fosters the learner's spiritual, ethical and professional development.

The college is a special focus institution of higher learning accepting students who have successfully completed a pre-professional, liberal arts component at another college or university. Students are admitted regardless of race, color, religion, sex, national origin, ancestry, age, marital status, handicap or veteran status.

St. John's College does not discriminate on the basis on the basis of race, color, national origin, sex, disability or age in its programs and activities, including, but not limited to, recruiting, admissions, academics, disciplinary processes, and extra-curricular activities. The following persons have been designated to handle inquiries regarding the college's nondiscrimination policies:

Dean of Students  
Title IX Coordinator and Student Disability  
729 E. Carpenter Street  
Springfield, IL 62702  
(217) 525-5628

Complaints of discrimination also can be filed with the U.S. Department of Education's Office for Civil Rights by visiting <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html> or calling 1-800-421-3481.

## Vision Statement

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

## Values, Purpose and Philosophy

### *Our Values*

St. John's College mission and vision are based on the following core values infused into all aspects of the college and consistent with the Hospital Sisters healing ministry:

Care:	Includes wholism and stewardship
Competence:	Includes innovation, leadership and life-long learning
Joy:	Includes spiritual growth
Respect:	Includes justice

### *Our Purpose*

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

### *Our Philosophy*

The educational philosophy of St. John's College, Department of Nursing is based on the premise that all human beings are created in God's image and possess intrinsic value and dignity. We believe baccalaureate nursing education provides a broad foundation in the sciences and humanities. This foundation assists in developing practitioners who can make critically reasoned decisions, care wholistically, communicate effectively, practice professionally and become contributing members of society.

### **Program Goals**

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

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

## College Outcome Concepts and Core Performance Standards

St. John's College is dedicated to providing its students with the skills and training needed to graduate and become successful nurses and health professionals. Students must study how to provide competent, caring, client-centered professional services and complete extensive clinical training. Essential abilities and characteristics required include minimum mental, emotional, sensory, motor, interpersonal, communication and critical-thinking competencies (core performance standards). These core performance standards ensure students can complete the entire program of study and become safe, competent practitioners. A student's inability to satisfy these core performance standards will result in removal from his or her program, without regard to whether the student claims a disability.

Outcome Concepts	Standard	Example Outcome Behaviors
Critical Reasoning Ability	Utilize critical reasoning to make competent clinical judgment.	Formulate nursing care plans. Recognize clinically significant changes in health status. Predict outcomes. Calculate medication/dosages.
	Use the scientific method to solve problems.	Effective decision maker. Identifies priorities and selects course of action.
Caring	Exemplifies good character.	Treats others with respect and dignity. Examines sensitivity to feelings of self and others. Abides by drug-free and smoke-free environment. Accountable for own actions.
	Interacts with individuals, families and groups from a variety of backgrounds.	Establishes rapport with others. Works cooperatively on interdisciplinary health team. Respects social, cultural and spiritual diversity. Successfully monitors and assesses environmental, safety, physical and health needs.
Communication	Exchanges information in verbal, non-verbal and written forms in classroom and clinical settings.	Communicates in clear, intelligible and professional manner in classroom. and clinical settings. Uses appropriate non-verbal communication (e.g. eye contact, touch, body language, facial expression). Proficient with computers. Writes and speaks English effectively. Validates care delivered through written documentation. Does not divulge confidential information. Provides clear instructions. Communicates effectively with others in group situations.
	Auditory	Responds to verbal requests during emergency situations. Performs physical assessments with stethoscope (heart, breath, lung sounds). Responds to emergency alarms (fire alarms, call bells, monitor equipment).
	Visual	Detects physical changes. Assesses changes in amount of body fluids (detects spills). Reads results of testing devices. Responds to emergency alarms.
	Olfactory	Detects potentially hazardous conditions. Detects odors. Detects smoke.
	Tactile	Palpates landmarks for assessment, medication injection or IV insertion. Detects temperature changes related to physical assessment. Determines presence, absence or quality of pulses.
Professionalism	Participates in the evaluation process.	Evaluates self. Evaluates clients through goal setting and goal attainment. Evaluates environments.
	Organize and manages time.	Accountable for own actions. Sets priorities.
	Retains composure during changing environments.	Flexible. Deals with the unexpected. Retains objectivity.
Physical Abilities	Gross and fine motor abilities	Moves quickly in response to emergency situations. Adheres to universal precautions. Performs and maintains sterile technique. Assists clients with transfer and ambulation. Manipulates equipment to perform procedures (e.g., syringes, catheters, IV tubing). Administers CPR.
	Physical endurance, strength	Possesses the physical stamina needed to perform manual psychomotor skills and all required client care activities.

## Accreditation

St. John's College is approved to grant the baccalaureate degree by the Illinois Board of Higher Education (IBHE), 1 North Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377, (217)782-2551, [www.ibhe.org](http://www.ibhe.org). Enrolled students may file a complaint with the state if they believe the college has failed to comply with college policies. The IBHE online complaint system is located <http://complaints.ibhe.org>.

It also is approved by the State Agency for Veteran's Benefits and the Montgomery G.I. Bill®.

The college nursing program is approved by the Illinois Department of Professional Regulation, 100 West Randolph, 9th Floor, Chicago, IL 60601, (888) 473-4858.

St. John's College is accredited by The Higher Learning Commission (HLC), 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, (312) 263-0456, <http://www.ncahlc.org/>. The online HLC complaint system is located at <https://www.hlcommission.org/HLC-Institutions/complaints.html>

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

## Governance

The college assembly is the major internal shared governance body of the college. The college assembly acts in policy and advisory roles with regard to college policies involving faculty, students, academic programs and college operations. The officers of the college assembly include the chancellor, the chief executive officer of the college and the chief officer of the college assembly. The chancellor functions as the liaison between the college assembly and the college board. The chairperson of the college assembly is an elected faculty member and the vice chairperson of the college assembly is an elected faculty member. The dean of academic affairs will meet on a regular basis with the executive members to set the agenda for each regular and called college assembly meeting.

The standing committees of the college carry out the duties as specified in the college assembly bylaws and other duties assigned by the college assembly. The standing committees are the academic affairs committee; faculty affairs committee; student affairs committee; and research and evaluation committee. Students have active membership in selected standing committees and are excused from discussion and vote on issues that involve the review of records, disciplinary procedures and other confidential issues concerning students or faculty.

In 1991, the board of directors of HSHS St. John's Hospital approved the transition of St. John's Hospital School of Nursing into St. John's College and authorized the development of the St. John's College board of directors (college board). The college board consists of no fewer than nine members. One member is the president of HSHS St. John's Hospital. Three elected members hold joint appointments with the HSHS St. John's Hospital board of directors and the college board. Other elected members represent the alumni association, the community served by the college and the higher education community. At least one elected member belongs to the Hospital Sisters of the Third Order of St. Francis. The chancellor of the college serves in an ex officio capacity as a voting member.

The college board has the power to manage the academic and operational business of the college in accordance with the corporate policies of HSHS St. John's Hospital and the college bylaws, except as such powers may be limited by law. The duties and responsibilities of the St. John's College board are outlined in the college Board bylaws.

*St. John's College reserves the right to change or alter any policy, procedure, curricular offering, requirement or tuition and fee structure without prior notification.*

*Students are subject to those policies, procedures, requirements, etc. in force at the time of final admission to the program.*

## General Campus Information

### Educational Facilities

St. John's College is housed in a building directly adjacent to the campus of HSHS St. John's Hospital at 729 E. Carpenter Street, Springfield, Illinois. The administrative offices, financial aid office, faculty offices, classrooms and student lounge are all conveniently located in this two-story building. A fully equipped nursing arts laboratory with state-of-the-art materials, including a modern simulation center located at 850 E. Madison Street, is provided to supplement student learning. The computer laboratory with its nursing education programs is also made accessible to students to assist learning in a highly technological environment.

In addition to the educational opportunities offered on the St. John's campus, students may use the health sciences library and the medical library at SIU School of Medicine.

### Housing/Meals

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

### Clinical Facilities

Students receive a majority of their clinical experience through Hospital Sister's Health System (HSHS). HSHS is a multi-institutional health care system comprised of 15 hospitals and an integrated physician network across Illinois and Wisconsin. The health system includes HSHS St. John's Hospital, a fully accredited teaching facility affiliated with SIU School of Medicine.

HSHS St. John's Hospital consists of a variety of medical-surgical and specialty units. St. John's serves as a level 1 trauma center for central and southern Illinois. It is noted as a provider of level III neonatology, complemented with perinatology; trauma center; cardiovascular service; and hospice services. St. John's College has a special affiliation with family practice from SIU School of Medicine.

HSHS Medical Group provides access to a full range of primary care and specialty groups across central and southern Illinois. HSHS has a variety of clinical settings available for health promotion and disease prevention, including medical homes and 24/7 virtual care and more than 350 specialists and primary care providers.

The Pavilion provides an expanded outpatient services department, including ambulatory surgeries, gastrointestinal procedures, chemotherapy and radiation therapy.

The Carol Jo Vecchie Women and Children's Center opened in 1997 to provide expanded services for women's and children's

health. It houses the neonatal intensive care unit, pediatric intensive care unit and pediatrics. It earned the designation of children's hospital in 1998.

Prairie Heart Institute at HSHS St. John's Hospital is a pioneering organization providing state-of-the-art heart care to patients in central and southern Illinois. Prairie Heart currently has more than 70 board-certified providers and 45 clinic sites in Illinois.

Additional facilities used in meeting the educational needs of the students are Memorial Medical Center, Springfield Department of Public Health, Springfield Clinic and SIU School of Medicine.

### Community Life

Students at St. John's College can participate in a variety of available community activities. Health and fitness programs, such as yoga classes, are available for interested persons for a small fee through Mind-Body Services at Prairie Heart Institute at St. John's Hospital.

### Inclement Weather

In the event of severe weather conditions, the Administration may make the decision to cancel all classes and clinical practicum experience. Administration will notify WNNs and WFMB radio stations, WICS-TV and the emergency alert system of this decision and request it be broadcast. The college emergency operations plan is available on the college website, [sjcs.edu/Campus\\_Security.aspx](http://sjcs.edu/Campus_Security.aspx). To obtain a hard copy of the plan, contact the college administration office.

St. John's College uses an emergency alert system, Send Word Now, which allows students, faculty and staff to receive emergency messages via phone, text message and e-mail. Both voice and text messages may be sent to cell phones.

Online classes will continue at the discretion of the instructor when the college closes due to inclement weather.

### Safety

A security/safety program will be maintained on college property in cooperation with St. John's security and local law enforcement agencies. St. John's security officers are available to students, faculty and staff. For assistance, escort service or to report criminal activity 24 hours a day, call hospital ext. 44020. St. John's security officers are empowered to enforce hospital and college policy.

St. John's College publishes an annual security report in October each year. The annual security report and campus crime statistics are available online at [sjcs.edu/Campus\\_Security.aspx](http://sjcs.edu/Campus_Security.aspx). To obtain a hard copy of this report contact the administration office.

## Bachelor's of Science (BSN) Degree Programs

Applicants who meet the admission criteria and core performance standards are accepted into any bachelor's of science in nursing (BSN) degree program without regard to race, color, religion, sex, national origin, ancestry, age, marital status, handicap or veteran status on a space available basis. Applicants are expected to exemplify good character enabling them to actively seek the moral, intellectual and professional growth described in the mission statement of the college. Students are encouraged to recognize that submission of minimum acceptance requirements does not guarantee acceptance into the program. While applications are accepted throughout the year, applicants are encouraged to apply early due to the competitiveness of acceptance.

Prior to entering St. John's College, students complete 56 semester hours of lower-division course work at another accredited college or university. Students may choose to attend one of the many institutions which have been evaluated for

transfer credit. Information regarding acceptable transfer credits is available on our website or by contacting the college for advisement.

### Collaborative BSN Degree Programs

#### Blackburn College

*Carlinville, IL*

St. John's College has entered into a 3:2 academic program with Blackburn College that reserves two admission seats for students who successfully complete the plan of study and meet the admission standards at Blackburn College for the pre-licensure program. Students who complete this program will receive two bachelor's degrees. They earn a bachelor's of science degree from Blackburn College and a BSN from St. John's College of Nursing. Students interested in this program are encouraged to talk to their academic advisor at Blackburn College.

#### Greenville University

*Greenville, IL*

St. John's College has entered into a 2:2 academic program with Greenville University that reserves two admission seats for students who successfully complete the plan of study and meet the admission standards at Greenville University for the pre-licensure program. Students who complete this program will receive two bachelor's degrees. They earn a bachelor's of science degree from Greenville University and a BSN from St. John's College of Nursing. Students interested in this program are encouraged to talk to their academic advisor at Greenville University.

#### Illinois College

*Jacksonville, IL*

St. John's College has entered into a 3:2 academic program with Illinois College that reserves two admission seats for students who successfully complete the plan of study and meet the admission standards at Illinois College for the pre-licensure program. Students who complete this program will receive two bachelor's degrees. They earn a bachelor's of art degree from Illinois College and a BSN from St. John's College of Nursing. Students interested in this program are encouraged to talk to their academic advisor at Illinois College.

#### Early Admission High School Seniors

High school seniors who meet the requirements may apply for early placement consideration based on their high school qualifications after completing seven semesters of high school. These students are guaranteed a place in the program provided they complete the 56 hours of pre-nursing classes in good academic standing. Application deadline is September 1 following graduation from high school.

## General Pre-Licensure Application Process

- Due to the competitiveness of acceptance, all application information should be received as soon as possible prior to fall enrollment.
- Submission documents:
  - Completed application accompanied by a \$60 nonrefundable application fee
  - Legal document showing proof of name at time of application (certified birth certificate, driver's license or state ID)
  - Official transcripts from all regionally accredited college(s) attended showing a minimum of 30 semester hours of designated lower division transferable college credit with:
    - A minimum of C in all pre-requisite courses
    - No designated lower division course repeated more than once within the last 10 years
    - Good academic standing in the last institution attended
  - Official transcripts must come from the granting institution directly to St. John's College
  - Two academic or professional references
  - Personal essay
- Proof of graduation from a high school approved by the State Board of Education via an official transcript or possession of a high school equivalency certificate verified by an official GED score report. Official transcripts should include ACT, SAT, if taken, and for Illinois residents, the Prairie State Achievement scores or score reports should be sent to the college.
- Completion of the ATI Test of Essential Academic Skills (ATI TEAS) with a score of proficient within the last five years. (ATI TEAS may be retaken to achieve higher score.)

All applicants with English as a second language are required to take the Test of English as a Foreign Language (TOEFL) and achieve a score of 560 on the paper version, 220 on the computer-based version or 83 on the internet-based (iBT) version. Please contact the college for further information.

## Final Acceptance

To receive final acceptance and permission to enroll in classes, the student must achieve and maintain all provisional acceptance requirements required by St. John's College and:

- Submit official transcripts showing proof of completion of 56 semester hours of designated lower division transfer credits from a regionally accredited university or college which meet the following requirements:
  - Cumulative GPA of 2.75 on a 4.0 scale
  - No designated lower division course may be repeated more than once within the last 10 years
  - ALL pre-requisites courses MUST be completed with a minimum grade of C
  - Good academic standing at the last institution attended
  - Completion of a pre-entrance health examination with all immunizations completed and no disqualifying conditions

- Criminal background check with no disqualifying conditions as specified by IDPR
- Negative drug screening
- CPR certification (within the last year)
- Proof of medical insurance
- Proof of malpractice insurance

All persons provisionally accepted must meet the criteria for final admission before being enrolled in the college.

Students with prior military training may submit transcripts to request academic credit for prior military training. The college will review the transcripts and let the student know if any military training can be accepted. Training can only be accepted if it meets the academic rigor and direct knowledge required to become a Registered Nurse. The amount of credit granted by the college may differ for each student.

## LPN to BSN Transition Plan of Study

The LPN Transition Plan of Study is designed to facilitate learning for those who possesses an unencumbered active LPN license and have graduated from an approved practical nursing program. Students must complete the admissions process (as indicated on the website and in the college catalog) for the general pre-licensure program. Students may complete the program on a part-time or full-time plan of study.

Faculty advisors will guide students through their educational experience while at St. John's College.

### How this plan of study differs:

This plan of study facilitates the LPN professional seeking to earn a BSN. Applicants who meet the admission criteria for the general prelicensure program and core performance standards and possess an unencumbered active LPN license are accepted into the program without regard to race, color, religion, sex, national origin, ancestry, age, marital status, handicap or veteran status on a space available basis. Applicants are expected to exemplify good character enabling them to seek the moral, intellectual and professional growth described in the college's mission statement. Submission of minimum acceptance requirements does not guarantee acceptance. Applications are accepted throughout the year for fall or spring admission as available.

Upon formal acceptance to the college and satisfactory completion of NSG 331 LPN Transition Pathway Course, the LPN with an active LPN license will be granted 10 credit hours escrowed for the credential, which includes credit for the following courses in the BSN curriculum:

NSG 336 Medical-Surgical  
Nursing I  
NSG 338  
Pathophysiology/Pharmacology I  
NSG 343 Diverse Populations  
(Mental Health/Gerontology)

## Non-Degree Seeking Students

For those students who do not wish to pursue a degree but want to audit or earn academic credit for a course, admission as a “non-degree seeking” student is an option in accordance with current college policy. Once registered for the course, non-degree seeking students are subject to all college policies.

## General Pre-Licensure Plan of Study

COURSE	SEMESTER HOURS
English Composition	6
Intro to Philosophy or Logic	3
Anatomy and Physiology with Lab	8
Chemistry with Lab	4
Nutrition	3
Microbiology with Lab	4
General Psychology	3
Intro to Sociology	3
Lifespan Growth and Development	3
Political Science (Government)	3
College Level Math	3
Com/Hum. Electives*	6
General Electives*	7
<b>Total Semester Hours</b>	<b>56</b>

\* Thirteen semester hours of electives must be completed. Six of these hours must be from the communications/humanities area of study. Seven semester hours may be from any area of study.

## Upper Division Nursing Requirements Taken at St. John's College

Total semester hours required: 65  
(Full-time plan of study - SAMPLE)

### Junior Year

#### First Semester

COURSE	SEMESTER HOURS
Nsg 333 Health Assessment	4
Nsg 334 Nursing Informatics	2
Nsg 336 Medical Surgical I	6
Nsg 338 Pathophysiology/ Pharmacology I	3
<b>Total Semester Hours</b>	<b>15</b>

#### Second Semester

COURSE	SEMESTER HOURS
Nsg 343 Diverse Populations I	5
Nsg 344 Nursing Inquiry	3
Nsg 346 Medical Surgical II	6
Nsg 348 Pathophysiology/ Pharmacology II	3
<b>Total Semester Hours</b>	<b>17</b>

### Senior Year

#### First Semester

COURSE	SEMESTER HOURS
Nsg 433 Diverse Populations II	6
Nsg 434 Ethical Issues in Nursing Practice	2
Nsg 436 Medical Surgical III	7
Nsg 438 Pathophysiology/ Pharmacology III	3
<b>Total Semester Hours</b>	<b>18</b>

#### Second Semester

COURSE	SEMESTER HOURS
Nsg 443 Community Health Nursing	5
Nsg 444 Transition to Practice	2
Nsg 446 Professional Practice Immersion	8
<b>Total Semester Hours</b>	<b>15</b>

## LPN to BSN Program Full-Time Plan of Study

### Year One

#### Fall Semester

COURSE	SEMESTER HOURS
Nsg 333 Health Assessment	4
Nsg 331 LPN Pathway Transition	4
Nsg 334 Nursing Informatics	2
Nsg 434 Ethics	2
<b>Total Semester Hours</b>	<b>12</b>

#### Spring Semester

COURSE	SEMESTER HOURS
Nsg 344 Nursing Inquiry	3
Nsg 348 Pathophysiology/Pharmacology II	3
Nsg 346 Medical Surgical II	6
<b>Total Semester Hours</b>	<b>12</b>

#### Summer Semester

COURSE	SEMESTER HOURS
Nsg 438 Pathophysiology/Pharmacology III	3
<b>Total Semester Hours</b>	<b>3</b>

### Year Two

#### Fall Semester

COURSE	SEMESTER HOURS
Nsg 436 Medical Surgical III	7
Nsg 433 Diverse Populations II	6
<b>Total Semester Hours</b>	<b>13</b>

#### Spring Semester

COURSE	SEMESTER HOURS
Nsg 443 Community Health Nursing	5
Nsg 444 Transition to Practice	2
Nsg 446 Professional Practice Immersion	8
<b>Total Semester Hours</b>	<b>15</b>

## Accelerated Pre-Licensure Admission Criteria

### How do I know if I qualify as an “accelerated student”?

St. John's Colleges' Accelerated program is designed to facilitate learning for the student who has already earned a baccalaureate degree in another field of study. The student will begin with the General Pre-Licensure BSN cohort and take an additional class each semester of the first year. After successful completion of the first year of study, the accelerated cohort of students will begin a summer session of accelerated study and continue in the fall and complete their BSN degree in December.

### How is the accelerated program different than the general pre-licensure program?

The General Pre-Licensure BSN program does not require a prior baccalaureate degree. The general program also requires fewer credit hours per semester for the first year. The General Pre-licensure BSN program does not require a summer session and offers classes in the fall and spring for the senior students who complete their degree in May. The accelerated program requires a full-time summer session and students graduate in December.

## Accelerated BSN Admission Process

All application information should be received as soon as possible prior to fall enrollment.

Submission documents:

- Completed application accompanied by a \$60 nonrefundable application fee.
- A legal document showing proof of name at time of application (certified birth certificate, driver's license, marriage certificate, etc.)
- Official transcripts from all regionally accredited college(s) attended showing a minimum of 30 semester hours of designated lower division transferable college credit with a cumulative GPA of 2.75/4.0 and a bachelor's degree in any field of study. To begin St. John's College accelerated pre-licensure BSN program with a solid foundation, it is recommended students with a previous bachelor's degree have completed their science courses within the last five years of admission.
- Two academic or professional references
- Personal essay
- A minimum of C in all pre-requisite courses
- No designated lower division course may be repeated more than once within the last 10 years
- Official transcripts must come from the granting institution directly to St. John's College.
- Good academic standing in the last institution attended
- Completion of the ATI Test of Essential Academic Skills (ATI TEAS) with a score of proficient in the last five years. (ATI TEAS may be retaken to achieve higher score.)

All applicants with English as a second language are required to take the Test of English as a Foreign Language (TOEFL) and achieve a score of 560 on the paper version, 220 on the computer-based version or 83 on the internet-based (iBT) version. Please contact the college for further information.

## Final Acceptance

To receive final acceptance and permission to enroll in classes, the student must achieve and maintain all provisional acceptance requirements required by St. John's College and:

- Submit official transcripts showing proof of completion of 56 semester hours of designated lower division transfer credits from a regionally accredited university or college which meet the following requirements:
  - Cumulative GPA of 2.75 on a 4.0 scale
  - No designated lower division course may be repeated more than once within the last 10 years
  - All pre-requisites courses MUST be completed with a minimum grade of C
  - Good academic standing at the last institution attended
  - Completion of a pre-entrance health examination with all immunizations completed and no disqualifying conditions
  - Criminal background check with no disqualifying conditions
  - Negative drug screening
  - CPR certification (within the last year)
  - Proof of medical insurance
  - Proof of malpractice insurance

## Accelerated BSN Plan of Study

COURSE	SEMESTER HOURS
English Composition	6
Anatomy and Physiology with Lab	8
Chemistry with Lab	4
Nutrition	3
Microbiology with Lab	4
Lifespan Growth and Development	3
Social and Behavioral Sciences	9
Intro to Statistics	3
Com/Hum. Electives*	9
General Electives*	7
<b>Total Semester Hours</b>	<b>56</b>

\* Sixteen semester hours of electives must be completed. Nine of these hours must be from the communications/humanities area of study. Seven semester hours may be from any area of study.

## Upper Division Nursing Requirements taken at St. John's College

Total semester hours required: 65  
(Full-time plan of study)

### Junior Year

#### Fall Semester

COURSE	SEMESTER HOURS
Nsg 333 Health Assessment	4
Nsg 334 Nursing Informatics	2
Nsg 336 Medical Surgical I	6
Nsg 338 Pathophysiology/ Pharmacology I	3
Nsg 344 Nursing Inquiry	3
<b>Total Semester Hours</b>	<b>18</b>

#### Spring Semester

COURSE	SEMESTER HOURS
Nsg 343 Diverse Populations I	5
Nsg 346 Medical Surgical II	6
Nsg 348 Pathophysiology/Pharmacology II	3
Nsg 433 Diverse Populations II	6
<b>Total Semester Hours</b>	<b>20</b>

### Senior Year

#### Summer Semester

COURSE	SEMESTER HOURS
Nsg 434 Ethical Issues in Nursing Practice	2
Nsg 436 Medical Surgical III	7
Nsg 438 Pathophysiology/ Pharmacology III	3
<b>Total Semester Hours</b>	<b>12</b>

#### Fall Semester

COURSE	SEMESTER HOURS
Nsg 443 Community Health Nursing	5
Nsg 444 Transition to Practice	2
Nsg 446 Professional Practice Immersion	8
<b>Total Semester Hours</b>	<b>15</b>

## RN-BSN Admissions Criteria

St. John's College is authorized to offer and deliver the RN-BSN program and courses in Illinois and Wisconsin.

### How do I know if I qualify as an RN-BSN Student?

St. John's College RN-BSN program is designed to facilitate learning for the professional nurse who possesses an unencumbered registered nurse (RN) license and has graduated from an accredited diploma or associate in nursing program. The student also must complete the admissions process as indicated on the website and in the college catalog. Students will complete the program on a part-time plan of study. Their faculty advisor will guide them through their educational experience while at St. John's College.

### How is this program different?

This is an online program to facilitate the professional seeking to earn their BSN. Courses are offered in eight-week sessions in order to facilitate success with the online student. We welcome you in this exciting new career goal.

Applicants who meet the admission criteria and core performance standards are accepted into the program without regard to race, color, religion, sex, national origin, ancestry, age, marital status, handicap or veteran status on a space available basis. Applicants are expected to exemplify good character enabling them to actively seek the moral, intellectual and professional growth described in the mission statement of the college. Students are encouraged to recognize that submission of minimum acceptance requirements does not guarantee acceptance into the program.

Applications are accepted throughout the year for fall admission.

## RN-BSN Admission Process

- Completed application accompanied by a \$60 nonrefundable application fee.
- Completion of 57 semester hours of pre-nursing curriculum with a cumulative grade point average (GPA) of 2.0 on a 4.0 scale.
- Submit official transcripts at the end of each term from all regionally accredited college(s) attended showing a minimum grade of C in all required courses completed prior to enrollment in St. John's College. Official transcripts must come from the granting institution directly to St. John's College. No designated lower division course may be repeated more than once.
- Good academic standing at the last institution attended.
- Graduated from an approved diploma or associate degree nursing program and be a RN with an unencumbered license.
- Graduated as an RN within the last five years or, if graduated more than five years ago must have practiced as an RN within the last two years

- All applicants with English as a second language are required to contact the college for advisement and required testing.
- Submit two academic or professional references.
- Submit professional resume.

## Student-At-Large

This option is only for RN-BSN students. RNs may enroll as a student-at-large without having completed all prerequisites. The RN student may take up to a maximum of 10 hours before officially enrolling in the program. Once the student-at-large completes the maximum number of hours allowed, no additional coursework may be completed without formal admission to the RN-BSN program option. Once registered for the course, students-at-large are subject to all college Policies.

Upon formal acceptance to the college and satisfactory completion of 15 hours of RN-BSN curriculum, the RN will be granted credit for the following:

CREDIT AWARDED FOR PRIOR LEARNING	
Medical-Surgical Nursing	19 hours
Childbearing/Childrearing	5 hours
Psychiatric Nursing	5 hours
Pathophysiology/Pharmacology	1 hour
Health Assessment	1 hour
Professional Practice	2 hours
Total	33 hours

The last 30 credit hours of the RN-BSN degree must be taken at St. John's College.

Courses taken as scheduled and may be taken in alternative sequence with the exceptions of the Introduction to Evidence-Based Practice course, which must be taken concurrent with or after completion of the Introduction to Nursing Research course. The Leadership in Contemporary Nursing Practice Capstone course must be taken at the end of the curriculum.

Students must complete the program within four years.

## Lower Division Pre-Nursing Requirements

COURSE	SEMESTER HOURS
English Composition	6
Anatomy and Physiology with Lab	8
Physical Science	4
Microbiology with Lab	4
Social and Behavioral Sciences	12
Approved College-Level Math	3
Com/Hum. Electives*	9
General Electives*	11
<b>Total Semester Hours</b>	<b>57</b>

\* Twenty semester hours of electives must be completed. Nine of these hours must be from the communications/humanities area of study. Eleven semester hours may be from any area of study.

## Collaborative RN-BSN Degree Programs

### Lincoln Land Community College

Springfield, IL

St. John's College has entered into an agreement with Lincoln Land Community College to offer guaranteed admission seats into the RN-BSN bridge program. Students who are pursuing their associates degree in nursing at Lincoln Land Community College can talk with their academic advisor to ensure that they are meeting the general education requirements to be admitted at St. John's College of nursing.

### Kaskaskia Community College

Centralia, IL



## Sample RN-BSN Plan of Study

### Year One - 17 Credits

#### First Semester

COURSE	CREDITS
Session A: NSG 317: Introduction to Informatics in Nursing Practice	3
Session B: NSG 321: Health Assessment Across the Lifespan to Promote Clinical Judgment	3
<b>Total Credits</b>	<b>6</b>

#### Second Semester

COURSE	CREDITS
Session A: NSG 325: Pathophysiology: Pharmacology to Advance Clinical Reasoning	3
Session B: NSG 323: Issues and Ethics in Contemporary Nursing Practice	3
<b>Total Credits</b>	<b>6</b>

#### Summer Semester

COURSE	CREDITS
Session A: NSG 437: Community Health Nursing for the Public's Health*	5
<b>Total Credits</b>	<b>5</b>

\* Course with a clinical component.

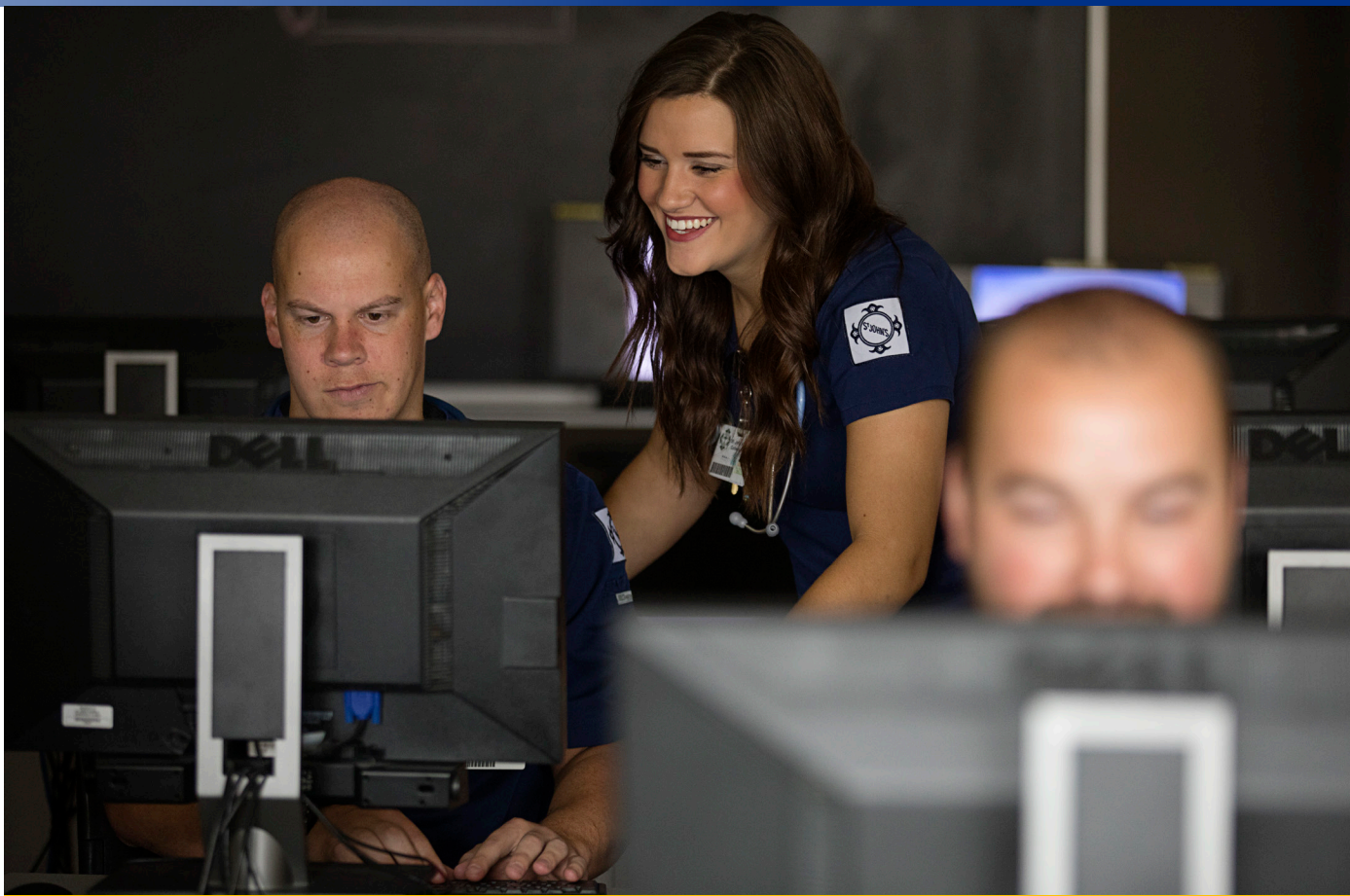
### Year Two - 14 Credits

#### First Semester

COURSE	CREDITS
Session A: NSG 319: Introduction to Nursing Research	3
Session B: NSG 435: Introduction to Evidence-Based Nursing Practice	3
<b>Total Credits</b>	<b>6</b>

#### Second Semester

COURSE	CREDITS
Session A: NSG 352 Nursing Sensitive Quality and Safety in Health Care	3
Session B: NSG 439: Leadership in Contemporary Nursing Practice/Capstone*	5
<b>Total Credits</b>	<b>8</b>



## General Policy Information

### Student Complaints

Issues of concern to students should be discussed with the appropriate person within the college. Students should initially discuss the issue with the staff or faculty member closest to the problem or to the appropriate person as identified in the student handbook or college catalog. If uncertain, student may approach their assigned faculty advisor or the dean of students. Issues that cannot be resolved through these channels should be submitted in writing to the dean of academic affairs or chancellor. Only signed comments will be addressed.

### Textbooks and Course Materials

St. John's College does not operate or own its own bookstore and students are free to use any retail book supplier to acquire their textbooks. A list of the required textbooks and course materials is published on the college website. Students that need to acquire funds to purchase their books can contact the financial assistance office to inquire about purchasing their books. Students may contact Lincoln Land Community College bookstore to purchase their textbooks.

### Nursing Licensing Standards

Graduate must meet the standards established by the state in which they seek to become licensed as an advanced practice nurse.

Graduates who have been convicted of a felony, involved in abuse of alcohol or drugs, lack good physical or mental health, or been involuntarily discharged from military service may face difficulty obtaining a license or be denied a license even if they have graduated from an approved nursing program.

Law provides that any individual who has been convicted of a sex offense cannot be licensed as a registered nurse or work as a health care worker. Any registered nurse or health care worker who has been convicted of a sex offense or of a violent crime against their patients will have their license permanently revoked without a hearing. Applicants concerned about these issues should discuss them with college administration.

## American Disability Act Services

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

More information for students with disabilities can be found in the student development and support services section of the catalog.

## Final Acceptance Document Explanations

Applicant has been provisionally accepted and has met the criteria for final acceptance, as per the requirements stated in the specified BSN program. Final acceptance includes, but is not limited to, CPR certification, malpractice insurance, health/accident insurance, criminal background check and immunization records.

### CPR

Entering pre-licensure students are required to complete American Heart Association CPR training with a health care provider card prior to the final acceptance to the college.

### Malpractice Insurance

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

### Health/Accident Insurance

All students are required to be protected by health insurance. Proof of current coverage must be submitted at time of final acceptance.

### Criminal Background Check

All students are required to complete a criminal background check prior to enrollment to the college. Students who have disqualifying conditions on the background check cannot be admitted to the college as they will be unable to complete the

clinical component of course requirements. Further information regarding disqualifying conditions can be found in the student handbook. The college will select the agency to do the background check. Results must be sent directly to the college. The background check is done at the expense of the student.

Law provides any individual who has been convicted of a sex offense cannot be licensed as an RN or work as a health care worker. Any RN or health care worker who has been convicted of a sex offense or of a violent crime against his or her patients will have his or her license permanently revoked without a hearing.

## Drug Screening

All students are required to complete a drug screening prior to enrollment in any clinical courses. Students who have disqualifying conditions on the drug screening may not be admitted to the college because they may be unable to complete the clinical component of course requirements. A list of disqualifying conditions is available from the Admissions Office. Further information regarding disqualifying conditions can be found in the student handbook. Results must be sent directly to the college. The drug screening is done at the expense of the student.

## Immunizations

In accordance with Illinois Law (Public Act) 85-1315 and St. John's College clinical agency agreements, all students enrolled at St. John's College are required to provide proof of immunity.

## Health Evaluations

All students entering the nursing program are expected to be in compliance with all health requirements. These requirements include, but are not limited to, the following:

- immunizations
- health physical evaluation
- blood titers
- TB screening
- annual flu vaccine
- COVID-19 vaccine or exemption

**Students not in compliance with these requirements by the specified timeframes will be unable to attend theory courses and/or clinical placements until deficiencies are completed.**

# Student Rights and Responsibilities

Students are responsible for adhering to all policies, guidelines and laws set forth by St. John's College and HSHS St. John's Hospital, as well as all applicable federal and state agencies.

## FERPA

### *Family Educational Rights and Privacy Act*

#### I. Introduction

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal privacy law affording students certain rights with respect to their education records. St. John's College strives for full compliance with this law. The registrar and admissions administrator serves as the institutional FERPA compliance officer.

#### II. Definition of Education Records

The definition of "education records" is any record maintained by the college that is directly related to a student. However, there are some caveats, and the following types of records are not included within the definition of education records:

- Records kept in the sole possession of the maker, that are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- Records of the college's law enforcement unit that are created by it for law enforcement purposes and maintained by it;
- Records relating to an individual who is employed by the college (except if the individual is a student employed as a result of his or her status as a student) made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee and are not available for any other purpose;
- Records on a student 18 years of age or older made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity so long as the records are made, maintained or used only in connection with treatment of the student and are disclosed only to individuals providing treatment;
- Records created or received by this college after the student is no longer in attendance and are not directly related to the individual's attendance as a student.

#### III. Student Rights Under FERPA

Students at St. John's College have the following rights under FERPA:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a

request for access. A student should submit to the registrar and admissions administrator a written request that identifies the record(s) the student wishes to inspect. If the registrar and admissions administrator does not maintain the records, he or she shall advise the student of the correct official to whom the request should be addressed. The registrar and admissions administrator, or other appropriate college official, will make arrangements for access and notify the student of the time and place where the records may be inspected. The college reserves the right to have a school official present during a student's review of his or her education records.

- This right of inspection and access does not extend to the financial records of a student's parents. Also, certain restrictions apply to a student's access to confidential letters and confidential statements of recommendation placed in a student's education records.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college 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 college decides not to amend the record as requested, the college 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. A student will have the opportunity to include explanatory comments with an education record that he or she believes should have been amended but the college has decided not to modify following a hearing.
    - Requesting an amendment to an education record is not the proper avenue for challenging course grades. A student may challenge a final course grade by using the college's academic appeals policy.
  3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Below is a non-exhaustive list of parties and conditions under which FERPA allows the college to disclose education records without consent (other exceptions can be found at 34 CFR § 99.31):
    - a. To school officials with a legitimate educational interest. A school official is defined at the college as

a person employed by the college in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official typically 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 college.

- b. To officials at another college or postsecondary institution where the student seeks or intends to enroll or has enrolled.
- c. To appropriate parties in connection with financial aid to a student.
- d. To accrediting organizations
- e. To comply with a judicial order or lawfully issued subpoena.
- f. To parents of a dependent student under the Internal Revenue Code.
- g. When there is an articulable and significant threat to the health or safety of a student or other individuals.
- h. When the information has been classified by the college as “directory information” (see below for more discussion about directory information).

Students may authorize the release of education records protected by FERPA to designated parties by using the college’s FERPA form, available upon request form

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college 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 20202-5901

#### IV. Directory Information

Directory information is data about a student which can be released without prior consent because it would not generally be considered to be harmful or an invasion of privacy if disclosed. The college designates the following items as directory information: Name, address, telephone number, dates of attendance/class standing, previous institutions attended, major, degree and awards and honors.

Unless the college has been notified by the student that directory information about himself/herself is not to be released, the college may release such information at its discretion and without further permission. Note, however, that the college reserves the right to not disclose directory

information in some situations or may choose to limit the scope of the release to specific parties, for specific purposes, or both, even if a student has not opted-out of such disclosures. Students who do not wish to permit the distribution of such information should notify the registrar and admissions administrator within two weeks of the start of classes each semester. Students may request that all or part of his or her directory information not be released.

The college will honor all requests to withhold any of the categories of directory information listed in the completed form, but will not assume any responsibility to contact the student for subsequent permission to release that information. Regardless of the effect on the student, the college assumes no liability for honoring a request of the student to restrict the disclosure of directory information.

Notwithstanding the above, a student may not opt-out of the disclosure of the student’s name, identifier or college email address in a class in which the student is enrolled.

#### HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) gives a patient rights over his/her health information, including the right to get a copy of his/her information, make sure it is correct and know who has seen it. The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronic protected health information; the HIPAA Breach Notification Rule, which requires covered entities and business associates to provide notification following a breach of unsecured protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety. ([www.hhs.gov/ocr/privacy](http://www.hhs.gov/ocr/privacy))

#### Dress Code

St. John’s College has a dress code to regulate the appearance of students and faculty in clinical settings. The student dress code appears in the student handbook.

#### Code for Nurses

Students preparing to enter the nursing profession are expected to follow the current Code of Ethics for Nurses. (<https://www.nursingworld.org/coe-view-only>)

## Identification Badge

The St. John's College identification badge must be worn whenever a student is functioning in a student role. The badge must be worn when a student is on college premises and is required to gain access to clinical facilities. (See student handbook.)

## Technology Expectations

It is expected that students will have knowledge in computer skills with Microsoft Office programs such as Word, email, attachments, PowerPoint, uploading and downloading documents and internet use. For students with little or no prior experience with computers, a computer course is recommended. The college and St. John's Health Sciences Library have multiple computers for student use, however, it is expected that students will have their own access to a personal computer with a high speed broadband internet.

Students entering St. John's College are required to have a personal laptop computer configured to the college's specifications. This requirement responds to technical changes in the computerized testing platform for the licensing examination, as well as the widespread adoption of computer technology in health care. Specifications are outlined on the college website at [www.sjcs.edu](http://www.sjcs.edu)

## Communication Resources

Students are responsible for reading college email daily and notices posted on the bulletin boards.

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

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

St. John's College  
729 E. Carpenter Street  
Springfield, IL 62702  
Office: (217) 525-5628  
*(Faculty offices and telephone numbers are available through the receptionist)*  
Email: [Information@sjcs.edu](mailto:Information@sjcs.edu)  
Fax: (217) 757-6870

## Social Media

Student pictures and college events are posted on social media sites and the college's website. Any statements and/or photos placed on a social media site should reflect positively on oneself, fellow classmates, the college and clinical sites. Students, faculty and staff should not create the perception that they are com-

municating on behalf of the college unless using pre-approved college social media accounts. Violating the social media policy may result in disciplinary action, up to and including dismissal. The college follows the St. John's Hospital policy on social media. This policy is located within Employee Rights and Responsibilities through human resources. Sharing of pictures of patients/clients or confidential information is strictly prohibited under HIPAA.

## Transportation

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

## Parking

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

## Non-Smoking Campus

The college is a smoke-free environment including the surrounding exterior campus.

## Sexual Misconduct

Sexual harassment, sexual assault, sexual abuse and/or hazing by any member of the college community will not be tolerated. The college will respond in a firm and judicious manner to all reports of alleged incidents of sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, stalking and/or hazing.

Any student, faculty or staff member gaining knowledge of a suspected case of any form of sexual assault, including sexual harassment, sexual violence, domestic violence, dating violence and stalking is responsible for reporting the situation to the Title IX coordinator for immediate action. When a report has been filed, the administrator will take steps to determine appropriate actions of the college. All efforts to assist the victim and/or accused party (if affiliated with St. John's College) will be taken. Students found in violation of conduct policies in regard to sexual misconduct will be subject to appropriate college sanctions including suspension or dismissal. These actions can and will be pursued regardless of any criminal justice system findings.

*For a full description and information regarding Title IX policies, see the St. John's College Student Handbook.*

## Drug and Alcohol Policy

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

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

## Academic Policies

### Add/Drop Procedures

Dropping a course is defined as withdrawing from one class while remaining enrolled in at least one other course. Students that are receiving financial aid and are considering dropping a course are required to consult their advisor and the financial aid officer as enrollment status and financial aid may be impacted. The official drop/add period occurs during the first 10 days of each semester for all programs except the RN-BSN program. Because RN-BSN courses are eight weeks long, the official drop/add period is during the first five days of the course.

New courses may be added until the first day of the semester. There are no late registrations after the first day of class. The official drop/add period is the first 10 days of each semester for all programs except the RN-BSN program. Because RN-BSN courses are eight weeks long, the official drop/add period is during the first five days of the course. Courses dropped within this period will not appear on the student's transcript.

Students adding, dropping or withdrawing from a course must complete the change of study form. This form is available through the academic advisor. After this form is completed and signed, the student takes the form to the dean of academic affairs for approval.

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

Students withdrawing from the college must complete the official withdraw procedure. This procedure is available through the

faculty academic advisor. The student is responsible for providing written documentation that all college, library and course materials including identification badge and parking permit have been returned. The student is responsible for finalizing all financial obligations to the college. The appropriate statuses at withdraw will be recorded on the student's transcript according to policy.

### Transfer Credit

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

### Military Withdraw and Leave of Absence

If a student is a member of the Illinois National Guard or reserve forces of the United States who is ordered to state or federal service or duty, the spouse of a member or if the member has a dependent child, the following apply:

1. The student must provide the registrar's office with a copy of the orders or a memo from the unit to complete military withdraw from some or all of his or her courses.
2. The student will receive a full refund of tuition and mandatory fees if he or she withdraws from all courses for the semester.
3. The student's registration will remain intact and tuition and mandatory fees will be assessed for the courses in full if arrangements have been made with the student's instructors

for course grades, or for incomplete that shall be completed by the student at a later date. Any course which arrangements cannot be made for grades or incompletes will be considered dropped and the tuition and mandatory fees for the course refunded.

4. The student's military withdraw time will be exempted from the four-year completion rule.
5. The student must notify St. John's College of his or her intent to re-enroll as a student with one month of return from deployment, and the student can return to the program without completion of a new application.

## Withdraw

Official term withdraw is defined as a student's formal notification of the student's intent to withdraw from all courses for a term. A student's withdraw date is defined as the actual date the student submits information to student records to drop a course or courses. To officially withdraw from a course(s), a student must provide official notice to the registrar and admissions administrator electronically or in person. If you are considering withdrawing, and you are a recipient of financial aid, you must consult the financial aid and compliance officer (See R2T4 policy for more information).

## Academic Probation

A minimum grade of C or better must be obtained in all courses to be promoted in the college. Failure to maintain a grade of C or better will result in academic probation. Students on academic probation may continue to complete coursework. However, they may not take any subsequent nursing course that has as a prerequisite course in which the student received a D, F or WF until that D, F or WF is removed from the transcript by repeating the course with a final grade of C or better. Academic probation is removed only when a grade of C is obtained in the repeated course. If a student is failing at the time of withdraw or receives a final grade of D, F or WF in a clinical or non-clinical nursing course, the student has one opportunity to repeat that course. If the student receives a final grade of D, F or WF a second time (either in a different course or in the course being repeated), the student may not continue their course of study at St. John's College. A course being repeated must be taken at St. John's College. Academic dismissal results when the D, F or WF is not removed from the transcript after repetition of a course or if the student has withdrawn from (WX, WP) and/or failed (D, F or WF) the repeated course.

## Readmission

Students who have not been enrolled in the college within the last year must complete the readmission process. Those seeking readmission must contact the chancellor for full details concerning the process. Decisions regarding readmission will be made by the student affairs committee with full consideration

of the individual student circumstances and space availability. Students re-enter under current academic and clinical policies/requirements.

## Graduation Requirements

Graduates are eligible for the bachelor's of science in nursing degree, a student must satisfactorily:

- Complete all specified courses in the curriculum plan:
  - The equivalent of 121 semester hours, including 56 semester hours of lower division credits for pre-licensure and 57 for RN-BSN.
- Complete a minimum:
  - Pre-licensure: 30 semester hours at St. John's College
  - Accelerated BSN: 30 semester hours at St. John's College
  - RN to BSN: 30 semester hours at St. John's College
- Attain a minimum of 2.0 GPA for all courses offered at the college. A minimum grade of C or better must be obtained for all courses.
- Be free and clear of financial and/or institutional holds before applying for graduation. Students completing in summer may participate in May ceremonies.

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

*Note: Information on graduation rates is available upon request from the registrar and admissions administrator.*

## Academic Status Definitions

### Good standing

Students are in good academic standing for the semester if they successfully complete at least 12 degree credits (full-time status) or six degree credits (part-time status) by the end of the semester and do not earn D, F or U grades.

### Probation

A minimum grade of C or better must be obtained in all courses to be promoted in the college. Failure to maintain a grade of C (2.0 cumulative GPA) or better will result in academic probation. A written statement from the dean of academic affairs or the registrar and admissions administrator given to the student regarding the specific violation, expected improvement, actions to be taken by the student, and the consequences of lack of corrective action and/or improvement.

### Clinical Suspension

Clinical suspension may be due to unethical, illegal or unsafe practice or non-compliance with college requirements. The dean of academic affairs will be notified of such suspension. The clinical suspension remains until the situation is resolved. Judgment will be based on the Standards set by the 2001 revised Code of Ethics for Nurses as published by the ANA.

### Academic Dismissal

A course being repeated must be taken at St. John's College. Academic dismissal results when the D, F or WF is not removed from the transcript after repetition of a course or if the student has withdrawn from (WX, WP) and/or failed (D, F, or WF) the repeated course. All courses in the junior year must be completed with a grade of C or better before being promoted to senior year. Students must pass a drug calculation test before they can enroll in senior year classes. All courses in the senior year must be completed with a grade of C or better to eligible for graduation.

### Graduation with Honors

Students completing a minimum of 30 semester hours of RN courses at St. John's College may earn the distinction of graduating with honors.

- Summa Cum Laude: 3.90 - 4.0
- Magna Cum Laude: 3.75 - 3.89
- Cum Laude: 3.5 - 3.74

### Credit Hour Definition

St. John's College defines a credit hour in the following ways:

- One clock hour per week over 15 weeks of theory (T) content equals one credit hour
- Three clock hours per week over 15 weeks of lab (L) content equals one credit hour
- Three clock hours per week over 15 weeks of clinical (C) content equals one credit hour

Credit hours for theory are calculated at a 1:1 ratio, credit hours for lab are calculated at a 3:1 ratio and credit hours for clinical are calculated at a 3:1 ratio. To calculate total credit hours; add theory credit to lab credit or clinical credit as indicated by course requirements. For every credit hour granted it is expected you spend, two hours study time outside of class.

### Enrollment Status

Enrollment statuses are classified by the number of hours that a student is enrolled in each semester. As the student progresses towards completion his/her class standing will also change.

- Full-time status = 12+ credits
- Three-quarter time status = 7 - 9 credits
- Half-time status = 6 - 8 credits
- Less than half-time status = 5 or less credits

### General Pre-Licensure

- Junior standing = 56 - 87 credits
- Senior standing = 88 - 121 credits

### Accelerated Pre-Licensure

- Junior standing = 56 - 92 credits
- Senior standing = 93 - 121 credits

### RN-BSN

- Junior standing = 56 - 115 credits *(Includes 33 hours of credit for prior learning)*
- Senior standing = 116 - 121 credits

### Grades and Grading System

Students have access to grades earned via Sonis, the college's online student portal.

### St. John's College Pre-Licensure Grading Scale

GRADE	SCALE	POINTS
A	93 - 100	4
B	85 - 92	3
C	77 - 84	2
D	70 - 76	1
F	69 and below	0

For all courses with a clinical or lab component, pre-licensure students must earn at least a C average (77 percent) on all exams to pass. Test averages are calculated prior to adding in papers, projects or other non-exam scores. If the average is less than a C, the pre-licensure student earns the test average for the course. If the student's test average is C or greater, all of the remaining course assignments are calculated into the final grade. Students who do not earn a C when exams are averaged fail the course, regardless of the grades on the other non-exam course activities.

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

### Grade Point Average

Grade point averages are computed upon admission to the college, at the end of each semester, and cumulatively over required upper division nursing courses. They appear on the official transcript. The procedure for computing grade point averages is available from the registrar. A minimum grade of C or better must be obtained for all courses.

### Repeated Courses

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

### Grade of Incomplete

A grade of Incomplete (I) is not granted automatically. The student must have completed 75 percent of the course work with a minimum theory grade of C and satisfactory clinical performance,

if applicable. The course faculty prepares a contract to be signed by the student agreeing to completion of requirements of the incomplete. An I not removed by the agreed upon date will become an F. The student is responsible for payment of any fees incurred as a result of the I. A copy of the contract is provided to the dean of academic affairs for approval. Students with an I in one required nursing course will not be allowed to progress unless it is changed to a minimum of a C grade by the first week of the next course.

## Clinical Evaluation

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

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

## Test Taking

The following testing policy was developed and accepted for use by the faculty of St. John’s College. Students violating this policy will be referred to the dean of academic affairs for appropriate action as guided by established college policies.

- Students are expected to use their personal laptops for testing purposes. It is the student’s responsibility to bring his or her computer fully charged to class with a method to charge their laptop, if needed, during the exam process. If the student is having computer difficulties, it is the student’s responsibility to contact the course chair regarding the issue at least one hour before the start of the exam. For computer-based exams, students will be provided with a piece of paper to use as a worksheet during the exam. Students must return the paper before leaving the exam room. Students will be expected to show faculty they have closed out of the online exam environment before leaving the room. Calculators will be accessible in the online testing platform or will be provided at the time of the exam.
- Students will be responsible to download and use the security application as specified per individual courses.

- In the event that computer-based exams are not used, students will use pencils and calculators provided for test-taking purposes.
- Once students have started the testing process, they must complete the examination before leaving the testing environment.
- Personal belongings are not allowed in the testing environment (including cellphones).
- A student leaving the testing environment for any reason will not be permitted to return, and the test will be considered complete.
- Any communication of exam content by any form is construed as academic dishonesty.

## Lecture Recording

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

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

Legal action may be taken if students are found to be noncompliant with the audio recording policy.

## Disability Services

Learning support services and reasonable accommodations are available to students covered under the Americans with Disabilities Act. For accommodation services, students with disabilities are required to identify themselves to the dean of students and provide documentation of the disability. In order to best meet learning needs, the student is encouraged to be proactive and meet with the dean of students prior to the beginning of classes or as soon as possible thereafter. The dean of academic affairs reserves the right to determine if the requested accommodations are reasonable. An early and collaborative approach initiated by the student and planned with the dean of students, dean of academic affairs, and course faculty will help foster a positive accommodation experience.

It is important to note that St. John's College is not obligated to provide service at the time of entrance to the institution if the applicant fails to provide the necessary information.

## Course Audits

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

## Cancellation of Courses

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

## Dean's List

Students who complete a semester of 12 or more semester hours with a GPA of 3.5 or higher are eligible for the dean's List.

## Leave of Absence (LOA)

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

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

return to the St. John's College at least two months prior to the expected return. A personal meeting with the chancellor and/or other support service staff may be requested.

## Pregnancy Notification

Students who are pregnant are encouraged, but not required, to notify the dean of students as soon as possible to allow the academic advisor an opportunity to develop a plan for the continuation of the student's education.

Students who are pregnant assume all responsibility related to potential risks and losses or costs of continuing in the program and encouraged to discuss these potential risks with their doctor.

## Classroom and Clinical Attendance

Since participation in clinical and theoretical learning experiences is essential, excessive absences will be addressed. Excessive absenteeism is defined as 10 percent of the clinical hours necessary for each course. Faculty are not expected to adapt or adjust their schedules, nor are they obligated or encouraged to do so. The outcome for excessive absenteeism is determined by the clinical faculty and the course chair. Faculty members can fail the student for excessive absenteeism. Please note this applies only to excessive absenteeism – not the occasional absence or unexpected event.

Students who wish to appeal the course faculty's decision may initiate the formal appeals process (See appeals policy).

## Academic Records

Students have the right to inspect their education records, to request corrections or deletions, and certain rights to limit access to such records by other persons. A written request to view the records should be submitted by the student to the chancellor. Records or transcripts may be disclosed to parents only with the written consent of the student. A change of name on official college documents and identification badges must be supported by submission of a legal document showing proof of the legal name. Enrolled students and/or their parents may file a complaint with the U.S. Dept. of Education if they believe the college has failed to comply with the Family Education Rights and Privacy Act.

## Transcripts

There is a \$10 fee for each official transcript request. Transcripts are sent only with written permission of the student or graduate. Student accounts must be free and clear of financial and/or institutional holds before transcript requests are honored.



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## Bursar Policies and Procedures

### Student Charges

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

### Fixed Tuition Rate Policy

In order to allow for responsible fiscal planning strategies by students and their families, St. John's College has implemented a fixed tuition rate policy for its pre-licensure nursing students. Tuition and fees are set each spring by the college board of directors for new students entering their first academic term. Once these tuition and fees are determined, they become fixed and are not subject to any increases. This does not include any new fees for academic materials that may be required for courses or the program.

### Payment Responsibilities and Options

Students are expected to make arrangements to cover all tuition and fees by the first day of each semester. St. John's College provides an optional payment plan which allows students to spread payment of tuition and mandatory fees over four installments. Any student may participate in the payment plan. For details and enrollment deadlines contact the bursar at (217) 525-5628.

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

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

Students who wish to apply for federal and state financial assistance to aid in the payment of tuition and fees should refer to the financial aid section of this catalog for details.

While military students are awaiting their pending payment from the United States Department of Veterans Affairs, the college will not

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

## 2022 - 2023 Pre-Licensure Tuition and Fees

### General Pre-Licensure BSN

Year One	Fall 2022	Spring 2023	Total Year One
<b>TUITION</b>			
Maximum tuition (15 or more credit hours)	\$11,925	\$11,925	\$23,850
Per credit hour charge (14 credit hours or less)	\$795 per credit hour	\$795 per credit hour	Varies
<b>FEES</b>			
<i>Part-time students (less than 13 hours) pay 50% of all comprehensive fees. HESI fees are charged in full.</i>			
Technology fee	\$150	\$150	\$300
Simulation fee	\$150	\$150	\$300
Clinical lab fee	\$25	\$25	\$50
Library fee	\$25	\$25	\$50
Health record fee	\$20	\$20	\$40
Student activity fee	\$25	\$25	\$50
HESI testing fee <i>One-time fee for all new students Fees set by private vendor Estimated for Fall 2021</i>	\$802	\$0	\$692
Total tuition for fees per semester	\$13,122	\$12,320	\$25,442
Year Two	Fall 2023	Spring 2024	Total Year Two
<b>TUITION</b>			
Maximum tuition (14 or more hours)	\$11,925	\$11,925	\$23,850
Per credit hour charge (13 credit hours or less)	\$795 per credit hour	\$795 per credit hour	Varies
<b>FEES</b>			
<i>Part-time students (less than 13 hours) pay 50% of all comprehensive fees.</i>			
Technology fee	\$150	\$150	\$300
Simulation fee	\$150	\$150	\$300
Clinical lab fee	\$25	\$25	\$50
Library fee	\$25	\$25	\$50
Health record fee	\$20	\$20	\$40
Student activity fee	\$25	\$25	\$50
NSG 444 additional fees <i>Material charge set by vendor. Estimated based on Spring 2018.</i>	\$0	\$85	\$85
ATI NCLEX review product	\$0	\$400	\$400
Graduation fee	\$0	\$300	\$300
Total tuition for fees per semester	\$12,320	\$13,105	\$25,425

**Additional RN Licensure Costs:** See "Additional BSN Licensure Costs" list on page 34.

## 2022 - 2023 Accelerated Tuition and Fees

### Accelerated Pre-Licensure BSN

Year One	Fall 2022	Spring 2023	Total Year One
<b>TUITION</b>			
Maximum tuition (14 or more credit hours)	\$11,925	\$11,925	\$23,850
Per credit hour charge (13 credit hours or less)	\$795 per credit hour	\$795 per credit hour	Varies
<b>FEES</b>			
<i>Part-time students (less than 13 hours) pay 50% of all comprehensive fees. HESI fees are charged in full.</i>			
Technology fee	\$150	\$150	\$300
Simulation fee	\$150	\$150	\$300
Clinical lab fee	\$25	\$25	\$50
Library fee	\$25	\$25	\$50
Health record fee	\$20	\$20	\$40
Student activity fee	\$25	\$25	\$50
HESI testing fee <i>One-time fee for all new students Fees set by private vendor Estimated for Fall 2018</i>	\$802	\$0	\$802
Total tuition for fees per semester	\$13,122	\$12,320	\$25,442
Year Two	Summer 2023	Fall 2023	Total Year Two
<b>TUITION</b>			
Maximum tuition (14 or more hours)	\$13,125	\$13,125	\$26,250
Per credit hour charge (13 credit hours or less)	\$875 per credit hour	\$875 per credit hour	Varies
<b>FEES</b>			
<i>Part-time students (less than 13 hours) pay 50% of all Comprehensive Fees. HESI fees are charged in full.</i>			
Technology fee	\$150	\$150	\$300
Simulation fee	\$150	\$150	\$300
Clinical lab fee	\$25	\$25	\$50
Library fee	\$25	\$25	\$50
Health record fee	\$20	\$20	\$40
Student activity fee	\$25	\$25	\$50
NSG 444 additional fees <i>Material charge set by vendor. Estimated based on Spring 2018.</i>	\$0	\$85	\$85
ATI NCLEX review product	\$0	\$400	\$400
Graduation fee	\$0	\$300	\$300
Total tuition for fees per semester	\$13,520	\$13,105	\$27,825

\* Accelerated students tuition rate increases 10 percent for the last two semesters of the program to reflect the smaller cohort size.

## 2022 - 2023 RN-BSN Tuition and Fees

Charges based on two eight-week sessions	Fall 2022 (6 hours)	Spring 2023 (6 hours)	Summer 2023 (6 hours)	Total Academic Year Costs
<b>TUITION AND FEES</b>				
Tuition	\$2,502 (417/credit hour)	\$2,502 (417/credit hour)	\$2,502 (417/credit hour)	\$7,506 (18 credit hours)
Technology Fee	\$300	\$300	\$300	\$900
Health Fee	\$20	\$20	\$20	\$60
Library Fee	\$50	\$50	\$50	\$150
<b>Totals</b>	<b>\$2,872</b>	<b>\$2,872</b>	<b>\$2,872</b>	<b>\$8,616</b>
<b>FINANCIAL AID RESOURCES</b>				
Total tuition and fees (5 semesters/31 hours)	\$14,147			
St. John's College 20 percent tuition discount (HSHS colleagues)	\$2,500 (\$500/semester)			
St. John's College scholarship (HSHS colleagues)	\$2,500 (\$500/semester)			
HSHS tuition reimbursement	Up to \$8,000* (\$4,000/12 months)			
Estimated remaining program cost	\$1,147**			

\* HSHS tuition reimbursement subject to hospital budget and colleague FTE status.

\*\* Does not include charges for fees.

(Requires six months of employment service before colleague is qualified.)

### Additional BSN Licensure Costs

This list provides estimates of additional program and licensure costs which are not set by the college. The college provides these estimates to assist the student in budgeting. Costs may be higher or lower depending on the student's needs. Students may be able to decrease costs with careful planning. In most cases, financial aid can cover additional costs after a student enrolls. St. John's College does not set these costs and the charges may change without notice.

#### Admission Costs

ATI TEAS exam: \$35 - \$115 per attempt

#### Final Acceptance Costs

- Castle Branch Services: \$25
- Criminal background check: \$52
- Drug screen: \$45
- CPR certification: \$45

- Malpractice insurance: \$38 a year
- Health screening/immunizations: Varies
- Health insurance: Varies

#### Academic Costs

- Textbooks: \$3,500 entire program
- Computer (PC or MAC): \$500 to \$1,500
- Scrubs: \$200 as needed
- Stethoscope: \$60 to \$125
- Shoes: \$80 to \$150 as needed

#### Nursing License Review (Optional)\*

- Kaplan NCLEX review: \$500
- Additional NCLEX review

#### Nursing License Costs

- Finger printing: \$55
- NCLEX exam: \$200 per attempt
- Nursing license fee: \$189 for first license

## Financial Aid Programs and Guidelines

### Applying for Financial Aid

To be considered for federal, state and institutional sources of assistance, students begin with completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available October 1 of each year online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA is necessary to be eligible for most forms of financial aid.

**The Title IV school code for St. John's College is 030980.**

Grants and scholarships do not have to be repaid unless stated otherwise. Loans must be repaid after the student has graduated, dropped all courses or enrollment is reduced to less than six credit hours. A combination of one or more of these programs may be extended to you after an assessment of your FAFSA results has occurred.

A student's financial need is determined by subtracting any resources available to the student from the college cost budget. Such resources include expected parental/student contributions as determined by completing the FAFSA and benefits received from other programs.

If you have questions while completing the FAFSA, please contact the financial aid and compliance officer at (217) 814-4705.

### Qualifying for Financial Aid

In order to receive most forms of financial assistance, you must be registered at part-time status with at least six credit hours. Students enrolled in 12 or more credit hours each term are considered full-time for most financial aid programs. State of Illinois MAP Grant recipients must be enrolled in 15 credits to receive a full Illinois Map Grant award.

Upon completing the FAFSA, you will receive a student aid report (SAR) via email. If you do not received an SAR, please log on to the FAFSA website to check for any errors (including your email address) and make any needed corrections. If you require help to make these corrections, please contact the financial aid and compliance officer.

The college will receive your information electronically. There is no need to send us your form; however, you are welcome to notify us that you have made a change. If additional documentation is needed to complete your file you will be contacted in writing by the financial aid and compliance officer.

Once the financial aid and compliance officer has all of your materials, you will receive a financial aid award offer by mail. Please make sure your address is current. You will need to review your financial aid materials, complete the forms, sign where necessary and return all forms and other requested materials to St. John's College.

Please be advised if you are expecting an institutional scholarship and/or private scholarship, they may not appear on your initial award offer. This is solely due to differences in timing for each process. Revised award offers are issued if changes are made as a result of receiving a private scholarships or grant.

### Cost of Attendance and Budgets

Each year, St. John's College establishes cost of attendance (COA) budgets that include direct expenses (tuition and fees) and indirect expenses (room and board, books and supplies, health insurance, transportation, and miscellaneous expenses). Students may apply for financial assistance to assist with their direct and indirect cost.

These budgets are based on a philosophy of modesty. Basic cost-of-living expenses are reviewed and taken into consideration when creating COA budgets. The budgets intended to meet the basic education related costs of the student. Please contact the financial aid and compliance officer to discuss your budget options and individual needs.

## 2022 - 2023 Estimated Cost of Attendance

### Full-time Students

Major Sequence	Living Status	Tuition and Fees	Room and Meals	Books and Supplies	Transportation	Personal Expenses	Estimated Total Cost
Pre-Licensure Year 1 AND 2	Off campus w/parent	\$25,287	\$4,950	\$1,500	\$3,500	\$2,100	\$37,337
Pre-Licensure Year 1 AND 2	Off campus	\$25,287	\$11,700	\$1,500	\$3,500	\$2,100	\$44,087
Accelerated Cohort, Year 1	Off campus w/parent	\$25,287	\$4,950	\$1,500	\$3,500	\$2,100	\$37,337
Accelerated Cohort, Year 1	Off campus	\$25,287	\$11,700	\$1,500	\$3,500	\$2,100	\$44,087
Accelerated Cohort, Year 2	Off campus w/parent	\$26,250	\$4,950	\$1,500	\$3,500	\$2,100	\$38,300
Accelerated Cohort, Year 2	Off campus	\$26,250	\$11,700	\$1,500	\$3,500	\$2,100	\$45,050
RN to BSN Year 1 3 semesters	Off campus	\$8,616	\$5,400	\$1,250	\$0 (Online)	\$1,100	\$16,366
RN to BSN Year 2 2 semesters	Off campus	\$5,744	\$3,600	\$500	\$0 (Online)	\$1,100	\$10,944
MSN Graduate FNP	Off campus	\$17,678	\$3,600	\$900	\$600 (In-seat clinical course)	\$1,100	\$23,878
MSN Graduate Leadership	Off campus	\$17,228	\$3,600	\$900	\$600 (In-seat clinical course)	\$1,100	\$23,428

Students who have a financial aid package meeting the total cost of attendance, who need additional funding, may appeal for a computer and/or cost of living adjustment to receive additional financial aid. Documentation of any additional increases to the cost of attendance is required at time of appeal. Computer adjustments cannot exceed a one-time \$1,500 adjustment.

## Sources of Financial Aid

### Federal Pell Grant

**Grant does not have to be repaid.** This grant is available almost exclusively to undergraduate students. Student must be working towards their first bachelor's degree for consideration. Student also must demonstrate financial need as determined through his/her FAFSA output.

### Federal Supplemental Education Opportunity Grant (FSEOG)

**Grant does not have to be repaid.** To receive a FSEOG, you must attend school at least half-time and complete a FAFSA. Students with Pell eligibility are given first consideration for this award. These awards are based on financial need and are in addition to the Pell Grant. FUNDS ARE LIMITED.

### Federal Work Study (FWS)

Grant is based on hours worked in certified FWS position. FWS jobs allow you to earn money to apply toward your school and/or for living expenses. You must be attending school at least half-time. These awards are based on financial need as determined by completing a FAFSA and are for a specified amount of earnings.

### Federal Direct Subsidized Loan

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

### Federal Direct Parent PLUS Loan

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

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

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

### St. John's College Department of Nursing Scholarships

St. John's College, Department of Nursing offers non-renewable need-based scholarships. Institutional scholarships are established through the generosity of alumni and friends of the college.

### Private Sources of Financial Aid

You may be able to investigate possible sources of aid in your home community. You need to take the initiative to obtain additional information regarding these resources. A starting place may be the fraternal organizations located in your community, i.e., American Legion, VFW, Knights of Columbus lodges, etc., also, in the reference section of your public library under scholarships.

### Private Student Loan Disclosure

Students who plan to apply for a private student loan must complete a self-certification form or submit proof of having done one. Students are free to explore the lenders of their choice. The office of financial assistance does not refer/recommend/suggest lenders. Students are encouraged to research multiple lenders to find the best fit for both short-term and long-term needs. If you are unsure of what to ask each lender, you are welcomed to consult the financial aid and compliance officer to explore your needs.

## Financial Aid Policies

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

### Financial Aid Withdraw

Official term withdraw is defined as a student's formal notification of his or her intent to withdraw from all courses for a term. A student's withdraw date is defined as the actual date the student submits information to student records to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to the registrar and admission administrator electronically or in person. A student who is considering withdrawing and who is a recipient of financial aid must consult the financial aid and compliance officer.

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

### Return of Financial Aid Funding (R2T4)

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

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

Completion of withdraw procedures will automatically initiate calculation of refunds. Calculations of returns are performed by the financial aid and compliance officer in accordance to the Department of Education regulations.

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

The student is always responsible for miscellaneous charges to their account.

### Satisfactory Academic Progress Policy

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

### Qualitative Standard for All Programs

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

### Qualitative Standard for General Pre-Licensure BSN Program

Each student should matriculate at the pace of his or her plan of study. The rate of progression is shown in each of the plans below; as a student moves from one semester to the next the number of completed credit hours (bottom) should increase.

### General Pre-Licensure Students, Two-Year Plan

*Includes 56 hours of pre-nursing requirements*

JUNIOR SEMESTER 1	JUNIOR SEMESTER 2	SENIOR SEMESTER 3	SENIOR SEMESTER 4
15	17	18	15
(71/121) 59%	(88/121) 73%	(106/121) 88%	(121/121) 100%

### Timeframe Standard for General Pre-Licensure BSN Program

The maximum timeframe may not exceed 150 percent of the published length of the program measured in credit hours attempted. The published length of St. John's College - Department of Nursing is 65 credit hours. The maximum timeframe of 155 attempted credit hours include the standard 56 transfer credit hours and attempted credit hours at St. John's College - Department of Nursing, which cannot exceed 98 hours.

### Quantitative Standard for General Pre-Licensure BSN Program

Each student should matriculate at the pace of his or her plan of study. The rate of progression is shown in each of the plans below, as a student moves from one semester to the next the number of completed credit hours (bottom row) should increase.

### Accelerated Pre-Licensure Students, Two-Year Plan

*Includes 56 hours of pre-nursing requirements*

JUNIOR SEMESTER 1	JUNIOR SEMESTER 2	SENIOR SEMESTER 3	SENIOR SEMESTER 4
18	20	12	15
(74/121) 61%	(94/121) 78%	(106/121) 88%	(121/121) 100%

### Timeframe Standard for Accelerated Pre-Licensure BSN Program

The maximum timeframe may not exceed 150 percent of the published length of the program measured in credit hours attempted. The published length of St. John's College - Department of Nursing Accelerated Program is 65 credit hours. The maximum timeframe of 155 attempted credit hours include the standard 56 transfer credit hours and attempted credit hours at St. John's College - Department of Nursing, which cannot exceed 98 hours.

### Quantitative Standard for RN-BSN Program

Each student should matriculate at the pace of his or her plan of study. The rate of progression is shown for the RN-BSN plan below; as a student moves from one semester to the next the number of completed credit hours (bottom row) should increase.

### RN-BSN Students, Two-Year Plan

*Includes 57 hours of pre-nursing requirements*

SEMESTER				
1	2	3	4	5
6*	6	5 + 33 <i>Credit for prior learning</i>	6	8
(62/120) 52%	(68/120) 57%	(106/120) 88%	(116/120) 97%	(120/120) 100%

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

### Timeframe Standard for RN-BSN Program

The maximum timeframe may not exceed 150 percent of the published length of the program measured in credit hours attempted. The published length of St. John's College - Department of Nursing is 33 credit hours. The maximum timeframe of 155 attempted credit hours include the standard 57 transfer credit hours, 33 escrow credit hours, and attempted credit hours at St. John's College - Department of Nursing, which cannot exceed 47 hours.

## Non-Compliance with Satisfactory Academic Progress (SAP)

### Financial Aid Satisfactory Academic Progress Warning

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

### Financial Aid Satisfactory Academic Progress Cancellation

If the student fails to complete the required course work, or receives an unsatisfactory grade during the SAP warning semester; he/she will be academically dismissed from the graduate program. Therefore, the student will no longer be eligible for financial assistance.

### Financial Aid Satisfactory Academic Progress Probation

If the student appeals their cancellation status and the financial aid and compliance officer has determined that the student should be able to make satisfactory academic progress during the subsequent payment period, then he/she is considered to be on financial aid probation.

The student must meet with their advisor to produce an academic plan that will ensure that the student is able to meet St. John’s College satisfactory academic progress standards by a specific point in time. The student and advisor must sign the academic plan. A copy of the academic plan must be submitted to the financial aid and compliance officer prior to the next semester’s disbursement.

### Financial Aid Satisfactory Academic Progress Cancellation

The office of student financial assistance will notify, in writing, students currently receiving financial assistance through the in-house mail or direct mail (when classes are not in session) or via e-mail of their suspension from receiving aid.

## Notification of Financial Aid Cancellation

The office of student financial assistance will notify, in writing, students currently receiving financial assistance through in-house mail or direct mail (when classes are not in session) or via e-mail of their suspension from receiving aid.

### Types of Financial Aid

Financial aid programs covered by the standards are:

- Federal Pell Grant
- Federal Direct Loan Programs
  - Federal Stafford Subsidized
  - Federal Stafford Unsubsidized
  - Federal Parent Loan for Undergraduate Students
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Nursing Student Loans
- Illinois Student Assistance Commission Monetary Award Program (MAP).

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

NONCOMPLIANCE W/SAP	ACADEMIC POLICY	FINANCIAL AID POLICY
1st Occurrence	Probation	Warning
2nd Occurrence	Dismissal	Cancellation

*Note: Current St. John’s College academic dismissal policy only allows a student to repeat one course during their enrollment. As such, students who are dismissed will have to appeal both academic dismissal and financial aid cancellation.*

## Student Life and Support Services

St. John's College offers many services to students. Students who need to access these services should contact the student development officer for more information.

### Student Organizations

Formal education at St. John's College will be complemented by opportunities for growth by participating in extracurricular activities. Examples of those opportunities include student class officers, community service projects and the student government of St. John's College. Students will be given the opportunity to seek membership on student and faculty committees and to expand that professional involvement to state/national scope through participation in the National Student Nurse Association and the Student Nurse Association of Illinois.

### Advising and Academic Counseling

The admissions administrator/registrar is responsible for the academic advisement program, which includes program planning and monitoring of student progress to meet graduation requirements. Students will be assigned an academic advisor and should contact their advisor for assistance.

It is the responsibility of the student to understand the degree requirements and to meet those requirements. Students seeking information on specialized areas of practice for the purpose of course work or continuing education may contact the faculty specializing in the desired specialty or their faculty advisor.

Counseling for problems encountered in meeting course requirements or obtaining a grade of C or better is provided by faculty, the dean of students and the dean of academic affairs.

### Pathways 2 Success (P2S)

The Pathways 2 Success (P2S) program is designed to assist the student in developing effective test-taking strategies, writing, and study skills.

### Personal Counseling

Should a student need counseling assistance students can:

- Register online at <https://www.guidanceresources.com> (web ID: HSHS4U) to access online assistance.
- Call 1-877-327-7429. Once a call has been placed, a guidance resource staff member will provide information about local counselors in the area.
- This service/benefit is offered at no cost to the student.

ComPsys provides assistance at no cost for:

- Confidential emotional support
- Work-life situations

- Legal guidance
- Financial resources

All information is held in strict confidence. No information is shared without written consent. To learn more, call 1-877-327-7429.

### Health Services

The HSHS St. John's Hospital health nurse maintains daytime hours Monday through Friday as posted at the employee health service office in the hospital. At other times, students may visit the hospital emergency room and should notify the health nurse as soon as possible.

The college is not responsible for accidents unless they occur during scheduled clinical experience. Injury incurred on duty is to be reported to the clinical instructor at once and to the employee health nurse later. An incident report is to be completed before leaving the clinical site.

### Chronic Communicable Illness

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

### Library Services

The health sciences library at HSHS St. John's Hospital provides students with easy access to the internet, thousands of electronic journals and books and an extensive collection of print materials, as well as videos and audiovisual equipment. Many of its electronic resources also are available from home and throughout the campus. As a member of various state and national organizations, the library can borrow materials owned by libraries anywhere in the U.S.

The library is staffed Monday through Saturday. Students have 24-hour badge access. The current Publication Manual of the American Psychological Association will be the manual of style adopted for all written work and is available in the library. APA is a standardized format of writing and citing for preparation of manuscripts. Most social sciences, including nursing, utilize this format.

### Career Planning and Placement

Students are exposed to various nursing roles and potential opportunities for careers. Information regarding employment and educational opportunities is distributed to students.

## Services for Students with Disabilities

The process for requesting special accommodations is to contact the dean of students. She/he will then provide the student a form to take to verify disability. Once the disability is verified, the form is turned into the dean of students. From there the dean of students works with the dean of academic affairs, the student's academic advisor and faculty chair to determine accommodations provided to the student by the college. The dean of students then meets with the student to let the student know the accommodations. The extent of the documentation may vary depending on the claimed disability and requested accommodations.

All reasonable accommodations will be granted on a case-by-case basis pursuant to an interactive process between St. John's College of Nursing and the student. Not all accommodation requests will be granted if the college will have to fundamentally alter its programs to accommodate students. Accommodations are not effective retroactively. Students will not be able to re-do assignments or re-take exams that they originally took before they asked for and received accommodations. While past accommodations history is important and will be considered, it is not decisive. At any time the college may request additional documentation even when some supporting documentation has

already been provided. A student may request modifications to their already-granted accommodations at any time.

Faculty should not provide nor deny accommodations to a student for disability-related reasons without referring the student to the student development office. Students should make accommodation requests to the dean of students rather than making them directly to faculty members who are teaching their classes. Applicants with disabilities may provide additional information that they wish to be considered as a part of their application. This information is voluntary, will be confidentially treated and used in connection with efforts to provide reasonable accommodation for individuals with disabilities that takes into consideration the resources available to St. John's College.

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



# Course Descriptions

## Junior Pre-Licensure Courses

St. John's College defines a credit hour in the following ways:

- Two clock hours per week over eight weeks of theory (T) content equals one credit hour
- Six clock hours per week over eight weeks of lab (L) content equals one credit hour
- Six clock hours per week over eight weeks of clinical (C) content equals one credit hour

### **NSG 331: LPN Pathway Transition 4 (4 T)**

Introductory course designed to assist license practical nurses (LPN's) to transition to the prelicensure – BSN program. The course provides an overview of topics from Pathophysiology/Pharmacology I, Diverse Populations I, and Medical Surgical Nursing I with special focus on content areas inherent to the RN role, such as critical reasoning, nursing process, drug calculations, time management and therapeutic communications.

**Prerequisite:** Final acceptance to the program with an active and unencumbered LPN license

### **NSG 333: Adult Health Assessment 4 (3 T/1L)**

Adult Health Assessment is an introductory course designed to familiarize the student with the theory and skills that encompass a wholistic, client centered, adult health assessment. This assessment begins with the “normal” assessment findings, but also stresses the recognition of abnormal findings. Students learn basic client-centered communication, as well as inter-professional communication skills that will help to ensure safe client care. Faculty introduce evidence-based practice that includes interventions to promote health and prevent morbidity and mortality. The learning environment will include application of concepts via the use of classroom, simulation, laboratory practice and the clinical arena which culminates a successful demonstration of a comprehensive health assessment.

**Prerequisite:** Final acceptance to the program

### **NSG 334: Nursing Informatics 2 (2T)**

Nursing informatics is an introductory course designed to examine informatics within the health care profession and to focus on trends, informatics theories, impact of human factors, systems analysis and design approaches. This course is the foundation for students to become proficient in nursing inquiry. The learning environment will include application of concepts via the use of classroom, library and technology.

**Prerequisite:** Final acceptance to the program

### **NSG 336: Medical Surgical Nursing I 6 (4 T/2C)**

Medical-Surgical Nursing I is an introduction to the fundamental concepts of medical surgical nursing. Students are introduced to an evidence-based practice framework with an emphasis on learning the principles of safety and quality. Initial exposure to critical reasoning will be developed through the use of critical thinking skills. Professional nursing roles are explored with special attention to communication and caring. The learning environment includes application of concepts via the use of classroom, simulation, laboratory practice and the clinical arena.

**Prerequisite:** Final acceptance to the program

### **NSG 338: Pathophysiology/Pharmacology Nursing I 3 (3T)**

Pathophysiology /Pharmacology Nursing I is an introductory course that discusses pathophysiologic processes that allow the students to integrate the liberal arts education with fundamental principles related to alterations in health.

Pharmacologic principles are correlated with alterations in health in order to develop the students' knowledge regarding the basis for treatment modalities. This introductory course focuses on principles related to general health status. The learning environment will include application of concepts via the use of classroom and technology.

**Prerequisite:** Final acceptance to the program

### **NSG 343: Diverse Populations I 5 (3T/2C)**

Diverse Populations I explores concepts related to the health needs of mental health populations across the lifespan and the special needs of the geriatric population. Students utilize an evidence-based practice framework with an emphasis on the principles of safety, quality, and client-centered collaborative nursing care for these vulnerable populations.

There is a special focus on therapeutic communication across the lifespan as related to the geriatric population and clients with mental health needs. Critical reasoning is utilized while examining the wholistic needs of the geriatric and mental health client. The course is organized around the principles of wholistic nursing which assist the individual/family to adapt, recover and grow. The learning environment includes application of concepts via the use of classroom, simulation, and the clinical arena.

**Prerequisites:** Pathophysiology/Pharmacology I, Adult Health Assessment, Nursing Informatics

### **NSG 344: Nursing Inquiry 3 (3T)**

Nursing Inquiry is an introductory course designed to teach the foundation in the principles of nursing research that leads to the ability to utilize evidence in nursing practice. The course will begin with the steps of the research process and follow with examining the interrelationship among theory, research and practice. The course also will allow the student to develop the skills of critical reasoning in order to appraise scientific data. The learning environment will include application of concepts via the use of classroom, library and technology.

**Prerequisites:** Final acceptance to the program

### **NSG 346: Medical Surgical Nursing II 6 (4T/2C)**

Medical-Surgical Nursing II is designed to build upon the concepts of Medical-Surgical Nursing I. It is intended to deepen the development of clinical reasoning when caring for adult clients with acute and chronic health concerns through the application of evidence-based practice and client-centered care. Professional nursing roles are further developed with emphasis on inter-professional communication and collaboration. The

learning environment includes application of concepts via the use of classroom, simulation, laboratory practice and the clinical arena.

**Prerequisites:** Medical-Surgical Nursing I, Pathophysiology/Pharmacology I, Adult Health Assessment, Nursing Informatics

### **NSG 348: Pathophysiology/Pharmacology Nursing II 2 (2T)**

Pathophysiology/Pharmacology Nursing II course builds on the principles discussed in Pathophysiology/Pharmacology Nursing I. Students integrate the liberal arts and science education with pathophysiologic principles related to alterations in health. Pharmacological principles are correlated with these health alterations in order to assist the student to understand the basis for treatment modalities. This course focuses on the principles related to uncomplicated acute and chronic health concerns. The learning environment will include application of concepts via the use of classroom and technology.

**Prerequisites:** Pathophysiology/Pharmacology I

## **Senior Pre-Licensure Courses**

### **NSG 433: Diverse Populations II 6 (4T/2C)**

Diverse Populations II explores the concepts related to women's health and the pediatric client. Students utilize an evidence-based practice framework with an emphasis on learning the principles of safety and quality with a special focus on family-centered care. Critical reasoning is further developed while examining the wholistic needs of these populations. The course is organized around the principles of wholistic nursing and collaborative care which assist the individual/family to adapt, recover and grow. The learning environment includes application of concepts via the use of classroom, simulation, and the clinical arena.

This course is taken in the spring of the junior year for the accelerated cohort.

**Prerequisites:**

**General pre-licensure students:** Medical-Surgical Nursing II, Pathophysiology/Pharmacology II, Diverse Populations I, Nursing Inquiry

**Accelerated pre-licensure students:** Concurrent enrollment Medical-Surgical Nursing II, Pathophysiology/Pharmacology II, Diverse Populations I

### **NSG 434 Ethical Issues in Nursing Practice 2 (2T)**

Designed to stimulate moral awareness versed in ethical theories and principles, develop skills in ethical decision making, and explore political, professional, legal, social, global, genetic, and technological issues in contemporary nursing. The learning environment includes application of concepts via the use of classroom, library, and technology.

**Prerequisites:** Completion or concurrent enrollment in a clinical nursing course.

### **NSG 436 Medical Surgical Nursing III 7 (4T/3C)**

Designed to build upon the concepts of Medical-Surgical Nursing II. This course focuses on development of advanced nursing knowledge and critical reasoning in the care of high-risk adult populations through the application of evidence-based practice and client-centered care. Students become more autonomous in their development of the professional nursing roles within a culture of safety, quality and interprofessional teamwork. Students are introduced to a variety of specialty areas and technology associated with the acutely ill medical-surgical client requiring complex nursing management and collaborative care. The learning environment includes application of concepts via the use of classroom, simulation, laboratory practice and the clinical arena.

**Prerequisites:**

**General pre-licensure students:** Medical-Surgical Nursing II, Pathophysiology/Pharmacology II, Diverse Populations I, Nursing Inquiry

**Accelerated pre-licensure students:** Medical-Surgical Nursing II, Pathophysiology/Pharmacology II, Diverse Populations I and II. Concurrent enrollment Pathophysiology III, Ethical Issues in Nursing Practice

### **NSG 438 Pathophysiology/Pharmacology Nursing III 3 (3T)**

This course builds upon the principles discussed in Pathophysiology/Pharmacology Nursing II. It discusses the pathophysiological processes that allow the students to integrate the liberal arts and science education with principles related to alterations in health. Pharmacological principles are correlated with these health alterations to support the student in understanding the basis for complex pharmacologic treatment modalities. This course focuses on the principles related to complicated acute and/or

chronic health problems. The learning environment will include application of concepts via the use of classroom and technology.

**Prerequisites:** Pathophysiology/Pharmacology II

#### **NSG 443 Community Health Nursing 5 (3T/2CL)**

A senior level course designed to prepare the generalist nursing student for entry-level community/public health nursing. Community resources, evidence-based practice, safety, communication and culturally congruent care are emphasized in the awareness of the expanded professional nursing roles that are needed in the ever-changing global environment. The learning environment will include application of concepts via the use of classroom, simulation, and the clinical arena.

**Prerequisites:** Ethical Issues in Nursing Practice, Diverse Populations I and II, Medical-Surgical Nursing III, Pathophysiology/Pharmacology III

#### **NSG 444: Transition to Practice 2 (2T)**

A senior-level course designed to assist students reframe nursing content as they prepare for the NCLEX-RN and enter practice. The course encourages students to synthesize knowledge from the art and science of their nursing education in order to confidently and competently enter professional practice. The course includes not only nursing content, but also

test-taking strategies and practice reviews. The course assists the student in refining their critical reasoning and communication skills based on best practices.

**Prerequisites:** Medical-Surgical Nursing III, Pathophysiology/Pharmacology III, Diverse Populations I and II, Ethical Issues in Nursing Practice

#### **NSG 446: Professional Practice Immersion 8 (3T/ 5CI)**

Professional Practice Immersion is a capstone course that helps the student solidify critical reasoning in the care of a group of clients through the application of evidence-based practice and client-centered care. This course is designed to encourage professional engagement in preparing the student for the transition to the roles of the professional nurse. Students will focus on utilizing evidence to recognize system improvement processes that will impact the quality and safety of client outcomes. Attention also will be directed towards issues relating to contemporary nursing practice at the local, national and global levels. The learning environment will include application of concepts via the use of classroom, simulation, and the clinical arena.

**Prerequisites:** Medical-Surgical Nursing III, Pathophysiology/Pharmacology III, Diverse Populations I and II, Ethical Issues in Nursing Practice

## **RN-BSN Courses**

### **RN-BSN Credit Hour Definition**

St. John's College defines a credit hour in the following ways:

- Two clock hours per week over eight weeks of theory (T) content equals one credit hour
- Six clock hours per week over eight weeks of lab (L) content equals one credit hour
- Six clock hours per week over eight weeks of clinical (C) content equals one credit hour

Credit hours for theory are calculated at a 1:1 ratio, credit hours for lab are calculated at a 3:1 ratio and credit hours for clinical are calculated at a 3:1 ratio. To calculate total credit hours, add theory credit to lab credit and clinical credit as indicated by course requirements. For every credit hour granted it is expected you spend two hours study time outside of class or four hours for eight week classes.

#### **NSG 317: Introduction to Informatics in Nursing Practice**

*3 credit hours/ 8 weeks (3T)*

The purpose of this course is to examine informatics within the health care profession and to focus on trends, informatics theories and impact of human factors, systems analysis, and design approaches.

**Prerequisite:** BSN majors who have completed all lower division and admission requirements

#### **NSG 319: Introduction to Nursing Research**

*3 credit hours/8 Weeks (3T)*

A senior-level course designed to assist students reframe nursing content as they prepare for the NCLEX-RN and enter practice. The course encourages students to synthesize knowledge from the art and science of their nursing education in order to confidently and competently enter professional practice. The course includes not only nursing content, but also test-taking strategies and practice reviews. The course assists the student in refining their critical reasoning and communication skills based on best practices.

#### **NSG 321: Health Assessment across the Lifespan to Promote Clinical Judgment**

*3 credit hours/ 8 weeks (2T/1L)*

The course focuses on wholistic health assessment of individuals across the life span. A background in the sciences and humanities contributes to the understanding of the biopsychosocial and spiritual nature of man. Students enhance their techniques and skills of interviewing, administering a comprehensive physical assessment and proper assessment documentation through learning modules and supervised experiences. Emphasis also will be given to nursing roles as collaborator, advocate and teacher.

**NSG 323: Issues and Ethics in Contemporary Nursing Practice**  
*3 credit hours/ 8 weeks (3T)*

The purpose of this course is to stimulate moral awareness versed in ethical decision making and explore political, professional, legal, social and global issues in contemporary nursing. The learner should reflect on their own lived experiences and be prepared to discuss detail their views about the weekly topics from readings, discussions, writing papers, and reading current literature.

**NSG 325: Pathophysiology/Pharmacology to Advance Clinical Reasoning**

*3 credit hours/ 8 weeks (3T)*

This course introduces basic pathophysiologic concepts, relates these concepts to changes in normal functioning and presents opportunities to investigate relationships between pathophysiologic principles and disease presentations. This course requires correlation of pharmacologic principles and the therapeutic effect of drug therapy upon the pathophysiologic processes that are discussed.

**NSG 435: Introduction to Evidence-Based Practice in Nursing Practice**

*3 credit hours/ 8 weeks (3T)*

This course serves to cultivate a foundational understanding of the practice of evidence-based care. The focus is on evidence-based practice in nursing, through analysis of clinical decision making and exploring how to create a culture for evidence-based practice. It provides a theoretical and practical foundation for using various types of evidence to guide practice. The interaction of theory, research and clinical expertise in the development of evidence-based practice is examined.

**Prerequisite:** NSG 319: Introduction to Nursing Research

**NSG 437: Community Health Nursing for the Public's Health**  
*5 credit hours / 8 weeks (3/2)*

This course is designed to assist the student in synthesizing concepts and skills from liberal arts and nursing science and evaluating them for application to public health and community health nursing. Integration of critical thinking skills, change theory and research findings are utilized in planning care for individuals, families, populations, and communities. Concepts of health promotion and maintenance are emphasized as they apply to diverse populations. Cultural, ethical, legal, socioeconomic, political, technological and epidemiological issues will be incorporated as they relate to the community as client.

**NSG 439: Leadership in Contemporary Nursing Practice**  
*5 credit hours/ 8 weeks (3/2)*

This course is designed to assist the learner to utilize principles of leadership in contemporary nursing practice. Theories of leadership and management are discussed as well as organizational group dynamics. The learner will utilize these theories in the nursing roles or leader/manager, collaborator/coordinator and change agent. The learner will incorporate principles of wholeness, caring, quality and safety into a leadership/manager role within the complexity of a health care system. Additionally, concern for patient-centered care fostering health promotion/maintenance and rehabilitation are stressed while advocating evidence-based care for groups of clients. Emphasis is placed on teamwork, inter-professional collaboration, clinical reasoning and evidence-based nursing practice. Learners will reflect on their own ethical and professional development and explore ways of promoting professional behaviors in others. This course builds upon content learned in previous courses throughout the program and stems from the mission of St. John's College.

***Must be the last class taken in the program.***

**NSG 352: Nursing Sensitive Quality and Safety in Health Care**

*3 credit hours/8 weeks (3T)*

This course creates opportunities to learn and manage nurse sensitive measures that improve health outcomes in a variety of health care settings. Strategies for building and integrating patient safety competencies fostering characteristics of a high reliability organization are emphasized.

## St. John's College Board of Directors

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