



St. John's College

Undergraduate Nursing Student Handbook

2024-2025

This handbook is for informational purposes only and does not constitute a contract and these materials are subject to change, with written notification to students, at any time. The College makes every effort to ensure that this handbook contains complete and accurate information at the time of publishing. However, circumstances may arise that require the College to change existing policies, rules, or program information prior to the publishing of the next handbook. The College reserves the right to change, modify or alter information in this handbook. The student handbook is updated annually and published in August. Students are responsible to follow the policies of the current year's student handbook, the information contained within the online St. John's College Catalog, as well as all Hospital Sisters Health System (HSBS) policies.

St. John's College has an enduring commitment to enhancing Illinois' quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, St. John's College is committed to a policy of equal opportunity and nondiscrimination in employment and education.

No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

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COLLEGE OVERVIEW

St. John's College History

In 1886, St. John's College, Department of Nursing was founded by the Hospital Sisters of the Third order of St. Francis. Their mission was to care for the sick and needy of the community in a spirit of joy, respect, and commitment to competence. From that day to the present, the values and vision of the Hospital Sisters have underscored and directed the efforts of the faculty and students. The college provides education rooted in the spirit of St. Francis and St. Clare, demonstrating respect for all traditions, diverse cultures, and spiritualities.

St. John's College Mission

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

St. John's College Vision Statement

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

St. John's College Values

St. John's College values are based on the values of the Hospital Sisters Health System (HSBS) and are included in all aspects of the college. These values are care, competence, joy, and respect.

St. John's College Purpose

St. John's College is a single purpose college educating baccalaureate, master's, and doctoral nursing students. The purpose of the 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 that advances the discipline of nursing and the provision of health care.

St. John's College Philosophy and Educational Theory

The philosophy of St. John's College of Nursing is based on the premise that all human beings are created in God's image and possess intrinsic value and dignity.

The educational theory of the college utilizes Knowles' Adult Learning Theory to ensure that the needs of the college's adult learners are met. This theory includes six assumptions:

1. "Self-concept. Adult learners have a self-concept. This means that they are autonomous, independent, and self-directed.
2. Learning from Experience. Experience as a rich resource of learning. Adults learn from their previous experiences. Thus, it is a good repository for learning.
3. Readiness to Learn. Adults tend to gravitate towards learning matters that matter to them. Their readiness to learn things is highly correlated with their relative uses.
4. Immediate Applications. The orientation of adult learning is for immediate applications rather than future uses. The learning orientation of adults tends to slant towards being task-oriented, life-focused, and problem-centric.
5. Internally Motivated. Adults are more motivated by internal personal factors rather than external coaxes and pressures.
6. Need to Know. Adult learners have the need to know the value of what they are learning and know the why's behind the need to learn them" (Bouchrika, I. [2024, June 10]. The Andragogy Approach: Knowles' Adult Learning Theory Principles in 2024. Research.com. <https://research.com/education/the-andragogy-approach>).

College Approvals and Accreditation

St. John's College is approved by the Illinois Board of Higher Education (IBHE), the Illinois Department of Financial and Professional Regulation (IDFPR), and the State Agency for Veterans' Benefits for the Montgomery G.I. Bill®.

St. John's College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

The St. John's College **baccalaureate program** at HSHS St. John's Hospital at 729 East Carpenter Street located in Springfield, Illinois is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

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

The St. John's College **master's program** at HSHS St. John's Hospital at 729 East Carpenter Street located in Springfield, Illinois is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the master's program is continuing accreditation.

The St. John's College **clinical doctorate program** at HSHS St. John's Hospital at 729 East Carpenter Street located in Springfield, Illinois is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the clinical doctorate program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program [on the ACEN website](#).

Distance Education (NC-SARA)

St. John's College is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA is a voluntary agreement among its member states and U.S. territories that establishes comparable national standards for interstate offering of post-secondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. Current member states of SARA can be found <https://nc-sara.org/>

NURSING PROGRAM POLICIES

Nursing students will abide by college and HSHS policies along with the specific nursing program policies included in this student handbook. Faculty and program administrators are available to assist students with inquiries related to program policies. Situations that may result in nursing course failure and/or administrative withdrawal, and/or nursing program or college exit are reviewed on a case-by-case basis.

General Program Expectations

At all times, nursing students are expected to conduct themselves in a professional manner that supports learning. In the classroom/lab/clinical area, everyone is expected to work together to create an environment that is respectful, collegial, and conducive to learning.

Professional Behavior Expectations

1. Arrive to class/lab/clinical on time, return from breaks promptly, and stay for the entire class/lab/clinical.
2. Prepare for class/lab/clinical, having completed readings and assignments.
3. Actively engage in collaborative learning experiences.
4. Keep all personal electronic devices turned off, or on silent/vibrate mode and refrain from engaging in personal phone conversations or texting during class/lab/clinical experience.
 - a. Students are expected to leave the classroom/lab/patient care area to respond to an emergency text or phone call.
 - b. Use of a laptop computer in class/lab is allowed with faculty permission, and as long as it is not distracting to surrounding students.
5. Give full attention when the instructor is presenting, during classroom/lab/clinical discussions, and while engaged in interactive learning.
 - a. Personal discussions will be reserved for breaks or after class.
 - b. Instructors reserve the right to ask students to leave the classroom/lab/clinical area if they disrupt the learning of others.
6. Do not bring children or guests to class/lab/clinical.

Program Communication

All nursing faculty are available via St. John's College email, college phone, and during posted office hours. Appointments with individual faculty may be made via St. John's College email or telephone. Professional and respectful communication within all communication channels, including phone, e-mail, and Canvas is an expectation of all students.

E-mail: The College official communication method is through the St. John's College student e-mail accounts. All students need to check their e-mail account frequently/daily. This is the only account that faculty will use for communicating via e-mail with students. E-mail communication that is sent by the College to the official St. John's College student account is considered delivered. Students will retain all responsibility associated with official communications that are sent to their St. John's College student email account.

Canvas: This is the learning management system (LMS) used by St. John's College. Canvas is the primary method for delivering class news/content/assignments. All students are required to check this site frequently/daily. Any communication from your instructor via Canvas is considered official communication.

Communication Guidelines:

1. Check e-mail frequently/daily.
2. Check Canvas discussion areas and announcements frequently/daily.
3. Respond appropriately to the e-mail or subject being discussed, if needed.
4. Capitalize words only for emphasis or titles; otherwise, capitals will be seen as shouting.

5. Use humor carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism.
6. Language must be professional and appropriate.
7. Texting abbreviations are not appropriate for e-mail communication and Canvas postings.
8. Differences in opinion are expected, and all responses should be courteous and professional.
9. The nursing faculty are the moderators of the Canvas environment. The faculty reserves the right to edit or cancel messages for offensive or incorrect content.
10. Canvas is not the forum to register complaints concerning any aspect of the nursing program.

Communication Via Text Messaging

Faculty may provide nursing students with a personal cell phone number to communicate via text. Texting is NEVER the preferred method for communication; the preferred communication method is via school e-mail.

1. Texting faculty should only be done when an emergency situation occurs that impacts the student's ability to be present in class, lab, or clinical.
2. There should be no expectation that faculty will provide a cell phone number for texting to students.
3. Nursing students are expected to respect the privacy of any faculty that provide a cell phone number, and will not publish and/or share the number with any others.
4. Students must be respectful of texting at appropriate "business" hours. Texting during nights and weekends is not acceptable except in the case of an emergency that will impact student attendance.

Social Media

The National Council of State Boards of Nursing (NCSBN) has issued a stance regarding the use of social media within health care. The mission and philosophy of the St. John's College is in congruence with this stance.

Adherence to outlined expectations for behavior is mandatory.

1. St. John's College nursing students are not to post to social media any photograph from any clinical site.
2. The NCSBN "A Nurse's Guide to the Use of Social Media" can be found at the following website: <https://www.ncsbn.org/brochures-and-posters/nurses-guide-to-the-use-of-social-media>
3. Respect copyright and intellectual property. When posting, be mindful of the copyright and intellectual property rights of others and of the College.
4. As a student within the nursing program at St. John's College, you may encounter confidential information within the College or within the patient care environment during clinical practicum. Consistent with HIPAA, it is your responsibility to remember the following when using social media:
 - a. Never use the patient's name (any identifier including initials, hospital name, etc.) and personal health information in any way.
 - b. Do not disclose confidential information about the nursing program, the College, its employees, or its students.
 - c. Never state personal opinions as being endorsed by the College or nursing program.
 - d. Do not use information and conduct activities that may violate St. John's College academic policies, or may violate local, state, or federal laws and regulations.
5. No student shall videotape faculty or fellow students for personal or social media use without the express written permission of the faculty or fellow student.
6. At no time shall patients/clients be videotaped or photographed.
7. St. John's College does not tolerate content from students that is defamatory, harassing, libelous, or inhospitable to a reasonable academic environment.
 - a. Social media may be used to investigate student behavior/student conduct.

Audio Recording

Audio recording of faculty is prohibited unless it is part of an approved documented accommodation plan. In the case of audio recording for an accommodation plan, the following actions must be done by the recording student:

1. Must notify the faculty of intent to audio record.
2. The faculty will notify all students in attendance in the class.
3. Recordings are for the sole use of the authorized student only and cannot be further distributed to other individuals, commercial use, etc.
4. 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).
5. Any conversations that were recorded inadvertently such as clinical case examples, classmate personal conversations, etc., are considered confidential and the student will be held accountable for upholding confidentiality under FERPA and HIPAA regulations.
6. All recordings must be destroyed after successful completion of the course.

Updated Name, Address, and Contact Info

Students need to use the online contact information change form or visit the Registrar to update contact information. Students should make St. John's College aware of any changes in legal name or contact information.

Student Technology Requirements

Computer requirements: All students need to have access to a personal computer/laptop with a high-speed internet connection. Basic computer and word processing skills are required. Common software requirements include, but are not limited to, a word processing program (i.e. Microsoft Word), Power Point/Power Point Viewer, Acrobat Reader, Flash Player, Quick Time Player, Real Time Player. All written assignments (i.e., papers) that are electronically submitted must be in a pdf format, unless otherwise specified by faculty.

Technology Support: Student support for technology problems is through the HSHS ITS help. Nursing faculty are not technology experts and recommend utilizing the ITS support provided when problems occur.

Course Materials Requirements

Nursing students are required to have the necessary textbooks and/or materials for each nursing course. The required nursing program clinical attire is purchased from the Lincoln Land Community College Bookstore. Course handouts will be available through Canvas. It is the student's responsibility to print off any needed course handouts/syllabus from Canvas as directed by faculty. Pre-RN licensure nursing students are required to purchase ATI Nursing Education and Lippincott textbook products, which are used throughout the program. The RN to BSN program and graduate programs utilize a variety of course materials.

Program Schedule

The nursing program relies on clinical site availability and specific faculty expertise in the scheduling of class/lecture, lab, and clinical components. Therefore, there is no guarantee of a specific schedule for any nursing course. A nursing student must have schedule flexibility throughout the program. There is no promise of clinical experiences on specific days of the week, and/or times of day. There may be clinical experiences required of the student during day, and/or evening hours. Every effort will be made to offer continuity during each semester; however, the nursing student must recognize that healthcare can be an unpredictable environment and schedules are subject to change.

NURSING LAB AND CLINICAL POLICIES

St. John's College utilizes various healthcare settings for clinical experiences. These healthcare settings may include hospitals, long-term care facilities, clinics, public health agencies, school health services, and other community-based organizations. St. John's College establishes legal contracts with each healthcare organization that stipulates mutual expectations for both services and regulations. It is the intent of St. John's College that all nursing students represent themselves in professional attire and performance, while in an affiliating healthcare setting.

A variety of experiences may be utilized by faculty to meet course objectives. Students will be expected to provide nursing care for clients of all genders and with a variety of medical and psychosocial conditions. Such experiences may include, but not be limited to, group and independent learning projects and alternative time schedules. Students should be prepared to accommodate alternative learning assignments and possible evening experiences if deemed necessary by the faculty. Appropriate notification will be given.

Students are permitted in the healthcare setting only during clinical hours and specified preparation hours. Friends or family members, including children, are not allowed any time during the clinical experience.

Clinical sites specify information that the college must collect from students. Students must submit the required documentation prior to the deadline. Failure to submit this information prior to the deadline will result in the students' inability to attend clinical courses. All requirements must remain valid for the duration of all clinical and practicum experiences. It is the student's responsibility to maintain the records.

There are five (5) components of requirements for initial and ongoing enrollment in the nursing program:

1. Clinical program requirements: registration, orientation, safety, and computer training.
2. Health requirements: immunity titers, vaccinations, and TB Testing.
3. CPR requirement: *American Heart Association BLS for the Healthcare Professional*.
4. Criminal background check requirement.
5. Drug test requirement.

The faculty working with the Student Services Coordinator will ensure all students have complied with all program clinical course requirements before clearing a student for clinical placement.

1. Documentation will not be accepted by faculty.
2. The Student Services Coordinator does not return clinical requirement data back to students once it has been submitted.

Clinical Program Requirements

Facility orientation and computer training varies. Students will be informed of how, where, and when to complete the registration and computer training via St. John's College school email.

Health Requirements

All health requirements must be met in order to participate in lab and clinical program components, and thusly must be met in order to participate in the nursing program. Health requirements are subject to change at any time, and students will be notified via student e-mail and/or D2L.

1. Proof of vaccination or titer confirming immunity
2. Start of program and annual tuberculosis (TB) test
3. Start of program and annual influenza (flu) shot
 - a. Annual influenza vaccination is required once student begins nursing.
 - b. This vaccination must occur during the influenza vaccination cycle, generally October to November of that year.

CPR Requirement

Nursing students are required to obtain and remain current with CPR certification throughout enrollment in nursing.

1. The program accepts only American Heart Association (AHA) CPR.
2. All students must have "American Heart Association Basic Life Support (BLS)."
3. Visit the American Heart Association at www.heart.org for classes.
4. CPR Certification must be maintained throughout enrollment in the nursing program.
5. Students are responsible to provide annual proof of CPR certification status.
6. Note: American Red Cross CPR is not accepted.

Criminal Background Check Requirement

Illinois law requires a criminal background check for all healthcare workers.

1. All students must have a clear criminal background check before their first semester in the program and each academic year they are students in the nursing program.
2. Students not in compliance with due dates for criminal background check completion will lose their place in the program. Additionally, students who are disqualified or fail to participate in the background study process will not be eligible to progress in the course.
3. For more information about the criminal background check process, visit the Illinois Department of Human Services at <https://www.dhs.state.il.us/>.

Drug Test Requirement

Per HSHS requirements, all incoming St. John's College students must submit to a drug test.

1. The results of the drug test must be clear to be in the program.
2. A clear drug test includes no THC (marijuana) presence regardless of state law.
3. "HSHS is committed to providing an alcohol and drug-free, safe and positive work environment. All colleagues must follow the HSHS Drug Free Workplace policy" (<https://www.hshs.org/getmedia/e465e0f1-b202-44c2-9869-ee619334db02/Code-of-Conduct.pdf>).

Technical Standards

Technical standards have been developed that describe required abilities for effective performance in St. John's College nursing education programs. The examples show how an outcome may be applied in entry level nursing education programs. The examples listed are for illustrative purposes only, and not intended to be a complete list of all tasks in an entry level nursing program.

Reasonable accommodations to meet standards may be available for otherwise program- qualified individuals with disabilities. Contact the Dean of Students as soon as possible for more information if you think you may need an accommodation for accessibility.

St. John's College requires all students to meet the following minimum performance outcomes and standards:

OUTCOME	STANDARDS	BEHAVIORAL EXAMPLES (not limited to listed behaviors)
Assessment Proficiency	1. Auditory capability. 2. Visual capability. 3. Olfactory capability. 4. Tactile capability. 5. Gross and fine motor skill capability.	AUDITORY CAPABILITY a. Respond to verbal requests in both emergent and non-emergent environments. b. Perform physical assessment utilizing a stethoscope.

		c. Respond to alarms in the clinical setting (fire, equipment, call bells). VISUAL CAPABILITY d. Accurately and clearly see the physical body and any changes to the physical body. e. Accurately and clearly see liquid and body fluid (spill, urine, etc.) f. Accurately and clearly see emergency lights. OLFACTORY CAPABILITY g. Accurately smell odors from environment and patient. h. Accurately detect the smell of smoke. i. Palpate with hands the body and landmarks for assessment. j. Demonstrate hand-eye coordination to inject medications and insert IVs. k. Feel with fingers and correctly assess the pulse points on a body. GROSS & FINE MOTOR SKILL CAPABILITY l. Move quickly in response to an emergency situation. m. Accurately put on and take off personal protective equipment (PPE) without contamination. n. Perform and maintain sterile technique. o. Assist individuals with transfer and ambulation. p. Administer cardiopulmonary resuscitation (CPR). q. Effectively handle procedural equipment (syringe, catheter, IV, tubing). r. Demonstrate the physical stamina to perform required activities throughout a typical nursing shift (8 to 12 hours). s. Effectively perform all required client care activities.
Caring	1. Exemplify compassion. 2. Interact compassionately with all individuals.	a. Treat others with respect and dignity. b. Take accountability for self and actions. c. Establish rapport with others.

		d. Work cooperatively with the interdisciplinary team. e. Respect social, cultural, and spiritual individuality.
Communication	1. Exchange information in a variety of modalities, including verbal, non-verbal, and written forms.	a. Communicate clearly and professionally in verbal and written modalities. b. Utilize professional therapeutic non-verbal interactions (eye contact, touch, body language, and facial expression). c. Demonstrate computer and technology proficiency. d. Maintain integrity of confidential information. e. Provide clear and understandable instructions. f. Interact and share information with a group of people.
Critical reasoning	1. Utilize critical reasoning to ensure safe and effective clinical judgment. 2. Use the scientific method to problem solve.	a. Formulate nursing care plans. b. Recognize clinically significant changes in health status. c. Perform accurate dosage calculation. d. Identify priority actions and implement the actions.
Professionalism	1. Participate in the evaluation process. 2. Organize and manage time. 3. Retain composure in changing environments. 4. Manage emotions in stressful situations.	a. Respectfully evaluate self and others. b. Respectfully evaluate client goal setting and goal attainment. c. Respectfully evaluate the environment.

PROGRAM PROGRESSION

This section provides students with information related to progression, due process, and program readmission. Students anticipating an interruption in progression, for any reason, are asked to communicate with faculty and the academic dean to allow for future planning.

Grades and Grading System

St. John's College issues grades at the end of each 16-week semester (15 weeks plus 1 finals week) and each 11-week summer term (10 weeks plus 1 finals week). The requirements for obtaining the course grade will be stated in each course syllabus.

1. Students must enroll in and successfully complete (with a minimum letter grade of C) all nursing and general education courses in the sequence identified in the program of study in order to progress in the program.
2. Grades D, F, and W are not passing grades.
3. Nursing courses may include lab and clinical, and are graded as A, B, C, D, or F.
4. The Nursing Program grading scale is as follows:

Grading Plan
93-100% = A (4 points)
85-92% = B (3 points)
77-84% = C (2 points)

70-76% = D (1 point)
69% or below = F (0 points)

5. 77% is the required minimum course grade to successfully pass the course.
 - a. 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.
 - i. 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.
6. Nursing courses that combine theory, clinical, and/or lab require that all portions must be passed at a minimum of 77% to pass the course.
 - a. In the theory component, assessment evaluations of exams and quizzes must equal 77% before the addition of additional items factored into the theory grade.
7. During a semester, if a student is assigned to more than one (1) clinical site, every clinical site must be passed at a minimum of 77%. In other words, if the student passes the medical/surgical site rotation, but fails the pediatric site rotation, the student has failed the clinical portion of the course.
8. Expected activities that are required and count as pass/fail must be completed, but do not add to "points."
9. All exams and assignments must be completed in order to pass any nursing course. Students may not skip/miss an assignment and/or exam and accept a 0 (zero) regardless of overall course grade.

Grade Point Average

Grade point averages are computed at the end of each semester and cumulatively at the end of the program.

1. Grade point appears on the official transcript.
 - a. The procedure for computing grade point averages is available from the registrar.
2. Grades not included in the grade point average include withdrawal (W), audit (AU), incomplete (I), in progress (IP), credit/no credit (CR/NC), pass/no pass (P/NP).

Academic Honors

1. The awarding of academic honors upon graduation from the program is calculated at the end of the semester before graduation is planned.
 - a. If the student is graduating in spring (May), the honors calculation happens at the conclusion of the fall semester in December.
 - b. If a student is graduating in fall (December), the honors calculation happens at the conclusion of the summer semester in August, if applicable, or the spring semester in May.
2. The dean's list recognizes students who have demonstrated academic achievement each semester.
 - a. Eligibility for the dean's list includes completion of at least twelve (12) credits in a semester.
 - b. Semester GPA of 3.5 or higher.
 - c. The dean's list is posted at the end of each semester and is published on the college's website.
 - d. Summer term is not calculated for the dean's list.

Academic Probation

1. Satisfactory Academic Progress: to satisfactorily academically progress at the college, students must achieve a minimum passing grade of "C" in all courses.

2. Program Progression: A non-passing grade of “D” or “F” or withdrawal “W,” whether student-initiated withdrawal or administrative withdrawal for non-participation will result in academic probation.
 - a. While on academic probation, students may continue to take coursework, but are prohibited from enrolling in any subsequent nursing course(s) that require a prerequisite in which they earned a non-passing grade, “D” or “F” or they withdrew or were administratively withdrawn, “W.”
 - b. If the student earns a non-passing grade of “D” or “F” or withdraws or is administratively withdrawn, “W,” on the **second course attempt**, the student will be dismissed from St. John’s College.
 - c. If the student earns a non-passing grade of “D” or “F” or withdraws or is administratively withdrawn, “W,” from a **second course** during any subsequent semester/term, the student will be dismissed from St. John’s College.
3. Official Notification: any student placed on **academic probation** at the conclusion of the semester/term will receive official notification of the academic probation via email communication from the academic dean.
 - a. Any student **dismissed from the college** will receive official notification of the dismissal via email communication from the academic dean.
4. Removal of Academic Probation: to remove the academic probation status, the student must retake the course at St. John’s College the next time it is offered and earn at least a grade of “C” on the second course attempt.
5. Transcription of Grades: all earned grades are indicated on the student’s transcript, which includes all non-passing grades of “D” or “F” or withdrawal, “W,” regardless of student-initiated or administrative.

Appealing College Dismissal

1. Appeal Submission Deadline: any student placed on academic probation or dismissed from the college has five (5) business days from the date of the email notification from the academic dean to appeal the academic probation or the college dismissal to the chancellor in writing via email.
2. Review Period: once the appeal is submitted, there will be a review period of up to three (3) weeks.
3. Decision Notification: after the review period, the student will be notified of the appeal decision via email from the chancellor’s office.

Active Military Service

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 a military withdraw from some or all their 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.
4. 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.
5. The student’s military withdraw time will be exempted from the four-year completion rule.

6. The student must notify St. John's College of their 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.

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.

Leave of Absence (LOA)

Due to the nature of nursing program course content and continuous program progression, a leave of absence (LOA) will only be granted in an extraordinary circumstance.

1. Permission for an LOA from the college must be requested via written document to the college chancellor.
2. The longest an LOA could possibly be considered is for one year (two [2] semesters) or less.
3. The requesting student must be in good academic standing having a grade of "C" or higher in all courses.
4. The student may only request an LOA once for the duration of any program.
5. The student is responsible for contacting the financial aid office.
6. A student returning following an approved LOA is not required to complete the readmission process.
7. The student on LOA must satisfy any conditions of the leave before reentering the program.
8. The returning student must meet all requirements of course sequence within a program.
9. In the event of a curriculum revision, previous completed coursework will be evaluated for course equivalency.

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 academic dean may be required.

ACADEMIC AND CONDUCT EXPECTATIONS

Students enrolled in the nursing program at St. John's College accept the ethical responsibilities that are integral to the profession of nursing and must uphold and adhere to the American Nurses Association Code of Ethics. The current edition of the [*American Nurses Association \(ANA\) Code of Ethics for Nurses with Interpretive Statements*](#) outlines the goals, values, and ethical principles that direct the profession of nursing, and it is the standard by which ethical conduct is guided and evaluated by the profession, including all nursing students at St. John's College.

In the professional judgment of the faculty, any behavior deemed inconsistent with professional responsibilities and/or unsafe are addressed as an academic and/or conduct issue and may be subject to a failure grade for the course and/or a possible dismissal from the program.

The following are some examples of academic and/or code of conduct judged unacceptable for the nursing student at St. John's College. These behaviors include **and are not limited to** the following:

Academic Dishonesty

Cheating

1. Using disallowed materials or methods for exams or assignments, including viewing websites outside of testing browser and cell phones.
2. Consulting unauthorized documents while testing, including viewing a cell phone.
3. Providing information about test items to others.

4. Giving and/or receiving information to/from another student about test items.
5. Discussing test contents with student(s) that have not yet taken the exam.
6. Behavior indicative of cheating or of academic dishonesty (e.g., direct observation of another's exam computer screen, possession of a cell phone).

Plagiarism

1. Submitting written work that is not, in part or in whole, your own without attribution (e.g., plagiarism).
2. Copying from the work of others, including work by other students, or from published materials without appropriate citation.
3. Copying in part or whole other student's written material.
4. Submitting an assignment written in part or entirely by someone else.

Dishonesty

1. The buying and selling of course assignment and research papers.
2. Performing academic assignments (including exams) for other persons.
3. Unauthorized disclosure and receipt of academic information.
4. Falsifying information and attendance relating to independent assignments.

Code of Conduct: Professional Integrity

1. Interference with the learning of others.
2. Violation of confidentiality, privacy, or security standards as discussed in the Health Insurance Portability and Accountability Act (HIPAA). This includes all social media such as sharing confidential information through phone, e-mail, or social media.
3. Taking food, medications, client belongings, or materials from clinical settings without approval or authorization.
4. Transgression of professional boundaries. Seeing or meeting with a patient outside of the therapeutic professional relationship in the clinical setting.
5. Sharing confidential information with unauthorized persons.
6. Lying about anything related to or associated with your activity or responsibilities when operating as a St. John's College student.
7. Knowingly producing false evidence or false statements.
8. Making charges in bad faith against any other persons.
9. Making false statements about one's own behavior related to academic or clinical matters.
10. Failing to report observed unethical or prohibited behavior.
11. Failure to report known clinical errors.
12. Falsifying information in the clinical setting.
13. Stealing from anyone including patients, hospitals, the college, fellow students, or college employees.
14. Forging official documents.
15. Being under the influence of alcohol, controlled, or illegal substances when on campus and/or engaging in activities as a St. John's College nursing student, regardless of location.
16. Use of vulgar/obscene language or body language.
17. Intimidation of students, staff and/or faculty (angry, hostile, or violent behavior).
18. Sleeping in class.
19. Sexual harassment.

Code of Conduct: Nursing Practice

1. A pattern of neglect of clinical responsibilities, risk to patient safety, or failure to practice in the best interest of clients and the public in any practice setting.

2. Lack of evidence of preparedness to take care of clients for any scheduled clinical experience.
3. Not reporting errors or omissions in patient care (e.g., medication error).
4. Failing to report incidents involving clients/patients.
5. Failure to question a medical order when in doubt.

Consequences of Academic and/or Code of Conduct Violations

Violations of this policy will result in investigation. Any student dismissed from the program for violation of professional academic integrity and/or code of conduct may utilize the college's appeal process.

1. Nursing faculty have the authority to summarily remove a student from classroom, clinical, or lab setting if alleged misconduct threatens and/or compromises patient, faculty, fellow students, and/or personnel safety.
2. Nursing faculty will report observations, allegations, and/or suspicion of academic or code of conduct violations to the academic dean and the chancellor for investigation.

Code of Conduct: Classroom Professional Courtesy

Behaving in a professional manner and demonstrating courtesy is essential in the learning environment and is essential to being a nurse. Distractions can severely inhibit learning. To be fair to everyone in the class, nursing faculty have developed some basic rules of professional courtesy in the classroom.

1. Please arrive on time and be prepared to participate fully in the classroom activities.
2. Please stay throughout the entire class. Students leaving before class is finished is disruptive and disrespectful to fellow students.
3. Disrespectful and/or aggressive verbal and/or physically intimidating behavior will not be tolerated under any circumstance.
 - a. Any student behaving in this manner will be asked to leave the learning environment, and may not return to class until a meeting is scheduled and completed with the academic dean.
4. Cell phones must be turned off, or put in silent/vibrate mode.
 - a. Students may not access cell phones during class unless directed to do so by faculty.
 - b. If there is an urgent situation, the student should notify the instructor prior to class of the need to keep the cell phone available.
 - c. Instructors reserve the right to ask the student to leave the classroom.
5. Laptop computers and/or tablets used for learning during theory/lab time are to be used for learning and course materials, they are not to be used for non-school related activities, including, but not limited to social media, shopping, web surfing.
6. While classroom discussion during nursing theory is vital to the learning process when the discussion is heard by the entire class, individual conversations are disrespectful and disruptive.
 - a. Instructors reserve the right to ask students to leave the classroom if their private discussions become disruptive
7. No children and/or visitors are allowed during class time for nursing students.
8. Instructors reserve the right to assign seats and/or move students to different seats at any time during class.
9. Audio and video recorders are permitted only with the permission of the instructor.
10. Students may not distribute class notes, handouts, audio recordings, and/or other instructor-provided materials for commercial purposes, through the Internet, or for any reason other than personal study among classmates currently enrolled in the course.

Classrooms are not, by law, public places so any recordings of what occurs in a classroom are not publicly distributable without the written permission of those who are recognizable from the recording. Posting recordings or distribution of classroom presentations in any format, including on Canvas, without the express permission of the faculty, is a violation of copyright law and is therefore a violation of our College Student

Code of Conduct and will result in disciplinary action. Copyright violation includes posting any course materials on websites such as Course Hero, Quizlet, Studoc, Chegg, and Naxlex.

TIME AND ATTENDANCE

The purpose of the attendance policy is to ensure quality education for the student. Because of the large volume of material covered each day, and because laboratory and clinical experience validates learning objectives. Attendance and punctuality are considered important professional responsibilities in the classroom, the lab, and clinical sites.

Non-health related planned absence from lab, clinical, simulation, and exams are not permitted.

Attendance at lab, clinical, simulation, and exams are mandatory.

Theory/Class Attendance

St. John's College students are expected to attend all class sessions. There is a strong relationship between class attendance and academic success. It is the student's responsibility to complete all required work in each course, including work missed because of an absence.

1. Attendance at theory should be considered mandatory. Attendance will be taken and unannounced quizzes may be given during class time.
 - a. Faculty reserve the right to give the student zero (0) points for an in-class quiz if the student is not present for the entire scheduled theory class.
 - b. In other words, to attend theory, take a quiz, and then leave theory, a zero (0) will be given for that quiz.
2. It is the student's responsibility to communicate and collaborate with the faculty to obtain appropriate assignments and make up all work missed, **in advance**, whenever possible.
3. See "Late Assignments" section of this student handbook for information related to missed assignments.
4. See "Late Exams" section of this student handbook for information related to missed exams.
5. Failure to successfully complete all theory/class content may result in a failing course grade.

Nursing Skills Lab Attendance

Attendance at nursing skills lab is mandatory. Anyone over fifteen (15) minutes late may not be allowed in the lab.

1. The instructor teaching the lab must be notified of an absence **prior** to the beginning of the assigned lab.
2. The student must contact the instructor via email within two (2) business days of the missed lab to arrange for make-up.
3. All lab absences **must** be made up within five (5) business days of contacting the instructor.
4. If a lab makeup is not complete within ten (10) business days students may not be allowed to attend clinical and this will be counted as a clinical absence.
5. Failure to successfully complete all labs may result in an incomplete or failing course grade.

Clinical and Simulation Attendance

On-time attendance at clinical and simulation is mandatory. Two (2) absences from clinical and/or simulation in a semester will result in academic probation.

1. Students are expected to be on time for their clinical/simulation experiences. Tardiness is considered a breach of professional standards for nursing students.
2. If late or absent, students must notify their clinical/simulation faculty at least thirty (30) minutes before the clinical/simulation start time, in the fashion set forth by the clinical faculty.
3. If you are late to clinical/simulation by 15 minutes or more, and have not notified the instructor, you may be sent home, and the experience will be identified as a clinical absence.

4. Cases of repeated tardiness (less than fifteen (15) minutes) may result in a meeting with faculty and the academic dean and academic probation could result.
5. A clinical/simulation absence may occur for emergency or illness reasons, but the student may not exceed two (2) clinical absences in any nursing course.
6. Clinical/simulation make-up assignments must be initiated by the student within two (2) business days of the absence and completed per the direction of the faculty.
7. Clinical/simulation learning experiences are limited and based on availability, per healthcare facility/simulation lab. The ability to schedule a make-up clinical/simulation experience is difficult and may or may not be possible on a space available basis.
8. There is no guarantee of the ability to make-up a clinical/simulation absence. A clinical/simulation absence may be made-up in any format per faculty's discretion. This could include completing a research paper, completing online remediation, and/or any other academically sound method of make-up.
9. A student that has a no call/no show for a lab, clinical, or simulation session will be required to meet with the faculty and academic dean.

Written Assignments

It is expected that all students will turn in assignments on the scheduled dates. All assignments are due by the date and time specified in the course syllabus.

All assignments must be submitted per the instructor's direction via the course syllabus.

1. All assignments will be electronically submitted in Canvas, or as otherwise stated by the instructor.
2. Students should retain electronic copies of all assignments.
3. Students may have points deducted for incorrect spelling, grammar, and/or punctuation.
4. Students may have points deducted for poor logic, lack of clarity, and incorrect information.
5. When directed by faculty and/or the course syllabus, written assignments will be in American Psychological Association (APA) Format as described by the *Publication Manual of the American Psychological Association 7th edition*.

Late Assignments

1. Late assignments will only be accepted for credit at the discretion of the course instructor.
2. Students wishing to submit an assignment late must arrange to do so at least three (3) business days **before** the assignment is due.
3. IF ACCEPTED, late assignments may be penalized for each day an assignment is late.
4. After 72 hours the assignment must be submitted and will receive a score of zero (0).
5. Nursing students must submit all assignments for satisfactory course completion.

EXAMS

Students are expected to take all exams at the scheduled time. Exams may not be taken early. There will be no re-testing for any theory component. Please see course syllabus for specific information.

Computerized Testing

Nursing requires all course exams via the computer. The NCLEX-RN licensing exam does not allow non-computerized test taking as an accommodation, and as such, nursing exams are administered via computer, and it is the program's expectation that all students will take the exam via computer.

The student is reminded of the following rights of the nursing faculty:

1. The faculty reserve the right to schedule exams on a different day and/or time of day due to room availability.
 - a. Students will be notified of any day and/or time of day changes in the course syllabus.

2. The faculty reserve the right to substitute another exam for the scheduled exam that the student was unable to take.
3. The faculty reserve the right to substitute a different format for the missed exam, for example, the instructor may select the format of essay exam instead of the multiple-choice that was originally scheduled.

Non-Graded Exams and Quizzes

The nursing program utilizes non-graded (pass/fail) exams and quizzes to assist with determining student's NCLEX-RN preparation level, knowledge acquisition status, and any knowledge gap areas. To this end, at each nursing level, pass/fail exam and quiz assignments are given and must be completed to the required level of proficiency.

1. These include, but are not limited to, ATI Proctored Exams and Lippincott PrepU quizzes.
2. Students must pass these exams and remediate as required by the course to pass the theory portion of that class.
3. Exam attendance/tardiness policy applies to ATI Proctored Exams.

Student Behavior During Exams

1. Arrive at least five (5) minutes prior to the beginning of the exam, as a courtesy to classmates.
2. Students may not leave the exam room for ANY reason (use restroom prior to starting exam).
3. Use of any resources other than those provided for the exam by the course instructor, including cell phones, is not allowed.
4. No food or drink will be permitted during exams.
5. The following clothing items are prohibited from being worn by students during exams: hats (other than hijabs, yarmulkes, or other religion-prescribed head covering), jackets, coats, sweaters, hooded sweatshirts, or other garments that have large or baggy pockets. If you are frequently cold when sitting in a classroom, plan to wear a long-sleeved shirt and/or sweatshirt with no hood or pockets.
6. Only these items will be allowed on, below, or around desks during exams:
 - a. Up to two pencils with erasers.
 - b. Laptop.
 - c. Instructor-provided scratch paper. Write your name at the top of the scratch paper.
7. All scratch paper should be turned in at the completion of testing.
8. Abide by "no talking" to peers once exam starts.
9. All other items, including, but not limited to cell phones, bags, coats, and/or any other restricted items must be placed in an instructor-designated location away from the testing area.
10. Cell phones and other electronics must be fully turned off (not in vibrate mode) while testing.
11. When required, the calculator function on the laptop may be used, or a calculator will be provided.
12. No bathroom or other breaks that necessitate leaving the testing room (in an extreme emergency approved by the faculty, students must be accompanied by faculty). Faculty reserve the right to deny a bathroom break and/or other break to any student.
13. Students who arrive late to a scheduled exam may be excluded from taking the exam that day at the discretion of the course instructor or exam proctor and may be asked to leave the exam room until the exam is over.
 - a. If a student is not permitted to take the exam because of lateness, they will receive point deductions.
 - b. If the student is permitted to start the exam late, they will be required to finish the exam at the same time as the rest of the class (no extra time will be allowed).
14. Individual questions may be directed to nursing faculty or the test proctor. Do not ask faculty/proctor questions pertaining to content or argue rationale during the exam.
15. Quietly exit the testing area when the test is completed. Do not congregate outside the testing room.

16. Do not discuss the exam with students near the testing room; be mindful that no exam discussion should occur with peers that have not taken the exam.
17. Faculty reserve the right to assign seats during any exam.

Late Exams

Students are expected to take all exams at the scheduled time. Exams may not be taken early. There will be no re-testing for any theory component. Please see course syllabus for specific information.

1. If a student has an emergency that causes him/her to miss an exam, they must contact the instructor before the scheduled exam **start** time. If the student fails to contact the instructor within this time, they may receive a score of zero (0) for the exam.
2. The student may be required to provide proof of an emergency.
3. There will be a cumulative reduction in exam score of 10% for an exam taken late. In each nursing course, there is a maximum of one (1) late exam for any one (1) course.
 - a. For the first exam taken late, 10% of the total exam points will be deducted from the student's earned score on that exam.
 - b. For the second exam taken late, 100% of the total exam points will be deducted from the student's earned score on that exam.
4. Any exam taken late must be taken within the scheduled week (5 business days).
 - a. Faculty will schedule the makeup exam date within five (5) business days of the originally scheduled exam.
 - b. Students must take the makeup exam on the scheduled makeup date.
 - c. There will be no makeup exams later than five (5) business days after the originally scheduled exam.
5. Makeup exams may be an alternative version/format from the original exam, covering similar material (same course modules).
6. Makeup exams follow the same guidelines for "Student Behaviors During Exams" as detailed previously.
7. Students are required to complete every exam; a student may not miss/skip an exam and opt for zero (0) points. Failure to complete every exam will result in a failing grade for the course, regardless of overall course scores/percentage.

Exam Review and Score Reporting

1. Exam scores will be posted as soon as possible by nursing faculty, but no later than three (3) business days after the exam.
2. Exam results can invoke much passion in students; however, aggressive and/or disrespectful behavior by any student will not be tolerated. Refer to the "Classroom Courtesy" portion of this handbook for details.

Comprehensive Cumulative Knowledge

As the practice of nursing encompasses a body of knowledge, all nursing exams are comprehensive and progressive. This means that all learning covered in any nursing course may be tested in any future exam. The permanent retention of nursing knowledge and of nursing skills is essential to safe nursing practice. A comprehensive final exam may be given in any nursing course.

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NURSING PROGRAM RESOURCES

National, State and Regional Student Organizations

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

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

Student Nurse Association

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

Sigma Theta Tau International (STTI)

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

- I. Undergraduate students must:
 - a. Have completed half of the nursing curriculum;
 - b. Achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.0 or higher);
 - c. Rank in the upper 35 percentile of the graduating class;
 - d. Meet the expectation of academic integrity.
- II. Registered nurse students must:
 - a. Have completed 12 credit hours at current school;
 - b. Have completed half of the nursing curriculum;
 - c. Achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.0 or higher);
 - d. Rank in the upper 35 percentile of graduating class;
 - e. Meet the expectation of academic integrity.

St. John's College Alumni Association

The alumni association offers membership to all graduates from St. John's College. The objectives of the alumni association are to:

1. Promote good fellowship among graduates of the college.
2. Advance the interests of HSHS St. John's Hospital and the college.
3. Publish the alumni periodical, ECHO.
4. Provide scholarship monies for current students.

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

All graduates of St. John's College are eligible for membership in the alumni association. All members may vote and hold office.

Student Community Service

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

Franciscan Formation

The goal of the St. John’s College Franciscan Formation is to strengthen the understanding and Franciscan leadership potential of the members of the St. John’s College community. The objective is to deepen the understanding of Francis’ life and values and the application of these values in one’s life and professional development.

Awards, Recognitions and Honors

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

To be eligible for the Gertie Egan Community Service Award:

The students must have performed a minimum of 30 contact hours of community service.

1. A student who demonstrates the most impactful service, based on St. John’s College Mission and Philosophy statements, will be selected from those who qualify.
2. Students must be in good academic standing.
3. The senior class advisor, dean of students and chancellor select the student recipient of this award.

Silver Cord Award

In connection with our Franciscan values, the Silver Cord Award is a distinguished service award available to students who have made significant contributions in service and volunteering to St. John’s College of Nursing.

Peer Tutoring (Green Cord)

Peer tutors are nominated by faculty based on specific criteria:

- GPA of 3.0 or higher in specified course at time of nomination.
- Cumulative GPA of 3.0 or higher in nursing courses or prerequisites.
- Recipients must demonstrate strong skill sets of communication, caring, professionalism and critical thinking and an ability to work with students one on one and or in small groups.

Many resources are available to all St. John’s College students. Nursing students are encouraged to visit www.sjcs.edu to find additional college resources.