



# **STUDENT HANDBOOK**

## **2023 - 2024**

**POMEROY COLLEGE OF NURSING  
AT CROUSE HOSPITAL**



5000 Brittonfield Parkway | Suite B201 | East Syracuse, New York 13057  
P: 315-470-7481 | W: [www.crouse.org/nursing](http://www.crouse.org/nursing)

## **STUDENT HANDBOOK**

2023 – 2024

The information contained within this document is informational only and not intended to be contractual in nature. Students are responsible for knowing the contents of this Handbook, and its official addenda and for adhering to all stated policies herein. Any questions should be clarified immediately by contacting Pomeroy College of Nursing at Crouse Hospital administration.

The College reserves the right, without advance notice, to make changes in its administrative and educational policies as deemed necessary and/or advisable for the continued development of the nursing program and the College. The College is committed to communicating any changes to enrolled students in a timely manner that allows for appropriate decision-making and planning. Nonetheless, in the event of any conflict between the policies as published in this Handbook and more recent revisions and/or additions, the latter will govern.

Failure to read this Handbook does not excuse students from abiding by the policies and procedures described herein.

### **NON-DISCRIMINATION POLICY**

Pomeroy College of Nursing at Crouse Hospital does not discriminate in the administration of educational policies or programs, admission policies, scholarship and loan programs or other school-administered programs. The College's non-discrimination policy is inclusive of, but not limited to, race, age, color, national or ethnic origin, marital status, gender, sexual orientation, gender identity, gender expression, veteran/military status, religion, disability or political ideology.

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## FREQUENTLY USED TELEPHONE NUMBERS

College Main Office	315-470-7481
College Main Office FAX	315-470-5774
Bursar ( <i>billing</i> )   Registrar	315-470-7256
Financial Aid	315-470-7749
Assistant Dean for Students	315-470-5710
Crouse Hospital Employee Health	315-470-7424
HelpPeople ( <i>mental health counseling and support</i> )	315-470-7447
Crouse Health Library	315-470-7380
Crouse Hospital Security	315-470-7826
Nursing Skills Lab	315-470-7292
Simulation Center	315-470-8114/8115
Title IX Coordinator	315-470-5710
Simulation and Technology Coordinator	315-470-5760
Crouse Hospital IT Helpdesk	315-470-2600

*\*Faculty office telephone numbers are listed in NUR course syllabi.*

## **ABOUT POMEROY COLLEGE OF NURSING AT CROUSE HOSPITAL**

### **Mission**

At Pomeroy College of Nursing, our mission is to prepare a clinically competent professional nurse for hospital and community practice.

### **Vision**

Pomeroy College of Nursing at Crouse Hospital will be a leading nursing program graduating highly qualified professional nurses committed to excellence.

### **Values**

We achieve our mission by adhering to our core values. We provide:

- Holistic and compassionate approach to care by:
  - Assisting individuals to attain or maintain their optimum state of wellness
  - Respecting clients as culturally diverse individuals within communities, groups and families
  - Recognizing health as a dynamic state reflecting integration of mind, body and spirit
  - Reflecting the characteristics of honesty, integrity, and personal responsibility
  - Embracing the community that serves us as we learn to serve them
- Excellence in education by:
  - Utilizing dynamic learning environments
  - Being responsive to changes in healthcare
  - Supporting student centered and practice based education
  - Promoting lifelong learning and advanced education
  - Encouraging interaction, exploration, and collaborative learning
  - Incorporating evidenced based practice in multiple venues

## **OUR PHILOSOPHY**

### **Caring**

Caring is the corner stone of nursing. Caring is an interpersonal process involving an emotional commitment to, and a willingness to act on the behalf of, a person with whom one has a significant relationship. We believe that nursing is a dynamic, caring discipline with foundations in nursing theory as well as the arts, humanities, natural and social sciences. The nurse functions at the heart of the health care team bringing knowledge and caring to the interdisciplinary plan of care in a holistic and empathetic manner. Nurses demonstrate caring through collaboration with individuals, families and groups across the lifespan to promote health and wellness, prevent illness, restore health, alleviate pain and suffering, facilitate rehabilitation and support a dignified death.

### **Nursing Judgment**

We believe that nursing uses critical thinking skills and tested empirical knowledge to diagnose and treat human responses to actual or potential health problems. We believe that the professional nurse brings unique personal and intellectual dimensions and integrates a variety of functions to address individual, family and group needs. By adhering to professional nursing standards, evidence-based guidelines and innovative approaches to problem solving, the nurse integrates relevant outcomes-driven practice with the art and science of caring and healing. We believe that theory guided clinical practice is vital to improving the outcomes associated with nursing care. Therapeutic and creative use of self allows the nurse to establish relationships with individuals, families and groups which contribute to the achievement of optimal levels of health and comfort.

### **Holism**

We believe that individuals are holistic and unique beings who have intrinsic worth and rights. Each individual is comprised of biophysical, psychological, spiritual, developmental, social and cultural dimensions that are integrated and interact with internal and external environments. We believe that individuals are self-interpreting and constantly evolving. Individuals are interconnected with the universe and need others in a caring way. We believe that each individual has the freedom and responsibility to make decisions about their own health.

### **Health and Wellness**

Wellness is a state of optimal well-being that is oriented toward maximizing an individual's potential. We believe the environment is anything internal or external that may affect the holistic well-being of each individual. Nursing is concerned with the wholeness of individuals, recognizing that they are in continuous interaction with their environment. We believe that caring and healing environments are those in which there is high regard for the dignity of individuals. We believe that caring and healing environments are where relationships between nurses, individuals, families and the groups they serve, are based on mutual respect and a shared commitment to healing of mind, body and spirit.

### **Teaching-Learning**

We believe that teaching and learning is a process that is shared between both educator and learner as well as nurse and individual. We believe that knowledge acquisition and understanding is dynamic. The nurse incorporates health teaching to promote optimal well-being and recognizes the unique nature of individual needs. When the student learner's self-direction is fostered/encouraged, their ability to integrate nursing theory and clinical practice is facilitated.

We believe the graduate of our associate degree program is a compassionate and caring nurse generalist with the ability to utilize nursing judgment, collaboration and communication to provide safe and competent care and to promote human flourishing. The graduate nurse uses information technology to communicate, manage information, support decision making and to embrace a spirit of inquiry. We believe the new graduate is a novice with a commitment to self-evaluation, self-reflection, and lifelong learning, and who demonstrates professional identity in moving toward proficient, and then expert nursing practice.

## **CIVILITY & THE STUDENT EXPERIENCE**

It is expected that all members of the Pomeroy College of Nursing community will demonstrate civility. Civility means caring about the well-being and happiness of others and being genuinely interested in how they are doing. The College believes that civility incorporates the necessary abilities that allow each of us to peacefully coexist with one another. Specific behaviors that demonstrate civility include maintaining a cooperative spirit, having respect for all, listening closely, understanding differing viewpoints, and honoring the individual diversities of others.

### **Vision for the Student Experience**

Create a learning environment at the College that is safe and productive for all. An environment where a high quality teaching and learning experience can be provided and professional practice is developed. Interactions between all members of our College community are clear headed, temperate, considerate, and compassionate; respect, control, and kindness are the norm not the exception.

### **Characteristics**

- **Inclusiveness** – all are made to feel welcome and part of the learning community
- **Respect** – all individuals will be treated with the same level of respect regardless of rank or status
- **Warmth and friendliness** – all are made to feel valued and appreciated
- **Supportiveness** – all are encouraged to do well and be helpful to one another



- **Compassion and kindness** – all will recognize and strive to ease the distress of others
- **Engagement and availability** – all will have an excitement and sincere commitment to the ongoing success of the program
- **Safety and trust** – all will feel safe and encouraged to voice their opinions and concerns without fear of retribution

## **CROUSE HEALTH DIVERSITY AND INCLUSION**

Crouse Health values diversity and inclusion among its team members (i.e. Pomeroy College of Nursing students and faculty, contracted employees, employees, medical staff members, interns, physicians, volunteers, vendors, staff, contracted employees, consultants, officers and all other individuals who provide services under the auspices of Crouse Health). Diversity and Inclusion (D&I) is promoted at all levels and is strongly supported by the Board of Directors and Senior Leadership team.

Crouse Health is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race (including traits historically associated with race), color, religion, creed, marital status, familial status, arrest/conviction record, sex/gender (including pregnancy), gender identity or expression, national origin, sexual orientation, predisposing genetic characteristics or carrier status, disability, domestic violence victim status, transgender status, reproductive health decision making, age, ancestry, military status, protected veteran status, or other status as protected by law.

The Mission, Vision and Values, along with Crouse's culture, regulations and strategic planning form the foundation for D&I. The goal is to ensure that our processes, guidelines, policies and culture create the ideal experience for our patients and their families and Crouse Health team members.

Crouse Health has a social responsibility to ensure that the following (but not limited to) is accomplished. Crouse will partner with our senior leaders, physicians, management team, diversity committee, Pomeroy College of Nursing students and faculty, contracted employees, employees, medical staff members, interns, physicians, volunteers, vendors, staff, contracted employees, consultants, officers to develop, support and promote a supportive, strategically focused environment to:

- Ensure that all are treated with fairness, respect and dignity.
- Recruit, hire, and retain a diverse workforce.
- Ensure that all marketing (internal and external) promotes to a diverse audience and encourages a work environment that inspires diversity of representation and thoughts, promotes and celebrates inclusivity, and provides equitable opportunities for all.
- Promote an environment where we recognize, respect and honor each of our unique backgrounds, abilities and perspectives.
- Provide mandatory diversity and inclusion education for all employees annually.
- Design policies and practices that support our patients, families, employees, medical staff, students and volunteers.
- Support new ideas from our diversity committee that meet the needs of a diverse staff population. Present activities and events to show appreciation and promote awareness of diversity.
- Maximize each individual's unique talents and potential.
- Offer professional development and training to help ensure that all have opportunities to grow and advance within the organization.
- Establish an environment where all can contribute thoughts and ideas from their unique background and experiences.
- Celebrate the diversity of our staff and the community we serve.

- Create a safe environment where employees can share their experiences in an open and welcoming environment, without fear of retaliation.
- Make reasonable accommodations for qualified individuals with disabilities.

Additionally, Crouse Health is committed to providing a work environment that is free from harassing or discriminatory conduct based on a person's protected status, and expressly prohibits the use of derogatory terms, slurs, and stereotypes in the workplace and in any other manner impacting work. No individual may engage in any verbal or physical conduct which harasses or discriminates against any patient, employee, staff member or guest. This includes (but not limited to) the use of ethnic slurs, racial epithets, and other offensive and derogatory conduct, relating to a person's race (including traits historically associated with race), color, religion, creed, national origin, sex, gender, gender identity or expression, sexual orientation, transgender status age, disability, or any other status referenced above and protected under the law. All harassment or discriminatory complaints of such behavior will be investigated promptly and effectively.

Team members are prohibited from using social networking to unlawfully harass, abuse, discriminate against, threaten violence against, or make malicious, obscene or defamatory statements about Crouse Health's employees, affiliated physicians, other healthcare providers, volunteers, students, patients, guests, vendors or contractors. In other words (and consistent with the Crouse values): Be respectful. Harassment includes offensive social media posts or other offensive content which could contribute to a hostile work environment on the basis of race, sex, disability, religion, age, or any other status protected under the law. This requirement is not intended to limit, or infringe on an employee's exercise of Section 7 rights under the NLRA.

Team members who observe or experience any conduct prohibited under this policy, including any mistreatment, discrimination, harassment, or violence, should immediately report the incident to your supervisor, the Director of Human Resources, the Director of Diversity and Inclusion, or the Director of Corporate Compliance. Crouse supervisors are required to report such conduct, and will face disciplinary action if they fail to do so. Staff members may also complete the Corporate Compliance Form anonymously (if desired), or contact the Corporate Compliance hotline at 315-470-7770. Any employee found to have violated this policy will be subject to corrective discipline, including immediate termination.

#### **PROGRAM OUTCOMES** (*Measures of Program Effectiveness*)

- NCLEX-RN results will be greater than 80% as published by the National Council of State Boards of Nursing.
- 50% of graduates will complete the program within 100% of the stated program length.
- 90% of graduates will be employed in the nursing field within one year of graduation.

#### **STUDENT LEARNING OUTCOMES**

##### **Upon successful completion of the program, the graduate will:**

- Plan and provide safe, competent, patient-centered care utilizing nursing process, scientific principles, critical thinking skills, caring behaviors, and cultural sensitivity in a variety of health care settings for the individual, family or groups with complex needs
- Collaborate with individuals, families, groups and members of the health care team to plan, implement and evaluate care to promote positive health outcomes for individuals or groups with complex needs
- Model effective (written, verbal, and nonverbal) communication skills within professional practice and with a variety of populations.

- Integrate current technology and evidence-based practice in the promotion of health, the support of professional communication and the enhancement of lifelong learning
- Exemplify the standards of professional nursing practice

## CONCEPTUAL FRAMEWORK

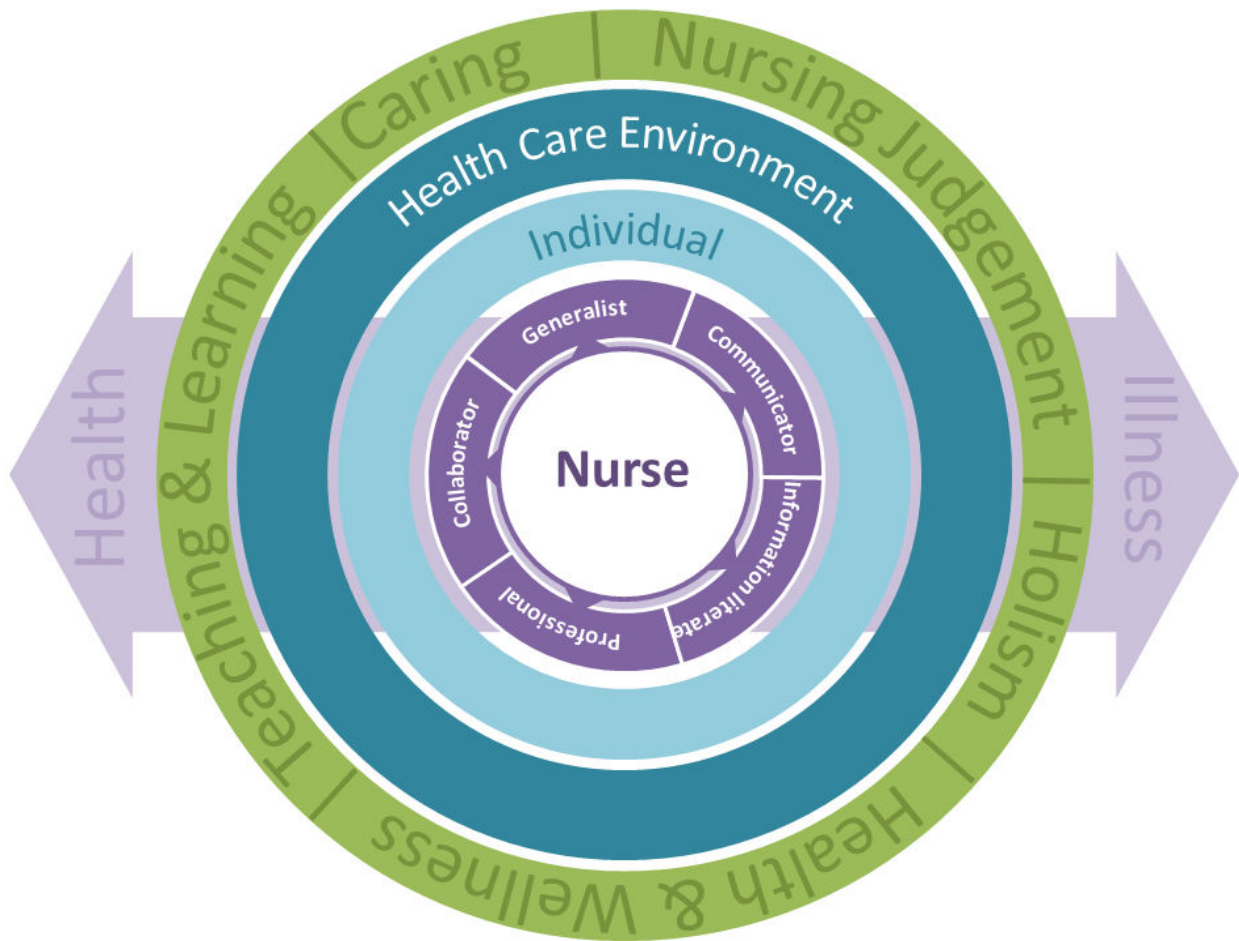
The conceptual model provides an organized framework for the curriculum. This framework is based on nursing theory as well as educational theory. The principal nursing theorists used were Nightingale, for her vision of the environment, and the holistic approach to patient care. Watson was used for her definition of caring, and the “unique aspect” of the nursing profession among health care providers. The curriculum was developed based on conceptual pedagogy which focuses on “concepts across environmental settings, the lifespan, and the health-illness continuum.” (Giddens, 2007). This pedagogy was chosen based on the belief that conceptual thinking promotes meaningful connections for the learner and better prepares the nurse to problem solve in an evolving health care environment. Conceptual pedagogy was also chosen based on its origin in constructivist theory, which is grounded in the belief that learning is an active process, and that learners construct new ideas or concepts based on current or previous knowledge, and the significance of contextual learning.

Concepts are organized in the Curriculum according to similar themes. Most concepts are introduced in the first semester and repeated through the curriculum to further expand complex understanding and connections. Exemplars are used to illustrate the concepts at each level of learning and are used to provide contextual learning. The exemplars are selected by the faculty based on the incidence and prevalence in the communities of interest and/or their significance to the practice of nursing. Aspects of lifespan are integrated throughout the curriculum and further support the holistic approach to care. Selected general education courses are integrated into the curriculum and support the theoretical knowledge needed to solidify and enhance the learning of the student. Teaching strategies used in the concept-based Curriculum are designed to foster active learning and critical thinking skills and are grounded in the principles of constructivist theory.

Three domains were identified to organize concepts – the individual, nursing, and the health care environment. These are illustrated in the model as the three over-arching domains with the nurse – beginning as a student – at the base. Concepts related to the individual are those involving the physiological, psychological, social, developmental, cultural, and spiritual needs of the individual. Concepts related to nursing are those attributes, knowledge and skills that encompass the art and science of nursing. Concepts related to the health care environment are those focusing on aspects influencing the health/wellness of the individual, including health care systems, quality, and safety. These domains are integrated through the curriculum and organized according to similar themes.

Course sequence is mapped according to the health-illness continuum, beginning with the wellness model, and building on increasingly complex aspects of illness. This is illustrated in the model as the continuum extending across the domains. Learners also begin with fundamental skills and build on more complex skills and learning, following the simple-to-complex model.

Finally, the threads reflect the key components of the philosophy and are embedded through each course. These were identified as caring, nursing judgment, health/wellness, holism, and teaching/learning. These are illustrated as the strands crossing through all three domains. These elements are believed to be fundamental to the practice of nursing and essential in the educational development of the nurse, culminating in the achievement of the learning outcomes which are illustrated as core characteristics at the base of the model.



## LEVELED STUDENT LEARNING OUTCOMES

	Level I	Level II
<b>Generalist</b>	Demonstrate safe, competent, patient-centered care utilizing the nursing process, scientific principles, critical thinking skills, caring behaviors and cultural sensitivity in a variety of health care settings.	Plan and provide safe, competent, patient-centered care utilizing nursing process, scientific principles, critical thinking skills, caring behaviors, and cultural sensitivity in a variety of health care settings for the individual, family or groups with complex needs.
<b>Collaborator</b>	Collaborate with individuals, significant support persons and members of the health care team to plan, implement, and evaluate care to promote positive health outcomes.	Collaborate with individuals, families, groups and members of the health care team to plan, implement and evaluate care to promote positive health outcomes for individuals or groups with complex needs.
<b>Communicator</b>	Apply effective (written, verbal, and nonverbal) communication skills within professional practice and with individuals and their families.	Model effective (written, verbal, and nonverbal) communication skills within professional practice and with a variety of populations.
<b>Information Literate</b>	Correlate current technology in the promotion of health, the support of professional communication and the enhancement of lifelong learning.	Integrate current technology and evidence based practice in the promotion of health, the support of professional communication and the enhancement of lifelong learning.
<b>Professional</b>	Relate the ethical, legal and regulatory frameworks of nursing to professional nursing practice.	Exemplify the standards of professional nursing practice.

## MEMBERSHIPS AND AFFILIATIONS

American Association of Collegiate Registrars and Admissions Officers  
 Central New York Library Resources Council  
 Le Moyne College, Syracuse, New York  
 National Association of College Admission Counseling  
 National Association of Student Financial Aid Administrators  
 National Library of Medicine  
 National Organization for Associate Degree Nursing  
 New York State Council of Hospital Schools of Professional Nursing  
 The National League for Nursing  
 The Council of Associate Degree Programs

**The associate degree in nursing program at Pomeroy College of Nursing at Crouse Hospital is accredited by:**

[Accreditation Commission for Education in Nursing](#) (ACEN)  
3390 Peachtree Road NE, Suite 1400 Atlanta, Georgia 30326.  
Phone: 404-975-5000 | <http://www.acenursing.us/>

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is: **Continuing Accreditation**

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

**Professional Education Program Review/Registered by:**

University of the State of New York, The State Education Department,  
Office of the Professions, Division of Professional Licensing Services  
89 Washington Ave., Albany, NY 12234-1000  
Phone: 518-474-3817 x280  
[www.op.nysed.gov](http://www.op.nysed.gov)

HEGIS CODE – 5208.00

HEGIS CODE (Degree in 3) – 1203.10

**LICENSURE ELIGIBILITY**

The practice of nursing or use of “Registered Professional Nurse” (RN) within New York State requires licensure.

Pomeroy College of Nursing’s curriculum, program of study, meets the educational requirements to award the Associate in Applied Science in Nursing degree upon successful completion of the program. Graduates are eligible to take the NCLEX-RN exam for Registered Nurse licensure in New York. Other states may have different educational requirements for Registered Nurse licensure. Pomeroy College of Nursing has not made a determination of whether the curriculum meets educational requirements for professional licensure in states other than New York.

All forms for licensure in New York State can be obtained from the Bursar/Registrar.

**General Requirements**

To be licensed as a registered professional nurse in New York State you must:

- be of good moral character;
- be at least eighteen (18) years of age;
- graduate from a nursing education program acceptable to NYSED;
- complete New York State required infection control coursework and child abuse reporting coursework;
- pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) or another license examination acceptable to NYSED; and,
- apply for an RN license with NYSED.

Applicants must file an application for licensure and the other forms indicated, along with the appropriate fee to the Office of the Professions. A complete list of requirements can be found at:

<https://www.op.nysed.gov/professions/registered-professional-nursing/license-requirements>

You must demonstrate that you are currently of good moral character in order to be licensed or registered as an RN. When you apply for an RN license or to renew your registration, you will be required to answer the following questions:

- Have you been found guilty after trial, or pleaded guilty, no contest or nolo contendere to a crime (felony or misdemeanor) in any court?
- Are criminal charges pending against you in any court? Has any licensing or disciplinary authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- Are charges pending against you in any jurisdiction for any sort of professional misconduct?
- Has any hospital or licensed facility restricted or terminated your professional training, employment or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid imposition of such measures?

A “yes” answer to one or more of the questions above will not necessarily disqualify you from a license or a registration in New York State. The New York State Education Department decides on a case by case basis whether prior criminal conviction(s) or other issues will disqualify the applicant from being licensed or registered as an RN.

Laws that govern RN licensure are included in Education Law Article 139 and 8 NYCRR Part 64. These can be found on the New York State Education Department/Office of the Professions website:

<https://www.op.nysed.gov/professions/registered-professional-nursing/laws-rules-regulations>

## **FINANCIAL INFORMATION AND RELATED POLICIES**

### **TUITION AND OTHER EXPENSES**

The current tuition, fees, and other expenses indicated may also be found online via the College website at [www.crouse.org/nursing/aid/tuition](http://www.crouse.org/nursing/aid/tuition). All fees are mandatory, non-refundable, and not applicable toward tuition unless otherwise noted.

#### **2023-2024**

Nursing Courses: \$486 per credit hour

General Education Courses: \$540 per credit hour

Estimated 2023-2024 cost for a full-time, First-Year student: \$20,828

#### **Fees:**

- Online Application Fee: \$30
- Enrollment Fee: \$150 (credited towards tuition cost upon enrollment)
- Electronic Book Fee: \$1,150 (Paid in-full first semester/term) [Nursing Resources Only]
- Comprehensive Student Nursing Fee: \$1,200 (Per semester/term) – includes the following:
  - Nursing Lab and Simulation Fee: \$300
  - Student Services Fee: \$300
  - Technology Fee: \$600
- Graduation Fee: \$150 (4th semester/term only)

#### **Variable Fees:**

- Official/Unofficial Transcript Fee: \$10 (Current students are not charged a fee)
- CPR Certification Fee: \$60
- Kaplan Admissions Test: \$50
- Biology Lab Fee: \$65
- Parking: varies per lot/space availability
- Returned Check Fee: \$25
- Payment Installment Plan Fee: \$25
- Late Payment Fee: \$25 (monthly) or 10% of the total outstanding end-of-semester balance
- Medical Clearance Tracking and Background Check: Paid to the service provider
- General Education Textbooks: varies by course section
- Le Moyne College Consortium Fee: \$35 Fall 2023; \$120 Spring 2024

#### **Uniforms**

Uniforms and associated accessories cost approximately \$300.

#### **Tuition Bills**

Bills for tuition and fees reflect the courses for which students have registered. Tuition and fees are due (or a payment plan is established) prior to the start of classes each semester/term. The College reserves the right to revise these costs at any time, without prior notice, in order to meet increased expenses. The Bursar/Registrar can provide more detailed information about College expenses at 315-470-7256.

#### **Payment Plan**

The College offers a Payment Installment Plan every semester/term, which allows students to pay tuition and fees in agreed-upon installments over four months in fall and spring and three months in summer. A fee applies each semester/term a student chooses to enroll in the Payment Installment Plan and is due with the first installment payment prior to the start of classes each semester/term.



## **Financial Obligations**

Financial obligations to the College include, but are not limited to:

- Tuition and fees
- Overdue or lost library/media services materials

Students who are delinquent in financial obligations may:

- Incur monthly late fees and/or a fee equivalent to 10% of any remaining Balance Due at the end of each semester/term (not to exceed \$200 per billing period)
- Be dropped from current and/or future classes
- Not be eligible to graduate, be certified to take the licensing exam, be issued a diploma
- Be referred to a collection agency; any charges incurred from this action will be assessed to the student

## **APPLYING FOR FINANCIAL AID**

**Application Process** – to be considered for financial aid, students must file a Free Application for Federal Student Aid (FAFSA) and a New York State Tuition Assistance Program (TAP) application. These two forms are the primary financial aid applications required for the most common types of aid administered by the College: the Federal Pell Grant program, Federal Direct Loans, and New York State Tuition Assistance Program (TAP), excluding—Federal Plus Loans, private education loans, and external scholarships and grants. Our FAFSA Federal school code is 006445. Our NYS TAP school code is 0190.

Note that as of October 1, 2016, the FAFSA, TAP, and APTS applications require that applicants use prior-year tax and income data, regardless of changes to financial situations. The 2023-2024 FAFSA requires 2021 tax information.

**Eligibility** – eligibility for financial assistance is established according to information submitted on the FAFSA and TAP applications, and verified by the institution upon request by the Department of Education. Students who have been selected for financial aid verification must submit all applicable documentation within 30 days of being notified by the institution. Any student who fails to submit their requested verification documents within 30 days may have their federal financial aid returned to the Department of Education.

Financial assistance must be requested and financial Need must be determined annually, therefore, it is necessary to reapply for financial assistance each academic year. Students are ineligible for federal financial aid if they are in default on any prior federal educational loan or fail to complete a financial aid application for the appropriate academic year.

State and Federal student financial aid programs are subject to adjustments, depending on any change in financial status and on the allocation of funds to the College. Financial aid is awarded for the academic year and, unless otherwise indicated, awards are credited one half to each semester/term. The Bursar/Registrar issues refund checks by request once all anticipated aid becomes available (*refer to the Refund Policy.*) The Financial Affairs Officer is not affiliated with the calculation or distribution of student refund checks.

**Financial Independence** – federal and state regulations establish specific criteria for students to qualify as financially independent for purposes of receiving financial aid. The instructions for each form must be read carefully to determine eligibility as a financially independent student. Questions regarding financial independence should be addressed with the Financial Affairs Officer, where the Department of Education dependency criteria will be used to make this determination.

**Requirements** – once financial aid has been awarded, standards of progress must be met to remain eligible for aid in subsequent semesters/terms. These standards are determined according to FSA, SULA and Pell LEU regulations. Additionally, students must remain in good academic standing in order to remain eligible for state and/or federal aid, as determined by the College's academic standards. See Progression Policy.

**Academic Progress** – academic progress is defined for financial aid purposes as earning a specified number of credits each semester/term, achieving a specified minimum cumulative grade point average (CGPA) each semester/term, and continuity of class attendance. In addition, the program must be completed within a maximum time frame.

Students who are enrolled less than full-time in any given semester/term will have their financial aid eligibility determined based on their progress in the nursing curriculum.

**Dual Matriculation/Outside Enrollment** - Students may not receive financial aid from other institutions, or for classes taken at those institutions while matriculated at Pomeroy College of Nursing. This excludes GI Bill®, private loans, and limited other types of aid, or classes taken with the College's consortium partner institution. Students whose circumstances may justify some form of financial assistance being offered for course work outside of Pomeroy College of Nursing should meet with the Financial Affairs Officer prior to commencing the course(s).

**Obtaining Information from the College** – the following materials are available at the College and may be obtained by writing to the Financial Affairs Officer in care of the College or by calling the Financial Affairs Officer at 315-470-7749: financial expenses schedule, financial aid policies, summary of financial aid programs.

## FINANCIAL AID PROGRAMS

A combination of the programs detailed below may be awarded as a financial package at Pomeroy College of Nursing:

Aid Program	Source of funds	Who is Eligible	Value	How Funds Are Determined	How & When to Apply
<b>Pell Grant</b>	US Government	Students who demonstrate qualifying financial need and have not previously earned a bachelor's degree.	No repayment. Awards up to \$7,395 per academic year according to federal formula.	School processes financial aid application and awards funding in accordance with federal Pell grant matrix.	File the Free Application for Federal Student Aid (FAFSA) at StudentAid.gov. Students seeking aid from the state or federal government must complete the FAFSA* application.
<b>Crouse Scholarships</b>	Medical staff, memorial donations to Nursing Student Scholarship Fund	Nursing students who have demonstrated above average academic performance.	Award amounts vary based on Crouse Health Foundation funding and scholarship criteria.	Award is determined based on college application, and other admissions documents.	Awards are determined by selection committee; no application needed.
<b>Crouse Alumni Association Scholarships</b>	Crouse Hospital Nurses Alumni Association	Nursing students who have demonstrated above average academic performance.	Award amounts vary based on Crouse Health Foundation funding and scholarship criteria.	Award is determined based on college application, and other admissions documents.	Awards are determined by selection committee; no application needed.
<b>Federal Subsidized Direct Loans</b>	U.S. Government	Full or half-time students. A FAFSA* application must be filed first.	Up to \$5,500 per year, not to exceed \$23,000 aggregate. Interest does not accrue during in-school deferment.	School awards funding based on students' full eligibility. Students may choose to reduce or cancel loans.	Student files FAFSA*, then completes the Master Promissory Note and Entrance Counseling on StudentAid.gov.
<b>Federal Unsubsidized Direct Loans</b>	U.S. Government	Full or half-time students. A FAFSA* application must be filed first.	Up to \$12,500 per year, not to exceed \$57,500 aggregate.	School awards funding based on students' full eligibility. Students may choose to reduce or cancel loans.	Student files FAFSA*, then completes the Master Promissory Note and Entrance Counseling on StudentAid.gov.
<b>TAP*</b>	New York State	Full-time students who are legal residents of New York and US citizens. See HESC.ny.gov for income limits and other eligibility criteria.	No repayment. Awards up to \$5,665 per academic year for maximum of four semesters.	NYSHESC* determines award based on need and amount of tuition.	Student must file the NYS Tuition Assistance Program application and FAFSA*.

**\*Explanation of Chart Abbreviations:** FAFSA (Free Application for Federal Student Aid), SAR (Student Aid Report), NYSHESC (New York State Higher Education Service Corp.), TAP (Tuition Assistance Program)

**Additional New York State Funds Available:**

- Grants to Native American Students
- Veterans Tuition Award
- Aid for Part-Time Study (APTS)

**Additional Federal Funds Available:**

- Aid to Native American Students
- Veterans - GI Bill®
- Children of Deceased or Disabled Veterans
- Veterans Educational Benefits

**Additional Funding Available From Other Third Party Sources:**

- Say Yes To Education
- CNY Works
- Access-VR
- Onondaga County/Allyn Foundation
- Private education loans

For more information about these additional funds, contact the Financial Affairs Officer.

**Important Financial Aid Policies**

Students applying for aid from any source may be selected to provide verification of family adjusted gross income, U.S. income tax paid, household size, number in postsecondary colleges, independent student status, and certain other untaxed income and benefits.

All students selected for verification must provide the College Financial Affairs Officer with the following, unless instructed otherwise by the Financial Affairs Officer:

- A completed financial aid application or copy
- A signed copy of applicable Federal Tax Returns and any other requested tax documents
- A signed statement that no tax returns were filed, if applicable
- A completed Student Aid Programs Information Verification Worksheet

Eligibility for and awarding of student aid is governed by Federal Title IV and state regulations. Copies of these policies and procedures are available in the Financial Affairs Office.

A full-time financial aid year is based on 24 or more credits over 30 or more weeks of instruction, or 12 or more credits over 15 weeks of instruction per full-time semester/term. Students may receive a prorated amount of funding for enrolling in less than full-time or condensed terms.

Students will initially be packaged for financial aid and presented an award letter indicating their full federal aid eligibility. Once the registration period has ended, students' awards and Cost of Attendance (COA) budget will be adjusted to prorated amounts based on their rate of pursuit and resident/commuter status.

General education co-requisites are offered by virtue of our consortium agreement with Le Moyne College. Students who wish to take these classes and have them count towards their semester course load for financial aid purposes may enroll in them by one of two means: by registering for them via SONIS, or "cross registering" for them by enrolling for the class as a non-matriculated student in Le Moyne's student portal, and notifying Pomeroy College of Nursing's Bursar/Registrar. The Pomeroy College of Nursing Bursar/Registrar must be notified at the time of enrollment in order to confirm your enrollment status with LMC and to notify the Office of Financial Aid.

## **FINANCIAL AID GRIEVANCE AND APPEAL PROCESS**

### **Definition of a Financial Aid Grievance:**

A Financial Aid Grievance is defined as the perception of unfair treatment regarding the authorization, awarding, and/or policies related to student financial assistance, as brought to the attention of College administration.

If a student disagrees with an action or proposed action of the College relating to the awarding, continuation, or termination of financial assistance, they may seek resolution to the issue by initiating the grievance process. This process proceeds as follows:

1. The student meets informally with the Financial Affairs Officer to discuss the issue. If this meeting does not resolve the matter, the student has no longer than five (5) days to escalate their concern to the next step.
2. Should no resolution occur with the Financial Affairs Officer, the student may choose to meet with the Dean to seek resolution to the perceived issue.
3. After meeting with the Dean, if the student is still seeking appropriate corrective action, they may file an appeal to the Appeals Committee. The Appeals Committee shall consist of the Dean, the Associate Dean, the Assistant Dean for Students, and the Financial Affairs Officer.

### **The Appeals Process:**

1. A written statement of appeal should be submitted by the student to the Assistant Dean for Students within three (3) days of meeting the Dean. All supporting documentation, if applicable, should accompany the student's written statement at the time of submission.
2. The student appearing before the committee has the right to appear with a relevant witness when meeting with the committee. The witness is expected to remain objective and not offer any opinions or personal feelings regarding the grievance. It should be noted that if the student is considered to be a "dependent" according to Title IV regulations, the student's custodial parent(s) or documented legal guardian shall be the only allowable witnesses.
3. The student shall be granted up to 30 minutes to present their position in regards to the grievance. Further time may be allowed as needed by the committee to question documentation or witness statement(s).
4. The Committee's decision shall be presented to the student in writing, no more than three (3) days after the appeal meeting.
5. Decisions made by the Appeals Committee are final.
6. All proceedings shall be strictly confidential.
7. An Appeals Committee meeting may only be held if the student-appellant signs a release form authorizing the committee and the accompanying witness to have access to their financial aid records for the sake of that meeting.

Any person who perceived that they have been aggrieved by the College may file a written complaint with the New York State Education Department (NYSED) by sending their complaint to:

The Commissioner of Education  
The University of the State of New York  
Albany, New York 12230

## REFUNDS

Students are responsible for completing the [Drop-Add Form](#) and submitting it to the Bursar/Registrar. Changes in tuition will be processed only after a completed *Drop-Add Form* is received by the College Bursar/Registrar. The date on which the completed form is received by the Bursar/Registrar will be the date the change is considered to be effective. Fees are separate from tuition and are not refundable.

Electronic Book Fees are non-refundable once the activation code has been provided to the student.

Once all charges owed to the College have been satisfied, any balance in parenthesis may be refunded upon request to the Bursar/Registrar using the [Refund Request Form](#). The Bursar/Registrar does not begin processing a refund check until Anticipated Awards on a student's Statement of Account have been received and cleared. Once available, refund checks may take up to 8-10 business days to be processed.

### Timeline for Adjustments

The Bursar/Registrar will make adjustments to the tuition bill or refunds of paid tuition according to the following deadlines:

#### Required Nursing Courses:

Drop Received	Tuition Adjustment
Prior to the first day of the course	Student responsible for 0%
During the first week of the course	Student responsible for 25%
During the second week of the course	Student responsible for 50%
During the third week of the course	Student responsible for 75%
After the third week of the course	(No Refund) Student responsible for 100%

#### Elective Nursing Courses:

Drop Received	Tuition Adjustment
One business day prior to the first day of the course	Student responsible for 0%
Once course commences	(No Refund) Student responsible for 100%

#### General Education Courses (*Based on Le Moyne College Refund Policies*):

Drop Received	Tuition Adjustment
During the first week of the course	Student responsible for 0%
During the second week of the course	Student responsible for 20%
During the third week of the course	Student responsible for 40%
During the fourth week of the course	Student responsible for 60%
During the fifth week of the course	Student responsible for 80%
After the fifth week of the course	(No Refund) Student responsible for 100%

### Withdrawal

Students who intend to withdraw from a course or the program are required to meet with the Assistant Dean for Students, Financial Affairs Officer and the Bursar/Registrar. Please see notes regarding dropping nursing versus general education courses under “*Withdrawal/Dismissal*.”

### Failure to Withdraw

Students receive an (F) grade for any course not officially dropped and will not receive a refund.

**Impact of Withdrawals**

Student aid recipients should consult with the Financial Affairs Officer before dropping classes. Financial aid may not cover the charges for dropped classes, and students shall be liable for all remaining tuition and fees due for that billing period.

**Pro Rata Refund Policy – Federal Title IV Aid Recipients**

The pro rata refund policy applies only to Federal Title IV aid recipients who are attending the College of Nursing for the first time and separate from College prior to completing 60% of the semester/term.

A refund is the unearned amount of institutional charges that must be returned to the Federal Student Aid (FSA) programs on behalf of the student who withdraws from college. A repayment is the unearned amount of any cash disbursed to the student that must be returned to the FSA. If the refund calculation determines that the student has received a cash disbursement in excess of allowable institutional charges, the excess will be repaid by the school and recouped from the student. When a student, who is subject to the Pro Rata Refund Policy, withdraws from college during the first 60% of the semester/term, the refund of institutional charges and the corresponding student liability will be computed using the Department of Education's Return to Title IV Calculator.

Any refund of institutional charges shall be paid first to outstanding Federal Direct Loan balances, then to the Federal Pell Grant program, in the order specified by Title IV of the Higher Education Act of 1965, as amended. Any student liability for repayment of Federal funds already disbursed to a student will be reported to the U.S. Department of Education.

**SCHOLARSHIP OPPORTUNITIES**

Pomeroy College of Nursing offers a number of scholarships to assist students in meeting their financial commitments. The College does not discriminate based on religion, race, ethnicity, gender, sexual orientation, age, socio-economic status, Financial Need, marital status, or disability. However, some scholarships may have specific eligibility requirements within one or more of these categories.

The awarding of any individual scholarship is based on funds available through the Crouse Health Foundation. Recipients' names and addresses are considered "directory information" and are provided to the Crouse Health Foundation for disclosure to the primary donors of the endowed scholarship funds. All other student information, including family income, Financial Need, grade point average, etc., is protected information under the Family Educational Rights and Privacy Act (FERPA) and will not be disclosed by the financial aid office to anyone without the express written consent of the student.

Scholarships may be used for tuition costs, fees, books and supplies and/or other educational costs. Since scholarship donors generally request that the scholarships they sponsor do not affect students' eligibility for other forms of student aid, the College awards scholarships towards the overall budgeted cost of attendance (COA).

Students awarded a scholarship are required to submit a letter of acknowledgement as requested by the Crouse Health Foundation for each academic or calendar year in which they are offered a scholarship. The Foundation may choose to withhold funding for any student who does not contact them in regards to their award.

**General Standards for Scholarship Eligibility**

All College scholarships are awarded on the basis of overall academic achievement and in some cases demonstrated Financial Need. Scholarships are awarded to students by the College Scholarship Committee in collaboration with the Office of Financial Aid. Qualified recipients are selected from a pool of students/accepted students who meet particular scholarship criteria.

To be eligible and considered for a scholarship, students must meet the following criteria:

- Accepted student or currently enrolled student status
- Maintain a cumulative Grade Point Average (GPA) of 2.75 or higher
- No student code of conduct violations

If a recipient does not meet the GPA requirement, the recipient will be placed on a scholarship probationary status for one semester/term and will be notified in writing by the Financial Aid Office. During the probationary period, the student will continue to receive scholarship payment. If the recipient falls below the required GPA after the probationary period, the scholarship will not be renewed. Students who have lost scholarship eligibility due to unforeseen mitigating circumstances may submit an appeal for award reinstatement to the Financial Affairs Officer.

## **STUDENT LOAN CODE OF CONDUCT**

The Higher Education Opportunity Act (HEOA) of 2008 includes the requirement that an institution participating in a Title IV loan program must develop, publish, administer, and enforce a code of conduct related to administration of the Title IV loan programs. The College adheres to the following student loan code of conduct and applies the code of conduct to its officers, employees and agents of the school.

**Prohibition of preferred lender arrangements/lists:** A preferred lender arrangement is defined as an arrangement or agreement, between a lender and covered institution, in which a lender provides education loans to students (or the students' families) and the covered institution recommends, promotes or endorses the education loan products of the lender. Officers and employees of the College may not recommend, promote or otherwise endorse specific lenders or the education loan products of any lender.

**Ban on revenue-sharing arrangements with any lender:** The HEOA defines "revenue-sharing arrangement" as any agreement between an institution and a lender under which the lender makes Title IV loans to students attending the institution (or to families of those students), the institution recommends the lender or the loan products of the lender and, in exchange, the lender pays a fee or provides other material benefits, including revenue or profit-sharing, to the institution or to its officers, employees, or agents. The College prohibits participation in any revenue-sharing arrangements by the institution or by its officers, employees, or agents.

**Ban on employees of the financial aid office receiving gifts from a lender, guaranty agency or loan servicer:** No officer or employee of the College, Office of Financial Aid (or an employee or agent who otherwise has responsibilities with respect to educational loans) may solicit or accept any gift from a lender, guarantor, or servicer of education loans. A "gift" is defined as any gratuity, favor, discount, entertainment, hospitality, loan or other item having monetary value of more than a nominal amount. A "gift" does not include (1) a brochure, workshop, or training using standard materials relating to a loan, default aversion, or financial literacy, such as a brochure, workshop, or training; (2) food, training, or informational material provided as part of a training session designed to improve the service of a lender, guarantor, or servicer if the training contributes to the professional development of the institution's officers, employees, or agents; (3) favorable terms and benefits on an education loan provided to a student employed by the institution if those terms and benefits are comparable to those provided to all students at the institution; (4) entrance and exit counseling as long as the institution's staff are in control of the counseling and the counseling does not promote the services of a specific lender; (5) philanthropic contributions from a lender, guarantor, or servicer that are unrelated to education loans or any contribution that is not made in exchange for an advantage related to education loans, and; (6) State education grants, scholarships, or financial aid funds administered by or on behalf of a State.



**Ban on contracting arrangements:** No officer or employee of the College, Office of Financial Aid (or employee or agent who otherwise has responsibilities with respect to education loans) may accept from a lender, or an affiliate of any lender, any fee, payment or other financial benefit as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.

**Prohibition against steering borrowers to particular lenders or delaying loan certifications:** For any first-time borrower, the College may not assign, through the award packaging or other methods, the borrower's loan to a particular lender. In addition, the College may not refuse to certify, or delay the certification, of any loan based on the borrower's selection of a particular lender or guaranty agency.

**Prohibition on offers of funds for private loans:** The College may not request or accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of Title IV loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement. An "opportunity pool loan" is defined as a private education loan made by a lender to a student (or the student's family) that involves a payment by the institution to the lender for extending credit to the student.

**Ban on staffing assistance:** The College may not request or accept from any lender any assistance with call center staffing or financial aid office staffing, except that a lender may provide professional development training, educational counseling materials (as long as the materials identify the lender that assisted in preparing the materials), or staffing services on a short-term, nonrecurring basis during emergencies or disasters.

**Ban on advisory board compensation:** Any employee of the College, Financial Affairs Officer (or employee who otherwise has responsibilities with respect to education loans or financial aid) who serves on an advisory board, commission, or group established by a lender or guarantor (or group of lenders or guarantors) is prohibited from receiving anything of value from the lender, guarantor, or group, except for reimbursement for reasonable expenses incurred by the employee for serving on the board.

## **VETERANS AND GI BILL® RECIPIENTS**

The institution is required to provide individualized financial aid counseling to veterans and/or VA benefit recipients upon request. Eligible students are encouraged to self-identify to the Office of Financial Aid prior to the start of each academic period to ensure awareness of all financial aid opportunities as well confirming that any applicable benefit programs are being appropriately processed.

Students eligible to receive GI Bill® benefits who wish to be certified while in attendance at Pomeroy College of Nursing should submit their Certificate of Eligibility (COE) to the Financial Affairs Officer (FAO) prior to the start of the semester/term. If the student's COE is not available, they should meet with the FAO prior to the start of the term/semester to determine what other documentation can be used.

GI Bill® recipients who cross-register at Le Moyne College or take classes at another institution while attending Pomeroy College of Nursing, will only be certified for the classes taken at Pomeroy College of Nursing. Classes taken at another institution must be certified for GI Bill® eligible credits by that institution. The Bursar/Registrar from Pomeroy College of Nursing will provide the student with a letter verifying that their course work is applicable to their nursing program.

GI Bill® benefits are certified at the beginning of each semester. The payment period begins on the first day of classes and ends on last day of scheduled final exams or the "Grades Due to Registrar" date for nursing courses if no final exam dates are scheduled, and on the last day of final exams for general education courses. Classes with varying start and/or end dates will be certified separately from classes which follow standard term dates.

GI Bill® recipients who withdraw or make any changes to their academic schedule must meet with the financial aid administrator or Veteran Certifying Officer from that institution prior to making these changes in order to avoid a potential debt being owed to the Veterans Administration. If the institution finds that any changes were made to a GI Bill® recipient's schedule without first meeting with the school's financial aid administrator, the institution will immediately notify the VA on behalf of the student to determine if the school or student is liable for any incurred debts.

## **DATA SECURITY**

Federal regulations require institutions to have cyber breach and/or data security plans in place in order to protect sensitive Student Aid Report and other non-directory information from being accessed by cyber criminals or inadvertently released by the institution. If any student becomes aware or suspects that their personal information was accessed by a third party without their consent, they should immediately notify the Financial Affairs Officer. Additionally, any non-government organizations who requires a student's Title IV information in order to process funding or determine aid eligibility for students must be indicated on a [\*FERPA Consent Form\*](#) and signed by the student and their parent or legal guardian (if applicable).

Should the institution become aware of any possible data breach occurrences, the department of education will be notified within twenty four hours with a full report of the incident, including the number of students involved, the type of information suspected to have been accessed and the organization's tentative plan for remedial action.

## **EMPLOYMENT OPPORTUNITIES**

Employment opportunities may be available through Crouse Health/Crouse Hospital Student Nurse Resource Pool. For further information concerning student or general employment opportunities please visit [www.crouse.org/careers](http://www.crouse.org/careers) or contact Crouse Health Human Resources at 315-470-7521.

## **CREDIT CARD SOLICITATION**

The College prohibits credit card solicitation in any form by financial institutions or other companies, groups, or individuals seeking to distribute credit card applications on the College campus. Such prohibited means includes solicitation by posting on College bulletin boards, advertisement in College publication or information processed through College email. The College may provide its student body with educational information regarding the responsible use of credit cards. Appropriate means to communicate this information may include presentations in new student welcome or regular classroom activities, relevant literature placed in designated campus facilities, or during special campus programming events. Violations of this policy will result in appropriate action taken by the College.

## CURRICULUM

### PROGRAM REQUIREMENTS

Nursing Component:	41 credits
General Education Component:	24 credits
• Science (includes Nutrition):	<i>(15 credits)</i>
• Humanities:	<i>(3 credits)</i>
• Social Sciences:	<u><i>(6 credits)</i></u>
<b>Total:</b>	<b>65 credits</b>

### CLOCK AND CREDIT HOURS

Definition of clock hours for theory and clinical experience:

Class:	1 hour per week	x 15 weeks = 15 clock hours = 1 credit
Class Laboratory:	2 hours per week	x 15 weeks = 30 clock hours = 1 credit
Clinical Experience:	3 hours per week	x 15 weeks = 45 clock hours = 1 credit

### TIMEFRAMES FOR PROGRAM COMPLETION

The nursing program consists of general education and nursing courses that can be completed on a full-time basis. The traditional day option consists of 16-week semesters and the evening/weekend option consists of terms of variable length. All program requirements must be completed within four years of the original date of matriculation.

#### Full-time

Students who enroll for full-time study may complete program requirements in two years if they follow the recommended course sequence.

#### Evening/Weekend Option

Students who enroll for the evening/weekend option may complete program requirements in 16 months if they follow the recommended course sequence.

### GRADUATION REQUIREMENTS

Upon completion of all requirements, graduates are awarded an Associate in Applied Science (A.A.S.) in Nursing. To earn their degree, students must:

- Complete all required courses with a grade of (C) or above
- Complete New York State mandated reporter module
- Achieve a CGPA of 2.0 or above
- Meet all financial obligations
- Complete financial aid exit counseling
- Complete program exit interview with Dean or designee
- Complete NCLEX Review Course

## **PROGRAM PLANS OF STUDY**

Program Plans of Study for both the Day and Evening/Weekend options can be found in Appendix A.

## **COURSE DESCRIPTIONS**

Course descriptions for all nursing (NUR) and required Le Moyne College general education courses can be found in Appendix B.

## **ACADEMIC CALENDARS**

Academic Calendars for both the Day and Evening/Weekend options can be found in Appendix C.

## **ENROLLMENT AND REGISTRATION**

### **MATRICULATION AND ENROLLMENT**

#### **Matriculation**

Matriculation is a student status that indicates that all admission requirements have been met and the student has accepted an offer of admission to the program.

#### **Non-matriculated (NM)**

Non-matriculated students are not enrolled in the nursing program but are allowed to take general education courses at the College of Nursing on a space-available basis.

#### **Full-Time (FT)**

Full-time is defined in both federal regulations and in New York State education law as being enrolled in a full-time academic workload that equals or exceeds 12 credit hours per semester/term.

Courses (class, lab, clinical) for the day option may be held during the evening and/or weekend due to the availability of sites/resources.

Courses (class, lab, clinical) for the evening/weekend option may be held during the weekday evenings and/or weekend (day or evening hours) due to the availability of sites/resources.

#### **Caution about Full-Time Study**

Students who have transferred general education courses or taken them during summer sessions may have difficulty maintaining full-time status at the College. Financial aid opportunities may be limited; consult the Financial Affairs Officer.

#### **Audit (AU)**

Any student desiring to audit a nursing course must acquire prior approval by the Dean before registering for the course. The request must be submitted before the semester/term begins in which the course being considered for audit is offered. Students may audit only the theory portion of a nursing course and will pay a pro-rated tuition fee. Audited classes are recorded with a grade of "AU". No credit is awarded. A course taken on an audit basis will not be counted in determining full-time status for financial aid eligibility.

#### **Health Requirements**

Healthcare facilities have many procedures, processes and requirements that the College is mandated to follow in order to place students in the clinical setting. Students are required to complete a full health assessment as an enrollment requirement and annually upon continued matriculation. Students are responsible for submitting all required documents to their Castle Branch account by the designated deadline; faxed, mailed or emailed documents to the College will not be accepted. All health records must be 100% complete and current to attend class, lab and clinical.

New York State requires all students taking six credits or more and born after January 1, 1957 to submit the following immunization records (PHL Section 2165 and 2167):

- Measles, Mumps, Rubella
  - Proof of 2 measles, 1 mumps & 1 rubella vaccines (or 2 MMR's) OR
  - Positive blood test results (IGG) for Measles, Mumps and Rubella,
- Meningitis
  - Proof of meningitis vaccine within 5 years OR
  - Signed waiver declining the meningitis vaccine.

Health Care facilities that students will be attending for clinical also **require** the following:

- Tuberculosis Screening
  - Evidence of two negative Purified Protein Derivative Testing (PPD)
    - The first must be within the 12 months prior to beginning at the College
    - The second must be within the 3 months prior to beginning at the College
    - The PPD tests must be at least one week apart
  - Or
  - Evidence of a negative QuantiFERON gold blood test, within 3 months prior to College entrance date
  - Students with a positive PPD test or positive QuantiFERON gold will be required to have a clear chest x-ray and show satisfactory evidence of follow-up health care with the Onondaga County Health Department Chest Clinic. A TB screening form must be completed annually for those with a positive PPD or positive QuantiFERON gold
  - Students will be required to have an annual TB screening
- 1 Tdap within 10 years
- 2 doses of varicella vaccine 4 weeks apart or positive blood test results (IGG) for varicella
- 3 Hepatitis B vaccines or positive blood test results (IGG) or declination form
- Current Flu vaccine (one dose each flu season)
- COVID-19 full vaccination (2 doses of Moderna or Pfizer; or 1 dose of Johnson & Johnson) or declination form

Students are referred to the following for assistance with immunization compliance and records:

- Current and Previous Health Care Providers
- High School
- Prior/Current College
- Onondaga County Health Department
- Military records

For more information on the New York State Immunization requirements please visit:

[https://www.health.ny.gov/prevention/immunization/handbook/section\\_1\\_requirements.htm](https://www.health.ny.gov/prevention/immunization/handbook/section_1_requirements.htm)

For more information on immunization requirements for healthcare workers please visit the CDC website:

<https://www.cdc.gov/>

### **Enforcement statement**

Students must have the required health information upon matriculation and remain current throughout the program. Vaccination non-compliance may result in the inability to complete the required clinical component of the nursing program. Such non-compliance may result in immediate de-enrollment from the nursing program.

Approved exemptions for the COVID-19 vaccine may be required by outside clinical agencies. If a student requests an exemption, it must be done for each clinical agency that the student is attending. Failure to receive an approved exemption may result in the inability to complete the required clinical component of the nursing program.

### **CPR REQUIREMENT**

Students must provide documentation of successful completion of an approved CPR course listed below prior to established deadlines. All students are required to keep CPR certification current throughout

program matriculation. Proof of continued certification for an entire semester/term is required, at the start of each semester/term. Prior to nursing coursework, students must complete one of the following courses:

- American Heart Association (AHA) Basic Life Support (BLS) (Two year certification)
- American Red Cross (ARC) Basic Life Support for Healthcare Providers (Two year certification)

Certification from any provider not listed above will not fulfill this requirement.

***\*Students who do not submit proof of completion of the approved CPR certification prior to the established deadline will be unable to attend nursing classes, lab and clinical rotations.***

## **STUDENT BACKGROUND CHECK**

Enrollment requirements for Pomeroy College of Nursing at Crouse Hospital include completion of a background check for all accepted students. Background checks are standard for health care employment to ensure the safety and welfare of all patients and employees. To comply with these requirements, the College requires all students to obtain a criminal background check.

- Accepted students are contingently enrolled until results of the background check are reviewed. Students are required to obtain a criminal background check via [castlebranch.com](http://castlebranch.com) by the established deadline and are responsible for the cost of the background check
- Students refusing to obtain a background check or students that do not complete a background check by the established deadline date will not be eligible to enroll
- Previous background checks may not be used to meet this requirement
- The student and College administration will receive the background check results. All background checks will be treated as confidential
- Student background check results are maintained in Castle Branch
- If a background check is positive, an administrative review is initiated. The student will be asked to validate and explain the results. If the occurrence is deemed to be of no concern by administration, the student will be allowed to enroll
- If the occurrence is sufficiently flagrant that the student will not meet the College's Essential Functions and/or be eligible for placement in the clinical settings, the student will not be eligible to enroll
- Students are responsible to determine eligibility for licensure. If convicted of a crime, the student is responsible to determine if their background will prohibit licensure and employment in the healthcare industry. Pomeroy College of Nursing administration, faculty and staff are unable to provide legal advice. Students with questions/concerns about their background may contact legal counsel prior to enrollment at the College
- Students are obligated to inform the College of any changes in their criminal record. Students may be required to complete an additional background check

## **NURSING ESSENTIAL FUNCTIONS AND TECHNICAL STANDARDS** (*Enrollment Requirements*)

The essential functions are the basic cognitive, psychomotor and effective abilities that are essential to successful progress through the program. Functional use of the senses must be possessed with reasonable adjustments. Sensory skills allow observation at a distance and close at hand, the ability to learn skills and gather data. Students must have the ability to perform the following functions upon matriculation and throughout the program. In addition, students are also required to sign-off on and fulfill the role of the Student Nurse as outlined in the Role Position Description.

Criteria and examples of some relevant activities include (but are not limited to):

**Cognitive** – the ability to collect, interpret and integrate information/knowledge to make appropriate decisions.

- Read, comprehend and speak English, written/electronic documents, digital displays
- Perform basic math calculation, use of calculator
- Maintain concentration and focus
- Process information accurately and prioritize tasks
- Evolve in understanding/application of predicted outcomes based upon course requirements each semester
- Process information accurately, completely and quickly using multiple sources

**Interpersonal** – the ability to effectively and professionally interact with individuals, teams and families.

- Adapt to change, display flexibility
- Demonstrate accountability, responsibility, integrity, trustworthiness and empathy
- Establish appropriate and effective rapport

**Communication** – the ability to comprehend and share oral, written and electronic information with others.

- Speak succinctly, clearly and accurately
- Effectively hear and actively listen
- Document accurately and thoroughly
- Promote professional communication in all settings
- Demonstrate competence in verbal and nonverbal communication skills

**Emotional Health** – the ability to productively cope with life events while acknowledging and managing emotions of self and others.

- Exercise good judgment
- Provide therapeutic support
- Function efficiently and adapt in uncertain environments and stressful situations

**Professionalism** – the ability to uphold the standards, practices and expectations associated with the student role.

- Demonstrate appropriate communication and behavior that shows respect to faculty, staff, client and self
- Effectively manage concurrent tasks
- Understand and abide by policies and procedures of the College and clinical agencies
- Understand the consequences of Student Code of Conduct violations
- Accept responsibility, accountability and ownership of one's behavior

**Physical Endurance/Strength/Stamina** – the ability to have full range of body motion.

- Safe handling and lifting up to 50lbs.
- Manual and finger dexterity/sensation
- Eye-hand coordination
- Complex gross and fine motor skills
- Function effectively for 8 – 10 hours minimally
- Sustain repetitive movements (CPR)
- Move, carry, push, pull and position

**Auditory** – the ability to hear with reasonable adjustments in order to receive and send information.

- Hear in situations when not able to see lips (when masks are used)
- Hear alarms, telephones, monitoring devices and emergency signals
- Discriminate both high and low frequency sounds
- Effectively hear to monitor, assess and communicate with others



**Visual** – the ability to see with reasonable adjustments.

- Observe and evaluate responses
- Visualize different color spectrums and color change
- Accurately read and interpret measurements on equipment, documents and labels
- Precisely read small font words and characters

**Tactile** – the ability to perceive by touch.

- Feel vibrations
- Detect shapes, sizes, temperature, surfaces and texture by means of touch

**Smell** – the ability to detect odors.

- Smell sufficient to detect smoke, gases, noxious spills or fumes
- Tolerate strong odors

## **COURSE AVAILABILITY**

The College reserves the right to change course offerings or the schedule of courses due to enrollment and/or staffing. If a general education course is cancelled due to low enrollment, the Bursar/Registrar will work with the Le Moyne Registrar to reserve any available seats for registration in equivalent coursework on their campus, an off-site location or on-line. Should there be no available Le Moyne hosted sections, students should refer to the *Transfer Credit Policy*.

## **PRE/CO-REQUISITES**

A pre-requisite is a course or a requirement that must be completed satisfactorily before taking another course. A co-requisite is a course or requirement that must be completed concurrently with another course. Pre and co-requisites are listed in the course descriptions (See *Appendix B*).

Students looking to take courses at other institutions while matriculated at Pomeroy College of Nursing must first request approval to do so using the [Transfer Course Approval Form](#) before sending proof of enrollment to the Bursar/Registrar. An official transcript showing completed grades for a prerequisite General Education course is required before the next semester/term begins. Failure to provide the official transcript by the established deadline may impact the student's ability to progress in the program.

## **REGISTRATION**

### **Advisement**

Students are strongly encouraged to connect with an academic advisor prior to registration to ensure they are meeting progression and/or graduation requirements (refer to *Academic Advising*). It is the student's responsibility to register for courses that fulfill graduation requirements. Registration for nursing courses is completed online through SONIS during an open enrollment period. Students are notified via their College email regarding registration details. Students who do not register during designated registration times may forfeit their space in the next sequence of coursework. Official transcript showing completed grades is required before the next semester/term starts (refer to *Transfer Credit Policy* for more information).

### **Course Adjustment Days**

Students must refer to the academic calendar for add/drop dates (See *Appendix C*).

**Hold on Account**

Students will not be permitted to register for courses if there is a hold on their account. A registration hold will be placed on an account if there is a balance due to the College past the stated deadline for the applicable semester/term. Students may be required to meet with the Bursar/Registrar to establish a payment plan.

**WITHDRAWAL/DISMISSAL****Nursing Courses**

Students may withdraw from a nursing (NUR) course up until 60% of the course has been completed. The date of withdrawal is the date the completed form is received by the Bursar/Registrar. A (WD) grade is assigned for students who withdraw according to the dates established on the academic calendar. Students who intend to withdraw from a course or the program are required to meet with the Assistant Dean for Students and the Financial Affairs Officer prior to meeting with the Bursar/Registrar to submit the completed [Drop-Add Form](#).

No course withdrawal will be permitted after the deadline that is identified on the academic calendar. Withdrawal from nursing courses does not signify withdrawal from general education courses. See *Grading* policy for further detailed information regarding withdrawing from courses.

**General Education Courses**

Withdrawal deadlines and grades for general education courses are assigned according to Le Moyne College policies. Information may be obtained from the Bursar/Registrar. Any student who wishes to withdraw from a general education course must do so with the Bursar/Registrar by completing the Le Moyne College *Drop-Add Form*.

**Tuition Refunds** are calculated by the exact date of withdrawal (*see Refunds policy*).

**Withdrawal from the Program**

Students may elect to withdraw from the Program/College at any time by written notification to the Dean stating their intent to withdraw. The procedure for withdrawal is as follows:

1. Meet with the Assistant Dean for Students to obtain the *Program Withdrawal Checklist* and complete an [Drop-Add Form](#)
2. Meet with the Financial Affairs Officer regarding impact on financial aid
3. Complete an exit interview with the Dean or designee
4. Meet with the Bursar/Registrar to submit completed forms and return all student ID badges. Students with an outstanding balance must make payment arrangements based on the Timeline for Adjustments (*see Refunds policy*) if necessary

Grades will be assigned according to the Academic Calendar. Program withdrawal after the official WD deadline on the Academic Calendar will result in a grade of “F” which is included in the cumulative grade point average.

**Academic Dismissal from the Program**

Students who have failed to maintain minimum academic standards will be dismissed from the College as outlined below:

- A student that receives a failing grade (grade less than “C”) in two required courses (NUR or general education) at any time during matriculation in the program
- A student who withdraws from a required nursing course a third time (same course or different ones) at any time during matriculation in the program
- A student that receives a failing grade (grade less than “C”) in a required course after readmission
- A student that exceeds program completion time limits

- A student that fails to respond or meet enrollment deadlines (such as a return from LOA)

### **Administrative Dismissal from the Program**

A student may be dismissed from the College for reasons that may include a pattern of unsafe or unethical conduct and/or a particular serious incident of unethical or unsafe conduct in a clinical or non-clinical setting.

Administrative Council may recommend to the Dean that a student be dismissed from the College.

The Dean may suspend, impose a mandatory leave of absence or dismiss a student for lack of professional qualifications for nursing or for reasons pertaining to dishonest, unsafe, or immoral behavior.

These conditions include but are not limited to:

- Failure to meet College academic and/or clinical policies
- Behavior that is contrary to the ethical code of the nursing profession
- Failure to adhere to the College student code of conduct

A student who is administratively dismissed is not eligible to apply for readmission to the program.

## **READMISSION**

Candidates seeking readmission to the College should contact the Assistant Dean for Students in writing to obtain a readmission application. A student who is administratively dismissed is not eligible to apply for readmission to the program. All parts of the readmission application, including the application fee must be submitted by May 15 for Fall semester consideration and December 15 for Spring semester consideration. The decision of the Readmission Committee is final and not subject to appeal.

### **Readmission Eligibility**

<b>Course Failures</b>	<b>Eligible to Apply for Readmission</b>
One nursing (NUR) and one general education failure	Yes
Two general education failures	Yes
Two nursing (NUR) course failures	No

## **LEAVE OF ABSENCE**

Students may apply/request up to two (2) Personal, Medical or Military Leaves of Absence (LOA) during their time in the program.

### **Personal LOA**

Students who must leave the College to attend to a personal matter may apply for a Personal LOA.

A Personal LOA may be requested at any point during the semester or term prior to the date noted on the corresponding academic calendar.

### **Personal LOA Procedure**

The following procedure must be followed to request a Personal LOA:

- The student must schedule a meeting with the Assistant Dean for Students to discuss their specific personal circumstance and review the Personal LOA process
- The student will complete a *Request for Leave of Absence* and [Drop-Add Form](#) with the Assistant Dean for Students

- The student must submit a typed personal statement that details the necessity for the Personal LOA request
- The student will meet with the Financial Affairs Officer and Bursar/Registrar to discuss any financial ramifications related to taking a Personal LOA

### **Medical LOA**

A student may experience unexpected physical or psychological conditions that significantly impair their ability to function successfully or safely in their role as a student. In such cases, the student and their provider may request time away from the College for treatment and recovery to help restore functioning to a level that will enable the student to return to the College and perform successfully in the classroom and clinical environment. The College has a vested interest in students receiving appropriate care not only for their own wellbeing, but also for the wellbeing of the larger community with whom the student interacts.

A Medical LOA may be requested at any point during the semester/term prior to the date noted on the corresponding academic calendar, including submission of the necessary medical evaluation and any related paperwork. After that date, a student may request a grade of incomplete (I), should they experience unexpected physical or psychological conditions that significantly impair their ability to function successfully or safely in their role as a student.

### **Medical LOA Procedure**

The following procedure must be followed to request a Medical LOA:

- The student must contact the Assistant Dean for Students to discuss their specific medical condition and review the Medical LOA process
- The student will complete a *Request for Leave of Absence* and [Drop-Add Form](#) with the Assistant Dean for Students and obtain the *Treating Healthcare Provider Report* form
- The student will meet with the Financial Affairs Officer to discuss any financial ramifications related to taking a Medical LOA
- The student must be evaluated by their treating physician, licensed mental health provider or other appropriate licensed healthcare provider and the *Treating Healthcare Provider Report* form must be completed and submitted to the College prior to Medical LOA approval

### **General Personal and Medical LOA Information**

The following applies to all Personal and Medical LOAs:

- All requests must be reviewed and approved by the Dean of the College
- Students must continue in all coursework (theory, lab and clinical) while their LOA request is pending approval. Evaluation methods missed during any pending approval period will result in grades of zero.
- Students may be granted a LOA for a total of two semesters or terms throughout the duration of the program, consecutive or nonconsecutive
- Grades will be assigned as WD
- Once the LOA is approved, the student's Crouse ID badge will be deactivated and access to College and Hospital facilities will be restricted
- Students may not attend general education courses taught on the Pomeroy College of Nursing campus during the entirety of their LOA
- Adjustments to the tuition bill or refunds of paid tuition will be made according to the *Timeline for Adjustments* (see *Refunds* policy)
- Students seeking to extend their LOA beyond one semester or term must submit a request for extension in writing to the Bursar/Registrar. If the leave extends beyond two semesters or terms the student will be required to apply for readmission to the College

## **Returning from Personal or Medical LOA**

- Students must notify the Bursar/Registrar in writing of their intention to return to the College by the established date/deadline indicated on the LOA approval letter. Those who do not notify the Bursar/Registrar by the deadline may be academically dismissed from the College
- Reenrollment in courses is dependent upon space availability
- Returning from a Medical LOA requires that a medical clearance letter from the treating physician, licensed mental health provider or other appropriate licensed healthcare provider be submitted to Crouse Hospital Employee Health at least three days prior to the start of classes. Students must also schedule an appointment with Crouse Hospital Employee Health to be cleared for coursework prior to the start of classes and submit the clearance form obtained by Crouse Hospital Employee Health to the Bursar/Registrar
- Students are subject to all College policies/standards/guidelines upon their return, including any changes that may have been implemented during their LOA

## **Military LOA**

This policy applies to soldiers who are called to active military duty or have received orders for a state or federal deployment. A copy of the student's military orders or official letter of duty assignment must accompany a student's official request for withdrawal or leave of absence based upon military duty. This process is also necessary to qualify for a tuition refund or financial credit for course fees. A qualifying military withdrawal during the semester/term could entitle the student to a full refund of tuition and mandatory fees.

To re-enroll, the student should inform the College of their intent to return to coursework within 30 days of discharge from active duty or documented completion of terminal leave, or 30 days prior to their intended start of classes. The student should meet with an advisor, the Bursar/Registrar and the Financial Affairs Officer regarding registration and implementation of any tuition assistance benefits. The length of time the student has been away could affect the readmission plan.

For general education courses, the student must adhere to policies determined by the academic institution where the courses are taken.

If the student is receiving the GI Bill® under chapters 30, 33, 35, 1606, or 1607, the College's VA Certifying Official will initiate the termination of benefits for that semester/term per the VA's most current policy. For students receiving GI Bill® chapter 31 benefits, the College's VA certifying official will work with the student's Vocational Rehabilitation counselor to terminate the student's benefits for that semester/term.

## **TRANSCRIPT REQUESTS**

Current students and alums may request official and unofficial copies of their transcripts from the College from the Bursar/Registrar using the [\*Transcript Request Form\*](#). Current students will incur no fee for the request. There is a processing fee for each official and unofficial transcript requested by former students and alums. The Release of Information requirement is satisfied by completing the *Transcript Request Form*.

## **TRANSFER CREDIT POLICY**

Transfer credit is determined by the Bursar/Registrar in consultation with the Assistant Dean for Enrollment. Transfer credit may be granted for courses with content and credit comparable to required general education courses. Evaluation of transfer credit will be finalized and awarded only after final official transcripts from each credit source (such as College transcripts, test scores, or military documents) have been

received by the College. Course descriptions and course syllabi may be requested to provide further clarification.

**Transfer credit consideration is given to:**

- Required general education courses of the program completed with a grade of (C) or above
- Anatomy & Physiology I, II and Microbiology courses completed within five years\* of the date of application. Students are strongly encouraged to complete Anatomy & Physiology I and II at the same institution for curriculum consistency purposes
- Nursing transfer credits are considered on an individual basis and may be granted for the first semester/term nursing courses only
- Transfer credit will not be awarded for science courses (Anatomy & Physiology I, II, Microbiology and Nutrition) taken through Portage Learning (Geneva College)\*

\*If Anatomy & Physiology I, II and/or Microbiology were successfully completed with a grade of (C) or above beyond the 5-year time limit, students may elect to take both sections of Anatomy & Physiology I, II and/or Microbiology through Portage Learning. Please refer to <https://portagelearning.com/partners/pcon> for additional information. Upon successful completion of a Portage course(s), transfer credit will be awarded for the initial course.

**Credit by Examination:**

- College Board Advance Placement Examinations (AP) are accepted based on the American Council on Education (ACE) recommended score of “4” or “5”
- College Level Examination Program (CLEP) with a minimum score of “50.” A maximum of one attempt at two of the following exams may be transferred and must be completed with official scores received at least one month prior to the start of the semester/term in which course completion is required:
  - College Composition Modular (essay portion not required) (WRT 101 equivalent)
  - Introductory Psychology (PSY 101 equivalent)
  - Human Growth and Development (PSY 220 equivalent)

**General Guidelines:**

A preliminary transfer credit evaluation will be completed by the Assistant Dean for Enrollment, during the application process.

During matriculation, a student must complete the [Transfer Course Approval Form](#) prior to enrolling in any outside coursework.

Once a student is approved to enroll in a transfer course, an (un)official transcript showing proof of course enrollment must be received by the Bursar/Registrar prior to the start of the transfer course.

If official documentation of a pre-requisite course is not received by the deadline, the student will not be allowed to attend nursing course(s) (clinical, lab and theory) until official qualifying documentation is received.

The pre/co-requisites for all courses can be found under the course descriptions in Appendix B.

**\*Transfer credits (including credits received via cross-registration) are not included in the computation of the cumulative GPA.**

## ACADEMIC POLICIES

### MEETING COURSE REQUIREMENTS

#### Course Work and Graded Material

All course work and graded material must be completed and turned in by the assigned due date (as outlined in each course syllabus). Extenuating circumstances may be addressed with course faculty via the Extension and Exception to Academic Policy.

#### Evaluation of Student Learning Outcomes

The evaluation methods for each course are outlined in the course syllabus distributed at the beginning of each course.

- Theory achievement is based on participation and performance in class, on written examinations and on course assignments.
- Clinical achievement is based on mastery of outcomes as set forth in the College of Nursing Simulation and Learning Lab and the clinical area in each course. Students and the clinical faculty member review performance on an ongoing basis. Clinical evaluation conferences are held at the middle and end of each clinical course.

### GRADING

#### Computation of Course Grade

The weight for each course requirement is determined by the course faculty. The Course Syllabus outlines the percentage weight for each graded element used to calculate the exam grades and final course grade. Students are informed of the weight of the course requirements at the beginning of each course. This information is included in the course orientation and on Moodle.

To achieve a passing grade in **all required** nursing courses the student must achieve an overall course average of 75%.

- Rounding to the nearest whole number is allowed for the final course grade only. Whole number rounding criteria is as follows: any number with a tenth decimal place  $<0.5$  is rounded down to the next nearest whole number; any number with a tenth decimal place  $0.5$  or  $>0.5$  is rounded up to the next nearest whole number

All **clinical nursing courses** also require an overall satisfactory (S) grade in the clinical component as determined by student performance and evaluated of course faculty/administration.

- Clinical courses require that theoretical (class) and clinical components be completed at the same time
- An unsatisfactory (U) grade in clinical will result in a failing grade for the course ("F" on transcript), regardless of the grade attained in the theory component
- If a student is unsuccessful in either theory or clinical, both must be repeated

#### Failed Courses

A grade below a C is considered unacceptable for progression in the nursing curriculum. A student who receives a failing grade in any nursing course will be required to repeat that course at a time when it is offered/space available. This may necessitate interruption of the program and the student must request to return (refer to Request to Repeat a Nursing Course policy). A second failure in any required course will result in dismissal. A student who receives a failing grade in NUR 265 and the failure is their first nursing course failure in the program, a grade of incomplete may be requested for NUR 275/NUR 285. A student



who receives a failing grade in NUR 265 and the failure is their second course failure in the program, a grade of F will be assigned for NUR 275/NUR 285.

### Nursing Course Grades

Faculty assign nursing course grades as follows:

Grade	Quality Points	Numerical Range
A	4.0	90-100
B+	3.5	87-89
B	3.0	80-86
C+	2.5	78-79
C	2.0	75-77

### Unacceptable Grades

Any student who receives a grade less than “C” in a required course cannot progress, nor will the grade be applied toward graduation requirements at the College.

The following grades are unacceptable/not in good academic standing for any nursing course:

Grade	Quality Points	Numerical Range
D+	1.5	72-74.4
D	1.0	70-71
F	0.0	Below 70 or fail (non-credit course)

### Other Grades

AU	Audit
AW	Academic Dismissal*
AD	Administrative Dismissal*
I	Incomplete
P	Pass (non-credit course)
S	Satisfactory
U	Unsatisfactory
WD	Withdrawal

\*Grades carry 0.0 quality points and will be used in the cumulative grade point average.

Grades for all nursing courses are posted through the Moodle learning management system within five business days of the exam.

Grading of non-nursing courses is governed by Le Moyne College grading policy.

### Definitions:

#### Incomplete (I)

Students are expected to complete all course requirements on time. Under extraordinary circumstances, an instructor may assign students a grade of incomplete. Incomplete is a temporary grade given at the discretion of the course faculty, with student request. The student must request the incomplete grade prior to the end of the course. The instructor and student complete the *Incomplete Grade Request* form and submit to the Bursar/Registrar, prior to the grades due date listed on the academic calendar. Failure to complete Incomplete Grade Request form will result in failure of the course. The *Incomplete Grade Request* form must include the reason for the incomplete grade, the arrangements that have been made for its removal



and the date by which it must be removed. If the (I) is not removed by the agreed upon date up to one year, a grade of “F” is automatically recorded. If the student retakes the course entirely, the (I) grade will remain on the transcript showing the course was taken twice.

### **Pass (P)**

Students have successfully met course requirements.

### **Withdraw (WD)**

A WD grade is assigned for students who withdraw according to the dates established on the academic calendar.

A student is allowed only two (2) required (non-elective) nursing course withdrawals during the entire program whether such withdrawals are from the same courses or different ones. Withdrawal from a required nursing course a third time, regardless of the week in which the withdrawal takes place, will result in dismissal from the program. If withdrawal from a course necessitates withdrawal from a co-requisite course, this will count as a single withdrawal in respect to this policy.

**\*Any student that chooses to stop attending classes, will receive a zero (0) for any remaining evaluation method/s missed, per the exam policy, which could lead to failure of the course.**

### **Grade Point Average (GPA)**

The GPA is a numerical score that reflects students’ academic achievement for a specific semester. It is calculated using the final grades for all courses completed that semester. The GPA is calculated as follows:

- Determine the quality point value of the grade assigned for each course.
- Determine the total quality points for the course by multiplying the quality points by the number of credits assigned to the course.
- Total the quality points for all courses and divide by the total credits.

Once enrolled in the program all quality points of general education courses from other institutions are utilized for credit, but not to calculate a student’s GPA.

### **GPA Calculation Example:**

Course	Credits	Grade	Quality Points	Total
WRT 101	3	A	4	12
BSC 201	4	C	2	8
NUR 105	8	B	3	24
<b>TOTAL</b>	<b>15</b>	-	-	<b>44</b>

***\*The GPA for this student is 2.933***

### **Cumulative Grade Point Average (CGPA)**

The CGPA is a numerical score that reflects students’ overall academic achievement. It is calculated in the same manner using the final grades of all courses successfully completed at the College to date.

## **PROGRESSION STANDARDS**

Criteria for Progression – to advance to the next semester/term, a student must:

- Complete all required courses with a grade of (C) or above
- Complete all prerequisite courses prior to enrollment in subsequent courses.
- Achieve a cumulative GPA of 2.0 or above

- Meet all financial and academic obligations

Students progressing through the program in a regular, uninterrupted sequence are assured space in nursing courses.

### **Student Placement Procedure**

Limited resources may restrict the College from assuring immediate placement in nursing courses to students whose progress through the curriculum has been interrupted. Students will be placed in the following order of priority:

**First** – students returning from Leave of Absence. Students who do not submit their intention to return to the Bursar/Registrar by the deadline will forfeit their priority status.

**Second** – students who withdrew from the course (WD). Students who do not submit their intention to return to the Bursar/Registrar by the deadline will forfeit their priority status.

**Third** – students who are repeating a nursing course. Students who do not submit their intention to return to the Bursar/Registrar by the deadline will forfeit their priority status.

**Fourth** – students transferring program option/status. Students requesting to transfer from the day option to the evening/weekend option or the evening/weekend option to the day option.

**Fifth** – readmitted students.

\*Spaces will be assigned based on overall academic performance.

### **Return after Nursing Sequence Interruption**

Students who return after an interruption in the nursing course sequence are subject to all policy/standards/guidelines and program changes in effect. Enrollment in courses is subject to availability of space. Students may be required to complete simulation, laboratory and/or clinical practice requirements before returning to the next nursing course.

### **REQUEST TO REPEAT A NURSING COURSE**

Students needing to repeat a nursing course for any reason (course failure, course withdrawal) must email the Bursar/Registrar indicating their request to repeat the nursing course in the next semester or term prior to the progression meeting identified on the Academic Calendar. Submission of a request does not guarantee reinstatement in the nursing course. (Refer to the student placement procedure in the Progression Policy). Enrollment in courses is subject to availability of space. Students will be notified via email regarding placement in the course.

Students must complete all program requirements within four (4) years of the original date of matriculation. Students repeating a nursing course for any reason are required to meet with the Assistant Dean for Students and the Financial Affairs Officer prior to the start of the semester/term.

### **GRADE APPEAL AND ACADEMIC GRIEVANCE**

In an academic community, grades are a measure of student achievement toward successful fulfillment of meeting course objectives. The responsibility for assessing student achievement and assigning grades rests solely with course faculty.

Whereas it is recognized that faculty have the right to use their professional judgment in determining student grades based on academic performance, faculty have the responsibility to award the grade in a uniform manner based on established expectations and criteria for academic performance as outlined in the course syllabus.

Whereas it is recognized that students have the right to appeal a final course grade that has seemingly been awarded in arbitrary or capricious manner, students have the responsibility to accept the faculty member's professional judgment about the quality of their work and adhere to the academic policies set forth by the faculty and the College.

In appealing a grade, the burden of proof always rests on the student. Students will be afforded due process in all grade appeal or academic grievance matters and no adverse action will be taken against them for initiating either process. In every instance, all involved parties will work toward a resolution that ensures high academic standards, acceptable performance and fairness. Every effort will be made to discover a solution at the informal level.

The grade appeal process is not intended to deal with concerns about the general conduct or instruction of the course. It is intended to provide due process when a student has evidence of the following related to their final course grade only:

- 1. the grade was assigned based on a miscalculation or clerical/entry error;**
- 2. the grading standards for the course were not clearly articulated by the instructor, or the grade was assigned in a manner inconsistent with articulated standards;**
- 3. the grade was assigned on some basis other than performance in the course; or**
- 4. the grade was assigned in a manner other than that used for other students in the course.**

A student may appeal a final course grade only citing one or more of the above reasons within five (5) business days of the grade being posted in accordance with the procedure detailed below. A grade assigned as a result of a found violation of the Student Code of Conduct is not eligible for appeal.

### **Informal Grade Appeal Process**

Students must inform the Assistant Dean for Students in writing of their intention to begin the grade appeal process within five (5) business days of the final course grade in question being posted.

The student will be asked to submit a typed personal statement that clearly articulates the reason for the grade appeal, what is arbitrary or capricious about the final course grade in question and what resolution is being sought. Supporting statements from third parties, such as letters of support from peers or others will not be accepted.

The student will then be directed to contact the specific course lead faculty member within one (1) business day to schedule an informal grade appeal meeting. During the meeting, involved faculty members will review the personal statement, ask clarifying questions and offer the student the opportunity to share relevant supporting information.

The lead faculty member will then carefully make a determination within one (1) business day of the student meeting and inform the Assistant Dean for Students of their decision. The Assistant Dean for Students will then provide the student with the decision in writing.

Should no resolution occur at the informal level, the student may elect to initiate the formal grade appeal process. The formal process must be initiated in writing with the Assistant Dean for Students within one (1) business day of receiving the informal decision.

### **Formal Grade Appeal Process**

The formal grade appeal process consists of a grade appeal hearing. Students may submit an additional typed personal statement at this point in the process, however the original statement may not be amended. Supporting statements from third parties, such as letters of support from peers or others will not be accepted. The hearing panel shall consist of three faculty members chosen at random based on their non-affiliation with the student (i.e. different course or different semester/term). The Associate Dean, or designee shall serve as the hearing panel chairperson without a vote. The Assistant Dean for Students shall serve as the hearing panel secretary also without a vote. All deliberations of the hearing panel shall be closed and strictly confidential. Faculty members on the hearing panel shall vote anonymously via paper ballot. Votes will be tallied by the Assistant Dean for Students and the student will be notified in writing of the hearing panel's decision within one (1) business day of the hearing.

The decision of the hearing panel is ultimately final in all grade appeals.

### **Academic Grievance**

The academic grievance process exists as an avenue for students to resolve academic concerns when they believe that they have been treated unfairly/unjustly in a specific academic situation that does not involve a final course grade; such as a clinical evaluation or other academic policy issue.

### **Informal Academic Grievance Process**

Students must inform the Assistant Dean for Students in writing of their intention to begin the academic grievance process within five (5) business days of receiving the evaluation or notice on which the academic grievance is based.

The student will be asked to submit a typed personal statement that clearly articulates the reason for the academic grievance, what is unjust/unfair about the situation in question and what resolution is being sought. Supporting statements from third parties, such as letters of support from peers or others will not be accepted.

The student will then be directed to contact the specific course lead faculty member/clinical instructor within one (1) business day to schedule an informal academic grievance meeting. During the meeting, the faculty member/clinical instructor will review the personal statement, ask clarifying questions and offer the student the opportunity to share relevant information. The faculty member/clinical instructor will then carefully make a determination within one (1) business day of the student meeting and inform the Assistant Dean for Students of their decision. The Assistant Dean for Students will then provide the student with the decision in writing.

### **Formal Academic Grievance Process**

Should no resolution occur at the informal level, the student may elect to initiate the formal academic grievance process. The formal process must be initiated in writing with the Assistant Dean for Students within one (1) business day of receiving the informal decision.

The formal academic grievance process begins with an academic grievance hearing. Students may submit an additional typed statement at this point in the process, however the original statement may not be amended.

The hearing panel shall consist of three faculty members and three students chosen at random based on their non-affiliation with the student (i.e. different course or different semester/term). The Associate Dean shall serve as the hearing panel chairperson and vote only in the event of a tie. The Assistant Dean for Students shall serve as the hearing panel secretary without a vote. All deliberations of the hearing panel shall be closed and strictly confidential. Members of the hearing panel shall vote anonymously via paper

ballot. Votes will be tallied by the Assistant Dean for Students and the student will be notified of the hearing panel's decision within one (1) business day of the hearing.

The decision of the academic grievance hearing panel shall be considered final and immediately enforced unless the student decides to proceed to the final step of the formal process which is a meeting with the Dean (or designee). The student must notify the Assistant Dean for Students in writing within one (1) business day of receiving the hearing panel's decision should they decide to proceed to the final step.

The Assistant Dean for Students will provide all relevant materials to the Dean (or designee) and schedule the formal meeting. The Dean (or designee) will speak with the student and carefully examine the entirety of the situation before rendering a decision. The Dean (or designee) will notify the Assistant Dean for Students of the decision within one (1) business day of the meeting. The Assistant Dean for Students will notify the grievant of the Dean (or designee's) decision in writing immediately after receiving the decision. The decision of the Dean (or designee) is ultimately final.

### **Grade Appeal and Academic Grievance Hearing Panel Guidelines**

- The Assistant Dean for Students shall serve as a procedural resource for the student and be responsible for collection of materials and scheduling of the hearing
  - Members of the hearing panel will be given adequate time prior to the hearing to review all relevant grade appeal or academic grievance documents
- The Assistant Dean for Students will serve as the hearing panel secretary and record minutes to be filed confidentially after the hearing
- The hearing will last no more than one hour. The hearing chairperson will serve as the hearing moderator and timekeeper
- Hearing panel members will remain objective and refrain from offering personal opinions or views during the hearing
- The student may invite a support person/observer to attend the hearing. The support person/observer may not partake in the hearing or make any statements to the panel. The hearing chairperson reserves the right to excuse the support person/observer if they attempt to partake or disrupt the hearing in any way

### **Grade Appeal and Academic Grievance Hearing Panel Steps**

1. The hearing chairperson will call the hearing to order and read the following statement: "This discussion and all written materials related to the appeal/grievance are confidential. Any written notes or questions must be destroyed at the end of the hearing. All original documents will be kept in a confidential file"
2. The student will begin with opening remarks explaining the reason for their grade appeal or academic grievance
3. The faculty member/clinical instructor may provide a clarifying statement from their perspective
4. Hearing panel members may ask questions of the student and/or faculty member/clinical instructor
5. The student may offer closing remarks
6. The student will be escorted from the hearing room and advised of what happens next
7. Hearing panel members will deliberate
8. Hearing panel members will vote via anonymous paper ballot. The hearing panel chairperson will only vote in the event of a tie (academic grievance only)
9. The Assistant Dean for Students will tally the votes and notify the hearing panel of the voting outcome
10. The Assistant Dean for Students will notify the student of the hearing outcome in writing soon after the conclusion of the hearing

### **Grade Appeal and Academic Grievance Procedural Concerns**

Any student who believes that the College has not properly addressed a concern may file a written complaint with the New York State Education Department Office of College and University Evaluation within five (5) years of the alleged incident. It is expected that appellant/grievant will have made an attempt to resolve the complaint directly with College administration first; has exhausted all avenues of the College appeal and/or grievance process and will provide documentation that such procedures have been exhausted.

The process and form for filing a complaint can be found here:

<http://www.highered.nysed.gov/ocue/spr/documents/complaintform-accessible.pdf>

Complaints are then submitted to:

New York State Education Department  
Office of the Professions  
Professional Education Program Review  
89 Washington Avenue  
Albany, New York 12234

Complaints related to Title IX issues (sexual misconduct, sexual harassment, discrimination) should be brought to the attention of the College Title IX Coordinator or a Title IX Compliance Officer immediately. The College does not discriminate on the basis of race, color, creed, sex, marital status, national origin, sexual orientation, veteran status, age or disability in its admission or educational policies.

Any student who believes that the College has not properly addressed a discrimination concern may contact the United States Department of Education Office of Civil Rights:

New York Office | Office for Civil Rights  
United States Department of Education  
32 Old Slip, 26th Floor  
New York, New York 10005-2500  
Telephone: 646-428-3900 | FAX: 646-428-3843 | TDD: 800-877-8339  
Email: [ocr.newyork@ed.gov](mailto:ocr.newyork@ed.gov)

Or contact the New York State Division of Human Rights - <https://dhr.ny.gov/complaint>

### **ACADEMIC HONORS AND DEAN'S LIST**

#### **Academic Honors**

When students demonstrate exceptional progress throughout the program and upon graduation, they will be recognized for outstanding academic performance by receiving academic honors for a final CGPA of 3.50 or above. Students achieving honors status will be recognized during Convocation and Graduation at the following levels:

<b>Honors Distinction</b>	<b>Final CGPA Required</b>
Cum Laude	3.50-3.69
Magna Cum Laude	3.70-3.89
Summa Cum Laude	3.90-4.0

Students must have successfully completed all required coursework in its entirety to be eligible for academic honors. Honors recognition is based upon the student's final CGPA at program completion.

### **Dean's List**

The Dean's List is comprised of students who have attained academic distinction in their coursework for a given semester/term. At the end of the given semester/term, any student that earned a GPA of 3.50 or higher with a minimum of six (6) academic credits that semester or term will qualify for the Dean's List.

Students must successfully complete all required coursework for the given semester/term so that calculations can be completed on the day that grades are released. Students with a grade of incomplete for the given semester or term are not eligible for the Dean's List.

## **ACADEMIC AND CLINICAL WARNINGS**

### **At-Risk Notification**

As academic or clinical concerns become evident, faculty members and clinical instructors will informally provide verbal or written feedback to a student that identifies both the area/s of concern and offers guidance to help remedy the concern/s. If concerns persist, a faculty/instructor-student conference may be scheduled.

An At-Risk Notice is an official correspondence (print or email) that alerts students to unsatisfactory academic progress, including potential course failure. Factors that may lead to a notice include (but are not limited to):

- Course average below 75%
- Lack of progression in clinical outcomes

At-Risk Notices are completed by course faculty or clinical instructors. A copy of the notice is placed in the student's permanent file. Students are expected to meet with an academic advisor upon receiving an At-Risk Notice to review the correspondence and discuss a plan for improvement. Notifications are distributed in a timely manner to allow students ample time to seek assistance, receive guidance and take corrective action.

### **Probation**

The College has two forms of probation: Academic and Performance.

Students are placed on **Academic Probation** for receiving a grade of C- or lower, in a required course and/or if their GPA and/or CGPA is below 2.0.

Academic probationary status is a warning that a continued failure to meet academic standards will result in dismissal from the College. Students are expected to meet with an academic advisor to develop a plan of action to promote success.

Academic probation will end when a student's GPA reaches 2.0 or higher.

Students are placed on **Performance Probation** for patterns of unsafe performance or violation/s of any other College standards. When placed on performance probation by the Administrative Council, the Council may impose sanctions based on the nature of the issues involved (refer to Standards of Conduct). The duration of performance probation is determined by the Administrative Council. Performance probationary status is a warning that continuing patterns of unsafe performance or violation/s of any other College standard/s may result in administrative dismissal from the College.

## **CLASSROOM BEHAVIOR**

Both faculty and students are responsible for maintaining an environment that is conducive to learning. The faculty's responsibility is to provide a syllabus and to organize assignments and classroom activities to assist

in learning the material and achieving the course objectives. As the course unfolds, the student has responsibilities to fulfill in order to complete the course successfully.

The student is expected to:

- Attend all class sessions and to be punctual; students are responsible for all work covered whenever absent
- Review assignments in syllabus, handouts and course management system communications prior to class
- Complete reading and writing assignments
- Demonstrate collegiality with other students
- Submit assignments on time
- Complete work without cheating or committing plagiarism
- Participate actively in class
- Meet with faculty as needed during assigned office hours
- Exhibit respectful behavior in the classroom
- Notify faculty by phone or email if unable to attend class

#### **Use of a Recording Device**

- Students may use a recording device in class, only with the prior permission of the faculty member and fellow students in the class
- Once permission is granted, it is done so with the intent that recorded materials are for students personal study use only and will not be distributed to any source
- Exam reviews may not be recorded

#### **Cell Phones and Other Mobile Devices**

- Use of cell phones and other mobile devices are allowed during class, lab and clinical time for nursing education purposes only
- All sounds and vibrations must be turned off
- Texting or use of phone for personal reasons is not allowed during class, lab and clinical
- No calls are to be answered in the classroom

#### **Children**

Children cannot be brought to class, lab, clinical or conferences with faculty, or left unattended anywhere in the Pomeroy College of Nursing. Their presence is a liability risk to the College and the hospital as well as a disruption to other students.

#### **ATTENDANCE**

Students are expected to attend all classroom, lab, simulation and clinical experiences, including preparing for and participating in all course activities. Attendance is recorded at the beginning of each classroom, lab and clinical experience. **Students are only allowed to sign their own name.** Students assume responsibility for making up material from a missed class or course activity. Regular and timely attendance in classroom, lab, simulation and clinical experiences is essential to meeting course outcomes and achieving success in the nursing program.

#### **Religious Observance**

The College embraces its diverse community and recognizes its students observe a variety of religious faiths and practices. The College seeks to reasonably accommodate absences due to required religious observation while maintaining focus on the academic schedule and student's academic success. If a student needs to miss a class, exam, lab validation, simulation or clinical due to a religious observance, they are required to



notify the lead faculty within the first week of the semester/term. There will be no penalty for such absences, however, the student will be required to make up any missed clinical, exam, lab validation or simulation.

### **Classroom and Lab**

Individual courses may have additional requirements and policies for attendance (please refer to course syllabi). Lab classes are comprised of didactic and skill practice sessions. Students are assigned a specific skill practice time and are required to attend both the lab class and skill session. Students who anticipate missing a class or lab are expected to contact the instructor ahead of time.

### **Clinical**

- Students are required to attend all clinical experiences (including simulation, orientation, post conference)
- Clinical absence may result in an incomplete or failure of the clinical component of the course.
- In the event an instructor must dismiss a student from clinical for any reason, the occurrence will be counted as a clinical absence for the day
  - Dismissal from clinical may include but not limited to: student unprepared to provide safe patient care, student physically or emotionally unprepared to provide safe patient care
- Students must be present for the entire clinical experience to receive credit for the day
- All hours missed during a clinical absence must be made up by the end of the course during the designated clinical make-up days. See Clinical Make-Up policy for further details

## **CLINICAL EXPERIENCE GUIDELINES**

### **Clinical Rotation Placement**

Students in the day option may have clinical during day, evening, or weekend hours due to availability of faculty and clinical sites. The lead faculty of clinical based courses will seek student requests for clinical shift placement. These requests are honored on a first response basis and can only be made during the designated request period. There is no guarantee that student's will be placed in their requested clinical shift. It is the student's responsibility to identify if a specific shift is needed due to College required general education courses only. Once the clinical rotation is posted, it is considered final and no changes can be made.

### ***Pre-clinical Preparation***

The student is expected to complete the pre-clinical assignment/preparation. This may require the student to go to the clinical site to obtain necessary patient information.

**Please refer to the Dress Policy regarding attire for pre-clinical preparation and clinical experience.**

### **Soarian**

Students accessing Soarian via Crouse Health computers for clinical preparation, must adhere to the following:

1. After accessing the patient's electronic record, click the "Clinical Summary tab"
2. Scroll down on the left-hand menu (under SBARR) to "Medications." Here you will find current medications/IVs and home medications, both of which you will need for your clinical prep
3. Also – go to the "Patient Record" tab. On the left side, click on the drop-down menu and click on Medications. This will show you what times the meds are due and when PRN meds were last given

**\*Important: DO NOT CLICK on the hyperlink to MAK and DO NOT ACCESS SOARIAN MAK at any time you are not on the clinical unit. Doing so will prohibit others from accessing MAK in the clinical setting and will impact patient care.**

### **Clinical Attendance Policy**

Clinical courses provide experience-based learning that supports the acquisition of essential clinical skills and knowledge. The credits allotted to each course determine the number of clinical hours required. The student is expected to attend every clinical skills lab and clinical day for the full number of hours designated. Clinical simulations for any nursing course are mandatory.

### **Students are not to start the clinical experience until the instructor is present.**

If the student arrives on the clinical unit and no instructor is present, they should wait for one-half hour after the experience is scheduled to begin. If the instructor does not arrive and there are no other specific directions given, the student should then leave the unit.

### **Clinical Call-in Procedure and Policy**

To report absence or tardiness, the student must call at least one hour before the beginning of the clinical shift. The student will utilize the following procedure:

- Call the main number of the facility where the clinical site is located and ask for the assigned nursing unit.
- Identify themselves as a Pomeroy College of Nursing student. Ask the name and note the person the student is talking to and provide the following information:
  - Your name
  - Your instructor's name
  - Whether you will be tardy or absent
  - A phone number where you can be reached
- Email faculty to notify of the absence
- A clinical instructor may provide an alternate call-in procedure, which will supersede this procedure for the duration of that clinical experience only.

### **Tardiness**

Students are expected to arrive on time for clinical. Clinical tardiness is defined as arriving after the designated start time for any clinical experience. Students arriving more than 5 minutes after the designated start time will not be able to participate in the clinical shift, a clinical absence will occur and a misconduct will be issued. Students having four clinical tardiness occurrences throughout the entire program will be administratively dismissed from the nursing program.

### **No Call/No Show Policy**

Failure to notify a faculty member of an absence or tardiness according to the clinical call-in procedure demonstrates a lack of personal responsibility and constitutes misconduct. Each incident will be reviewed by Administrative Council and will result in the following (occurrences are cumulative for the entire duration of the program):

- 1<sup>st</sup> occurrence will result in a written warning (misconduct).
- 2<sup>nd</sup> occurrence will result in performance probation or a recommendation for dismissal from the program.

### **Safety Standards**

The study of nursing requires that students give direct hands-on care to patients. Safety is a major concern during clinical experiences. Faculty members are present to teach and evaluate students but cannot be present with them at every moment. Students are responsible for their own actions and must guarantee safety by seeking assistance and direction from faculty, preceptors, or cover/staff nurses whenever they are uncertain about their own judgments.

Students are responsible for delivering care in a manner which is conscientious, safe and inspires confidence. Impairment because of drugs (prescription or illegal), alcohol, illness, personal problems, or having the appearance of impairment is inconsistent with these responsibilities and is unacceptable.

Safety is an important focus in the clinical evaluation of students. Safe performance is a proactive process and cannot be defined solely as the absence of untoward or harmful incidents. Unsafe performance may be defined in terms of potential or actual harm to individuals.

### **Threats to Patient Physical Safety**

Protecting the physical safety of patients of all ages is of primary importance.

Examples of behaviors that threaten patients' physical safety include but are not limited to:

- Giving false or misleading information in a professional context.
- Ignoring, resisting or acting counter to supervision.
- Lack of accountability, such as, but not limited to failure of:
  - Acknowledging an error problem.
  - Acknowledging the need to change one's own behavior.
  - Initiating or accepting corrective action.
  - Articulating a suitable plan for improvement or to prevent recurrence.
  - Demonstrating action to improve.
- Beginning patient care without adequate preparation or planning.
- Providing patient care without report from the responsible staff member.
- Failure to identify and report abnormal findings to the instructor and responsible staff member.
- Unrecognized errors in patient care such as aseptic technique, math calculations, medication administration, regulation of equipment, etc.

Immediate action will be taken if a student manifests inappropriate behavior in academic or clinical areas or when there is reasonable suspicion of the use, abuse of or dependency on alcohol or drugs (prescription or illegal). Any time inappropriate behavior or suspected impairment places other students, faculty, patients, visitors, or employees at risk, brings into question patient treatment, or otherwise impairs a student's performance, action will be taken by faculty to remove the alleged impaired student and seek a timely and fair assessment.

### **Threats to the Psychological Safety of Patients**

Psychological safety is also a concern. Unsafe performance in this area is defined as verbal or nonverbal behavior that jeopardizes, or could potentially jeopardize, the mental, emotional or spiritual well-being of the patient or the patients' family.

Such behaviors include, but are not limited to:

- Failure to protect patient modesty and privacy.
- Inability to elicit a sense of security in patients, families, clinical staff and instructor.
- Inability to be client-centered:
  - Focusing on self and own needs.
  - Blurring of boundaries between the patient's perceptions, feelings and behaviors and those of the student.
- Inappropriate affect or incongruence (mixed messages).
- A punitive or authoritarian manner.
- Seductiveness or exploitation.

### **Violation of Safety Standards**

Faculty members will document all occurrences of unsafe clinical performance on the form designated for this purpose. The occurrence will be reviewed with the student. The student and faculty will discuss the corrective action needed. The completed forms will be forwarded to the Administrative Council.

Administrative Council will review the documentation of the unsafe performance. After review, a decision will be made about any additional corrective or administration actions for the student.

Single incidents of a serious nature or a pattern of significant incidents may result in the determination that it is unsafe for a student to return to the clinical area and/or may result in dismissal from the program. In critical cases, such as unsafe clinical performance, administrative dismissal by the Dean may be considered without prior warning or probation.

### **Laboratory Policy**

#### **Lab Guidelines and Expectations**

##### **Conduct**

- Professional conduct and communication are expected at all times in the Nursing Lab and Simulation Center. Students will be participating in and observing others during lab practice and simulation. It is expected that all participants maintain a respectful environment.
- Cell phones are not to be used during lab practice or simulation and should be off or silenced
- Simulations and/or debriefings may be recorded or viewed for quality assurance, quality improvement, instructional purposes, or research purposes.
- Please notify the Lab and Simulation Coordinator if any equipment is broken, missing or needs to be replaced

**All individuals using the lab are expected to leave the lab in an orderly and clean condition, including disposing of trash, returning used equipment to designated locations and organizing the lab after each use.**

##### **Universal Precautions**

All students should follow universal precautions against infectious disease while participating in clinical activities in the lab:

- All sharps must be disposed of in an appropriately labeled sharps container
- Needles should never be disposed of in the regular trash
- Any person who encounters an improperly disposed needle should notify the Lab and Simulation Coordinator immediately
- Under no circumstances may sharps be removed from the Nursing Simulation Lab
- Any syringes, needles or medications may not be removed from the laboratory for practice at any time
- All injuries, including “clean” needle sticks, should be reported to the Lab and Simulation Coordinator

##### **Skill Validations**

Students will be expected to validate competent performance of selected skill(s) in order to be successful in designated courses. Critical elements for each skill will be provided to the students when the skill is learned. Each student is expected to practice the skill on their own time in order to prepare for the validation. Due dates for the skill validation(s) will be posted in the course calendar.

Students completing multiple skill validations in a course must successfully complete one skill before being eligible to validate for the next skill. The student will not be allowed to perform a validated skill in clinical until the validation has been successfully completed.

Students will sign up for a designated validation time according to the course policy. Each student will have up to 3 opportunities to successfully validate a skill by the deadline. Failure to successfully complete a skill by the deadline will result in a professional misconduct. A pattern of this behavior may result in failure of the course.

If a student is unsuccessful after the 2<sup>nd</sup> attempt, they will need to complete a supervised lab practice as determined by the lab manager. After completion of the practice, they will then be allowed one more attempt for validation by the deadline. The student is expected to be successful with the 3<sup>rd</sup> attempt. In the event the student is unsuccessful, this may result in failure of the course.

The student should be prepared with any specific equipment expected for the skill validation including the validation packet and/or copy of the critical elements. The following guidelines must also be followed:

- Students who are unsuccessful in a validation cannot re-validate in the same day.
- If a student anticipates being late for a scheduled validation or needs to cancel, they must notify the validating faculty member at least 2 hours prior.
- A “no call/no show” counts as one failed attempt.
- All skills must be successfully completed prior to taking the final exam.

Any students arriving late for a skill validation will be considered “tardy,” and will be required to reschedule the validation. This will be considered as one failed attempt.

For any of the following behaviors, the student may incur a “Misconduct” which will be forwarded to the Administrative Council for action. The behavior will also be noted in the student’s record:

- Canceling a validation prior to the appointment
- Making no attempt to schedule a validation
- Canceling a validation and not rescheduling prior to the deadline
- “No call/no show” to a scheduled validation

See the Dress Code Policy and/or course syllabus regarding appropriate attire for simulations, validations and lab activities.

Extenuating circumstances regarding scheduling of validations can be addressed through the Exception/Extension process. Please refer to this policy.

### **Clinical Makeup**

It is a professional expectation that students’ attendance at scheduled assigned clinical experiences are essential to meeting course and student learning outcomes. All clinical experiences and clinical learning lab experiences (i.e. simulation/skills laboratory, clinical orientation) missed by the student will be considered a clinical absence. This includes a student not being allowed to attend their clinical experience for any reason.

Should a clinical absence occur, the student must follow the proper steps of notification to their clinical instructor prior to the start of the scheduled clinical experience. For each missed clinical day, the student must complete the *Clinical Absence Form* and return it to the Lead Faculty of the course within 24 hours, via college email. Forms can be found on the course Moodle page. All hours missed during a clinical absence must be made up during the designated course clinical make-up day(s) identified in the syllabus.

For each clinical make-up experience, students will be required to complete a clinical preparation packet and clinical reflections.

A student can make up no more than two (2) missed clinical days. If a student misses greater than 2 clinical experiences, a grade of “U” will be assigned for clinical, immediately resulting in failure of the course. Exceptions to excessive clinical absence will be considered on an individual basis.

Students completing clinical make up will not receive their final clinical evaluation/course grade until all missed time is completed.

### **Dress Code Policy**

Student nurses represent the nursing profession, the College, and the hospital. A well-groomed professional appearance demonstrates respect for the patient, co-workers, and the profession. Students are required to dress in a manner that reflects neatness, cleanliness, and professionalism while in the College or affiliating agencies. Students are expected to follow each institution’s dress code policy. Faculty will have the final determination on the appropriateness of student attire.

It is the policy of Pomeroy College of Nursing that each student is individually accountable for dress, grooming, and personal hygiene and adheres to the standards described in the Pomeroy College of Nursing Student Handbook Dress Code Policy.

Student uniforms are to be neat, clean and not wrinkled and worn only for activities related to lab or clinical experiences, not during employment hours.

### **Pre-Clinical Preparation**

Name tag/photo I.D. and lab coat are required. Students may wear their College uniform instead of the lab coat. Shorts, miniskirts, jeans, leggings, yoga, or spandex style pants and revealing or inappropriate attire are not allowed even when covered by the lab coat. In clinical agencies, shoes with open toes may not be worn. Hospital/agency professionals may request that the student leave the clinical area and will report infractions of the policy to the Clinical Instructor, if they are not in the clinical area at the time of the infraction.

### **Clinical Experience**

- Name tag/photo I.D. must be worn and visible above the waist
- Uniform must be of appropriate size (pants/skirt, tunic)
- Undergarments must not be visible through the uniform
- A clean white, navy, grey, black shirt may be worn under the uniform top.
- Pants should not be dragging on the floor; cuffs should rest on the top of the shoes
- Footwear must be completely closed-toe and closed-heel and must provide adequate foot protection from bodily fluids, falling objects, sharp instruments, and needles. Footwear must be clean, neat, and appropriate.
- Only College approved uniform jacket may be worn (no other sweaters, sweatshirts/hoodie or lab coats may be worn while in the clinical setting)
- To prevent injury, contamination or discomfort for patients:
  - Hair must be neatly arranged off the face and collar. If long, it must be in a ponytail or bun. Hair must not come in contact with the front of the scrub tops. Hair is to be maintained in such a manner as not to cause risk to the patient, difficulty in use of equipment, or infection control hazard.
  - Sideburns, moustaches and beards must be neatly trimmed
  - Nails must be trimmed and neatly groomed. Artificial nails, extenders, wraps or other nail applications are not permitted in patient care areas. Nail polish is acceptable outside of the

OR as long as it is not chipped or cracked, the nails should not be more than ¼ inch beyond the fingertip.

- Plain wedding bands may be worn. Rings with stones are not recommended.
- Small pierced earrings with posts are acceptable, one per ear is acceptable. Earrings and ear gauges should not dangle more than 1 inch from the bottom of the ear.
- Facial jewelry is not allowed except for a small nose stud or ring.
- Arm jewelry, with the exception of a watch, is not permitted. A watch with a second hand is required in the clinical setting.
- Necklaces are not to be worn in the clinical setting
- The odor of tobacco smoke cannot be detectable on hair, skin, clothing, or breath
- Colognes, perfumes, and essential oils, including scented hand lotions or hairsprays, are not permitted
- Simple make-up is acceptable.
- Tattoos, if exposed, should not be offensive or inappropriate (no profanity, nudity, etc.).
- Specialty areas may require different attire

### **Laboratory Validation**

When completing laboratory validations, a lab coat or student uniform and student ID are required. Check for specific requirements for each course.

Failure to comply with this policy may result in the student receiving documentation of Misconduct and the student may be dismissed from the lab/clinical experience.

### **Simulation Center Policy**

#### **Purpose**

Simulation Based Experiences (SBE) provide experiential-based learning that supports the acquisition of essential clinical judgment skills and knowledge. It provides students an opportunity to experience simulated clinical scenarios in a safe environment. This allows the students to bring theory to the bedside, where students can link concepts and skills learned in the classroom, and use critical thinking to apply them. Simulation experiences assists the student in meeting course learning outcomes.

#### **Simulation Center Guidelines and Expectations**

##### **Pre-simulation Preparation**

The student is expected to complete all pre-simulation assignments/preparation. Lack of preparation may result in not being allowed to participate in SBE.

##### **Dress Code**

The Simulation Center is considered clinical space, when participating in simulation, students are to follow the dress code policy for clinical and should be dressed in College scrubs and wearing their proper name tag/photo ID.

##### **Conduct**

- Professional conduct and communication are expected at all times in the Simulation Center. Students will be participating in and observing others during simulations. It is expected that all participants maintain a respectful environment.
- Cell phones are not to be used during simulations and should be off or silenced.
- No food or drink is permitted in the Simulation Center.
- Simulations and/or debriefings may be recorded or viewed for quality assurance, quality improvement, instructional purposes, or research purposes.

- Please notify the Simulation Coordinator if any equipment is broken, missing or needs to be replaced.
- Students cannot use the Simulation center without College staff being present.

**All individuals using the Simulation Center are expected to leave the Center in a clean and orderly condition, including disposing of trash, returning used equipment to designated locations and organizing the center after each use.**

### **Universal Precautions**

All students should follow universal precautions against infectious disease while participating in clinical activities in the lab:

- All sharps must be disposed of in an appropriately labeled sharps container.
- Needles should never be disposed of in the regular trash.
- Any person who encounters an improperly disposed needle should notify the Simulation Coordinator immediately.
- Under no circumstances may sharps be removed from the Nursing Simulation Center.
- Any syringes, needles or medications may not be removed from the center for practice at any time.
- All injuries, including “clean” needle sticks, should be reported immediately to the Simulation Coordinator.

### **Skills**

Students will encounter skills during simulations. Any skill they have learned, they may perform, regardless of whether they have passed their validation yet or not. Any skills performed in the simulation do not count as a skills validation for the lab.

### **Simulation Attendance Policy**

The credits allotted to each course determine the number of simulation hours required. Students will be assigned a number of mandatory simulations during a semester. This number may vary depending on the course. In some courses, the simulations will be on a designated day. In others, the students will sign up for a date and time. Students must be present for the entire simulation experience to receive credit for it.

If a student anticipates being late for a scheduled simulation or needs to cancel, they must notify the Simulation Coordinator at least 2 hours prior.

Students are expected to arrive on time for each simulation experience. Tardiness is defined as arriving after the designated start time for any simulation experience. Students arriving more than 5 minutes after the designated start time may not be able to participate and a make-up will be assigned.

A “no call/no show” counts as an absence and will need to be made up. Students must be present for the entire simulation experience in order to receive credit for the day. All simulations must be successfully completed prior to taking the final exam.

### **HIPAA (Medical Records)**

Organizations that house and/or utilize electronic Protected Health Information (ePHI) are required by the HIPAA Security Rule (45 CFR 164.316) to have sanctions in place if security policies and procedures are not followed.

Students enrolled at the College have the responsibility to protect ePHI from unauthorized access, disclosure, or security breaches. Failure to do so could result in potential harm to patients and/or Crouse Hospital.



Students enrolled at the College shall keep in confidence of all materials related to the patient(s) that have been assigned to their care as designated by the clinical faculty.

Students, while preparing for, during, and following any clinical experience at the College may gather information related to assigned patient(s). The student shall not make public any information obtained either from the individual patient or their medical record.

No part of the medical record, including printed copies of the medical record or computer generated copies, shall be removed from the nursing units. No part of the medical record is to be printed at the College.

The purpose of this policy is to indicate the proper sanctions if a student fails to comply with College ePHI security policies and procedures. If a violation does occur, students will be subject to the sanctions listed in this handbook. Students who access patient data for clinical purposes have the responsibility to understand what is required of them to protect patient data.

When a violation has been discovered or reported, an investigation will be conducted by members of the College Faculty and Leadership teams to determine if a violation has occurred and if so, the severity of the violation as well as those involved. All investigations will be documented and stored for record-keeping purposes.

**The College reserves the right to implement any and all appropriate sanctions necessary after determining the level and severity of the violation through the investigation process.** The College also reserves the right to review each violation and determine whether the student will be subject to a Police/FBI investigation as well possible fines/jail, dependent upon the investigation.

In the event it is discovered that any student violates confidentiality, the faculty member discovering the breach shall follow the following procedure.

### **Reporting**

Students have the responsibility to report any known violation of ePHI. Failure to report a known ePHI violation may result in disciplinary action as unreported violations could have severe consequences to both the affected patient(s) and Crouse Hospital. Remember, reporting a violation on a fellow student can be made anonymously and your anonymity will be protected

### **Violations**

There are three different levels of violations from minor to severe. Since not all violations are equal, different sanctions may be chosen depending on the severity of the violation as well the context of the violation itself.

#### **Level 1 – Accidental or Inadvertent**

A student accidentally or inadvertently accessed ePHI that was not authorized or puts a patient's security at risk in an accidental manner. Examples include, but are not limited to:

1. A printed portion of the medical record is removed from the nursing unit.
2. A computer-generated part of the medical record is printed at the College.
3. Leaving an unsecured workstation unattended
4. Accessing the wrong Electronic Medical Record (EMR) file

## **Level 2 – Intentional**

A student intentionally accesses and/or discloses ePHI without the appropriate authorization. The student was aware they were accessing unauthorized patient information. Examples include, but are not limited to:

1. Accessing your own patient file
2. Intentional, unauthorized access to family, friends, co-workers, public personality's, or other individual's ePHI files
3. Intentionally assisting or allowing another individual to gain unauthorized access to ePHI. This includes, but is not limited to:
  - a. Giving another individual your unique username/password to access patient data
  - b. Logging into an EMR system under your unique username/password and allowing another individual to access ePHI

## **Level 3 – Deliberate with Intent to Harm**

A student deliberately accesses and/or discloses ePHI without the required authorization with intent to cause physical, emotional, or financial harm to another person or the company. Examples include, but are not limited to:

1. Accessing ePHI for a lawsuit, marital dispute, custody dispute, etc.
2. Accessing ePHI for intimidation or other discriminatory uses that could bring personal/financial harm to a patient/co-worker
3. Any attempt to maliciously gain access to Crouse Hospital Network resources for personal/financial gain, harm to a patient/co-worker, or financial/reputational damage to Crouse Hospital
4. Taking patient information for your own business or to give to a competitor

**Consequences:** Any violation will result in a documentation of the student misconduct.

## **Level 1 Violation**

If it is determined that a student is responsible for a Level 1 violation, the student will be subject to the following:

First Event: The faculty member discovering the breach will complete a Misconduct form, council the student, and AC will review and document the detail of the event in the student file via SONIS.

Second Event: The faculty member discovering the breach shall notify the Lead Faculty and complete a Misconduct form. The misconduct form will be brought to Administrative Council; student will receive a verbal warning with any further disciplinary action will be decided by Administrative Council.

Third Event: The faculty member discovering the breach shall notify the Lead Faculty and complete a Misconduct form. The misconduct form will be brought to Administrative Council; student will receive a written warning with any further disciplinary action will be decided by Administrative Council.

Fourth Event: The faculty member discovering the breach shall notify the Lead Faculty and complete a Misconduct form. The misconduct form will be brought to Administrative Council; the student will receive suspension vs. administrative dismissal as the discretion of the Dean. Any incidents beyond four, will result in administrative dismissal from the College.

## **Level 2 Violation**

If it is determined that a student is responsible for a Level 2 violation, the student will be subject to the following:

First Event: The faculty member discovering the breach shall notify the Lead Faculty and complete a Misconduct form. The misconduct form will be brought to Administrative Council; student will receive a written warning with any further disciplinary action will be decided by Administrative Council.

Second Event: The faculty member discovering the breach shall notify the Lead Faculty and complete a Misconduct form. The misconduct form will be brought to Administrative Council; student will receive a suspension at the discretion of the Dean.

Third Event: The faculty member discovering the breach shall notify the Lead Faculty and complete a Misconduct form. The misconduct form will be brought to Administrative Council; student will receive a notice of immediate dismissal from the College at the discretion of the Dean.

## **Level 3 Violation**

If it is determined that an employee is responsible for a Level 3 violation, the employee will be subject to the following:

First Event: The faculty member discovering the breach shall immediately notify the Dean of Pomeroy College of Nursing and/or designee. At the discretion of the Dean, the student will be administratively dismissed from the program. Depending on the severity of the violation, the student may also be subject to the following:

1. Possible investigation by the police and/or FBI.
2. Possible fines and/or jail for the student.

## **Medication Administration**

All Levels - All established institution policies and procedures should be followed when monitoring/administering medications.

All medications must be checked by the faculty member **prior** to administration. The degree of supervision by the faculty member is dependent on the level of the student and the completion of various medication competencies. The student may have an RN on the clinical unit supervise medication administration once the faculty member has given approval.

The student shall never administer any IV medication without the direct supervision of the faculty member/RN, regardless of the level of the student. The student must be supervised in all aspects of IV management including but not limited to connecting/disconnecting tubing, flushing any IV access.

The administration of blood products requires that the unit numbers be checked by two licensed nurses. The student may not be one of the persons to check blood numbers.

Documentation is to be completed as per institution policy.

The student must be deemed competent in clinical calculations prior to medication administration in the first semester/term.

**Procedure:****First semester/term**

The student may administer medications after having successfully completed the medication skill validations (oral medications after the oral medication validation, primary IV fluids after primary IV fluid validation). The student is directly supervised by the faculty member (or designated RN per faculty discretion) in all aspects of medication administration the first semester/term. The student may change and flush IV (including PICC, midline, and central catheter) according to policy. The student is directly supervised in all aspects of the administration of IV medications and tubing and dressing changes by a faculty member/RN and after having successfully completed the related skill validations for IV medication administration.

**Second semester/term**

The student may administer medications after having successfully completed the medication skill validations (all subq meds after the subq medication validation, secondary IV medications after the secondary IV medication validation). Student is directly supervised in all aspects of the administration of and IV medications, tubing, flush and dressing changes by a faculty member (or designated RN per faculty discretion). The student then may independently administer oral/topical, SC, based on the faculty member's discretion. All medications must be checked with faculty or faculty designated RN prior to medication administration.

**Third and Fourth-semesters/terms**

The student may independently administer oral/topical, IM and SC medications based on the faculty member's discretion. All medications must be checked with faculty or faculty designated RN prior to medication administration. Students working in specialty areas will be under the direct supervision of the faculty member/RN with selected medications.

The student may mix and administer IV meds, change and flush IV tubing (including PICC, midline, and central catheter) according to policy. The student is directly supervised in all aspects of the administration of IV medications, IV tubing, and IV dressing changes by a faculty member/RN.

The student may give IV push medications under direct faculty/RN supervision in adherence to institution policy and after having successfully completed the IVP skill validation.

**EXAM POLICIES**

All examinations must be completed on the scheduled dates, at the scheduled times identified in each nursing course syllabus.

In the event of an unexpected situation that is beyond the student's control (serious illness, accident, death of an immediate family member, etc.), the student must notify faculty by email or phone prior to the beginning of the scheduled examination, to request an excused absence from the exam. Documentation of the emergency or unforeseen circumstance may be required.

If a test is missed and the absence is excused, students must be prepared to take the examination that was missed on or before their first day back in class. Make-up exams are scheduled outside of class time. Students are expected to arrange their work and family schedules accordingly.

If the student is a No-call/ No-show to the exam, they will receive a grade of zero for the exam and a professional misconduct will be issued.

Students will not be admitted to examinations once the exam has begun and the testing room doors are closed. Students arriving up to 15 minutes after the scheduled start time of the exam will report to the check in table outside the testing room and wait there until further directed by faculty. Students will be placed in an alternate location to test, will not receive additional time to complete the examination, will receive a professional misconduct and will have 2.5 percentage points deducted from their exam score.

Students arriving more than 15 minutes after the designated start time of the exam will be not be able to take the examination, a grade of zero will be assigned and a professional misconduct will be issued.

### **Testing Session Procedures:**

- Students are expected to arrive on time for exams and are to be seated and ready to test by the designated start time.
- Students are not permitted to enter the testing room until directed by the proctor.
- Prior to the start of exams, students will place all personal belongings outside of the testing room. This includes all bags, coats, jackets, cell phones, watches, electronic devices (excluding device used for testing). Students are responsible for securing their own belongings outside of the testing room (i.e. in vehicle).
- All head coverings (hats/hoodies/scarves) are not permitted in the testing area, with the exception of religious head coverings.
- Students should use the restroom prior to the testing session. Restroom use is restricted during the exam and will be allowed only in emergency situations.
- Students are not permitted to leave the testing room except in the case of an emergency.
- No food or beverage will be allowed during testing.
- Students may utilize only college-distributed ear plugs for use during exams.
- Only questions regarding typographical or technical issues may be asked during the exam. Raise your hand for assistance if this occurs.
- Faculty will provide a pencil, calculator and blank piece of paper or whiteboard for each student. Students are required to return these items to faculty prior to leaving the testing area. Any student who removes the paper or whiteboard from the testing area will be considered in violation of the academic integrity policy.
- Seating will be at the discretion of the faculty proctors.

### **Exemplify Test-Taking Policy**

The College utilizes Examsoft as the testing platform for all nursing courses. Examsoft is a secure, computer based testing environment providing students with an experience similar to the NCLEX-RN exam using a software download known as Exemplify.

Students will be enrolled by faculty into courses in Examsoft. This will provide the student with access to the appropriate exams in their courses. The student will receive notification by the faculty 24 hours prior to any scheduled exam notifying the student to download the exam to their device for testing the following day. It is expected that this exam download will be done prior to the start of the exam. Students testing on College computers will be expected to arrive 15 minutes before the scheduled start of the exam in order to download the exam. No additional time for testing will be provided for students who have not completed this process.

College computers/tablets will be provided for students who cannot reasonably provide their own electronic device. Should a student be unable to provide their own device for testing for unexpected reasons (i.e. damage, loss, or theft), faculty will provide an alternate computer for the student to use for the exam. The alternate computer could be in a different testing room. Faculty will then enable an additional download for the exam for that student, if needed. The College is responsible for downloading Exemplify to any College computers/tablets which may be used to administer exams.

Students utilizing testing accommodations will be provided with an appropriate test format in accordance to their plan.

#### **Student Responsibilities for Examsoft Use:**

- Students will be responsible for downloading the Exemplify application to their own device(s) prior to the first exam and ensuring that it is operational by testing with a mock exam provided by faculty. This download will only need to be performed once per device.
- All students are expected to have a fully functioning electronic device (either laptop or approved tablet [not Android]) meeting the minimum system requirements for Examsoft/Exemplify for all examinations in nursing courses.
- Students are required to complete the download of each examination in Exemplify as instructed by course faculty and come to the testing session prepared to begin testing. It is the expectation that the exam download will occur at least two hours prior to the start of the exam.
- Prior to entering the testing environment, students are expected to have their login credentials (username and password) for Exemplify.
- Students are expected to arrive with an electronic device that is adequately charged for the duration of the exam. Students may plug in their devices if necessary for the duration of the exam, but the College cannot guarantee sufficient access to outlets in the testing room.
- Students are expected to close all applications and disable all antivirus software. These practices will assure optimal performance of Exemplify during exams and exam reviews.
- Attendance will be taken by the proctor prior to the start of every exam. Students will need to be present for attendance 10 minutes prior to exam start time to allow time for this process.
- Students are required to upload the examination as soon as their examination is complete or when testing time has expired.
- Students should not leave the testing room without confirming an examination upload (green screen) with the faculty proctor.

#### **Post-Exam Student Test Reviews**

The purpose of all academic testing is to promote and document student learning. Students benefit from periodic feedback informing them to what degree their study efforts are successful and directing them to where they should devote more attention. Instructors and nursing schools must ensure that learning is taking place so that graduates will be adequately prepared for the NCLEX-RN. Because examination review is a learning experience, all students are strongly encouraged to attend. Post examination review will typically be held within one week of the test. Please refer to the course specific syllabus for information regarding the corresponding post-exam student test review policy for that course. There is no review of final exams.

The following expectations are in place to ensure a positive learning environment for all:

- Post-exam student test review is not a time for debate, rather for clarification and learning, particularly from incorrect answers
- Post-exam student test review does NOT alter the assigned grade in any way. Examinations are considered secure documents and as such all exam items and related materials are considered confidential and are not to be released or shared in any forum outside of the testing/review setting. Students may not write down any portion of the examination. Any disclosure of examination information will be considered a violation of the academic integrity policy
- Students are not allowed to bring any personal belongings with them during the review
  - Use of paper, pens/pencils, tape recorders, cell phones, and other recording devices are not allowed during test review
  - Backpacks, cell phones, and all other personal items (with the exception of the electronic device used for testing) must be left outside of the review area

- Students are encouraged to review their examinations with the course faculty/designee if there are concerns regarding specific test questions. Individual examinations are available for review per course syllabi. Students may review their examination with the course faculty/designee only if they have attended post examination review, or per faculty discretion
- Students acting in an unprofessional or argumentative manner shall be dismissed immediately from the post-exam student test review

Students are expected to adhere to professional standards of accountability, responsibility, and academic integrity during the entire examination process, including post-exam test reviews. Examples of violation of professional standards and academic integrity include but are not limited to:

- Sharing exam items with other students who have not taken the exam or who are not enrolled in the course
- Sharing exam or test review passwords with any other student
- Sharing account password to allow another student to test under their identity
- Failure to complete “reverse download” of an exam upon faculty request
- Obtaining or attempting to obtain answers from another student by viewing their computer screen or communicating in any unauthorized manner
- Attempting to take the exam outside of the proctored area without faculty authorization
- Providing or attempting to provide answers for another student
- Cheating of any other nature
- Use of cell phones in the testing area for any reason
- Recording exam items in any way (i.e. audio, photo, writing down items, etc.)
- Uploading the exam outside of the testing room and unconfirmed by the proctor
- Reading the questions aloud during the exam while other students are present in the testing area

Any violations of professional standards or academic integrity will be addressed by the Administrative Council and result in disciplinary sanctions as per the College Standards of Conduct.

### **Dosage and Calculation**

All students must demonstrate successful completion of dosage and calculation math competency during their enrollment. Accurate dosage and calculation is essential to provide safe, quality patient care. In order to assess and evaluate the student’s competency in the area, the student must pass a dosage calculation exam for selected nursing courses with a score of 100%. The student will be permitted a maximum of three (3) attempts to successfully meet this requirement, in each designated course. If a student is unsuccessful after the third attempt, they will be withdrawn from the course, and a grade of ‘F’ will be assigned immediately.

All examinations must be completed on the scheduled dates, at the scheduled times identified in each nursing course syllabus.

In the event of an unexpected situation that is beyond the student's control (serious illness, accident, death of an immediate family member, etc.), the student must notify faculty by email or phone prior to the beginning of the scheduled examination, to request an excused absence from the exam. Documentation of the emergency or unforeseen circumstance may be required.

If a test is missed and the absence is excused, students must be prepared to take the examination that was missed on or before their first day back in class. Make-up exams are scheduled outside of class time. Students are expected to arrange their work and family schedules accordingly.

If the student is a No-call/ No-show to the exam, they will receive a grade of zero for the exam and a professional misconduct will be issued.

Students will not be admitted to examinations once the exam has begun and the testing room doors are closed. Students arriving up to 15 minutes after the scheduled start time of the exam will report to the check in table outside the testing room and wait there until further directed by faculty. Students will be placed in an alternate location to test, will not receive additional time to complete the examination, will receive a professional misconduct and will receive a zero for their exam score.

Students arriving more than 15 minutes after the designated start time of the exam will be not be able to take the examination, a grade of zero will be assigned and a professional misconduct will be issued.

Procedure:

1. Dosage and calculation exams will be offered in the following courses: NUR 105, NUR 132, NUR 215/225, and NUR 265
2. Students will be given 3 opportunities, if necessary, to successfully complete the requirement for each course
3. A “no call/no show” for a scheduled dosage and calculation exam will count as a failed attempt
4. If the student is unsuccessful after the third attempt, they will receive a failure (F) for the course.
5. Students who do not pass the dosage calculation exam on the first attempt will be assigned specific remediation activities that must be completed before the next scheduled exam
6. Students who do not pass the calculation exam on the second attempt will be required to attend mandatory remediation as designated by the faculty and prior to the next exam
7. Scheduling of exams/preparation:
  - a. NUR 105 (Day and Evening Weekend option):
    - i. A self-paced module will be provided to students that will include instruction and practice questions
    - ii. A class session in NUR 105 will be offered prior to the first exam to allow students the opportunity to clarify dosage calculation questions
    - iii. Exams will be administered semester weeks 5, 7, 9 of NUR 105
  - b. NUR132, NUR 215/225, NUR265 (Day and Evening Weekend option):
    - i. Students will be provided with review materials and practice questions prior to the first exam
    - ii. Exams will be administered during weeks 1, 3, and 5 of NUR 132, NUR215/225, and NUR265
8. Additional expectations:
  - a. Calculator use for math calculation:
    - i. Only the use of a four function calculator on nursing examinations, in the nursing lab and clinical area is allowed.
    - ii. Calculators may not be shared during exams.
    - iii. Cell phone calculators are not acceptable for use.
  - b. Expectations for clinical calculation:
    - i. All answers less than one require a leading zero.
    - ii. Zeroes should not be used after a whole number.
    - iii. All answers must be correctly labeled.
    - iv. All answers must be rounded appropriately.



- v. Students must show all work.
- vi. Dimensional analysis must be used for clinical calculations.
- vii. Sixty (60) minutes will be allotted for each exam.

## **EXTENSION OR EXCEPTION TO ACADEMIC POLICY**

This process exists for students who seek an extension to a nursing (NUR) course deadline or an exception to a stated academic policy, procedure, or regulation. It is to be used in cases where compelling and extenuating circumstances are evident and can be substantiated by the student. College faculty and/or administration will review extensions and exceptions that are not adjudicated through other channels. Extensions and exceptions will be reviewed on an individual, case by case basis and are not guaranteed.

Students must clearly demonstrate that extenuating circumstances made it difficult to follow established NUR course deadlines or normal College-wide academic policies and procedures. Relevant documentation may be requested to accompany the Request for Extension or Exception to Academic Policy form. Students are expected to accept responsibility for their academic performance unless there have been extenuating circumstances that have hindered academic performance.

Extensions and exceptions may not be approved for late/missed NUR course assignments. **Students must adhere to late submission guidelines as indicated in individual NUR course syllabi.**

### **Procedure**

If an extenuating circumstance is perceived to warrant an extension or exception the following procedure must be followed:

1. Contact the Assistant Dean for Students in writing to discuss the extenuating circumstance and proceed with the request for extension or exception if applicable.
  - a. Obtain the Extension or Exception to Academic Policy form.
2. Complete the Extension or Exception for Academic Policy form, including the typed personal statement that describes the extenuating circumstance.
  - a. Personal statements should be clear, concise, thoughtful, and factual. Other supporting documentation may be attached to the form.
3. Submit the form, personal statement (and any attachments) to the Assistant Dean for Students.
4. Forms will be documented as received and forwarded to the appropriate College staff member for review and decision:
  - a. Lead faculty member for nursing course related extensions or exceptions
  - b. Dean (or designee) for College-wide academic policy exceptions

### **Timeline**

It takes time to arrive at a fair decision. Requests normally take up to three (3) business days to process and are reviewed in the order they are received. By virtue of the request, students authorize the College to examine any pertinent record or contact any party from whom information is needed to make an informed decision. Students will be notified in writing when a decision has been made.

## **ILLNESS/INJURY**

### **Injury**

For all student-related accidents and injuries that occur during class, labs or clinical, students should report to the Pomeroy Emergency Services Department so that treatment may be initiated.

For blood borne injuries, students will also complete an Employee Incident Report with faculty assistance. The report must be faxed to the Employee Health Office at 315-470-2881. For all other injuries sustained while on the Crouse campus, the student will complete an Occurrence Report via the CNN Dashboard.

Students injured while at other clinical agencies will follow the agency's reporting policy and will also report to the Crouse Employee/Student Health Office.

### **Illness**

Students may not attend class, lab or clinical for a suspected or confirmed illness as follows:

1. Gastroenteritis
2. Influenza
3. COVID-19
4. Any other communicable diseases (refer to CH policy *Employee Communicable Illness Reporting*)

Students may not attend lab or clinical experiences with any open skin lesions, lesions with wound drainage including eye drainage, or any medical apparatus including but not limited to "boots," slings, splints, wraps or crutches. Class attendance with any of these injuries will be determined on an individual basis and must be approved by the Employee Health Office.

### **Return from Absence - Health Clearance**

Health clearance from the Crouse Hospital Employee Health Office is required before students can return to clinical after an illness or injury if one week's clinical experience was missed (usually two clinical days).

Health clearance is also required for conditions including, but not limited to, gastroenteritis, influenza, any communicable diseases, pregnancy, fractures, back conditions, surgery, psychiatric conditions, acute or chronic medical conditions requiring hospitalization or any condition that warrants removal from class and/or clinical by a health care provider.

Students seeking health clearance must report to the Crouse Hospital Employee Health Office (with a written medical release, if required) at least one day before the next scheduled class or clinical experience. The Crouse Hospital Employee Health Office gives students a release form to take to the appropriate faculty member before their next scheduled class or clinical experience.

Employee Health Office Location:  
8<sup>th</sup> floor, Crouse Hospital Memorial Unit  
Telephone: 315-470-7424  
Hours: Monday through Friday | 7:00am-3:30pm

## **HARDWARE AND SOFTWARE REQUIREMENTS**

The College requires all students to have a device that meets certain minimum system requirements for learning purposes.

### **Minimum and Recommended Laptop System Requirements**

- Operating System:
  - For Windows laptops: 64-bit versions of Windows 10 or Windows 11 with latest updates installed. CPU Processor must be non-ARM based.
    - *Note: Windows operating systems must only be genuine, U.S. – English versions and cannot include alternate versions such as Windows RT or Windows 10 and 11 S.*
    - *Note: Virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments are not compatible with our required applications.*
  - For Mac laptops: macOS 10.15 Catalina, macOS 11 Big Sur or macOS 12 Monterey. CPU Processor can be Intel or M1.
    - *Note: Mac operating systems must only be genuine, U.S. – English versions.*

- *Note: Server version of Mac OS X is not compatible with our required applications.*
- RAM: 4GB of usable RAM or higher
- Hard Drive: 4GB of available space or higher
- Monitor Resolution: 1280x768 or greater
- Fully functional, built-in microphone and camera
- A working USB port is required
- Wireless internet capability is required

### **Required and Recommended Software**

Web Browsers: **Latest version** of Google Chrome (preferred) or Apple Safari is required. Internet Explorer and Mozilla Firefox have either limited support or missing functionality with some of the College's online systems and are not supported.

Latest versions of:

- Adobe Acrobat Reader
- An office productivity suite capable of opening and saving word processing documents in Microsoft Word and PowerPoint formats. Suitable software fulfilling this requirement includes Microsoft Office and free, open source suites LibreOffice and Apache OpenOffice.
- VitalSource Bookshelf recommended for offline e-book reading (provided free with e-book bundle)

### **Smartphone and/or Tablet Recommendations**

Mobile devices such as smartphones or tablets are not required, but students may wish to utilize one. The following mobile device recommendations are for those who seek the greatest compatibility utilizing various College systems and online resources –

- iPad: iPadOS 14 or iPadOS 15 with 500 MB of free space utilizing only genuine versions of iPadOS.
- Surface Pro: Surface Pro devices with 1GB or higher of available space and an external keyboard (USB or Bluetooth) with a working USB port and internet connection capabilities. Screen Resolution must be 1920x1080. Non-Pro Surface devices are not recommended.

Other mobile operating systems such as Google Android, Kindle Fire, and non-Pro Surface devices have limited functionality and the possibility of not being able to connect to the College's and Hospital's wireless network. These devices are not recommended for use.

### **Electronic Note-Taking Recommendations**

Electronic note-taking is strongly encouraged for its ease of use, integration of learning formats (textbooks, notes, learning objectives), accessibility across platforms (computer, tablet, smartphone), organizational and editing capability, and environmental benefit.

Hardware and software options for electronic note-taking include:

- Laptop, Tablet, iPad or Smartphone
  - Microsoft Surface Pros and iPads are available for loan from the Library to facilitate the exploration of electronic note-taking capabilities. Please see the Librarian for details.
- Smart Pen, Stylus or Wireless Keyboard
  - Microsoft Surface Pens and Apple Pencils are available for loan from the Library to facilitate the exploration of electronic note-taking capabilities. Please see the Librarian for details.
- Apps (Microsoft OneNote, Evernote, Apple Notes)
- Cloud Storage (OneDrive, Google Drive)
  - The Library offers video tutorials on electronic note-taking produced by former students, accessible from the Student Resources page on Moodle.

## ACADEMIC RECORDS – FERPA

The College maintains academic records for each student. The records are secured, and College policies and procedures govern access. The College follows the requirements outlined by the Family Educational Rights and Privacy Act. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit written requests to the Bursar/Registrar to identify the record(s) they wish to inspect. A College official will make access arrangements and notify the student of the time and place where the records may be inspected during regular business hours. At the conclusion of the review, the record(s) is returned to the office that maintains it. All applicant and student records are secured confidentially.
- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write to the Dean of the College clearly identifying the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. When notified of the right to a hearing, additional information regarding the hearing procedures will be provided to the student.
- The right to file a complaint with the US Department of Education concerning alleged failures by Pomeroy College of Nursing to comply with the requirements of FERPA.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College will disclose a student's educational records without prior written consent in the following instances:
  - To college officials with legitimate educational interests. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. A College official is a person employed by Pomeroy College of Nursing in an administrative, supervisory, academic, research, or support staff position and Crouse Hospital support staff (including security, finance and health office staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing their tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
  - To contractors (e.g., a software/application vendor, lawyer, auditor or collection agent), consultants, volunteers, or other third parties to whom the College has outsourced institutional services or functions for which the College would otherwise use employees.
  - Notice of alcohol or controlled substance violations will be provided to parents of all students under 21 years of age at the time of the violation, regardless of financial dependency.
  - The College may disclose education records upon request, including disciplinary records, to officials of another institution where a student seeks or intends to enroll or is already enrolled.
  - To accrediting organizations to carry out their functions.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

The College may disclose, without consent, “directory” information which includes:

- Name
- Address (including email address)
- Date of birth
- Phone numbers
- Dates of attendance
- Enrollment status (including level and program option)
- Degrees awarded
- Honor and awards
- Expected graduation date

If a student does not want the College to disclose directory information from their education record without their prior written consent, they must complete and submit a signed and dated [\*Directory Information Withholding Request Form\*](#) to the Bursar/Registrar by the end of the second week of each semester/term. Once submitted, directory information will be withheld indefinitely until the student notifies the Bursar/Registrar in writing that the hold is no longer required.

If a student does not specifically request the withholding of directory information by filing the appropriate form, as indicated above, the College assumes that they approve of the disclosure of such information.

Adapted from – <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Maintaining Records**

Students must notify the Bursar/Registrar using the [\*Request to Change Legal Name Form\*](#) when there are changes in name. Any change in address, personal email or telephone number can be made in SONIS. All College communications will be mailed to the address or email address on file.

### **Student Release of Information (FERPA Release)**

Students who request that College representatives speak with someone on their behalf (if a student is 18 years of age or older) must complete a [\*FERPA Consent Form\*](#) to the Bursar/Registrar. This release will be valid for the entirety of the student’s matriculation in the nursing program or until the student revokes the request in writing.

## **COPYRIGHT INFRINGEMENT**

Copyright is a form of legal protection granted for original works of authorship. Copyright infringement includes any sharing, without permission, of copyrighted material. Copyright infringement is in violation of the United States copyright law and not condoned by the College.

As per the Copyright Act (Title 17 of the United States Code) sections 504 and 505, any unauthorized distribution of copyrighted material and unauthorized peer-to-peer sharing may be subject to civil and criminal liabilities. These may include actual or “statutory” damages of not less than \$750 or not more than \$30,000 per individual work. In the case of “willful” violations, the court may award damages up to \$150,000 per work.

Additional information can be found on the US Copyright Office website: [www.copyright.gov/title17](http://www.copyright.gov/title17)

- FAQ section
  - [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq)
- Provisions governing fair use of copyrighted material in certain circumstances
  - [www.copyright.gov/help/faq/faq-fairuse.html](http://www.copyright.gov/help/faq/faq-fairuse.html)
- Reproduction of copyrighted works by educators

- [www.copyright.gov/circs/circ21.pdf](http://www.copyright.gov/circs/circ21.pdf)

The College will not be responsible for any student accused of copyright violation or infringement. In addition, any student in violation of the copyright law will be subject to disciplinary action by the College as per a violation of the College Standards of Conduct.

## **DISTANCE EDUCATION POLICY**

Distance education is defined as a planned teaching/learning experience in which a physical separation exists between faculty and students. Courses may be taught synchronously or asynchronously. All courses will use a variety of technologies to aid in the learning process. At Pomeroy College of Nursing the terms *distance education* and *on-line learning* are used interchangeably. Distance education classes may include different modalities including face-to-face classroom instruction and virtual, asynchronous and synchronous learning.

Basic computer skills are needed within this type of learning environment. Students will be expected to have proficiency in:

- Basic word processing
- Sending and receiving emails
- Uploading/downloading files
- Sending and receiving attachments
- Navigating and conducting research on the Internet

Participating in distance education requires the student to take responsibility for their learning. Support is provided by faculty, and students are held accountable for their progress in the course. This accountability includes contacting faculty if material is not understood, adherence to due dates/deadlines, and abiding by the Standards of Conduct.

Distance education learning activities, instructional materials, and evaluation methods are consistent with those of synchronous or in-person classes. Students are expected to adhere to the policies outlined in the Student Handbook.

## **GIFT GIVING**

Crouse Health policy allows for gifts of nominal value, such as flowers, food, or candy to be given to staff or faculty, but monetary gifts may not be accepted by employees. However, a tax-deductible donation in honor of an employee or department may be made to the Crouse Health Foundation, the fundraising extension of Crouse Health. Such gifts can be restricted to further the work of a particular nursing unit, service, program (including the Pomeroy College of Nursing) or left unrestricted in support of Crouse Health's mission.

## **STUDENT SERVICES AND SUPPORT**

### **ACADEMIC ADVISING**

Academic advising is a collaborative and purposeful partnership between academic advisors, students and the greater College community. Approached from a holistic perspective, this process considers and respects students' diverse backgrounds, schedules, and goals. Advisors guide students and help facilitate the identification and achievement of the student's educational and professional objectives.

The College utilizes a team advising model that is set-up to assist students in the most efficient and effective way possible. Students are not assigned a specific academic advisor. Rather, several faculty advisors work collaboratively as a team to advise all matriculated students. With this model, students have the flexibility to meet with any advisor who is available via a scheduled appointment.

All students have frequent access to academic advising team members and have the following student responsibilities:

- Keep scheduled advising appointments and come prepared for any meetings
- Ask questions if a requirement, policy or procedure is not understood
- Be proactive and upfront when there is a specific academic concern
- Provide accurate information about academic performance and progress
- Be aware of important deadlines (i.e. Drop-Add, withdrawal) and academic policies
- Meet with an advising team member prior to course registration periods

**First semester/term students are required to check-in with an academic advisor between the third and fifth week of classes as an effort to offer support and track progress.**

Examples of academic advising situations may include:

- Dropping a course
- Course registration questions
- Signing a form
- Support services referral
- Review of at-risk notification
- Degree audit
- Development of academic improvement plan
- General academic planning

Advising is viewed as a shared responsibility between the student and the academic advisor but the student bears the ultimate responsibility in the advising process. Students should stay in regular contact with the advising team throughout the duration of the program, especially when facing challenges or academic difficulty. Academic advisors will work with students to ensure that all courses of action can be considered for a more favorable outcome.

Students may email general academic advising questions to [dlconadvisor@crouse.org](mailto:dlconadvisor@crouse.org).

### **STUDENT ORGANIZATIONS AND GOVERNMENT**

#### **Alpha Delta Nu – Nursing Honor Society**

Pomeroy College of Nursing was chartered in 2016 as the Delta Zeta Chapter of Alpha Delta Nu, the Honor Society for Associate Degree nursing students.

**Eligibility Requirements:**

- Cumulative GPA of 3.0 or higher
- GPA of 3.0 or higher in all nursing courses (no previous NUR course failures)
- Demonstrated conduct that reflects integrity and professionalism

Students who meet all eligibility requirements will be invited provisionally for consideration for induction into the Delta Zeta Chapter at the conclusion of their third semester or equivalent term in the program. Accepting the invitation to participate is optional. Induction will take place at the conclusion of the fourth semester/term granted a grade of B (3.0) or higher is achieved in NUR 265 and NUR 275/NUR 285.

**Membership Requirements:**

- Membership fee
- Completion of an educational or service project prior to induction

**Membership Benefits:**

- Acknowledgment at graduation with an honor society pin and cords
- Potential for scholarships to continue your nursing education
- Quality addition to your professional portfolio
- Recognition for academic excellence

**Student Advisory Council**

The Student Advisory Council serves as a volunteer council of students who provide insight, advice and recommendations on matters related to student life and engagement. The group meets with College leadership, faculty and staff to engage and discuss topics spanning student support, health/wellness, diversity/equity/inclusion, safety, campus activities and more. The council supports student growth and leadership development while helping to foster a dynamic learning environment at the College through meaningful collaborations that promote scholarship, integrity and compassion.

**Crouse Hospital Nurses Alumni Association**

Crouse Hospital Nurses Alumni is an association for graduates of Pomeroy College of Nursing at Crouse Hospital. The Alumni Association promotes professional achievement, fellowship, and ongoing advancement of the common interests of the College and Crouse Hospital. Each year, alumni organize and execute several social and fundraising activities; monies raised from the latter are used to provide scholarships and awards for current Pomeroy College of Nursing students. All graduates automatically become members of the Alumni Association with no membership fees. The Alumni Association may be reached via email at [alumni@crouse.org](mailto:alumni@crouse.org).

**COMMUNICATION****Student Email Policy**

A specific College email address is established for each student upon matriculation that is to be used for all communication with College administration, faculty and staff. Students are expected to check this account daily when classes are in session, weekly during College break periods and to respond as outlined below. Information sent via email will include notices, schedules and other official communication such as emergency preparedness information, student alerts, events notices and changes, policy changes, exam schedules, scholarship and financial aid information.

- Students are expected to correspond in a polite, professional, and respectful manner
- Students are responsible for the information relayed to them through this mechanism and will be held accountable for information sent to them, such as various deadlines, requirements, and program announcements



- Students who change their name while enrolled in the program are required to bring official documentation to the Bursar/Registrar; then the student's name on the account will be changed after the completion of the currently active semester. Please see the notes regarding name change procedure under "*Maintaining Records*."

### **Student Email Termination**

- Students who are academically dismissed or withdraw from the program will have their email address terminated up to 14 calendar days after their effective withdrawal date
- Students who are administratively dismissed from the program, will have their email address terminated immediately upon their effective dismissal date
- Graduates will have their email address terminated up to one year after the graduation date listed on the academic calendar

### **Faculty Communication**

To help maintain the privacy and confidentiality of their peers, students are not permitted to enter the faculty suite area unless accompanied by a College faculty/staff member. Appointments are made by emailing or calling the faculty member. Faculty contact information is located within respective NUR course syllabi.

### **STUDENT LOUNGE**

The Student Lounge is available for use by students when the building is open. The lounge contains comfortable seating for relaxing or study and a kitchen area with refrigerators, microwaves and vending machines. The lounge is a great place for students to relax, eat and connect with their peers. A monitor within the lounge displays important College information.

### **CONVOCATION AND GRADUATION**

The College may hold Convocation for December graduates. The Convocation ceremony is quaint and students may be allowed a limited number of guests. Graduation is held each May. December, April and May graduates are invited to participate and may invite guests to the ceremony. **There is not a separate Evening/Weekend option ceremony in April upon completion of the program.** Academic regalia is required to be purchased and worn for participation in the May ceremony.

### **CROUSE HOSPITAL CLOCKTOWER CAFÉ AND JAZZMAN'S**

The Clocktower Café is located on the basement level of the Crouse Hospital Memorial Unit. It is open daily and offers a wide selection of hot food, sandwiches, wraps, salads, snacks, desserts and beverages. JAZZMAN'S Café and Bakery is located in the Crouse Hospital Irving lobby and serves a variety of gourmet coffees, assorted beverages, snacks and baked goods. Students receive a 10% discount at the Clocktower Café only when they present their Crouse student ID badge at the registers.

### **BRITTONFIELD COFFEE GROUNDS CAFÉ**

Located within 5000 Brittonfield, building A – the café is open to the general public Monday-Friday (hours vary) and serves coffee, pastries and various sandwiches, snacks, soups and salads.

### **PARKING AND BUILDING ACCESS**

Students may park at 5000 Brittonfield Parkway in the designated area alongside and in front of Building B. The speed limit surrounding the complex is 5MPH and must be adhered to. Students should enter the

building via the Building B side/south entrance. Upon entry students should proceed ahead to the elevator or up the stairs leading directly to the College lobby (ID badge access only).

Student parking for clinical rotations is arranged by the College through the Crouse Hospital Parking Office and communicated to students via email on a semester/term basis.

### **COMFORT/LACTATION ROOM**

The College provides a lactation room for students who wish to express breast milk while on campus. Students who wish to use the room may sign-up for a scheduled time by contacting the Administrative Assistant in the College main office.

### **LE MOYNE COLLEGE STUDENT SERVICES**

Students currently enrolled in Le Moyne College general education courses may be eligible to obtain a student identification card (student ID card) from the Le Moyne College Office of Campus Life and Leadership granting access to various Le Moyne College student services. Students should seek further information from Le Moyne College directly.

### **SMOKING/TOBACCO-FREE CAMPUS**

Smoking and the use of any tobacco products or electronic cigarettes is prohibited in or on any part of the Crouse Health campus including any and all remote sites (Brittonfield included) within the designated boundary lines, hospital vehicles, and other hospital owned, leased or any office or program operated off site by Crouse Health. Smoking is prohibited within 100 feet of hospital property.

- The main Hospital buildings boundary is considered to be the sidewalks, parking lots, driveways, retaining walls and loading dock immediately surrounding the Irving, Memorial and West Tower buildings
- Leased location boundary is within those areas/suites leased by Crouse Health. Outside that building staff will comply with the building management rules regarding smoking locations

### **General Expectations**

All students and staff are required to adhere to, and are encouraged to promote compliance with, the Crouse Health smoking/tobacco-free policy. All employees, trustees, medical staff, volunteers, students, patients and visitors should observe, and be informed about the health benefits of not smoking and promote the Crouse Health Smoke-Free policy. Prominent signs are posted throughout Crouse Health facilities.

- All students will be informed that Crouse Health is committed to a smoking/tobacco-free environment
- College staff members observing a student violating the smoking/tobacco-free policy are requested to courteously remind the student of the policy
- If the student has a second violation, the student will be counseled as to programs aimed at smoking cessation and will be provided with education as to the health hazards of smoke and second hand smoke
- If the student continues to violate the smoking/tobacco-free policy, they will be required to meet with the Dean of the College in an effort to develop a plan of compliance with this policy. Disciplinary action may be taken for continuing non-compliance

### **Definitions:**

**Smoking** is defined as the carrying or use of any lighted cigarette, cigar, pipe or other tobacco product which includes electronic cigarettes (e-cigarettes) or similar devices.

**Tobacco Products** means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product. This includes, among other products, cigarettes, cigarette tobacco, roll-your-own tobacco, and smokeless tobacco.

**Main Hospital** buildings include the buildings known as Irving, Memorial, West Tower, Crouse Business Center and Commonwealth Place.

**Parking lots** include D, H, S, Commonwealth Place, and both parts of the Crouse parking garage with entrances off of Irving and Crouse Avenues.

**Leased locations** include but are not limited to Brittonfield, POB, CNY Medical Center, Madison Irving, Widewaters, Liverpool PT, Commonwealth Place, etc.

**Boundary Lines** include the sidewalks, parking lots, driveways, loading dock and adjoining areas (e.g. retaining wall) surrounding all main Hospital buildings.

## **SIMULATION CENTER AND NURSING SKILLS LAB**

The College of Nursing Simulation Center and Skills Lab is a state-of-the-art nursing educational facility that incorporates simulated, realistic learning experiences into the instruction of nursing students. The Simulation Center and Skills Lab provides an environment for students to practice and demonstrate nursing skills. Students learn psychomotor, physical assessment, and clinical reasoning skills necessary for clinical performance. Students have hands-on practice with the equipment and techniques they will need for the practice setting.

### **Simulation Center**

The Simulation Center provides a safe, supportive and controlled environment in which students are able to put classroom learning into the context of a clinical situation. Through the use of state-of-the-art technology, the Simulation Center utilizes clinical case scenarios and faculty guidance to facilitate clinical reasoning and decision making skills necessary for today's healthcare environment. Simulation experiences includes the use of high-fidelity human patient simulators in a realistic simulated clinical setting to enhance student learning. Simulation experiences assist students achieve course learning outcomes.

### **Nursing Skills Lab**

The Nursing Skills Lab simulates a seven-bed hospital setting where students can independently practice clinical nursing skills that are acquired in the lab portion of their nursing courses. The Nursing Skills Lab is equipped with hospital beds with low-fidelity manikins, over-bed tables, IV poles, simulated oxygen and suction, bed side charting stations, task trainers and other hospital related equipment and supplies.

## **ACADEMIC STUDY LOUNGE**

The Academic Study Lounge is located in room 215 and serves as an academic engagement area for students. The lounge contains group study space, comfortable seating, a whiteboard and a SMART Board for student use.

## **COMPUTER ACCESS**

Crouse networked computers are available for student use in several locations throughout the College. Printing is available from all College computers.

## **MOODLE RESOURCES PAGE**

All students have access to a resources page via Moodle. The page includes information about academic advising, technology support/resources and study strategies.

## **LIBRARY SERVICES**

### **Crouse Library Contact Information**

Telephone: 315-470-7380

Email: [library@crouse.org](mailto:library@crouse.org)

The Library is an information center designed to meet the clinical, educational, and research needs of nursing students. The collection includes over 5,000 books, journals, and videos related to nursing and medicine, including 24-hour access to online databases and texts. The Library computers are equipped with Windows 10 and Microsoft Office 2013, including Word, Excel, and PowerPoint.

In addition, the Library offers copying and printing capabilities for students. The library adopts a mindful printing campaign with printing/copying guidelines posted at each printer/copier.

The Library is always open and staffed Monday through Wednesday, 8:00am-4:30pm. Library quiet hours take place daily from 7:00am – 9:00am.

Circulating books and leisure reading may be checked out for one month. Reserve and reference books are restricted materials for use in the library and may be borrowed on an overnight loan. Physical journals may be photocopied or scanned, within copyright limitations.

The library subscribes to the following databases: CINAHL with Full Text, Clinical Key for Nursing including Clinical Skills, EBSCO Health Rehabilitation and Sports Medicine, Gale's Health & Wellness Reference Center, Micromedex, Johns Hopkins ABX Guide, R2 Digital Library, McGraw-Hill eBook Library, OVID Medline, Cochrane Library, Relias, TRC Natural Medicine, TDS Health, and UpToDate. These online resources are available on all hospital PCs. Students can also access most of these electronic references by password from home with an Athens account.

Library services include:

- Research
- Interlibrary Loan
- Library Instruction
- Library Moodle Page
- iPad Loan Program
- Photocopier/Printer
- Patient Education

Do not load or play any software/programs of any kind on these computers. Individual student files may be stored temporarily for printing or editing purposes. Students must immediately delete their individual files after use/printing.

### **Crouse Hospital Library Theft Policy**

If an attempted theft of library materials is discovered, the patron will receive immediate disciplinary action, which may include, but may not be limited to, dismissal from the nursing program. The theft of library materials compromises the library collection, deprives other library users of materials, and constitutes both an act of theft and a lack of community concern.

## **ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES**

Pomeroy College of Nursing is committed to providing fair and appropriate education to all students. The College encourages qualified students with disabilities to participate in all programs and activities. Academic adjustments/accommodations may be implemented for students who have been properly evaluated and have self-reported to the College as having a disability. Students are encouraged to contact the Assistant Dean for Students to discuss their individual circumstance and the process.

The College is not required to lower or substantially modify essential academic requirements or make modifications that would fundamentally alter the nature of a service, program, or activity or that would result in an undue burden.

In compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 (subsection E) of the Rehabilitation Act, Pomeroy College of Nursing does not discriminate against students or employees with disabilities. Efforts are made to arrange reasonable academic adjustments for all qualified persons. The College is not only obligated to the legal requirements of ADA and 504, but also to our ethical and moral responsibility to treat all members of our campus community with fairness, dignity and respect.

### **Process**

To request an academic adjustment/accommodation on the basis of any established disability, whether a physical, chronic health, psychological or cognitive disability, students must take the following steps (preferably prior to the start of the given semester or term):

1. Contact the Assistant Dean for Students in writing to declare one's disability and obtain the request for reasonable academic adjustment form and documentation guidelines.
  - a. Appropriate written medical documentation from a qualified professional confirming the disability is required prior to implementation of any academic adjustment/accommodation. Documentation must be current (within three years), comprehensive and follow the established guidelines
2. Upon completion of document review, the Assistant Dean for Students will contact the student to set-up an appointment to discuss the disability and appropriate academic adjustments/accommodations.
3. Together, the student and Assistant Dean for Students will establish and sign an academic adjustment/accommodation plan for the given semester or term.
4. Students will sign an agreement which allows the Assistant Dean for Students to notify the student's academic advisor and course faculty of the specific academic adjustments/accommodations put into place.

*\*Note – students seeking academic adjustments/accommodations for general education courses must self-disclose their disability to that institution and follow their procedure for obtaining academic adjustments/accommodations.*

### **General Documentation Guidelines**

The purpose of documentation is to qualify students for reasonable and appropriate academic adjustments or accommodations. Cost and responsibility for obtaining an evaluation and subsequent documentation are borne entirely by the student.

- Documentation must come from a qualified and licensed medical professional such as a psychologist, psychiatrist or medical doctor and be printed on official letterhead. Handwritten documentation or documentation provided via a prescription pad is not sufficient.
- The medical professional may not be related to the student.
- All documentation is kept confidential and will be used for the sole purpose of supporting the requested academic adjustments/accommodations.
- All situations shall be considered on an individual, case-by-case basis.
- The College reserves the right to request that students with outdated or insufficient documentation be reevaluated prior to implementation of academic adjustments/accommodations.

### **Documentation Guidelines for Learning Disabilities**

The student shall submit a current written diagnostic report of specific learning disabilities that is based on an appropriate, comprehensive psycho-educational evaluation that is no more than three years old.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has direct experience with adolescents and adults with learning disabilities.

An appropriate psycho-educational evaluation must include comprehensive measures in each of the following areas:

- Academic achievement (the evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported). The test battery should include current levels of functioning in the relevant areas, such as reading, mathematics, and oral and written expression
- Aptitude (the evaluation must contain a complete intellectual assessment with all sub-tests and standard scores reported)
- Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability)

### **Documentation Guidelines for Attention Deficit Hyperactivity Disorder (ADHD) and Attention Deficit Disorder (ADD)**

The student shall submit a current written diagnosis of ADHD or ADD that is based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists).

The written diagnostic report must include:

- A diagnostic interview addressing relevant historical information
- Past and current academic achievement
- Age at initial diagnosis
- A discussion of medications, dosage, frequency and any adverse side effects attributable to their use that the student has experienced
- History and effectiveness of academic adjustments/accommodations in past educational settings
- The procedures used to diagnose the disability (including a list of all instruments used in the assessment)
- Discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, the effect this may have had on performance must be noted
- DSM-V diagnostic code (including axes)
- A diagnostic summary statement that includes the following information:
  - A clear statement that ADHD/ADD does or does not exist

- Must include a rule-out of alternative explanations for behaviors
- Terms such as "appears," "suggests," or "has problems with" used in the diagnostic summary statement do not support a conclusive diagnosis
- A clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies
- A recommendation regarding future medications or medical evaluation/s
- A recommendation for academic adjustments/accommodations, including rationale

### **Documentation Guidelines for Psychological Disabilities**

The student shall submit a current written diagnostic report of psychological disabilities that are based on appropriate diagnostic evaluations completed by trained professionals (e.g., psychologists, psychiatrists, neuropsychologists, school psychologists, certified professional counselors). If the diagnostic report is more than one year old, a letter from a qualified professional that provides an update of the diagnosis with a description of the individual's current level of functioning during the past year, and a rationale for the requested academic adjustments/accommodations must be submitted.

The diagnostic report must include the following:

- A clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder
- Discussion of medications, review of past and current academic achievement and history of disability accommodations and their effectiveness
- The procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable)
- Discussion of the assessment results
- DSM-V diagnostic code (include axes)
- A diagnostic summary statement that includes the following:
  - A clear statement that a disability does or does not exist. Terms such as "appears," "probable," and "suggests" used in the diagnostic summary statement do not support a conclusive diagnosis
  - A clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies
  - A discussion of medications and their possible impact on academic functioning (e.g., concentration, attention, sedation)
  - A recommendation for essential academic adjustments/accommodations relative to the diagnosed disability, including rationale
  - The duration for which these academic adjustments/accommodations should be provided based on the current assessment
  - A recommendation regarding reevaluation to determine ongoing need for disability-related academic adjustments/accommodations (e.g., one semester, one year)

### **Documentation Guidelines for Physical Disabilities**

Student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists).

Physical disability diagnosis categories include:

- Orthopedic disability
- Blind or visual impairment

- Deaf or hard-of-hearing
- Traumatic brain injury
- Other health-related/systemic disabilities

The written diagnostic report must include:

- A clear disability diagnosis, including a clinical history that establishes the date of diagnosis, last contact with the student and any secondary conditions that might be present
- The procedures used to diagnose the disability
- A description of any medical and/or behavioral symptoms associated with the disability
- A discussion of medications, dosage, frequency and any adverse side effects attributable to their use that the student has experienced
- A clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations
- A recommendation for academic adjustment/accommodation, including rationale
  - If the recommendations are specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psycho-educational or neuropsychological evaluation must be administered to document ability/achievement discrepancies

### **Informal Resolution and Appeal/Grievance**

There may be a time when a request for reasonable academic adjustments/accommodations is not fulfilled in a way that is satisfactory to the student with a disability. The College makes every attempt to provide support services which meet the students learning needs. If a student has a concern that has not been resolved by discussing the concern informally with the individuals involved, then the student may wish to begin the student appeal/grievance process.

The College maintains a philosophy of student self-advocacy and the right to pursue a grievance through the formal appeal/grievance process. Should a student feel they have not been treated in a fair or professional manner with regard to reasonable academic adjustments/accommodations; the student is welcome to proceed to the formal grievance procedure.

### **ENGLISH AS AN ALTERNATIVE LANGUAGE | ENGLISH AS A SECOND LANGUAGE (Testing Policy)**

Students who speak English as an Alternative Language (EAL) or English as a Second Language (ESL) may seek extended time on first and second semester/term NUR course exams only. EAL/ESL students are those who speak a language other than English in their home and declare that they have the need for extended testing time due to English language barriers.

The purpose of the policy is to allow EAL/ESL students time to adjust to the language and format of electronic NUR exams. **Extended testing time will not occur in the third or fourth semester/term as a means to prepare students for the NCLEX-RN licensure exam which does not grant extended time to EAL/ESL students.**

EAL/ESL students seeking extended testing time must complete the following steps:

1. Contact and meet with the Assistant Dean for Students to declare themselves as EAL/ESL
2. Complete and sign an EAL/ESL declaration form

EAL/ESL students may be permitted extended time for NUR exams only – **not dosage calculation (math) and standardized (Kaplan) exams.**



Extended time for nursing course exams only will be administered accordingly:

- First semester/term courses – 150% on NUR exams (i.e. 90 minutes for a 60 minute exam)
- Second semester/term – 150% on NUR exams (i.e. 90 minutes for a 60 minute exam)
- Third semester/term – **no extended time**
- Fourth semester/fourth term – **no extended time**

EAL/ESL students may ask the exam proctor for assistance if they do not understand a word within a question. The proctor may give an alternative word to the student only if the alternate word will not affect the integrity of the question/exam.

## **ENGLISH LANGUAGE ASSISTANCE**

Information related to area EAL/ESL English language assistance programs may be found here:

<https://refugeeandimmigrant.org/program/education-initiatives/>

[Adult Education | The Syracuse City School District | Syracuse, NY \(syracusecityschools.com\)](#)

Students who are interested should contact each location to inquire about specific programs, schedules and associated fees. Locations are not affiliated with the College.

## **HELPPEOPLE**

HelpPeople is a division of Crouse Health that was established in 1984 and provides services to students at no charge. HelpPeople offers professional counseling assistance when personal problems affect school and/or everyday life. HelpPeople's proactive approach to assisting individuals address problems includes defining the problem(s), outlining a method for handling the problem, assisting through short-term intervention and providing appropriate resources.

HelpPeople may be contacted 24/7 by calling 315-470-7447 or 1-800-777-6110. Confidentiality is assured. No communication related to individual students ever occurs between HelpPeople and the College without written permission of the student.

## **STUDENT HEALTH**

Student health and safety is an important concern of the College. There are several resources available to students to aid in remaining healthy and managing illness and injury.

None of the services available to students can replace private physician services. The College and Crouse Health do not assume medical or financial responsibility for illness or correction of physical defects while students are in the program.

Students are strongly urged to develop and/or maintain a relationship with a health-care provider of their own choosing.

### **Health Insurance Requirement**

All matriculated students must carry personal health insurance while in attendance. The College offers a student health insurance plan which all students are automatically billed for annually. Students must choose to waive or enroll in the offered health care insurance plan by that year's specified date or the brokerage, Haylor, Freyer & Coon Inc., will automatically enroll them. A detailed schedule of benefits for participating and non-participating providers may be obtained via the broker.

To waive coverage, students are required to submit policy information from their current insurance provider to the broker (mentioned above) website portal during the designated waiver period. This process must be followed to have the fee removed from the tuition bill. Should the student's insurance provider or coverage change, or should the student experience a Qualifying Life Event (QLE)\* while in attendance, the student must notify the Financial Affairs Officer and the broker at the time of the change.

For more information regarding QLEs, please visit: <https://www.healthcare.gov/glossary/qualifying-life-event/>

### **Employee Health Office**

The Crouse Employee Health Office (EHO) is focused on health promotion, and prevention of illness and injury. Students will utilize the EHO for the following services:

- Annual health assessment and TB screening (after matriculation at the College)
- Flu vaccinations
- Health clearance after absence from class, clinical or lab (see Illness/injury policy), including follow up after class, lab or clinical injury

Employee Health Office  
8<sup>th</sup> Floor, Crouse Hospital Memorial Unit  
Telephone: 315-470-7424  
Hours: 7:00am-3:30pm, Monday-Friday

### **Emergency Care**

Emergency Care is available to students at all times through Crouse Emergency Services.

### **Employee Pharmacy**

As a nursing student, the Employee Pharmacy is available to fill prescriptions, on a cash basis or using private insurance. Students should contact the Pharmacy at 315-470-7520 to verify they can bill insurance prior to filling a prescription. The hours of operation are Monday through Friday from 7:00 am to 4:00 pm. They are located in the Basement level of the Hospital.

***\*When seeking any health care services, students are responsible for all co-pays or deductibles required by their plan.***

### **Latex/Natural Rubber Allergy Precautions**

If latex allergy is suspected on a student, the nursing instructor will send the student to the Crouse Employee Health Office for evaluation. Refer to the Allergy: Latex/Natural Rubber Policy in Crouse Hospital's Policy and Procedure Manual for information about the Crouse Employee Health Office procedure and policies to protect healthcare workers with known or suspected latex allergies. Prior to returning to the clinical unit, the student must present the Student Health Clearance form to their clinical instructor.

Students with known or suspected latex allergies should notify their clinical instructor(s) and the Nursing Lab Coordinator of their allergy. Students will be instructed to avoid products containing latex.

## **CAMPUS SAFETY AND SECURITY**

### **Photo ID Badges**

Students must wear their Crouse photo ID badge on the upper part of their torso at all times while on-campus and during clinical or special experiences at off-site facilities. ID badges may be checked for access to the Hospital, the College, and shuttle buses. Students that require a replacement ID badge must contact the Crouse Hospital Human Resources department and may be charged a fee.

### **Building Access**

The College is locked 24/7. Students must use their Crouse student photo ID badge to gain access to the second floor College area. A videophone connected to Crouse Security is located outside of the College main lobby adjacent to the elevator. Security cameras monitored by Crouse Security are located in various locations throughout the College.

### **Keeping Safe**

Students are responsible for taking sensible actions to ensure their own safety:

- Make certain that doors to buildings close securely when exiting
- Use the Crouse Health Security escort service **after evening clinical** at Crouse Hospital
  - Call 315-470-7826 to get an escort
- Never walk alone, especially at night
- Walk at a steady pace and be aware of surroundings
- Use well-traveled, well-lit streets and walkways
- Keep arms as free as possible

### **Calling for Assistance**

On the Crouse Health Campus (Brittonfield, Hospital, parking garage, parking lots) the individual summoning help should call Crouse Health Security at 315-470-7826 for assistance. Assistance is available 24/7.

There are in-house security phones/intercoms located at:

- Brittonfield: College main entrance/elevator lobby
- Crouse Hospital: Irving Avenue lobby
- Crouse parking garage: at elevator bank

Security officers respond to calls for assistance by providing or obtaining direct aid, conducting an investigation, and writing/filing reports with the Director of Security and the Dean of the College.

Wall phones in all College classrooms/academic areas are programmed with a Crouse Health Security speed dial button.

### **Reporting Suspicious Behavior**

Any questionable or suspicious persons or activities should be reported immediately to Crouse Health Security at 315-470-7826. See something, say something.

### **Sexual Assault** (*See Sexual Misconduct and Sexual Harassment Policy*)

- Dial Crouse Health Security at 315-470-7826; they will forward your call to the 911 operator
- Get medical attention immediately
- Call the Crisis and Support Hotline: 315-422-7273 (Vera House, Inc. support and advocacy)

### **Bias Related Crime**

Any individual who believes that they have been the target of a bias related crime is encouraged to report the incident immediately to a faculty, staff or administrative member of the College. The College will contact the Manager of Security at Crouse Health to begin an investigation. The incident will be investigated and a determination will be made regarding the handling of the allegation.

### **Violent Felony Offenses**

As required by New York State law, upon receipt of a complaint or a report that a violent felony has occurred on-campus, Crouse Health Security will immediately respond, thoroughly investigate, and document in a report their findings. The responding officers will notify and coordinate further investigation of the criminal

incident with the Syracuse Police Department or other appropriate law enforcement agency. All members of the College are expected to immediately report all suspected or actual violent felony offenses occurring at or on the grounds of the College to Crouse Health Security.

### **Campus Crime Statistics**

Campus crime statistics are available to students as mandated by Federal and State regulations. Crime statistics for the College and surrounding area may be obtained at <https://ope.ed.gov/campussafety/#/>

## **FIRE SAFETY**

### **Fire Drills**

Fire drills are required by law. Students are responsible for knowing the location of fire extinguishers, and fire exits and for complying immediately with the evacuation procedure.

### **Response to a fire or the smell of smoke:**

1. Pull the nearest fire alarm box
2. Exit the building following the evacuation procedure

### **Building Evacuation**

When a fire alarm sounds all persons must evacuate the College/building immediately.

1. Close all doors but do not lock them
2. Exit the building by using the nearest stairwell as quickly as possible. Do not use the elevator
3. Move away from the building/entrance
4. Return only when a fire department official or College/building official declares an “all clear”

## **EMERGENCY CLOSING**

College operations are rarely interrupted because of weather. When a severe weather event or other emergency occurs, the decision to close entirely, delay operations or declare early dismissal will be made by the Dean (or designee). However, the safety of students, faculty and staff is of the utmost importance to the College. During inclement weather, students are urged to exercise discretion and sound judgment regarding travel since safe transportation to and from the campus depends on many factors, such as distance, and specific road conditions on travel routes.

The College will make every effort to report closing information in a timely and accurate manner via @Crousecon email, Crouse social media and local media outlets (WSTM/WTVH/WSTQ, and WSYR).

General education course cancellations will be determined by Le Moyne College policies and procedures. If Le Moyne College is closed due to a weather event or other emergency then general education courses taught on the Pomeroy College of Nursing campus will be cancelled.

Students must notify course faculty and/or clinical instructors when they cannot attend class or clinical due to a weather event or another emergency. Students are always held responsible for any missed work/course content. Specific call-in procedures for clinical experiences are outlined within the course syllabus and must be followed.

## **BUILDING LOCKDOWN**

A lockdown is a form of securing-in-place that is a temporary emergency procedure utilized to limit human exposure to an apparent life-threatening, hostile or hazardous situation or threat at the College/Brittonfield

or in the immediate campus area. The lockdown procedure is used when it may be more dangerous to evacuate the building than to remain inside. By controlling entrances and exits, emergency personnel are better able to resolve a threat.

When a situation arises that presents a wide-risk of danger to students, faculty, staff and building visitors, the decision to implement a lockdown of the College/building will be made by Crouse Health Security, Crouse Health Senior Leadership or College Administration in consultation with local law enforcement.

### **Procedure**

If a threat is perceived or observed within the building or immediate building vicinity:

1. Seek immediate cover
2. Call 911. Relay as many details as possible regarding the threat
  - a. Location of incident
  - b. Description and number of persons involved (clothing and physical features)
  - c. Injuries that have occurred
  - d. Description of any weapons involved
  - e. The suspect's direction of travel and vehicle description (if applicable)
3. Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when attempting to exit the building
  - a. If the fire alarm does sound during a lockdown, do not evacuate unless you see fire and/or smell smoke

### **Notice of Building Lockdown**

Compliance with all emergency directives is mandatory for all present at the College once notice of a building lockdown is received. The building will have immediate restricted access.

- Students will be notified by College Administration via SONIS (@Crousecon email and/or text message)

If notice is received while outside of the building, do not enter the building. Quickly go away from the building, find a safe place to shelter, and stay there. Do not call anyone who may be in the locked down building as phone calls may endanger them.

### **During a Building Lockdown**

1. Immediately cease all activity (teaching, meetings, etc.) and take cover.
2. Close and lock all doors where you are, turn off the room lights and all audio visual equipment. Do this quickly and try to minimize sound and movement. Do not let anyone into the room once locked.
  - a. To lock classroom and outer-office doors, turn the thumb lock to the locked position
  - b. Rooms/areas with card swipe access will be disabled

If you are in a space where the doors cannot be locked, barricade room doors to the best of your ability with room furniture or heavy objects and then take cover.

If you are in a hallway/corridor, go to the closest room on the floor that is not already locked and take cover.

1. Get out of the line of sight, stay low, close blinds, and cover interior windows if possible. Try and give the impression that the room is empty.
2. Turn cellphones to silent mode and remain quiet, calm, and still. Do not make nonessential phone calls.
3. Provide comfort to those who may be panicked. Try to calm them and get them to remain quiet.
4. Await further instructions. Do not leave your place of shelter or open your door until you have been advised it is safe to do so by emergency personnel.

5. If you are exposed to the violent intruder and certain you are about to be harmed, you may choose to use force to attempt to overpower and disarm the intruder.

**All persons affiliated with Crouse Health (students and employees) must wear their Crouse ID badge at all times while on Crouse property, including the College/Brittonfield.**

### **Preventative Safety**

- Always be aware of surroundings and report suspicious behavior to Crouse Health Security. See something, say something
- Be knowledgeable of all building escape routes

Remember that the preceding are general guidelines. All emergencies are different and may require response changes as events unfold. Be prepared before an event occurs.

### **MEDICAL EMERGENCY (*Code S*)**

It is the policy of Crouse Hospital (“CH”) to comply with EMTALA rules regarding individuals at off-site locations on the Main Campus who request treatment for or exhibit the sudden onset of illness or injury that indicates the possible existence of an Emergency Medical Condition.

In addition a Code S (911) can be used to request help at main campus off-site locations when a potential emergency situation occurs in an area including sidewalks, driveways, lobbies, parking lots or garages that a person might normally use when doing business with CH.

The Code S pager group includes:

- Security
- Nursing Supervisor
- SWAT

A Code S is called when an individual requests emergency treatment for themselves, or on behalf of someone else, at an offsite location.

A Code S is called by dialing 911 from a Crouse Hospital Phone. The caller will state that this is a Code S situation and the location.

If using a personal phone (Cell phone or non-Crouse Hospital Phone), contact security directly at 315-470-7826.

The 911 call is routed through Security; they will automatically call 911 to activate the EMS system for assistance. Security will tell 911 the location of the event and connect the caller to the 911 operator.

Additionally, Security will notify the operator that a Code S is occurring, and operator will activate code S to notify code S team.

The individual in need of assistance should now be considered a CH patient and be transported to the Emergency Room for further evaluation and treatment. If CH ED is on diversion the patient must be accommodated unless CH cannot provide the needed service (e.g. burn care, no ED monitoring devices, etc.)

Refusal of care by the individual is within the rights of the patient. Documentation of such refusal should be on the Refusal of Services (Doc #1014). If no forms are available at the time of patient refusal, the form is filled out as soon as possible. This form is sent to the QA department.

### **EMERGENCY MANAGEMENT PLAN**

In the event that the Crouse Hospital Emergency Management Plan is implemented, a Code HICs will be called. Students already in Crouse Hospital clinical areas will remain on the unit and await further direction.

## **STUDENT CONDUCT**

### **CODE OF STUDENT CONDUCT**

Students at Pomeroy College of Nursing at Crouse Hospital are expected to conduct themselves in a manner supportive of the mission, vision and values of the College and greater Crouse Health environment. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to being part of this College community.

In addition to the Code of Student Conduct, students enrolled at Pomeroy College of Nursing at Crouse Hospital must also abide by the standards of ethical practice and conduct, which are stated in the American Nurses Association's Code of Ethics for Nurses:

<https://www.nursingworld.org>

Each student is responsible for their conduct both on- and off-campus from enrollment to graduation. Students are expected to know and uphold the Code of Student Conduct, the American Nurses Association's Code of Ethics for Nurses as well as abide by local, state and federal law.

The College considers the following behavior, or attempt thereof, by any student, whether acting alone or with any other persons, to violate the Code of Student Conduct.

1. Physical harm or threat of physical harm to any person or persons, including, but not limited to assault, sexual abuse, or other forms of physical abuse.
2. Harassment, including but not limited to, physical, verbal or electronic, oral, written or video, which is beyond the bounds of protected free speech, directed at a specific individual or group of individuals, easily construed as “fighting words” and likely to cause an immediate breach of the peace.
3. Conduct, whether physical, verbal or electronic, oral, written or video, which threatens the mental health, physical health, or safety of any person or persons including, but not limited to hazing, drug or alcohol abuse, solicitation and other forms of destructive behavior.
4. Misuse of academic resources or facilities, or misuse of computer software, hardware, data, equipment, College email account or networks.
5. Intentional disruption or obstruction of lawful activities of the College or its members including their exercise of the right to assemble and peaceful protest or leading/inciting others to disrupt scheduled/normal College operations.
6. Theft or damage of College, personal, public, or private property/services or illegal possession or use of the same.
7. Forgery, alteration, or fabrication of identification badges/cards, student records, grades, diplomas, applications or other College documents. Including, but not limited to possession of falsified materials or misrepresentation of any kind to a College or Hospital official or law enforcement.
8. Unauthorized entry, use, or occupation of College or Hospital facilities that are locked, closed or otherwise restricted to use. Including, but not limited to unauthorized use of equipment, keys, and identification badges.



9. Disorderly conduct including, but not limited to public intoxication, lewd, indecent or obscene behavior or expression, libel, slander, and illegal gambling.
10. Illegal use, possession, purchase, distribution, manufacture, or sale of alcohol, drugs, controlled substances, or any other violation of College or Hospital policies on alcohol, drugs and tobacco.
11. Failure to comply with the lawful directives of College or Hospital officials who are performing the duties of their office, especially as they are related to the maintenance of safety and security.
12. Unauthorized possession or use of any weapon including, but not limited to knives, firearms, BB-guns, airsoft guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.
13. Interference with or misuse of fire alarms, smoke detectors, sprinklers, elevators, or any other safety, security or surveillance equipment or programs.
14. Hate crimes or bias related incidents involving criminal activity motivated by an individual's bias or attitude against a specific individual or group based on perceived or actual personal characteristics.
15. Use by any student of the College or Hospital name or a claim to speak or act on behalf of the College or Hospital without due authorization.
16. Violation of any local, state, or federal law which has a negative impact of the wellbeing of the College, Hospital or its individual members.
17. Violation of College or Hospital policies, rules, or regulations that are published in the Student Handbook, or any other official College or Hospital publications or agreements.
18. Failure to comply with any official New York State or County Department of Health policies, procedures, guidance or directives.
19. Failure to abide by the American Nurses Association's Code of Ethics for Nurses (standards of ethical practice and conduct).

Culpability is not diminished for acts in violation of the Code of Student Conduct that are committed in ignorance of the code/standards or under the influence of alcohol, illegal drugs, or improper use of controlled substances.

**Failure to comply with the Code of Student Conduct will result in disciplinary action as deemed appropriate by College administration. Disciplinary action will include sanctions ranging from a verbal or written warning up to and including administrative dismissal from the College. Administrative dismissal decisions are not eligible for appeal or grievance.**

## **Misconducts**

### **Clinical Misconduct**

Safe and high quality patient care requires the utmost standards of integrity, responsibility and sensitivity. The following behavior in the clinical environment constitutes clinical misconduct.

It may include, but is not limited to:

- Violating confidentiality related to protected patient and/or agency information
- Abandonment of patients through failure to report absence or tardiness in a timely manner
- Disruption of normal Hospital or affiliating agency activities
- Physical or verbal abuse of patients or Hospital staff
- Deliberate or careless actions that endanger patient safety, health and wellbeing
- Failure to follow established clinical safety rules, policies or procedures or failure to report a potentially dangerous situation

### **Professional Misconduct**

Students are expected to conduct themselves in a professional and respectful manner during all College activities, to include the classroom, clinical, and laboratory settings. The following behaviors are considered a professional misconduct.

It may include, but is not limited to:

- Violating *Civility and Student Experience* expectations
- Violation of classroom behavior policy
- Threatening behavior towards faculty, staff and/or students
- Late submission of assignments
- Failure to maintain up to date health documentation

### **Academic Misconduct**

In any academic community, intellectual honesty is considered to be a basic responsibility of all students. Academic misconduct or dishonesty includes, but is not limited to plagiarism and cheating.

**Plagiarism** – is defined as offering the work of someone else as one’s own. Ideas taken from another may range from individual sentences and paragraphs to complete articles or writings. Using ideas or someone else’s materials, verbatim or in paraphrase, without giving credit is plagiarism. A plagiarism tutorial is available via the library course page on Moodle.

**Cheating** – is defined as the unauthorized use or exchange of information by students for the purpose of achieving an unfair academic advantage. Some examples of cheating include, but are not limited to:

- Obtaining questions or answers from someone who has already taken an exam
- Copying from someone else’s exam or assignment or allowing another student to copy from an exam
- Arranging with other students to give or receive answers on an exam by the use of signals or any other method
- Having someone else complete an assignment and submitting it as one’s own
- Completing a course assignment for someone else
- Completing out of class work or quizzes with other students when the intent/direction was to complete the task alone
- Padding a bibliography with articles that were not read

Class and clinical assignments should be the work of individual students unless specifically instructed that collaboration with other students or group work is acceptable. During exams, students are responsible for behaving in a manner that will not elicit suspicion. Students who are uncertain about whether particular actions might seem suspicious should consult the proctor.

Students will not give or receive any unauthorized aid on any exam, paper or project. If a student witnesses any violations of academic misconduct, in class or in clinical, they should immediately notify a faculty member or College administrator.

**Illegal Usage of Test Banks** – the use of websites that provide secure test banks are illegal, this is considered piracy, and purchasing any of test banks will be considered a violation of academic misconduct. Sale and distribution of these test banks or test questions is illegal and publishing companies may pursue criminal charges in certain cases. Students who purposefully violate this process impact the learning of all students as well as their own learning.

**Sharing of Class Assignments and Materials** – the sharing of class assignments and materials through websites or with individuals who do not have a reasonable need to view them is prohibited. Faculty created class materials including but not limited to PowerPoint presentations, case studies, practice questions, assignments, and clinical paperwork/reflections are not permitted to be uploaded to any website or made publically available.

### **Management of Clinical, Professional and Academic Misconduct Violations**

All alleged clinical, professional and academic misconduct violations will be submitted to Administrative Council (AC), a disciplinary review board for initial review. Upon submission of the violation to the AC, the student will be given a brief description of the alleged violation and be given the opportunity to respond to the allegation in writing. The AC will convene and may seek additional information at that time from the student or others prior to issuing a decision and any potential sanctions.

Sanctions include, but are not limited to:

- Verbal Warning
- Written Warning
- Time-Specified Probation (behavioral or performance)
- Time-Specified Suspension from class, lab and/or clinical
- Recommendation for Dismissal to the Dean

Disciplinary action may be taken without prior verbal or written warning. The written policies provide adequate description of expected behavior and are, themselves, a warning.

### **Student Behavioral Contract**

A student behavioral contract may be developed based on the student's violation of College policies. The contract will include specific student responsibilities and be in effect for the duration of enrollment. Violation of one or more of the identified conditions/responsibilities may result in a recommendation to the Dean for suspension or dismissal.

## **CROUSE HEALTH SOCIAL MEDIA AND SOCIAL NETWORKING**

This policy provides Crouse Health team members with an explanation of requirements for acceptable use of social media in which their affiliation with Crouse Health is known, identified or presumed. These requirements are intended to ensure compliance with legal and regulatory restrictions and privacy and confidentiality standards.

This policy is not intended to restrict the flow of useful and appropriate information, but is instead designed to protect Crouse Health, its team members, affiliates and patients from any harm that might result through the misuse of social media. Nothing in this policy is intended to or should be construed as restricting an employee's rights under Section 7 of the National Labor Relations Act ("Section 7"), including their right to discuss terms and conditions of employment, or otherwise interfering with, restraining or coercing an employee in the exercise of these rights.

This policy applies to all Crouse Health team members who participate in and use social media tools, websites and other similar networks whose personal identity is in some way linked to Crouse Health. The policy may be modified periodically, in Crouse Health's sole discretion, as needed.

Protecting the privacy and confidentiality of our patients and their healthcare issues is fundamental to our mission as a leading healthcare provider. It is also our obligation under the law. Accordingly, this policy prohibits the posting of and/or disclosing of any patient information on or through social media/networking sites by team members. It is also essential that we protect against the unauthorized disclosure and misappropriation of Crouse Health's intellectual property and other confidential business-related information. Therefore, this policy also prohibits team members from posting or disclosing, directly or indirectly, such proprietary, personal identifying, and confidential business-related information on or through social media/networking sites. Additional restrictions may apply, as explained below. Remember, it is never appropriate to discuss or post personal information about other colleagues, patients, family members, visitors, vendors, or partners unless we have their written consent to do so. It is never appropriate to post Social Security numbers, account information, or any other information that constitutes "personal identifying information" or "protected health information". Please respect the privacy of others when choosing what you share and post.

Do not take or share photos from non-public areas or internal meetings at the hospital. Photos of hospital rooms, break rooms, stock rooms, conference rooms, and any other area that is not open to the public should not be taken or shared on social media for any reason. Hospital confidential information, like staffing, inventory, goals/strategies and patient information could be compromised.

#### **Additional Social Media Requirements:**

1. Crouse Health team members should be aware of and must comply with all applicable standards of conduct outlined in the Corporate Compliance Handbook (Doc #8537) and Employee Handbook (Doc #7523) and communications related to Crouse's mission, vision and values, including all standards regarding the privacy and confidentiality of protected health information, proprietary information, and all other confidential business-related information.
2. Crouse Health's intellectual property, such as logos, graphics and copyrights may not be used for any unauthorized commercial use, or for any non-commercial use other than those uses protected under the law.
3. Keep internal communications and information confidential. Internal communications programs that Crouse uses to provide employees with information about the hospital, including town hall meetings, employee forums, internal e-mails and memos, are designed specifically to inform and engage our colleagues about our organization. Employees may not take information that is provided internally and post it to internet message boards or blog sites, nor disclose it in other public forums. Photos of internal-only presentations, slides, designs, prototypes and/or meetings should not be shared on social media
4. Team members who engage in personal activities on external social media platforms may not use Crouse Health's name or Crouse Health-identifying attributes in their usernames or screen names (e.g., 'bobatcrouse'), nor can they speak as representatives or on behalf of Crouse Health unless expressly authorized as official spokespersons in advance by Crouse Health. (Indicating employment at Crouse Hospital is permissible.)
5. If team members (who are not designated as official spokespersons) identify themselves as employees of Crouse Health, they must state that they are expressing their personal opinions when discussing their employment, Crouse Health, or its services or products, and that their opinions do not represent the official views of Crouse Health. This may be accomplished by posting the following disclaimer – *"The views expressed on this [blog/website] are my own and do not necessarily reflect the views of Crouse Health."*

6. Team members are prohibited from using social networking to unlawfully harass, abuse, discriminate against, threaten violence against, or make malicious, obscene or defamatory statements about Crouse Health's employees, affiliated physicians, other healthcare providers, volunteers, students, patients, guests, vendors or contractors. In other words (and consistent with Crouse values): Be respectful. Harassment includes offensive social media posts or other offensive content which could contribute to a hostile work environment on the basis of race (including traits historically associated with race), sex/gender (including pregnancy), disability, religion, creed, color, gender identity or expression, transgender status, reproductive health decision making, national origin, sexual orientation, predisposing genetic characteristics or carrier status, age, ancestry, military status, arrest/conviction record, familial status, protected veteran status or any other status protected by local, state or federal law. This requirement is not intended to limit, or infringe on Section 7 rights, as discussed above.

7. Social media is not the appropriate venue for voicing complaints about Crouse or particular colleagues that could be resolved more constructively through the appropriate channels consistent with Crouse's commitment to maintain a diverse and safe workplace. If Crouse colleagues wish to use social media to voice complaints or criticisms, they must avoid posting anything that is or could be viewed as discriminatory, harassing, threatening, defamatory, or invasive of another individual's privacy. Such prohibited posts may include disparaging patients or their families, falsely and intentionally harming someone's reputation, bullying co-workers, or otherwise creating a hostile work environment. Threats of violence, discrimination and harassment will not be tolerated

8. Team members should recognize that their online communications/social media activity can impact their personal image/reputation and may be seen by others as a reflection of their character, judgment and values. Posting some types of information or photographs may jeopardize their individual, personal, and/or professional reputation. It is important to note that information shared online in social media forums can last forever on the internet and is available to everyone, including your employer. The bottom line? Use common sense, and do not engage in inappropriate discussions that include discriminatory remarks, harassment, threats of violence, obscene or malicious language, or other similar forms of inappropriate and unlawful language that is harmful to others.

9. Authorized personnel in Crouse Health's Communications and Human Resources Departments (and others who may be authorized by Crouse Health from time to time at its sole discretion) may use social media in the course of their duties on behalf of Crouse Health during work time to perform their job duties for approved, business-related purposes.

10. Students in the College of Nursing are not permitted to access social media platforms during classroom or clinical hours except for school-related purposes. Students found to be accessing these sites for non-school-related purposes will be subject to progressive discipline, up to and including dismissal from the College. Students should also be aware of, and must comply with, all other applicable codes of conduct outlined in the College handbook and other Crouse communications that refer to Crouse's mission, vision and values.

### **Policy Violations**

Any team member found to have violated this policy will be subject to, as may be appropriate depending on their affiliation with Crouse Health, disciplinary action up to and including termination, suspension or termination of privileges, contract termination, civil litigation, and/or civil or criminal prosecution under applicable state and federal statutes.

Crouse Health employees who suspect or who have knowledge of violations of this policy are encouraged to notify their immediate supervisor, Human Resources, or Corporate Compliance. Students who suspect or have knowledge of violations of this policy must contact the Assistant Dean for Students. Those students who do not report violations they are aware of will also be subject to disciplinary action up to and including

dismissal from the College. All other team members should contact Corporate Compliance to report any suspicion or knowledge of violations of this policy.

Crouse Health intends this policy to comply with all applicable laws, including laws protecting certain lawful employee activities, and it will enforce this policy consistent with all such legal requirements and with any applicable labor contract provisions for bargaining unit employees represented by Local 1199.

To reiterate, nothing in this policy is intended to limit or infringe on Section 7 rights, and Crouse Health will not apply this policy in a manner that in any way limits or infringes upon such rights.

### **Policy Definitions**

**Social Media:** For purposes of this policy, social media (or social networking) refers to, but is not limited to, online networks such as Facebook, Twitter, Tik Tok, Snap Chat, Instagram, Pinterest and LinkedIn; wikis; video/photo-sharing web sites such as YouTube and Flickr; social bookmarking sites; communication web sites such as Skype; and any other form of online publishing, including blogs, discussion forums, newsgroups and e-mail distribution lists.

**Team Member:** For purposes of this policy, team members include employees, volunteers, Pomeroy College of Nursing students and faculty, medical staff members, interns, contractors, allied health professionals and all other individuals who provide services under the auspices of Crouse Health.

**Patient Information:** For purposes of this policy, patient information includes:

- (1) “Protected Health Information” or “PHI,” which is defined under the Health Insurance Portability and Accountability Act (“HIPAA”) as all individually identifiable information in any media, e.g., oral, written or electronic form (and including images), relating to: (a) the past, present, or future physical or mental health or condition of an individual; (b) the provision of healthcare to an individual; or (c) the past, present or future payment for healthcare provided to an individual. Information is considered to be PHI where there is a reasonable basis to believe that it can be used to identify the individual; this encompasses many common identifiers (e.g., name, address, birth date, Social Security number). PHI also includes employee healthcare information protected under HIPAA; and
- (2) All other such healthcare-related information obtained, maintained or learned by Crouse Health or its team members in the course of providing services to patients or employees, even if it is not deemed to be individually identifiable under HIPAA.

**Proprietary Information:** For purposes of this policy, proprietary information includes non-public information in spoken, printed, electronic or any other form related to Crouse Health trade secrets, information regarding the strategic development of products or services, internal reports, procedures, policies, know-how, technology, patents, vendors, strategic competitive information, or other internal business-related confidential communications. Proprietary information does not include discussions concerning the terms and conditions of employment.

### **IMPAIRED STUDENT**

Each student has a responsibility to deliver care in a manner which is conscientious, safe and inspires confidence. Each student is expected to report to the clinical area in a fit mental and physical condition. Further, student’s appearance and behavior should enhance each patient’s sense of safety and security while supporting confidence in the entire healthcare team. Being impaired due to drugs and/or alcohol, or having the appearance of these will not be tolerated in a healthcare environment.

Faculty and staff are held accountable for safe student behavior by our community, the DNV, the New York State Education Department, as well as the Accreditation Commission for Education in Nursing and National Student Nurses Association Code of Ethics.

Chemical dependencies which impair performance are treatable. Recovery requires support as well as the active participation of the affected person(s).

Common observations and behaviors which **may** indicate impairment from chemical use, abuse or dependency, that could render a student unfit for clinical experience include:

- Drowsiness or sleepiness
- Odor of alcohol on the breath or person (i.e. clothing, etc.)
- Blood shot eyes/photophobia/pinpoint pupils or widely dilated pupils
- Frequent trips to the washroom
- Inability to concentrate or lack of attention
- Slurred or incoherent speech
- Unusually aggressive behavior/interpersonal conflict
- Unexplained clinical errors
- Lack of manual dexterity
- Lack of coordination in walking
- Unexplained clinical related accident or injury
- Unexplained changes in mood
- Excessive tardiness/absenteeism

Immediate action will be taken if a student manifests inappropriate behavior in academic or clinical areas or when there is reasonable suspicion of the use, abuse of or dependency on alcohol or drugs (prescription or illegal). Anytime inappropriate behavior or suspected impairment places other students, faculty, patients, visitors or employees at risk, brings into question patient treatment, or otherwise impairs a student's performance, action will be taken by faculty to remove the alleged impaired student and seek a timely and fair evaluation.

Repeated episodes of inappropriate or impaired behavior or failure to comply with the recommendations or treatment plan prescribed will result in progressive discipline and ultimately may result in dismissal from the program.

### **Procedure:**

If a student's fitness for academic and clinical experiences is questioned by a faculty member, fellow student, patient, visitor, employee, health care provider, etc., relative to chemical or other impairment:

1. A College representative is notified by the person concerned.
2. The student is approached by a faculty member in a private setting. The faculty member will determine the appropriateness of the student's behavior. This determination should be witnessed and agreed upon by a second faculty member or nurse manager, or evening supervisor. The faculty member may request drug and alcohol testing be done to confirm the observations.
3. Once the process is initiated, the student will not be left unattended.
4. If the student agrees to drug/alcohol testing:
  - a. During regular hours, the student will be escorted by a faculty member (or designee) to the Crouse Employee Health Office for evaluation and facilitation of testing either by the Health office or Well Now (previously known as 5 Star Urgent Care).
  - b. After hours, the instructor will call Well Now (7375 Oswego Rd. Liverpool, NY) at 315-478-1977 to arrange urine drug screening and breath alcohol testing. The student will be driven to Well Now by Crouse Security (regardless of clinical site) with the faculty member or designee in attendance.

- c. Once testing at Well Now is complete, the student will be transported back to the Hospital to be picked up by a taxi or family member to deliver the student to their home. Any expenses incurred will be the responsibility of the student involved.
  - d. Under no circumstances will a student who is tested for cause be allowed to drive themselves home.
  - e. The student will not be cleared for class, lab or clinical pending test results and/or an assessment by HelpPeople.
- 5. After testing:
  - a. If the results are negative, students will not be penalized for missed clinical days.
  - b. If the results are positive, student confidentiality will be maintained, and the incident will be documented as a Misconduct and submitted to the Dean for review.
  - c. It may be determined that it is unsafe for the student to return to the clinical area and/or may result in dismissal from the program.
- 6. If the student does not agree to drug/alcohol testing:
  - a. Faculty members (or one faculty member and nursing supervisor) may conclude that the student is impaired. The incident will be documented as a Misconduct and submitted to the Dean for review. It may be determined that it is unsafe for the student to return to the clinical area and/or may result in dismissal from the program.
- 7. Strict confidentiality will be maintained at all times except as waived by the student for treatment and monitoring purposes.

## **DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act, requires institutions of higher education to establish policies that address unlawful possession, use, and/or distribution of alcohol and illicit drugs. The DFSCA also requires that resources related to alcohol and other drug abuse prevention be made available to students.

### **Standards of Conduct**

The College prohibits the unlawful possession, use, sale, or distribution of illicit drugs or alcoholic beverages by its students, employees, or guests on its property or as part of any activities. The possession, use, sale, or distribution of drug-related paraphernalia is also strictly prohibited. Sanctions will be imposed on students who violate College alcohol and drug policies.

College policy stipulates that students are required to report to the academic or clinical area in appropriate mental and physical condition which enables them to carry out their clinical and academic responsibilities.

The purpose of these policies are to provide a drug-free, healthy, safe, and secure environment for all students during all activities that are necessary to accomplish their goal of becoming a licensed professional. The College recognizes alcohol and drug abuse as a potential health, safety and security issue. Alcohol and drug dependence is recognized as an illness and major health concern. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **Sanctions for Violation of Federal, State, or Local Law and College Policy**

If a student is suspected of reporting to the clinical or classroom setting in an impaired condition, the student will be required to report to the Crouse Employee Health Office or an outside agency (after hours) and will be tested immediately for drugs/alcohol. If the student refuses this test, they are subject to dismissal from the College.

Illegal substances and/or paraphernalia will be permanently confiscated by Administration or Security. Violation of this policy results in disciplinary action, up to and including dismissal from the College and may have legal consequences.



Conviction of illegal use of these substances may result in failure of a student to be eligible for licensure under the by-laws of the New York State Educational Department Division of Professional Licensing Services.

Students convicted of drug-related felonies or misdemeanors that took place while receiving Federal student aid, will become ineligible to receive further Federal aid for a specified period of time upon conviction.

### **Special Notification Authority**

In accordance with the Higher Education Law/H.R.6, Federal legislation authorizes Colleges to notify parents and/or guardians of any violation of rules regarding the use or possession of alcohol or a controlled substance if the student is under the age of 21. Pomeroy College of Nursing will enforce this law.

### **Health and Behavioral Risks of Alcohol and Other Drug Use**

The negative physical and mental effects of the use of alcohol and other drugs are well documented. Use of these drugs may cause: blackouts, poisoning, overdose and death, physical and psychological dependence, damage to vital organs such as the brain, heart, and liver, inability to learn and remember information, and psychological problems including depression, psychosis, and severe anxiety.

Impaired judgment and coordination resulting from the use of alcohol and other drugs are associated with acquaintance sexual assault and rape, DUI/DWI arrests, hazing, falls, drowning and other injuries, contracting sexually-transmitted infections including AIDS, and unwanted or unplanned sexual experiences and pregnancy.

General risks associated with the use of certain categories of alcohol and other drugs are as follows:

#### **Alcohol Health Risks:**

Alcohol in moderate amounts causes dizziness, dulling of the senses, impairment of coordination, reflexes, memory, and judgment. Increased amounts of alcohol produce staggering, slurred speech, double vision, mood changes and, possibly, unconsciousness. Larger amounts result in death. Alcohol causes damage to the liver, heart, and pancreas. It also may lead to malnutrition, stomach irritation, lowered resistance to disease, and irreversible brain or nervous system damage. Symptoms: Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area, slowed motor coordination, and enlarged stomach.

#### **Marijuana Health Risks:**

Marijuana use leads to a substantial increase in heart rate. It impairs or reduces short-term memory and comprehension, and motivation and cognition are altered. With extended use it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle and possibly causes birth defects. Symptoms: Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, and a tell-tale odor of the drug, a poor sense of timing, and increased appetite.

#### **Cocaine and Crack Health Risks:**

Cocaine and its derivative crack produce dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. They may also cause insomnia, loss of appetite, tactile hallucinations, paranoia, seizure, and death. Symptoms: Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a depression, a running or bleeding nose, and sustained depression.

#### **Barbiturates Health Risks:**

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses taken in combination with other

central nervous system depressants (e.g., alcohol) cause respiratory depression, coma, and sometimes death. Symptoms: A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, and inattentive or have slowed reactions.

### **Amphetamines Health Risks:**

Amphetamine use causes increased heart and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, and heart failure. Symptoms: An individual using amphetamines might begin to lose weight, have periods of excessive sweating, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions, and paranoia.

### **Hallucinogens (including PCP, LSD, Mescaline, Peyote, Psilocybin) Health Risks:**

PCP, or angel dust, interrupts the part of the brain that controls the intellect and impulsive behavior. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors. Symptoms: Someone using PCP might appear moody, aggressive, or violent. Such an individual may become paranoid and experience hallucinations and have time and body movements slowed. LSD users may experience loss of appetite, sleeplessness, confusion, anxiety, and panic. Flashbacks may also occur.

### **Narcotics (including Heroin, Codeine, Morphine, Opium, Percodan) Health Risks:**

Because these narcotics are generally injected, the use of contaminated needles may result in AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin and convulsions. An overdose may result in a coma or even death. Symptoms: Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, loss of sex drive and appetite. When withdrawing from the drug, sweating, cramps and nausea occur.

### **Information on Preventing Alcohol and Drug Abuse**

Students seeking information related to the prevention of alcohol and other drug abuse should contact the Assistant Dean for Students to inquire about obtaining prevention resources.

### **Addiction Counseling**

Crouse Health and the College recognize that chemical dependency is a disease that can be treated. If students are having a problem with alcohol or drug use personally or with a family member or friend, help may be necessary.

### **Available Treatment Programs and Resources**

Students requiring assistance in managing drug/alcohol abuse and/or drug/alcohol dependency are encouraged to use:

- HelpPeople\* - may be reached 24/7 by calling 315-470-7447 or 1-800-777-6110
- State Peer Assistance for Nurses (SPAN) – provides identification, education, referral to treatment, monitoring and advocacy for chemically dependent nurses, and also offers a facilitated weekly support group for members. SPAN may be contacted at 1-800 -724-6976 ext. 350
- Community 12 Step Groups – available at various locations in the surrounding area

\*HelpPeople may also refer students to various alcohol and other drug treatment programs within the local community.

## **TITLE IX**

### **SEXUAL MISCONDUCT AND SEXUAL HARASSMENT (TITLE IX)**

#### **STATEMENT OF POLICY**

Pomeroy College of Nursing at Crouse Hospital (the “College”) is committed to creating and maintaining an academic and workplace environment free of sexual misconduct and sexual harassment for all of its students, employees and guests. The College strives to provide a safe environment for all and to ensure that no one is excluded from participation in or denied the benefits of the College’s programs or activities because of the person’s gender.

Accordingly, the College has developed this sexual misconduct and sexual harassment policy and procedure for all College community members (the “policy”). The policy strictly prohibits “sexual misconduct,” which includes sexual assault, non-consensual sexual activity, stalking, dating violence, domestic violence, and sexual exploitation; as well as “sexual harassment” (all of which are defined below). Violation of this policy will result in responsive action from the College, as prescribed under applicable law and this policy, which, for students, may include suspension or expulsion from the College. This policy applies regardless of whether the behavior at issue occurs on- or off-campus.

#### **NOTICE OF NON-DISCRIMINATION**

The College does not discriminate in the administration of educational policies or programs, admission policies, scholarship and loan programs or other school-administered programs. The College’s non-discrimination policy is inclusive of, but not limited to, race, age, color, national or ethnic origin, marital status, gender, sexual orientation, gender identity, gender expression, veteran/military status, religion, disability or political ideology.

#### **DEFINITIONS**

##### **Definitions of Individuals:**

**Bystander/Witness** – a person who observes crime, impending crime, conflict, potentially violent or violent behavior or conduct that is in violation of rules or policies of the College, including this policy.

**Compliance Officers** – Persons designated by the College who are responsible for assisting in the receipt of reports by providing information such as:

- Explanation of the policy and options to proceed
- Where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible
- Explaining that the criminal justice process utilizes different standards of proof and evidence from the internal College process
- Assisting in the referral of questions about whether a specific incident violated the penal (criminal) to state or local law enforcement or to the district or state’s attorney

##### **Compliance Officers:**

David Falci | Associate Dean

College Administrative Suite, room 211 | Phone: 315-470-5767 | Email: [davidfalci@crouse.org](mailto:davidfalci@crouse.org)

Patricia Morgan | Dean  
College Administrative Suite, room 210 | Phone: 315-470-8851 | Email: [patriciamorgan@crouse.org](mailto:patriciamorgan@crouse.org)

***\*Any report made to a Compliance Officer will be reported to the Title IX Coordinator as Compliance Officers are not confidential resources.***

**Employee** – a person employed by Crouse Health at the time of the report of a potential violation of this policy.

**Investigator** – a person designated by the College or Crouse Health who has received appropriate training to serve as an investigator of sexual misconduct and sexual harassment complaints. Investigators receive training in conducting investigations of sexual violence, the results of trauma, impartiality, the rights of the respondent, including the right that the respondent (defined below) is not considered to be “responsible” until a finding of responsibility is made pursuant to this policy, as well as other issues, including, but not limited to training on what conduct constitutes sexual harassment, domestic violence, dating violence, stalking, and sexual assault for purposes of this policy.

**Reporting Individual** – a student or employee who has reported a violation of this policy. In some cases, such as where the victim of the alleged conduct does not wish to participate in the process but the College has decided that it should investigate the conduct nonetheless, the College may serve as the reporting individual. In these cases, the College may extend the full rights of the reporting individual as defined in this policy to affected parties as deemed appropriate by the Title IX Coordinator.

**Respondent** – a person accused of a violation of this policy.

**Student** – a person who has been matriculated as a Pomeroy College of Nursing student on or before the date of a report of a potential violation of this policy.

**Title IX Coordinator** – the employee designated by the College and Crouse Health as responsible for coordinating the College’s efforts to comply with its obligations under Title IX of the Education Amendments Act of 1972, as well as Article 129-B of the New York Education Law, including coordinating investigations of complaints received pursuant to this policy.

#### **TITLE IX COORDINATOR:**

**Ryan Barker | Assistant Dean for Students**  
College Administrative Suite, room 213 | Phone: 315-470-5710 | Email: [ryanbarker@crouse.org](mailto:ryanbarker@crouse.org)

#### **Definition of Consent:**

As used in this policy, the term “consent” means “affirmative consent.” “Affirmative consent” is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

The following principles are provided as guidance for the College community:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol

- Consent may be initially given but withdrawn at any time
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent
- Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm
- When consent is withdrawn or can no longer be given, sexual activity must immediately stop
- Being intoxicated or impaired by drugs or alcohol is never an excuse for violating this policy and does not diminish one's responsibility to obtain affirmative consent

### **Definitions of Prohibited Conduct:**

**Sexual Misconduct** – sexual misconduct is a broad term encompassing any sexual behavior or gender-based misconduct that is committed without affirmative consent. Sexual misconduct may vary in its severity and consists of a range of behaviors.

The following descriptions represent behaviors that violate this policy:

**Sexual Assault** – as set forth below, sexual assault includes, but is not limited to, offenses that meet the definition of rape, fondling, incest, and statutory rape, defined as follows:

**Rape** – the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the victim, or where the victim is incapable of consent due to mental or physical incapacity.

**Fondling** – the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or without that person's affirmative consent; or, where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. This may include non-penetrative acts, touching directly or with an object, and/or touching the private body parts of another over clothing. This may also include forcing or causing another without affirmative consent to touch one's own private body part.

**Incest** – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** – sexual intercourse with a person who is under the statutory age of consent in the jurisdiction where the act takes place. In New York State, the statutory age of consent is 17 years old.

**Non-consensual Sexual Activity** – as defined in the Clery Act: any intentional sexual touching without affirmative consent. This includes any contact with the breasts, buttocks, groin, genitals, mouth or other bodily orifice of a person upon another person; the touching of another with any of these body parts, without affirmative consent; sexual intercourse or penetration (anal, oral, or vaginal) however slight, with any object or body part, by a person upon another person without affirmative consent ; or other intentional contact of a sexual nature without consent or as a result of force, whether by physical force or by threats, intimidation or coercion.

**Sexual Activity** (as defined in the Clery Act):

- Contact between the penis and the vulva or the penis and the anus, and for purposes of this definition contact involving the penis occurs upon penetration, however slight
- Contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus

- Penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person
- Intentional touching, either directly or through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person

**Stalking** – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. Stalking normally includes acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. Stalking may include persistent calling, texting, or posting on a social networking site as well as physical stalking. When the content of the messages or the nature of the physical stalking is of a sexual nature or arises out of an actual or perceived social relationship of a romantic or sexual nature, the behavior is a form of sexual misconduct.

**Dating Violence** – as defined in the Clery Act: violence or threats of violence 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 is determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** – as defined in the Clery Act: felony or misdemeanor crimes of violence (whether federal or state) committed by, between, or among current or former spouses or an intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred, or by 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 in which the crime of violence occurred.

**Sexual Exploitation** – taking non-consensual, unfair, or abusive sexual advantage of another for one’s own advantage or benefit. Examples include, but are not limited to: non-consensual video or audio taping of sexual activity and/or voyeurism.

## **PROHIBITION ON SEXUAL HARASSMENT AND RETALIATION**

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to that conduct is made either explicitly or implicitly a term or condition of employment or education
2. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment or education-related decisions affecting that individual
3. The conduct has the effect of substantially interfering with an individual’s work performance, academic or education-related experience, or of creating an intimidating, hostile, or offensive working or educational environment

Examples of sexual harassment include, but are not limited to, the following:

- Either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) or educational benefit on the provision of sexual favors
- Physical conduct, such as touching, pinching, patting, or grabbing a part of a student or employee's body, or impeding or blocking movements
- Sexual advances or continuing to ask a student or employee to socialize when that person has indicated they are not interested
- Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters
- Written conduct, such as authoring threatening, sexually suggestive, or obscene letters or correspondence (including e-mails, text messages ("sexting") and social media posts), or sharing or sending suggestive or explicit photos
- Referring to or calling a person a sexualized name
- Telling sexual jokes or using sexually vulgar or explicit language, making or using derogatory comments, epithets, slurs, offensive or lewd remarks, inappropriate personal questions, or comments about someone's body or the way they dress
- Retaliation of any kind because the person at whom the behavior is directed has filed or supported a complaint of sexual harassment, or participated as a witness in an investigation or proceeding (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work or educational environment, etc.)
- Derogatory or provoking remarks about or relating to a student's or employee's gender
- Harassing acts or behavior directed against a person on the basis of their gender

**Retaliation** – it is also unlawful and a violation of this policy to retaliate against a student or employee for filing a good faith complaint of sexual harassment or for participating/cooperating in an investigation of sexual harassment.

**Complaints** – complaints of sexual harassment by students or employees shall be made pursuant to the provisions of this policy if sexual harassment is found to have occurred, the College will take appropriate action, ranging from a verbal warning up to and including dismissal from the College.

## **CONFIDENTIALITY AND PRIVACY**

Different persons/agencies to which an incident may be reported have different reporting/disclosure responsibilities and different abilities to maintain confidentiality and/or privacy, depending on their roles and applicable law.

**Confidentiality** – only certain professionals (i.e. mental health counselors, pastoral counselors, social workers, psychologists, physicians) are considered confidential resources and can offer confidentiality (which means that this person is prevented by professional ethics and/or law to tell anyone what you have told them, except with your permission, or in certain extreme circumstances involving a serious and imminent threat to others).

### **Confidential College/Crouse Health Resources Include:**

**HelpPeople** (counseling and support)

Phone: 315-470-7447 – 24/7 emergency on-call services

890 7th North Street, Suite 203 | Liverpool, New York 13088

522 South Fourth Street, Suite 400 | Fulton, New York 13069

Offices open for appointments 8:30am – 5:00pm, Monday through Friday

***\*Free to students***

**Crouse Hospital Emergency Services (treatment)**

Phone: 315-470-7340

736 Irving Avenue | Syracuse, New York 13210

Open 24/7

***\*Fees vary depending upon insurance. Students will not be denied treatment for inability to pay***

All College employees (including faculty members and resident advisors) to whom a potential violation of this policy is reported are required by law to take further action by sharing your report with a Compliance Officer and subsequently the Title IX Coordinator.

*\*Before confidential information is shared, students should make sure that they understand clearly whether the person with whom they are sharing can keep the information completely confidential (that is, not tell anyone), or if the person must report the incident to someone else.*

**Confidential Community Resource:**

**Vera House, Inc.** (support and advocacy)

Phone: 315-468-3260 – 24/7 emergency on-call services

723 James Street | Syracuse, New York 13203

***\*Services are free of charge***

**Privacy** – even College/Crouse Health offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution. Your identity will remain private at all times if you wish to maintain privacy; however, this may affect the College's ability to respond to/investigate your report.

**REPORTING SEXUAL MISCONDUCT****What to do?**

1. **Get to a safe place** – Crouse Health Security, local law enforcement and/or the New York State Police can help you do this. Officers of those agencies are trained to respond to the needs of a victim of sexual assault and other sex offenses.
2. **Obtain medical attention** – for safety and well-being, immediate medical attention is encouraged. Being examined as soon as possible is important in the case of sexual assault. Hospitals will arrange for a specific medical examination at no charge. We encourage you to do so at a facility that uses SANE, or Sexual Assault Nurse Examiners. Crouse Hospital is a SANE facility. Remember that this medical treatment may also provide the opportunity for the collection and documentation of evidence, should you decide to pursue the incident and offender through the legal system. Crouse Health Security, local law enforcement and/or the New York State Police may assist you in this effort as well.
3. **Preserve evidence** – take steps to preserve any and all evidence when an incident occurs, as this evidence may be necessary to prove that the offense took place and/or to obtain a protective order. Be aware that the location of the offense, your clothing, and your person may be considered a “crime scene,” and as such, a source of evidence. The location of the incident should be safeguarded and you should avoid washing, douching, using the toilet, or changing clothes prior to a medical/legal exam.



4. **Report the incident** – the College encourages, but does not require, you to report a violation of this policy. The procedure for reporting a violation of this policy is discussed in more detail below.

*\*Students have the right to make a report to Crouse Health Security, local law enforcement and/or the New York State Police or to choose not to report. Students also have the right to report the incident to College officials, to be protected by the College from retaliation for reporting and to receive appropriate assistance and resources from the College.*

**How to make a report:**

1. **Reporting to local or New York State law enforcement** – students may (but are not required to) report a complaint to local law enforcement and/or the New York State Police for the purpose of documentation. Contact information for campus, local and state law enforcement agencies is found below. Students may also (but are not required to) report the incident to local law enforcement and/or the New York State Police so that they may investigate the matter and identify an offender. Students have the further option (but are not required to) to pursue the case through the criminal justice system, where they will be assisted by the District or State’s Attorney’s office, the local or state police department, and the support and advocacy services of their choice. Those who need assistance in notifying the local or state law enforcement should contact Crouse Health Security, who will assist in doing so.
  - Crouse Health Security  
Crouse Hospital – Memorial Basement | Phone: 315-470-7826
  - Syracuse Police | Abused Persons Unit | Phone: 315-435-3016
  - Onondaga County Sheriffs | Abused Persons Unit | Phone: 315-435-3014
  - New York State Police | Campus Sexual Assault Victims Unit | Phone: 1-844-845-7269
  - Emergency | 911
2. Students may pursue simultaneously a report with the College under this policy and with state or local law enforcement; in that circumstance: (i) the College may need to briefly suspend its investigation at the request of law enforcement while the law enforcement agency is in the process of gathering evidence; (ii) the College will promptly resume its investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process; and (iii) the College will not delay its investigation until the ultimate outcome of the criminal complaint.
3. **Reporting to Crouse Health Security** – students may (but are not required to) report a violation of this policy to Crouse Health Security officials. Crouse security officers are required to report the incident to the Title IX Coordinator but will otherwise maintain privacy. This may trigger the College investigative and disciplinary process, which may provide interim protective measures (see below). It also assists the College in complying with federal requirements under the Clery Act for reporting offenses occurring on campus, even if you do not wish to consent to an investigation of your report.
4. **Reporting to Title IX Coordinator or Compliance Officer** – students may also (but are not required to) report the incident to the Title IX Coordinator or a Compliance Officer, all of whom are identified previously in the policy. Students have the right to emergency access to the Title IX Coordinator or a Compliance Officer, who can provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible; and can explain that the criminal justice process utilizes

different standards of proof and evidence from the internal College process and that any questions about whether a specific incident violated the penal (criminal) law should be addressed to state or local law enforcement or to the district or state's attorney. The Coordinator or Compliance Officer will also explain whether they are authorized to offer confidentiality or privacy and will explain other reporting options.

**Assistance to Reporting Individuals** – The College will assist with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of reporting choices.

**Reminder of Confidential Alternatives** – in addition to, or in lieu of, reporting an incident to one or more of the above, students are reminded that they may make a confidential report to certain professionals as described above (HelpPeople, Crouse Emergency Services and/or Vera House, Inc.). These people/agencies can assist in obtaining services, even if the student has decided not to report the incident to law enforcement or the College.

**Determination That Report Requires an Institutional Investigation:**

Once a reporting individual has reported a possible violation of this policy, the Title IX Coordinator will make a determination as to whether an investigation is necessary. If the Title IX Coordinator determines that an investigation is required, the Title IX Coordinator will notify the reporting individual and College administration will take immediate action as necessary to protect the individual, including, but not limited to, the implementation of interim measures as discussed below.

**Consent to Investigate** – if the Title IX Coordinator determines that an investigation is required, the College will seek consent from the reporting individual prior to conducting an investigation. If consent is not given to the College's request to initiate an investigation, the Title IX Coordinator will weigh the request against the College's obligation to provide a safe, nondiscriminatory environment for all members of its community. The College will honor a request to decline to consent to an investigation, unless it determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the campus community, based on the Title IX Coordinator's consideration of factors that include, but are not limited to, the following:

- Whether the respondent has a history of violent behavior or is a repeat offender
- Whether the incident represents escalation in unlawful conduct on behalf of the respondent from previously noted behavior
- The increased risk that the respondent will commit additional acts of violence
- Whether the respondent used a weapon or force
- Whether the reporting individual is a minor
- Whether the College possesses other means to obtain evidence such as security footage
- Whether available information reveals a pattern of perpetration at a given location or by a particular group

Honoring a request to decline consent to an investigation may limit the College's ability to meaningfully investigate and pursue conduct or other action against a respondent. In the event that the College determines that it cannot honor the reporting individual's request not to investigate, the College will step into the role of the reporting individual and conduct an investigation. The College will not require a reporting individual to participate in an investigation, hearing or disciplinary proceeding.

All College proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX, Violence Against Women Act (VAWA), Article 129-B of the New York Education Law, and other applicable state and local laws and College policies.

### **On and Off-Campus Support Services Following a Report:**

The College recommends that reporting individuals seek the assistance of trained professionals after an incident of sexual misconduct and will assist reporting individuals to receive this assistance, including information on sexually transmitted infections and sexual assault forensic examinations.

### **Other Protections and Reasonable Accommodations:**

#### **Interim Measures Following a Report**

1. **No Contact Order** – when the respondent is a student, the College will issue a “no contact order” consistent with College policies and procedures whereby: (1) continued intentional contact with the reporting individual would be a violation of this policy subject to additional conduct charges; and (2) if the respondent and the reporting individual observe each other in a public place, it is the responsibility of the respondent to leave the area immediately and without directly contacting the reporting individual. The no contact order may include an appropriate schedule for the respondent’s access applicable buildings and property of the College/Crouse Health at a time when such buildings and property are not being accessed by the reporting individual; additional arrangements enabling both parties to access necessary academic and other resources; or such other arrangements as are necessary to protect the rights of both the reporting individual and the respondent.

Upon request, the respondent and the reporting individual are entitled to a prompt review, reasonable under the circumstances, of the need for and terms of the no contact order, including potential modification, in which they are allowed to submit evidence in support of the request.

2. **Court Order of Protection or Equivalent Order** – victims of sexual misconduct may have a right to obtain a court order to protect themselves from the perpetrators. Upon request, students will be assisted by Crouse Health Security, if applicable, or by local or state law enforcement, in obtaining an order of protection or equivalent protective or restraining order. The College will provide the respondent and the reporting individual a copy of any order of protection or equivalent that the College receives. The College will also provide the respondent and the reporting individual an opportunity to meet or speak with a representative of the College, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the respondent’s responsibility to stay away from the protected person or persons. The College will provide the respondent and the reporting individual an explanation of the consequences of violating these orders, including but not limited to arrest, additional conduct charges if the respondent is a student, and interim suspension. The College will also call on and assist local law enforcement in effecting an arrest when an individual violates an order of protection, subject to law enforcement jurisdiction and procedures.
3. **Mandatory Interim Suspension** – when the respondent is a student who is determined by a College official in their discretion to present a continuing threat to the health and safety of the College community, the respondent will be subject to an interim suspension pending the outcome of the investigation and/or disciplinary process under this policy. Upon request, and consistent with College policies and procedures, The College will provide the respondent and the reporting individual a prompt review, reasonable under the circumstances, of the need for and terms of an interim suspension, including potential modification, in which the requesting student requesting review is allowed to submit evidence in support of the request.
  - a. When the respondent is an employee who has been determined by a College/Crouse Health official in their discretion to present a continuing threat to the health and safety of the College, the respondent will be subject to such interim measures, if any, as are determined by the College/Crouse Health in its sole discretion.

4. **Additional Interim Measures** – the College reserves the right to implement and/or offer such reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements, as it deems appropriate under the circumstances in order to help ensure safety, prevent retaliation, and avoid an ongoing hostile environment. The respondent and the reporting individual shall, upon request and consistent with the College’s policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure or accommodation that directly affects the student requesting review, in which the student requesting review is allowed to submit evidence in support of the request.

#### **Rights of All Reporting Individuals:**

1. The right to make a report to Crouse Health Security, local or state law enforcement, or to choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive reasonable assistance and resources from the College.
2. The right to make a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult the Title IX Coordinator or a Compliance Officer for information and assistance. Such a report shall be investigated in accordance with this policy and your identity shall remain private at all times if you wish to maintain privacy.
3. The right to emergency access to the Title IX Coordinator or a Compliance Officer, who will be available upon the first instance of disclosure to provide information regarding options to proceed and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible; and explaining that the criminal justice process utilizes different standards of proof and evidence from the internal College process under this policy and that any questions about whether a specific incident violated the penal (criminal) law should be addressed to law enforcement or to the district attorney. The Title IX Coordinator or Compliance Officer will also explain whether they are authorized to offer confidentiality or privacy and will inform you about other reporting options.
4. The right to disclose confidentially the incident and obtain services from the local or state government.
5. The right to disclose confidentially the incident to the Title IX Coordinator or a Compliance Officer, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services.
6. The right to receive assistance/guidance from appropriate College representatives and/or employees in initiating legal proceedings in family court or civil court.
7. If the respondent is a Crouse Health employee, you have the right to report the incident to the Hospital’s Human Resources Department, or to request that a person who is able to maintain confidentiality and/or privacy assist in reporting to the Human Resources Department.
8. The right to withdraw your report and/or to withdraw from involvement in the College process under this policy at any time.
9. If you report the incident to the Title IX Coordinator, a Compliance Officer or Crouse Health Security, you will be provided with a copy of this policy.

#### **Additional Rights of Reporting Individuals and/or Respondents Who Are Students:**

**Students' Bill of Rights** – all students have the right to:

1. Make a report to local law enforcement and/or state police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by the institution, any student, the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution.
9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

**All students engaged in the process outlined in this policy also have the following rights:**

1. If the respondent is a student, the reporting individual has a right to request that student disciplinary charges be filed against the respondent in proceedings under this policy and/or the College's disciplinary procedures.
2. The right to a process in all student disciplinary proceedings where a student is accused of sexual misconduct, as defined in this policy, that may otherwise violate the student disciplinary code, that includes, at a minimum: (i) notice to a respondent describing the date, time, location and factual allegations concerning the violation, a reference to the specific code of conduct provisions or provisions of this policy alleged to have been violated, and possible sanctions; (ii) an opportunity to offer evidence during an investigation, and to present evidence and testimony at a hearing, where appropriate, and have access to a full and fair record of any such hearing, which shall be preserved and maintained for at least five years from such a hearing and may include a transcript, recording or other appropriate record; and (iii) access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest. In order to effectuate an appeal, a respondent and reporting individual in such cases shall receive written notice of the findings of fact, the decision and the

sanction, if any, as well as the rationale for the decision and sanction. In such cases, any rights provided to a reporting individual must be similarly provided to a respondent and any rights provided to a respondent must be similarly provided to a reporting individual.

3. Throughout proceedings involving such an accusation of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's code of conduct, the right: (i) for the respondent and the reporting individual to be accompanied by an advisor of choice, who may assist and advise the reporting individual or respondent throughout the disciplinary process including during all meetings and hearings related to such process. Rules for participation of such advisor are described below.
4. To a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made pursuant to the provisions of this article and the College's policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking or sexual assault.
5. To an investigation and process that is fair, impartial and provides a meaningful opportunity to be heard; that is not conducted by individuals with a conflict of interest.
6. To have the College disciplinary process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten days except when law enforcement specifically requests and justifies a longer delay.
7. To review and present available evidence in the case file, or otherwise in the possession or control of the College, and relevant to the disciplinary case, consistent with institution policies and procedures.
8. To exclude their own prior sexual history with persons other than the other party in the disciplinary conduct process and their own mental health diagnosis and/or treatment from admittance in the institution disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
9. To receive written or electronic notice, provided in advance pursuant to College policy and reasonable under the circumstances, of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the respondent based upon the outcome of the disciplinary process, at which time the designated hearing or investigatory officer or panel shall provide a written statement detailing the factual findings supporting the determination and the rationale for the sanction imposed.
10. To make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
11. To simultaneous (among the parties) written or electronic notification of the outcome of the disciplinary process, including the sanction or sanctions.
12. To be informed of the sanction or sanctions that may be imposed on the respondent based upon the outcome of the disciplinary process and the rationale for the actual sanction imposed.

13. To choose whether to disclose or discuss the outcome of the disciplinary process.
14. To have all information obtained during the course of the disciplinary process be protected from public release by the College until a final determination is made of any appeal, unless otherwise required by law.

### **Amnesty from College Disciplinary Process for Violations of College Student Policies on Alcohol and/or Other Drug Use:**

The College strongly encourages the reporting of incidents of sexual misconduct and sexual harassment to institution officials. The health and safety of every student at the College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

A Bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to the College's student disciplinary code for violations of alcohol and/or other drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault. The College reserves the right to provide students with amnesty under additional circumstances in its sole discretion.

## **INVESTIGATION AND DISCIPLINARY PROCEDURES**

### **When the respondent is a student:**

1. The Title IX Coordinator will make an initial assessment regarding whether the information received from the reporting individual is sufficient enough to institute an investigation under this policy. An intake form/incident report will be completed.
2. If the Title IX Coordinator determines that the information received from the reporting individual is sufficient enough to institute an investigation under this policy, they will notify the respondent and the reporting individual via email and will designate a trained investigator to carry out a fair, impartial, timely and thorough investigation. If the Title IX Coordinator or other designated investigator has a conflict of interest, an alternate investigator shall be designated by the Title IX Coordinator.
3. The notice to the respondent by the Title IX Coordinator shall describe (i) the date, time, location and factual allegations concerning the alleged violation; (ii) the specific provision(s) of this policy alleged to have been violated; (iii) the possible sanctions for the violation; (iv) the right to participate in the investigation; (v) the deadline for responding in writing; and (vi) notice that the investigation may proceed without the participation of either party. The notice also shall also notify the respondent of the respondent's right to be accompanied by a support person or advisor of respondent's choice to be present throughout the process, including any meeting, conference, hearing or other procedural action; provided, however, that such person shall not be entitled to advocate, or be entitled to ask questions, raise objections, make statements, or otherwise communicate to the investigator or other persons involved in the investigation or decision-making other than counseling and communicating with the party who has chosen them as support person or advisor.

4. The reporting individual shall receive a copy of the notice to respondent and will also be advised of the reporting individual's right to: (i) participate in the investigation; and (ii) be accompanied by a support person or advisor of the reporting individual's choice to be present throughout the process, including any meeting, conference, hearing or other procedural action; provided, however, that such person shall not be entitled to advocate, or be entitled to ask questions, raise objections, make statements, or otherwise communicate to the investigator or other persons involved in the investigation or decision-making other than counseling and communicating with the party who has chosen them as support person or advisor. The notice also shall state that the investigation may proceed without the participation of either party.
5. The time necessary to complete an investigation will vary depending upon the facts of a particular case. Best efforts will be made to have investigations completed within 60 calendar days of receipt of a report (not to include appeals, if any), except in unusual circumstances for legitimate reasons and with written notice to all parties.
6. The investigator shall:
  - a. Provide the reporting individual and the respondent with copies of this policy
  - b. Provide the reporting individual and the respondent with an opportunity to meet with the investigator on reasonably advance written or electronic notice
  - c. Provide the reporting individual and respondent with equal opportunities to identify witnesses and present evidence supporting their respective positions at these meetings
  - d. Provide the reporting individual and respondent with the same opportunities for a support person or advisor of their choice to be present throughout the process, including any meeting, conference, hearing or other procedural action; provided, however, that such person shall not be entitled to advocate, or be entitled to ask questions, raise objections, make statements, or otherwise communicate to the investigator or other persons involved in the investigation other than counseling and communicating with the party who has chosen them as support person or advisor
  - e. Provide the reporting individual and respondent with the opportunity to exclude from the investigator's consideration, when determining responsibility for a violation: (1) their own prior sexual history with persons other than the other party in the disciplinary process and (2) their own mental health diagnosis and/or treatment
7. The investigator may attempt, where the investigator deems appropriate and the reporting individual and the respondent agree, to resolve the report by exploring and suggesting possible informal solutions to the problem with all involved parties. In addition, either the reporting individual or the respondent may end at any time the informal process and proceed to the process set forth below, by notifying the investigator.
8. If informal resolution is not reached the investigator shall make written findings of fact and a determination, by a preponderance of the evidence (more likely than not), whether a violation of this policy has occurred and forward such written findings and a recommended determination and sanction/s to the Dean.
9. The Title IX Coordinator will provide the investigator's written findings/determination and recommended sanctions to the reporting individual and the respondent via email attachment. A mandatory conduct meeting will be scheduled with the respondent and the Associate Dean /Conduct Officer.
10. The respondent may choose to accept the determination and sanctions at the mandatory conduct meeting with the Associate Dean/Conduct Officer or decline them in which case a Title IX hearing will be scheduled.



11. The Title IX Coordinator shall give the parties sufficient notice of the time and place of such Title IX hearing, at which each party is permitted, but not required, to appear in person and make an oral statement; present evidence in writing; and present a statement or argument in writing. If a party appears in person, the party shall be subject to questioning by the hearing panel and the Dean, who will serve as the hearing chairperson. The parties shall not be required to be present in the same room at the same time. The hearing panel and Dean may also review such other evidence or hear such testimony, including without limitation interviewing the investigator, as the Dean may deem appropriate. Neither the reporting individual nor the respondent may cross-examine each other or any witnesses produced or questioned by the hearing panel or Dean (or designee) during the entirety of the hearing. The Dean will permit either party to exclude from the hearing panel's consideration, when determining responsibility for a violation: (1) their own prior sexual history with persons other than the other party in the disciplinary process and (2) their own mental health diagnosis and/or treatment.
12. The Title IX hearing panel shall be composed of five faculty/professional staff members. The Dean shall serve as the hearing chairperson. In instances where five panel members are not present, three faculty/professional staff members will constitute a quorum. The sanctioning ability of the Title IX hearing panel shall include all sanctions noted in this policy, including suspension or expulsion from the College.
13. The Title IX hearing panel shall determine, by a preponderance of the evidence, whether a violation has occurred or not and impose appropriate sanction/s. The panel may consider past findings of domestic violence, dating violence, stalking, or sexual assault when determining sanction/s. The reporting individual and respondent each have the right to make an "impact statement" to the hearing panel with regard to potential sanction/s or other remedial action to be imposed. Such "impact statement" may be provided orally or in writing, or waived, at the participant's option. The Dean shall issue simultaneously to the reporting individual and the respondent, electronic written notice of the Title IX hearing panel's decision and the rationale for such decision and shall also notify all parties of their right to appeal the determination, as set forth below.

### **Appeals Process**

An appeal to the Dean may be filed in writing with the Title IX Coordinator by either the reporting individual or the respondent within five (5) business days of the date of the decision of the Title IX hearing panel. The only grounds for appeal are as follows:

1. A procedural error occurred that significantly impacted the outcome of the investigation; or
2. New evidence unavailable during the original investigation may substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the appeal; or
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

The appeal will be decided by an Appeals Panel appointed by the Title IX Coordinator and will be decided on written submissions only, unless otherwise determined by the Coordinator. The decision on appeal is final, except in the case of suspension or expulsion of a student, in which case the student may appeal **the sanction only** to the Dean in writing within five (5) business days of the date of the decision of the Appeals Panel. Both the reporting individual and the respondent shall be permitted to make a written submission to the Dean on appeal. The Dean shall decide the appeal in such manner as the Dean shall determine. The decision of the Dean is final.

### **Sanctions and Remedial Measures**

Sanctions shall be imposed pursuant to the decision of the investigator, other decision-maker or Title IX hearing panel in the individual case, as provided above. Sanctions for students may include, but are not limited, to the disciplinary penalties set forth below. Sanctions for employees shall be as determined in the individual case and may include dismissal from employment.

### **Student Respondent Sanctions**

- a. Warning - a notice in writing to the respondent that the respondent is violating or has violated institutional regulations
- b. Probation - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the respondent is found to be violating any institutional regulations during the probationary period
- c. Loss of privileges - denial of specified privileges for a designated period of time
- d. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement
- e. Discretionary sanctions - work assignments, service to the College or other related discretionary assignments
- f. College suspension - separation of the respondent from the College for a definite period of time, after which the respondent is eligible to return. Conditions for readmission may be specified in the sanction
- g. College expulsion - permanent separation of the respondent from the College without the ability to return
- h. Mandated counseling - counseling or a counseling program can be recommended and/or required by the College
- i. Withholding degree - the College may withhold awarding a degree otherwise earned until the completion of the process set forth in this policy, including the completion of all sanctions imposed, if any

In addition to any sanctions upon the respondent, the College will also take such other remedial measures as it may deem necessary or appropriate, including without limitation measures to prevent such future conduct or to correct personnel or academic decisions related to the prohibited conduct. Other measures may include, but are not limited to, continuing or commencing any of the previously listed interim measures, in addition to any interim measures that may have been provided prior to the conclusion of the investigation. Such measures may be requested by the reporting individual.

Sanctions will be in effect during any appeal; however, a request may be made to the Dean for special consideration in exigent circumstances. Convocation, graduation or clinical do not in and of themselves constitute exigent circumstances and students may not be able to participate in those activities during an appeal.

### **Prohibition of Retaliation**

It is a violation of federal and state law and this policy to retaliate against any student or employee for exercising any rights under the Violence against Women Act, the Clery Act, Title IX, Title VII or state anti-discrimination laws, and/or this policy. This includes retaliating against a student or employee who reports in good faith an incident of sexual misconduct or sexual harassment or who furnishes information or participates in any manner in an investigation of such a report. Retaliation includes conduct directed at someone because they engaged in such protected activity that might deter a reasonable student or employee from making or supporting such a report.

Any employee or student who believes the employee or student has been subjected to retaliation as a result of a report or participation in the investigation of a report should report this to the Title IX Coordinator immediately.

### **Confidential Information in Related Proceedings**

In any proceeding brought against the College which seeks to vacate or modify a finding that a student engaged in sexual misconduct, the College (1) will treat the name and identifying biographical information of any student as presumptively confidential, and (2) will not include this information in the pleadings and other papers in such proceeding absent a waiver or cause shown as determined by the court; and (3) will identify student witnesses only as numbered witnesses.

### **Notation on Student Transcripts**

If a student is found responsible for a crime of violence, including but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act, the College is required by law to make a notation on the student's transcript that the student was "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." If a student withdraws from the College while such conduct charges related to crimes of violence as described above are pending against the student, and declines to complete the disciplinary process, the College is required by law to make a notation on the student's transcript that the student "withdrew with conduct charges pending."

These transcript notations may be appealed in writing to the Dean within five (5) business days of receipt of Title IX decision letter. Transcript notations for violence-related suspensions shall not be removed prior to one year after conclusion of the suspension. Transcript notations for violence-related expulsions shall never be removed from a student's transcript. If a finding of responsibility is vacated for any reason, however, the transcript notation shall be removed.

### **Violation of Law; Employee Personal Liability**

Engaging in sexual misconduct or sexual harassment may also lead to civil and/or criminal action under New York State, or federal law. In addition, any employee who engages in sexual misconduct or sexual harassment in violation of this policy is acting outside the scope of their employment and may be personally liable for such actions and their consequences. In the event legal proceedings are commenced against such an employee, the College may decline to provide legal, financial, or other assistance.

### **Memoranda of Understanding**

If on-campus resources are not available, the College will, to the extent practicable, enter into memoranda of understanding or collaborative partnerships with existing community-based organizations, to refer students for assistance or make services available to students, including counseling, health, mental health, victim advocacy, and legal assistance, which may also include resources and services for a respondent.

The College will also propose and endeavor to execute memoranda of understanding in partnership with:

1. A local rape crisis center, to provide victim advocacy and support services to victims of sexual violence; and
2. Local law enforcement authorities, regarding the protocols and procedures for referring allegations of sexual violence, relationship violence, and stalking, sharing information and conducting contemporaneous investigations regarding such allegations.

### **Sexual Offender Registry**

The federal Campus Sex Crimes Prevention Act enacted in 2000 went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders required to register in a State to provide notice, as required under

state law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

New York State Division of Criminal Justice Services is responsible for maintaining New York's Sex Offender Registry, which provides New Yorkers information about sex offenders living in their communities. There are three levels of sex offenders – Level 1 (low risk of re-offense), Level 2 (medium risk of re-offense) and Level 3 (high risk of re-offense); risk level is set by a judge after a court hearing. By law, only Level 2 and Level 3 sex offenders are listed on the public directory.

The public directory can be found online here – <http://www.criminaljustice.ny.gov/nsor/>

### **Campus Climate Surveys**

The College will conduct a biannual anonymous survey of students and employees to examine (1) the prevalence and incidence of sexual assault, relationship violence, and stalking, (2) the perceptions of the campus climate, (3) the general awareness and knowledge of students and employees about the provisions of the New York Enough is Enough law, and (4) student experience with and knowledge of reporting and College adjudicatory processes. Participation in the survey shall be voluntary but is encouraged.

The climate survey will be developed using standard and commonly recognized research methods, and includes questions covering the following topics:

1. The Title IX Coordinator's role
2. Campus policies and procedures addressing sexual assault
3. How and where to report domestic violence, dating violence, stalking or sexual assault as a victim, survivor or witness
4. The availability of resources on and off campus, such as counseling and health services
5. The prevalence of victimization and perpetration of domestic violence, dating violence, stalking, or sexual assault on and off campus during a set time period
6. Bystander attitudes and behavior
7. Whether reporting individuals disclosed to the institution and/or law enforcement, experiences with reporting and institution processes, and reasons why they did or did not report
8. General awareness of the difference, if any, between the institution's policies and the penal law
9. General awareness of the definition of affirmative consent

The College will take steps to ensure that answers to climate assessments remain anonymous and that no individual is identified. The College will publish a summary of the climate assessment survey results on the College website, provided that no personally identifiable information or information which can reasonably lead a reader to identify an individual is shared.

### **Education and Training for Students and College Employees**

It is the policy of the College to offer multiple methods of educational programming to all students and employees each year to help prevent relationship violence, sexual assault (including stranger and known offender assaults), and stalking. The College has adopted a comprehensive student onboarding and ongoing education campaign to educate members of the College community about domestic violence, dating violence, stalking, and sexual assault, in compliance with applicable federal laws.

As part of this education and training campaign, The College requires all new students who enroll to receive training, during the course of their onboarding, on the following topics, using a method and manner determined by the College:

1. Sexual and interpersonal violence including resources to any victims and survivors of such violence and administrative/conduct action regarding any accused individual within the jurisdiction of the institution

2. Relevant definitions including, but not limited to, the definitions of sexual assault, domestic violence, dating violence, stalking, confidentiality, privacy, and consent
3. The equal application of policies regarding of sexual orientation, gender identity, or gender expression
4. The role of the Title IX Coordinator, Crouse Security, and other relevant offices that address domestic violence, dating violence, stalking, and sexual assault prevention and response
5. Awareness of violence, its impact on victims and survivors and their friends and family, and its long-term impact
6. Bystander intervention and the importance of taking action to prevent violence when one can safely do so
7. Risk assessment and reduction including, not limited to, steps that potential victims, perpetrators, and bystanders can take to lower the incidence of violations, which may contain information about the dangers of drug and alcohol use, including underage drinking and binge drinking, involuntary consumption of incapacitating drugs and the danger of mislabeled drugs and alcohol, the importance of communication with trusted friends and family whether on campus or off campus, and the availability of institution officials who can answer general or specific questions about risk reduction
8. Consequences and sanctions for individuals who commit these crimes and code of conduct violations

### **Annual Reporting**

Reports of certain crimes occurring in specific geographic locations are included in the College's annual security report (ASR), in an anonymous manner that identifies neither the specifics of the crime nor the identity of the reporting individual.

The College is obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. A reporting individual shall not be identified in a timely warning.

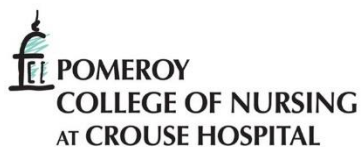
FERPA allows the College to share information with parents when (i.) there is a health or safety emergency, or (ii.) when the student is a dependent on either parent's prior year federal income tax return. Generally, however, the College will not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the reporting individual.

### **Policy Compliance**

Any person with a concern about the College's handling of a particular sexual misconduct matter should contact the Title IX Coordinator or if necessary, the U.S. Department of Education, Office of Civil Rights (OCR) which serves as the federal agency responsible for ensuring compliance with Title IX matters.

U.S. Department of Education | Office of Civil Rights  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Phone: 1-800-421-3481

## APPENDIX A | PROGRAM PLANS OF STUDY



### PROGRAM PLAN OF STUDY Fall & Spring Traditional Day Option

First Year			
First Semester			Credit Hours
Nursing	NUR 105	Foundations of Nursing Practice	8
General Education	BSC 201	Human Anatomy and Physiology I	4
	PSY 101	Introductory Psychology	3
	WRT 101	Critical Writing	3
			<b>Total Credit Hours: 18</b>

Second Semester			Credit Hours
Nursing	NUR 131	Cognitive and Maladaptive Behaviors	4
	NUR 132	Homeostasis, Oxygenation and Regulation	6
General Education	BSC 202	Human Anatomy and Physiology II	4
	PSY 220	Human Lifespan Development	3
			<b>Total Credit Hours: 17</b>

Second Year			
Third Semester			Credit Hours
Nursing	NUR 215	Individual and Family Nursing	8
	NUR 245	Pharmacology	3
General Education	BSC 205	Basic Microbiology	4
			<b>Total Credit Hours: 15</b>

Fourth Semester			Credit Hours
Nursing	NUR 265	Homeostasis, Oxygenation and Regulation II	7
	NUR 275	Professional Development	5
General Education	BSC 203	Nutrition	3
			<b>Total Credit Hours: 15</b>

<b>Total Curriculum Credit Hours</b>	<b>65</b>
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First Year			
First Term (January – May)			Credit Hours
Nursing	NUR 105	Foundations of Nursing Practice	8
General Education	BSC 201	Human Anatomy and Physiology I	4
	PSY 101	Introductory Psychology	3
	WRT 101	Critical Writing	3
			<b>Total Credit Hours: 18</b>

Second Term (May – August)			Credit Hours
Nursing	NUR 131	Cognitive and Maladaptive Behaviors	4
	NUR 132	Homeostasis, Oxygenation and Regulation	6
General Education	BSC 202	Human Anatomy and Physiology II	4
	PSY 220	Human Lifespan Development	3
			<b>Total Credit Hours: 17</b>

Second Year			
Third Term (August – December)			Credit Hours
Nursing	NUR 215	Individual and Family Nursing	8
	NUR 245	Pharmacology	3
General Education	BSC 205	Basic Microbiology	4
			<b>Total Credit Hours: 15</b>

Fourth Term (January – April)			Credit Hours
Nursing	NUR 265	Homeostasis, Oxygenation and Regulation II	7
	NUR 275	Professional Development	5
General Education	BSC 203	Nutrition	3
			<b>Total Credit Hours: 15</b>

<b>Total Curriculum Credit Hours</b>	<b>65</b>
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*\*Note – Evening/Weekend option applicants are strongly encouraged to complete general education courses prior to enrollment*

## **APPENDIX B | COURSE DESCRIPTIONS**

### **Required Nursing Courses**

#### **NUR 105: Foundations of Nursing Practice (8 credits)**

This course is designed to prepare the learner for nursing practice. The nursing process will be taught as the framework to provide safe care. The focus of this course is to provide the learner with an introduction to the concepts of cellular regulation, cognition, comfort, elimination, fluid & electrolyte balance, gas exchange, grief & loss, infection, inflammation, intracranial regulation, mobility, nutrition, pain, perfusion, sensory-perception, thermoregulation, and tissue integrity within the domain of the individual. The course is designed to expand the learner's knowledge related to the concepts of: communication, health promotion, and professionalism within the domain of the nurse; ethics, health care law, and healthcare policy within the healthcare domain. This course is designed to develop the learner's skill in providing fundamental nursing care, and selected psychomotor skills. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

Theory hours: 67.5 (4.5 credits); lab hours: 45 (1.5 credits); Clinical hours: 90 (2 credits)

**Pre/Co-Requisites:** BSC 201, PSY 101, WRT 101

Course offered: Fall and spring semester for traditional option; 1<sup>st</sup> term for evening/weekend option

#### **NUR 131: Cognition and Maladaptive Behaviors (4 credits)**

This course is designed to allow the learner to apply nursing concepts related to psychosocial and physiologic needs of the individual. This course will expand the learner's knowledge related to the concepts of communication and therapeutic relationships in the domain of the nurse. This course is also designed to expand the learner's knowledge related to the concepts of addiction, cognition, interpersonal violence, mood & affect, self, and stress & coping within the domain of the individual. Health care law and ethical aspects of mental health care nursing will also be examined. Learners will also explore culturally-specific considerations as they relate to the individual/family response to alterations in the specific concepts. Collaborative management of individuals with alterations in the specific concepts will be examined. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

Theory hours: 45 (3 credits); Clinical hours: 45 (1 credit)

**Pre-requisites:** NUR 105, BSC 201, PSY 101, WRT 101

**Pre/Co-Requisites:** BSC 202

Course offered: Fall and spring semester for traditional option; 2<sup>nd</sup> term for evening/weekend option

#### **NUR 132: Homeostasis, Oxygenation, and Regulation (6 credits)**

This course is designed to expand the learner's knowledge related to the concepts of acid-base balance, cellular regulation, elimination, fluid & electrolyte balance, gas exchange, glucose regulation, immunity, and perfusion within the domain of the individual. Examination of the nurse's role will include application of nursing process across the lifespan as well as teaching-learning specific to the concepts. Learners will also explore culturally-specific considerations as they relate to the individual/family response to alterations in the specific concepts. Collaborative management of individuals with alterations in the specific concepts will be examined. This course is designed to allow the learner to apply selected psychomotor skills. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

Theory hours: 37.5 (2.5 credits); lab hours: 15 (0.5 credits); Clinical hours: 135 (3 credits)

**Pre-requisites:** NUR 105, BSC 201, PSY 101, WRT 101

**Pre/Co-Requisites:** BSC 202

Course offered: Fall and spring semester for traditional option; 2<sup>nd</sup> for evening/weekend option



**NUR 215: Individual and Family Nursing (8 credits; Day and Evening/Weekend Students only)**

This course introduces the learner to individual and family concepts of nursing practice. The course explores dynamic concepts across the lifespan including development, elimination, family dynamics, gas exchange, immunity, infection, inflammation, intracranial regulation, metabolism, mobility, perfusion, reproduction, sexuality, and thermoregulation within the domain of the individual. Examination of the nurse's role will include application of nursing process as well as teaching-learning specific to the concepts. Collaborative management of individuals with alterations in the course's concepts will be examined. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

Theory hours: 60 (4 credits); Clinical hours: 180 (4 credits)

**Pre-requisites:** NUR 131, NUR 132, BSC 201, BSC 202, PSY 101, WRT 101

**Pre/Co-Requisites:** NUR 245, BSC 205, PSY 220

Course offered: Fall and spring semester for traditional option; fall term for evening/weekend option

**NUR 225: Individual and Family Nursing (6 credits; Degree in Three Students only)**

This course introduces the learner to individual and family concepts of nursing practice. The course explores dynamic concepts across the lifespan including development, elimination, family dynamics, gas exchange, immunity, infection, inflammation, intracranial regulation, metabolism, mobility, perfusion, reproduction, sexuality, and thermoregulation within the domain of the individual. Examination of the nurse's role will include application of nursing process as well as teaching-learning specific to the concepts. Collaborative management of individuals with alterations in the course's concepts will be examined. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

Theory hours: 60 (4 credits); Clinical hours: 90 (2 credits)

**Pre-requisites:** NUR 131, NUR 132, BSC 201, BSC 202, PSY 101, WRT 101

**Pre/Co-Requisites:** NUR 245, BSC 205, PSY 220

Course offered: Spring semester for Degree in Three students only

**NUR 245: Pharmacology (3 credits)**

This course provides a focused review of pharmacology and safe medication administration. The pharmacokinetics and pharmacodynamics of specific medications are discussed. The learner will focus on the application of nursing process in the pharmacological management of individuals with health alterations. The learner will also consider use of nursing process in the pharmacological management of individuals across the lifespan. The course focuses on identification of selected drug classifications and their use in patient care. This course strengthens the learner's ability to correlate theory to clinical practice in nursing courses.

Theory hours: 45 (3 credits)

**Pre-requisites:** NUR 131, NUR 132, BSC 201, BSC 202, PSY 101, WRT 101

**Pre/Co-Requisites:** NUR 215/225, BSC 205, PSY 220

Course offered: Fall and spring semester for traditional option; fall term for evening/weekend option

**NUR 265: Homeostasis, Oxygenation, Regulation II (7 credits)**

This course is designed to expand the learner's knowledge related to the concepts of gas exchange, perfusion, cellular regulation, fluid & electrolytes, intracranial regulation, metabolism, mobility, and tissue integrity within the domain of the individual. The course is also designed to expand the learner's knowledge related to the concept of managing care within the domain of the health care environment. Learners will have the opportunity to apply the nursing process focusing on the above concepts across the lifespan. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

Theory hours: 52.5 (3.5 credits); Clinical hours: 157.5 (3.5 credits)

**Pre-requisites:** NUR 215, NUR 245, BSC 201, BSC 202, BSC 205, PSY 101, PSY 220, WRT 101

**Pre/Co-Requisites:** BSC 203

Course offered: Fall and spring semester for traditional option; spring term for evening/weekend option

**NUR 275: Professional Development (5 credits; Day and Evening/Weekend Students only)**

This course is designed to expand the learner's knowledge related to the concepts of health promotion and professionalism within the domain of the nurse. This course is also designed to expand the learner's knowledge related to the concepts of health care quality, health care systems, management of care, and ethics within the domain of the health care environment. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

In the clinical component of this course the student will participate in a culminating capstone experience. Students will have the opportunity to integrate concepts and skills in the professional work environment, strengthening their sense of competence, and accountability and professional development.

Theory hours: 52.5 (3.5 credits); Clinical hours: 67.5 (1.5 credits)

**Pre-requisites:** NUR 215, NUR 245, BSC 201, BSC 202, BSC 205, PSY 101, PSY 220, WRT 101

**Pre/Co-Requisite:** NUR 265, BSC 203

Course offered: Fall and spring semester for traditional option; spring term for evening/weekend option

**NUR 285: Transition into Nursing Practice (2 credits; Degree in Three Students only)**

This course is designed to expand the learner's knowledge related to the concepts of health promotion and professionalism within the domain of the nurse. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning. In the clinical component of this course the student will participate in a preceptor experience where the student is given the opportunity to manage, delegate and prioritize care for multiple patients. Students will integrate concepts and skills in the professional work environment, strengthening their sense of competence, accountability and professional nursing development.

Theory hours: 15 (1 credits); Clinical hours: 45 (1 credits)

**Pre-requisites:** NUR 225, NUR 245, BSC 201, BSC 202, BSC 205, PSY 101, PSY 220, WRT 101

**Pre/Co-Requisite:** NUR 265, BSC 203

Course offered: Fall semester for Degree in Three students only

**Le Moyne College General Education Courses****BSC 201. Human Anatomy & Physiology I. 4 Credit Hours.**

This course is the first in a two-semester sequence providing a study of anatomy and physiology in the human body. Initial portions of the course will include terminology, cell biology, biological chemistry, and tissues. Body systems covered include the skeletal, muscle, nervous, and integumentary. The cat is the primary dissection specimen in the laboratory. Dissection required. Pre-requisites: none. Three hours of lecture and two hours of laboratory per week. Does not carry biology major credit.

**BSC 202. Human Anatomy & Physiology II. 4 Credit Hours.**

This course is the second in a two-semester sequence providing a study of anatomy and physiology in the human body. Topics covered include the special senses, and the endocrine, circulatory, immune, respiratory, digestive, urinary and reproductive systems. Dissection required. Pre-requisites: a grade of C or better in **BSC 201**. Three hours of lecture and two hours of laboratory per week. Does not carry biology major credit.

**BSC 203. Nutrition. 3 Credit Hours.**

This course is designed to reinforce anatomy and physiology principles to further the understanding of nutrition's effect across the life cycle. It includes the study of nutrition as it relates to growth, development, general health, and disease conditions. It will include basic biological functions, classes of nutrients, and the key role nutrition plays in the prevention and treatment of disease. Pre-requisites: **BSC 201, 202**. Does not carry biology major credit; does not fulfill Core Natural Science requirement.

**BSC 205. Basic Microbiology. 4 Credit Hours.**

This course is a survey of microbial life with special emphasis on those organisms of clinical interest. Laboratory exercises emphasize the isolation, identification and control of microorganisms. Three hours of lecture and two hours laboratory per week. Pre-requisite or co-requisite: **BSC 201, 202**. Does not carry biology major credit.

**WRT 101. Critical Writing. 3 Credit Hours.**

Practice in the skills of critical thinking, critical reading, and especially critical writing. Students will analyze selected essays and articles in conjunction with frequent writing assignments. Students will be expected to gain and demonstrate College-level proficiency in critical reading, critical writing, and Standard English grammar and usage.

**PSY 101. Introductory Psychology. 3 Credit Hours.**

A one semester broad overview of contemporary psychology-its diverse approaches to the understanding of behavior and the basic principles and research findings associated with each of these approaches. Specific areas of psychological inquiry discussed include physiological, cognitive and social psychology; learning, sensation and perception; emotion and motivation; personality and psychopathology. This course is a pre-requisite for most psychology courses.

**PSY 220. Human Life Span Development. 3 Credit Hours.**

This course is a general introduction to human development. The study of human development is a scientific analysis of patterns of change and growth across the entire lifespan from conception through very old age. The course will include the investigation of essential questions of human experience including, inherited factors, attachment to caregivers, mastery of the human body and the environment, meaningful social relationships, achievement, occupational choice, impact of societal expectations, the formulation of values and goals, the concept of generativity, and death and dying. The course will analyze human development from a biopsychosocial perspective looking closely at basic patterns of normal development.

Pre-requisite: **PSY 101**

**Nursing Electives**

Various support/elective courses may be offered each semester/term.

**NUR 001: Study Strategies (1 credit)**

This course is designed to complement the nursing curriculum while providing students with effective strategies for reviewing assignments, processing course material, preparing for exams, and completing assignments. Other strategies to be discussed include time management, using library resources, expanding critical thinking and effective communication skills, strategies for textbook reading, note taking, and organizing study groups. Enhancing concentration, memory, and retention will also be discussed. Additionally, goal setting, motivation, personal responsibility, and stress reduction will be talked about.

Pre-requisites: None

**NUR 003: Medical Terminology (1 credit)**

Content includes the study of prefixes, suffixes, and root words that form common medical terms. Spelling and pronunciation of terms are reviewed. Content will also include abbreviations used in the health care setting.

Pre-requisites: None

**NUR 094 Clinical Elective (Mental Health Nursing) (1 credit)**

This elective course provides students an additional opportunity to build on previously learned skills of nursing practice related specifically to psychosocial needs. Students develop learning objectives in

collaboration with faculty prior to beginning the clinical experience. The course may be offered in a variety of formats; one week (five day) blocks, three (two day) weekends, or day and evening schedules.

Clinical: 45 hours

Pre-requisites: NUR 131

**NUR 095 Clinical Elective (Pediatric Nursing) (1 credit)**

This elective course provides students an additional opportunity to build on previously learned skills of nursing practice related to the needs of the pediatric patient and their family. Students develop learning objectives in collaboration with faculty prior to beginning the clinical experience. The course may be offered in a variety of formats; one week (five day) blocks, three (two day) weekends, or day and evening schedules. Clinical: 45 hours

Pre-requisites: 215/225 or permission of instructor

**NUR 096 Clinical Elective (Obstetrics Nursing) (1 credit)**

This elective course provides students an additional opportunity to practice nursing in the Obstetrical Unit. The student has the opportunity to practice, expand and enhance previously learned clinical skills. In addition, the student will explore the role of the specialty nurse. Students develop learning objectives in collaboration with faculty prior to beginning the clinical experience. The course is offered in a variety of formats and time frames; one week (five day) blocks, three (one to two days) weekends, or day and evening schedules. Clinical: 45 hours

Pre-requisites: 215/225

**NUR098 Clinical Elective (Critical Care Nursing) (1 credit)**

This elective course provides students with the opportunity to practice nursing in Critical Care settings. Critical care settings are defined as the Intensive Care Unit, the Neonatal Intensive Care Unit, and the OR/PACU. The student has the opportunity to practice, expand and enhance previously learned clinical skills. In addition, the student will explore the role of the specialty nurse. Clinical hours: 45

Prerequisites:

Pre/Co-Requisites for NICU: 215/225

Pre/Co-Requisites for Adult ICU: NUR 265

Pre/Co-Requisites for OR/PACU: 215/225

**NUR 099: Medical-Surgical Clinical Elective (1 credit)**

This elective course provides students an additional opportunity to build on previously learned skills of nursing practice. Students develop learning objectives in collaboration with faculty prior to beginning the clinical experience. The course may be offered in a variety of formats; one week (five day) blocks, three (two day) weekends, or day and evening schedules. Clinical: 45 hours

Pre-requisite: NUR 105

## APPENDIX C | ACADEMIC CALENDARS

### ACADEMIC CALENDAR | FALL 2023 Day Option and Evening/Weekend Option Third Term

#### Full Semester Nursing Courses (*Day and Evening/Weekend Third Term*)

New Student Welcome	August 16 – 17
Last Day to Drop ( <i>no grade - remove from transcript</i> )	August 18
Nursing Courses Begin	August 21
Labor Day – No Classes	September 4
Last Day to Drop or Request Personal LOA ( <i>with WD grade</i> )	October 24
Spring Course Registration	November 6-8
Last Day to Request Medical LOA ( <i>with WD grade</i> )	November 15
Thanksgiving Break – No Classes	November 22 – 24
Last Day of Classes	December 1
Final Exams	December 4 – 7
Grades Due to the Registrar ( <i>by 12:00pm/noon</i> )	December 8
Progression Meeting	December 11
Graduation Date	December 21

#### Le Moyne College General Education Courses

Courses Begin	August 28
Labor Day – CLASSES ARE HELD	September 4
Last Day to Drop With a Full Refund	September 5
Last Day to Drop With No Grade	September 12
Wellness Break – No Classes	October 9 – 10
Last Day to Drop ( <i>with W grade</i> )	November 17
Thanksgiving Break – No Classes	November 22-26
Last Day of Classes	December 8
Semester Ending Exams	December 11 – 15

#### NUR 265

Last Day to Drop ( <i>no grade - remove from transcript</i> )	August 18
Nursing Courses Begin	August 21
Labor Day – No Classes	September 4
Last Day to Drop or Request Personal LOA ( <i>with WD grade</i> )	October 11
Last Day to Request Medical LOA ( <i>with WD grade</i> )	October 29
Last Day of Classes	November 10
Final Exams	November 14 – 16
Grades Due to the Registrar ( <i>by 12:00pm/noon</i> )	November 17

## ACADEMIC CALENDAR | SPRING 2024

### Day Option

#### Full Semester Nursing Courses

New Student Welcome	January 10-12
Last Day to Drop ( <i>no grade - remove from transcript</i> )	January 12
Martin Luther King Jr. Day – No Classes	January 15
Course Begins	January 16
Spring Break – No Classes	March 11-15
Fall Course Registration	March 25-27
Last Day to Drop or Request Personal LOA ( <i>with WD grade</i> )	March 24
Last Day to Request Medical LOA ( <i>with WD grade</i> )	April 16
Last Day of Classes	May 3
Final Exams	May 6-9
Grades Due to the Registrar ( <i>by 12:00pm/noon</i> )	May 10
Progression Meeting	May 13
Graduation Date and Commencement Ceremony	May 23

#### Le Moyne College General Education Courses

Courses Begin	January 16
Last Day to Drop With No Grade	January 30
Wellness Day – No Classes	February 21
Spring Break – No Classes	March 11 – 15
Easter Weekend – No Classes	March 28 – April 1
Last Day to Drop With “W” Grade	April 12
Last Day of Classes	May 6
Study Day – No Classes	May 7
Semester Ending Exams	May 8-14

#### NUR 265

Last Day to Drop ( <i>no grade - remove from transcript</i> )	January 12
Martin Luther King Jr. Day – No Classes	January 15
Nursing Courses Begin	January 16
Spring Break – No Classes	March 11-15
Last Day to Drop or Request Personal LOA ( <i>with WD grade</i> )	March 11
Last Day to Request Medical LOA ( <i>with WD grade</i> )	March 29
Last Day of Classes	April 12
Final Exams	April 15-17
Grades Due to the Registrar ( <i>by 12:00pm/noon</i> )	April 18

**ACADEMIC CALENDAR | SPRING 2024**  
Evening/Weekend Option First & Fourth Term

**NUR 105 – E/W First Term**

New Student Welcome	January 10 – 12
Last Day to Drop ( <i>no grade - remove from transcript</i> )	January 12
Martin Luther King Jr. Day – No Classes	January 15
Course Begins	January 16
Summer Course Registration	March 4-6
Spring Break – No Classes	March 11 – 15
Fall Course Registration	March 25 – 27
Last Day to Drop or Request Personal LOA ( <i>with WD grade</i> )	March 29
Last Day to Request Medical LOA ( <i>with WD grade</i> )	April 11
Last Day of Class	May 3
Final Exam	May 6-8
Grades Due to the Registrar ( <i>by 12:00pm/noon</i> )	May 10
Progression Meeting	May 13

**Le Moyne College General Education Courses**

Courses Begin	January 16
Last Day to Drop With No Grade	January 30
Wellness Day – No Classes	February 21
Spring Break – No Classes	March 11 – 15
Easter Weekend – No Classes	March 28 – April 1
Last Day to Drop With “W” Grade	April 12
Last Day of Classes	May 6
Study Day – No Classes	May 7
Semester Ending Exams	May 8-14

**NUR 265 – E/W Fourth Term**

Last Day to Drop ( <i>no grade - remove from transcript</i> )	January 5
Course Begins	January 8
Martin Luther King Jr. Day – No Classes	January 15
Last Day to Drop or Request Personal LOA ( <i>with WD grade</i> )	March 1
Spring Break – No Classes	March 11 – 15
Last Day to Request Medical LOA ( <i>with WD grade</i> )	March 16
Last Day of Class	March 29
Final Exams	April 1-2
Grades Due to the Registrar ( <i>by 12:00pm/noon</i> )	April 3

**NUR 275 – E/W Fourth Term**

Last Day to Drop ( <i>no grade - remove from transcript</i> )	January 5
Course Begins	January 8
Martin Luther King Jr. Day – No Classes	January 15
Last Day to Drop or Request Personal LOA ( <i>with WD grade</i> )	March 11
Spring Break – No Classes	March 11 – 15
Last Day to Request Medical LOA ( <i>with WD grade</i> )	March 31
Last Day of Class	April 21
Grades Due to the Registrar ( <i>by 12:00pm/noon</i> )	April 22
Progression Meeting	April 22
Graduation Date ( <i>no ceremony</i> )	April 26



**POMEROY COLLEGE OF NURSING AT CROUSE HOSPITAL**  
5000 Brittonfield Parkway | Suite B201 | East Syracuse, New York 13057