



STUDENT HANDBOOK

# Undergraduate | 2023-2024



**St. John's College  
of Nursing**

This handbook provides important information for students enrolled at St. John's College.

St. John's College reserves the right to make changes to the policies contained in the student handbook. Changes to policies will be distributed via e-mail. It is each student's responsibility to understand and comply with the policies contained in this handbook and appropriately communicated revisions.

# Table of Contents

Mission, Vision and Philosophy .....	4	Family Education Rights and Privacy Act (FERPA).....	36
College Outcome Concepts and Core Performance Standards .....	5	Guidelines for Clinical Agency Orientation.....	37
Rights and Responsibilities.....	6	Clinical Experiences for RN to BSN Nursing Students.....	39
Student Activities and Organizations.....	6	RN-BSN Clinical Preceptor/Facilitator Agreement.....	40
Student Government .....	6	RN-BSN Program Clinical Preceptor/Facilitator Agreement Form .....	42
Procedures for Changing a Policy.....	11	RN-BSN Program Clinical Preceptor Experience Documentation Form.....	44
National, State and Regional Student Organizations .....	11	General Policies .....	45
Academic Policies .....	13	Fire Regulations, Emergency Preparedness Program, Communication Resources, Meals, Student Housing, Religious Services, Identification Badges, Transportation, Parking, Smoking, Student Employment Guidelines, Change of Name Procedure, Photographs and Video, Career Planning and Placement, Drug and Alcohol Policy, Visiting Patients, Confidentiality of Patient/Patient Information, Safety/Security Program, Inclement Weather Statement, Health and Safety Programs	
Registration, Cancellation of Courses, Adding Courses, Dropping Courses, Withdraw, Add/Drop/Withdraw Procedure, Military Withdraw and Leave of Absence, Leave of Absence (LOA), Readmission, Transfer of Credit from St. John's College, Transfer of Upper Division Credit, Grades and Grading System, Grade Point Average, Cumulative Grade Point Average, Academic Probation, Dean's List, Social Media, Audio Recording Devices, Online Assessments, Testing Protocol, Testing Tardiness Protocol, Exam Make-up Policy, Assignment Submission, Academic Progress, Repeated Courses, Grade of Incomplete, Clinical Evaluation, Course Audits, Grade Reports, Good Academic Standing, Attendance Policy, Extensions for Assignments, Pregnancy Policy, Graduation, Graduate with Honors, Application for Graduation, Assessment Program, Educational Facilities, Clinical Facilities, Computer Services, Technology Expectations, Lockers, Student Lounge, Library Services		Student Life and Services .....	48
Extension for Assignment Form.....	18	Dean of Students, Policy Statement for Students with Disabilities, Services for Students with Disabilities	
Student Conduct and Behavior.....	21	Financial Aid Services .....	48
Code for Nurses; Peaceful Assembly Policy		Financial Aid, Student Financial Aid Records: Confidentiality and Access, Selective Service Registration Compliance, Voter Registration, Criteria for Awarding Aid, Financial Aid Programs Available, Award Terms and Conditions	
Violations of Policy .....	22	Satisfactory Academic Progress.....	51
Social Violations; Academic Violations; Disciplinary Actions; Due Process Procedure; Administrative Complaints; Complaints; Academic Appeals; Transcripts; Health/Accident Insurance; Malpractice Insurance; CPR Certification; Criminal Background Check; Drug Screening; Dress Code; Sexual Misconduct; Scope; Title IX Statement; Sexual Misconduct; Domestic Violence; Dating Violence and Stalking; Roles and Responsibilities; Complaints		Financial Aid Office, Student's Rights and Responsibilities.....	55
Sexual Misconduct Complaint Resolution Procedures .....	32	Financial Aid Services Code of Conduct .....	55
General Principles; Investigation and Resolution of the Complaint; Special Procedure Concerning Complaints against the Chancellor, the Title X Coordinator or Other Administrators Ranked Higher than the Title X Coordinator; Appeals		Statement of Financial Aid Ethical Principles.....	56
		Financial Aid Services Disclosures .....	56
		Bursar Policies .....	58
		Academic Advising.....	58
		Health Services.....	60
		SARA Initiative.....	60
		Accrediting/Approval Bodies .....	60
		Course Descriptions	
		Junior Undergraduate Courses.....	62
		Senior Undergraduate Courses.....	63
		RN-BSN Courses.....	64

## Mission, Vision and Philosophy

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 religious traditions, as well as diverse cultures and spiritualities.

## Student/Faculty Relationships

The faculty of St. John's College is committed to a caring philosophy and therefore values each student as a unique individual capable of choice and growth. It is in this context that this handbook guides the personal interaction with faculty available to each student.

## About St. John's College

St. John's College is a special focus, upper-division institution of higher learning dedicated to the provision of baccalaureate and graduate education in the discipline of professional nursing. Students who have successfully completed a pre-professional, liberal arts component at another college or university are admitted regardless of race, color, religion, sex, national origin, ancestry, age, marital status, handicap or veteran status. The educational experiences at the college build upon prior learning to forge an immutable bond, which is expressed in graduates who are inquisitive, articulate, creative and productive members of this diverse society.

The college is approved by the Illinois Board of Higher Education and the Illinois Department of Professional Regulation to grant the baccalaureate degree in nursing. It is also approved by the State Agency for Veterans' Benefits for the Montgomery G.I. Bill®.

St. John's College is accredited to grant the baccalaureate degree in nursing by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413 (312) 263-0456. The nursing program is 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>

## 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.

## Vision Statement

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

## 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.

The program goals for St. John's College are to:

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

St. John's College does not discriminate 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 and Title IX coordinator  
(Student Disability Accommodations Coordinator)  
729 E. Carpenter Street, Springfield, IL 62769  
(217) 525-5628

Complaints of discrimination 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 by calling 1-800-421-3481.



## 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 clinical judgment.	Formulate nursing care plans. Recognize clinically competent 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.

## Student Rights and Responsibilities

Students are responsible for knowing and abiding by the academic and social policies of the college published in the catalog and student handbook. Disciplinary action may be taken for violation of policies. Orientation is mandated for all students who attend St. John's College.

St. John's College upholds the NSNA Student Bill of Rights. This bill states students have the right to:

- Qualified instructors
- Evaluate the performance of their teachers
- A curriculum relevant to the work situation
- Voice and vote in determining the content of nursing curricula

## Student Activities and Organizations

### Activities/Community Life

St. John's College offers three curricular options for students seeking a Bachelor of Science in nursing (BSN) degree. Each program is designed to prepare graduates for the complexities of nursing practice.

1. The general Admission undergraduate BSN program is designed for students seeking a first- time baccalaureate degree.
2. The accelerated undergraduate BSN program is designed for students who have completed a previous bachelor's degree in another field.
3. The RN to BSN distance education program is designed for registered nurses seeking to complete a Bachelor of Science in nursing degree.

Students at St. John's College can participate in a variety of available community activities. Springfield has a variety of parks in the community which provide many recreational areas, bike and walking paths, swimming pools, golf courses, ice skating and tennis courts.

Formal education at St. John's College is complemented by opportunities for growth by participating in extracurricular activities with opportunities to increase communication skills, engage in leadership skills and to stimulate and broaden interests. Students have the opportunity to seek membership in student and faculty committees and expand professional involvement to a national, state and regional scope through participation in the National Student Nurses' Association (NSNA) and the Illinois Student Nurses Association.

## Student Government

### Student Involvement in Decision Making

Students have an opportunity to participate in decision making in matters affecting their learning experience at the college through a variety of opportunities.

The student government association is composed of all students enrolled in the college. The organization's focus is to promote personal and professional development and to serve as an avenue for student input into the programs and policies of the college. The organization, through its officers and standing committees, carries out such activities as social events, community service and student communications.

### Class Organization

The junior and senior classes are standing committees of the student government association. Each class has its own officer, elected by class members. Officers consist of a president, vice-president, secretary and treasurer. Election is conducted by written ballot early in the fall. A simple majority vote is needed to win. Each class organizes and holds meetings as necessary to carry out class functions.

If a position becomes vacant due to graduation of an accelerated senior or student needing to step down from the position, then:

- a. Current student government officers have first choice to fill position
- b. Special or mid-year election to fill vacant position

Attendance is considered important to gain knowledge about college functions and give input for changes. Each class also has a class advisor, appointed from college assembly.

Each class organization contributes to the mission of St. John's College and serves to:

- Organize and carry out social and professional activities.
  - Community service projects
  - Fundraising projects
  - Social college activities
- Promote effective communication and college unity.
- Provide input to St. John's College and college assembly committees.
- Provide opportunities for students to engage in leadership activities.

College assembly bylaws establish relationships between faculty and student organizations. Students and faculty are both members of the academic affairs committee and the student affairs committee. Policies recommended for revision by these committees and therefore the college assembly are submitted to the college board of directors for action.

## Constitution and Bylaws

### Preamble:

We, the members of student government of St. John's College being a student organization, do hereby acknowledge and state our acceptance of the general rules of the college outlined in the catalog and the student handbook and in the directives of the college administration and faculty. We willingly accept the responsibility of student government in order to help one another become nurses who are mature, compassionate and unselfish.

## Constitution, Article I

### Name:

The name of this organization shall be the student government of St. John's College, Department of Nursing.

## Article II

### Objectives:

The objectives of this organization shall be to:

- Section 1. Maintain high moral, spiritual, social and professional standards and develop a well-rounded student nurse.
- Section 2. Form a more perfect community in which equal opportunity shall be shown so that there may be justice for all.
- Section 3. Encourage each student to accept and discharge his or her responsibilities to the patients, college, student body and to himself or herself.
- Section 4. Establish and maintain judiciary power within the student body.
- Section 5. Stimulate a spirit of cooperation, loyalty and open communication among and between the students and faculty.
- Section 6. Promote open communication among students and the classes which they represent.
- Section 7. Develop leadership and interest through participation in student activities, civic and cultural functions, as well as district, state and national organizations.

## Article III

All students are encouraged to become members of the Illinois Student Nurses' Association.

## Article IV

### Organization:

The student government is formed by the following:

- a. Officers elected from the student body at large consisting of president, vice president, secretary and treasurer.
- b. The elected representatives - two from every class.
- c. The faculty advisor (ex-officio) - appointed by college assembly each year.
- d. Dean of students (ex-officio).

## Article V

### Officers:

The officers of the student government shall be a president, vice president, secretary and treasurer elected for the academic year.

## Bylaws, Article I

### *Powers and Duties of Officers*

#### Section 1: Officers

1. The president, a senior student elected from the student body at large, shall be empowered to:
  - a. Preside at all meetings of this organization.
  - b. Appoint chairpersons of all standing and special committees.
  - c. Call special meetings as required.
  - d. Approve authorized expenditures as submitted by the treasurer with vote from other student government members if the sum is more than \$15.
  - e. Report on the activities of the student government posted in the college.
2. The vice-president, elected from the student body at large shall be empowered to:
  - a. Preside at meetings in the absence of the president.
  - b. Assist the president in carrying out his/her duties.
3. The secretary elected from the student body at large shall be empowered to:
  - a. Keep the minutes of all meetings of the organization. A copy of these minutes is to be filed in the college office as soon as possible.
  - b. Post a copy of the minutes on the bulletin board in the college as soon as possible.
  - c. Post notice of all meetings at least two days in advance.
  - d. Keep a record of all minutes of the student government.
  - e. Carry on the correspondence of the organization.

4. The treasurer elected from the student body at large shall be empowered to:
  - a. Deposit the organization's funds in the college student government account, which are furnished by student activity fees.
  - b. Keep accurate entries of acquisitions and disbursements of organization funds.
  - c. Attain authorization from administration prior to assuming financial obligations.
  - d. Report current balance in treasury at class meetings.

#### **Section 2: Class representatives**

Two elected representatives from each class will represent their class at each student government meeting.

### **Article II** **Elections**

**Section 1:** The officers of student government shall be elected after nomination by the student body in August of the current year.

**Section 2:** If a position becomes vacant due graduation of an accelerated senior or student needing to step down from the position then current student government officers have first choice to fill position. Special or mid-year election will be held to fill vacant position.

**Section 3:** All elections shall be by ballot.

**Section 4:** A plurality vote of all students shall constitute an election. In case of a tie, a run-off election will be held.

**Section 5:** Opportunity shall be given for nominations from the entire student body and the voting shall be according to the nominations made.

**Section 6:** The dean of students shall tally the votes.

### **Article III** **Meetings**

**Section 1:** The student government shall hold its meetings at least twice a semester, or as often as necessary.

**Section 2:** Special meetings of the student government may be called by the president.

**Section 3:** Meetings should be scheduled when all students and advisors are available. Every member must attend all meetings. If a member is absent without an excuse for two meetings she or he must resign from the student government.

### **Article IV**

#### ***Powers and Duties of the Student Government***

**Section 1:** The student government shall have power, by majority vote of its members, to:

1. Conduct special meetings of the student body.
2. Authorize the president to appoint any committees deemed necessary.
3. Establish and enforce regulations for:
  - a. Meetings
  - b. Conduct in the college and clinical agencies
  - c. Tidiness in the classrooms, student lounge, etc.
  - d. Personal neatness and professionalism while wearing the college uniform.
4. Act as a student court in investigating and reporting on matters especially referred to the student government concerning infraction of the established rules and regulations of the college and to assume judiciary power according to Article IV. Grievous infractions shall be referred to student affairs committee.
5. Recommend to the faculty conditions outside the jurisdiction of the student government.
6. Consider, upon being properly petitioned, policies, activities and changes of legislation recommended by the faculty and the students.

**Section 2:** Each member of the student government shall consider it his or her personal responsibility to instill the spirit of loyalty to the regulations, customs and traditions of the St. John's College, Department of Nursing.

**Section 3:** Special committees shall be formed by members of this organization and shall assume such duties as are assigned by the president. Special committees shall report to the student government meetings.

**Section 4:** Student government shall conduct special meetings of the student body.

1. Assist student affairs committee with the fall orientation week luncheon.
2. Plan decorating activities for the college for the Christmas holiday season.
3. Provide opportunities for students to engage in leadership activities within the college student body.
4. Provide a forum to plan and organize:
  - a. Community service projects
  - b. Fundraising projects
  - c. Social college activities



## **Article V**

### ***Order of Business***

Section 1: The order of business at meetings of the student government includes:

1. Call to order
2. Roll call
3. Reading of minutes of the last meeting
4. Reports from junior and senior class representatives
5. Report of special committees
6. Unfinished business
7. New business
8. Adjournment

Section 2: The president, or the other officers in order of rank, shall preside at all meetings.

## **Article VI**

### ***Quorum***

Section 1: A quorum of meetings of the student government shall consist of five members from the total membership of student government.

Section 2: A quorum at meetings of special committees shall consist of a majority of the committee members.

## **Article VII**

### ***Standing committees: Junior and Senior Class Organizations***

Section 1: Purpose of class organizations:

1. To organize and carry out social and professional activities that interests the class and are in keeping with the mission of St. John's College, Department of Nursing.
2. To provide good communications to foster college unity.
3. To provide information to student representatives of St. John's College and college assembly - committees.
4. To provide opportunities for students to engage in leadership activities within the class.
5. Provide a forum to plan and organize:
  - a. Community service projects
  - b. Fundraising projects
  - c. Social college activities

Section 2: Officers of class organizations

1. The officers of the standing committees shall be: president, vice president, secretary and treasurer of the respective class.
2. The president, vice president, secretary and treasurer of each class shall be elected in August of each academic year by the members of the class.
3. The functions of the class president shall be to:
  - a. Preside at all meetings.

- b. Appointment chairpersons of special committees.
- c. Call meetings of the class.
- d. Establish goals for the academic year.

4. The functions of the class vice president shall be to:
  - a. Preside at meetings in the absence of the president.
  - b. Assist the president in carrying out his/her duties.
5. The functions of the class secretary shall be to:
  - a. Keep minutes of all meetings of the class. A copy of these minutes shall be filed in the college office as soon as possible.
  - b. Post a copy of the minutes on the bulletin board in the student lounge as soon as possible.
  - c. Post a notice of all meetings at least two days in advance.
  - d. Keep a record of all minutes of the class.
6. The functions of the class treasurer shall be:
  - a. Deposit the class funds in the college class account.
  - b. Keep accurate entries of acquisitions and disbursement of organization funds.
  - c. Report current balance in treasury at class meetings.
  - d. Attain authorization from administration prior to assuming financial obligations.
7. Representatives and alternates to the faculty committees (student affairs and academic affairs) shall be elected. Their role shall be to represent a student's perspective with freedom to discuss questions relating to college policies and procedures to vote on issues which affect them and to communicate appropriate information back to the student body.

Section 3: Order of business

1. Call to order
2. Roll call
3. Reading of minutes from previous class meeting
4. Reports from student representative on faculty committees:
  - a. Academic affairs
  - b. Student affairs
5. Report from student government representatives
6. Unfinished business
7. New Business
8. Adjournment

Section 4: Standard business of each class

1. Junior class organization
  - a. Plan and conduct at least one class community service project.
  - b. Co-organize and host with the student government a fall/holiday social activity.
  - c. Plan and conduct at least one fundraising project to fund the Honor's Day celebration and/or other college-approved projects.

2. Senior class organization
  - a. Plan and conduct at least one class community service project.
  - b. Plan and conduct at least one fundraising project. Sale of sportswear is considered a senior fundraising project.
  - c. Co-organize and host a first semester finals week luncheon with the student government.
  - d. Provide input and assist in organization of senior pictures.
  - e. Assist advisors and administration in planning graduation.
  - f. Provide input regarding Honor's Day activities.
  - g. Select with advisor assistance a gift to the college from the class.

## **Article VIII**

### ***Parliamentary Authority***

All meetings of this organization shall follow parliamentary law as suggested in Robert's Rules of Order Revised where the rules apply and are not in conflict with these bylaws.

## **Article IX**

### ***Amendments***

Section 1: The constitution and bylaws may be amended at any regular meeting of the student government by a quorum vote provided that the proposed amendment to the constitution and bylaws be posted on the bulletin board one week prior to the date set for voting.

Section 2: An amendment to the constitution and bylaws shall become effective immediately upon its approval at the regular meeting, unless the amendment specifies a time for its going into effect.

Section 3: Proposed amendments may be submitted to the student government by any member of the student body of St. John's College, Department of Nursing.

## **Article X**

### ***Fiscal Year***

Section 1: The fiscal year of this organization shall be the academic year.

Student representatives serve on the following faculty organization standing committees:

Academic affairs committee:

- A. The purpose of the academic affairs committee is to:
  1. Review policies and recommend changes related to academic programs in alignment with the college's mission and philosophy to optimize student learning.
  2. The committee should provide evaluative guidance to ensure the curricula are sound, comprehensive and responsive to students, stakeholders, the community and accrediting bodies.
  3. The committee should support an environment and curriculum that assist students to achieve their educational goals.
- B. The functions of the academic affairs committee are to:
  1. Foster congruency with established course credit to course rigor.
  2. Oversee maintenance of internal consistency of new and ongoing programs of study.
  3. Monitor and disseminate accreditation and standard changes as they relate to the undergraduate and graduate curricula.
  4. Review and recommend standards and policies regarding student preparation for admission, retention and progression for academic success based on measurable criteria.
  5. Yearly review for approval of the student catalog for concurrence with approved academic changes.
  6. Collaborate with course faculty to define course objectives and organize learning experiences to maximize student learning outcomes.
  7. Collaborate with research and evaluation committee to analyze performance data related to student outcomes.
  8. Preserve student's rights and obligations under St. John's College grievance procedure as listed in the undergraduate and graduate student handbook.
  9. Review academic violations forwarded to academic affairs committee and implement due process which may include disciplinary actions.
  10. Assist in leadership development of student representatives by encouraging active participation in the college curricula.
  11. Bring forward student body issues to the committee and offer feedback to the committee when requested.
  12. Disseminate changes through college assembly.
- C. The membership of the academic affairs committee shall be:
  1. Academic dean.
  2. At least five faculty members with at least two faculty members representing the undergraduate program and at least two faculty members representing the graduate program.
  3. Chairs will be elected to a two-year term. In the third

year, the outgoing chair will serve as a consultant for the newly appointed chair.

4. Students: One junior class representative, one senior class representative, one RN-BSN representative, one FNP representative and one leadership representative, as interest and availability permits. If a group does not have a representative, it will be documented as such in the first set of academic affairs minutes for the year.

D. Meetings shall be held at least twice a semester and as necessary.

Student affairs committee:

A. The purpose of the student affairs committee is to:

1. Review and recommend changes to policies related to the selection, admission, development, promotion and graduation of students.
2. Disseminate college policies to students and faculty.
3. Encourage student activities that promote cohesion between/among faculty and students.
4. Monitor implementation of services which meet student needs in accordance with the philosophy, objectives and resources of the program.
5. Develop investment in St. John's College legacy.

B. The functions of the student affairs committee are to:

1. Update the student publications annually for faculty and students.
2. Bring issues to the college assembly for the purpose of discussion and sharing information.
3. Participate in the student recruitment program.
4. Review social violations forwarded to student affairs committee and implement due process which may include disciplinary actions.
5. Conduct evaluative studies on the preservation of student rights, the efficacy of student policies and the adequacy of student life.
6. Make recommendations to the college assembly for revision of student policies and/or services.

C. The membership of the student affairs committee is:

1. Dean of students.
2. Registrar and admissions administrator.
3. Financial aid administrator.
4. At least three faculty members representing each rank and program.
5. Students representatives: one student representing each degree program: nursing prelicensure, RN-BSN, APN graduate.

Chairs will be elected to a two-year term. In the third year, the outgoing chair will serve as consultant for the newly appointed chair.

## Procedures for Changing a Policy

- Policy change can be initiated by students, faculty, staff and college board members or external persons in response to trends in higher education or events that point toward improvements.
- Recommendations are given to the appropriate college committees for review, deliberation and action.
- Recommendations may be returned for further study or sent to college assembly for a review and action.
- Simple majority approval is needed to pass a recommendation at the college assembly.
- Approved recommendations are then sent for legal review and final presentation to the college board for action.

## 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.

### **Undergraduate students must:**

1. Have completed half of the nursing curriculum;
2. Achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.0 or higher);
3. Rank in the upper 35 percentile of the graduating class;
4. Meet the expectation of academic integrity.

### **Registered nurse students must:**

1. Have completed 12 credit hours at current school;
2. Have completed half of the nursing curriculum;
3. Achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.0 or higher);
4. Rank in the upper 35 percentile of graduating class;
5. Meet the expectation of academic integrity.

### **St. John's 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:**

1. The students must have performed a minimum of 30 contact hours of community service.
2. 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.
3. Students must be in good academic standing.
4. The senior class advisor, dean of students and chancellor select the student recipient of this award.

### **Alice Beynon Scholarship**

This scholarship was created to support a student with a special interest in child-bearing and child-rearing nursing practice. Students who express this interest in their senior year are eligible for this scholarship so that they can pursue their nursing careers and provide excellent care to all.

### **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.



## Academic Policies

### Registration

Students register for course work during the registration period each semester. All tuition and fees must be paid in full or arrangements have been made with the financial aid officer to register for classes. Students must complete registration in order to attend classes.

### 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.

### Adding Courses

New courses may be added until the first day of the semester. There are no late registrations after the first day of class.

### Dropping Courses

Courses may be dropped within two weeks after the first day of the semester. Courses dropped within this period will not appear on the student's transcript.

### Withdraw

Students may withdraw from a course any time after the drop period and before the last day of class or clinical. 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.

### Add/Drop/Withdraw Procedure

Dropping a course is defined as withdrawing from one class while remaining enrolled in at least one other course. Students receiving financial aid and are considering dropping a course are required to consult their advisor and the financial aid administrator as enrollment status and financial aid may be impacted. The official drop/add period occurs during the first five days of the course.

Students adding, dropping or withdrawing from a course must complete the change of study form, which 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.

### 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.

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)

Permission for a leave of absence for personal or health reasons may be granted by the chancellor 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.

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

## Transfer of Credit from St. John's College

Transfer of credit from St. John's College to other institutions is dependent upon the policies and procedures of the receiving institution. St. John's College cannot guarantee acceptance of transfer credit or equivalency of transferred credit in other institutions.

## Transfer of Upper Division Credit

Students who want to transfer credit for courses completed in other accredited baccalaureate 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 want 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 only be accepted 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.

## Grades and Grading System

St. John's College issues grades at the end of each 16-week session. The requirements for obtaining the course grade will be stated in each course syllabus.

### Grades are computed on the following 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, students must earn at least a C average on all exams to pass the course. Test averages are calculated prior to adding in papers, projects or other non-exam scores. If the average of all the tests 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 grades on 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 the 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.

## Semester Grade Point Average

The number of grade points for a grade in a given course is found by multiplying the grade point value by the number of semester hours which may be earned in a course. For example, If grades of A, B, C, D, F, are earned in courses of 6, 3, 4, 4, and 2 semester hours respectively, the grade-point average is calculated as follows: Grade A, 6 semester hours yields a grade point total of 24; grade B, 3 semester hours yields a grade point total of 9; grade C, 4 semester hours yields a grade-point total of 8; grade D, 4 semester hours yields 4 grade-points; grade F, 2 semester hours yields no grade points. The grand total is 45 grade points for 19 semester hours. The semester GPA is then  $45 / 19 = 2.37$ .

## Cumulative Grade Point Average

The cumulative grade point average is computed by dividing the total number of grade points which each student has earned in all courses taken in the nursing major by the total number of semester hours represented by those courses (excluding WX, WP, WF, WA, AU, PF, CR/NC or I). The nursing major consists of the required upper division courses with a course number of 300 or 400 including a nursing or non-nursing upper division elective. As an example:

If the below semester grand total of 45 grade points for 19 semester hours was added to a cumulative grand total of 81 grade points and a cumulative semester hours of 23, the calculation would appear as follows:

45 grade points  
+ 81 cumulative grade points  
= 126 cumulative grade points  
  
19 semester hours  
+ 23 cumulative semester hours  
= 42 cumulative semester hours

## Cumulative GPA calculation

126 total grade points  
÷ 42 cumulative hours  
= 3.00 cumulative GPA

### **Grades not computed in the Grade Point Average:**

WX - Withdraw from a course through the midpoint of the semester (four, six or eight weeks)

WP - Withdraw from a course with a PASSING grade after the midpoint of the semester.

WF - Withdraw from a course with a FAILING grade after the midpoint of the semester.

WA - Withdraw from an audit grade.

AU - Audit

I- Incomplete — temporary grade.

IP - In Progress, courses in which the student is currently enrolled.

CR/NC - Credit/No Credit

Pass/Fail - Pass/Fail

The appropriate status at withdraw will be recorded on the student's transcript.

### **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 withdraws or 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 his or her 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.

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 enrolling in senior year classes. All courses in the senior year must be completed with a grade of C or better to be eligible for graduation.

### **Dean's List**

The dean's list recognizes students who have demonstrated academic achievement. 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. The awards are conferred at the end of each semester. The dean's list is displayed in the college and notices are published to the community.

### **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 they are communicating 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 HSHS St. John's Hospital policy on social media. This policy is located within employee rights and responsibilities through the human resources department. Sharing of pictures of patients/patients or confidential information is strictly prohibited under HIPAA.

### **Audio Recording Devices**

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

1. Students must obtain proper authorization from faculty.
2. Students must notify the lecturer before each lecture that he/she plans to record the lecture.
3. Faculty will announce at the beginning of each class if a recording device is in use.
4. Recordings are for the sole use of the authorized student only and cannot be further distributed to other individuals, commercial use, etc.
5. 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).
6. 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 that confidentiality under FERPA and HIPAA regulations.
7. All recordings must be destroyed after successful completion of the program (graduation).
8. If a faculty member deems the recording is negatively affecting the quality of class discussion, the faculty member has the right to stop the recording.

9. 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.
10. Legal action may be taken if students are found to be noncompliant with the audio recording policy.

### Online Assessments

St. John's College uses a web-based assessment and review program that serves as a learning tool to help promote nursing students to successfully pass state boards. These guide students to focus on developing strategies for successfully passing NCLEX-RN. Not only do these serve as a resource tool for passing NCLEX-RN, but they allow students to focus on key topics that perhaps might be their weakness, allowing for more concentration of these topics in order to achieve success. After students study, complete their assigned questions and proctored exams, they can feel more secure with their abilities before they pursue their NCLEX-RN examination. For nursing programs, it is essential to provide a resource for students to obtain successful completion of their NCLEX-RN examination in order to be safe practitioners. Allocation of points is course specific and will be addressed in course syllabi.

1. Sharing of assessment answers is considered an academic dishonesty violation.
2. Students are expected to complete practice tests before they are allowed to sit for the proctored test. Students will be awarded for their preparation work (e.g. tutorials and practice tests).
3. Students who achieve the expected level of achievement on the proctored assessments will be awarded for their work per individual course syllabus.
4. Following the practice exams, students will have the opportunity to participate in faculty facilitated focused review prior to the proctored exam.
5. Students who DO NOT achieve the expected level of achievement on the proctored exam are expected to consult with their advisor for further assistance.
6. If a student fails to provide a transcript demonstrating satisfactory achievement on practice tests, the student will not be allowed to take the proctored test. Proctored test dates will be posted in the related course syllabus.

*Students who are not able to take the proctored test on the published date due to extenuating circumstances will be assigned an alternate testing date before the end of the semester. All proctored testing must be completed before the end of the semester. Failure to complete the proctored testing will result in a course grade of Incomplete.*

### Testing Protocol

The following testing policy has been 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.

1. Students are expected to use their own 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 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, a piece of paper to use as a worksheet during the exam will be provided. Students will need to turn in 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 by faculty at the time of the exam.
2. Students will be responsible to download and use the security application as specified per individual courses.
3. In the event computer-based exams are not used, students will use pencils and calculators provided.
4. Once students have started the testing process, they must complete the examination before leaving the testing environment.
5. Personal belongings are not permitted in the testing environment (including cellphones).
6. A student leaving the testing environment for any reason will not be permitted to return and the test will be considered complete.
7. Any communication of exam content by any form is construed as academic dishonesty.



### Testing Tardiness Protocol

Student completion of exams on the scheduled date and time is essential for faculty to appropriately return exam grades in a timely fashion. Students who are late for exams and do not complete exams in the scheduled timeframe impact the learning outcomes for the course. Please see the exam make-up policy for information on how to make up a missed exam due to an excused absence. If the student wishes to appeal the course faculty's decision on tardiness penalties, the student may initiate the formal appeals process (See Appeals Policy).

1. Students are expected to be in the appropriate exam location and ready to test 10 minutes before exam is scheduled to begin. Tardiness will be measured from the time the exam begins.
2. No additional time will be added to the end time of an exam for tardiness.
3. Penalties for tardiness are as follows:
  - a. One to five minutes tardy will result minus 5 percent from exam grade.
  - b. Six to 15 minutes tardy will result in minus 10 percent from exam grade.
  - c. More than 16 minutes tardy will result in 0 percent for exam grade if unexcused.
4. An excused absence is defined as a student calling the front desk and emailing and/or calling the course faculty to inform them of the reason they will be absent from class at least one hour before the test is scheduled to begin. Faculty has the final authority to determine if the student's reasoning for their absence qualifies as an excused absence.

### Exam Make-up Policy

In the event a student fails to take an examination due to absence, that student should consult the course syllabus for the make-up procedure. It is also the responsibility of the student to contact the instructor to make needed arrangements on the first day of return from absence. Makeup of missed examinations and clinical incompletes are at the discretion of course faculty.

### Assignment Submission

Assignments submitted after the deadline due date without prior communication with faculty will result in an 8 percent deduction for each day late unless specified in course assignment rubric. (See extension for assignment request form on the next page.)

### Academic Progress

It is expected that students will progress through the college either full-time or part-time and complete all requirements

within a four-year timeframe. Lack of progression is noted when the promotion and graduation policies are violated.

If a student enrolled in the accelerated program withdraws failing or sits out a semester for academic reasons, the student will re-enter the nursing program in the general pre-licensure program. A student who has withdrawn in good consistent academic standing due to illness/family emergency can re-enter into the traditional pre-licensure program or could return to the accelerated program with the approval of the dean of academic affairs.

### 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 for unfinished course work. The student must have completed 75 percent of the course work with a minimum theory grade of C and satisfactory clinical performance. 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 incomplete in one required nursing course will not be allowed to progress unless the "I" 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), he or she 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



## Extension for Assignment

Date of request: \_\_\_\_\_

Course extension requested in: \_\_\_\_\_

Faculty to which request is made: \_\_\_\_\_

Academic advisor: \_\_\_\_\_

Written request for: \_\_\_\_\_

Reason for request:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR FACULTY USE:

Request granted: \_\_\_\_\_ Date to be submitted: \_\_\_\_\_ Time: \_\_\_\_\_

Request denied: \_\_\_\_\_ Reason denied: \_\_\_\_\_

If the assignment is not submitted before or at the time established above, the grade for this assignment shall become a zero.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

practice is at the discretion of the course faculty. The dean of academic affairs and chancellor will be notified of such suspension. Make-up of clinical incompletes is scheduled at the discretion of course faculty.

### **Course Audits**

Classes may be audited for a fee on a space-available basis in accordance for the non-degree seeking and/or returning 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.

### **Grade Reports**

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

### **Good Academic Standing**

A student in good academic standing maintains a grade of "C" or better in all courses and is making satisfactory academic progress.

### **Attendance Policy**

Student participation in planned clinical and theoretical learning experiences is essential. Any clinical absence will be addressed by the course faculty. Excessive absenteeism is defined as 10 percent of the clinical hours missed for each course. The consequence of a clinical absence will be determined by the clinical faculty in concert with the course chair. Faculty are not expected nor encouraged to make up excessive absenteeism. This is reserved for highly unusual circumstances, not the occasional absence for unpredictable events. Faculty are not always in the position to adapt or adjust their schedules nor are they obligated or encouraged to do so. Faculty have the authorization to fail the student for excessive absenteeism. If the student wishes to appeal the faculty's decision, the student may initiate the formal appeals process (See Appeals Policy).

### **Extensions for Assignments**

Students are expected to complete assignments on time. The faculty member has the right to deny a student an extension. Each individual student's request for an extension will be handled on an individual basis.

It is the student's responsibility to contact the appropriate faculty member to request an extension on an assignment. Any request must be made to the specific faculty member, in writing, before the time the assignment is due. Assignments, which are submitted after the deadline date without prior communication with the specific instructor, will result in a grade of zero.

When an extension is requested, it is the faculty member's responsibility to specify, in writing, to the student the date and time of the deadline in which the assignment must be submitted or the denial of the extension. This information should be recorded on the counseling record and signed by the student and the instructor. A copy of this request should be copied and attached to the counseling record. If the assignment is not submitted before or at the time established the grade for that assignment shall become a zero.

### **Pregnancy Policy**

A student who is or becomes pregnant is encouraged to notify the dean of students as soon as possible. By doing so, the student and the academic advisor can collaborate and develop an appropriate plan for the continuation of the student's education in light of the unique nature of the college's nursing program and their clinical requirements, as well as particular challenges the student may face while pregnant or when recovering from childbirth (e.g., missed classes, make-up work, etc.). However, the choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the college. Therefore, the student assumes all responsibility related to these risks and any resulting losses or costs, including medical treatment and cost thereof. The college has advised the student to consult with the student's doctor to discuss these potential risks.

### **Graduation**

For graduates to be eligible for the Bachelor of Science in nursing degree a student must satisfactorily:

1. Complete all specified courses in the curriculum plan; the equivalent of 121 semester hours, including 56 semester hours of lower division credits.
2. Complete at St. John's College a minimum:
  - Undergraduate: 30 semester hours
  - Accelerated BSN: 30 semester hours
  - RN to BSN: 30 semester hours
3. Attain a minimum 2.0 GPA for each course offered at the college.
4. Be free and clear of financial and/or institutional holds before applying for graduation.
5. Students completing in summer may participate in May ceremonies.
6. Students enrolled in the accelerated program participate in December ceremonies.
7. Students enrolled in the RN-BSN program may participate in the May or December ceremonies, depending on the date of completion.

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.

### Graduation with Honors

Students completing a minimum of 30 semester hours of required courses at St. John's College may earn the distinction of graduating with honors. Honors are designated as:

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

### Application for Graduation

The policy and procedure required to ensure graduation requirements are met include:

1. Review of student's academic record at completion of program of study.
2. Form completion for bachelor's degree. (The application for graduation form is available on the college website.)

### Assessment Program

In order to reinforce the value of higher education, and in response to the need for public accountability, educational institutions are required to demonstrate students are learning what is necessary and the educational program is of high quality. Therefore, an institutional assessment program has been instituted at St. John's College. Students participate in assessments upon entry to the major, during the program and during the post-college experience.

### Educational Facilities

St. John's College is located 729 E. Carpenter Street, Springfield, IL, directly adjacent to HSHS St. John's Hospital. 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, is provided to supplement student learning. The simulation center is located at 850 E. Madison, Springfield, IL.

The computer laboratory with its nursing education programs also is accessible to students. The library is located within the St. John's Hospital campus.

St. John's College is a secure building with restricted access. Students, faculty and staff are responsible for maintaining building security by taking the following responsibility:

- Immediate notification of lost/stolen badge to the college receptionist and St. John's Hospital Human Resources.

- Requesting a new badge to St. John's Hospital Human Resources (fee determined by St. John's Hospital)
- Never prop or hold door open for others.
- Never loan an ID badge to others.
- Be vigilant to avoid having others enter the college by "tagging" behind.
- Report witnessed violations to the college receptionist and/or administration.

Students, faculty and staff should be cognizant that college ID badges may not only permit individuals entry to the college, but also to restricted areas with vulnerable populations. Students, faculty and staff who violate these responsibilities may be subject to disciplinary measures.

Students may access the college from 6 a.m. to 6 p.m., Monday through Friday, by using their student ID badges and the card swipe system. Students may stay in the college until 10 p.m.

The financial aid office is located on the first floor of the college to allow ready access in the event questions or concerns arise about financial aid matters.

### Clinical Facilities

Students get a majority of their clinical experience at St. John's Hospital, a fully accredited teaching facility affiliated with SIU School of Medicine. The college maintains clinical affiliation agreements with multiple institutions and agencies.

### Computer Services

Students have access to the college's computer laboratory during the hours posted. Instructional aids available include Microsoft Office 2007 package with word processing (Word), Microsoft Excel, PowerPoint, various software-learning programs and NCLEX-RN review programs. The campus is equipped with Wi-Fi.

### Technology Expectations

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 on the computerized testing platform for the licensing examination, as well as the widespread adoption of computer technology in health care. See St. John's College catalog for specific requirements.

St. John's College reserves the right to access all information in college's computers, equipment and network without notice.

### Lockers

Students may request a locker for use. They must provide their own padlock and are advised to keep their combinations confidential. The college is not responsible for loss or theft of items from lockers.



## Student Lounge

A student lounge is located on the second floor of the college. Refrigerators and microwaves are available. All students are responsible for keeping the lounge clean and neat. Food items brought to the lounge must be dated and properly discarded after use. All eating utensils and trays are to be removed from the lounge after use. The privilege of using the lounge furnishings is dependent upon the appropriate use of the area and its equipment.

## Library Services

The Health Sciences Library serves both the college and HSHS St. John's Hospital and is located on the main (second) floor of the hospital. For current hours, go to the library website or text HOURS to 217-280-4582.

Professional librarians are available Monday through Friday, 7:30 a.m. - 4:30 p.m. During the academic year, work-study students also staff the library.

Access to electronic resources such as books, journal articles, databases, research guides, library catalog and more is available on the library website. Students should access OpenAthens with their student login credentials.

Available study spaces include individual carrels, tables and group study spaces. Computers, printers, a photocopier and a scanner are available, as well as a wide variety of audiovisual equipment.

Most required nursing course texts have been placed in a reserve section of the library. A current edition of the publication manual of the American Psychological Association (APA) is available.

To ask for help researching a topic, obtaining articles or books or setting up a training session on library resources, contact a librarian by using the ASK US link on the website, texting (217) 280-4582, calling (217) 757-6700 or emailing [library@hshs.org](mailto:library@hshs.org).

Only return library materials to the book drop outside the library front door or the book drop at the library front desk. Materials not returned are billed to the individual student. There is a flat fee of \$115 to replace some items.

St. John's College abides by the copyright policy of St. John's Hospital as published. The Health Sciences Library publishes a copyright guide designed for students.

## Student Conduct and Behavior

### Code for Nurses

Students preparing to enter the profession of nursing are expected to follow the current ANA Code for Nurses. Each person inherits a measure of responsibility and trust of the profession and the concomitant obligation to adhere to standards of ethical practice and conduct set by the profession. The code was adopted by the American Nurses' Association in 1950 and revised in 2001.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

*American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2001. <http://www.nursingworld.org/MainMenuCategories/Ethics-Standards/CodeofEthics.aspx>*

### Peaceful Assembly Policy

The Hospital Sisters of St. Francis seek to promote human dignity and respect for all creation while providing a voice for the voiceless through attitudes and behaviors of non-violence. It is through this lens that St. John's College observes a peaceful assembly policy. In its role as an academic institution, St. John's

College is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. Students are encouraged to heed the tenets of our program outcomes when engaging in peaceful assembly and/or debate, critical reasoning, caring, communication and professionalism. To prepare students for a diverse health care community, St. John's College recognizes the freedom of inquiry and expression can produce conflicts of beliefs and proposals for action. It is the responsibility of all members of the St. John's College community to maintain communication that will foster a climate favorable to the freedom of expression. Implicit in this freedom is the right to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. St. John's College expects those who enjoy these freedoms must also accept responsibility for order and discipline. Permissible speech does not include unlawful activity, activity that threatens or endangers the safety of others, destruction of property or obstruction of the normal operations of St. John's College and will not be tolerated.

## Violations of Policy

### Social Violations

The following social violations will be referred to local law enforcement agencies and may warrant disciplinary action by the college. Social violations include, but are not limited to:

1. Safety violations (illegal possession or sale of weapons, malicious use of firearms, etc.).
2. Disturbance of the peace (action creating a nuisance in a public area, failure to respond to a reasonable directive).
3. Drugs and alcohol (See drug and alcohol policy).
4. Conduct causing personal injury to others.
5. Theft.
6. Falsification of non-academic records.

### Academic Violations

Honesty is the responsibility of every student at the college. It is the ethical obligation of all to report incidents of academic dishonesty in a respectful and confidential manner. Academic violations include but are not limited to:

1. Cheating. The use of information or work from another student in such activities as the completion of papers, projects, examinations or other assignments. Cheating also includes the use of a paper/projects for more than one course without prior faculty permission.
2. Plagiarism. Representing the work of another as one's own work. This includes utilization of a quote or paraphrase that is not referenced. The use of paper from an internet source is also prohibited.
3. Bribes. Includes bribing or attempting to bribe with the intention of affecting a record of a grade or evaluation of academic performance.

4. Technology related infractions. Including, but not limited to:
  - a. Depriving other students of fair access to and reasonable use of educational resources.
  - b. Tampering with, altering, circumventing or destroying electronic resources or data used for student projects.
  - c. Any technology related infractions defined by federal or state laws.
  - d. Failure to comply with internet access policy.
5. Misrepresentation or fabrication. Presenting information that is misleading, untruthful or false in meeting college requirements, course expectations or in patient care situations. Misuse of student identification badges is also prohibited.
6. Falsification of documents. Altering or misusing documents in order to meet college requirements.
7. Aiding someone else in the performance of any of the above acts.
8. Repeated infraction of the dress code.

### Disciplinary Actions

Disciplinary actions for social and/or academic violations may include, but are not limited to:

1. Warning. A written statement from the academic affairs/ student affairs committee is given as formal notice that a behavior or set of behaviors is inappropriate and/or violates ethical, moral and/or professional standards. Continuation of such behaviors, or any other future social and/or academic interruptions, could result in probationary status, clinical suspension or dismissal. A letter of warning is placed in the student's permanent record and may be used as evidence in any future cases of suspected violations. (Adapted from Marquette University and St. John's College, Dept. of Nursing Grievance Policies.)
2. Probation. A written statement from the dean of academic affairs is 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.
3. Course grade alteration. Project or course.
4. Dismissal. Includes from the college.
5. 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 for Nurses as published by the ANA.

### Due Process Procedure

Suspected social policy violations or academic policy violations will be referred by faculty or staff to the dean of academic affairs, who will refer to the appropriate committee.

## **Procedure for Review of Suspected Social or Academic Policy Violations**

1. The faculty or staff member concerned about a suspected violation will notify the dean of academic affairs, the student's advisor and the student in writing using St. John's College referral form (including documentation of suspected violation) within five business days of the suspected violation. The student will provide written receipt of the notification upon receipt. The dean of academic affairs will refer the suspected violation to the appropriate committee chairperson.
2. The chairperson of the committee hearing the allegation of the suspected violation will notify, within one business day, the committee members and the student that a formal due process meeting will be called.
3. The administrator or administrator's designee must consult the student's permanent record file to determine if the student has a previous record of violations.
4. The student suspected of a violation will have five business days following written notification of the suspected violation to provide a written rebuttal to the committee chairperson.
5. A meeting of all members of the committee will be called by the chairperson within five business days of receipt of the student's written rebuttal. Committee members will be provided with documentation of the alleged violation and student rebuttal when notified of the meeting.
6. The committee will hear arguments from both parties, who will separately present supporting evidence from his/her perspective as specifically and clearly as possible. The faculty will present his/her supporting evidence and will then be dismissed from the meeting. The student will then be called into the meeting to present his/her evidence, after which they will be dismissed.
7. The student may request that their academic advisor or an alternate faculty member be his/her resource during the due process procedure. The faculty member can be present during the due process procedure.
8. Discussion by the committee members will take place to determine if a violation occurred followed by an anonymous written vote with majority ruling. If it is determined that a violation occurred, the committee will make recommendations regarding any disciplinary actions if needed, a plan for improvement and set schedules or due dates for improvement plans. Once the decision of the committee is rendered, the decision is final.
9. The student and the faculty/staff bringing the allegation forth will be notified in writing of the committee's recommendation within three business days. The student will provide written receipt of the notification upon receipt.
10. If a violation was determined to have occurred, the recommendation will be placed in the student's academic file.
11. The proceedings will be recorded only by the institution. A transcript will be made of the meeting. The chairperson is responsible to see that a record is made of the decision:
  - a. Date, time and place
  - b. Persons present
  - c. Statement of final decision
  - d. Signature of members and their indication of approval or disapproval time of meeting closure
  - e. Approval by all of committee members that the record is complete and accurate
12. All documentation of the proceedings will be forwarded to the dean of academic affairs.
13. If the student wishes to appeal the committee's decision, the student may initiate the formal appeals process. (See Appeals Process.)

## **Administrative Complaints**

The college provides more than one process for students to communicate and seek resolution to any situation in which they have a concern or feel they have been treated unfairly. The college follows FERPA guidelines which require adult students to grant permission to the college before college personnel will communicate any information about the student complaint to parents or any outside party who wishes to be included in the resolution process.

When a student has a concern or complaint about a college policy, process or decision, as a first step in the resolution of the complaint they are expected to review the pertinent policy in the student handbook or college catalog and to meet with the appropriate college professional. This meeting is to take place within five business days after the student identification of the complaint. Examples of appropriate college professionals include the financial aid administrator, the registrar and admissions officer and the student development officer. Student complaints regarding a course policy, process or grade should locate and follow the student appeals procedure outlined in the student handbook.

If a student remains dissatisfied with the administrative decision of the college professional, the student can ask the chancellor to review the decision or policy. The student should write a letter to the chancellor within five business days after meeting with the college professional. The letter should explain the circumstances and describe the conversations that have taken place. The chancellor only reviews situations or problems of substantial consequence to students and of broad concern to the college. The chancellor will use the principles of fairness, equity and college policy in reviewing the decision. The chancellor will respond to the student within five business days by written correspondence, with a phone call or both. In most complaint resolution cases, the chancellor's decision is final.

Students also may file a formal complaint with the college accrediting bodies Higher Learning Commission and the Accreditation Commission on Education in Nursing. Contact information can be found on page four of the student handbook.

## Complaints

Issues of concern 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, students 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. Students with complaints should refer to the appropriate academic or administrative complaint policy outlined in this handbook for specific guidelines.

## Academic Appeals

Students may appeal decisions which affect their welfare. The college protects the right of the student to question any decision which seems to be unfair or a violation of their individual rights. When a student has a concern about a course grade, process or decision, he or she is expected to first review the pertinent policy in the student handbook or college catalog and meet with the appropriate course faculty. Whenever a student deems a decision has been made unfairly or unjustly, that student has the right to institute the appeals protocol. The appeal shall be resolved promptly, fairly, objectively and in good faith without subjecting the student to restraint, interference, discrimination, retaliation or harassments of any form. It is the responsibility of the student to follow the protocol in good faith and within the guidelines provided therein.

## Procedure for Student Appeals

1. Appeals
  - a. An appeal must be submitted in written form, by person (grievant) initiating the grievance to the chairman of the appeals committee for the college within seven calendar days of the incident or written notification of the decision.
  - b. An appeal must be as specific as possible and clearly identify that which is being grieved.
  - c. The appeal will be made available to all members of the committee, to the grievant, to the individual whose decision is being grieved and to the chosen faculty member at least three working days prior to discussion, along with other pertinent documents.
  - d. Words, terms, terminology, grammar, etc. in the grievant's letter may be clarified, if necessary, before meeting.
  - e. The appeals committee is comprised of:
    - Four faculty members and one alternate chosen by lot at the beginning of the school year.
    - Three students (representation from each level.)
  - f. Chairperson will be chosen by lot from among the four faculty members at the beginning of the school year.
  - g. If a committee member is directly involved in the appeal, the alternate will serve.
  - h. Only the above designated committee members shall have a formal vote in the resolution of the appeal.
  - i. The appeals committee will convene the hearing within seven working days after receipt of the grievant's letter unless an extension is agreed to by both parties or for cause as determined by the committee chair.
  - j. Persons present for the discussion:
    - Seven committee members (four faculty, three students).
    - Person(s) whose decision is being grieved.
    - Grievant(s).
    - Faculty member, chosen by grievant(s), who is not one of the four faculty committee members,
    - Chancellor and/or appropriate academic person shall be observers during the discussion, but they do not have the right to vote (ex officio).
  - k. Discussion of facts:
    - An electronic recording will be made of the discussion and used for transcription of minutes.
    - The chairperson is encouraged to make written notes in case of electronic malfunction.
    - The recording is to be destroyed after approval of all minutes by the chairperson.
  - l. Formal discussion does not begin until chairperson is satisfied all members are ready to proceed.
  - m. Focus of the appeals procedure is identified by the chairperson.
  - n. The chairperson is responsible to see that the discussion pertains to the grievance submitted.
  - o. The chairperson may rule if information, requested by the committee members or the grievant, is relevant to the grievance and may be presented.
  - p. The chairperson is responsible to see that a record is made of the discussion which will include:
    - Date, time and place of meeting
    - Persons present
    - Documents presented (may be numbered)
    - Summary of discussion and clarifications made
    - Time discussion was closed
    - Approval by all those present that this record and summary is correct.
    - The discussion will continue until the committee members agree that there is sufficient information upon which to base a decision.
    - At the conclusion of the discussion, all persons are dismissed except the seven committee members.



2. Decision by the committee
  - If there is to be a time limit imposed on the committee deliberations the limit must be agreed upon by all committee members.
  - Committee deliberations will begin immediately following the discussion of facts.
  - The decision will relate directly to the written grievance.
  - The decision must be reached within three working days after the end of the discussion of facts.
  - A decision must be agreed to by at least four of the seven committee members.
  - In case of a deadlock that cannot be resolved, the chairperson shall announce this to the chancellor and the grievant. A new committee shall be chosen by lot, and another meeting scheduled within seven working days.
  - All seven committee members have an equal vote.
  - The chairperson is responsible to see that a record is made of the decision:
    - Date, time and place.
    - Persons present.
    - Statement of final decision.
    - Signature of members and their indication of approval or disapproval time of meeting closure.
  - Within one business day, the chairperson, in presence of the chancellor or her/his designee, grievant and committee members, will announce the decision. The chairperson gives the grievant a written copy of the decision at the time the verbal announcement is read. The committee may, if requested, explain the reasoning behind the decision to the grievant and/or the chancellor. The record of the meeting will reflect the fact that the grievant received a written copy of the decision. A written copy of the decision is also given to the person or committee whose decision was being grieved.
  - Documentation of proceedings including minutes, written documents presented to committee and decision statement shall be kept in a designated secure file in the administrative offices.
3. If the appeal is still not resolved to the grievant's satisfaction, it shall then be presented in writing by the grievant to the chancellor within five working days following receipt of the written copy of the decision. The Chancellor will review all correspondence concerning the issue and will conduct any additional inquiries deemed necessary. After the review is complete, a written decision will be given to the grievant within 10 calendar days, unless an extension is agreed to by both parties or for cause as determined by the chancellor. A copy will be put in the student appeals file.
4. If the appeal is still not resolved to the grievant's satisfaction through the above process, it will be

presented in writing by the grievant to the college board chairperson within five working days following receipt of the written decision. The college board chairperson will review all correspondence concerning the issue and will conduct any additional inquiries deemed necessary. After the chairperson completes a review, a written decision will be given to the grievant within 10 calendar days, and a copy put in the student's college file and appeals file. This decision is final. The college board chairperson may, if requested, explain the reasoning behind the decision to the grievant, the appeals committee and the chancellor.

5. During the appeals process, the student status is considered to be that imposed by the original decision, be it termination from all or part of the curriculum or a probationary status. It is the student's responsibility to meet with the financial officer. Lending agencies will be notified as required by law.

### **Transcripts**

There is a \$10 fee for the request of an official transcript. 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. Transcript request forms are available on the college website and at the college's reception desk. Transcripts are generally processed within a week of receipt of written request and payment.

### **Health/Accident Insurance**

Students are required to be protected by health insurance. Proof of current coverage must be submitted at time of admission. Students not in compliance within specified timeframes cannot attend clinical placements.

### **Malpractice Insurance**

It is required all students in patient contact have malpractice insurance. Proof of malpractice insurance must be submitted annually before 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.

### **CPR Certification**

Entering students are required to complete American Heart Association CPR training with a health care provider card before final acceptance to the college. Students not in compliance within specified timeframes cannot attend clinical placements and will be considered absent.

### **Criminal Background Check**

Students are required to complete a criminal background check before 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. 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.

Illinois law states any individual who has been convicted of a sex offense cannot be licensed as a registered nurse or work as a health care worker in Illinois. 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.

### **Drug Screening**

Students are required to complete a drug screening before enrollment to the college. Students who have disqualifying conditions on the drug screening may not be admitted because they may be unable to complete the clinical component of course requirements. The college will select the agency to do the drug screening. Results must be sent directly to the college. The drug screening is done at the expense of the student. St. John's College follows the HSHS drug screen policy for all students.

### **Dress Code**

Students project an image of the college as they engage in practice settings. Part of nursing education is to socialize an individual who aspires to become a professional nurse. Dress and appearance reflect the attitude conveyed toward, peers, faculty, staff, patients and visitors. Students should make certain that personal hygiene, clothing and appearance make a positive impression at all times.

### **Badge**

To create an atmosphere of professionalism, courtesy and respect, identification (ID) badges must be worn at all times while on Campus (College, Simulation Center, and Clinical Sites). It is important to place your badge so it's visible and easy to read.

### **General dress code for all clinical experiences unless otherwise directed by the course syllabus**

1. Students in the clinical area are to be in complete uniform; must be neat, clean and have appropriate fit and length. Complete uniform means the college uniform skirt or pantsuit. With the pantsuit, solid color socks (knee high and white preferred) and professional white shoes. Due to the nature of the clinical area, shoes should be of a material that can be wiped clean, not mesh/fabric.
2. Students are permitted to wear the uniform only when going back and forth to their homes or apartments. When participating in approved community activities the uniform may be worn.
3. Uniform skirt length is to the knee. If wearing the uniform skirt then white hosiery will be worn.
4. Hair should not hang on the collar while in uniform. An

appropriate, neat hairstyle is necessary (for example, hair secured away from face and collar, as well as clean, and of natural hue). Beards and mustaches should be neatly trimmed.

5. Students may wear the school-approved warm-up jacket (navy or white, with the school logo) with the uniform. The jacket, like the uniform, must be clean and neat. No fleece warm-up jackets in the clinical area.
6. Jewelry. Wedding or engagement rings and a watch may be worn. No necklaces. Small post earrings in the ears may be worn. Wearing of visible pierced jewelry other than on the ears is not permitted (to include, but not limited to, rings or studs through nostrils, lips, tongue or eyebrows).
7. No nail polish or acrylic/artificial nails are allowed. Nails should be neat and trimmed.
8. Moderation in cosmetics and colognes is encouraged. Extremes in colognes or perfumes are not appropriate. The scent of tobacco must be avoided.
9. Tattoos must be covered whenever possible and if visible should not be offensive or distracting.
10. Undergarments are to be worn to assure modesty.

When wearing business professional clothing for clinical experiences, the following regulations apply unless otherwise directed by the course syllabus.

1. Dress shoes must be worn. No canvas shoes. No flip-flop style sandals.
2. The minimum length of a skirt or dress is fingertip length.
3. Skirts, dresses, blouses, slacks, etc. are to be professional in appearance. No transparent or low-cut necklines. Blouses should cover shoulders. No off-the-shoulder styles are to be worn.
4. Gentlemen wearing a dress shirt should include a tie.
5. Hair must be neat and clean. Beards and mustaches should be neatly trimmed.
6. Collared shirts with the college logo are permitted when appropriate for the setting and function.
7. No denim jeans, shorts of any kind, cut-offs or culottes. No jogging suits, sweatshirts, sweat pants, T-shirts, halter-tops, leggings or muscle shirts.

### **Sexual Misconduct**

St. John's College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The college considers sex discrimination in all its forms to be a serious offense.

Sex discrimination constitutes a violation of this policy, is unacceptable and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender

identity and failure to conform to stereotypical notions of femininity and masculinity.

Sexual harassment, whether verbal, physical, visual or digital, is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below.

### Scope

This policy applies to all college employees, including staff, faculty, administrators, students, applicants for employment, customers, third-party contractors and all others who participate in the college's educational programs and activities, including third-party visitors on campus (the "college community"). This policy prohibits sex discrimination, sexual harassment and sexual violence when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigration status or citizenship status. The college's prohibition on sex discrimination, sexual harassment and sexual violence extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics and student services.

The college has jurisdiction over conduct covered by this policy that occurs on campus, during or at an official college program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The college will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

### Title IX Statement

It is the policy of the college to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the college's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The college has designated the following Title IX coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Title IX Coordinator  
Dean of students  
St. John's College  
729 East Carpenter St., Springfield, IL 62702  
217-814-5468

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or by calling 1-800-421-3481.

### Sexual Misconduct

Sexual misconduct is an umbrella term covering sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence and stalking. This term will be used throughout the remainder of this policy and the complaint resolution procedures when collectively referring to these types of conduct.

### Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors and other verbal, physical, visual or digital conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile or offensive employment, education or living environment.

### Examples of Sexual Harassment

- Pressure for a dating, romantic or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing or massaging pressure for sexual activity.
- Unnecessary references to parts of the body sexual innuendos, jokes, humor or gestures.
- Displaying sexual graffiti, pictures, videos or posters. Using sexually explicit profanity.
- Asking or telling about sexual fantasies, sexual preferences or sexual activities
- Social media use that violates this policy.
- Sending sexually explicit emails or text messages
- Commenting on a person's dress in a sexual manner.
- Giving unwelcome personal gifts such as flowers, chocolates or lingerie that suggest the desire for a romantic relationship.
- Commenting on a person's body, gender, sexual relationships or sexual activities sexual violence (as defined below).

### Sexual Violence

#### Definition of Sexual Violence

Sexual violence is a particularly severe form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction or because of his or her incapacitation due to

the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence.

### **Examples of Sexual Violence**

- Rape or sexual assault: sexual intercourse (anal, oral or vaginal) by a man or woman upon a man or woman without consent.
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent.
- Unwilling sexual penetration or other sexual touching with any object or body part that is committed by force, threat, intimidation or otherwise without consent.
- Having intercourse with a person who is unconscious because of drug or alcohol use. Hazing that involves penetrating a person's vagina or anus with an object.
- Sexual exploitation, which includes, but is not limited to, the following:
  - Sexual voyeurism.
  - Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person.
  - Knowingly transmitting a sexually transmitted disease to another person through sexual activity.
  - Secretly videotaping or photographing sexual activity where the other party has not consented
  - Disseminating sexual pictures or videos of another person without consent regardless if the pictures or videos were obtained with consent.
  - Prostituting another person.

### **Consent**

- Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.
- If coercion, intimidation, threats and/or physical force are used, there is no consent (regardless of whether there was verbal or physical resistance).
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature or extent of the sexual situation, there is no consent.
- Warning signs of when a person may be incapacitated due to drug and/or alcohol use include slurred speech, falling down, passing out and vomiting.
- If a person is asleep or unconscious, there is no consent.
- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have

consented to any sexual activity that occurs after he or she withdraws consent.

- Being in a romantic relationship with someone does not imply consent to any form of sexual activity past consent to sexual activity does not constitute consent to future sexual activity.
- A person's manner of dress does not constitute consent.
- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee).

### **Domestic Violence, Dating Violence, and Stalking**

The crimes of domestic violence, dating violence and stalking can also constitute sexual misconduct when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

#### **Domestic Violence**

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Under Illinois law, the crime of domestic violence is referred to as domestic battery. This definition can be found at 720 Ill. Comp. Stat. 5/12-0.1 and 5/12-3.2.

#### **Dating Violence**

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the length of the relationship, the type of the relationship and the frequency of interaction between the persons involved in the relationship.

Illinois law does not specifically define dating violence, but conduct of this nature is covered by the definition of domestic battery found at 720 Ill. Comp. Stat. 5/12-0.1 and 5/12-3.2.

#### **Stalking**

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Stalking can include conduct that occurs via social media (i.e., "cyberstalking")

The definition of stalking under Illinois law can be found at 720 Ill. Comp. Stat. 5/12-7.3.

## Roles and Responsibilities

### Title IX Coordinator

It is the responsibility of the Title IX coordinator to:

1. Ensure the college's compliance with Title IX.
2. Identify and address any patterns or systemic problems of sexual misconduct at the college.
3. Coordinate dissemination of information and education and training programs.
4. Receive complaints under this policy.
5. Assist members of the college community in understanding that sexual misconduct is prohibited by this policy.
6. Answer questions about this policy.
7. Ensure employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct.
8. To implement the complaint resolution procedures or to designate appropriate persons for implementing the complaint resolution procedures.

### Title IX Investigator

It is the responsibility the Title IX investigator to:

- To act a neutral party in the investigation.
- Provides a detailed, unbiased report regarding the findings of the investigation.
- Receives complaints.
- Conduct a prompt, equitable and impartial administrative investigation into complaints including identifying and interviewing parties, gathering information relevant to the investigation.

### Administrators, Deans, Department Chairs and Other Managers

It is the responsibility of administrators, deans, department chairs and other managers (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy
- Work with the Title IX coordinator to implement education and training programs for employees and students
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy.

### Employees

Throughout this policy, the term "employees" includes all faculty, staff and administrators. It is the responsibility of employees to review this policy and comply with it.

### Students

It is the responsibility of students to review this policy and comply with it.

### College

When the college is aware that a member of the college

community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sexual misconduct. The College will act in accordance with its Complaint Resolution Procedures.

## Complaints

### Employees

All college employees have a duty to report sexual misconduct to the Title IX coordinator when they receive a report of such conduct, witness such conduct, or otherwise obtain information about such conduct. This includes employees who may have a professional license requiring confidentiality if they are not employed by the college in that professional role. An employee not reporting sexual misconduct as required by this policy may be disciplined accordingly, up to and including termination.

This section does not apply to those identified in section VI.A.5 of this policy.

### Students

Students who wish to report sexual misconduct should file a complaint with the Title IX coordinator. Students should be aware that all employees at the college, other than those identified in section VI.A.5 have an obligation to report sexual misconduct that they become aware of or witness.

Students may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in section III above.

### Other Persons

Any other persons, including third parties and bystanders, who wish to report sexual misconduct should file a complaint with the Title IX coordinator. They may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in section III above.

### Other Reporting Options

Reports of sexual misconduct can also be reported as follows:

HSHS St. John's Hospital Security-Emergency extension 111 or 911 Values Line 866-435-5777

The HSHS Values Line is an anonymous, confidential 24/7 tool you can use to report noncompliant or unethical behavior without the fear of retaliation.

To file a report, call toll free 866-435-5777, or visit the website at <http://hshsvalueline.ethicspoint.com>

Employees may not fulfill their mandatory reporting obligation using the anonymous reporting mechanism.



## Confidential Discussions

If a victim desires to talk confidentially about his or her situation, there are resources available. The following resources are available to assist you and will not further disclose the information you provide, unless otherwise required to do so by law (e.g., if the victim is a minor):

### ComPsyc

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.

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

Prairie Center Against Sexual Assault 24-hour hotline (217) 753-8081.

## Content of the Complaint

So that the College has sufficient information to investigate a complaint, the complaint should include:

1. The date(s) and time(s) of the alleged conduct;
2. The names of all person(s) involved in the alleged conduct, including possible witnesses;
3. All details outlining what happened; and
4. Contact information for the complainant so that the college may follow up appropriately.

## Information Provided to Complainant and Respondent

A complainant who makes a claim of sexual misconduct to the college will be given a copy of the document titled "Rights and Options after Filing a Complaint under the College's Sexual Misconduct Policy." This document provides information about this policy and the complaint resolution procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given similar information about the process and resources.

## Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime — including sexual violence, domestic violence, dating violence or stalking — is encouraged to make a complaint to local law enforcement. If requested, the college will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. For non-emergencies, the Springfield Police Department can

also be reached at 217-788-8311. A victim may decline to notify such authorities.

## Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence or Stalking

If you are the victim of sexual violence (including sexual assault), domestic violence, dating violence or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has been perpetrated against you, go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence or dating violence should not bathe, urinate, douche, brush teeth or drink liquids until after they are examined and, if necessary, a medical forensic examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

The nearest medical facility where a victim may have a medical forensic examination completed at no cost is:

HSHS St. John's Hospital Emergency Department  
800 E. Carpenter St.  
Springfield, IL 62769  
(217) 544-6464

A victim may also wish to contact a sexual assault crisis center. Contact information for these resources is as follows:

Prairie Center against Sexual Assault is a not-for-profit agency that provides comprehensive sexual assault services to sexual assault and sexual abuse victims (survivors), their families and their friends.

Prairie Center Against Sexual Assault  
24-hour hotline: (217) 753- 8081  
3 W Old State Capitol Plaza  
Springfield, IL 62701  
(217) 744-2560

It also is important to preserve evidence in cases of stalking. This evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Once a complaint of sexual violence, domestic violence, dating violence or stalking is made, the complainant has several options such as, but not limited to:



- Contacting parents or a relative seeking legal advice.
- Seeking personal counseling (always recommended).
- Pursuing legal action against the perpetrator.
- Pursuing disciplinary action through the college requesting that no further action be taken.
- Requesting further information about the college's policy and procedures for addressing sexual misconduct.
- Requesting further information about available resources vendors, contractors and third parties.
- This policy applies to the conduct of vendors, contractors, and third parties.
- Members of the college community who believe they have been subject to sexual misconduct in violation of this policy by a vendor, contractor or other third party can make a complaint in the manner set forth in this section.

### **Retaliation**

It is a violation of policy to retaliate against any member of the college community who reports or assists in making a complaint of sexual misconduct or participates in the investigation of a complaint. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

### **Protecting the Complainant**

Pending final outcome of an investigation in accordance with the complaint resolution procedures, the college will take steps to protect the complainant from further discrimination or harassment.

This may include assisting and allowing the complainant to change his or her academic, transportation or work situation, to the extent that the college has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to campus security or local law enforcement. Requests to change an academic, living, transportation or work situation or for any other protective measure, should be made to the Title IX coordinator.

If a complainant has obtained an ex parte order of protection, full order of protection or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX coordinator. The college, in conjunction with campus security, will take all reasonable and legal action to implement the order.

### **Amnesty**

The college recognizes an individual who has been drinking alcohol or using drugs may be hesitant to report sexual misconduct. To encourage reporting, the college will not take disciplinary action for drug or alcohol use, or any other student conduct violation, against an individual making a

good faith report of sexual misconduct, either as the complainant or as a witness, provided that these conduct violations did not and do not place the health or safety of any other person at risk. The college may, however, require the reporting individual attend a course or pursue other educational interventions related to alcohol and drugs.

The college's commitment to amnesty in these situations does not prevent action by police or other legal authorities against someone who illegally consumed alcohol or drugs.

### **Timing of Complaints**

The college encourages persons to make complaints of sexual misconduct as soon as possible. Late reporting may limit the college's ability to investigate and respond.

### **Investigation and Confidentiality**

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the complaint resolution procedures, and the college will take disciplinary action where appropriate. The college will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the college cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks a complaint not be investigated, all reasonable steps will be taken to investigate and respond consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the college's ability to respond may be limited. The college reserves the right to initiate an investigation despite a request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the college community.

The Title IX coordinator is the person responsible for evaluating requests for confidentiality. The Title IX coordinator may consult with other appropriate college officials and legal counsel as necessary.

### **Resolution**

If a complaint of sexual misconduct is found to be substantiated, the college will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination or expulsion. Affiliates and program participants may be removed from college programs and/or prevented from returning to campus. Remedial steps may

also include counseling for the complainant, academic, transportation, work or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

### **Bad Faith Complaints**

While the college encourages all good faith complaints of sexual misconduct, the college has the responsibility to balance the rights of all parties. Therefore, if the college's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

### **Academic Freedom**

While the college is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

### **Education**

Prevention of sexual misconduct is important. The college offers educational programming to a variety of groups, such as campus personnel, incoming students and new employees participating in orientation and members of student organizations. Among other elements, this training will cover relevant definitions, procedures and sanctions, provide safe and positive options for bystander intervention, provide risk reduction information, including recognizing warning signs of abusive behavior, and how to avoid potential attacks. To learn more about education resources, please contact the Title IX coordinator.

## **Sexual Misconduct Complaint Resolution Procedures**

### **General Principles**

#### **Applicability**

These complaint resolution procedures apply to the resolution of all reports under the sexual misconduct policy. They apply to the resolution of complaints against students, faculty, administrators, staff and third parties, and they are the exclusive means of resolving complaints of sexual misconduct.

#### **Administration**

For purposes of these complaint resolution procedures, "investigating officer" means the individual(s) designated by the Title IX coordinator to investigate a particular complaint. The investigating officer shall have responsibility for administering these complaint resolution procedures.

#### **Promptness, Fairness and Impartiality**

These procedures provide for prompt, fair and impartial investigations and resolutions. The investigating officer and appellate officer, if applicable, shall discharge his or her obligations under these complaint resolution procedures fairly and impartially. If the investigating officer or appellate officer, if applicable, determines he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent or witness, or due to any other conflict of interest, another appropriate individual will be designated to administer these procedures. Complainants and respondents can also raise concerns of conflict of interest and request a substitution.

#### **Training**

These procedures will be implemented by officials who receive annual training on the issues related to sexual misconduct, domestic violence, dating violence and stalking, implementation of these procedures and how to conduct an investigation that protects the safety of victims and promotes accountability.

### **Investigation and Resolution of the Complaint**

#### **Preliminary Matters Timing the Investigation**

The college will endeavor to conclude its investigation and resolution of the complaint within 60 calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the investigating officer in writing explaining how much additional time is needed and why it is needed. The investigating officer shall respond to any such request within three days.

### **Informal Resolution**

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is utilized:

- Can only be used with the complainant's voluntary cooperation and the involvement of the Title IX coordinator.
- The complainant will not be required to work out the problem directly with the respondent.
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below.
- Informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence.

### **Interim Measures**

At any time, the investigating officer may determine interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension or making alternative class placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the sexual misconduct policy.

### **Support Person/Advisor**

During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings and must agree to maintain the confidentiality of the process. A support person/advisor may be removed if he or she becomes disruptive or does not abide by the limitations discussed in this paragraph. The college also may disallow a particular support person/advisor from attending a meeting or other proceeding if his or her involvement will result in an undue delay. A support person/advisor will be asked to sign an affirmation that he or she understands his or her role in the process.

### **Pending Criminal Investigation**

Some instances of sexual misconduct also may constitute criminal conduct. In such instances, the complainant is encouraged to file a report with the appropriate law enforcement authorities and, if requested, the college will assist. The pendency of a criminal investigation, however, does not relieve the college of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the college will proceed with its own investigation and resolution of the complaint.

### **Rights of the Parties**

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence.
- Similar and timely access to all information considered by the investigating officer.
- Equal opportunity to review any statements or evidence provided by the other party.
- Equal access to review and comment upon any information independently developed by the investigating officer should the investigating officer share such information with the other party.
- Equal opportunity to appeal determinations pursuant to Section III, below.

### **Commencement of the Investigation**

Once a complaint is made, the investigating officer will commence an investigation of it as soon as practicable, but no later than seven days after the complaint is made. This includes notifying the respondent that a complaint has been filed. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the investigating officer may receive counsel from college administrators, the college's attorneys or other parties, as needed.

In certain narrow circumstances, the investigating officer may commence an investigation even if the complainant requests the matter not be pursued. In such a circumstance, the investigating officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

### **Content of the Investigation**

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigating officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

### **Resolution**

At the conclusion of the investigation, the investigating officer will prepare a written report. The report will explain the scope of the investigation, identify findings of fact and

state whether any allegations in the complaint were found to be substantiated by a preponderance of evidence. The report will be provided to the Title IX coordinator.

If the written report determines that sexual misconduct occurred, the Title IX coordinator shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the college community. Such actions also will include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment and retaliation. Examples of such action include no-contact orders, classroom reassignment, the provision of counseling or other support services, training and discipline for the perpetrator, including up to termination, expulsion or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and any addendum within three days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA") and the Clery Act, as explained by the April 4, 2011, Dear Colleague Letter issued by the U.S. Department of Education, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>. The parties will also be provided with information regarding appeal rights.

The written report of the investigating officer and the addendum, if applicable, shall be final subject only to the right of appeal set forth in Section III, below.

### **Special Procedure Concerning Complaints against the Chancellor, the Title IX Coordinator or Other Administrators Ranked Higher than the Title IX Coordinator**

If a complaint involves alleged conduct on the part of the college president, the college board of directors ("board") will designate the investigating officer. Based on the information gathered by the investigation, the board will prepare and issue the written report determining the complaint. The determination of the board is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX coordinator or any administrator ranked higher than the Title IX coordinator, the chancellor will designate the investigating officer. Based on the information gathered by the investigation, the chancellor will prepare and issue the written report determining the complaint. The determination of the president is final and not subject to appeal.

## **Appeals**

### **Grounds for Appeal**

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the investigating officer, would result in a different decision.
- There was a procedural error significant enough to call the outcome into question.
- There was a clear error in factual findings.
- Bias or prejudice on the part of the investigating officer, or
- The punishment or the corrective action imposed is disproportionate to the offense method of appeal.
- Appeals must be filed with the chancellor ("appellate officer") within seven days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:
  - Name of the complainant.
  - Name of the respondent.
  - A statement of the determination of the complaint, including corrective action if any.
  - A detailed statement of the basis for the appeal including the specific facts, circumstances and argument in support of it.
  - Requested action, if any.

The appellant may request a meeting with the appellate officer, but the decision to grant a meeting is within the appellate officer's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

### **Resolution of the Appeal**

The appellate officer will resolve the appeal within 10 days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The parties will be notified in writing if the appellate officer's decision will take longer than 10 days. The decision of the appellate officer is final. The appellate officer shall issue a short and plain written statement of the resolution of the appeal, including any changes made to the investigating officer's previous written determination and/or the sanctions and remedial measures imposed. The written statement shall be provided to the complainant, respondent and the Title IX coordinator within three days of the resolution.

### **Documentation**

Throughout all stages of the investigation, resolution and appeal, the investigating officer, the Title IX coordinator and the appellate officer, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings



conducted under these complaint resolution procedures, which may include written findings of fact, transcripts and audio recordings.

### **Intersection with Other Procedures**

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the

sexual misconduct policy. To the extent there are any inconsistencies between these complaint resolution procedures and other college grievance, complaint or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the sexual misconduct policy.





## 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 admissions administrator/registrar 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; 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.

## Guidelines for Clinical Agency Orientation

### 1. Objectives

- a. To assist the student in orientation to the clinical agency area in order that he/she clearly understands the expectations.
- b. To assist helping the student to understand his/her role in the health care setting to ensure effective learning.
- c. To inform the agency of the learning needs and capabilities of the students.

### 2. Lines of Communication and Authority

- a. Explanation of the lines of authority and chains of command.
  - i. Introduction of staff/agency members and job titles.
  - ii. Explanation of responsibilities of staff/agency members.
  - iii. Explanation to which student is to report patient progress, problems or concerns.
  - iv. The nurse assigned to the patient retains ultimate responsibility for management of the patient’s care. It is important for students to follow proper lines of authority when providing patient care. Any documentation reserved for the nurse managing the patient’s care will not be signed by the student.
- v. During orientation to the course, faculty will inform students how and where clinical assignments will be posted/communicated.

### 3. Student Roles

- a. It is the responsibility of each student to familiarize him/herself with the hospital, community setting and college policies and procedures. These policies and procedures will govern actions in the clinical and community areas and the college respectively. St. John’s Hospital policies and procedures are found on Francis, its intranet site. Community agency policies are found in each community setting facility. College policies and procedures are found in the faculty handbook, student handbook and student catalog.
- b. All students will be expected to practice according to professional nursing standards.
- c. The student is responsible to know his/her limitations and to communicate this information to the faculty and/or appropriate staff/agency member. The student is responsible for his/her actions. This is especially pertinent if he/she attempts to perform a nursing skill or to make a judgment beyond the student’s scope of preparation and/or ability.
- d. If the student has any doubts concerning abilities; this should be discussed with the clinical faculty. It is the responsibility of the student to consult with the clinical faculty prior to making a judgment regarding performing a nursing skill. Faculty may send students out of the clinical areas if they are not properly prepared to give safe patient care.
  - i. Nursing Skills
 

Students are not to perform nursing skills for which they have had no preparation. (Students also need to take into consideration patient condition, student’s knowledge and patient safety within the environment

when performing nursing skills.) Selected skills will be practiced in a learning setting and then performed in the clinical setting under supervision of clinical faculty.

ii. Medications

To avoid medication errors, all students must have the medications they are giving to a patient checked each time by the clinical faculty. Students may never give any medications before this check has been made. Students may have medications checked by the registered nurse responsible for the patient's care if so directed by the clinical faculty. Students may not possess equipment, such as keys, nor knowledge, such as electronic codes, which access narcotic drugs but may dispense controlled substances under the supervision of a RN in accordance with Illinois state law. The drug is to be removed from the Pyxis by the faculty and prepared by the student. The medication removal is countersigned in the Pyxis by the faculty and the RN who is supervising. Students may not have the responsibility for counting controlled substances, nor the receiving, nor the signing for controlled substances dispensed by the pharmacy. The student should, however, observe the RN performing these procedures in order to learn the legally acceptable standard.

iii. IV Medications

Students may hang selected IV medications at the faculty's discretion. IV medications are to be hung with faculty supervision every time or RN supervision as determined by the faculty member. Students are responsible for knowing the category, side effects, nursing implications and administration rate of the drug prior to administration.

iv. IV Solutions

Students may hang IV solutions, as determined by the faculty member (according to hospital/agency policy) with the supervision of their faculty. The IV to be hung must be checked against the physician's order each time. Students are to maintain and monitor IV sites initially with the faculty's supervision and then independently once they become proficient. Students are not permitted to independently change IV rates on IV fluids without faculty supervision. Students may perform IV venipuncture according to hospital/agency policy with the supervision of the faculty each time. Senior students in NSG446 Professional Practice Immersion clinical, are allowed to perform venipuncture with RN staff members at the discretion of NSG446 faculty. Students may flush IV lines/locks with the assistance of the faculty. The instructor or the registered nurse must check the solution every time. Students are not to use solution drawn up by other personnel. Students must document IV therapy accurately and completely in the computer and on the appropriate sheets. Students are not permitted to remove central lines, arterial lines or PICC lines unless approved by faculty and under direct RN supervision.

v. Blood and Blood Components

Students are not permitted to hang blood or blood components. However, students are encouraged to observe the RN in his/her role with preparation, assembly of equipment and safety checks prior to administration. Students also observe the nurse and their assessments before, during and after blood administration.

vii. Autopsy Observation

Students attending an autopsy are to dress in uniform or lab coat. There is to be a faculty or designated person present. The faculty is to obtain permission from the pathologists' office each time students attend an autopsy. Students and faculty are expected to follow established safety procedures during the autopsy.

viii. Observational Experiences

Students will be attending observational experiences throughout the curriculum. If the experiences are predetermined, according to course requirements, the faculty will arrange the experience for the student. If, however, an observational experience arises which correlates with classroom or clinical content, it is the student's responsibility to seek out this experience and consult with the faculty prior to scheduling the experience. Based on the type of observational experience, it may be the faculty or student's responsibility to schedule the experience. The faculty will make the final decision on whether the experience is appropriate and who will be responsible for arranging the experience. During observational experiences, students may not provide patient care. If observational experiences are in the community setting, students are not to provide transportation for patients. Students, however, will be responsible for their own transportation for these experiences.

ix. Students Witnessing Legal Documents

Students are not to witness or sign any legal documents while in the clinical or community setting. (i.e., wills, baptisms, wedding certificates, surgical permits, living wills or power of attorney for health care forms).

#### 4. Evaluation of student performance in the clinical or community setting

- a. Evaluation of the student in the clinical or community setting is to be based upon the objectives of the course.
- b. Students will be expected to follow course objectives; they may be asked to write their own objectives for the experience. Students may be asked to evaluate their own performance in relation to these objectives independent of the faculty's evaluation.
- c. The clinical evaluation form from the student should be read and discussed after the clinical grade has been given.
- d. The clinical faculty will meet with each student individually at midterm and again at the end of the course. The purpose of this clinical evaluation is to discuss progress in nursing performance in that area to help with any problems and offer encouragement. Students and/or faculty may schedule evaluative meetings at other times as needed.

- e. Evaluation forms for the students in the clinical area should be completed and returned to the college office within one week after the close of the student's experience in that area.
- f. Faculty will follow college policy concerning evaluation of clinical performance as stated in the student catalog.
- g. Students are to keep the faculty and person managing the patient's care informed of any changes in assigned patient's status.

#### **5. Clinical and Community Agency Assignments**

- a. Learning experiences are selected for students to correlate as much as possible with current and/or past content.
- b. Experiences are assigned to meet the learning needs of the student and in accordance with his/her ability, competencies and level.
- c. Unless otherwise indicated, all student assignments are made by the clinical faculty who will consult with the appropriate management person when necessary.
- d. The student plans the nursing care for his/her patients under supervision of the faculty.
- e. The student will look to the faculty as a role model.
- f. If a faculty is absent on a clinical day, he/she will contact his/her alternate in the course to ensure coverage of students. If the alternate faculty is unable to cover clinical the students will be notified.

#### **6. Scheduling of Clinical and Community Experiences**

- a. The number of hours of clinical experience scheduled per week is dependent upon course requirements. If clinical experience is scheduled within a span of eight hours, time must be given for meals.
- b. During an eight-hour workday, 30 minutes are to be allowed for meal time and 20-minute coffee break per eight hours workday.
- c. The college receptionist will report student illness to the faculty involved and the clinical area. The faculty will verify that staff knows the student is absent and the assignment has been changed.
- d. The student is responsible for contacting the college before the scheduled time for clinical experience or class when he/she will be late or absent.

#### **7. Accessing Electronic Health Records**

Students may only access electronic health records of patients for which they are providing direct care. This access must be under the direction and supervision of course faculty. Students are prohibited from accessing the electronic health records of any patient not under their direct care, including his/herself, family members and friends. Unauthorized electronic health record access is a serious legal and academic violation with disciplinary consequences and can result in fines, as well as automatic dismissal from the nursing program. Health care facilities routinely audit caregiver health record access and will immediately notify the college if a student accesses a health record without proper authorization.

#### **8. Confidentiality of Patient/Patient Information**

- a. No patient data may be taken from a clinical area without first removing all identifying data, such as the patient's name and room number and/or other data as specified by the clinical faculty.
- b. Students may not access patient information through computers unless they are involved in the direct care of the patient.
- c. These materials should be shredded or placed in a confidential recycling bin prior to disposal.
- d. Students are responsible for protecting any information they obtain while in a clinical setting.
- e. Students will respect patient confidentiality in regards to verbal communication both inside and outside the clinical facility.

#### **9. Documentation**

- a. All documentation on patient records, as well as in the computer, must be completed and up to date before the student leaves the clinical area for break, meals or the end of the day experience.
- b. The faculty will check the student's documentation before placing it in the permanent record unless otherwise specified by the faculty.

#### **10. Safety**

- a. Students and faculty are expected to apply safety/security principles in the clinical/community setting to assure protection of themselves and their possessions.
- b. Students and faculty are expected to use universal precautions at all times when in contact with the patient or the patient's bodily fluids.
- c. Transferring of patients safely requires proper transfer techniques, use of good body mechanics and adequate assistance. Students are required to have faculty present when transferring patients who require more than one person to assist them. Students may transfer patients with the aid of nursing staff if so directed by the faculty.
- d. During their nursing education, students are required to participate in various experiences in community and/or inpatient settings where they may be exposed to potentially unsafe situations. Attendance at college-sponsored personal safety programs is mandatory.

### **Clinical Experiences for RN to BSN Nursing Students**

*St. John's College, Department of Nursing  
RN-BSN Program  
RN-BSN Student Clinical Agreement in Preceptorship*

#### **Student Responsibilities**

- 1. Comply with health and other professional requirements of the nursing program and selected clinical practice site before the start date of your clinical experience.
- 2. Identify appropriate candidates to serve as your preceptor.



3. Establish with preceptor and faculty the preceptor clinical agreement and successfully complete the terms established within it.
4. Dress in a professional manner consistent with guidelines established at the clinical facility and wear your student identification tag.
5. Maintain open communication with faculty and preceptor.
6. Maintain accountability for your own learning experience.
7. Prepare for each clinical experience.
8. Be accountable for own nursing actions while in the clinical environment.
9. Maintain record of documented time spent in clinical area with preceptor (form available).
10. Contact faculty by telephone or email as needed.
11. Maintain confidential information as part of your professional code of ethics.
12. Develop knowledge and skills in the defined area of nursing practice.
13. Use problem solving and critical reasoning to incorporate scientific knowledge into the clinical practice experience.
14. Seek out appropriate learning opportunities throughout the clinical experience.
15. Complete end-of-course self evaluation.
16. Adhere to agency policies and procedures.
17. Develop collaborative professional relationships with patients, the preceptor, agency personnel and other health care professional.
18. Complete clinical and course requirements.
19. Complete course evaluation.

## **RN-BSN Program Clinical Preceptor/ Facilitator Agreement**

As a clinical preceptor/facilitator, the expert nurse develops a one-to-one relationship between themselves and the RN-BSN nursing student in order to facilitate learning for the student regarding the roles and responsibilities of clinical nursing in a particular field or area of practice. Preceptors serve as role models to the RN-BSN student nurse as he or she allows the student to work alongside them in the practice setting. The preceptor will guide, direct and challenge the RN-BSN student nurse's thoughts and actions throughout the work experience.

Students will benefit from an in-depth understanding of the specialized role of the preceptor by exposure through daily experiences shared in the practice environment. Both satisfaction and frustration will arise from these experiences, promoting critical analysis and problem solving. The students will grow from these experiences under the guidance of their preceptors. Preceptors often enjoy the experience of facilitating the educational process of the adult learner. Professionally, the preceptor role may assist them in advancement of their role and/or provide them recognition as an expert RN.

## **Characteristics of Adult Learners**

1. Adult learners prefer practical knowledge, or they prefer rational that explains why having to learn something makes it worth knowing "practical knowledge."
2. Adult learners expect to be treated with respect and are self-directed individuals.
3. Adult learners bring a vast array of life experience with them, both positive and negative.
4. Adult learners will invest great amounts of time and energy into something they want to learn or believe is valuable to learn.

Clinical RN preceptor applying for contract with St John's College of Nursing, RN-BSN program:

1. Must possess an unencumbered RN license from the state the RN-BSN student practices.
2. Must hold a master's degree in nursing.
3. Must be under contract with St. John's College before precepting the RN-BSN student.
4. Must be experienced in the area in which they purpose to supervise the student(s).
5. Must be available to the student and the faculty for the agreed upon time specified for the student's instruction.
6. Must be known by the contracted agency as one who instructs St. John's College students and shall have the authority to prioritize their time in order to properly instruct student(s).
7. Be recommended by the contracted agency as a professional who is supported in their role as a preceptor.

The RN-BSN clinical preceptor will:

1. Have clinical expertise in a defined area/field of nursing practice.
2. Be willing to serve as a role model and facilitate student learning.
3. Orient the student to the practice environment, including identification of facility policies and procedures.
4. Provide the student with ongoing constructive feedback related to performance standards specific to student performance, providing suggestions that will help improve student performance.
5. Contact the faculty if any problems arise related to the student's progress.
6. Communicate in an ongoing basis with the student and the faculty regarding the students' progress.
7. Provide course faculty with the formal evaluation of the student's progress as the student completes the clinical experience.
8. Serve as a role model, expert practitioner, mentor and teacher.
9. Be familiar with the responsibilities of the preceptor, faculty and student in the preceptor experience.







## RN-BSN Program Clinical Preceptor/Facilitator Agreement

Course: \_\_\_\_\_

Preceptor: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_

Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

Written request for: \_\_\_\_\_

This agreement specifies the number of clinical hours required for the student's experience.

For **NSG** \_\_\_\_\_ a minimum of \_\_\_\_\_ clinical contact hours is required. These hours are to be completed in a time frame agreeable to the preceptor and student. All clinical requirements need to be completed prior to the end of the course.

If the clinical hours cannot be satisfactorily completed, a conference between course faculty, preceptor and student will occur in order to successfully resolve the issue.

Documentation of clinical hours is the responsibility of the student and is to be signed and dated by the preceptor.

Upon completion of the required clinical experience hours, clinical experience documentation is attached to this contract and filed with St. John's College in the student's file.

The specific learning objectives for this clinical experience are found in the course syllabus.

The student will provide personal learning experience objectives, approved by faculty, to the preceptor on the first day of the clinical experience.

It is acknowledged that completion of required clinical hours does not assure a passing clinical and/or passing grade for the course.

### Clinical Practice Guidelines RN to BSN Program

#### Course Number and Title: Course Objectives and Clinical Guidelines

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#### OFFICE USE ONLY

- ☐ Affiliation agreement with agency is on file at St. John's College.
- ☐ Clinical practice guidelines form for St. John's College RN to BSN students is signed by the student, the practicum contact person and the faculty.
- ☐ Completed copies of clinical practice guidelines form is provided to the student, practicum contact person and faculty.
- ☐ Student records verify current CPR certification, medical liability insurance, current immunizations and state RN registration number that is effective until the end of the course.

## Clinical Practice Guidelines RN to BSN Program

The student will present learning objectives that stem from the course objectives. Objectives need to be specific, measurable, attainable, realistic and include a timeframe. Central to these objectives will be the student's evidence-based practice project plan.

### Clinical practicum faculty:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile phone (preferred): \_\_\_\_\_ Office phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please type student contact information:

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Email address: \_\_\_\_\_

☐ I have submitted my records to St. John's College verifying current CPR certification, medical liability insurance, current immunizations and state RN registration number that is effective until the end of the course.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please type primary clinical practicum contact person/preceptor information (from agency/institution):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Degree: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of co-preceptor *(St. John's College faculty as needed)*: \_\_\_\_\_ Date: \_\_\_\_\_

Primary practicum site: \_\_\_\_\_

Name of institution/agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Specific locations or room numbers within the building: \_\_\_\_\_

*Student:*

After signatures, please scan page 4 and 6 of this document and send to course faculty via Canvas assignment by \_\_\_\_\_.



## RN-BSN Program Clinical Preceptor Experience Documentation Form

### *Cumulative Log of Clinical Practice Hours*

Course number and title: \_\_\_\_\_

Student name: \_\_\_\_\_

Date	1. Clinical practice site. 2. Type a brief description of work toward project/ activity. 3. Rationale for activity.	List key course objectives the activity correlates with from course # ____ objectives. <i>Eg: Obj.# I,II, &amp; V</i>	List key objectives the activity correlates with from your personal or project objectives. <i>Eg: Pers.Obj. # 1,3 &amp; 4</i> <i>Project: ST goal Obj.#1</i>	Daily hours	Cumulative total of hours	Name of clinical contact person and signature <i>(please obtain signatures every two weeks).</i>



## General Policies

### Fire Regulations

Fire drills are held at intervals during the year. Quiet should be maintained. Walk quickly. Do not run.

In addition to the information and regulations contained in the HSHS St. John's Hospital Fire and Safety Manual, the following regulations apply to the college building:

When fire has been reported in the college, the emergency lights will begin to flash. When there is a house-wide fire drill, the public address system will announce: "This is a house-wide fire drill." The emergency lights will begin to flash.

When these alarms are activated:

1. Do not stop to collect clothing or valuables in other parts of the college.
2. Close windows and doors to the rooms and halls and leave.
3. Move quickly, quietly and carefully on the stairs. Vacate the building via the Seventh or Carpenter Street door. (DO NOT exit fire exit door during drill). Do not use elevator.
4. Do not return to building until told to do so. If students are in class during a fire, evacuate the building.

If a fire is discovered in the college:

1. Go to the nearest pull station and pull handle.
2. Call ext. 45168 (front desk) or ext. 44021 (security), give exact location of fire, what is burning and extent of fire.
3. If possible, attempt to extinguish with materials at hand such as fire extinguisher or rug.
4. If unable to extinguish immediately, close windows and doors to the area to confine the fire.
5. Ask others to close all doors to other areas to prevent spread of smoke.
6. Vacate the building via the Seventh or Carpenter Street door.

Follow Rescue, Alarm, Contain, Extinguish/Evacuate (RACE) and Pull, Aim, Squeeze, Sweep (PASS) guidelines

Fire doors to the stairs are to be kept closed at all times. Never prop these doors open or block them in any way.

### Emergency Preparedness Program

In case a disaster occurs, students and faculty who are on the clinical units should participate in the disaster plan as outlined by that floor or unit. Faculty must retain responsibility for determining all student assignments in keeping with the students' abilities and level of preparation.

As defined by St. John's Hospital Emergency Operations Plan 2012, page 4: "Within the context of this plan, a disaster is any emergency event which overwhelms or threatens to overwhelm the routine capabilities of the hospital."

If students are in the college during a disaster, they should stay in the classroom until evacuated to a shelter area.

## Communication Resources

Students are responsible for reading email daily.

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

Faculty offices and telephone numbers are available through the receptionist:

Phone: (217) 525-5628  
Email: Information@sjcs.edu  
Fax: (217) 757-6870

## Meals

Meals are available in the hospital cafeteria and other vendors on the hospital's campus.

## Student Housing

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 use information sources such as local newspapers and web listings to obtain information about rental options.

## Religious Services

Students are encouraged to follow a religion of their choice. Notices of worship services and other church-affiliated activities are posted. A local church directory is available and assistance in finding the churches is part of the college's orientation program.

St. John's Hospital chapel is open to students at all times. Catholic students are encouraged to participate in the Eucharistic celebration and in the reception of the sacraments.

Chaplains of several denominations are available through the spiritual care services department at St. John's Hospital.

## Identification Badges

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

## Transportation

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

## Parking

Parking is provided in designated areas. Students must abide by St. John's Hospital parking regulations. Parking permits are non-transferable, and a fee may be assessed for lost permits. 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 at ext. 20-44020.



## Smoking

The college is a smoke-free environment. Tobacco use, including e-cigarettes, is strictly prohibited on the college or hospital grounds, buildings or parking lots.

## Student Employment Guidelines

Students who are employed while enrolled in the educational program are asked to keep in mind the following recommendations:

1. Employment should not interfere with the health or academic status of the student.
2. Employment must be separate from scheduled class hours and related activities.
3. The college uniform may not be worn in any type of employment situation nor should a student seek or accept employment in a position wherein the duties would include those requiring a license to perform.

## Change of Name Procedure

A student who changes his/her name (marriage, divorce, etc.) during the educational program must:

1. Submit proper documentation (marriage license, divorce decree with name revision, etc.) of name change to the registrar's office.
2. Obtain a new ID card from the St. John's Hospital Human Resources Department.

## Photographs and Video

Students of St. John's College may be photographed or video-taped. These images are used to promote St. John's College and are the property of St. John's College.

## Career Planning and Placement

Students are exposed to various nursing roles and potential opportunities for careers throughout their educational process. Information regarding employment and educational opportunities is distributed to both faculty advisors and students. The college does not offer any placement or employment services and does not guarantee employment for student graduates.

## 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 by students on college property.

Students and employees must complete a mandatory drug and alcohol abuse prevention program. 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 the 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.

## Visiting Patients

Students should abide by regular hospital visiting hours when visiting patients. Appropriate clothing should be worn, not uniforms. Nursing students in uniform should not visit patients after clinical working hours since visitors frequently interpret the wearing of the uniform to mean that the nursing student is on duty.

## Confidentiality of Patient/Patient Information

1. No patient data may be taken from a clinical area without first obliterating all identifying data, such as patient name and room number and/or other data as specified by the clinical faculty. These materials should be shredded.
2. Students may not access patient information through computers unless they are involved in the direct care of the patient.
3. Students will respect patient confidentiality in regards to verbal communication both inside and outside the facility.
4. Students are responsible for protecting any information they obtain while in a clinical setting.

## Safety/Security Program

St. John's College will participate with the security department of St. John's Hospital and local law enforcement agencies to provide a security program which promotes safety on college property for students and employees. The college will distribute policies and procedures concerning access to college property, maintenance of safety and prevention of drug/alcohol use or abuse on college properties as a component of the program. The college emergency operation plan is available at the reception desk.

The safety/security program will have the following components:

1. Education for prevention of crime/injury and awareness of available resources for assistance and reporting of crime/injury. College rules and regulations concerning safety and alcohol/drug use or abuse are components of the program.
2. Reporting mechanisms for incidents, emergencies and potential sources of injury.
3. Monitoring/surveillance of college properties.
4. Maintenance of properties to promote safety.
5. Collection and analysis of statistical data concerning crime/injury.
6. Promulgate safety and security policies/procedures in the appropriate faculty and student publications.

The college facility consists of a two-story brick building located at 729 E. Carpenter Street, Springfield, IL on the campus of HSHS St. John's Hospital. The building is open Monday through Friday with hours of operation from 8 a.m. to 4 p.m. Changes in the general hours are posted for students, faculty, administration and visitors. During business hours, security officers are available when assistance is needed. After the building is closed and locked, security officers will periodically check to assure there are

no intruders, doors are securely locked and no other safety threats are apparent. Access after business hours is available to students for studying until 10 p.m., Monday through Friday. An ID badge is required. Security personnel will log each entry.

St. John's security officers or college officials shall investigate all reports of accident, injury and suspicious activity, infringement of law or violations of published rules and take appropriate action to maintain safety/security of individuals including citizen's arrest and/or reporting to appropriate law enforcement agencies. The college does not have procedures for voluntary, confidential reporting of crime statistics. Students or other college constituents can report such circumstances to the college receptionist, administration, faculty or hospital security (217-544-6464, ext. 20-44021). Emergency phones are located in parking lots and by the front and side doors of the college. The phones can be used to summon help and/or report suspicious or criminal activity. When a safety threat is on-going, security or administration will post timely warnings via email or SendWordNow.

Disclosure of statistics concerning Cleary Act crimes on campus shall be made available to those who request it and annually to all students, faculty and staff in the college when fall semester informational materials are distributed. These statistics include crimes occurring on the college proper and in the adjacent hospital properties. Information regarding registered sexual offenders is available upon request from the dean of students or from the Illinois sex offender information web site.

Students who come into contact with law enforcement agencies are encouraged to call the security department or college officials should they need assistance. Any and all costs associated with an incident shall be the responsibility of the student.

Students who desire counseling associated with any kind of incident may contact at ComPsync at 1-877-327-7429 or contact their faculty advisor for assistance. Counseling will be done in confidence at no expense to the students unless the counselor deems the need of the patient to be beyond the resources available in the ComPsync program.

### **Inclement Weather Statement**

In the event of severe weather conditions, administration may make the decision to cancel all classes and clinical practicum experience. Administration will notify WNNS and WFMB radio stations and WICS TV of this decision and request they broadcast it. The college emergency operation plan is available at the reception desk. Online classes will continue at the discretion of the instructor when the college closes due to inclement weather.

### **Health and Safety Programs**

Program Name: Orientation - Safety in the College Building/Hospital

Description: Introduction to the basic crime prevention, personal safety measures and fire safety for the hospital and college. Discuss reporting mechanisms and actions to take in case of emergency. Discuss prevention of crime, especially in relationship to leaving the building at night and parking.

Access to the employee/student escort program is explained and hours of security operation of the building declared. Presented by HSHS St. John's Hospital security department. Audience: Students and employees upon initial acceptance/employment.

Frequency: Students annually with each orientation.

Program Name: Fire Drills

Description: Fire drills are held in the college building as required by hospital policy. The hospital forms are used to assess the quality of the response. Fire drills will be scheduled and implemented by a college official in cooperation with the St. John's Hospital Security Department.

Audience: Students and employees.

Frequency: Quarterly.

Program Name: Monitoring/Surveillance

Description: St. John's Hospital security officers will patrol the college building on a regular basis on foot and in marked patrol cars. Guards can be identified by their uniforms. A student or employee may call for assistance at any time.

Audience: Students and employees.

Frequency: Discussed annually at orientation and as needed throughout the year.

Program Name: SendWordNow

Description: SendWordNow is an emergency and severe weather notification system. Notifications can be received on mobile, home and work phones, as well as business and personal emails. Students may receive updates on behalf of St. John's Hospital and St. John's College based on the location of the emergency situation.

Audience: Students and employees.

Frequency: Information updated and used as needed.

Program Name: Maintenance

Description: Maintenance of the college building will be coordinated by college officials on an ongoing basis and in response to any findings of the annual safety audit conducted in compliance with requirements of the hospital safety committee guidelines.

Audience: College students/employees.

Frequency: Ongoing/annually during the spring semester using hospital safety committee forms.

Program Name: Drug/Alcohol Use or Abuse Prevention

Description: This program covers the dangers of alcohol and/or drug use or abuse. The program covers the scope of the problem, symptoms, treatment and resources available on campus to assist persons engaging in use or abuse of alcohol or drugs.

Audience: Students.

Frequency: Annually at fall orientation and as needed.

Program Name: Sexual Assault

Description: Sexual assault, sexual abuse and/or hazing by any member of the St. John's College community will not be tolerated. The college will respond in a firm and judicious

manner to all reports of alleged incidents of sexual assault, sexual abuse and hazing. Representatives of local programs who are experts in the field of rape crisis intervention present a program on prevention of sexual assault and procedures to follow when a sex offense occurs. Students are encouraged to find a safe place and then obtain necessary medical services immediately to get support and to preserve evidence. If the assault occurs in the college, college staff and security personnel will assist in accessing the emergency department and in reporting the crime. Personnel from ComPsync and/or local sexual assault programs are available for counseling and support. Students who are involved in sexual misconduct will be referred to the student affairs committee for determination of disciplinary action up to and including dismissal from the college. Local law enforcement agencies will be notified as appropriate with potential criminal prosecution in state courts.

Audience: Students.  
Frequency: Annually.

## **Student Life and Services**

### **Dean of Students**

The dean of students is responsible for the student support and counseling, extracurricular and recreational services offered by the college. The dean of students also is responsible for provision of services required by students to meet their developmental and support needs throughout their course of studies. This staff member works with the administration and faculty to provide a climate conducive to learning for students enrolled in the college. The dean of students at St. John's College also serves in the role of disability coordinator. You may contact the dean of students at 217-814-5468.

### **Policy Statement for Students with Disabilities**

The process to request 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 contacts the student to let he/she 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 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.

### **Services for Students with Disabilities**

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 contact the dean of students prior to the beginning of classes or as soon as possible thereafter.

## **Financial Aid Services**

St. John's College believes that education is a continuous and unifying process by which a person develops skills, values, knowledge and forms a behavior of positive value in the society and profession in which he/she lives and works. We believe education takes place for learners, when self-direction and personal responsibility for learning are combined with clinical and educational facilities. With this thought in mind, the institution continues to promote scholarship and loans for its qualified and deserving students who must find funds to attend. The fundamental purpose of student financial assistance is to make it possible for students with inadequate funds, who would normally be deprived of a nursing education, to attend the college.

### **Financial Aid**

Financial assistance includes gift aid (scholarships and grants) and self-help aid (federal work study and loans) which may be offered singularly or in combination.

When selecting students to receive institutional gift aid, consideration shall be given to gift aid already available to the student from other sources. This should prohibit a concentration of gift aid among students for any single group, i.e., "the most needy of the needy." This ensures more equitable distribution of funds.

Selection of students to receive financial aid will be made without regard to race, color, religion, sex, national origin, ancestry, age, marital status, handicap or veteran status.

In determining a student's resources, students are asked to complete the Free Application for Federal Student Aid (FAFSA).

The department of education will process their financial information through the central processing system (CPS) where an expected family contribution (EFC) is determined. This information is forwarded to our state agency, the Illinois Student Assistance Commission (ISAC) for consideration of state aid.

The institution receives an institutional student information report (ISIR) for each applicant. Using the EFC minus the student's cost of attendance, we are able to determine a student's financial need.

The total amount of financial assistance offered a student shall not exceed his/her cost of attendance. Need for financial assistance is considered after all other resources available to the student have been explored.

#### **Student Financial Aid Records: Confidentiality and Access**

All records and conversations between an aid applicant, his/her family and the financial aid and compliance officer are confidential and entitled to the protection ordinarily given a counseling relationship. No public announcement shall be made of amounts awarded to individual students. No information concerning a student's financial aid records may be released to anyone without permission of the student or the financial aid administrator. The financial aid and compliance officer shall determine whose permission is required in consideration of the professional ethics surrounding each request for information. All student records will be maintained in the financial aid office for a period of not less than five years.

#### **Selective Service Registration Compliance**

Any student who is required to register with Selective Service must do so to be eligible for student aid under Title IV of the Higher Education Act of 1965 as amended.

#### **Voter Registration**

St. John's College is required by the 1998 Amendment to the Higher Education Act to make a good faith effort to distribute voter registration applications to all students who are enrolled in a degree or certificate program. The voter registration requirement applies to general elections and special elections for the election of governor or other chief executives within a state and for election of federal offices. Voter registration applications are available at: <http://www.sangamoncountyclerk.com/Elections/Register/>

#### **Criteria for Awarding Aid**

The principles and practices related to financial aid generally will require aid be awarded based on demonstrated financial need as a major criteria or requirement for eligibility. Need will be defined as the difference between the total cost of attending the institution, including room and board, books, supplies, etc. and the amount the student and/or his/her family are expected to contribute. However, there will be some types of financial aid that will not include need as a criterion for eligibility. These awards could be based on merit (GPA) or could be awarded to students who have demonstrated leadership in extra-curricular activities.

### **Financial Aid Programs Available**

#### **Federal Pell 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 must also demonstrate financial need as determined through your FAFSA.

#### **Federal Supplemental Education Opportunity Grant (FSEOG)**

Does not have to be repaid. To receive a FSEOG, student 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)**

FWS jobs allow students to earn money to apply toward 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 Unsubsidized Loan**

Loan must be repaid. Borrower responsible for all interest; student must be at least half-time; financial need not required; 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.

#### **Federal Nursing Student Loan**

Loan must be repaid. Available to students who express extreme need, based on available funding. This is a low interest loan with a fixed rate of 5 percent. Students should check with the financial aid office to determine their eligibility for this loan.

#### **Private Student Loan Disclosure**

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. Students who are unsure of what to ask each lender are encouraged to consult the financial aid administrator. To help students find a competitive loan, the financial aid office suggests students apply for a loan through Fast Choice at <https://choice.fastproducts.org/FastChoice/home/3098000>.



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

Full- or half-time students without a prior baccalaureate degree are eligible. 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: Parents of dependent students must also be a resident of Illinois for their student to be eligible for this grant. Students are encouraged to apply early, eligibility alone does not guarantee these dollars, and application volume and funding are also important factors.

### **St. John's College Scholarships**

St. John's College offers non-renewable, need-based and merit scholarships. Institutional scholarships are established through the generosity of alumni and friends of the college. First-year students receive general scholarships. Second-year students receive funds from endowed scholarships.

### **Private Sources of Financial Aid**

Students may be able to investigate possible sources of aid in their 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 the community, i.e., American Legion, VFW, Knights of Columbus, etc. Also, check the reference section of the public library under scholarships.

### **Private and Outside Scholarships/Grants**

Students may receive awards that are administered by organizations outside the college. It will be the responsibility of the student to inform the financial aid office of such assistance.

Private scholarship applications received by the financial aid office are passed on to students as quickly as they become available. Students are encouraged to acquire as many private/outside scholarships as possible by checking resources in the public library and by contacting local civil organizations, to name a few.

For further information, contact the financial aid office at 217-814-7405. Office hours are Monday-Friday, 7 a.m. to 3 p.m. or by appointment.

### **Award Terms and Conditions**

#### **General Conditions**

1. Pre-nursing hours must be completed and recorded in the college admissions office before the release of federal and state assistance.
2. Awards are based on U.S. citizenship or permanent resident and state residency requirements.
3. The award offer is determined in accordance with laws, regulations and appropriations (existing or anticipated) of the U.S. Congress, Illinois Legislature, St. John's College and other agencies. The award(s) are subject to adjustments or cancellations if changes occur.
4. The award offer is based on financial information supplied by the student and/or family on the financial aid application. All award(s) are subject to adjustment or cancellation if the financial situation changes or if errors in the data are discovered.
5. The student who attends any other post-secondary institutions during the summer preceding enrollment at St. John's College and received financial aid for that summer term. Aid eligibility for the fall and spring terms at St. John's College may be diminished. Please be sure to notify the financial aid administrator if this situation applies.
6. As a financial aid recipient, student must assume the responsibility of remaining aware of the program eligibility requirements and the policies which govern the approval, disbursement and use of the financial aid funds. Student should be aware of the requirements which are specific to each financial aid program. Contact the financial aid office with questions.
7. Students who are in default on student loans, have borrowed in excess of the loan limits or owe a refund to any Title IV program, are not eligible for financial aid.
8. Students must meet the financial aid satisfactory academic progress requirements to receive state and federal financial assistance.

#### **Enrollment Requirements**

1. Award amounts are based on the enrollment status at St. John's College.
2. Dropping courses or withdrawing from St. John's College may critically affect your current or future financial aid eligibility. Students withdrawing from the college may be required to repay scholarships, grants or loans already received.
3. Student must be enrolled in a degree seeking program to receive federal or state financial aid. This includes, but is not exclusive to the Federal Pell Grant, Illinois Student Assistance Commission Monetary Award Program (MAP) and the Direct Stafford Loan programs.

## Satisfactory Academic Progress

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.

### 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) should increase.

Two-year plan

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 Undergraduate 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 is 66 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, which cannot exceed 98 hours.

### Quantitative Standard for Accelerated Undergraduate 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.

Two-year plan

Junior Semester 1	Junior Semester 2	Senior Semester 3	Senior Semester 4
18	20	12	15
(74/121) 61%	(94/121) 76%	(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 accelerated program is 66 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, 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.

Two-year plan

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
6*	6	5+33 Credit for prior learning.	6	8
(63/121) 52%	(69/121) 57%	(107/121) 88%	(113/121) 93%	(121/121) 100%

### 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 is 33 credit hours. The maximum timeframe of 155 attempted credit hours include the standard 56 transfer credit hours, 33 escrow credit hours and attempted credit hours at St. John's College, which cannot exceed 47 hours.

Non-compliance with SAP	Academic Policy	Financial Aid Policy
1st occurrence	Probation	Warning
2nd occurrence	Academic dismissal	Cancellation

*Note: The current St. John's College academic dismissal policy only allows students to repeat one course during their enrollment. As such, students that are dismissed will have to appeal both the academic dismissal and financial aid cancellation. Students who have been academically dismissed are not eligible for readmission.*

### 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. Students can receive financial assistance in the warning semester if they are enrolled in enough credit hours to be otherwise eligible for federal assistance.

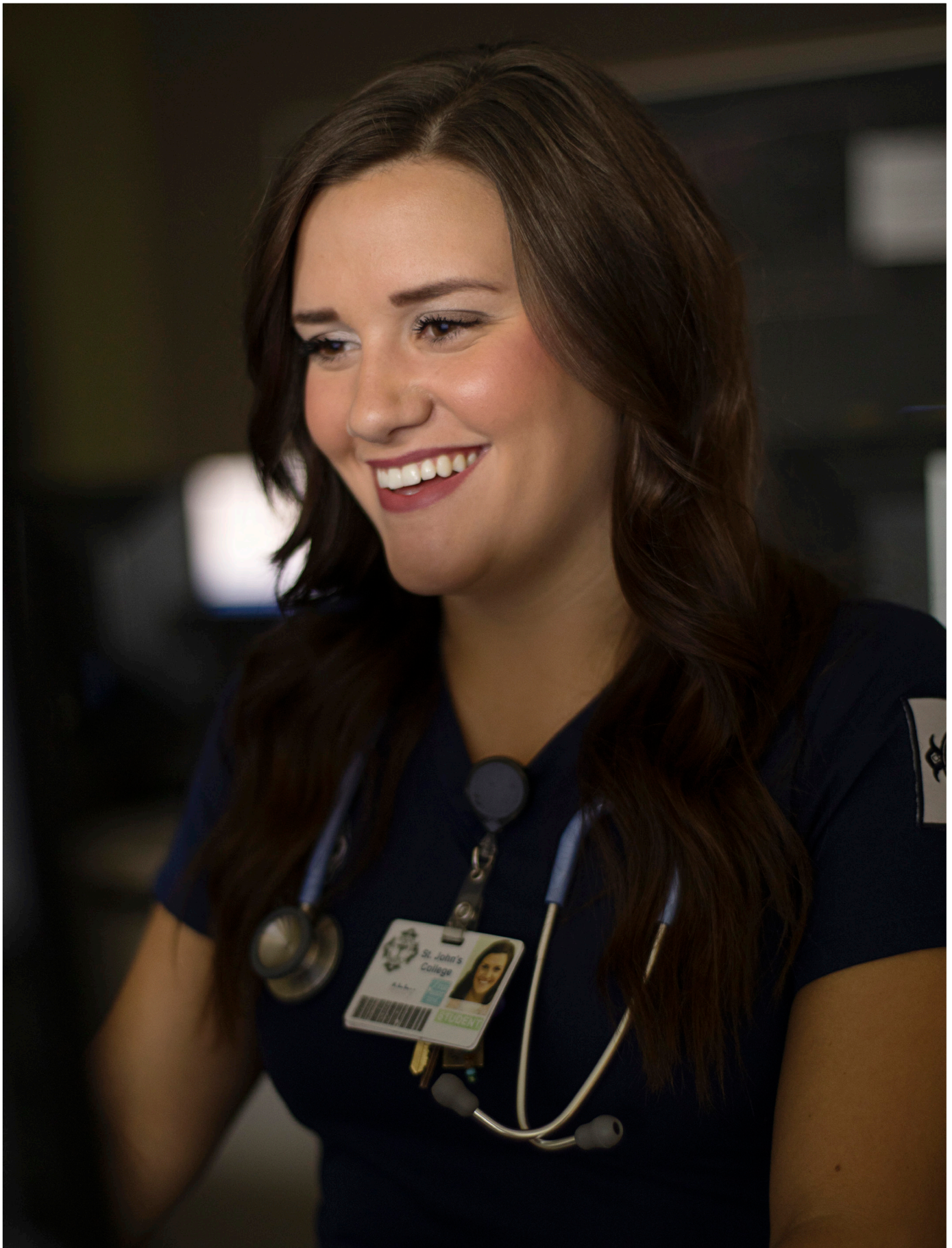
### Financial Aid Satisfactory Academic Progress Cancellation

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 his/her cancellation status and the financial aid administrator has determined 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 his/her advisor to produce an academic plan that will ensure 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 administrator before the next semester's disbursement.

### **Notification of Financial Aid Cancellation**

The financial aid office 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.

### **Financial Aid Appeal Process**

Students on financial aid academic suspension may appeal in writing to the financial aid administrator. The appeal letter should address specific reasons for requesting the appeal. Describe in detail:

1. The reason for past performance difficulties (including supporting documentation).
2. How the situation has changed. If it has not changed, describe how it is now being handled and supply a solution for improvement.

The written appeal must be submitted within 30 calendar days of notification from the office of financial assistance, or after receipt of semester grades, whichever is first. Appeals are processed on a case-by-case basis. The student's circumstances, academic advisement and current federal regulations are taken into consideration. Appeal decision will be mailed within 30 calendar days using the same mailing process as the notification of warning/cancellation.

### **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 and Federal Parent Loan for Undergraduate Students), Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Nursing Student Loans and the Illinois Student Assistance Commission Monetary Award Program (MAP).

### **Award Offer – Funding Distribution**

1. For maximum utilization of funding from all available sources, the award offer may include estimated amounts for financial aid or entitlements.
2. Students are required to report any resources which they are or will be receiving if not included on your award offer.
3. Award amounts may change if additional resources are received or an adjustment is made to enrollment status.
4. Written authorization is required before current Title IV funds (Federal Pell and Direct Stafford Loans) can be used to pay for educational activities other than tuition, fees and contractual charges. The student's or parent's (PLUS loan) written authorization remains in effect for the entire academic year. The student or parent may modify or cancel at any time. Any modification or cancellation must be submitted in writing. Title IV funds can be used to pay for previously authorized charges incurred before the modification or cancellation request is received.

5. Scholarship and/or grant funds (Federal Pell, MAP and Direct Stafford Loans.) will be applied directly to the student's account.
6. Direct Stafford Loan funds will be distributed through electronic funds transfer to the student's individual tuition account. Parent Loans for Undergraduate Students (PLUS) are distributed to the student's account by electronic funds transfer (EFT). Parents have the right to submit a written request to have any proceeds of the PLUS loan issued in a check and mailed directly to them. Processing of the refund is administered through the administration office. All loans are multiple disbursements.
7. Students will be notified (through in-house mail and/or via e-mail) of funds applied to their tuition account and/or availability of an account credit balance or refund check. The earliest that a student or parent could receive a refund check, as result of having a credit balance, is after the 10th day of class of the current semester.
8. All tuition and fees for the applicable semester, textbook charges and all other charges due on college account must be paid in full, prior to issuance of a refund check.

### **Entrance/Master Promissory Note/Exit Loan Counseling**

In order to process and receive federal direct subsidized, unsubsidized and/or a federal nursing loan, students must complete entrance loan counseling. Following the completion of entrance loan counseling, students must complete a master promissory Note (MPN) to enable the disbursement of their requested loan. Normally, a student will complete this process as a part of their award letter acceptance. Another important part of the award letter package is the satisfactory academic progress statement. It is imperative that students read and abide by this, especially when borrowing student loans. Upon graduation, borrowers must complete exit loan counseling. Failure to do so will result in holding of official and non-official transcripts and diploma.

### **Federal Pell Grant**

1. The amount of the Federal Pell Grant may have been estimated. Actual payment amount is determined from a valid student aid report (SAR) that is electronically submitted to the financial aid office.
2. The Federal Pell Grant award amount varies according to living arrangements, enrollment status and the expected family contribution (EFC).
3. It is the student's responsibility to make any corrections necessary on the SAR for changes in financial circumstances or data corrections. Changes should be made at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please notify the financial aid and compliance officer before making the changes/corrections that need to be made. The financial aid and compliance officer may be able to assist.
4. Anticipated Federal Pell Grant payment dates will be at the beginning of each semester. Eligible students will have the Pell payment credited to their accounts during this period depending on any adjustments made to enrollment, additional resources received, and the date the authorization form was returned to the financial aid office.



### **Direct Stafford Loan Programs**

The Direct Stafford Loan Programs (subsidized and unsubsidized and federal PLUS) loans:

1. Loan information is not certified until the student has completed all loan application requirements.
2. First time federal loan borrowers (at St. John's College) must participate in an entrance loan counseling session before receiving federal loan funds.
3. The student must be eligible for the loan and registered at least half-time at the time of disbursement.
4. If a student withdraws from a course(s) and a refund is due to the department of education (from the college), the refund will be issued directly to the department. The student may also owe a return of funds to the department or the college.
5. Upon program completion or an enrollment status of less than half-time, the student must participate in an exit counseling session or make arrangements to receive the necessary materials.

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

To be considered for the IL MAP grant, student complete the FAFSA as soon after January 1 of each year before the start of the next academic year. Please be aware that in light of state funding constraints, reductions to estimated or actual MAP grants are possible.

1. By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC), student has been considered for the IL MAP Grant.
2. If a student who was determined to meet the eligibility criteria for the MAP grant, an award is included in award offer.
3. MAP grants are limited based on the number of applicants and funding levels appropriated by the Illinois General Assembly. Please be aware that in light of state funding constraints, reductions are possible.
4. If a IL MAP Grant is not included in award letter, the student is not eligible for the grant at St. John's College.
5. It is the student's responsibility to know and abide by the rights and responsibilities as sent by ISAC.

### **Federal College Work Study Program**

1. If awarded a federal work study (FWS) grant a student will be required to attend orientation to the student's work area.
2. A student is required to notify the work area supervisor and the financial aid and compliance officer, in writing, of any decision to withdraw from the FWS program during the semester that aid has been awarded.

### **Federal Supplemental Education Opportunity Grant Program**

1. Students are awarded FSEOG based on their expected family contribution (EFC). Students having a zero EFC will be awarded first with awards being given to all students having Pell Grant eligibility as funding permits.

### **Financial Aid Eligibility Policy**

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 drops 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 dropped. Therefore, financial aid may or may not be reduced.

### **Returning Federal Funds (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. Withdraws after 60 percent of the semester has lapsed will earn 100 percent of tuition and fees.

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 administrator in accordance with 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 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, as well as any balances owed to the college. The student is responsible for miscellaneous charges to his/her account.

### **Drug Convictions and Financial Aid Eligibility**

Under the Higher Education Act, students become ineligible for federal student aid upon conviction during any period of enrollment of any offense involving the possession or sale of illegal drugs. Federal aid includes Federal Stafford Loans, Federal PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal College Work Study and Federal Nursing Student Loans.

## Penalties for Drug Convictions

### Possession of illegal drugs:

1. First offense: One year from the date of conviction.
2. Second offense: Two years from the date of conviction.
3. Third and subsequent offenses: Indefinite ineligibility from the date of conviction.

### Sale of Illegal Drugs:

1. First offense: Two years from the date of conviction.
2. Second and subsequent offenses: Indefinite ineligibility from the date of conviction.

### How to Regain Eligibility

If a student successfully completes a drug rehabilitation program, he or she can regain eligibility for federal student aid funds as of the day the student successfully completes the program.

To be sufficient to reinstate financial aid eligibility, the program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

1. Be qualified to receive funds directly or indirectly from a federal, state or local government program.
2. Be qualified to receive payment directly or indirectly from a federally-or state-licensed insurance company.
3. Be administered or recognized by federal, state or local government agency or court.
4. Be administered or recognized by a federally- or state-licensed hospital, health clinic or medical doctor.

### Free Application for Federal Student Aid (FAFSA)

Question 23 on the FAFSA form asks if the student has ever been convicted of a drug related offense. Students are responsible for self-certification in applying for aid that he or she is eligible for it. Federal student aid regulations state that convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid. They do not count if the offense was not during such a period. In addition, a conviction that was reversed, set aside or removed from the student's record does not count, nor does one received when he or she was a juvenile, unless he or she was tried as an adult.

If a student or parent purposely provides false or misleading information, he or she could be fined up to \$20,000, sent to prison or both.

### Convictions during Enrollment

According to the U.S. Department of Education, if a student is convicted of a drug offense after receiving federal aid, he or she must notify financial aid services immediately and that student will be ineligible for further aid and required to pay back all aid received after the conviction.

## Financial Aid Office Student's Rights and Responsibilities

### You have the right to:

1. Be advised of what financial aid programs are available and how to apply for them.
2. Be advised of requirements in the case of withdraw, refunds and repayment of financial aid.
3. Have all application information treated with the highest professional confidentiality.
4. Be advised of the procedures and deadlines for submitting applications for financial aid.
5. Be advised of the selection criteria for financial aid recipients.
6. Be advised of how and when financial aid funds are disbursed.
7. Request a review of your aid package if you believe a mistake has been made or if your enrollment status or family and/or financial circumstances have changed.
8. Be advised of how the school determines whether you are making satisfactory progress for financial aid, and what happens if you are not.
9. Be advised of campus security and crime statistics.

### You have the responsibility to:

1. Establish plans to meet your educational and living expenses.
2. Submit all forms required to complete the application process in a timely and accurate manner.
3. Read, understand and retain copies of all information and/or forms sent to you, or you must sign.
4. Keep St. John's College informed of any change of address, name or marital status while you are a student and until all loans have been repaid in full.
5. Notify the office of student financial assistance of all sources of funds you receive that are not already showing on your award letter.
6. Maintain satisfactory academic progress.
7. Satisfactorily perform any work assignments accepted through student employment programs.

## Financial Aid Services Code of Conduct

St. John's College financial aid services employees are expected to maintain the highest standards of conduct in all aspects of the administration of their duties, specifically including all duties conducted in dealing with any entity involved in any way with financial assistance. This pertains regardless of whether said entities are involved in a government sponsored, subsidized or regulated activity.

Any St. John's College employee who is either directly involved with financial assistance or indirectly involved with financial assistance should:

1. Never take any action for his or her personal gain or benefit.
2. Never take any action that he or she believes is or might be contrary to law, regulation or the best interests of the students and parents we serve.

3. In every circumstance, ensure the information given to students and parents is accurate and unbiased and does not reflect any preference arising from actual or potential personal or institutional gain.
4. In every instance be objective in making decisions and advising the college regarding any institution involved in any aspect of student financial assistance.
5. Never solicit or accept anything from an entity involved in the making, holding, consolidating or processing of any student loans, including anything of value, including reimbursement of expenses for serving on an advisory board or as part of a training activity of or sponsored by any such entity.
6. Always disclose to the college any involvement with or interest in any entity involved in any aspect of financial aid.

## Statement of Financial Aid Ethical Principles

St. John's College adheres to the National Association of Student Financial Aid Administrators (NASFAA) Statement of Ethical Principles, which is denoted below. The statement provides that financial aid professionals shall:

1. Be committed to removing financial barriers for those who wish to pursue post-secondary learning.
2. Make every effort to assist students with financial need.
3. Be aware of the issues affecting students and advocate their interests at the institutional, state and federal levels.
4. Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
5. Educate students and families through quality consumer information.
6. Respect the dignity and protect the privacy of students and ensure the confidentiality of student records and personal circumstances.
7. Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
8. Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age or economic status.
9. Recognize the need for professional development and continuing education opportunities.
10. Promote the free expression of ideas and opinions and foster respect for diverse viewpoints within the profession.
11. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
12. Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

## Financial Aid Services Disclosures

### Prohibition against Remuneration to St. John's College

St. John's College will not solicit, accept or agree to accept anything of value from any lending institution, guarantee agency or servicer in exchange for any advantage or consideration provided by the lending institution related to its student loan activity. This prohibition covers, but is not limited to:

1. Revenue sharing agreements.
2. Any computer hardware which St. John's College pays below market prices.
3. Any computer software used to manage loans unless the software can manage disbursements from all lenders.
4. Any printing costs, postage or services.

This does not prevent St. John's College from soliciting, accepting or agreeing to favorable terms and conditions where the benefit is made directly to student borrowers.

### Prohibition against Remuneration to St. John's College Employees

St. John's College will require and enforce that no officer, trustee, director, employee or agent of the college will accept anything more than a nominal value on his or her own behalf or on behalf of another during any 12-month period from, or on behalf of any lending institution, guarantee agency or servicer.

This prohibition will include, but not be limited to a ban on any payment or reimbursement from any lending institution, guarantee agency or servicer to college employees for lodging, meals or travel to conferences or training seminars.

This does not preclude any officer, trustee, director, employee or agent of the college from receiving compensation for conducting non-college business with a lending institution, guarantee agency or servicer or from accepting compensation that is offered to the general public.

This prohibition does not prevent the college from holding membership in any nonprofit professional associations.

### Ban on Gifts

No St. John's College employee involved in the affairs of the college's financial aid office shall solicit or accept any gift from a lender, guarantor or servicer of education loans.

"Gifts" are defined as, but not limited to any type of gratuity, favor, discount, entertainment, hospitality, loan or other item having more than a token monetary value. The term includes a gift of services, transportation, lodging or meals, whether provided in kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred.

The following items would not be considered gifts:

1. Standard material, activities or programs on issues related to a loan, default aversion, default prevention or financial literacy, such as a brochure, a workshop or training.
2. Food, refreshments, training or informational material furnished to any officer, trustee, director or college employee

as an integral part of a training session that is designed to improve the service of a lender, guarantor or servicer of education loans to the institution, if such training contributes to the professional development of the officer, trustee, director or employee.

3. Favorable terms, conditions and borrower benefits on an education loan provided to a student employed by the institution if such terms, conditions or benefits are comparable to those provided to all students of the institution.
4. Entrance and exit counseling services provided to borrowers to meet the institutions responsibilities for entrance and exit counseling as required, as long as:
  - a. The institution's staff is in control of the counseling (and)
  - b. Such counseling does not promote the products or services of any specific lender.
5. Philanthropic contributions that is unrelated to education loans or any contribution not made in exchange for any advantage related to education loans.
6. State education grants, scholarships or financial aid funds administered by or on behalf of a state.

#### **Ban on Gifts to Family Members**

Gifts to family members of any officer, trustee, director or college employee will be considered a gift to said any officer, trustee, director or college employee if:

1. The gift is given with the knowledge and acquiescence of the officer, trustee, director or college employee, and
2. The officer, trustee, director or college employee has reason to believe the gift was given because of the official position of said officer, trustee, director or college employee.

#### **Limits of College Employees Participating on Lender Advisory Boards**

St. John's College will require and enforce that no officer, trustee, director or employee of the college from receiving any remuneration for serving as a member or participant of an advisory board of any lending institution, guarantee agency or servicer or receiving any reimbursement of expenses from said participation.

This does not preclude any officer, trustee, director or employee from participating on any lender advisory board that are unrelated to student loans.

This does not preclude any St. John's College employee not involved in the affairs of the college's financial aid office from serving on the board of directors of a publicly traded or privately held company.

#### **Contracting Arrangements Prohibited**

Any officer, trustee, director or employee is prohibited from accepting any payments of any kind from a lender in exchange for any type of consulting services related to educational loans.

1. This does not prevent anyone else in the institution that has nothing to do with student loans from entering into these agreements.
2. This does not prevent anyone not employed in the financial aid office who has "some" responsibility for student loans from entering into these agreements if that individual in writing,

renounces him or herself from any decision regarding educational loans.

3. This does not prevent anybody from serving on a board of directors or trustee of an institution if the individual renounces him or herself from any decision regarding educational loans.

#### **Revenue Sharing Agreements Prohibited**

St. John's College will not enter any revenue sharing agreement where:

1. A lender provides or issues a loan that is made, insured or guaranteed under this title to students attending the institution or to the families of such students; and
2. The institution recommends the lender and in exchange the lender pays a fee or provides other material benefits.

#### **Prohibition on Offers of Funds for Private Loans**

St. John's College will not request or accept any agreement or offer of funds for private loans in exchange for concessions or promises of:

1. A specified number of loans made, insured or guaranteed.
2. A specified loan volume.
3. A preferred lender arrangement.

#### **Ban on Staffing Assistance**

St. John's College will not request or accept from any lender any assistance with call center staffing or financial aid office staffing. This does not include:

1. Professional development training for financial aid administrators.
2. Educational counseling materials, financial literacy materials or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials.
3. Staffing services on a short-term, nonrecurring basis to assist the institution with financial aid-related functions during emergencies, including state declared or federally declared natural disasters.

#### **Interaction with Borrowers**

St. John's College participates in the Wm. D. Ford Direct Loan Program, and all student and parent borrowers are packaged under that program. In respect to alternative loans:

1. St. John's College will not, for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender.
2. St. John's College will not refuse to certify or delay certification of any alternative loan based on the borrower's selection of a particular lender.



## Bursar Policies

### 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 that mailing address remains current to ensure that you receive all official correspondence from St. John's College.

### Fixed Tuition Rates

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. Tuition and fees are set each spring by the college board of directors for new students entering their first academic term with the college. Once these tuition and fees are set, they become fixed and are not subject to any increases.

### Payment Responsibilities and Options

Students are expected to secure financial agreements 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, ext. 45165.

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 a registration hold cannot register for classes 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 pending payments 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.

### Financial Obligations

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. Any student whose account is placed registration hold cannot register or receive financial aid for the following semester.

## Academic Advising

### Academic Advisement Philosophy

Academic advising at St. John's College is an integral part of the mission of the college as it strives to meet its underlying objective of student growth and development. In this way, graduates are better able to become wholistic practitioners who visualize learning as a lifelong endeavor. Within an environment that nurtures collegial relationships that are caring and promotes the culture of higher learning, advisement becomes a process that not only assists students develop, but to think critically. Critical reasoning, in turn, enhances the efforts of each individual in the planning, clarifying and evaluating of academic, life and career goals. The academic advisor will interact with the student in a manner congruent with the caring philosophy of the college. The advisor is expected to be sensitive to the lived experiences and developmental level of students as they are socialized to the nature of professional education. Advisors should have knowledge not only of the process, but of the resources available for advisement purposes, the confidential nature of the advisement interaction and the generational characteristics of the person being advised. Both advisors and advisees share responsibility for making the advisement relationship effective. The ultimate responsibility for decision-making rests with the individual student. The continuous process of advisement encourages students to broaden their capacity for creative, analytical and ethical reasoning as they make choices throughout their development. It is viewed that an effective academic advisement program promotes student retention, as well as academic and professional success. This, in turn, encourages graduates who exemplify the college mission and who are prepared to become responsible practitioners and citizens.

Objectives of the advisement program are to:

1. Promote an open, caring environment conducive to the intellectual, social, moral, spiritual and professional development of students that fosters communication, self-exploration, values clarification and decision-making.
2. Provide accurate information about educational options and institutional requirements in order to develop an academic plan.
3. Enhance student learning and academic achievement.
4. Increase student awareness of available educational and other resources that may assist in the implementation of their educational plan and career goals.
5. Enhance the quality and effectiveness of the academic advisement program.

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

### Faculty Academic Advisor

A faculty advisor will be a member of the college faculty who has been teaching at St. John's College at least one academic year and has completed the orientation program for this role. Participation by the faculty in the academic advisement program will be included in the faculty evaluation criteria.

## Advisement Process

The advising process is a multi-faceted activity which should assist each student in realizing the educational benefits available. The advisor accomplishes this goal by:

1. Assisting the student in exploring career and life goals, with referral to other resources as needed.
2. Assisting the student in effecting an educational plan consistent with goals and abilities.
3. Assisting the student in a periodic evaluation of progress toward established educational goals.
4. Actively participating in the ongoing evaluation of college's academic advisement program.

## Advisee Responsibilities

A student advisee will be expected to know the requirements, procedures and policies set forth in the college catalog and student handbook. Administrative staff and advisors will assist the student by clarifying these requirements. However, the ultimate responsibility for awareness of degree requirements and for making decisions about life goals rests with the student.

The student advisee has the following responsibilities:

1. Contact and establish rapport with the assigned advisor.
2. Contact the advisor at least twice during each semester, once during the first three weeks of a semester and again just prior to registration for the following semester.
3. Arrange and keep appointments and call in a timely manner if it is necessary to reschedule or cancel an appointment.
4. Clarify personal values and goals.
5. Prepare for an advisement conference by having the necessary materials, forms and a tentative academic plan for course work.
6. Attend an advisement conference with specific questions in mind.
7. Keep personal copies of schedules and other important information regarding academic progress, such as the cumulative advisee form with course grades and NLN scores.
8. Take the initiative to consult with the advisor as soon as possible when academic difficulty arises or as course changes are necessary.
9. Be knowledgeable about policies, procedures and requirements of St. John's College.
10. Accept responsibility for academic and personal decisions.
11. Evaluate advisor and advisement program annually.
12. Contact the registrar and admissions administrator if there is a need to discuss a possible change to another advisor.
13. Recognize learning as a lifelong process.
14. Explore how the nature of higher education contributes to professional development.
15. Maintain frequent contact with faculty who teaches a course in which a student may be having difficulty.
16. In collaboration with course faculty, when needed, establish action steps for improvement and regular assessment intervals for low academic achievement.

## How to See Your Advisor

1. Become familiar with your advisor's office hours/schedule.
2. Whenever possible, call or make a written request for an appointment rather than dropping in without one.

3. If it is necessary to drop in without an appointment, allow plenty of time in case you have to wait to see your advisor.
4. Since the first and last two weeks are the busiest for your advisor, schedule longer conferences during the middle part of the semester.

## How You and Your Faculty Advisor Should Work Together

Students are assigned to a faculty advisor when admitted to St. John's College. To maximize the experience the following suggestions are offered:

1. You should: Contact and keep in touch with your advisor.  
Your advisor should: Post office hours
2. You should: Make and keep appointments or call if it is necessary to change or cancel an appointment.  
Your advisor should: Keep appointments or call if it is necessary to change or cancel an appointment.
3. You should: Come with specific questions in mind.  
Your advisor should: Provide accurate and specific information.
4. You should: Come with necessary materials (tentative academic plan; forms).  
Your advisor should: Have course resource materials on hand.
5. You should: Ask about other sources of information.  
Your advisor should: Suggest other sources of information.
6. You should: Be open concerning school work, study habits, academic performance.  
Your advisor should: Listen to you and help you solve problems.
7. You should: Build a schedule free of conflicts (part-time progression, course sequence).  
Your advisor should: Check your schedule for appropriate selection of courses.
8. You should: Make decisions concerning careers and selection of courses.  
Your advisor should: Suggest options concerning careers and selection of courses, electives.

## When to See Your Advisor

1. To discuss any problems which affect academic performance
2. To select courses for the upcoming semester (during registration).
3. To add or drop courses (during registration).
4. To discuss academic progress.
5. To file an academic plan (full-time, part-time).
6. To discuss career considerations.

*Adapted from How You and Your Advisor Will Work Together by the Undergraduate Advising Center at the University of Iowa, July 1981. Houston Baptist University Academic Advising Handbook, 1995-96.*

## Referral Forms

Referral forms are initiated by college faculty or administration. Referral forms are used to assure students obtain proper counseling. These forms must be completed and then signed by the student before they are routed to the appropriate college staff. To maintain confidentiality, the person initiating the form must assure access to this information is limited to the student and those designated to receive it.

## Health Services

The St. John's employee health nurse maintains daytime hours Monday through Friday as posted. At other times, students may visit the hospital emergency department and should notify the health nurse as soon as possible. Students may also contact their family physician or other physicians of their choice. After school hours, students should use the emergency department or their private physician.

Report of health examinations are kept by the health nurse. A record is maintained by the employee health nurse regarding student counseling for non-academic matters related to preventive health care. Students should register as outpatients before any treatment, tests or examinations made in the hospital.

Students absent from classes or clinical experiences must report their illness to the college. After a serious illness, students must secure permission to return from the employee health nurse. The permission, in writing, must be given to the dean of students before returning to class or clinical area.

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. To report an event, follow instructions according to the agency's policy. If the accident occurs in the college, the student reports to the St. John's employee health nurse.

The annual health fee will cover only routine services offered. The student and family are responsible for all other health costs, such as all prescriptions, treatments, X-rays, surgeries, emergency or outpatient charges and hospitalization. All students are required to be protected by health insurance. Proof of current coverage must be submitted annually. Students not in compliance with this policy will forfeit their clinical experience until they resolve their compliance issue.

Students are urged to avoid self-medication and giving medications to other students. Students are not permitted to take medications from the clinical facilities for personal use.

### 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. All students entering the nursing program are expected to be in compliance with all health requirements. These requirements include, but are not limited to: immunizations, a health physical evaluation, blood titers, TB screening, annual flu vaccine, work test, fit test and drug test. Those students not in compliance with these requirements by the specified timeframes will be prevented from attending theory courses and/or clinical placements until deficiencies are completed.

### Chronic Communicable Illness

The college will treat all enrolled students having a chronic communicable illness with dignity, compassion and understanding. The student with a chronic communicable illness will be subject to general school policies regarding continued status in the school, availability of health services and confidentiality. The college will comply with all applicable federal, state and local laws and regulations, as well as reporting requirements in the consideration of students with chronic communicable illness. Students will not routinely be tested for the AIDS antibody. In special cases (such as possible high-risk history), the test may be performed, but never without prior written consent.

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.

## SARA Initiative

St. John's College is a member of the State Authorization Reciprocity Agreement, also known as SARA. 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 post-secondary institutions based in another state. Current member states of SARA can be found @ <http://nc-sara.org/sara-states-institutions>.

## Accrediting/Approval Bodies

St. John's College is accredited by The Higher Learning Commission, Address: 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, (312) 263-0456, <http://www.ncahlc.org>.

The nursing program is 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/>

The college is approved by the Illinois Board of Higher Education and the Illinois Department of Professional Regulation to grant the baccalaureate degree in nursing. It is also approved by the State Agency for Veteran's Benefits and the Montgomery G.I. Bill.

Enrolled students may file a complaint with the above accrediting/approval bodies if they believe the college has failed to comply with college policies.







## Course Descriptions

### *Junior Pre-Licensure Courses*

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

Introductory course designed to assist license practical nurses (LPNs) 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)**

Introductory course designed to familiarize the student with the theory and skills that encompass a wholistic, patient centered, adult health assessment. This assessment begins with the “normal” assessment findings, but also stresses the recognition of abnormal findings. Students learn basic patient-centered communication, as well as interprofessional communication skills that will help to ensure safe patient care. Faculty introduces 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)**

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)**

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. 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)**

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)**

Explores the 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 patient-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 patients with mental health needs. Critical reasoning is utilized while examining the wholistic needs of the geriatric and mental health patient. 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.

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

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

Introductory course designed to teach the student 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 will also 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.

**Prerequisite:**

Accelerated pre-licensure students: Concurrent enrollment Medical-Surgical Nursing I, Pathophysiology/Pharmacology I, Adult Health Assessment and Nursing Informatics.  
General pre-licensure students: Prior enrollment of Medical-Surgical Nursing I, Pathophysiology/Pharmacology I, Adult Health Assessment, Nursing Informatics with permission of the dean of academic affairs and course chair.

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

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 patients with acute and chronic health concerns through the application of evidence-based practice and patient-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.

**Prerequisite:** Final acceptance to the program

#### **NSG 348 Pathophysiology/Pharmacology Nursing II - 3 (3T)**

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.

**Prerequisite:** Pathophysiology/Pharmacology I

### *Senior Pre-Licensure Courses*

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

Explores the concepts related to women's health and the pediatric patient. 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.

**Prerequisite:**

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.

**Prerequisite:** Completion or concurrent enrollment in a clinical nursing course

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

Designed to further 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 patient-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 patient requiring complex nursing management and collaborative care. The learning environment will include application of concepts via the use of classroom, simulation, laboratory practice, and the clinical arena.

**Prerequisite:** Medical-Surgical Nursing II, Pathophysiology/Pharmacology II, Diverse Populations I, Nursing Inquiry

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

Pathophysiology/Pharmacology Nursing III builds upon the principles discussed in Pathophysiology/Pharmacology Nursing I. 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.

**Prerequisite:** Pathophysiology/Pharmacology II

#### **NSG 443 Community Health Nursing - 5 (2T/2Cl)**

Community Health Nursing is a senior level course that is 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.

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

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

Designed to assist students in reframing 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 students in refining their critical reasoning and communication skills based on best practices.

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

#### **NSG 446 Professional Practice Immersion - 8 (3T/5Cl)**

Capstone course that assists the student to solidify critical reasoning in the care of a group of patients through the application of evidence-based practice and patient-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 patient outcomes. Attention will also 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.

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

**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)**

Emphasizes the role of the nurse as a critical consumer of research findings for the purpose of improving practice. The course explores methods used in formulating and conducting research on problems arising health care.

**NSG 321 Health Assessment Across the Lifespan to Promote Clinical Judgment - 3 credit hours/8 weeks (2T/1L)**

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 will also 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)**

Stimulates moral awareness versed in ethical decision making and explore political, professional, legal, social and global issues in contemporary nursing. Learners should reflect on their own lived experiences and be prepared to discuss in 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)**

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 352 Nursing Sensitivity Quality and Safety in Health Care -  
3 credit hours/8 weeks (3T)**

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.

**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)**

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 patient.

**NSG 439 Leadership in Contemporary Nursing Practice  
5 credit hours/8 weeks (3/2)  
(Must be the last class taken in the program)**

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 patients. 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.







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