



St. John's College of Nursing Undergraduate Student Handbook 2026-2027

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

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

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

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COLLEGE OVERVIEW

St. John's College History

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

St. John's College Mission

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

St. John's College Vision Statement

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

St. John's College Values

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

St. John's College Purpose

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

St. John's College Philosophy and Educational Theory

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

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

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

College Approvals and Accreditation

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

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

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

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

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

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

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

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

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

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

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

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

Distance Education (NC-SARA)

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

NURSING PROGRAM POLICIES

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

General Program Expectations

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

Professional Behavior Expectations

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

Program Communication

All nursing faculty are available via St. John's College email, college phone, and during posted office hours. Appointments with individual faculty may be made via St. John's College email or telephone. Professional and respectful communication within all communication channels, including phone, e-mail, and D2L Brightspace is an expectation of all students.

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

D2L Brightspace: This is the learning management system (LMS) used by St. John's College. D2L Brightspace is the primary method for delivering class news/content/assignments. All students are required to check this site frequently/daily. Any communication from your instructor via D2L Brightspace is considered official communication.

Communication Guidelines:

1. Check e-mail frequently/daily.
2. Check D2L Brightspace discussion areas and announcements frequently/daily.
3. Respond appropriately to the e-mail or subject being discussed, if needed.
4. Capitalize words only for emphasis or titles; otherwise, capitals will be seen as shouting.
5. Use humor carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism.

6. Language must be professional and appropriate.
7. Texting abbreviations are not appropriate for email communication and D2L Brightspace postings.
8. Differences in opinion are expected, and all responses should be courteous and professional.

Communication Via Text Messaging

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

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

Social Media

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

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

Audio Recording

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

1. Must notify the faculty of intent to audio record.
2. The faculty will notify all students in attendance in the class.
3. Recordings are for the sole use of the authorized student only and cannot be further distributed to other individuals, commercial use, etc.
4. Faculty of the lecture has ownership rights to the lecture and any unauthorized exploitation or misuse of recorded material is prohibited and will be deemed as academic misconduct which could result in disciplinary action against the concerned student(s).
5. Any conversations that were recorded inadvertently such as clinical case examples, classmate personal conversations, etc., are considered confidential and the student will be held accountable for upholding confidentiality under FERPA and HIPAA regulations.
6. All recordings must be destroyed after successful completion of the course.

Updated Name, Address, and Contact Info

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

Student Technology Requirements

Computer requirements: All students must have access to a personal laptop computer and a reliable high-speed internet connection. Pre-licensure nursing students are required to use a Windows-based laptop that meets current College and nursing program technology requirements for D2L Brightspace, ATI, testing, and other required instructional systems. Basic computer and word-processing skills are required. Students are expected to maintain access to current versions of Microsoft 365 applications and a PDF reader. Assignment file-format requirements will be specified by the course instructor and/or course syllabus.

Technology Support: Student support for technology problems is through the HSHS ITS Help Desk.

Course Materials Requirements

Nursing students are required to have the necessary textbooks and/or materials for each nursing course. Required course materials, including ATI Nursing Education products, are provided or designated by the College and may be direct billed to the student. Required nursing program clinical attire is purchased by the College and direct billed to the student.

Course materials and handouts will be available through D2L Brightspace and/or other College-approved learning platforms as directed by faculty. It is the student's responsibility to access required course materials. Pre-licensure nursing students are required to use ATI Nursing Education products throughout the nursing program. The RN to BSN program utilizes a variety of course materials.

Program Schedule

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

NURSING LAB AND CLINICAL POLICIES

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

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

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

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

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

1. Clinical program requirements: registration, orientation, safety, and computer training.
2. Health requirements: immunity titers, vaccinations, and TB Testing.
3. CPR requirement: *American Heart Association Basic Life Support (BLS)*.
4. Criminal background check requirement.
5. Drug test requirement.

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

1. Clinical compliance documentation must be submitted through the College-designated process and will not be accepted by faculty.
2. Students are responsible for retaining copies of all documentation submitted to meet clinical requirements.

Clinical Program Requirements

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

Health Requirements

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

1. Proof of required immunizations and/or laboratory evidence of immunity as specified by the College and applicable clinical agencies.
2. Start of program and annual tuberculosis (TB) test
3. Start of program and annual influenza (flu) shot
 - a. Annual influenza vaccination is required once student begins nursing.
 - b. This vaccination must occur during the influenza vaccination cycle, generally October to November of that year.

CPR Requirement

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

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

Criminal Background Check Requirement

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

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

Drug Test Requirement

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

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

Technical Standards: Assessment and Clinical Performance

Students must be able to meet the essential academic and technical standards of the nursing program, with or without reasonable accommodation. Reasonable accommodations are provided to qualified students with disabilities in accordance with applicable law. An accommodation may not fundamentally alter an essential academic or technical requirement of the program or compromise patient safety. Students who may require an accommodation should contact the Dean of Students.

OUTCOME	STANDARDS	BEHAVIORAL EXAMPLES (not limited to listed behaviors)
Assessment and Clinical Performance	1. Obtain and interpret information necessary to assess patient status and provide safe nursing care. 2. Recognize and respond appropriately to changes in patient condition and the clinical environment.	a. Obtain and interpret verbal, visual, tactile, electronic, and other clinically relevant information necessary for patient assessment and care. b. Obtain and interpret assessment findings, including vital signs and other physiologic data. c. Recognize clinically significant changes in a patient's condition and respond appropriately. d. Recognize and respond appropriately to alarms, emergency signals, and other safety-related information in the clinical environment. e. Perform physical assessment using appropriate techniques and equipment. f. Prepare, administer, and manage medications and

	3. Perform psychomotor and clinical skills required to achieve nursing program outcomes. 4. Participate safely and effectively in patient care, mobility, procedures, and emergency response.	related equipment safely. g. Perform clinical procedures using appropriate equipment and techniques, including maintaining aseptic and sterile technique when required. h. Safely participate in positioning, mobility, transfer, and ambulation of patients. i. Perform or participate appropriately in emergency interventions, including cardiopulmonary resuscitation. j. Use personal protective equipment appropriately and maintain infection-prevention practices. k. Manipulate and operate equipment, supplies, and technology necessary for safe nursing care. l. Sustain participation in classroom, laboratory, simulation, and clinical learning experiences for the duration required to meet course and program outcomes. m. Perform required patient-care activities safely and effectively.
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PROGRAM PROGRESSION

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

Grades and Grading System

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

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

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

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

5. 77% is the required minimum course grade to successfully pass the course.
 - a. Final course percentages will be rounded to the nearest whole number. A final percentage ending in .50 or higher will be rounded up to the next whole number; a final percentage ending in .49 or lower will be rounded down.
 - i. Example: 82.49 = 82; 82.50 = 83.
6. Nursing courses that include theory, clinical, laboratory, and/or simulation components require successful completion of each required component in order to pass the course.
 - a. For courses with a theory component, the combined examination and quiz average must be at least 77% before other graded items are included in calculation of the final theory grade.
 - b. Clinical, laboratory, and simulation components must be successfully completed according to the evaluation criteria specified in the course syllabus.
7. When a course includes more than one clinical site or clinical rotation, the student must successfully complete the requirements of each clinical experience. Failure to successfully complete any required clinical experience constitutes failure of the clinical component of the course.
8. Expected activities that are required and count as pass/fail must be completed, but do not add to "points."
9. All examinations and other course requirements designated as mandatory must be completed in order to pass a nursing course. Students may not elect to accept a zero in lieu of completing a required examination or mandatory course requirement, regardless of the overall course grade.

Grade Point Average

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

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

Academic Honors

1. Academic honors recognized at commencement are calculated at the end of the semester preceding graduation.
 - a. For students graduating in spring (May), commencement honors are calculated at the conclusion of the preceding fall semester.
 - b. For students graduating in fall (December), commencement honors are calculated at the conclusion of the preceding spring semester.
 - c. Criteria for academic honors are published in the St. John's College Undergraduate Catalog.
2. The Dean's List recognizes students who have demonstrated academic achievement each semester.
 - a. Eligibility for the Dean's List includes completion of at least twelve (12) credits in a semester.
 - b. Semester GPA of 3.5 or higher.
 - c. The Dean's List is posted at the end of each semester and published on the College's website.

Academic Probation

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

2. Program Progression: A non-passing grade of “D” or “F” or withdrawal “W,” whether student-initiated withdrawal or administrative withdrawal for non-participation will result in academic probation.
 - a. A student placed on academic probation must retake the course in which the D, F, or W was earned the next semester in which the course is offered. While repeating the course, the student may not enroll in other nursing courses in the program of study. A student who does not return to retake the course as required will be administratively dismissed from St. John’s College.
 - b. Upon successful completion of the repeated course with a minimum grade of “C,” the student may resume progression in the nursing program beginning with the next full semester of the established program sequence.
 - c. If the student earns a non-passing grade of “D” or “F” or withdraws or is administratively withdrawn, “W,” on the **second course attempt**, the student will be dismissed from St. John’s College.
 - d. If the student earns a non-passing grade of “D” or “F” or withdraws or is administratively withdrawn, “W,” from a second course during any subsequent semester, the student will be dismissed from St. John’s College.
3. Official Notification: any student placed on **academic probation** at the conclusion of the semester will receive official notification of the academic probation via email communication from the academic dean or designee.
 - a. Any student **dismissed from the college** will receive official notification of the dismissal via email communication from the academic dean or designee.
4. Removal of Academic Probation: Academic probation will be removed when the student successfully completes the repeated course with a minimum grade of “C.”
5. Transcription of Grades: All final course grades and withdrawals are indicated on the student’s transcript, including non-passing grades of “D” or “F” and withdrawals, “W,” whether student-initiated or administrative.

Appealing Academic Probation or College Dismissal

1. Appeal Submission Deadline: A student placed on academic probation or dismissed from the College may appeal the decision to the Chancellor. The appeal must be submitted in writing via email within five (5) business days of the date of the notification from the academic dean or designee.
2. Review Period: The Chancellor will review the appeal and issue a decision within three (3) weeks of receipt of the appeal.
3. Decision Notification: The student will be notified of the appeal decision via email from the Chancellor’s Office. The Chancellor’s decision is final.

Active Military Service

Students who are called to active military service or have other required military obligations that affect their ability to attend or complete coursework should notify the Registrar as soon as possible and provide appropriate military documentation.

The College will work with the student to determine appropriate academic and enrollment arrangements in accordance with applicable federal and state law and College policy. Depending on the circumstances, arrangements may include excused absences, completion of missed coursework or examinations, an incomplete grade, withdrawal from one or more courses, or withdrawal from the College.

A withdrawal or interruption in enrollment resulting from qualifying military service will not be treated as a failure to maintain continuous progression or as a D, F, or W for purposes of the College's academic probation and dismissal policy.

Tuition, fees, financial aid, veterans' education benefits, and re-enrollment will be addressed in accordance with applicable law and College policy. Students should work with the Registrar and Financial Aid Office regarding their individual circumstances.

Leave of Absence (LOA)

Due to the nature of nursing program course content and continuous program progression, a leave of absence (LOA) may be granted by the Chancellor only in extraordinary circumstances. Approval of an LOA is not guaranteed.

1. A request for an LOA must be submitted in writing to the Chancellor.
2. An approved LOA may not exceed one academic year (two semesters).
3. A student requesting an LOA must be in good academic standing. An LOA will not be granted to avoid or interrupt the academic probation, course-repeat, or dismissal requirements resulting from a D, F, or W.
4. A student may be granted an LOA only once during enrollment in a program.
5. The student is responsible for contacting the Financial Aid Office regarding the effect of an LOA on financial aid.
6. A student returning from an approved LOA is not required to complete the readmission process.
7. The student must satisfy all conditions of the approved LOA before returning to the program.
8. Upon return, the student must enter the established program sequence at the point determined by the College.
9. If the curriculum has changed during the LOA, previously completed coursework will be evaluated for applicability to the current curriculum.

A student must notify the Chancellor in writing of the intent to return at least two months before the approved return semester. A meeting with the Chancellor and/or academic dean or designee may be required before return.

Failure to return at the conclusion of an approved LOA, unless an extension within the maximum allowable LOA period has been approved by the Chancellor, will result in administrative dismissal from the College.

ACADEMIC AND CONDUCT EXPECTATIONS

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

Behavior that violates academic or professional standards, compromises or has the potential to compromise patient safety, or is inconsistent with the responsibilities of a nursing student may be addressed as an academic and/or conduct matter and may result in disciplinary action, including course failure or dismissal from the College.

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

Academic Dishonesty

Cheating

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

4. Giving and/or receiving information to/from another student about test items.
5. Discussing test contents with student(s) that have not yet taken the exam.
6. Behavior indicative of cheating or of academic dishonesty (e.g., direct observation of another's exam computer screen, possession of a cell phone).
7. Using artificial intelligence (AI), generative AI, or other automated tools to complete, generate, revise, or substantially modify academic work when such use is not expressly permitted by the course faculty. Students are responsible for complying with faculty instructions regarding permitted use of AI tools and for representing submitted work accurately as their own.

Plagiarism

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

Dishonesty

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

Code of Conduct: Professional Integrity

1. Interference with the learning of others.
2. Violation of confidentiality, privacy, or security standards as discussed in the Health Insurance Portability and Accountability Act (HIPAA). This includes all social media such as sharing confidential information through phone, e-mail, or social media.
3. Taking food, medications, client belongings, or materials from clinical settings without approval or authorization.
4. Transgression of professional boundaries. Seeing or meeting with a patient outside of the therapeutic professional relationship in the clinical setting.
5. Sharing confidential information with unauthorized persons.
6. Lying about anything related to or associated with your activity or responsibilities when operating as a St. John's College student.
7. Knowingly producing false evidence or false statements.
8. Making charges in bad faith against any other persons.
9. Making false statements about one's own behavior related to academic or clinical matters.
10. Failing to report observed unethical or prohibited behavior.
11. Failure to report known clinical errors.
12. Falsifying information in the clinical setting.
13. Stealing from anyone including patients, hospitals, the college, fellow students, or college employees.
14. Forging official documents.
15. Being impaired by alcohol, illegal drugs, cannabis, or the misuse of prescription or other substances while on campus, at a clinical site, or participating in any College-sponsored educational activity.
16. Use of threatening, harassing, discriminatory, or obscene language or gestures directed toward another person or inconsistent with a professional learning or clinical environment.
17. Sleeping in class.
18. Sexual harassment.

Code of Conduct: Nursing Practice

1. A pattern of neglect of clinical responsibilities, risk to patient safety, or failure to practice in the best interest of clients and the public in any practice setting.
2. Lack of evidence of preparedness to take care of clients for any scheduled clinical experience.
3. Not reporting errors or omissions in patient care (e.g., medication error).
4. Failing to report incidents involving clients/patients.
5. Failure to seek clarification of a clinical order or direction when necessary to provide safe patient care.

Consequences of Academic and/or Code of Conduct Violations

Violations of this policy will result in investigation. Any student subject to disciplinary action for violation of academic integrity and/or the Code of Conduct may utilize the College's applicable appeal process.

1. Nursing faculty have the authority to summarily remove a student from the classroom, clinical, or lab setting if alleged misconduct threatens and/or compromises patient, faculty, fellow student, and/or personnel safety.
2. Nursing faculty will report observations, allegations, and/or suspicion of academic or Code of Conduct violations to the academic dean or designee for investigation.
3. Following investigation, the academic dean or designee will determine whether a violation occurred and any resulting disciplinary action, up to and including dismissal from the College.
4. A student may appeal disciplinary action in accordance with the College's appeal process. Appeals are submitted to the Chancellor, whose decision is final.

Code of Conduct: Classroom Professional Courtesy

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

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

10. Students may not post, share, distribute, reproduce, sell, or otherwise make available recordings of classroom presentations, class notes, handouts, or other instructor-provided course materials without authorization from the faculty member and, when applicable, other individuals depicted or recorded. Unauthorized distribution of course materials, including posting materials to websites or online platforms such as Course Hero, Quizlet, Studocu, Chegg, or Naxlex, is a violation of the College Student Code of Conduct and may result in disciplinary action.

TIME AND ATTENDANCE

Because of the large volume of material covered each day and the importance of laboratory and clinical experiences in meeting learning objectives, attendance and punctuality are important professional responsibilities in the classroom, laboratory, simulation, and clinical settings.

Attendance at scheduled laboratory, clinical, simulation, and examination experiences is mandatory. Absences are permitted only as provided by College policy.

Theory/Class Attendance

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

1. Attendance at theory/class is expected. Attendance will be taken, and unannounced quizzes may be given during class time.
 - a. Faculty may assign zero (0) points for an in-class quiz when a student leaves class before the end of the scheduled class period without faculty approval.
 - b. In other words, to attend theory, take a quiz, and then leave theory, a zero (0) will be given for that quiz.
2. It is the student's responsibility to communicate and collaborate with the faculty to obtain appropriate assignments and make up all work missed, **in advance**, whenever possible.
3. See "Late Assignments" section of this student handbook for information related to missed assignments.
4. See "Late Exams" section of this student handbook for information related to missed exams.
5. Failure to successfully complete all theory/class content may result in a failing course grade.

Nursing Skills Lab Attendance

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

1. The instructor teaching the lab must be notified of an absence **prior** to the beginning of the assigned lab.
2. The student must contact the instructor via email within two (2) business days of the missed lab to arrange for make-up.
3. All lab absences must be made up within five (5) business days of contacting the instructor. Failure to complete the lab makeup within the required timeframe may result in the student being prohibited from attending clinical until the lab requirement is completed. Any resulting clinical absence will be subject to the clinical attendance policy.
4. Failure to successfully complete all required labs may result in a failing course grade.

Clinical and Simulation Attendance

On-time attendance at clinical and simulation is mandatory. Two (2) clinical and/or simulation absences in a nursing course will result in formal attendance warning and review by the academic dean or designee. A third clinical and/or simulation absence in the course will result in course failure.

1. Students are expected to be on time for all clinical and simulation experiences. Tardiness is considered a breach of professional standards for nursing students.

2. If late or absent, students must notify their clinical/simulation faculty at least thirty (30) minutes before the scheduled start time in the manner established by the faculty.
3. A student who arrives fifteen (15) minutes or more after the scheduled start time may be sent home at the faculty member's discretion, and the missed experience will be counted as a clinical/simulation absence. Notification of anticipated tardiness does not excuse the tardiness.
4. Repeated tardiness of less than fifteen (15) minutes may result in a meeting with faculty and the academic dean or designee and may result in academic probation.
5. Clinical/simulation absences may occur due to illness or emergency; however, all absences count toward the attendance limits established in this policy.
6. Clinical/simulation make-up requirements must be initiated by the student within two (2) business days of the absence and completed as directed by faculty.
7. Clinical and simulation learning experiences are limited and dependent upon healthcare facility, simulation laboratory, faculty, and other resource availability. **There is no guarantee that a missed clinical or simulation experience can be made up.**
8. When a make-up experience is available and academically appropriate, the format and requirements will be determined by faculty based on the course and clinical/simulation learning outcomes.
9. A no-call/no-show for a clinical or simulation experience will count as an absence. The student will be required to meet with faculty and the academic dean or designee before returning to clinical or simulation.

Written Assignments

Students are expected to submit all assignments by the date and time specified in the course syllabus.

1. Assignments must be submitted electronically through D2L Brightspace or as otherwise directed by the instructor.
2. Students should retain electronic copies of all submitted assignments.
3. Points may be deducted for errors in spelling, grammar, and/or punctuation.
4. Points may be deducted for poor logic, lack of clarity, and/or inaccurate information.
5. When required by faculty or the course syllabus, written assignments must follow the *Publication Manual of the American Psychological Association*, 7th edition.

Late Assignments

1. Late assignments will be accepted for credit only at the discretion of the course instructor.
2. When circumstances requiring a late submission are known in advance, the student must contact the instructor as soon as possible and, whenever possible, before the assignment due date.
3. If accepted for credit, late assignments may be subject to a grade deduction as specified in the course syllabus.
4. An assignment submitted more than seventy-two (72) hours after the due date will receive a score of zero (0), unless an exception has been approved by the instructor.
5. All required assignments must be submitted regardless of the grade earned or whether the assignment is eligible for credit. Failure to submit all required assignments may result in failure of the course.

EXAMS

Students are expected to take all exams at the scheduled date and time. Exams may not be taken early. There will be no retesting of any theory exam. Specific examination requirements will be identified in the course syllabus.

Computerized Testing

Nursing course examinations are administered electronically using College-approved testing platforms. Students are required to use the technology and testing procedures designated by the College, subject to approved accommodations.

Faculty reserve the right to:

1. Schedule an exam on a different day and/or time when necessary due to scheduling, facility, technology, or other circumstances. Students will be notified of changes as soon as reasonably possible.
2. Administer an alternative version of an exam when a student is unable to take the originally scheduled

exam.

3. Administer a different exam format for a makeup exam while assessing the same course content and learning outcomes.

Required Pass/Fail Assessments

The nursing program utilizes required pass/fail assessments to evaluate student knowledge, identify areas requiring remediation, and support preparation for the NCLEX-RN examination.

1. Required pass/fail assessments include, but are not limited to, ATI proctored assessments and other ATI assessments designated by the course.
2. Students must complete required assessments and any assigned remediation at the level of proficiency established in the course syllabus to successfully complete the course.
3. College examination attendance and tardiness policies apply to required ATI proctored assessments.
4. Required pass/fail assessments do not add points to the course grade but must be successfully completed to meet course requirements.

Student Behavior During Exams

1. Students must arrive at least five (5) minutes before the scheduled start of the exam and be prepared to begin testing on time.
2. Students are expected to remain in the testing room for the duration of the exam. Students should attend to personal needs, including restroom use, before testing begins. If an urgent need requires a student to leave the testing room, the student must obtain permission from the faculty member or proctor and follow testing-security procedures.
3. Only resources specifically authorized or provided by the course instructor may be used during an exam.
4. Food and beverages are not permitted during exams unless authorized as part of an approved accommodation.
5. Hats, jackets, coats, hooded sweatshirts, and garments with large or baggy pockets may not be worn during exams. Religious attire and attire permitted as part of an approved accommodation are exempt from this restriction.
6. Only the following items may be on, below, or around the student's testing area:
 - a. Up to two pencils with erasers.
 - b. The student's required laptop.
 - c. Instructor-provided scratch paper.
 - d. Other materials specifically authorized by the faculty member or proctor.
7. Students must write their name on instructor-provided scratch paper and return all scratch paper before leaving the testing area.
8. Students may not communicate with other students after testing has begun.
9. Cell phones, smart watches, earbuds, bags, coats, and other unauthorized items must be turned off when applicable and placed in the location designated by the faculty member or proctor.
10. When permitted for an exam, students must use the calculator function or calculator designated by the faculty member.
11. Students who arrive after the scheduled examination start time may be excluded from testing at the discretion of the faculty member or proctor.
 - a. An exam not taken as scheduled because of student tardiness will be subject to the Late Exams policy.
 - b. If a student is permitted to begin the exam late, the student must complete the exam by the originally scheduled ending time. Additional testing time will not be provided unless required by an approved accommodation.
12. Questions regarding testing procedures may be directed to the faculty member or proctor. Faculty and proctors will not answer questions regarding exam content or discuss item rationale during the exam.
13. Students who complete the exam before the end of the testing period must quietly leave the testing area and may not congregate immediately outside the testing room.

14. Students may not discuss exam content with students who have not completed the examination.
15. Faculty reserve the right to assign seats and implement additional reasonable testing-security procedures.

Late Exam

Students are expected to take all examinations at the scheduled date and time. Examinations may not be taken early. There will be no retesting of any theory examination.

1. If an emergency prevents a student from taking an examination as scheduled, the student must notify the instructor **before the scheduled examination start time**. Failure to notify the instructor before the examination begins may result in a score of zero (0) for the examination.
2. The student may be required to provide documentation of the emergency.
3. **Late examinations are limited to one (1) per nursing course.**
 - a. A student permitted to take an examination late will receive a deduction equal to **10% of the total points possible on the examination** from the student's earned score.
 - b. **A second missed examination in the same nursing course will receive a score of zero (0). The student will still be required to complete the examination to satisfy course requirements.**
4. A late examination must be completed within five (5) business days of the originally scheduled examination.
 - a. Faculty will determine the date and time of the makeup examination.
 - b. The student must take the examination at the date and time established by faculty.
 - c. Failure to complete the makeup examination within five (5) business days will result in a score of zero (0).
5. Makeup examinations may use an alternative version or format from the originally scheduled examination while assessing the same course content and learning outcomes.
6. Makeup examinations are subject to the same examination procedures and student behavior requirements as regularly scheduled examinations.
7. **Students are required to complete every examination in a nursing course. A student may not elect to miss or skip an examination and accept a score of zero (0). Failure to complete every examination will result in failure of the course, regardless of the student's overall course grade.**

Exam Review and Score Reporting

1. Exam scores will be posted by nursing faculty as soon as reasonably possible, but no later than three (3) business days following the exam.
2. Students are expected to communicate professionally and respectfully regarding exam scores, exam review, and questions concerning exam results. Aggressive, disrespectful, or disruptive behavior will be addressed in accordance with the College Student Code of Conduct.

Comprehensive Cumulative Knowledge

Nursing education requires students to retain and apply knowledge and skills throughout the program. Nursing examinations may include cumulative content from previously taught material when relevant to current course and program outcomes. A comprehensive final examination may be administered in any nursing course.

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NURSING PROGRAM RESOURCES

National, State and Regional Student Organizations

Participation in professional nursing organizations provides opportunities for professional development, leadership, networking, service, and engagement in the nursing profession. Students are encouraged to participate in professional organizations and activities available to nursing students.

National Student Nurses' Association

Students enrolled in eligible nursing programs may join the National Student Nurses' Association (NSNA). NSNA provides opportunities for professional development, leadership, networking, advocacy, and engagement in the nursing profession. Membership is voluntary and subject to current NSNA eligibility requirements.

[National Student Nurses' Association](#)

Sigma Nursing

Eligible students may be invited to membership in Sigma, the international honor society of nursing. Membership eligibility and selection are determined in accordance with the requirements of the College's affiliated Sigma chapter and Sigma Nursing. **Current eligibility requirements are communicated to eligible students.**

[Sigma Nursing](#)

St. John's College Alumni Association

The St. John's College Alumni Association offers membership to graduates of St. John's College. The Alumni Association supports engagement among graduates, the College, and current students through alumni activities, communications, and philanthropic support.

Student Community Service

Students are encouraged to develop their commitment to improving the lives of others by participating in community service activities. Community service is defined as an individual or group activity performed for the benefit of others that is consistent with the mission and promotes the philosophy of St. John's College.

Franciscan Formation

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

Awards, Recognitions and Honors

Silver Cord Award

In connection with the College's Franciscan values, the Silver Cord Award recognizes students who have made significant contributions through service and volunteer activities. Eligibility requirements and the process for receiving the award are communicated to students by the College.

Peer Tutoring (Green Cord)

Peer tutors are nominated by faculty based on the following criteria:

- A GPA of 3.0 or higher in the specified course at the time of nomination.
- A cumulative GPA of 3.0 or higher in nursing courses or prerequisites.
- Demonstration of strong communication, caring, professionalism, and critical-thinking skills and the ability to work effectively with students one-on-one and/or in small groups.

Additional resources are available to St. John's College students through the College website.