St Luke's
School of Nursing

**801 OSTRUM STREET**
**BETHLEHEM, PA 18015**

# CATALOG/ STUDENT HANDBOOK 2026-2027

**Updated September 2026**



## The Nation's Oldest Nursing School

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**St. Luke's School of Nursing**
**Diploma Program**
**Bethlehem, Pennsylvania**

August 2026

Dear Students,

**Welcome to St. Luke's School of Nursing!** You have enrolled in the longest continually operating nursing program in the United States. You now have become a partner with the faculty and professional staff for the purpose of engaging in academic study that will assist you in achieving your goal of a nursing education. The Diploma in Nursing is the first step to qualify you for licensure as a Registered Nurse.

As a member of this academic community, you will be expected to participate in rigorous intellectual inquiry, ethical debate, active listening, and complex critical thinking. We value a positive attitude and openness of mind and intellect. We acknowledge the uniqueness of the individual, as we celebrate the diversity of our community. We affirm each other's contributions, share our knowledge, demonstrate teamwork and collaboration, and have pride in our program. We expect respect, open communication, professionalism, and accountability from each of us. We respect and seek to understand other cultures and customs. We expect that your journey here will bring you personal and professional growth.

The Catalog/Student Handbook will serve as your guide in understanding your responsibilities as a student in the School of Nursing. It is essential that you be familiar with the material in this publication. I urge you to take the time, ideally before classes begin, to look through this handbook and refer to it whenever you have a question about policies, procedures, or responsibilities. If you have questions or concerns about these policies and procedures, please speak with your advisor and/or a member of the administration. This handbook is updated annually, but it is subject to revision or change at any time.

Best wishes for a successful academic year. Please introduce yourself to me and let me know how I might assist you in reaching your goals.

*All the Best,*

Sandra Cohen

Sandra Cohen, MSN, CRNP, CNE
Dean

## Statement of Notice

This Catalog & Student Handbook is intended to serve as a general source of information for applicants and students enrolled in the program. Please note:

- This publication is not intended to be a complete statement of all procedures, policies, rules or regulations.
- Recognizing that conditions change, the St. Luke's School of Nursing reserves the right to add, supplement, modify, or eliminate any policy or provision in this Handbook without notice, as it deems appropriate in its sole discretion. Advance notice of any changes is given when practicable. This handbook is not intended to, nor shall it be construed to constitute a contract between students and the St. Luke's School of Nursing, or to represent any promise, guarantee, or assurance of any of the terms or conditions set forth herein.
- Nothing in this publication is intended, nor should it be construed as a promise or representation of continued enrollment, readmission and/or graduation.
- Students are responsible for meeting all graduation requirements. Advisors may assist in planning programs, but the final responsibility for fulfilling all graduation requirements rests with each student.

## SON Program Information

### Name and Address of the Program

St. Luke's School of Nursing
801 Ostrum Street
Bethlehem, Pennsylvania, PA 18015
www.sonstlukes.org

### Chief Administrative Officer

Richard A. Anderson, BS, MPH, FACHE
President & Chief Executive Officer
St. Luke's University Health Network
801 Ostrum Street
Bethlehem, PA 18015

### Governing Organization

St. Luke's Hospital of Bethlehem, Pennsylvania
801 Ostrum Street
Bethlehem, PA 18015

### Dean, School of Nursing

Sandra Cohen, MSN, CRNP, CNE
801 Ostrum Street
Bethlehem, PA 18015
Phone: 484-526-3449
Fax: 484-526-3412
Email: Sandra.Cohen@sluhn.org

# Approval

The School of Nursing is approved by the Pennsylvania State Board of Nursing. For additional information, see the following contact information:

## State Board of Nursing

P.O. Box 2649, Harrisburg, PA 17105-2649
**Phone:** 717-783-7142
**Fax:** 717-783-0822
**Email:** ST-NURSE@state.pa.us
**Nurse Board Website:** www.dos.state.pa.us/nurse

## Accrediting Agency Recognized by the Department of Education

The Accreditation Commission for Education in Nursing, Inc. (ACEN) accredits the School of Nursing. For information regarding this accreditation status of the St. Luke's School of Nursing, visit the website or call or write:

## Accreditation Commission for Education in Nursing, Inc.

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
**Phone:** 404-975-5000
**Fax:** 404-975-5020
**Website:** www.acenursing.org

To file a complaint, a student or prospective student must complete the Private Licensed Schools Complaint Form to the Pennsylvania Department of Education. See **Attachment L**.

## Official Transcripts

Students may obtain their official transcripts by sending transcript requests (see **Attachment K**) along with a $5.00 per transcript fee to: Registrar, St. Luke's School of Nursing, 915 Ostrum Street, Bethlehem, PA 18015.

# SON Nursing Faculty and Staff Contact Information

## Day Program Faculty

| Name | Position | Email | Office |
|---|---|---|---|
| **Barrios, Claudia** | Instructor, Nursing 1 | Claudia.Barrios@sluhn.org | 112 |
| **Casella, Cheryl** | Instructor, Nursing 4 | Cheryl.Casella@sluhn.org | 118 |
| **Cerenov, Lisa** | Instructor, Nursing 6 | LisaAnn.Cerenov@sluhn.org | 119 |
| **Conner, Joyce** | Instructor, Nursing 8 | Joyce.Conner@sluhn.org | 120 |
| **Fisher, Brenda** | Instructor, Nursing 3 | Brenda.Fisher@sluhn.org | 111 |
| **Gaudiuso, Jolie** | Instructor, Nursing 6 | Jolie.Gaudiuso@sluhn.org | 119 |
| **Jones, Kimberly** | Instructor, Nursing 4 | Kimberly.Jones@sluhn.org | 118 |
| **Mayka, Katharine** | Instructor, Nursing 2A | Katharine.Mayka@sluhn.org | 117 |
| **Merluzzi, Kelly** | Instructor, Nursing 7 | Merluzzi.Kelly@sluhn.org | 109 |
| **Pizarro, Erin** | Instructor, Nursing 3 | Erin.Pizarro@sluhn.org | 111 |
| **Reiman, Kristy** | Instructor, Nursing 5 | Kristy-Lee.Reiman@sluhn.org | 110 |
| **Rusnock, Kori** | Instructor, Nursing 5 | Kori.Rusnock@sluhn.org | 110 |
| **Salgueiro, Rosemarie** | Instructor, Nursing 2B | Rosemarie.Salguiero@sluhn.org | 117 |
| **Smith, Ashley** | Instructor, Nursing 8 | Ashley.Smith@sluhn.org | 120 |
| **Stasolla, Jackie** | Instructor, Nursing 7 | Jacquelyn.Stasolla@sluhn.org | 109 |
| **Villegas, Alyssa** | Instructor, Nursing 1 | Alyssa.Villegas@sluhn.org | 112 |

## Evening/Weekend Faculty

| Name | Position | Email | Office |
|---|---|---|---|
| **Biondo, Jennifer** | Instructor, Nursing 5 | Jennifer.Biondo@sluhn.org | 110 |
| **Bush, Susan** | Instructor, Nursing 6 | Susan.Bush1@sluhn.org | 119 |
| **Carpenter, Gladys** | Instructor, Nursing 8 | Gladys.Carpenter@sluhn.org | 120 |
| **Garcia, Helen** | Instructor, Nursing 1 | HelenGrace.Garcia@sluhn.org | 112 |
| **Hensley, Alexa** | Instructor, Nursing 3 | Alexa.Hensley@sluhn.org | 111 |
| **Krysiak, Marta** | Instructor, Nursing 7 | Marta.Krysiak@sluhn.org | 109 |
| **Loefler, Linda** | Instructor, Nursing 4 | Linda.Loefler@sluhn.org | 118 |
| **Mayka, Katharine** | Instructor, Nursing 2A | Katharine.Mayka@sluhn.org | 117 |
| **Milar, Tara** | Instructor, Nursing 4 | Tara.Milar@sluhn.org | 118 |
| **Mooney, Michele** | Instructor, Nursing 6 | Michele.Mooney@sluhn.org | 119 |
| **Pfister, Jordyne** | Instructor, Nursing 7 | Jordyne.Pfister@sluhn.org | 109 |
| **Salgueiro, Rosemarie** | Instructor, Nursing 2B | Rosemarie.Salgueiro@sluhn.org | 117 |
| **Tierney, Nicole** | Instructor, Nursing 5 | Nicole.Tierney@sluhn.org | 110 |
| **Wilbur, Amanda** | Instructor, Nursing 1 | Amanda.Wilbur@sluhn.org | 112 |
| **Zickafoose, Linda** | Instructor, Nursing 4 | Linda.Zickafoose@sluhn.org | 118 |

## Staff

| Name | Position | Email | Office | Phone |
|---|---|---|---|---|
| **Cohen, Sandy** | Dean | Sandra.Cohen@sluhn.org | 103 | **484-526-3449** |
| **Daignault, Lee** | Associate Dean of Academic Affairs | Lee.Daignault@sluhn.org | 132 | **484-526-3899** |
| **Earle, Caroline** | Financial Aid Liaison | Caroline.Earle@sluhn.org | 125 | **484-526-3095** |
| **Frantz, Diane** | Librarian | Diane.Frantz@sluhn.org | Estes | **484-526-3407** |

| School of Nursing Staff (continued) | | | | |
|---|---|---|---|---|
| **Name** | **Position** | **Email** | **Office** | **Phone** |
| **Johnson, Elyse** | Recruitment Liaison | Elyse.Johnson@sluhn.org | 122 | **484-526-8129** |
| **Kasten, Gerry** | Adult Coach/ Administrative Assistant | Geraldine.Kasten@sluhn.org | 116<br>125 | **484-526-9385**<br>**484-526-3401** |
| **Knoblauh, Susan** | Registrar/ Assistant to the Dean | Susan.Knoblauh@sluhn.org | 105 | **484-526-3439** |
| **Kunz, Caryn** | Associate Dean of Student Affairs | Caryn.Kunz@sluhn.org | 124 | **484-526-3453** |
| **Loxley, Burke** | PC Support | Burke.Loxley@sluhn.org | 016 | **484-526-3417** |
| **McNally, Jennifer** | Associate Dean of Clinical Affairs | Jennifer.McNally@sluhn.org | 131 | **484-526-3461** |
| **Nicholas, Jennifer** | Recruitment/Admissions Coordinator | Jennifer.Nicholas@sluhn.org | 130 | **484-526-3418** |
| **Partington, Suzanne** | Faculty Support Liaison | Suzanne.Partington@slugh.org | 118 | **484-658-4580** |
| **Prytherch, David** | PC Support | David.Prytherch@sluhn.org | 016 | **484-526-9992** |
| **Rosario, Brenda** | Recruitment Liaison | Brenda.Rosario@sluhn.org | 122 | **484-526-3443** |
| **Shoenberger, Susan** | Student Services Coordinator | Susan.Shoenberger@sluhn.org | 129 | **484-526-3408** |
| **Soellner, Brad** | PC Support | Bradley.Soellner@sluhn.org | 113 | **484-526-3417** |
| **Zelasko, Joe** | Sr. Financial Aid Coordinator | Joseph.Zelasko@sluhn.org | 127 | **484-526-3405** |

# 2026-2027 Academic Calendar

**FALL 2026**

| | |
|---|---|
| **Classes Begin (Class of 2028 SP/EW enters)** | **Monday, August 31** |
| Meet and Greet (E/W) | Wednesday, September 2 |
| Promotions and Recognition – Class of 2027 SU/EW | Wednesday, September 9 |
| Constitution Day | Thursday, September 17 |
| N4-7 Ends | Wednesday, October 21 |
| N4-7 Begins | Monday, October 26 |
| **Thanksgiving Holiday Break (No Classes)** | **Thursday-Sunday, Nov. 26 - Nov. 29** |
| Classes Resume | Monday, November 30 |
| NCLEX Live Review – Class of 2026 FA/EW | Fri, Sat, Sun – Dec. 4-6 |
| Nursing 8 ends | Tuesday, December 8 |
| **Graduation Rehearsal/Ceremony – Class of 2026 FA/EW** | **Thursday, December 10** |
| All Courses Complete | Saturday, December 12 |
| Grades Due | Wednesday, December 16 |
| **Holiday Vacation Break (No Classes)** | **Thursday, Dec. 17 – Sunday, Jan. 3** |

**SPRING 2027**

| | |
|---|---|
| **Classes Begin (Class of 2028 SU enters)** | **Monday, January 4** |
| Meet and Greet (Days) | Thursday, January 14 |
| Promotions and Recognition – Class of 2027FA | Thursday, January 14 |
| N4-N7 Ends | Wednesday, February 24 |
| N4-N7 Begins | Monday, March 1 |
| NCLEX Live Review – Class of 2027 SP | Tues, Wed, Thurs – April 6-8 |
| Nursing 8 ends | Tuesday, April 13 |
| **Graduation Rehearsal/Ceremony – Class of 2027 SP** | **Thursday, April 15** |
| All Courses Complete | Saturday, April 17 |
| Grades Due | Wednesday, April 21 |
| **Vacation Break** | **Thursday, April 22-Sunday, May 2** |

**SUMMER 2027**

| | |
|---|---|
| **Classes Begin (Class of 2028 FA/EW enters)** | **Monday, May 3** |
| Meet and Greet (E/W) | Wednesday, May 5 |
| Promotions and Recognition – Class of 2028 SP/EW | Wednesday, May 12 |
| **Memorial Day Holiday (No Classes)** | **Monday, May 31** |
| N4-7 Ends | Wednesday, June 23 |
| N4-7 Begins | Monday, June 28 |
| **Independence Day Holiday Observed (No Classes)** | **Sunday July 4 – Monday July 5** |
| NCLEX Live Review – Class of 2027 SU/EW | Fri, Sat, Sun – August 6-8 |
| Nursing 8 ends | Tuesday, August 10 |
| **Graduation Rehearsal/Ceremony – Class of 2027 SU/EW** | **Thursday, August 12** |
| All Courses Complete | Saturday, August 14 |
| Grades Due | Wednesday, August 18 |
| **Vacation Break** | **Thursday, August 19--Sunday, August 29** |

Approved 12/2025 SC/JM

# Advisement Program

Revised: 6/2022

The Advisement Program provides students with academic advice designed to assist in meeting their individual interests and needs while completing the requirements of the curriculum. The Associate Dean of Student Affairs oversees the advisement program. Following the Faculty advisors' initial contacts with their advisees, ***it is the advisees' responsibility to meet with their advisors as needed and/or when contacted by their advisor.*** Students may initiate conferences with their advisors at any time to discuss academic or personal concerns. Advisors notify student advisees of the preferred methods of communication at Meet and Greet..

## Outcomes of the Advisement Program

- Provide students with academic advice to assist in completing the requirements of the curriculum.
- Provide students with a faculty resource from whom the students can access accurate information, advice and direction regarding policies, procedures, regulations, and academic/professional requirements.
- Facilitate positive relationships between students and nursing professionals through modeling of professional behaviors.

## Roles of Student Advisees

Student advisees are ultimately responsible for making decisions about life goals and educational plans. Whenever possible, students maintain their advisors for the entire tenure within the school. Students are entitled to advisors with whom they feel comfortable; therefore, students may request changes in their assigned advisors without question by submitting a request to the Coordinator, Student Services.

## Responsibilities of the Student Advisees

- Meet with your advisors as needed.
- Become familiar with curriculum and graduation requirements.
- Become familiar with School policies as outlined in this publication.
- Contact your advisors immediately with concerns about academic performance, progression or grievances.

If students' concerns are not within the advisors' domain to resolve, students are referred to the appropriate resources.

## Referrals for Health Issues

Faculty may make pertinent referrals for students. If possible, faculty attempt to facilitate referrals by telephoning the parties to whom students are being referred while students are in the advisors' offices. The following are considered pertinent referrals:

- **Health Care** - Students are responsible for establishing doctor/patient relationships in the local community. Any other health issues can be referred to any St. Luke's Care Now location (see **Health Program** section for details) or the emergency room (available 24 hours). Students must use their health insurance provider to coordinate payments.
- **Behavioral Health Care:** - Students, Faculty, and Staff are eligible to use the St. Luke's ComPsych application. ComPsych offers secure, immediate access to mental health support services.

## Alma Mater

Gladys D. Evans, Class of 1927
Music: Air "Annie Lisle"

Dear St. Luke's, we all are loyal
To the white and blue.
To the regal friendships formed here
We will e'er be true. (**Chorus**)

We shall always aim to serve thee
Alma Mater dear.
Keep thy honor bright and shining
And thy records clear. (**Chorus**)

When we leave thy walls enfolding
Memories so dear.
We shall know what priceless treasures
Were the hours spent here. (**Chorus**)

**Chorus:**
White and blue--we love thy banner
For thee we will fight.
Thy traditions, manners, customs
Ever shall be right.

## Alumni Association

The Alumni Association was organized in 1897. The association promotes continuous professional growth and supports the philosophy and outcomes of the School of Nursing. The Alumni Association gives awards to graduates and sponsors a scholarship fund for continued undergraduate and graduate studies for association members. Membership is open to all graduates of the school.
https://www.slhn.org/son/students-and-alumni/alumni-association

## Appeals

See **Complaint Policies** section.

## Application & Admission

Revised: 2/09, 5/12, 6/13, 7/14, 10/15, 7/19, 6/22, 8/25

Prospective students are encouraged to contact the Admissions Office to discuss a suitable course plan and appropriate application timing. Please review the School of Nursing website as an additional resource:
www.slhn.org/son/admissions

## Pre-Application

All inquiries are acknowledged and information regarding the School of Nursing (SON) is forwarded to the applicants as soon as possible. Pre-application counseling is highly recommended for prospective applicants to plan for acquiring the acceptable prerequisite courses. Prerequisite courses taken at an accredited college or university, or an institution in pursuit of accreditation, with a grade of "C+" or better (C is not accepted) are considered to fulfill the required prerequisite college courses, providing the content and credits are equivalent to the courses in the Curriculum Plan.

See **Comparable College Courses for Required Prerequisites** in the **Prerequisite Courses** section of this publication for suggestions. An admission liaison can confirm courses that fulfill the required prerequisites to the nursing program.

## Tattoos and Body Art

The majority of clinical experiences are held within the St. Luke's University Health Network (SLUHN). The SLUHN's Dress Code policy states "Tattoos and/or any other body art should be covered. If tattoos cannot be covered, they must not possess or depict any potentially offensive, violent, lewd, or obscene images or language. Facial tattoos are not permitted." Therefore, students who are unable to comply with SLUHN policy cannot complete the SON's clinical learning objectives and cannot be admitted to the SON.

## Former SLUHN Employees Ineligible for Rehire

It is the policy of the SLUHN that employees who were terminated and deemed ineligible for rehire may not do clinical rotations within the Network. Therefore, applicants who have been terminated from SLUHN and are ineligible for rehire will be unable to complete the SON's clinical learning objectives and cannot be admitted to the SON.

## Application Steps

1. Applications may be submitted online from the website Online Application (slhn.org) When filing an application, all applicants pay a non-refundable fee of $35 to defray processing expenses.

2. After receipt of the application fee, checklists of required documents are sent to the applicants. Checklists indicate items necessary to complete the admissions review file.

### Admission Review Checklist

All items listed below must be received before admission consideration. Deadlines for the next available program are communicated.

- Completed application.
- Non-refundable $35 application fee.
- Official high school transcript and GED (if applicable). GED scores and/or diploma and an official high school transcript up to and including the last year attended. Applicants are notified if additional course information is required.
- Official post-secondary and college transcripts (past and current). Transcripts should be received as soon as possible to determine completion of prerequisite requirements. Applicants are notified if additional course information is required.
- Two professional references (family, friends, coworkers are **not** acceptable). If an applicant has attended another nursing school, one reference must be from a nursing instructor or program director, using the required recommendation form available on the website.
- Critical thinking entrance exam fee of $35 (to be collected at the time of the exam). Cash, personal check or money order is accepted.
- If applicable, report from TOEFL (Test of English as Foreign Language).
- Resume

**NOTE:** Applicants are responsible for obtaining and forwarding all secondary and post-secondary transcripts to the Admissions Office. **Attendance at all institutions must be reported at the time of application.** Failure to indicate at the time of application that applicants have taken courses at other institutions or any other misrepresentations or material omissions of facts in applications results in denials or revocation of admissions.

3. Critical thinking entrance testing is required of qualified applicants who have completed the admission review checklist. Qualified applicants are offered a choice of testing dates. The testing fee is payable by cash, check or money order on the test date. The critical thinking exam results and the completed application materials are required to move forward in the admissions process.

4. Qualified applicants who have submitted all required application documents are required to participate in a face-to-face interview with members of the School of Nursing faculty/staff. This interview gauges the applicant's preparation for nursing school and is factored into the admission decision.

## Foreign-Educated Applicant Credentials

Foreign-educated applicants are required to meet all admission criteria. The SON is not approved to issue or accept student visas. Applicants must show proof of permanent residency or working status. Applicants who have completed their secondary education in a foreign country are required to submit a transcript of the completed course work. Transcripts must be translated into English, notarized and evaluated by approved credentials evaluation services. In addition to transcripts (if available), any of the following documents may be used to evaluate the foreign-educated applicants' eligibility for admission:

- General Educational Development (GED) testing results
- General Report from the Commission on Graduates of Foreign Nursing Schools (CGFNS) documenting pre-nursing education
- Evidence of completion of post-secondary or advanced coursework from an approved educational institution
- Report from TOEFL (Test of English as Foreign Language) if applicable.

## Regular Admissions

Applicants are accepted for class cohorts that begin every four months. The size of each admitted class is determined by the School's educational and clinical resources. Cohort start dates and admission deadlines are pre-determined dates and published on the SON website.

## Admission Criteria

1. **High School Education** - Applicants must have completed course work equal to a standard high school education, ordinarily in a college preparatory curriculum.

    a. Standard high school diplomas with a minimum of 16 units (courses), including twelve units of the following:
        i. English - four units.
        ii. Social Studies - three units.
        iii. Mathematics - two units, one of which must be Algebra. A grade of C+ or better is required for Algebra, either taken at the high school or college level.
        iv. Science - three units, two of which must be Chemistry and Biology with labs and one elective science course.

    b. General equivalency diplomas (GED) may be substituted for a standard high school education. However, the GED meets only the English and Social Studies requirements above. The math and sciences may be completed at the college level. Sciences taken at the college level may be considered as prerequisites to the nursing program.

2. **Required Prerequisite College Courses (28 credits)** – All of the prerequisites must be completed by the application deadline. Applicants must complete all the prerequisites with a grade of C+ or better, as grades of C and below do not fulfill the prerequisites:
   a. Anatomy & Physiology I, with lab - four credits
   b. Anatomy & Physiology II, with lab - four credits
   c. Microbiology, with lab - four credits
   d. College Chemistry, with lab - four credits
   e. English Composition - three credits
   f. Introduction to Psychology - three credits
   g. Developmental Psychology - three credits
   h. Introduction to Sociology - three credits

   **In addition**, two (2) Mathematics courses are required, one of which should be Algebra - 6 credits. (High school algebra with a passing grade of C+ or better will be accepted.)

3. **Recommended Prerequisite Course** – Applicants who wish to pursue a baccalaureate degree after their diploma in nursing are highly encouraged to take a statistics course.

4. **Grade Point Average (GPA)** – GPA is considered. Level of difficulty in academic coursework is taken into consideration.

5. **References** - Two professional references are considered. Suggestions are current teacher and/or employers. Relatives and peers are not acceptable. **If an applicant has attended another nursing school, one reference must be from a nursing instructor or program director, utilizing the form available on the website**.

6. **Test of English as a Foreign Language (TOEFL)** – TOEFL may be required for applicants who are non-native speakers of English to measure their ability to use and understand English as it is spoken, written and heard. **Entrance Test Score** - The results of the pre-admission test are considered.

## Admission Decisions

After receipt of all items in the checklist, the admissions review team considers applicants ready for admission. The Holistic Admission process is competitive, and preference is given to the highest qualified applicants who excel in the admission criteria. Scholastic aptitude, academic achievements, personal qualities, and physical and emotional health necessary to fulfill the outcomes of the program (see **Core Standards for Admission, Progression, and Graduation** sections) are considered. As deemed appropriate, the Student Admission, Progression and Development Team (SAPD) reserves the right to waive certain admission requirements after reviewing individual profiles.

Upon acceptance, letters of notification are sent to the applicants. Included with the letters of acceptance are registration forms. (Financial aid information is mailed separately.) Accepted students are instructed to return the completed forms and submit non-refundable registration fees of $100, due by the indicated deadline and applied to tuition costs. **All applicants receive notification of the admission decisions.**

## Post-Acceptance Requirements

Newly admitted students receive an enrollment packet in the mail with directions to complete pre-enrollment requirements. Prior to the semester start, all incoming students are required to attend orientation at the School of Nursing. Refer to the **Health Program** section of this publication for health-related and other requirements. In addition, the following are required:

## 1. Mandatory Criminal Background Checks

a. PA Child Abuse History Clearance

b. PA State Police Criminal Record Check -PSP (Patch)

c. FBI Background Check - plus an additional fee for fingerprinting.

d. Additional background checks at the request of the clinical provider(s)

Instructions for completing the background checks are provided by the Admissions Office. **Offers of admission may be delayed or withdrawn at the sole discretion of the School of Nursing based on the outcome of any background checks.** The School of Nursing also may require candidates to supply additional information in connection with this background checking process.

## 2. Not Mandatory, but Strongly Recommended

**Student Professional Liability Insurance** - Students are urged to have student nurse professional liability insurance upon entering the School of Nursing and throughout their tenure. Students may wish to protect themselves with coverage limits of $1,000,000 each claim and up to $6,000,000 aggregate. The following insurance companies provide liability insurance coverage for student nurses (this list is by no means exhaustive):

**Nurses Service Organization**
159 E. County Line Road
Hatboro, PA 19040
1-800-986-4627
Fax 1-800-701-1986
www.nso.com

**CM&F Group, Inc.**
(Cotterell, Mitchell, Fifer, Inc.)
99 Hudson Street
12th Floor
New York, NY 10013
1-800-221-4904
Fax 212-608-4378
www.cmfgroup.com

All required records, including final transcripts, health records, background checks and other forms must be submitted to the Admissions Office by the deadline listed in the enrollment packet. Failure to do so prevents students from attending classes/clinicals and may result in revocation of admissions.

## Licensure Considerations

It is the policy of St. Luke's School of Nursing to advise all applicants of certain licensure considerations in Pennsylvania. Admission to the School of Nursing does not guarantee an applicant RN licensure in the Commonwealth of Pennsylvania or any other state. The Pennsylvania State Board of Nursing may refuse, suspend or revoke any license in any case where the Board shall find that the applicant:

- Has been convicted or has pleaded guilty or entered a plea of *nolo contendere* or has been found guilty by a judge or jury of a felony or a crime of moral turpitude, or has received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the disposition of felony charges, in the courts of this Commonwealth, the United States, or any other state, territory or country.
- Has committed fraud or deceit in securing his or her admission to the practice of nursing or to nursing school; or
- Is unable to practice professional nursing with reasonable skill and safety to patients by reason of mental or physical illness or condition or physiological or psychological dependence upon alcohol, hallucinogenic or narcotic drugs or other drugs which tend to impair judgment or coordination, so long as such dependence shall continue.

Refer to the PA State Board of Nursing's website and the links to the Professional Nursing Law (RN LAW) for further

information https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/Board-Laws-and-Regulations.aspx These give further details for an applicant who has been convicted of (1) a felonious act under "The Controlled Substance, Drug, Device & Cosmetic Act" or (2) a felony relating to a controlled substance in a court of law of the United States or other state, territory or country.

Applicants with questions relating to licensure are strongly encouraged to contact the Commonwealth of Pennsylvania State Board of Nursing. Upon request, the Admissions Office will provide any applicant or student with up-to-date contact information for the State Board.

# ATI - Total Assessment Package

Revised: 1/09, 3/12, 7/16, 11/17, 8/19, 4/20, 12/25, 5/26, 9/26

Assessment Technologies Institute, LLC, (ATI) is a testing company serving schools of nursing nationwide. ATI specializes in nationally standardized entrance testing, practical and registered nursing comprehensives, and other nursing-related psychometric and review products. Their professionally developed nursing exams are used not only to evaluate students' achievements, but, as importantly, to support student learning, improve teaching and guide program improvements.

ATI utilizes online testing, which increases students' familiarity with the computerized test-taking process and provides students and the school with instant results. Online testing is administered in the computer room or on the student's personal computer on campus with the faculty proctor in the room. A faculty proctor or computer support person is available to assist students with login. Printed test results are available immediately after all students in the class have finished testing. Individual student outcomes are posted on the website at www.atitesting.com.

## Specific Components

The following list details all of the assessments required of students enrolled in the ATI Total Assessment Program.

1. ATI Critical Thinking: pre-admission
2. ATI Self-Assessment Inventory: post-admission
3. ATI RN Fundamentals: Nursing 3
4. ATI RN Pediatric Nursing: Nursing 4
5. ATI RN Maternal-Newborn: Nursing 5
6. ATI RN Mental Health: Nursing 6
7. ATI RN Pharmacology: Nursing 8
8. ATI RN Leadership: Nursing 8
9. ATI RN Adult Medical-Surgical: Nursing 8
10. ATI RN Comprehensive Predictor: Nursing 8

The RN Comprehensive Predictor is a proctored assessment designed for administration at the completion of nursing coursework. It is designed to assess the students' comprehensive knowledge base prior to graduation. Performance is predictive of outcomes on the NCLEX-RN®. Summary score information is useful to students and instructors for identifying strengths and knowledge deficits in specific content areas prior to taking the professional licensing exam for nursing practice.

## ATI Proficiency Level Benchmark

Revised: 11/08, 5/11, 11/17, 6/22, 3/26, 9/26

**Content Mastery Series Proctored Exams**

The faculty has established the ATI proficiency Level 2 as the benchmark for proctored ATI assessments. ATI reports Level scores on each of the following components of the ATI Content Mastery Series Proctored Exams:

- RN Fundamentals,
- RN Pediatric Nursing,
- RN Maternal-Newborn,
- RN Mental Health,
- RN Leadership,
- RN Adult Medical-Surgical, and
- RN Pharmacology.

Based on individual Proficiency Level achievement, students receive a grade equivalent to a course exam grade and will be factored as such in the overall cumulative exam percentage for the course. The grading scale has been determined as follows:

| Achievement: | Grade Earned: |
|---|---|
| **Proficiency Level 3** | **100.00%** |
| **Proficiency Level 2** | **91.50%** |
| **Proficiency Level 1** | **77.50%** |
| **Below Proficiency Level 1** | **75.00%** |

**Course Final Proctored Exams**

ATI Proctored exams that do not report scores by Level, are as follows:

- Nursing 1
- Nursing 2A
- Nursing 2B
- Nursing 7

In these courses, the individual percentage achieved on the exam is represented as the course exam grade and counted as an exam grade for the course. The exam grade is correlated with an ATI Proficiency Level Equivalent which is used to determine the remediation and retake requirements as attached in the ATI policy.

| Achievement: | ATI Level Proficiency Equivalent: |
|---|---|
| **91.5 – 100%** | **Proficiency Level 3** |
| **77.5 – 91.49%** | **Proficiency Level 2** |
| **75 – 77.49%** | **Proficiency Level 1** |
| **<75%** | **Below Proficiency Level 1** |

## ATI Online Standardized Testing and Viewing of Results

Students are encouraged to log into the site www.atitesting.com to view previous results of ATI assessments. Students take the ATI assessments online and need to be familiar with the login procedure. Opportunities for online assessment practice tests are provided as a review or for remediation.

## ATI Proctored Exam Policy

Revised: 10/2025

Students are required to sign an "ATI Policy Acknowledgement" in Nursing 1, verifying understanding of remediation requirements of the School of Nursing program.

Purpose: To promote student success in the nursing program and ensure readiness for the NCLEX examination.

This policy is designed to:

- Reinforce mastery of essential nursing content.
- Improve test-taking skills.
- Support success in the nursing program and on the NCLEX.

Policy Overview

- ATI Benchmark: All proctored ATI exams **require all students to meet the established benchmark.**
- Remediation Requirement:
  Students **who do not meet the benchmark must:**
  1. Complete assigned remediation activities based on School of Nursing policy.
  2. Retake the proctored exam after remediation on the assigned day.
- Additional Support:
  After the retake proctored exam, if a student does not achieve the benchmark score on either exam, additional support will be scheduled with Student Services.

Steps for ATI Assessments:

1. **If assigned, take practice Assessment as a soft-proctored (in-class) exam.**
2. Prepare for the Proctored Exam according to the table below
   a. A student's score on the Practice Assessment dictates their Preparation requirements or "ticket to test."
3. Take the ATI Proctored exam on the assigned exam day.
4. ALL students who achieve **less than the established benchmark** are required to complete the ATI Proctored Retake AFTER completing remediation according to the table below.
   a. The remediation is based on the level achieved.
   b. Retake is scheduled on remedial/retake exam date noted on the calendar.

| **Preparation Requirements for Proctored Exam (Fundamentals, Pediatrics, Maternity, Mental Health, Medical-Surgical)** | | | |
|---|---|---|---|
| Score on Practice Assessment | Time in Focused Review (minimum) and focused review quiz | Completion of 2nd practice assessment with focused review/quiz (to be done after focused review of 1st practice assessment) | Minimum number of practice questions (dynamic quizzing or standard quizzes) |
| 0-69% | 3 hours | Minimum of 1 hour in focused review on 2nd attempt | 300 |
| 70-89% | 2 hours | NA | 200 |
| 90-100% | 1 hour | NA | 150 |
| **For Nursing 1, Nursing 2 and Nursing 7, faculty to provide preparation requirements.** | | | |

| **Remediation Requirements for Proctored Retake** | | | |
|---|---|---|---|
| **Proficiency Level Achieved** | Focused Review from Proctored exam | Completion of Three Critical Points or Active Learning Templates | Retake Indicated |
| Level 2 * | Minimum of 1 hour * (only if attempting a Level 3) | 3 lowest NCLEX content areas * (only if attempting a Level 3) | No * |
| Level 1 | Minimum of 3 hours | 4 lowest NCLEX content areas | Yes |
| Below Level 1 | Minimum of 4 hours | 5 lowest NCLEX content areas | Yes |

*Retake not required. Any student who achieves the benchmark of Level 2 but wishes to attempt the retake is permitted to do so if they complete remediation as outlined.

5. Final ATI Proctored exam grade is based on the highest level achieved

6. After the proctored exam retake, if a student does not achieve the benchmark score on either exam, follow up with Student Services for additional support is required and will include:
    a. ATI Test-Taking Strategies Session
    b. Study skills and note-taking assistance
    c. Additional services, as indicated.

Compliance:
Failure to meet these requirements may impact progression in the nursing program.

See **Grading** section for determination of final course grades.

## ATI Capstone Content Review

The Capstone Content Review course is a Nursing 8 pre-graduation offering of a comprehensive content review for students to prepare for a predictor and increase graduation readiness. This review is an approximate 8-week online course with ATI Capstone nurse educators providing each student individualized remediation based on identified weaknesses as evidenced by weekly content review assessments.

## RN Comprehensive Predictor Benchmark

The benchmark score expected of students on the RN Comprehensive Predictor Test is the annual score generated by ATI that predicts a 92% probability of NCLEX-RN success as based on all types of programs. See **Graduation and NCLEX-RN Testing Requirement** section.

## Virtual ATI

Reviewed: 8/23, 8/25, Revised: 12/19

Virtual-ATI NCLEX review is an innovative, online partnership that provides a 12-week access to interactive online review resources to prepare nursing graduates for NCLEX success. The review is guided by a Master's-prepared nurse educator and is individualized to each student or graduate. The program directly aligns with the current NCLEX® test plan and takes place in an online setting that provides access to a variety of on-demand resources including online learning activities, NCLEX test-taking strategies, content-based case studies, concept maps, NCLEX subscale-specific quiz questions, and alternate item format quiz questions that are all accessible by computer and tablet devices. Students will complete 50% of Virtual ATI (up to and including completion of the Med/Surg Module) as a course requirement for completion of Nursing 8.

## ATI Green Light

Revised: 8/25, 9/26

All graduates are strongly encouraged to continue work with the Virtual-ATI nurse educator post-graduation to achieve Green Light status prior to taking NCLEX. The Virtual ATI program was specifically designed using outcome data that correlates student performance with NCLEX results. The Green Light designation represents completion of a comprehensive remediation and readiness validation process intended to improve the likelihood of first-attempt licensure success.

Factors to determine Green Light and NCLEX readiness include the following:

1. Initial comprehensive assessment results
2. Virtual-ATI content assessment scores
3. Commitment to complete remediation and reviews
4. Confidence level
5. Virtual-ATI comprehensive predictor score, number of attempts

The Virtual-ATI nurse educator will determine Green Light status.

In cases where a Virtual-ATI Green Light cannot be determined for a graduate, a 100% completion stage is earned. This is considered the highest level that a graduate can achieve and is an acceptable alternative to the Virtual-ATI Green Light. 100% completion stage is determined by the Virtual-ATI instructor.

## Attendance at Conferences

This policy applies to all conferences, workshops, and/or conventions, even if there are no classes scheduled on the day(s) of the event. Students attending these events are required to be qualified and must complete the appropriate form.

### Objective

The School of Nursing is committed to developing future nursing and community leaders. Therefore, students are encouraged to attend conferences, workshops, or conventions that enhance leadership and/or professional awareness.

### Qualifications

Attendance at conferences is open to students enrolled in the School of Nursing who:

1. Hold a current cumulative GPA of 2.7 or higher, as verified by the Student Admission, Progression and Development (SAPD) team.
2. Maintain satisfactory academic status and clinical performance from the time of the request through the actual conference dates.
3. Participate actively in the SON's Student Government Association (SGA) and/or Student Nurses' Association (SNA) for attendance at SGA/SNA conferences.

### Expenses

As funds are available, conference expenses, travel and meals may be covered or reimbursed.

### Procedure

1. Qualified students desiring to attend a conference complete the form - **Student Request to Attend a Conference.** (This form is available as **Attachment H** in this handbook and online in the SGA/SNA Canvas site – SON-Student Resources.)
2. Students return the completed form to the appropriate SGA/SNA advisor or the chairperson of the SAPD Team.
3. All students must complete the conference attendance form **Attachment H**

### Expectations

1. After receiving permission to attend a program with all arrangements having been made and paid, students may attend the program. In the event that students are unable to attend the program as registered, they may be billed for expenses prepaid by the School, unless student substitutes fulfill the commitment at the program.
2. As a representative of the School of Nursing, students exhibit professional behavior to promote the School and the quality of the nursing profession. Any actions that reflect poorly on the School, students, or the nursing profession, will prevent students from attending other programs throughout their enrollment in the School.
3. Students will share conference information with other students and/or faculty, as requested.

4. Students are exempt from clinical make-up if they are attending faculty-approved conferences.
5. Check with Advisor of the organization for suggested procedure for student's ability to attend.

# Awards & Scholarships

Revised: 5/09, 7/10, 7/11, 12/11, 7/16, 8/23, 8/25, 9/26

## Awards Descriptions and Criteria

Throughout and at the end of the program, a number of awards may be presented to students, such as the **Evangeline Coeyman Award** which is given after Nursing 3 to a student who displays promise clinically and upholds the tradition of excellence in nursing. Students who demonstrate high academic grade-point averages and clinical promise are recognized as described under **Honors** in the **Grading** policy.

## Graduation Awards

- **Alumni Engagement & Service Excellence Award:** This award honors a student who exemplifies outstanding service, leadership, and dedication to building strong connections with the St. Luke's School of Nursing Alumni. Through volunteerism, professionalism, and active involvement with the Alumni Board, the recipient enhances alumni engagement while upholding the school's traditions, values, and mission.
- **Award of Academic Merit:** to graduates with the first and second highest GPA
- **Auxiliary Scholarship Award:** to a graduate who has maintained a high average in theory and nursing practice, and who has displayed high standards of professional conduct during the program of studies
- **Sharon Weidner Mental Health Nursing Award:** to a graduate who demonstrated outstanding ability in the care of the client with a psychiatric disorder
- **Adult Health Nursing Award:** to a graduate who has demonstrated outstanding ability in the care of the client with medical or surgical conditions
- **Pediatric Nursing Award:** to a graduate who has demonstrated outstanding ability in the care of the child and family
- **Gerontological Nursing Award:** to a graduate who has demonstrated outstanding ability in the care of the older adult
- **M. Naomi Houser Award:** to a graduate who has always remembered that nursing is a service to humanity; he/she administers to his/her patients with empathy, patience, and devotion
- **Julia S. Ritter Award:** to a graduate who has demonstrated outstanding abilities in utilizing the principles of the natural sciences in the nursing process
- **Mary M. Youngken Obstetrical Nursing Award:** to a graduate who has demonstrated particular interest in obstetrical nursing
- **Eunice Smith Award:** to a graduate who best exemplifies skill, integrity, and professionalism in the practice of the nursing arts and sciences
- **Evangeline Coeyman Award:** to a graduate who demonstrates the true spirit of nursing through participation in professional organizations and community outreach
- **Nursing Department Leadership Award:** to a graduate who demonstrates leadership abilities and management potential
- **Marietta Staffieri Award -** to a graduate who demonstrates outstanding abilities in the care of patients with complex healthcare needs.
- **Rita Unger Memorial Nursing Scholarship in Gerontological Nursing:** to a graduate whose immediate or future career objective is geriatric nursing
- **Sandye Caruso Memorial Nursing Scholarship Award:** to a graduate whose immediate or future career objective is oncology nursing

- **Beverly Doneker Nursing Scholarship Award:** to a graduate who immediate career objective is to practice in the clinical specialty of the nursing of children
- **Carol Williams Nursing Scholarship Award:** to a graduate who has always demonstrated caring, compassion and a friendly attitude, especially to those in the Student Services Office during their time in Nursing School
- **Student Choice Award:** Senior students select the recipient by secret ballot. The selected graduating student:
  - Serves as a role model to other professional nursing students within the School of Nursing.
  - Demonstrates exceptional commitment to his/her profession and the School of Nursing.
  - Demonstrates commitment to personal and professional development through active involvement in student activities.

### Scholarship Opportunities

Throughout the academic year, various local, state, and national organizations offer scholarships, memberships to professional organizations, certificates of recognition or scholarships to attend nursing specialty conferences for nursing students. Students are notified of these awards/scholarships through Canvas, emails, bulletin boards, or notices in their student mailboxes.

## Background Checks and Disclosure of Arrests

Revised: 8/12, 9/14, 8/23

All newly accepted students are required to submit current, original copies of PA Child Abuse History clearances, PA State Police Criminal Record Checks and FBI Background checks. A report indicating a criminal record may prevent enrollment.

### Required Disclosure of Arrests

School campuses are not immune from the dangers faced elsewhere in society. It has become increasingly important that schools take reasonable steps to help protect the safety of the members of their communities. One such step now being taken by many colleges and universities is a requirement that their students promptly report any arrests involving them. SON students must report within 72 hours any criminal process that has begun for them (whether by means of detention, court summons, citation, or other similar process) no matter where the incident occurs. This requirement applies to any criminal process resulting from:

- felony charges of any nature
- charges for offenses involving violence or the threat of violence or serious harm to other people.

Examples include, but are not limited to

- assault/battery
- sexual assault/battery
- stalking, resisting arrest
- driving while intoxicated or under the influence of drugs
- reckless driving resulting in injury.

***If unsure whether a particular arrest is covered under this policy, disclose.*** Failure to report a criminal process covered by this policy and/or otherwise cooperate with the School of Nursing during the interactive process following disclosure will result in a violation of the SON standards of conduct, and may result in disciplinary action, up to and including dismissal from the School.

Arrest records will be reviewed on a case-by-case basis by the Dean of the School of Nursing or designee. Factors include, for example, the nature of the alleged behavior, how the student intends to respond to the charges, the student's prior conduct and criminal history, if any, and how the alleged behavior impacts the School of Nursing community or the student's welfare and/or that of others. Arrest records will not become part of a student's

School of Nursing record unless the student is found to have violated the Standards of Conduct or other policies set forth in this Handbook such that the arrest record becomes part of the student's education record and subject to disclosure pursuant to the Student Records policy.

## Break from the School of Nursing

Revised: 2/12, 10/20, 8/23, 8/25

All breaks from continuous matriculation in the SON, other than scheduled school breaks, of one semester or more will necessitate that students repeat some or all of their preadmission requirements, especially background checks, substance abuse screenings and/or health status.

All students are expected to keep CPR and flu vaccine valid through the anticipated date of graduation, see **Health Program**.

| Reason for Break from SON | Typical Requirements to Return (Additional requirements may be necessary depending on individual circumstances, if break is greater than one semester) | Handled by |
|---|---|---|
| Readmitted to Nursing 1, 2A, 2B or 3 | • Application for readmission<br>• 2 Faculty References<br>• PA Child Abuse Clearance<br>• PA State Criminal History Check<br>• FBI Criminal Record Check<br>• Substance Abuse Screening<br>• CPR certification valid through anticipated date of graduation (American Heart Association: BLS)<br>• Medical record, if applicable<br>• Auto registration form<br>• Updated liability insurance, if applicable<br>• Updated student health records release, if applicable<br>• Updated Workday application | Coordinator, Student Services/Associate Dean of Student Affairs |
| Withdraw from 2 consecutive rotations of Nursing 4, 5, 6 or 7 or one semester | Same as Nursing 1, 2A, 2B or 3 | Coordinator, Student Services/ Associate Dean of Student Affairs |
| Withdrawal from any course which results in being ineligible to progress in curriculum | Same as Nursing 1, 2A, 2B or 3 | Coordinator, Student Services/ Associate Dean of Student Affairs |
| Temporary Leave of Absence – greater or equal to one semester | Same as Nursing 1, 2A, 2B or 3 | Coordinator, Student Services/ Associate Dean of Student Affairs |

### Change in Progression Plan – Requirements and Guidelines

Students who have a change to their originally intended program progression plan which does not result in a full semester out of classes are considered continuously matriculating. Students with special circumstances listed below are exempt from repeating admission requirements.

| Reason for Change in Progression Plan | Typical Requirements to Return (Additional requirements may be necessary depending on individual circumstances, if break is greater than one semester) | Handled By |
|---|---|---|
| Temporary Leave of Absence – less than one semester | Considered to be continuously matriculating, no need to repeat requirements, but need attending physicians' certification | Coordinator, Student Services/ Associate Dean of Student Affairs |
| Withdraw from one Nursing 4, 5, 6 or 7 course, but continuing with next rotation.<br>*See out-of-sequence course progression | Considered to be continuously matriculating, no need to repeat requirements | Coordinator, Student Services/ Associate Dean of Student Affairs |
| Track Change<br>*See track change policy | Considered to be continuously matriculating, no need to repeat requirements | Coordinator, Student Services/ Associate Dean of Student Affairs |

## Campus Housing

Revised: 3/15, 8/15, 6/22, 8/23, 8/25

This housing policy is provided to students for informational purposes as part of the Student Handbook. **To the extent there is any variance between the provisions of this policy and the Trexler Residence Agreement, the provisions of the Agreement shall take precedence over the contents of this policy.**

- The Trexler Building provides housing for male and female students. Should a housing shortage develop, students may be required to commute based on the distance they live from home.
- Student rooms are located on the second and third floors, as are a lounge and kitchenette. The rooms are furnished with bed(s), desk(s), and chair(s).
- Housing is offered to students currently enrolled in the School of Nursing and medical students, as needed.

### Housing Requests

Housing request forms, completed prior to entrance, facilitate the selection of suitable roommates. A limited number of single rooms are available on a first come, first served basis. Roommate and/or housing assignment changes may be requested by students who file written requests for such a change with the Coordinator, Student Services.

## Residence Agreement

Students choosing to reside in the Trexler building are required to sign a Trexler Residence Agreement. The agreement is to safeguard the rights of all residents and to prevent any abridgement of those rights by the careless or malicious acts of others.

## Trexler Security

Students living on campus are expected to conform to the residential living and **Security** policies, as outlined herein and elsewhere in this handbook, in addition to those policies applicable to students generally. Students are provided with the annual **Campus Crime & Fire Safety** reports.

- Access to the Trexler Building is secured through a personal identification badge, which is explained in the **Safety** section.
- A Resident Advisor (RA) lives in the Trexler Building.
- The local police department patrols outside the School premises, as explained more fully in the **Safety** section. In addition, hospital security makes regular evening rounds.

## Parking

Limited parking spaces are available for Nursing School Dorm Residents Only. They are not assigned – first come, first served. Dorm residents will be given a parking placard that must be displayed on your dashboard while parked in the School lot.

## Laundry

The laundry facility is located on the basement level of Trexler. App-operated washers and dryers are available. All washing is to be done in the area provided. Wet clothing is not to be hung in bedrooms, bathrooms, or outside bedroom windows. No rugs are to be washed in the machines.

## Kitchenette

The kitchenette, intended for the preparation of light snacks, is located in the lounge areas of the residence. Each area includes a refrigerator, a microwave oven, toaster, sink, and storage area. Toaster ovens, hot plates and grills are not permitted. Students must furnish their own dishes and utensils.

- In order to keep the kitchenette area clean and safe for everyone, it is necessary that all dishware and utensils be either washed and put away or thrown away. All food items must be in proper storage containers, properly labeled, and placed in appropriate areas. The microwaves are to be turned off and wiped out. Sink and counter areas should be kept clean.
- Food placed in refrigerators must be properly labeled with student name and date. Food should not be left in the refrigerator for an indefinite period of time. (FOOD KEPT IN ROOMS MUST BE STORED IN AIRTIGHT CONTAINERS.) No food is to be kept on windowsills. In the interest of maintaining sanitary and healthful conditions in the Trexler Building, the Resident Advisor (RA) may use discretion to discard food that is not properly stored or shows signs of spoilage. Prior to semester breaks, refrigerators should be emptied.

## Cafeteria

The 1872 Food Court Cafeteria offers three full-service meal times with snack service between regular meal hours. Food items and meals are available for all tastes and dietary restrictions. The cafeteria is located on the first floor of the St. Luke's Hospital Bethlehem campus.

## Resident Responsibilities

- Locking rooms: Residents receive one key for their room. When not in the room, window(s), and the door to the room must be kept locked; and the keys kept with the resident. Neither the Hospital nor the School assumes responsibility for any lost, stolen, or damaged property belonging to students. **There is a $50.00 fee for a lost or damaged room key.**
- Cleaning rooms: Students are responsible for cleaning their own rooms and supplying cleaning products. Vacuums are available on each floor. Personal trash should be thrown in the dumpster (faculty parking lot), and not in the kitchen trash can. Students are responsible for providing and laundering their own bed linens.
- Vacations and Holidays: Rooms may not be occupied during vacation periods unless prior written permission is received to the Coordinator of Student Services; the appropriate room fees are applied. Food items left in refrigerators/freezers need to be removed, during these extended breaks.

## Inspections/Right of Entry

Authorized School of Nursing and/or Hospital personnel may enter any room at any time for the purpose of inspection, repair, maintenance, or ensuring the safety of residents.

## Conditions of Occupancy

1. **Electrical appliances:** Power strips are required for use with electrical items in student rooms. Because of fire hazards, no electric irons may be used in rooms. Heating pads, sun lamps, electric blankets, hot plates, toaster ovens, electric frying pans, etc., are not permitted.
2. **Televisions**: are located in each student lounge; volume must be kept at an appropriate level; and TVs are to be turned off when not in use. Personal TVs in dorm rooms are acceptable.
3. **Room furniture:** Rooms are furnished with beds, desks and chairs. Furniture may not be moved from room to room. Mattresses are traditional twins, not extra-long.
4. **Decorating:** Students are **not** permitted to hang pictures, posters, pennants, etc., using nails, thumb tacks, tape, or fasteners of any kind on the walls or doors of dormitory rooms. Only **Command brand hanging strips may be used.**
5. **Damages:** Students are responsible to pay for **any** damage of School property. Student rooms are inspected as needed by the Coordinator of Student Services, for such damages and are inspected after checkout. Estimates of damages are done by the Hospital Engineering department; and students found responsible for the damage are billed accordingly.
6. **Restricted areas:** Residents are prohibited from entering restricted areas, including without limitation, roofs, mechanical equipment or furnace rooms, and buildings closed for vacation.
7. **Summer break: During the summer break in August, students are not permitted to occupy rooms in the residence.** A cleaning service cleans bathrooms, lounges, hallways and classrooms during this time.
8. **Guests:** In order to provide additional safety for students and to increase the security of the Trexler Building, the Student Services department only permits students to have outside guests in their rooms during the hours specified below, and subject to the terms and conditions specified below:

   Residents may have a guest in their room from 10:00 AM until 10:00 PM. NO OVERNIGHT GUESTS PERMITTED. Any resident who brings a guest into the Trexler Residence within the designated hours, accepts responsibility for his/her conduct, including without limitation, paying for any damage to School of Nursing property which may be caused by the guest. Guests may use the restroom facilities, but not the showers.
9. **Babysitting**: Students residing in Trexler Building may **not** use the facility for baby-sitting services.
10. **Pets:** No animals, except for non-predatory fish in properly maintained aquariums of 10 gallons or less. Aquariums must have noise-free compressors for the filters and only one aquarium per room is allowed.

## Disciplinary Action

Violations of the housing policies or behaviors deemed to be unacceptable, including without limitation, behaviors that endanger others, result in students' immediate loss of housing privileges, and may result in further disciplinary action, up to and including dismissal from the School.

Note: Among the prohibitions more fully set forth in the School's Substance Abuse and Weapons Policies, the manufacture, possession, sale, use and/or distribution, of any weapon(s), alcoholic beverage(s) or illicit drug(s) is prohibited on Hospital and School property. Students found in violation of the School's policies are subject to any or all of the following disciplinary actions (consistent with local, state, and federal law), including without limitation, participation in substance abuse programs, dismissal from the School, and referrals for prosecution. See policies at the end of this section and the **Safety** section of this handbook.

## Resident Advisor

The Resident Advisor (RA) is a resource person to students who reside in the Trexler Building. The RA represents the School in serving as a role model for others and in maintaining a living environment conducive to learning and in playing a significant role in the overall educational program. The duties and responsibilities of the RA are to assist in resolving conflicts that may arise between students living in the residence, encourage students to maintain an environment conducive to studying, and enforce residence rules and regulations. The RA assists in resident room inspections for safety concerns and/or infractions. When students identify any maintenance/environmental concerns, the RA notifies the appropriate personnel to correct the problem. In the interest of maintaining sanitary and healthful conditions in the Trexler Building, the RA may use discretion to discard food that is not properly stored or shows signs of spoilage.

- The RA reports to the Coordinator of Student Services weekly, and as needed to discuss issues related to the residence.
- The RA acts as a guide to students and refers students to appropriate resources for academic and personal counseling.
- The RA is not to resolve security issues alone but is to call Security about the problem(s). The proper report form should be completed and forwarded to the Student Services department as quickly as possible to inform all responsible parties of the incident.
- The RA is expected to be present in the dormitory Sunday through Thursday evenings.

## Dorm Visitor Policy

**VISITOR HOURS: 10:00 am – 10:00 pm.**

ALL visitors need to be brought in through the front door by the resident they are here to see.
ALL visitors must sign the Dorm Visitors SIGN IN Booklet.
ALL visitors must wear the Visitor Badge while inside the Trexler Residence.
ALL visitors must SIGN OUT when leaving the Trexler Residence.
ALL visitors must exit through the front door.

**This policy is for the benefit and safety of ALL Staff, Administration, Faculty, Students and all Trexler Residents. The RA's along with Student Services will monitor that this policy is being enforced.**

# Campus Physical Resources

Revised: 8/23

Physical resources are the classrooms, laboratories, computer rooms, faculty offices and conference rooms utilized for instructional purposes. Physical resources also include the dormitory (See **Campus Housing**) and living arrangements for the residential students. The School of Nursing is located on the St. Luke's University Hospital campus. The Hospital is located adjacent to the City of Bethlehem, part of the tri-city area known as the Lehigh Valley. Bethlehem is noted for its historical and cultural background.

## Trexler Building

The Trexler Building is the student residence on campus. Student rooms are located on the second and third floors. The rooms are semi-private, with private rooms available on a limited basis. There is a centralized kitchen and lounge on each floor. The Trexler Building also provides facilities for administrative offices, faculty offices, the Student Services Department, professional staff offices, admissions office, offices for professional student organizations, classrooms, a computer lab, student and faculty lounges, and conference rooms. Wireless Internet is available.

## Study Room

A small Study Room is also available on the 2nd floor of the Trexler Building for students to use for individual use or for small group studies.

## Trexler Computer Lab

The computer learning lab was made possible by funding from the Auxiliary of St. Luke's University Hospital to support electronic instruction and testing as part of the educational mission of the St. Luke's University Health Network and St. Luke's School of Nursing. Computerized and online learning programs are incorporated into the curriculum, providing students with a means of obtaining additional self-paced instruction and to prepare required projects and presentations. The computer laboratory is currently equipped with state-of-the-art computers, which have high-speed Internet access, Microsoft Office and software for training in computerized patient charting. The computer laboratory resources include network printing, and scanning. Students and faculty have access to the computer laboratory 24 hours a day, seven days a week. The Trexler computer lab is located in Room 16 of the Trexler building. There are 3 PC analysts who support the computer laboratory and are generally available Monday through Friday to meet the needs of day and evening/weekend students.

## Priscilla Payne Hurd Education Center

The Priscilla Payne Hurd Education Center houses ten classrooms, two lecture halls, the learning and simulation laboratory (Clinical Learning Resource Center) and a lounge. The classrooms and lecture halls are equipped with state-of-the art electronics enabling faculty to provide multimedia presentations. Wireless Internet is available.

## Library

The W. L. Estes Jr. Memorial Library at St. Luke's University Hospital is always available to students. The library's collection includes books and journals pertinent to the nursing and medical professions. Free interlibrary loan service is available to students for materials not held by the library. Students have access to CINAHL (Cumulative Index to Nursing and Allied Health Literature) and Medline databases through Ebscohost. Ebscohost provides access to full text nursing journals and databases in other disciplines. Students may also apply for remote access to Ebscohost.

- The Library has 34 computers, 19 of which can be separated as a computer classroom. Additionally, there are computers throughout the library and a copier/printer is available. All computers have internet access, Microsoft Office productivity software for word processing and preparing presentations, and access to literature databases.

- The Library is staffed by a full-time, professional librarian and a full-time library technician on Monday, Thursday and Friday from 8:00 AM - 4:30 PM and Tuesday and Wednesday 8:00 AM - 8:00 PM.
- Students may enter the library after hours by using the card access system. Students must wear their student ID badge while using the library.

## Canvas

Effective: 8/19

The School of Nursing utilizes the Canvas online learning management system to create virtual learning communities, manage course content, and allow online communication and collaboration. Each nursing course has a component on the Canvas site at https://slhn.instructure.com

## Challenging Courses by Exams

Revised: 3/09, 7/11, 1/13, 5/15, 1/19, 5/19, 3/20, 8/25

This policy only applies to students with a current LPN license and/or students transferring from another pre-licensure RN program. Students must meet admission requirements and be accepted into the program to take a challenge exam. SON credits are available for the Nursing 1, Nursing 2A and Nursing 2B courses when accomplished by achieving successful scores on the challenge examinations. Each examination may be taken no more than one time.

### RN Student Criteria for Challenging Courses by Examination

- Show nursing grades in theory/clinical of "C+/S" or higher for the course wishing to challenge
- Submit nursing course descriptions/outlines for courses completed at another institution for evaluation of comparable course content to that offered in SON curriculum
- Successfully complete any challenge examinations (Nursing 1 and/or Nursing 2A/2B)

### LPN Criteria for Challenging Courses by Examination

- Show proof of current LPN license
- Show nursing grades in theory/clinical of "C+/S" or higher for the course wishing to challenge
- Submit nursing course descriptions/outlines for courses completed at another institution for evaluation of comparable course content to that offered in SON curriculum
- Successfully complete any challenge examination (Nursing 1 and/or Nursing 2A/2B)

### Procedure

1. Students who wish to challenge send written requests to the Admissions Coordinator following acceptance, and no less than four (4) weeks prior to the start of the course. Exceptions may be made for students who are accepted after the deadline.
2. The student is responsible for producing the course syllabi and course descriptions to the Associate Dean of Academic Affairs for review. Students are responsible for producing additional course information as requested by the SON. After the Associate Dean of Academic Affairs, in collaboration with appropriate faculty,

evaluate the course content to determine if it is comparable to the course(s) offered within the SON

3. The Associate Dean of Academic Affairs will notify the Associate Dean of Student Affairs and eligible students of their eligibility to test.
4. The Associate Dean of Student Affairs will notify the eligible students of the dates/times of testing. Mailings include:
    a. Nursing materials to prepare for testing
    b. General descriptions of the tests
    c. Requests for non-refundable $100.00 administrative fee per challenge exam to be paid on the day of the challenging exam. This fee is collected by the exam proctor and given to the Financial Aid Coordinator.
5. Nursing challenge examinations are given at least four (4) weeks prior to the beginning of the course. Exceptions may be made by the Associate Dean of Student Affairs, if needed.
6. A member from the SON will communicate with the Financial Aid Coordinator to determine tuition/fees due if the student is successful on the challenge exam.

### Testing Process

1. The student will take the exam on a pre-scheduled date and time at the School of Nursing. Scores of "proficiency level 2 or greater" on the Assessment Technologies Institute (ATI) standardized assessments are "successful" challenges. Scores of 77.50% or greater on the instructor-made examinations are "successful" challenges.
2. Course challenge exams are proctored by the Associate Dean of Student Affairs.
3. Notifications of examination results are sent to students within two (2) weeks of testing by the Associate Dean of Student Affairs
4. Successful challenges are entered on student transcripts as "Transfer Credit by Examination." Successful results are valid for one year.
5. Students are enrolled into courses for which the challenge examinations were unsuccessful.
6. Auditing may be recommended to students if the challenge is successful to re-enforce course materials and/or clinical competencies.
    a. Clinical Preparedness: Successful challengers of Nursing 1 are expected to be evaluated for clinical skills required in that course. Arrangements for payments/times/dates may be made through the Associate Dean of Clinical Affairs.
7. All documentation regarding the challenge exam and clinical preparedness is to be kept in the student record.

## Civility

Your academic attitude is a major factor in your success at St. Luke's School of Nursing. You share responsibility, along with your instructors and other students, for creating a productive learning environment. This responsibility includes behaving courteously and respectfully toward your instructors and your classmates and becoming self-disciplined in your learning. To create a positive learning experience for you and all students, you should adhere to the following:

- Attend class. Class attendance has been linked to success in the course. It is important that you are on time and ready to begin class at the designated class time. If you need to miss class, it is a courteous gesture to

inform the instructor that you will not be attending. It is your responsibility to get the necessary lecture notes. Do not expect tutors to teach topics missed by your absence. If you are late, we ask that you wait until the classroom goes to break to enter the classroom. This will eliminate any disruption for not only the other students, but the instructor as well.

- While in class we ask that you are attentive, engaged and ask questions as other students may have the same question. Please raise your hand to ask questions and refrain from sidebar conversations as this too can be disruptive to other students. If you need more clarification beyond what is said in class, we ask that you email the instructor for clarification. This will make for a much more enjoyable lecture. Utilize a discussion board when available.
- Being respectful of each student's learning is paramount. With this in mind, we request that all electronic devices; cell phones, pagers, and smart watches be turned off or at the very least be silenced. If, due to work or family obligations, you need to remain in contact, inform your instructor ahead of time and set these devices to be as unobtrusive as possible. Focusing on lecture content is also paramount to your learning. Engaging in outside activities such as checking email and/or exploring the internet etc., could not only have a negative impact on your understanding of content material, but could also be intrusive to other student's learning.
- Finally, we ask that you do not leave class until the instructor has dismissed all students.

As a student, you have the right to a learning environment free from distractions. If others in your classroom are engaging in behavior that interferes with your learning, bring the situation to the attention of your instructor. They are responsible for managing the classroom environment and determining the action that should be taken.

The instructor has the right and the responsibility to take appropriate action when they observe an instance of inappropriate behavior in the classroom and/or clinical setting. The form of intervention taken by the instructor will depend on the nature of the misconduct observed. The Standards of Conduct and PCRAFT values in your Student Handbook outline the process to be followed and sanctions that may be placed on students who engage in various forms of misconduct.

The SON is committed to creating and maintaining an effective community of learners in which all can grow and develop. We look forward to interacting with you in a civil and respectful classroom environment that encourages dialogue, supports the acquisition of knowledge, and assists all students in meeting their academic and personal goals.

## Class Regulations

Revised: 3/13, 7/15, 8/23, 9/26

Classroom attendance is necessary to promote the learning of the theoretical component of the curriculum and to enrich and expand the application of the clinical learning process. Class periods are scheduled by course faculty. Students are expected to attend all classroom activities.

1. Students are expected to be in the classroom on time.
2. If for any reason students' conduct in class is not acceptable, the instructor reserves the right to ask the student(s) to leave the classroom. For further information on conduct expectations and disciplinary action, please refer to the **Conduct** section.
3. Children and guests of students are not permitted in the classroom.
4. Absences from classroom activities due to illnesses may require physicians' statements verifying the illnesses and certifying that students are able to resume activities. See Change of Health Status and Temporary Leave of Absence policies in the **Health Program** section.

5. Students are responsible for obtaining missed classroom materials.
6. Students are expected to take examinations and complete projects on the scheduled day. If students are unable to take an examination or a project, they must notify the designated course faculty member prior to the examination. Make-up exams will be scheduled at the course instructor's convenience, while ensuring the student's timely completion of the course. Failure to take an exam or complete a project and/or notify the individual course instructor/s will result in a "0" grade for that exam or project.
7. All theory papers must be written according to American Psychological Association (A.P.A.) Manual, current edition. A theory paper is graded one time by one faculty member whose grade is final. Academic honesty and Artificial Intelligence (AI) use policies apply.

## Clinical Regulations

Revised: 7/15, 7/16, 11/16, 8/23, 2/24, 8/25, 9/26

Nursing is a practice profession. **Clinical attendance is mandatory** for students to demonstrate abilities to meet course outcomes consistently. Clinical experiences may be held during the day, evening, night, or on weekends. This policy also applies to Practicum experiences. St. Luke's University Health Network is the primary site for clinical experience. Additional experience is provided at other local acute care, chronic care, and community agencies.

**Students are expected to attend all clinical experiences.**
**Punctual attendance is required at all scheduled clinical experiences.**

Arrival expectations:

1. Students must provide their own transportation to clinical settings.
2. Students are expected to be on time and prepared for all clinical experiences and assignments.
3. Proactive notification to the appropriate instructor is the students' responsibility in the event of a late arrival or missed clinical day.
    a. All clinical tardies and absences will be noted on the student's Clinical Evaluation Tool.
    b. All **clinical experiences** and **clinical assignments** missed by the student will be considered a clinical absence.
    c. In a 15-week course, if a student accrues more than 2 clinical absences, they will receive an Unsatisfactory clinical grade which will lead to course failure. (See GRADING section).
    d. In a 7.5-week course, if a student accrues more than one clinical absence, they will receive an Unsatisfactory clinical grade which will lead to course failure. (See GRADING section).
    e. If a course is scheduled to hold clinical activities and a student decides not to attend due to inclement weather, they are expected to notify their instructors of their decision at least 1 hour prior to the start time. The student will be provided with an alternative clinical assignment. (See the INCLEMENT WEATHER section).
    f. Students are exempt from clinical make-up if they are attending a faculty-approved conference at the time of a scheduled clinical experience.
4. Tardiness (late arrival) is defined as arriving 7 minutes to one hour after the designated start time or submitting a clinical assignment after the posted due date.
    a. All clinical tardy occurrences will be notated on the student's Clinical Evaluation Tool.
    b. An initial tardy occurrence will result in counseling by the faculty member.
    c. A second tardy occurrence in a course will result in a missed clinical day (which must be made up and will incur the clinical makeup fee) and a mandatory referral to the Associate Dean of Clinical

Affairs.

d. In a 15-week course, a third tardy will result in a second missed clinical day (which must be made up and will incur a second clinical makeup fee). If the student has already missed 2 clinical days, then the student will receive a clinical grade of Unsatisfactory for the course which will lead to a course failure.
e. In a 7.5-week course, a third tardy will result in a clinical grade of Unsatisfactory for the course which will lead to a course failure.

5. NO CALL, NO SHOW: Students are required to notify their instructors of an absence within one hour of the start of the clinical day. Failure to do so will be considered a "No Call, No Show." A student having two "No Call, No Show" events throughout the entire program will be dismissed from the program immediately and is not eligible for readmission to St. Luke's School of Nursing.

Preparedness and Behavior Expectations:

6. Students are required to report for the clinical assignment in proper attire (see DRESS CODE section) and be prepared to provide nursing care for their assigned patients.
7. In the event an instructor must send a student off a clinical unit, including but not limited to illness, inappropriate dress, inappropriate behavior, lack of prep for the clinical experience, lateness, compliance issues, or for not being current with health requirements, (see HEALTH PROGRAM section), a clinical absence will be accrued for that day, which must be made up. Fees will apply to clinical make-up.
8. If student conduct is viewed as a discipline problem rather than an academic problem, disciplinary action up to and including dismissal from the school may be imposed on the students. The decision whether to classify students' problems as either academic or disciplinary is solely at the discretion of the school. (See DISMISSAL POLICY section).
9. Missed clinical days due to illness may require physicians' statements verifying the illness and certifying that students are able to resume clinical activities. (See Change of Health Status and Temporary Leave of Absence policies in the HEALTH PROGRAM section).

Clinical Make-up Requirements:

10. **Students must make up all missed clinical time.**
    a. Students are billed $200 for each absence requiring a make-up day.
    b. All make-up days will be arranged by the course instructors and may be scheduled on any day that units and instructors are available.

Clinical Evaluation Requirements

11. Students and Instructors complete the Clinical Evaluation Tool for each nursing course with clinical hours.
    a. Students complete self-evaluation scoring and provide written examples of personally experienced clinical activities that support meeting/not meeting clinical learning outcomes.
    b. Faculty complete formative and summative evaluation scoring and provide written examples of student activities that support meeting/not meeting clinical learning outcomes.
12. Failure to meet clinical outcomes results in a grade of unsatisfactory in clinical practice. Unsatisfactory in clinical results in course failure.
13. Student participation in the Nursing 8 Practicum is based on achievement of 77.50% or better in the examinations and ATI assessment tests in the course. This does not include course projects.

PLEASE NOTE: In case of labor disputes, alternative clinical experiences are provided.

# Clinical Learning Resource Center (CLRC)

Revised: 2/12, 7/16, 9/18, 6/22, 8/25

## General Policies & Procedures

The CLRC, which includes the learning lab and the simulation lab, is available to enhance student learning. Students are expected to maintain the academic integrity of using simulation in healthcare education. Opportunities for use of the CLRC are scheduled by course instructors in collaboration with the simulation team. Policies and procedures are reviewed with learners by the facilitating instructors and simulation technicians when students utilize the CLRC.

No students are permitted in the simulation room or skills lab unless scheduled.

1. Students are to contact their program specific simulation faculty with all questions, concerns and scheduling conflicts.
2. Under no circumstances should:
    a. simulators be dismantled in any way
    b. computers be reconfigured
    c. mannequins be moved by anyone except for Simulation Lab staff

## Using the Clinical Learning Resource Center

1. Everyone involved in simulation must wash their hands prior to using the mannequins.
2. **All** mannequins including Human Patient Simulators (HPS) as well as task trainers are to be treated in the same manner one would treat a real patient
    a. Gloves should be worn whenever Universal Precautions would warrant
    b. Professional, respectful, safe behavior is expected during all encounters
3. Supplies/Equipment
    a. All supplies utilized during the skill instruction/practice must be disposed of properly
    b. Non-disposable supplies or equipment should be returned to the location where they were found at the beginning of the learning lab session or as directed by instructor
    c. If equipment needs repair or replacement, notify the course instructor or simulation technician present
    d. Supplies and equipment must not be removed from the labs without permission of the Simulation Director
    e. Equipment and supplies will not be lent or provided to anyone for non-course related use
    f. Supplies and equipment must be signed out prior to removal with contact information provided by the borrower
    g. Always clean and straighten lab areas after use, prior to leaving

## Viewing Options

Simulations using standardized patients or human role players may be recorded.

## Technical Assistance

If technical assistance is needed, notify the faculty member who is facilitating the CLRC experience.

# Communication

Revised: 8/14, 7/16, 6/22

## Electronic Communication

Official School of Nursing communications are distributed by online Canvas announcements and electronic mail (email) through the students' personal email addresses online at https://slhn.instructure.com. Students are expected to edit their personal information on Canvas to include a valid email address. **Students are held accountable for electronic communication information and should regularly check their Canvas and personal email accounts.** Students are expected to communicate with their advisor, instructors, and staff by email. See **SON Nursing Faculty and Staff Contact Information**.

Wireless Internet access is available in the Trexler Building, Estes Library, and the Education Center.

Students using St. Luke's School of Nursing and hospital computing resources, such as found in the library, computer lab, hospital units and clinical learning resource center (CLRC), are expected to behave in a responsible, ethical and legal manner by respecting the rights of other computer users, the integrity of the physical facilities, and all pertinent license and contractual agreements. Regulations for the classroom and clinical use of electronic equipment are as follows:

- Cell phones must be placed on vibrate or off during classroom activities.
- Students wishing to record lectures must have prior consent from the instructor.
- Student use of personal cameras, camera phones, or other recording devices is prohibited in the class and clinical areas.
- Smart phones and similar devices may only be utilized for clinical references and instructor-designated classroom activities.
- Personal calls may not be made or received while in the clinical and classroom settings.
- Text messaging during class or clinical is prohibited.
- The use of any personal electronic device during an examination is in direct violation of the School's Honor Policy.
- HIPAA and confidentiality rules in health care are enforced. All students are legally and ethically responsible to maintain confidentiality of all patient protected health information whether it be written, electronic, oral, overheard or observed. This information may include, but is not limited to information on patient, employees, students, volunteers, donors, research and financial and business operations.
- Flash (jump) drives may not be used on any Network computers.

Student use of electronic equipment, including but not limited to copying machines, telephones, fax machines, computers, computer network facilities and Internet access, must comply with all policies of St. Luke's School of Nursing and St. Luke's University Health Network, including policies relating to sexual harassment, student conduct and confidential information. Neglecting to adhere to this electronic communication policy may result in loss of computer privileges and/or dismissal from class or clinical activities.

The school reserves the right to monitor students' use of school and network-related electronic equipment and computer facilities.

### Mailboxes

Individual mailboxes and/or file folders for mail are assigned to students and are located in the lobby of the Trexler Building. **Students are expected to check their mailboxes frequently.** Student mailing address

[Student's Name]
Trexler Building, Box # _____
915 Ostrum Street
Bethlehem, PA 18015

### Bulletin Boards

Bulletin boards are located throughout the first floor and basement of the Trexler Building All notices must be signed and dated. Students are expected to read the bulletin boards weekly, as they may communicate important matters, such as student activities, employment and professional development information.

### Telephones

See **SON Other Phone & Fax Numbers** list in this handbook. During the hours of 8:00 AM to 4:30 PM urgent phone calls can be directed through the Student Services Office at 484-526-3401.

## Commuters

Revised: 7/23

All campus facilities are available for use by commuting students. A lounge specifically designated for commuting students is available on the lower level of the Trexler Building. It provides a place for commuters to relax in between classes, take meal breaks, and to study. All lounge areas are open to students 24/7. The first floor living room in the Trexler Building is available for studying and breaks.

In the case of inclement weather, renting a dorm room is an option depending on availability. The cost per night is $25.00 and must be paid to the Financial Aid Coordinator. Requests for rooms are to be made to the Coordinator of Student Services.

A small Study Room is also available on the 2nd floor of the Trexler Building for students to use for individual use or for small group studies.

## Complaint Policies & Procedures

Revised: 5/09, 2/12, 8/23, 8/25

### Introduction

St. Luke's School of Nursing is committed to supporting the rights of all students to submit expressions of satisfaction or dissatisfaction regarding their experience with the school and to seek resolution of their concerns. Students are encouraged to discuss these matters freely and openly. In addition, the School seeks suggestions for service improvement from students. Students who have immediate concerns or complaints should seek out their faculty advisors who serve as resources. Advisors help students determine which complaint policy and procedure to follow. If advisors are named in the complaints, students should contact the Coordinator, Student Services, for help.

The following procedures provide orderly processes for students to resolve complaints and appeals and to receive timely resolutions.

- General School Complaints Procedure (below)
- **Appeal of Final Course Grades or Charges of Cheating and/or Plagiarism** (below)
- **Discrimination, Sexual & Other Unlawful Harassment Policy** (in this publication)

## General School Complaints Procedure

**Have a concern or complaint?** Complaints are presented in writing, in person, by phone, or by e-mail. The SON attempts to resolve complaints immediately if possible, and at the lowest possible level of contact. In any event, the investigation of complaints is expected to begin within 24 hours and be resolved within 7 days. Usually, issues can be resolved by discussing the matter with the personnel listed below in the First Level of Contact. If issues are not resolved at this level, students may move to the next level of contact. Presentation of a complaint does not compromise students' academic standings.

1. **Informal Concern or Complaint**
   After consulting with their faculty advisors to determine the appropriate complaint procedure to follow, students are expected to set up a meeting with the Step 1 contact listed in the following table to facilitate a resolution within seven (7) calendar days of the date the problems were reported. Students may be asked to submit written statements fully describing all the circumstances giving rise to complaints and descriptions of the efforts and events that have been undertaken thus far to resolve the complaints. Records of informal complaints are retained by the Step 1 contact and may be entered into the students' files.

2. **Formal Written Concern or Complaint**
   If complaints are not satisfactorily resolved, students may file formal complaints. In formal complaints, students are expected to provide data documenting the concerns in writing and to specify the actions being requested. Formal complaints must be in writing in the form of signed letters to the Step 2 contact listed in the table, with copies to all persons concerned. Records of formal complaints are retained by the Step 2 contact and may be entered into the students' files.

3. **Final Step**
   If the second step does not result in resolution, formal complaints may be presented before the appropriate final contact person or Faculty Team as listed in the table. Please note that the teams meet one time per month. All decisions/resolutions follow established rules and regulations of the teams and the policies of the School of Nursing. Records of complaint resolution are retained by the Step 3 contact or reflected in team minutes and may be entered into students' files. **Students initiating formal complaints are notified of the final decision. These decisions are final and binding.**

## Guide for Student Concerns

| I want to speak with someone about… | Step 1: First Level of Contact-informal concern or complaint | Step 2: Next Level of Contact-formal written concern or complaint | Step 3: Final Level of Contact |
|---|---|---|---|
| Academic support services | Associate Dean of Student Affairs | Coordinator, Student Services | Dean |
| Admissions and enrollment status | Admissions Office | Associate Dean of Student Affairs | SAPD Team to vote |
| Changing my faculty advisor | Coordinator, Student Services | Associate Dean of Student Affairs | Dean |
| Charge of cheating or plagiarism | Instructor | Associate Dean of Academic Affairs: Decision if Appeal Committee warranted | See Appeals Procedure |
| Class or discipline URGENT issues | Class instructor | Associate Dean of Academic Affairs, if unavailable then Dean | Dean |
| Clinical or discipline URGENT issues | Clinical instructor | Associate Dean of Clinical Affairs, if unavailable then Dean | Dean |
| Classroom issues NON-URGENT issues | Course Instructor | Associate Dean of Academic Affairs | Dean |
| Curriculum program | Student Representative to Curriculum Team | Chairperson Curriculum Team | Curriculum Team |
| Disability Services | Coordinator, Student Services | Associate Dean of Student Affairs | Dean |
| Discrimination, sexual & other unlawful harassment | Director, as a Campus Security Authority | Security department | To be determined based on circumstances |
| Dormitory residential life | Resident Advisor | Coordinator, Student Services | Associate Dean of Student Affairs |
| Exams or exam questions | Course Instructor(s) | None, must resolve at course level | |
| Failing a course | Advisor | Associate Dean of Student Affairs | Dean |
| Facility repair/problems | Coordinator, Student Services | Dean | |
| Final course grade perceived as “prejudiced or capricious academic evaluation” | Instructor within 3 working days of final grade | Associate Dean of Academic Affairs: Decision if Appeal Committee warranted | See Appeals Procedure |
| Out of sequence course progression | Coordinator, Student Services | Associate Dean of Student Affairs | SAPD Team |
| Sex offenses: assault, domestic violence, stalking | Security department | Dean / Title IX Coordinator | To be determined based on circumstances |
| Taking time off without penalty | Course or clinical instructor | Associate Dean of Student Affairs | Dean |
| Track Changes Mid-Course | Advisor | Associate Dean of Student Affairs | Coordinator, Student Services |
| Track Changes due to Withdraw/Failure | Advisor | Associate Dean of Student Affairs | Dean |

## Appeal of Final Course Grades or Charges of Cheating and/or Plagiarism

The goal of the appeal procedure is to achieve a fair and expeditious resolution of final course grade issues or cheating/plagiarism charges at the lowest authority level. **Complaints about exams or exam questions are not grounds for an Appeal of Final Course Grades but are resolved at the course level.**

The appeal of final course grades (theory and/or clinical) is reserved for students who perceive they were assigned an unfair final course grade that is counter to their rights to "have protection against prejudiced or capricious academic evaluation," as defined in **Student Rights and Responsibilities** [1] in the **Conduct** section. In addition, students may choose to respond to or appeal a charge of cheating and/or plagiarism. This appeal procedure is not available to an applicant for admission or readmission.

The time limit listed in each step of the appeal procedure is intended to ensure that the issue be resolved as quickly as possible. Time limits may be shortened by mutual consent of the parties at any step of the procedure, especially if there is a short time span between semesters or the start of the next nursing course.

Once appeals are initiated, students, faculty members and other persons not directly involved in appeals are to refrain from offering comments and advisement surrounding students' appeals, unless asked to do so by the Associate Dean of Academic Affairs or Dean. **At the sole discretion of the Associate Dean of Academic Affairs, students' failures to follow the appeal procedure or to cooperate in this process may result in the termination of the appeal procedures.**

### Appeal Procedure

**1. Meeting with Faculty**

a. Within three working days of the incidents, students considering a final grade appeal or response to cheating/plagiarism charges must meet with the involved faculty members at a formal meeting to fill out Step 1 on the "Appeal of Final Course Grades or Charges of Cheating and/or Plagiarism" (See **Attachment E**).

**2. Written Appeal**

a. If resolutions satisfactory to the students are not obtained from the involved faculty, students may choose to file written appeals using the official form that was begun in Step 1.

b. Official forms must be filed with the Associate Dean of Academic Affairs within three working days after the meeting with the faculty.

c. Written appeals must contain statements fully describing all the circumstances giving rise to appeals and descriptions of the efforts undertaken thus far, including the reasons these efforts are not considered by the students to have led to satisfactory resolutions.

d. Faculty members delay recording the grades until the appeals have been resolved. See **Conduct** section for cheating & plagiarism penalties.

e. Students may attend all classroom and clinical activities during the appeal process.

f. Students should take into consideration the SON refund policy for nursing courses. See **Tuition Payment and Tuition Payment and Refund Policies** section.

[1] Refer to the General School Complaints Policy (non-urgent classroom issues) for disagreements about exams/exam questions.

**3. Associate Dean of Academic Affairs' Decision**

a. Following a review of the "Appeal of Grades or Charges of Cheating and Plagiarism Form" and written student documentation, the Associate Dean of Academic Affairs decides if final grades/charges stand or formal appeals processes are warranted, resulting in convening of appeals committees.

**The Associate Dean of Academic Affairs decision is FINAL and BINDING.**

## Committee Process for Appeals

The Associate Dean of Academic Affairs, having found the need for appeals committees, appoints the members.

1. Committees consist of a chairperson, who is a faculty member, three additional faculty members and three students. The full seven-member committee constitutes a quorum.
2. Within **five working days**, the chairperson schedules a hearing of the appeals committee**.**
3. Before hearings, committee members review any of the following, if applicable:
    a. Students' academic files related to the appeals
    b. Relevant course materials
    c. Written documentation of appeals from students
    d. Additional written information from students submitting the appeals
    e. Any other relevant information pertaining to the appeals.

    Original written materials are filed by the Dean in a secured location at the completion of the appeal processes. The appeals committee members sign privacy statements, prohibiting them from speaking about the details of appeals to others during or after the appeals hearings.
4. Committee meetings may be held prior to the hearings in order to review documents and to clarify questions and concerns.
5. Hearings are conducted in an orderly manner that allows the appealing students opportunities to be heard. All involved parties must be present. Neither students nor appeal committees are permitted to be represented by legal counsel during any step of the actual procedures. If students desire to consult legal counsel in preparation for the procedures, students may do so; however, legal counsel may not attend any of the meetings. Audio/video recording of the meetings by either party is prohibited.
6. The following steps are a guideline for the committee chairperson to utilize when conducting a meeting:
    a. Introduction
    b. Confirmation of no conflict of interest
    c. Statement of confidentiality
    d. Presentation of the grievance by the student
    e. Questioning of the student by committee
    f. Review of information presented during meeting (involved parties are not present)
    g. Decision rendered by committee.
7. When all evidence has been submitted, discussed, and summarized, the aggrieved student(s) is/are excused, and the committee adjourns to deliberate. All voting is by secret ballot with the chairperson collecting and counting the votes. Decisions are made by simple majority vote of the committee. The chairperson notifies the Associate Dean of Academic Affairs of the appeals committee's decisions and recommendations.
8. The Associate Dean of Academic Affairs communicates the committee's decisions in writing to the students, faculty members and Dean within **three working days** after the hearings.

9. If the committee finds the evidence does not sustain the charges, all records in the students' files related to the appeals are expunged.

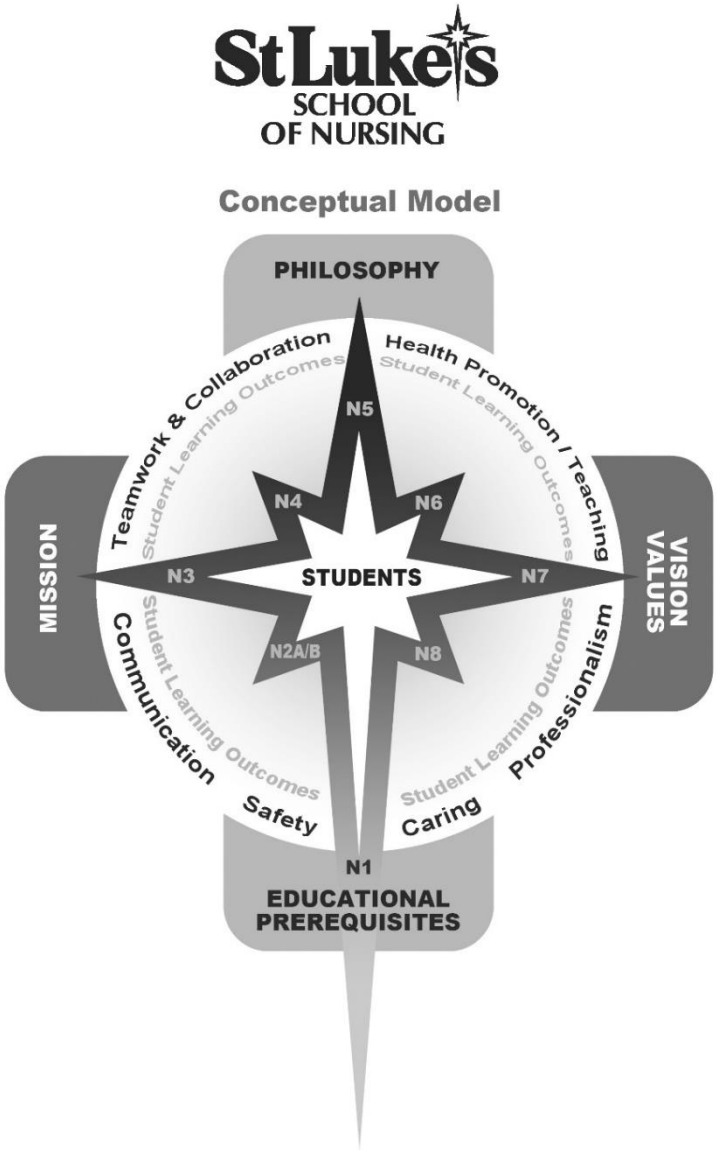
## Challenge of Appeals Committee Outcome

If students wish to challenge the appeals committee's decisions, requests for review by the Dean may be filed within **two working days** of the students' receipt of the committee's written decisions. The Dean responds to appeal challenges within **two working days.** The Dean notifies students of final decisions in writing. **The Dean's decision is final and binding.** If the Dean is named in the appeal, the next highest-ranking administrator, not named in the appeal, decides final appeal outcomes.

# Conceptual Model

Revised: 7/13, 9/14

The nursing program utilizes an eclectic approach that progresses from simple to complex. Three of the foundational bases surrounding the SON star depict the mission of the SON with its vision and values and the philosophy of the SON. These bases flow inward to the student learning outcomes of caring, safety, communication, health promotion/teaching, professionalism and teamwork and collaboration. The student learning outcomes are built into each course beginning with Nursing 1, Fundamentals of Nursing at the base of the star and circling in sequence to Nursing 8, an advanced medical surgical course. All are focused on the student in the center. The lower foundational base of the star is the Educational Prerequisites from which all general knowledge is obtained through pre-admission courses to the nursing program. This base serves as a natural expansion into the nursing program.




**SON CONCEPTUAL MODEL**

# Conduct

Reviewed: 8/23, 8/25

The general and specific standards of conduct set forth below exist to provide basic guidelines of generally acceptable behavior for students enrolled in St. Luke's School of Nursing. **Failure to meet any of the general or specific standards of conduct or any unspecified behavioral expectation results in disciplinary action, up to and including dismissal from the School.**

Any intermediate disciplinary action short of dismissal, such as verbal warning or suspension, may be issued at the discretion of the School. No student has the right to an intermediate disciplinary step prior to dismissal. The School endeavors to utilize progressive discipline where appropriate. In exercising its discretion in deciding whether to implement intermediate disciplinary action, the School takes into consideration all factors that it deems pertinent, including the School's judgment as to the seriousness of the misconduct and the extent to which the School believes the students are willing and/or able to correct or avoid the improper behavior in the future.

If a student is terminated from Network employment post matriculation, all factors deemed pertinent to the employment termination will be reviewed to determine in the School's sole discretion if the student will be permitted to continue his/her educational program. Students are expected to cooperate with the School's review and will be advised of the School's determination in writing.

## General Standards of Conduct

Students generally meeting the behavioral expectations of the School will, at a minimum:

- Accept responsibility for his or her behavior and take action, which gives evidence of persistent efforts toward changing that unacceptable behavior to an acceptable one.
- Demonstrate accountability for his or her actions in both the clinical and classroom areas.
- Exhibit personal and professional integrity in the clinical and classroom areas.
- Promote and maintain patient safety.
- Maintain confidentiality of patients, students, employees, volunteers, donors, research and financials and business operations.
- Display behaviors that reflect caring, concern, flexibility, courtesy, non-judgmental or unprejudiced beliefs in interactions with patients and their families, fellow students, faculty members, and administrators.

## Specific Standards of Conduct

The following specific behaviors are deemed unacceptable by the School:

- Absence without justification or proper notice.
- Excessive absenteeism or tardiness.
- Inattentiveness, sleeping, or engaging in any behavior which is deemed disruptive to the educational process during class or clinical experiences.
- **Academic Dishonesty:** Cheating, plagiarism, or any form of academic dishonesty. Academic dishonesty can take many forms such as cheating on examinations, projects, tests, quizzes or plagiarism. Cheating includes unauthorized assistance, aid or use of inappropriate resources. **Plagiarism**, described simply, consists of taking another person's ideas or words and presenting them as one's own to either complete an assignment or achieve a higher grade. Additionally, the use of **generative Artificial Intelligence (AI)** for any assignments submitted for review and/or grading is prohibited. When using another person's ideas or words, whether quoting directly or paraphrasing, students must cite the source according to APA format.

- **Cheating & Plagiarism Penalties:** Faculty members may assess one of the following penalties: **Written warnings, with requirements that assignments are redone within the instructors' specified timeframes or Zero "0" grades for assignments or exams.** In addition, the Dean may impose disciplinary action, up to and including dismissal from the School. Students have the option to appeal the charges of cheating or plagiarism. See **Complaint Policies & Procedures**.

- Refusing to follow the instructions of course instructors, supervisors, school administrators or other persons of authority.
- Failure to prepare for class or clinical experiences, or refusal or failure to perform class or clinical assignments.
- **Disruptive Conduct and Violence Prevention** including, but not limited to engaging in inappropriate and prohibited behavior, threatening, intimidating, coercing, or interfering with the educational process or residential experience of other students, course instructors, or other School personnel.
- Failure to speak or act in a professional, respectful, or courteous manner to any person in the Hospital, School of Nursing, and/or affiliate agency.
- Violation of the **Substance Abuse and Drug/Alcohol Testing** policy including, but not limited to, manufacture, possession, sale, use or distribution of any illicit drug or beverage containing alcohol on Hospital or School property, including the Trexler Building.
- Violation of the **Policy on Weapons** including, but not limited to, the use or possession of any weapon(s), such as knives or firearms, on the Hospital or School property, including the Trexler Building.
- Fighting (physical/verbal) on the premises.
- Sabotage.
- Theft or misappropriation of the property of the Hospital, School, other student(s), or any person to whom the Hospital provides services.
- Abuse, misuse, or deliberate destruction of Hospital or School property or equipment.
- Using another's name badge or permitting another to use your identification.
- Misrepresentation, falsification, or material omission of fact from any record, including without limitation: hospital, clinical or medical records, application for admission or other School-related records.
- Posting unofficial notices or items on the School bulletin board.
- Smoking on St. Luke's grounds or premises
- Violation of any safety rule(s) and/or practice(s).
- Violation of any **Dress Code.**
- Violation of any regulation or policy governing residential life in Trexler Residence.
- Lewdness or indecent behavior.
- Off-campus behavior reflecting adversely on the School or its reputation.
- Sexual or other unlawful harassment of any fellow student, patient, or any other person connected with the Hospital or School.
- Unauthorized disclosure or discussion, either inside or outside of the Hospital or School, of confidential information concerning any patient, family, physician, other health care provider, and/or student.
- Unauthorized access to or breach of confidentiality of any of the School's confidential business or proprietary information, whatever the form, e.g., computer database, records, etc.

- Personal web sites, web blogs, including smart phones, with inappropriate content, especially as it relates to patient care, results in immediate counseling and potentially corrective action up to and including dismissal.

The list of specific standards is for guideline purposes only and is not intended to be exhaustive of the School's behavioral expectations. Further, the level of discipline imposed is not determined by whether students violate an enumerated, general, or specific standard of conduct or an unspecified behavioral expectation. Rather, the School reserves the right to impose whatever disciplinary action it deems appropriate in its sole discretion, up to and including dismissal from the School, upon any student engaging in any behavior deemed unacceptable to the School, regardless of whether the behavior is enumerated above or whether the conduct appears under the general or specific standards.

**Artificial Intelligence (AI) Policy**

Artificial Intelligence (AI) is defined as any technology that simulates human intelligence by a system or a machine, inclusive of, but not limited to:

- ChatGPT
- CoPilot
- Gemini
- Siri

The use of generative AI for any assignments submitted for review and/or grading is **prohibited**, except:

- AI that edits punctuation, spelling, and grammar of a student's own developed work (such as Grammarly).

An **acceptable use** of AI at the SON is for adjunctive studying purposes:

- **Claire AI, made available through ATI, is an encouraged method of AI use for studying.**

These lists are not exhaustive and further limitations on use of AI, in addition to this policy, are at the discretion of course instructors and their syllabi and/or assignment directives. Course instructors hold the right to further clarify exemptive uses of AI in the classroom. Accuracy of information provided by AI is not assured by the SON. For failure to adhere to this policy, please refer to the academic dishonesty policy.

## NSNA Student Rights and Responsibilities for Students of Nursing

Reviewed: 8/26, Revised: 4/17, 4/20

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, personal attributes, or economic status.

   Interpretative Statement: NSNA upholds every student's right to be treated equally and to not have their admission to an institution be denied based on race, sex, sexual orientation, gender identity or expression, age, citizenship, religion, nation of origin, disability, illness, legal status, personal attributes, economic status, veteran status, and/or political affiliation/ideation.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.

   Interpretative Statement: NSNA recognizes all students' and faculty's rights to academic freedom and students should pursue their desire to receive a quality education based on standards set by the state boards of nursing and nursing education accrediting agencies with respectability and professionalism to uphold the standards that have been put in place. Academic freedom should be approached through evidence-based practice.

3. Each institution has a duty to develop policies and procedures which provide for and safeguard the students' freedom to learn.

   Interpretative Statement: It is the responsibility of each institution to ensure that proper guidelines are in place that allow for a safe environment in which a student can learn. Institutional policies and procedures must demonstrate cultural competence with regards to all individuals. Institutions must have policies and procedures in place to prevent acts of lateral and vertical violence, harassment, or bullying in any form that would inhibit a student's ability to learn or function within the institution. It is the institution's responsibility to make these policies and procedures readily available and public for all students, in addition to educating and informing the students that such policies and procedures exist.

4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.

   Interpretative Statement: Each student has the right to come to their own conclusion and engage in activities of higher learning to enhance their knowledge based upon independent, evidence-based research.

5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.

   Interpretative Statement: It is well within a student's right to agree or disagree with the views offered in a course, although the student is still responsible for learning the contents of the course material in order to become a well-rounded and versed nurse.

6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

   Interpretative Statement: NSNA recognizes that all students should be protected against academic evaluation that may be biased. NSNA also recognizes that all students are still responsible for adhering to the policies that were outlined prior to the start of the course. The institution's standards should be based on standards set by the state boards of nursing and nursing education accrediting agencies.

7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.

   Interpretative Statement: Information that is obtained by an instructor on a student that might include the student's views, beliefs, political affiliation/ideation, legal status, citizenship status, sex, sexual orientation, gender identity or expression, economic status, veteran status, religion or other personal information should be held in the strictest confidence and only disseminated with the written consent from the student.

8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.

   Interpretative Statement: It is within the right of a student to speak for themselves and other students in a course on the overall evaluation of the course and course materials. Proper grievance procedures shall be set in place by each institution to ensure due process is followed. NSNA members should review the standards set by the state boards of nursing and nursing education accrediting agencies with respectability and professionalism to uphold the standards that have been put in place.

9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.

Interpretative Statement: NSNA recognizes that each institution should have proper written guidelines in place that are compliant with state and federal laws regarding any private information that is a part of a student's permanent academic record that may be publicly disclosed with student approval.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.

    Interpretative Statement: It is the right of students and student organizations to respectfully express opinions, discuss, and conduct new research on matters of interest to them.

11. Students should be allowed to invite and hear any individual of their own choosing within the institution's guidelines, thereby advocating for and encouraging the advancement of their education.

    Interpretative Statement: NSNA upholds each student's rights to advance their education. It is within a student's rights to invite any individual to speak or attend an event as a means of advancing their education as long as the invitation is adherence with the institution's policies and does not invoke hatred or crimes against other groups.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.

    Interpretative Statement: NSNA encourages a student body's ease of participation and collaboration on institutional policy that may affect academic and student affairs through a proper and professional student and faculty deliberation. Proper grievance procedures and faculty-student committees shall be set in place by each institution to ensure due process is followed. The academic institution standards should be based on standards set by the state boards of nursing and nursing education accrediting agencies with respectability and professionalism to uphold the standards that have been put in place.

13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.

    Interpretative Statement: It is the responsibility of the institution to ensure that all established policies incorporate their educational mission and values and that those policies are easily understood and properly disseminated to the student body. The institution standards should be based on standards set by their respective state boards of nursing and nursing education accrediting agencies with respectability and professionalism to uphold the standards that have been put in place.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.

    Interpretative Statement: Only when an institution's standards of conduct have been violated may a disciplinary proceeding take place. It is the student's responsibility to be aware of these policies. Students should adhere to state regulations and accrediting body standards.

15. The nursing program should have readily available a set of clear, defined grievance procedures.

    Interpretative Statement: NSNA recognizes that nursing programs need to have proper grievance policies in place. Students should have due process as it relates to any formal grievances. Grievance procedures should protect students from lateral and vertical violence, harassment, bullying, or bias.

16. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.

Interpretative Statement: It is the student's responsibility to have a balance between their academic studies and other duties that come up outside of course work and clinical practice. Students must have respectability and professionalism with regards to their role as a student of the nursing profession.

17. Students have the right to belong to or refuse membership in any organization.

    Interpretative Statement: NSNA recognizes each student's right to partake in or refuse membership in any organization. Students have the right to create organizations in accordance with the policies of their respective colleges of universities.

18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.

    Interpretative Statement: NSNA recognizes each student's right to privacy, including upholding a certain level of respect in consideration of a student's body and property. Students expect the institution's policies to protect each student's health, safety, and well-being.

19. Adequate safety precautions should be provided by nursing programs and clinical sites to ensure a safe and protected environment emotionally, socially, and physically. For example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.

    Interpretative Statement: Proper safety measures should be undertaken by nursing programs to provide an environment that is secure and safe and allows students to feel comfortable reporting unsafe conditions to the proper authorities without repercussions in both clinical and campus settings.

20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.

    Interpretative Statement: If an institution has a dress code it should be formed with equal feedback from student, school administration, and faculty. The dress code should incorporate proper professional standards while also taking into consideration practical and accessible means for a student. Established dress codes should be sensitive to the culture and ethnic diversity of the student population. Dress codes must be practical and uphold standards for the environment they take place in, whether in the academic or clinical setting.

21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.

    Interpretative Statement: NSNA recognizes that to facilitate an appropriate environment of professional and academic courtesy there is a need for grading systems to be regularly reviewed between students and faculty to ensure each party is in equal understanding. Grading policies should be implemented to prevent instructor bias from influencing a student's grade. Students should adhere to standards set by accrediting agencies.

22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.

    Interpretative Statement: Institutions should have clearly defined and published procedures that allow students to respectfully evaluate and provide proper input on the quality of the nursing education that they are receiving and on the nursing faculty that are instrumental in their education.

23. The nursing program should track their graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.

Interpretative Statement: It is imperative for nursing programs to conduct the proper research and evaluation on the level of success that graduates of their programs obtain and their success in finding entry-level employment as registered nurses. This information must be readily available to all those who apply, all those who enroll, and all those who are considering applying.

24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.

    Interpretative Statement: It is the nursing program's obligation to ensure that student information concerning loans, scholarships, and financial aid be structured in an understandable manner and be made easily accessible. Students also have an obligation to understand the financial disclosures associated with student loans (i.e. interest rates, terms of payment, etc.).

25. The nursing program should facilitate various methods to ensure that clinical sites provide an environment that supports the development of diverse, inclusive, and equitable Professional Identity in Nursing. This may be accomplished through assessment of clinical sites including, but not limited to, ongoing feedback from students, faculty, and facility staff; implementation of methods and plans for improvements based on clinical site evaluations. Clinical sites should be suitable for students to demonstrate attainment of required clinical competencies.

    Interpretive Statement: To be determined by the NSNA Board of Directors.

# Core Standards for Admission, Progression and Graduation

Revised: 8/23, 8/25

## Personal Attributes and Capabilities Essential for Admission, Progression and Graduation of School of Nursing Students

The curricula leading to a Diploma in Nursing from St. Luke's School of Nursing require students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to perform these functions satisfactorily. In addition to being essential to the successful completion of the requirements of a nursing diploma, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers. Grades and standardized testing scores obviously carry significant weight, but we also take into consideration more subjective criteria such as professionalism and behavior. Over the years, we have found that our assessment of those traits helps us ensure that matriculating students in the St. Luke's School of Nursing will more closely align with the School's and Network's values, behavioral expectations, and policies.

The following core standards describe the **non-academic qualifications** required in addition to academic qualifications that the School considers essential for entrance to, continuation in and graduation from its nursing diploma program. Candidates for a nursing diploma must be able at least to meet these minimum standards with or without reasonable accommodation for successful completion of the program. The core standards described below are not intended to be all-inclusive, but rather are provided for informational purposes.

## Visual, Auditory and Tactile Abilities

- Sufficient ability to gather data from written reference materials, oral presentations, demonstrations and observation of a patient and his/her environment.
- Sufficient ability to perform health assessments and interventions; observe diagnostic specimens; and obtain information from digital, analog and waveform representations of physiologic phenomena to determine a patient's condition.

**Examples of Relevant Activities**

- Visual acuity sufficient to draw up the correct quantity of medication in a syringe or detect changes in skin color or condition.
- Auditory ability sufficient to detect sounds related to bodily functions using a stethoscope or to detect audible alarms generated by mechanical systems used to monitor patient physiological status.
- Tactile abilities sufficient to detect unsafe temperature levels in heat-producing devices used in-patient care or detect anatomical abnormalities, such as edema or small nodules.

## Communication Abilities

- Ability to communicate with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communications, such as interpretation of facial expressions, affect and body language).
- Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.

**Examples of Relevant Activities**

- Abilities sufficient to give verbal directions to or follow verbal directions from other members of the health care team and to participate in health care team discussions of patient care.
- Ability sufficient to elicit and record information about health history, current health state or responses to treatment from patients or family members.
- Ability sufficient to convey information to patients and others as necessary to teach, direct and counsel individuals.

## Motor Abilities

- Sufficient motor function to execute movements required to provide general care and treatment to patients in all health care settings.
- Required motor functions include gross and fine motor skills, physical endurance, physical strength and mobility to carry out nursing procedures, perform basic laboratory tests and provide routine and emergency care and treatment to patients.

**Examples of Relevant Activities**

- Fine motor skills sufficient to obtain assessment information by palpation, auscultation, percussion and other diagnostic maneuvers.
- Physical endurance sufficient to complete assigned periods of clinical practice.
- Mobility sufficient to carry out patient care procedures, such as tracheotomy care or performing emergency airway suctioning.
- Strength sufficient to carry out patient care procedures, such as assisting in the turning and lifting of patients.

## Behavioral, Interpersonal and Emotional Abilities

- Ability to relate to colleagues, staff and patients with honesty, integrity and non-discrimination.
- Capacity for the development of a mature, sensitive and effective therapeutic relationship with patients.
- Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.
- Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

**Examples of Relevant Activities**

- Emotional skills sufficient to remain calm in an emergency situation.
- Interpersonal skills sufficient to communicate effectively with patients and families of diverse religious, cultural or social backgrounds.
- Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients.

## Cognitive, Conceptual and Quantitative Abilities

- Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.
- Ability to gather data, develop a plan of action, establish priorities and monitor treatment plans and modalities.
- Ability to comprehend three-dimensional and spatial relationships.

**Examples of Relevant Activities**

- Cognitive skills sufficient to calculate appropriate medication dosage given specific patient parameters.
- Conceptual ability sufficient to analyze and synthesize data and develop an appropriate plan of care.
- Quantitative ability sufficient to collect data, prioritize needs and anticipate reactions.
- Ability to comprehend spatial relationships adequate to properly administer IM injections or assess wounds of varying depths.

# Course Descriptions

Nursing courses consist of theoretical and clinical components, with the exception of Nursing Pharmacology. Foundations of practice are established through successive building of material from one course to another. The nursing program appoints credits to nursing courses for grading and financial aid purposes. Credits do not constitute "college credit" unless accepted for transfer by an authorized degree-granting institution.

**Nursing 1: Basic Concepts of Nursing Care**
**9 Credits**
Presents nursing foundations based on the concepts of wellness, health promotion, and alterations in homeostasis. The theoretical component emphasizes maintenance and restoration of the client through the implementation of the nursing process. The clinical laboratory experience integrates theoretical concepts. Through selected guided experiences in acute care and the community the student can apply these skills and knowledge to meet the basic health needs of the client. Classroom theory - 90 hours; Clinical laboratory - 180 hours. (Co-requisite: Nursing 2A)

**Nursing Pharmacology 2A: Introduction to Nursing Pharmacology**
**2 Credits**
Introduces the concepts of pharmacology and its relationship to nursing practice. The course provides a theoretical foundation for medication administration by utilizing the nursing process to focus on the nurse's role in medication administration, safety, teaching, and evaluation of individuals receiving pharmacological therapy. Classroom theory-60 hours. (Co-requisite: Nursing 1)

**Nursing Pharmacology 2B: Pathophysiologic Approach to Nursing Pharmacology**
**2 Credits**
Emphasizes the importance of the nurse's role in the administration of pharmacological agents to clients with altered disease processes. The course stresses the need for safety, teaching and evaluating the individual's response to pharmacologic therapy.
Classroom theory – 60 hours. (Prerequisite: Nursing 1, Nursing 2A; Co-requisite: Nursing 3)

**Nursing 3: Nursing Care of Individuals Experiencing Cellular Imbalance**

**9 Credits**

Emphasizes the care specific to the individual experiencing cellular imbalance. Adult-health nursing theory is presented through an integrated approach that includes: prevention of illness, pathophysiology, promotion of wellness, rehabilitation, integration of research and problem-solving, pharmacotherapeutics, diet therapy, patient teaching and other modalities. The clinical laboratory learning experience enables the student to plan, implement, and evaluate patient care plans designed to restore homeostasis in the adult in the acute care setting and in community settings. Classroom theory - 90 hours; Clinical laboratory - 180 hours. (Prerequisite: Nursing 1, 2A; Co-requisite 2B)

**Nursing 4: Concepts of Pediatric Health Care**

**4.5 Credits**

Introduces the student to the concepts of health and nursing care of the child. The theoretical framework includes dynamics of growth and development, health promotion, as well as acute and chronic childhood illnesses. The clinical component encompasses experiences in the acute care setting and select community agencies. Classroom theory – 45 hours; Clinical laboratory - 90 hours. (Prerequisite: Nursing 1, 2A, 2B, and 3)

**Nursing 5: Nursing the Childbearing Family**

**4.5 Credits**

Introduces the student to concepts of care for the childbearing family and women's health. The theoretical content includes the care of families experiencing normal and high-risk pregnancy and childbirth. Care of the mother and child includes an integrated approach with inclusion of nursing management, medical/surgical management, pharmacotherapeutics, nutrition, and patient teaching. The clinical laboratory learning component includes experiences in the prenatal, natal, and postpartum management of the patient in either the acute care setting or in community settings.
Classroom theory - 45 hours; Clinical laboratory - 90 hours. (Prerequisite: Nursing 1, 2A, 2B, and 3)

**Nursing 6: Mental Health Nursing, Nursing Care of the Individual Experiencing Coping Mechanism Failure**

**4.5 Credits**

Introduces the student to the concepts of nursing care for the patient with coping mechanism failure. The theoretical framework emphasizes a wide spectrum of psychopathological disorders. The student gains experiences with adults, adolescents and children. The clinical component includes experiences with one-to-one relationships and group interpersonal situations in acute, chronic and community mental health systems. Classroom theory - 45 hours; Clinical laboratory - 90 hours. (Prerequisite: Nursing 1, 2A, 2B, and 3)

**Nursing 7: Gerontological Nursing, Concepts of Health Care for the Older Adult**

**4.5 Credits**

Introduces the student to concepts of health and nursing care for the older adult. The theoretical content includes the expected health changes experienced by older adults as a result of the normal aging process, plus the health problems resulting from pathology often experienced by the older adult. Clinical experiences will focus on the older adult living both in the community and in care facilities with the student participating in the interdisciplinary health care team utilized by the client. Classroom theory - 45 hours; Clinical laboratory - 90 hours. (Prerequisite: Nursing 1, 2A, 2B, and 3)

**Nursing 8: Nursing Management of Complex Health Care Problems**

**9 Credits**

Introduces the student to advanced nursing concepts as well as the leadership and management skills needed to manage the care of individuals with complex health care needs. The student actively learns about and discusses issues related to current trends in nursing and health care. The clinical laboratory component consists of applying critical thinking and client management principles to adult individuals and groups of adult clients with complex health problems and needs. Independence and professional socialization are further enhanced during the final weeks of the semester through an independent preceptored experience. Classroom theory - 90 hours; Clinical laboratory - 180 hours. (Prerequisite: Nursing 1, 2A, 2B, 3, 4, 5, 6 and 7)

# Curriculum

## Length

The nursing program extends over five 15-week semesters, both for the Day Track and the Evening/Weekend Track.

## Nursing Courses

Students have theoretical instruction and clinical experiences in six areas: gerontology, maternity, care of the child, medical, surgical, and mental health nursing. Students have theoretical instruction in pharmacology.

## Academic Progression

Students must fulfill the requirements for academic progression as stated in the **Grading** policy. Requests for atypical progression are handled on an individual basis through the Student Admission, Progression & Development Team. Students must complete the program within 3 years of admission. For exceptions, see **Readmission Section.**

## Curriculum and Grading Policies

The Curriculum Plan indicates the progression of courses in the program both for the Day Track and Evening/Weekend Track. Courses listed in each semester are co-requisites with each other and prerequisites for the next semester. Students' progression throughout the curriculum is determined by the quality of classroom work and clinical laboratory performances. The Associate Dean of Academic Affairs reviews student grades at the end of each semester to determine eligibility for progression in the curriculum.

## Curriculum Plan

Certain college courses are a prerequisite to acceptance into the nursing program. An introductory statistics course is highly recommended for those who plan articulation to an RN to BS in nursing program, but it is not required for matriculation into this program. The prerequisite courses may be taken at regionally and/or nationally accredited colleges or universities of the applicant's choosing. For a list of matching courses from area colleges, please contact the Admissions office or view the comparable college courses for required prerequisites in the **Prerequisite Courses** section of this publication. Courses accepted as prerequisites are recorded in students' permanent records.

| Prerequisite College Courses | College Credits | Theory Hours | Lab Hours |
|---|---|---|---|
| Human Anatomy & Physiology I | 4 | 3 | 1 |
| Human Anatomy & Physiology II | 4 | 3 | 1 |
| Microbiology | 4 | 3 | 1 |
| Chemistry | 4 | 3 | 1 |
| English | 3 | 3 | |
| Introduction to Psychology | 3 | 3 | |
| Developmental Psychology | 3 | 3 | |
| Introduction to Sociology | 3 | 3 | |
| **PREREQUISITE TOTALS** | **28** | **24** | **4** |

## Recommended Prerequisite Course

Applicants who wish to pursue a baccalaureate degree are highly encouraged to take a 3-credit statistics course

Nursing courses are taken in five consecutive 15-week semesters that progress through the Curriculum Plan.

| Semester | Course Progression | Assigned Credits* | Theory Hours | Clinical Hours |
|---|---|---|---|---|
| 1 | Nursing 1 | 9 | 90 | 180 |
| | Nursing Pharm 2A | 2 | 60 | 0 |
| 2 | Nursing Pharm 2B | 2 | 60 | 0 |
| | Nursing 3 | 9 | 90 | 180 |
| 3 | Nursing 4 & 5 or Nursing 6 & 7 | 4.5 & 4.5 | 45 & 45 | 90 & 90 |
| 4 | Nursing 4 & 5 or Nursing 6 & 7 | 4.5 & 4.5 | 45 & 45 | 90& 90 |
| 5 | Nursing 8 | 9 | 90 | 180 |
| **PROGRAM TOTAL** | | **49** | **570** | **900** |
| * Credits for grading and financial aid purposes only; does not constitute "college credit" unless accepted for transfer by an authorized degree-granting institution | | | | |

## Course Progression

Students are required to follow the Curriculum Plan for each semester, as each semester's courses are co-requisites with each other and prerequisite for the courses in the next semester.

1. Nursing 1 and 3 must be taken in sequence. Students who fail either of these courses are academically withdrawn from the school. If readmitted to the school, students must repeat the failed course before progressing into the next nursing course.
2. Nursing 2A is taken concurrently with Nursing 1. Nursing 1 and Nursing 2A are prerequisites for Nursing 2B. Students who fail either Nursing 1 or Nursing 2A courses are academically withdrawn from the school. If readmitted to the school, the student must repeat the failed course before progressing into the next nursing course.
3. Nursing 2B is taken concurrently with Nursing 3. Nursing 3 and Nursing 2B are prerequisites for Nursing 4, 5, 6, 7, & 8. Students who fail either Nursing 3 or Nursing 2B are academically withdrawn from the school. If readmitted to the school, the student must repeat the failed course before progressing into the next nursing course.
4. Nursing 4, 5, 6 and 7 may be offered in random order as scheduled but must be successfully completed prior to Nursing 8. For exceptions, see "out-of-sequence course progression" below.
5. Students who are academically unsuccessful ("fail") or withdraw failing from two (2) nursing courses or the same nursing course twice are considered "Dismissed," and ineligible for readmission.
6. Readmission is not extended to students who:
    a. Violated the **Standards of Conduct** or
    b. Cannot complete the program within 3 years as indicated in the Readmission table. See **Readmission Section.**

### Out-of-Sequence Course Progression

Students are required to petition the Student Admission, Progression & Development (SAPD) team for any exceptions pertaining to course progression. The SAPD team considers "out-of-sequence course progression" due to unusual circumstances. Upon receipt of students' petitions, the Team reviews the requests during their regularly scheduled meetings. Team decisions are final. See chart in the **Readmission** policy for additional information. Students who request to take Nursing 8 out of sequence may do so only if they have 1 specialty course to complete. Students who have more than one specialty course to complete will return to the next cohort for completion of both specialties before progressing to Nursing 8.

## Diploma Education

Diploma education is based on clinical application of theoretical knowledge. At St. Luke's School of Nursing, 900 hours of clinical practice is one of our strongest assets and is the primary focus of a nursing education. Clinical learning opportunities occur early in the curriculum and are closely related to classroom theory. Students receive 90 hours each of clinical practice in maternity, care of children, mental health and gerontological nursing. Community experiences comprise approximately 11% of clinical practice. Students acquire confidence, self-awareness, and maturity from clinical practice. Graduates are well prepared for the challenges of new careers. When students successfully complete the program, they are eligible to take the licensing examination for professional registered nurses (NCLEX-RN®).

## Disabilities

Revised: 4/09, 4/10, 8/23

### Policy Statement on Students with Disabilities

Consistent with its mission and philosophy, St. Luke's School of Nursing is committed to making its programs and services accessible to individuals with disabilities. In accordance with applicable law, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act, St. Luke's School of Nursing does not discriminate against qualified students with disabilities, and it provides reasonable accommodation to otherwise qualified students with disabilities. Decisions regarding eligibility for accommodations and appropriate accommodations are based on the individual circumstances of each case.

As academic difficulties may result from any number of factors, the School of Nursing and/or its faculty are not responsible for diagnosing and/or referring students to be evaluated or examined for a potential learning or other disability. Should students believe that they may have learning or other disabilities, they should see the Coordinator Student Services and/or Associate Dean of Student Services for more information on local professionals who may provide appropriate evaluations upon students' requests.

### Reasonable Accommodation for Disabilities

Students who wish to request reasonable accommodation are strongly encouraged to contact the Coordinator, Student Services and/or Associate Dean of Student Services, to initiate the process for documenting their disability and determining eligibility for accommodation prior to the start of the program. Should requests for accommodation be made after the program is commenced, delays in progression may result to enable adequate time for the School to engage in the interactive process of accommodations with the students. It is the students' responsibility to request reasonable accommodations and to do so in a timely manner. Although this interactive process may be initiated at any time, reasonable accommodation requested or granted is not applied retroactively. Student Services is responsible for coordinating specific services and resources for disabled students at St. Luke's School of Nursing. The following procedure shall apply:

1. Students complete Section 1 of the Verification of Disability and Need for Accommodation form **Attachment F**, and has Section 2 completed by a licensed physician, psychologist, certified registered nurse practitioner or physician assistant. Students then submit the completed form to the Coordinator, Student Services.
2. If students have not previously submitted documentation of disabilities or if the School determines updated or additional documentation is needed, students are advised of what documentation is necessary.
3. Students submit the requested documentation in a timely manner, but not to exceed the beginning of the next semester.
4. After reviewing submitted documentation, the Coordinator, Student Services meets with the students to discuss the requests for accommodation. If reasonable accommodations are available, individualized plans of accommodation are reduced to writing and signed by the students and Coordinator, Student Services (see **Attachment G**, "Accommodation Plan Form").
5. If applicable to the accommodation in question, students are responsible for meeting with their instructors to discuss how the accommodation provisions are implemented. Should any questions or concerns arise from this implementation discussion, students are expected to notify the Coordinator, Student Services for timely resolution.
6. When accommodations for testing occur, the faculty proctor asks students to complete and sign a "**Verification of Testing Accommodations form**" to acknowledge that St. Luke's School of Nursing provided students with all accommodations set forth in their documented disability agreements.

Students with disabilities, like all other students, are expected to satisfy the School's academic requirements and perform all the essential functions or core standards of the program, with or without reasonable accommodation. While the School of Nursing endeavors to offer reasonable accommodations to students with disabilities, it is important to note that the School of Nursing is unable to provide any accommodation that the School may conclude is unreasonable under the circumstances or would fundamentally alter its services or programs, including but not limited to its academic requirements and non-academic requirements, such as the essential functions or core standards of the program.

Please note that nothing in this policy or any related form, or any application of such policy or form to any particular situation is intended to alter the legal definitions of "disability," "accommodation" or any related term, nor is it intended to create any rights or impose any obligation on the School of Nursing not required by applicable law.

## Discrimination and Harassment Policy

### No Discrimination

The School of Nursing is committed to providing an educational environment that is free of discrimination and unlawful harassment based on an individual's age, sex, race, color, religion, ancestry, national origin, sexual orientation, gender identity or disability. Accordingly, it is the policy of the School that any forms of discrimination and sex-based harassment or other unlawful harassment are unacceptable behaviors in the School community and are not tolerated.

The Dean is responsible for the implementation and coordination of equal opportunity in the School of Nursing in accordance with applicable anti-discrimination policies. Possible discrimination issues comply with School policies. These policies can be found in this publication under **Non-Discrimination** and on the School of Nursing's website.

## Complaint & Investigation Procedures

The following complaint and investigation procedures apply to all forms of discrimination and unlawful harassment, except for sex discrimination and sex-based harassment under Title IX. For these complaints, students must follow the School's Title IX reporting procedures as set forth in the Preventing and Addressing Sex Discrimination and Sex-Based Harassment Policy. Students who think they are victims of any other type of discrimination or unlawful harassment should immediately report any incident to the Dean, School of Nursing.

The Dean thoroughly and impartially investigates all allegations of discrimination and unlawful harassment in as prompt and confidential a manner as possible. An accused individual may be suspended pending investigation if at the discretion of the Dean such action is deemed appropriate to shield the alleged victim(s) from any further potential misconduct by the accused. The Dean undertakes all investigations with due regard to the privacy of all parties involved. The Dean takes appropriate corrective action when warranted.

## Disciplinary Procedures

The following disciplinary procedures apply to all forms of discrimination and unlawful harassment, except for sex discrimination and sex-based harassment under Title IX. The Preventing and Addressing Sex Discrimination and Sex-Based Harassment Policy sets forth the grievance procedures for Title IX sex discrimination and sex-based harassment complaints.

- In the event an investigation of alleged discrimination or unlawful harassment reveals that the accused individual has not engaged in the alleged misconduct or, where despite a diligent investigation such allegations cannot be substantiated, the School informs both the accused and the complaining party that a thorough investigation has been conducted and that there exists at that time no grounds or basis to substantiate the report or suspicion of discrimination or unlawful harassment.
- In the event an investigation of alleged discrimination or unlawful harassment reveals that the accused individual has engaged in the alleged misconduct, the individual is subject to appropriate disciplinary action, up and including termination of employment or dismissal from the School, depending on whether the accused is an employee or student.
- After the completion of an investigation, the complaining party is advised of any disciplinary action resulting from his or her allegations of misconduct. The School acts to ensure that the disciplinary action taken with respect to each violation of this policy is commensurate with its judgment as to the seriousness of the particular offense and what is necessary to stop any further violation(s).

Retaliations in any form against complainants who exercise their right to make complaints under this policy are strictly prohibited and retaliations are themselves subject as the retaliating party to appropriate disciplinary action.

## Information on Policy

The Dean, School of Nursing, periodically disseminates information about discrimination, sex-based harassment and other unlawful harassment and this policy so as to ensure that all members of the School community are aware of the existence of this policy and the School's strong disapproval of discrimination, sex-based harassment, and other unlawful harassment in any form.

# Dismissal Policy

Reviewed: 8/23, 9/26

## Reasons for Dismissal

1. Students who are academically unsuccessful ("fail") or withdraw failing from two (2) nursing courses or the same nursing course twice are considered "Dismissed."

2. Students found in violation of cheating, plagiarism, or any form of academic dishonesty standard may receive a grade of zero for the particular assignment or examination and are subject to disciplinary action up to and including dismissal from the School.
3. Failure to meet any of the general or specific standards of conduct or any unspecified behavioral expectations (see **Standards of Conduct** policy in the **Conduct** section) results in disciplinary action, up to and including dismissal from the School.

Documents stating the reasons for dismissal become part of students' permanent records. Dismissed students are ineligible for readmission. The School will not refund tuition to a student who has been dismissed. Dismissal will affect financial aid eligibility.

# Dress Code

Revised: 7/10, 4/11, 8/23, 8/25, 1/26

## Dress Code Policy

Students are expected to adhere to this dress code policy, which is derived from the SLUHN Administrative Policy and addresses dress codes specific to the School of Nursing.

Appropriate attire projects a professional image of the hospital as well as the departments and individuals. A dress code provides appropriate adherence to existing safety, health, infection control codes, rules and regulations as set forth by the Occupational Safety and Health Administration (OSHA) and National Institute of Occupational Safety and Health (NIOSH) guidelines.

Students at St. Luke's School of Nursing must present a professional appearance to patients and the public. Students are expected to adhere to this dress code.

## ID Badges

ID badges are provided at no cost and must be worn in all hospital and community areas; these areas include, but are not limited to, cafeteria, library, clinical units, community experiences, etc. Photo ID badges are required to be prominently displayed (badges must be worn above the waist). Therefore, they should not be on a necklace, lanyard, etc. If a warmup jacket is worn, the identification badge must be worn on the outer-most garment. ID Badges must be clearly visible to identify the student's name to patients, visitors and employees.

## Attire

Attire must be neat, clean, professional looking and of the appropriate size, not revealing the abdomen, chest, or buttocks areas. Clothing and jewelry must be professional and free of sexually related references, racial slurs, foul language, slogans of any kind, or anything else that could be deemed offensive.

- **Class Attire** - Students are to wear neat, clean, conservative, casual or professional appearing attire. Bathing suits, miniskirts, short shorts, bare midriff styles, baseball caps and bare feet are inappropriate. All buildings are air-conditioned, which should be kept in mind when dressing for class.
- **Clinical Experience Attire** - The school uniform is worn when having patient care assignments, during SIM and skills days, and community experiences. Uniforms must be cleaned and unwrinkled.

  **The complete uniform includes:**

  - Authorized tunic top (navy blue with school logo; Any insignia, button, pin or label worn is limited to that which identifies the students' role in School of Nursing organizations and functions, other slogans or photos are not permitted).
  - White pants or white below-knee skirt with white stockings.

- Authorized warm up jacket.
- Long-sleeve tee with tunic top may be worn as part of the uniform (must be white or navy blue).
- White hosiery/white full-cut socks and skin tone undergarments.
- White professional shoes or all white sneakers. Sandals, beach shoes or similar style shoes are not permitted.
- Equipment needed for clinical: a watch with a second hand or digital readout, bandage scissors, pen with black ink, pen light and stethoscope.

- **Clinical Experience Attire in the Community** - Community experiences may require professional business attire in place of the school uniform. (See the list of acceptable business casual attire below)
- **EPIC Training Attire** – Students are to wear school ID badge and their school uniform or business casual attire to class. (See the list of acceptable business casual attire below)

**Business Casual Attire Chart**

| Category | Definition |
|---|---|
| Jackets and Blazers | Wear a suit jacket with matching slacks or a knee-length skirt. |
| Shirts and Blouses | Under your suit jacket pick a shirt with a solid muted color in a conservative cut. |
| Ties | If wearing a tie, choose a solid color or subtle pattern. |
| Bags and Totes | Avoid large bags and bulky purses. Bring small totes for personal items and note pads. |
| Belts | Tuck in your shirt and wear a belt that matches your shoe color when appropriate. |
| Shoes | Dress shoes and socks should match your suit color. Flats or low heels with a closed toe are both appropriate. |
| Hats | Hats should not be worn to an interview but headwear like yarmulkes and hijabs are acceptable. |
| Clean and Pressed | Clothing should be wrinkle free, correctly fit and hemmed appropriately. |

## Grooming

- Hair must be neat and trimmed. Hair must be properly secured. Hair that exceeds collar length must be pulled back and tucked in so as not to extend beyond the collar and should not fall forward or over the face while performing job duties. Hairstyles, hair color or make-up of an extreme nature are not acceptable. Hair decoration should be kept at a minimum, in a professional manner, and be discrete. Facial hair must be neatly trimmed; otherwise, it must be clean shaven daily.
- Visible jewelry must be tasteful and not contain slogans of any kind. For safety and sanitary reasons, no dangling earrings or excessive jewelry should be worn. Piercings on ears are acceptable, except for industrial (bar in the ear at the top), large gauges, and hoops. A single stud piercing in the nose is acceptable if it is flush to the skin and is no larger than two millimeters. No other facial piercings are acceptable and must be removed. Clear spacer jewelry is permitted to be worn. Other visible jewelry should be kept simple and limited to a wristwatch, one neck chain, one ring per hand, and no more than two small, discrete earrings in/on each ear.
- Due to close contact with others, body odor, which is offensive to others, is not acceptable. Deodorant or antiperspirant shall be worn. No cologne or perfume is to be worn when in patient care areas. Personal cleanliness and good body hygiene are a must in the SLUHN environment.

- Per SLUHN policy, Facial tattoos are not permitted. All other tattoos should be covered. If tattoos cannot be covered, they must not possess or depict any potentially offensive, violent, lewd, or obscene images or language. (Authorized long-sleeve tee may be worn with tunic top; white or navy arm sleeves are acceptable.)
- Students may not wear artificial nails. Artificial nails are defined as any material applied to the natural nail, included but not limited to plastic press-on nails, acrylic nails, acrylic nail tips, gel, fiberglass, silk wraps, nail extenders or any other additional items applied to the nail surface. Appropriate unchipped nail polish may be worn. Extremes in manicures that are deemed unprofessional by the instructor are not acceptable.

Upon request, St. Luke's School of Nursing Administration may grant an exemption or another option to the dress code for a qualifying medical reason or sincerely held religious belief or practice.

**PLEASE NOTE:** This dress code is only a guideline. If either an affiliating clinical agency, or School of Nursing faculty or administrative staff suggests a more stringent interpretation of this guideline or alteration in this dress code, it is expected that students adhere to the request.

### Visiting in the Hospital

Students may visit patients in the Hospital. Students must wear street clothes when visiting friends and relatives and are expected to adhere to the policies set for Hospital visitors. No visiting is allowed in restricted areas (Psychiatric, Obstetric, Pediatric, Intensive, and Coronary Care Units) unless an authority in the restricted area grants permission.

## Driving Directions

### Directions from Route 22

If approaching from Route 22 E., take the South Bethlehem/Route 378 exit. Continue for 3.6 miles to the point where you cross the bridge over the Lehigh River. Stay in the right lane over the bridge. At the traffic light at the end of the bridge, turn right onto Third Street; Third Street becomes Delaware Avenue. Continue on Delaware Avenue to the next traffic light. Turn right onto St. Luke's Place. At this point, the Hospital is directly in front of you. Please follow the signs for the School of Nursing.

### Directions from Interstate 78

If approaching from I-78 W, take exit 67, Hellertown. Turn right onto Route 412 N. After traveling 1.8 miles, you come to a traffic light at a small bridge. Bear to the right, following the Route 412 N signs. You pass the site of the former Bethlehem Steel plant on your right and then travel through a small business district (Route 412 at this point is Third Street). Continue straight ahead on Third Street, crossing the intersection of West Third Street, crossing the intersection of West Third Street and Wyandotte Street (Route 378). Shortly before coming to the next traffic light, you notice that West Third Street becomes Delaware Avenue. At the traffic light, turn right at St. Luke's Place. At this point, the Hospital is directly in front of you. Follow the signs for the School of Nursing.

## Employment

**The School of Nursing expects that students regard their academic responsibilities as their main priority.** However, it is understood that employment may be necessary to meet financial obligations. Factors that must be considered are personal health, academic workload, scholastic progress and current Federal and State Laws affecting employment.

### Employment may not conflict with students' class or clinical schedules.

- Employment in non-nursing positions at St. Luke's University Health Network, when available, may be offered to interested nursing students. Such students are compensated at an hourly rate that is within the range of the wage scale applicable to other employees for that particular position.
- Students who have obtained LPN or CAN status may be eligible for hire, but as with students applying for non-nursing or Student Nurse Extern (SNE) positions, the availability of such employment is subject to the Hospital's hiring needs and the students' abilities to meet the Hospital's hiring criteria.
- Students may seek employment outside St. Luke's network.

When students are employed in health agencies, they may not perform the functions normally assigned to a professional or practical nurse unless they are currently licensed. Students in this role cannot be assigned as charge nurse of a unit. Student employment shall be on a voluntary basis and not a requirement of the institution [School of Nursing].[2]

**Note**: Students are not guaranteed employment with the St. Luke's network during school. Additionally, neither students' employment with the hospital during school, nor students' admission to the school, is intended to, nor does it create expectations or contracts of employment with St. Luke's network following graduation from the school.

## Evaluation

### Evaluation of the Educational Program

St. Luke's School of Nursing strives to continually update its curriculum and services to improve its graduates' capabilities and to meet the needs of today's healthcare employers and to demonstrate to what extent the SON is attaining ACEN standards and criteria. To foster this quality improvement initiative and obtain the most useful information, students are required to complete a number of anonymous surveys throughout the program. Evaluation data are collected, trended and analyzed and are utilized in decision-making for program improvement.

New graduates are encouraged to participate in the 9-month post-graduation survey as a beginning nurse. Graduating students are asked to authorize (**Attachment I**) the SON to gather information from their employers at 9 months post-graduation via surveys of the "beginning graduation nurse" to assess the achievement of Program Outcomes. This feedback creates a class "profile" of the graduating class that is published on the SON website for the public and prospective students.

### Evaluations Completed by Students in the SON Program

1. Orientation Survey
2. Student Success Services Evaluations (as applicable)
3. Advisor Survey (if requested by the advisor)
4. Student Evaluations of Classroom & Clinical Instructors
5. Student Evaluation of Nursing Courses
6. Student Evaluation of Clinical Agencies

[2] TITLE 49. Professional and Vocational Standards, Part I. Department of State, Subpart A. Professional and Occupational Affairs, Chapter 21. State Board of Nursing, Subchapter A. Registered Nurses, 21.222 Student Services (2005). Retrieved from http://www.pabulletin.com/secure/data/vol26/26-17/676.html.

7. Student Evaluation of Simulation (found in Nursing Course surveys)
8. Test Success Sessions Evaluation (if utilized by students)
9. Graduate Exit Survey
10. SON Evaluation by Beginning Graduate Nurse (at 9 months post-graduation)

### Other Evaluation Completed by Employers of SON Graduates

1. Employer Evaluation of Beginning Graduate Nurse (at 9 months post-graduation)

## Financial Aid

Each year, far too many students pass up available money simply because they were not aware a certain program of funding existed. At St. Luke's, we strongly believe that cost should not be a deterrent in students' decisions to pursue nursing education. Many students currently attending St. Luke's are receiving some type of financial assistance. We realize that many individuals need help in meeting the costs of nursing education.

The Financial Aid Office exists as a service to prospective students and current students of the school. It is the philosophy of the Financial Aid Office to attempt to maximize the financial assistance for those students who demonstrate need through various sources. The Financial Aid Office complies with the regulations and guidelines which govern these financial aid programs. The Federal Stafford Loan program is often an essential element in students' financial aid packages. The Financial Aid office endeavors to assist students to maximize the financial aid available to them. However, students need to exercise caution when borrowing. The Financial Aid office counsels students regarding their responsibilities and obligations to repay loans and encourages them to borrow only such funds as are needed so to avoid the potential for abuse. At all times, however, students are ultimately responsible for their own financial aid loan decisions and any consequences.

Students who wish to be considered for financial aid must complete a Free Application for Federal Student Aid (FAFSA) form that must be completed on-line at www.studentaid.gov.

Students seeking financial aid should call the Financial Aid Office to set up an appointment. Individual financial needs are discussed to try to maximize non-repayable financial aid. The Financial Aid Office is located on the First Floor of the Trexler Building, Room 127. Please contact Joseph Zelasko, Financial Aid Coordinator at the following address:

St. Luke's School of Nursing
915 Ostrum Street
Bethlehem, PA 18015
Phone: 484-526-3405
Email: Joseph.Zelasko@sluhn.org

### Sources of Financial Aid

This information is intended to acquaint students with the various types of financial aid and direct them on how to apply. Although the following information is by no means complete, it should provide a basis for ideas that help in working out students' financial aid packages (see chart).

**Note**: St. Luke's School of Nursing is not approved for the PHEAA State Grant.

## Federal Level

St. Luke's School of Nursing participates in the basic Federal funding program, the Federal Student Aid Grant Program (PELL). PELL Grants are intended to be the "floor" of a financial aid package and are usually combined with other forms of aid in order to meet the costs of education. The amount depends on each student's own (and their parents') financial resources, along with the cost of the chosen educational institution. One obvious advantage of the PELL Grant is that it is a grant, and unlike a loan, does not have to be repaid.

## Loans

If students need additional funds to meet educational costs, the federal DIRECT student loans are available through the US Department of Education. These loans, not to be confused with grants, must be paid back to the lending institution. However, payment does not begin until six months after graduation.

## Scholarships

St. Luke's School of Nursing is fortunate to have many benefactors who have donated funds earmarked for scholarships to help defray the costs of a nursing education. Incoming students receive a scholarship application in their Financial Aid Interview. Additional scholarship opportunities are communicated to current students for consideration.

## Other Sources

Many private clubs and organizations contribute scholarship money on a yearly basis, such as: employers and unions; service clubs and fraternal orders (example: Rotary, Kiwanis); health related organizations; high school activity funds; and churches, religious organizations.

## St. Luke's University Health Network Tuition Benefits

Nursing students who are also St. Luke's employees may be eligible for tuition benefits. Details are outlined by the SLUHN Network Benefits Department. The School of Nursing does not make determinations on student eligibility for these Network employee benefits. Students with questions regarding SLUHN tuition benefits should contact NetworkTuitionReimbursementTeam@sluhn.org.

## Financial Need

Financial need is the difference between students' ability to contribute to their education and the costs of attending St. Luke's. The amount of the loan or grant received is based on income and assets. Students share financial responsibilities through savings and employment.

To apply for financial aid, students take the following step: After completing their (and their parents' if applicable) income tax return, students make an appointment with the Financial Aid Office. During this appointment, all of the costs of the nursing program are discussed and all necessary financial aid forms are completed.

## Satisfactory Academic Progress

Federal regulations require that St. Luke's School of Nursing review the academic progress of students before a student receives federal financial aid to make sure the student has met and continues to meet some basic academic progress standards. The Federal Government requires a student receiving federal aid to complete their program within 150% of the published length of the program. For St. Luke's School of Nursing students, the program is 20 months in length. 20 months X 150% = 30 months. There are no appeals for the maximum time frame regulation.

This policy on Satisfactory Academic Progress relates specifically to St. Luke's School of Nursing students who apply for and/or receive Title IV Federal student aid.

Title IV Federal Aid Programs offered at St. Luke's School of Nursing

- Federal Pell Grant
- Federal Direct Student Loan (subsidized and unsubsidized)

- Federal Direct Parent Loan for Undergraduate Students (PLUS)

## Evaluation

At the conclusion of each student's academic term, the Satisfactory Academic Progress standards will be applied. Students are expected to maintain satisfactory academic progress based on qualitative standards as defined by GPA/grade and quantitative standards as defined attempted credits.

**Qualitative -** Students are required to earn a passing grade of C+ in order to progress to the next course and to maintain Satisfactory Academic Progress (SAP). A student who does not meet the C+ benchmark will be considered a course failure for the purpose of Title IV eligibility. A student who does not have SAP may be considered for Financial Aid Probation by submitting an appeal letter to the Financial Aid Coordinator which outlines the reasons for the student's lack of progress and must state specifically what actions they will take to resolve those issues.

If a student's financial aid appeal is approved, the student will be placed on financial aid probation until the end of the term in which the appeal was granted. If the student does not successfully complete the repeated course, the student will not be eligible to receive financial aid in the next term.

**Quantitative -** The number of overall earned credit hours must equal 67% of overall attempted credit hours. Student financial aid recipients must demonstrate measurable progress toward earning their diploma by successfully completing 67% of all the credit hours at St. Luke's School of Nursing. Successful completion is defined as receiving a grade of C+ or better.

## Financial Aid Sources

| Program | How to Apply | Deadline for Applying | Maximum Award | Eligibility Requirements | Repayment Provisions | Agency Awarding Funds | Must Apply |
|---|---|---|---|---|---|---|---|
| **PELL (Grant)** | Free Application for Federal Student Aid (FAFSA) on-line | As early as possible after January 1, but not later than June 30 of following year. | $7,395 (2025/2026) | Financial need; under-graduate | Not repayable | U.S. Department of Education | Annually |
| **Federal DIRECT Loan** | Request an application on FAFSA or contact U.S. Department of Education for forms | None, but processing takes approximately 6 to 8 weeks | Dependent: $5,500 1st year, $6,500 2nd year Independent: $9,500 1st year, $10,500 2nd year | US citizen or eligible non-citizen | Repayment begins 6 months after graduation or withdrawal | U.S. Department of Education | Annually |
| **Federal DIRECT Plus Loan** | Contact local bank or lending institution for application forms | None, but processing takes approximately 6-8 weeks | Based on unmet need | US citizen or eligible non-citizen | Repayment begins 60 days after receiving last check | U.S. Department of Education | Annually |

Note: St. Luke's School of Nursing is not approved for the PHEAA State Grant.

**If students have questions about eligibility for financial assistance or how to complete the applications, call the Sr. Financial Aid Coordinator Joseph Zelasko at 484-526-3405.**

# Fitness for School Guidelines

## General

Students are expected to report to courses and clinical experiences in a physical and mental/emotional condition fit for the safe and proper performance of their role as students and to remain in such condition throughout their courses and clinical experiences.

## Determining Fitness for School and Consequences of Being Unfit

The determinations of whether students are fit for school is a supervisory responsibility. Ordinarily, this is the faculty member responsible for teaching students in their particular course or clinical experience, but other School officials, and/or the faculty, staff or other supervisory individuals associated with any Network-affiliated entity or affiliating clinical agency may also make such a determination.

- Generally, students are unfit for school when there are reasons to believe, based on objective facts and observations, that the students' abilities to perform the student functions in a proper, safe and competent manner are adversely affected for some reason.
- Students may be unfit for a variety of reasons, ranging from the relatively simple, such as illnesses, fatigue or reactions to prescribed medications, to the more complex, such as emotional distress arising from personal problems, or substance abuse.
- Where substance abuse is suspected, the situation should be handled by invoking the procedures set forth in the **Substance Abuse and Drug/Alcohol Testing Policy** section. In other situations where students are suspected of being unfit for school, students should immediately be asked to leave the classroom or clinical area to discuss the situation in a location ensuring privacy and confidentiality. Discussions are documented and decisions are then made in consultation with the Dean, Diploma Program, Coordinator, Student Services, or their designee, whether to return students to the course or clinical experience or suspend students from the course or clinical experiences for the day or longer. There may be other consequences (academic, clinical, or otherwise) arising out of the situations and those other consequences also are discussed and communicated to the students. Students may be required to submit to fitness-for-duty examinations similar to those applicable to employees of St. Luke's University Health Network (and its affiliated entities), and/or such other requirements as may be deemed necessary to determine the students' fitness for school. Students are not allowed to resume any course or clinical experience unless and until the School of Nursing determines in its sole discretion that students are fit for school.

# Grading

Revised: 3/13, 6/13, 8/14, 9/16, 11/17, 6/22, 8/23

| Letter Value | Numerical Value | | | Grade-Point Equivalent | Explanation |
|---|---|---|---|---|---|
| **A** | 94.50 | - | 100.00 | 4.00 | |
| **A-** | 91.50 | - | 94.49 | 3.70 | |
| **B+** | 88.50 | - | 91.49 | 3.30 | |
| **B** | 84.50 | - | 88.49 | 3.00 | |
| **B-** | 81.50 | - | 84.49 | 2.70 | |
| **C+** | 77.50 | - | 81.49 | 2.30 | **Minimum passing grade for nursing courses** |
| **C** | 74.50 | - | 77.49 | 2.00 | |
| **C-** | 71.50 | - | 74.49 | 1.70 | |
| **D+** | 68.50 | - | 71.49 | 1.30 | |
| **D** | 61.50 | - | 68.49 | 1.00 | |
| **F** | Below | - | 61.49 | 0.00 | |
| **WF** | Withdrawal / Failing (after the withdraw date, before the end of the semester)<br>- becomes a grade of F and 0.00 calculated into GPA | | | | |

| **The following are NOT included in the GPA:** | |
|---|---|
| **AU** | Audited; attended course on this basis |
| **I** | Incomplete |
| **LOA** | Leave of Absence |
| **S** | Satisfactory in clinical |
| **U** | Unsatisfactory in clinical; surpassed number of clinical absences |
| **W** | Withdrawal (on or before the withdraw date on course calendar) |
| **WP** | Withdrawal / Passing (after the withdraw date, before the end of the semester) |
| **WS** | Withdrawal / Satisfactory (completed clinical after the withdraw date, before the end of the semester) |
| **WU** | Withdrawal / Unsatisfactory (completed clinical after the withdraw date, before the end of the semester) |

## Incomplete Policy

1. At the request of students or instructors, with the approval of the Associate Dean of Academic Affairs, may grant the designation "I" or "Incomplete" for a course. "I" is only considered when students have been unable to complete course requirements due to circumstances beyond their control. These may include, but are not limited to, unforeseen serious health problem of students or immediate family member, death of a family member, etc. Failure of students to request an "Incomplete" before the last class meeting results in denial of the request. Failure to take the final examination or complete other course requirements without prior arrangement with instructors is not justification for grades of "I".
2. When instructors submit a grade of "I", it must be accompanied by formal, written, signed plans for students to complete the course requirements and the appropriate letter grades that would be assigned if the plans were not completed by students in the time specified. Plans to complete course requirements are drawn up by instructors with the acceptances of the students. Students are informed in writing, and copies of written notices and requirements for completion, signed by the student and instructor, are filed in the students' permanent records.
3. Course work must be completed, and "I" converted to the appropriate grade before the beginning of the next semester, unless otherwise stated. If "I" is not converted by the specified date, the "I" becomes a permanent "F" grade. If "I" grade is received in courses that are prerequisites to courses in the subsequent semesters, "I" must be removed before students may progress to the next semester courses.

## Classroom Performance

1. A student is required to earn a passing grade of "C+" or higher in all nursing courses to progress. In order for a student to pass a course, grades on all exams must be a *weighted*[3] average of 77.50% before any additional grades for attendance/quizzes/projects/papers, etc. are calculated into their final grade**. Failure to achieve a 77.50% weighted average on exams results in a maximum course grade of "C".**
2. Evaluation of nursing courses, instructors, and clinical sites at the end of nursing courses are required for successful completion of the course. The process of performing evaluations is directly related to the curriculum outcomes of professionalism. A student must complete all applicable evaluations in order to take the last exam in the course.

## Grading Policy for Final Theory Course Grade

| Equal or greater than 80% | Equal or less than 18% | Classroom Attendance = 2% |
|---|---|---|
| Exams must equal at least 80% of the final course grade<br><br>(77.50% or higher is needed on exams before projects are added to make up the final course grade.) | Papers<br>Learning exercises<br>Students led conferences<br>Quizzes<br>And any other projects | Classroom attendance must equal 2% of the final course grade |

1. Course projects count in the calculation of the final course grade only if students have 77.50% or higher on course examinations.
2. All scores on exams, attendance, quizzes, and learning projects of any type must equal 100%.
3. All scores and final course grade are calculated through Canvas.
4. No quizzes or extra point projects/activities are added onto exam scores.
5. Students should be aware of their exam grades prior to projects added onto the final grade.
6. Students are required to take ATI assessments. Students who complete all of the exams in the course but fail to take ATI assessments will be given an "0" for the ATI exam grade in the course.

## Clinical Performance

1. Students are required to earn a **Satisfactory** evaluation in each nursing course in order to progress in the curriculum.
2. Failure to meet clinical outcomes results in a grade of **Unsatisfactory** and failure of the course.
3. A formative evaluation may be given to students at a time designated by the course. This evaluation documents student growth toward meeting course outcomes. Students in specialty rotations (Nursing 4, 5, 6, and 7) are not given a formal formative evaluation unless the students are not progressing satisfactorily.
4. A summative evaluation is given to all students at the completion of each clinical nursing course.
    a. A summative evaluation of **Satisfactory** indicates that students have passed each course objective with a satisfactory evaluation. A Satisfactory evaluation indicates safe and consistent practice.
    b. A summative evaluation of **Unsatisfactory** indicates that students have earned an unsatisfactory evaluation in one or more course outcomes. An Unsatisfactory evaluation indicates unsafe or inconsistent performance and results in failure of the nursing course.

[3] See individual course syllabi for percent of total course grade assigned to exams.

5. Students submit written self-evaluations with formative and summative evaluations.
6. If a student withdraws from a clinical course prior to the published withdrawal date, “W” appears on the transcript for the clinical grades. If a student withdraws after the published withdrawal date or is dismissed, the student receives a grade of “WS” or “WU” for the clinical grade, depending on their status at the time of withdrawal.

## Transcripts

1. The final grade for each nursing course is recorded on the transcript as a separate grade for theoretical work and clinical laboratory experience.
2. Should a student successfully repeat nursing courses after readmission to the program, the achieved grades are reflected on the transcript.
3. If a student withdraws from any course prior to or on the published withdrawal date of the course, a “W” appears on the transcript for theory and clinical and is not calculated in the grade-point average (GPA).
4. If a student withdraws after the official withdrawal date, a student receives grades of “WP” or “WF” for theory and “WS” or “WU” for clinical depending on their status at the time of withdrawal.
5. If a student is “Dismissed” from the School for any reason, the grades for all enrolled courses are Dependent on what the students has earned up to the dismissal date in theory and clinical and “Dismissed” is printed on the top of the transcripts.
6. If a student stops attending classes and clinical and does not initiate a withdrawal, the student receives an earned

   theory grade calculated at the end of the course and a “U” for the clinical portion of the course.
7. Grade Reports may be accessed on the School of Nursing’s Student Portal. The link is below. https://secure.webconnectgradpro.com/slson

## Honors Recognition

Students are accountable for maintaining standards of academic and clinical performance. Students are recognized in the following manner:

**1. Honors List**

Academic standing awarded to any student who receives a semester grade-point average of 3.50 or above. This list is published and posted at the end of each semester.

**2. Academic Honors**

Academic standing awarded to students if the cumulative grade-point average is 3.30 or better. The awarding of honors is based on all graded work that is done while the students are matriculated as St. Luke’s students. Students with a cumulative grade-point average of 3.30 or above at the end of the academic program graduate cum laude; students with an average of 3.60 or above graduate magna cum laude; students with an average of 3.80 or above graduate summa cum laude. These honor students are listed in the graduation program.

# Graduation and NCLEX-RN Testing Requirement

Revised: 10/11, 5/12, 8/14, 2/15, 7/19, 8/25, 9/26

The Student Services Department coordinates the graduation activities. Students are notified eight weeks prior to graduation regarding the location for commencement exercises. Graduating students who are completing all curriculum requirements select the class speaker and the recipient of the Student Choice Award. A schedule of graduation events and graduation announcements are available through Student Services.

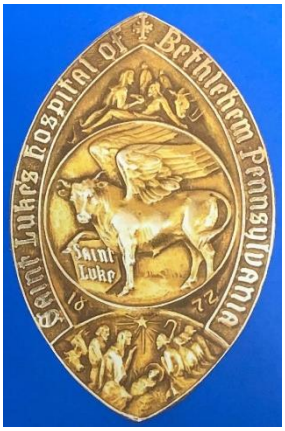
## Graduation Requirements

1. Completion of all nursing courses with a grade of "C+" or above and successful course progression, as outlined in Curriculum Plan.
2. Satisfaction of all financial obligations, including Library fees. Students with Federal student loans are required to meet with the Financial Aid Coordinator prior to graduation. This exit interview process reviews the particulars on the repayment of the loan. It is also time to review future options with regards to additional monies available and when payments are due.
3. Return of all specified items and borrowed materials (e.g., name badge, room keys and materials borrowed from Estes Library). Fees are charged for lost items.
4. Completion of Nursing 8 student evaluations and Graduate Exit Survey. The purpose of the exit survey is to provide students the opportunity to evaluate the program and provide input into the curriculum. It is also a time for students to evaluate their experience at the School regarding accomplishments, clinical proficiency and personal growth. The results of the anonymous exit survey are summarized and shared with the Faculty.

## Graduation Fees

1. Purchase of graduation uniform.
2. Optional purchase of individual graduation photo package.
3. Purchase of the pin.

## Seal/Pin




"The centre [sic] is the Evangelistic symbol of St. Luke. The ox, *winged*, and with the right forefoot extended over a shield, on which the words 'St. Luke' appear. Above this is the Good Samaritan, pouring healing upon the wounded traveler; the figures of the Priest and Levite, in small, being represented beyond and behind him, going away. The ass at the right side is bridled and is the 'beast' on which the Good Samaritan himself is come to the place. At the bottom is the nativity of our Lord of Bethlehem, The Babe, in swaddling clothes, lying on the straw, in the centre [sic]; the Blessed Virgin, kneeling, adoring, beside him, with St. Joseph standing behind her, and the ox and ass behind him. On the other side the shepherds kneel in adoration; the Star is over the Babe. The *date* is given in the triangular spaces between this and the central circle; 18 being on one side, and 72 on the other side. The inscription around the edge is "Seal of St. Luke's Hospital, S. Bethlehem." [4]
(*Quotation from letter of Mr. I. H. Hopkins, Williamsport, PA, December 3, 1879)*

## Licensure Fees

1. Detailed on applicable licensing State Board of Nursing website.

[4]This has since been changed to read "Saint Luke's Hospital of Bethlehem, Pennsylvania"

# Grievances

See **Complaint Policies** section.

# Health Program

Revised: 2/12, 4/14, 7/15, 6/22, 8/23, 8/25

Students must be able to practice nursing as it is defined in the law. Students must have adequate cognitive, sensory, and psychomotor functioning to effectively implement nursing care. Students must possess the physical and emotional health necessary to fulfill the outcomes of the program and to meet the demands of the profession. These non-academic qualifications are more fully summarized in the **Core Standards for Admission, Progression and Graduation.**

## Outcomes

- Ensure maximum wellness of students entering St. Luke's School of Nursing.
- Provide for the immediate health needs of nursing students.
- Maintain optimum wellness of nursing students.
- Identify a standard of wellness for the clients and the community served by the School of Nursing.

## Mandatory Pre-Entrance Health Requirements

Pre-Entrance Health Screening is required for nursing students. Prior to beginning classes, registered students must complete all health records and required forms provided and requested by the School of Nursing as follows:

1. **Physical Examination** - Physical examinations must be completed and signed by physician, physician assistant, or nurse practitioner within twelve months prior to the students' entrance dates. The examination includes a Snellen eye examination.
2. **Laboratory Testing** - Results of laboratory/diagnostic testing may be required based on abnormal findings of physical examination.
3. **Pre-Admission Immunizations** - The following immunizations are required. A physician, physician assistant, or nurse practitioner must complete and sign the immunization record section of the physical examination forms.
    a. Measles - Show proof of immunity by titer or show proof of two vaccinations for Measles.
    b. Mumps - Show proof of immunity by titer or show proof of two vaccinations for Mumps.
    c. Rubella - Show proof of immunity by titer or show proof of two vaccinations for Rubella.
        i. If a student is requesting a religious or medical exemption for the MMR vaccinations or any other required vaccination, he/she must complete and submit in timely manner all required paperwork from Network Employee Health Services along with the required supporting documentation. Unless the Network grants the requested religious or medical exemption(s), any missing immunization(s) which are required as set forth herein will prevent the student from matriculating
    d. Tetanus, Diphtheria, Pertussis (TDAP) – Proof of immunization within 10 years of the student's expected graduation date.
    e. Varicella - Two (2) documented doses of Varicella Vaccine or a positive/immune Varicella titer required.

f. Tuberculosis (TB) - No active TB, as evidenced by two tuberculin skin tests (TST) or a negative Quantiferon Gold result. If a positive result, complete SLUHN TB symptom questionnaire AND show a negative chest x-ray or Blood Assay for Mycobacterium Tuberculosis (BAMT) dated no earlier than three years prior to beginning at St. Luke's SON. History of BCG vaccine administration without TB testing is NOT acceptable.

g. Hepatitis B Vaccine – Student are encouraged to show proof of immunity by titer or either receive the series of three Hepatitis B vaccinations or provide a signed declination.

h. Meningococcal Vaccine – **While not required, a one-time vaccination against meningococcal disease is recommended for dormitory residents.**

i. **Influenza Vaccination** – Annual immunization against influenza is required, unless a specific medical or religious exemption is requested and approved by SLUHN. See the Admission Office or Employee Health for exemption forms.

   i. Students who are scheduled to enter the program during the SLUHN determined influenza season, must be vaccinated or granted an exemption within thirty (30) days of commencing clinicals at any Network facility.

   ii. Students **enrolled in the program during the SLUHN determined influenza season,** may receive influenza vaccinations free of charge during the Network annual influenza vaccination campaign. Students may be vaccinated at a site of their choice outside SLUHN, as desired.

j. Covid Vaccination- proof of vaccination is requested prior to beginning classes at the St. Luke's School of Nursing. When students obtain influenza vaccination from, SLUHN, their physician, another health care facility, or other vaccination service available in the community, they must provide proof of immunization to the School of Nursing on an annual basis. Acceptable as proof of influenza vaccination will be any of the following and must contain the individual's name and date of vaccination: a physician's note, a receipt listing influenza vaccination, or a copy of a signed consent form. Failure to comply by the deadline may result in loss of clinical privileges at SLUHN and loss of access to SLUHN facilities as applicable and as determined by Employee Health. Students with granted exemptions shall be required to wear approved respiratory protection when in $\leq$ 6-foot proximity of an area where a patient or health care personnel may be encountered at an SLUHN facility.

## Mandatory Up-to-Date Records

Pre-enrollment and throughout in the nursing program, it is the responsibility of students to maintain currency of certain required records. Renewed and updated records must be received by the Registrar on or before the date of expiration. Failure to renew and submit required records prevents students from attending classes and clinical that could result in dismissal from the School.

1. **Drug/Alcohol Testing** - Students are tested for drugs and alcohol prior to the start of their clinical experience. See **Substance Abuse and Drug/Alcohol Testing** section.

2. **CPR Certification** - CPR certification by the American Heart Association (AHA) is required of students. The American Heart Association's *BLS (Healthcare) Provider Course* is the only acceptable certification course for infant through adult CPR. This AHA CPR certification must be obtained no longer than 3 months prior to beginning the SON program. If students have CPR certification other than by AHA, they must still complete the AHA certification within the above time frame. A copy of the card is required for our records. St. Luke's network requires nursing students to maintain CURRENT certification throughout the entire program.

3. **Health Updates**
    a. **Tuberculin Skin Test** (**TST) or Quantiferon Gold** - See above "Pre-admission immunizations" for students with positive testing results.

    b. **Influenza Vaccination** – All students are responsible for obtaining annual influenza vaccination. Failure to comply with annual flu immunizations or SLUHN-approved exemptions will result in the loss of clinical privileges at SLUHN and other clinical facilities with influenza mandates. Students seeking qualifying medical or sincerely held religious exemptions must apply for them by **the deadline listed on the SLUHN exemption request form**. See the Admission Office or Employee Health for exemption forms. Vaccinations will begin in October. All students must be vaccinated or granted an exemption by November 1. Students with granted exemptions shall be required to **follow SLUHN policy for unvaccinated health care personnel**.

4. **Physical or Behavioral Health Restrictions** - Nursing students who have restrictions due to physical or behavioral health conditions and are under the care of physicians must update the School as to these restrictions on an annual basis or when the health status of those students change. Upon request, written clearances from treating physicians may be required to attend the clinical and/or classroom components of the curriculum. Please see the **Disabilities** section for more information on the interactive process of determining whether reasonable accommodations may be provided to otherwise qualified students with disabilities. Returning students: physicals not needed if done within the year.

5. **Background Checks** – Students must keep the School informed if there is a change in the status of their clearances. Failure to do so can result in dismissal. Be aware that conviction of a felony prior to or during the course of the education program may result in the denial of licensure by the State Board of Nursing. See **Application & Admission – Licensure Considerations.**

6. **Other Related Information and/or Testing –** From time to time, students may be required by St. Luke's University Health Network or another clinical agency to receive additional testing or vaccinations in order to be permitted in the clinical areas. Therefore, the above list should not be considered a complete listing of requirements.

## Health Insurance Coverage

**Student Health Insurance** – Under the Affordable Care Act, health insurance coverage is mandatory. If an individual can afford health insurance but chooses not to buy it, the person must have a health coverage exemption or pay a fee. (The fee is sometimes called the "penalty," "fine," "individual responsibility payment," or "individual mandate.") Government subsidies are available for low-income individuals. Go to https://www.healthcare.gov/ for more information. Students are urged to have sufficient health insurance coverage that includes hospitalization in case of injury during school or accidental exposure to blood or body fluids.

**St. Luke's University Health Network does not provide free health care to students, even in the event of an injury that occurs during a clinical experience.** Health insurance is available to students as members of the National Student Nurses Association (NSNA): go to http://augeobenefits.com/nsna/

Student Health Records Health and insurance records of matriculating students are the property of the School and are securely maintained. At times, it may be necessary for the School of Nursing to release some or all health records to the affiliating clinical agencies who may request them. Consent forms are signed by students prior to enrollment to release health forms to cooperating clinical agencies, as needed (**See Attachment J**). After graduation, students' health records are the property of the School of Nursing and are maintained in secured electronic files at the school.

## Change of Health Status

Students experiencing a change in behavioral and/or physical health status, including pregnancy, that may restrict delivery of patient care, are required to notify the Coordinator, Student Services by submitting a written statement from a healthcare provider stating the student's limitations/restrictions and the projected duration of the limitations/restrictions.
A written clearance from the treating healthcare provider, along with restrictions and any suggested accommodations that do not restrict patient care and enable the student to meet course outcomes, is required before the student is permitted to attend the clinical and/or classroom components of the curriculum.

The Coordinator, Student Services will notify the course instructor(s) and the Associate Dean of Clinical Affairs if the change in health status exceeds more than one missed clinical day in specialty courses and more than two missed clinical days in other courses. At that time, a meeting of the Associate Dean of Clinical Affairs, course instructor and student will convene to determine if the documented limitations/restrictions can be adapted to meet course outcomes. If course outcomes can be met, a written plan will be developed for use of a temporary equivalent clinical setting and continuation of classroom teaching. One copy will be given to the student and another copy placed in the student's file. The school is not obligated to alter the expectations or outcomes of the course to accommodate a student with temporary limitations/restrictions.
Due to patient and student safety, the guidelines and policies of the clinical agencies in which the student is assigned patient care in a course may be utilized in decisions for the written plan.

**Those students experiencing an extended change in behavioral and/or physical health status as deemed medically necessary by** the student's health care provider or a health change resulting in an inability to develop a written plan that meets course outcomes will be referred to the Associate Dean of Student Affairs for use of the **Temporary Leave of Absence** policy below or (2) the **Withdrawal** policy (see **Withdrawal** policy section).

## Temporary Leave of Absence Policy

A leave of absence may be granted up to one year to students who have short term, temporary health-related issues, including but not limited to conditions requiring medical and/or surgical interventions, pregnancies and childbirths. Students' requests for a temporary leave of absence are considered on an individual basis. When a health-related issue or pregnancy is confirmed, written confirmation from the attending physician is required.

The length of time students remain on temporary leave and the return dates are determined in interviews between students and the administrative team and are based on the students' placement in the curriculum and the students' health, as documented by the attending physicians' certification that the students are able to safely and effectively meet the academic and/or clinical requirements of the School. The School's academic and clinical expectations are forwarded to the attending physicians upon request.

Extenuating circumstances affecting the health and welfare of students may necessitate a revision of the students' program of studies.

**Note:** All breaks from continuous matriculation in the SON, other than scheduled school breaks, of one semester or more will necessitate that students repeat some or all of their preadmission requirements, especially background checks, substance abuse screenings and health status. Students who withdraw from Nursing 4, 5, 6 or 7 courses, but continue in the next rotation, are exempt from repeating requirements. All students are expected to maintain current CPR and vaccination requirements. See **Application & Admission Section – Licensure Considerations.**

## Requirements for Health Services

1. Health insurance coverage should be maintained through completion of the program. **St. Luke's University Health Network does not provide free health care to students.**
2. Students are expected to utilize the services of their primary care practitioner for routine checkups, extended care for health-related issues and treatment of chronic illnesses. If students have relocated to the area, they are responsible for establishing doctor/patient relationships in the local community.
3. Students who become ill during clinical experiences must notify the clinical instructor, who provides the student with the "*Medical Treatment Due to Illness or Injury*" form and directs students to the appropriate treatment area.
    a. The clinical instructor will notify Associate Dean of Clinical Affairs at time of injury.
    b. The Medical Treatment form is returned to Student Services Coordinator when complete.
4. If students are involved in accidents on Hospital property, a *Safety Incident Report must be completed* in Workday and a *Medical Treatment Due to Illness or Injury* form must accompany the students to the appropriate treatment area.
5. If students are exposed to bloodborne pathogens (i.e., needle stick), the clinical instructors are notified and initial first aid is applied. Prompt treatments of the exposures are completed in the Emergency Department (*ESafety Incident Report must be completed* in Workday and a *Medical Treatment Due to Illness or Injury* form must accompany the students to the appropriate treatment area).
    a. Clinical instructor will notify Associate Dean of Clinical Affairs at time of injury.
    b. Medical Treatment form is returned to Student Services Coordinator when complete.
6. Students may utilize health care services of their choice or that are required by their health care plan. The following **exceptions** may apply: life threatening situations, exposure to bloodborne pathogens, accidents occurring on Hospital property or if the students' conditions are such that they are unable to make an appropriate decision.
7. **Students must present their health insurance card when requesting health care services through St. Luke's Network.**
8. Payment for health care services rendered is made through the Hospital's Billing/Business Office in the time frame requested on the bill.

## Available Health Services through St. Luke's Network

- **Non-urgent Care** - Students requiring non-urgent medical care are encouraged to visit any of the **St. Luke's Care *Now*** locations. All St. Luke's Care *Now* locations offer high quality care for minor illnesses and injuries with extended hours that include evenings and weekends. St. Luke's Care *Now* is extremely convenient and no appointment is ever needed. Lab and X-ray services are offered onsite and common prescription medications are available for purchase at a low cost. **Fees will apply. Click the link below to see all the Care *Now* locations.**

  Find a Location Near You | Medical Offices, Hospitals at SLUHN

- **Family Doctors** - You also may choose to become a patient at any one of the St. Luke's family medicine or internal medicine practices throughout the region. **Fees will apply.**
- **Emergency Care Unit -** Emergency Care Unit, staffed with registered nurses and full-time emergency physicians, is available to students twenty-four hours a day, seven days a week. **Fees will apply.**
- **ComPsych –** ComPsych offers secure, immediate access to mental health support services. This service is offered at no charge to St. Luke's School of Nursing students.

- **Pastoral Care -** The department of Pastoral Care's mission is to "identify and foster God's mercy and justice in healthcare." Staff chaplains, trainees and volunteer chaplains from this department are available to students and their dependents for spiritual care 24 hours a day/7 days a week.
- **Food Security –** St. Luke's School of Nursing is a designated "PA Hunger-Free Campus" and is listed on the public site Designated Institutions | Department of Education | Commonwealth of Pennsylvania.

  Key food resources for students include:

  - 20% discount on most food items at SLUHN cafeterias (pre-packed food/drinks not included).
  - "Nightingale Nook" is a school run food and personal item pantry which offers items free of charge to those in need.
- **Fitness Program -** The St. Luke's Health and Fitness Center has various locations. It provides comprehensive exercise and fitness management to students and employees of SLUHN. **The Fitness Center is offered at discounted cost to students residing on campus.**
  **Click the link below to see all the Get Fit locations.**

  Find a Location Near You | Medical Offices, Hospitals at SLUHN

## Exposures

### Bloodborne Pathogen Exposure Control Plan

The Occupational Safety and Health Administration (OSHA) requires that all health care workers be taught the principles of body substance isolation, hazardous review, and bloodborne pathogen exposure control.

In order to meet the guidelines of OSHA, St. Luke's School of Nursing offers a yearly mandatory educational newsletter (*Essentials)* and test to all faculty and students. The test results are submitted to the hospital Educational Services Department. **Students are not permitted on the clinical area without having first complied with this OSHA mandate.**

Students and faculty are given the option to receive the Hepatitis B vaccination through the Employee Health or their personal physician. They may either receive the vaccine or decline it. Proof of compliance must be submitted to the Registrar or Student Services.

### Students Exposed to Blood and Body Fluids

Students who are exposed to blood or body fluids during the course of their clinical rotations should immediately report incident to faculty in charge and report to St. Luke's Emergency Department facilities as soon as possible after the exposure. **Care for this visit is charged to the student's insurance**.

For more information regarding exposure control methods and prevention, please refer to the St. Luke's University Health Network policies available at https://pnp.slhn.org/ under Infection Control and Employee Health Services or consult Student Services Department.

### Pregnant Nursing Students Clinical Exposure to the Infectious Patient

Pregnancy itself does not constitute an increased risk for acquiring infectious diseases. It is usually not necessary to restrict pregnant personnel from caring for a patient with an infection/infectious disease. Restriction from patient contact is based on history of immunity and not on pregnancy.

Pregnant nursing students are required to obtain written certification from their attending physicians to give permission to continue in the School (see Change of Health Status policy in the **Health Program** section of this handbook). If there are any restrictions/limitations to the students' activities in the clinical area, the restrictions are to be clearly written in the certification. This certification is forwarded to the Coordinator, Student Services.

# HIPAA - Confidentiality of Information

Reviewed: 8/25

Revised: 7/15, 6/22

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") requires students to protect the use and disclosure of individuals' health information. All situations in which patients are discussed, such as pre- and post-conferences must be held in a private area away from the public.

St. Luke's School of Nursing has always required students to respect the privacy of each patient and the patient's medical and personal information. Because of the nature of the service we provide, we have access to a patient's medical records and the Hospital's computer system. Information between a physician and his/her patient is confidential. Unless students have a job-related need to know, they may not access a patient's medical records or unit reports. Access is defined as: to intercept, instruct, communicate with, store data in, retrieve data from or otherwise make use of any information from the computer, computer system, or database. Flash or jump drives may not be used on hospital or School of Nursing computers.

Furthermore:

- Information pertaining to patients, their medical records and personal data is confidential, by the medical code of ethics and by law.
- The confidential nature of the medical relationship extends to personal observation and knowledge of a patient's diagnosis and treatment.
- Information required in the delivery of patient care and service may be discussed with other health care providers. These discussions should be held in a private area that cannot be overheard by others.
- Inappropriate discussion, access, and distribution of confidential information of any nature result in disciplinary action including dismissal from the School.
- Recording discussions about patient care during clinical conferences is prohibited.
- Photographing or video recording of patients, clients, or clinical sites is prohibited.
- Personal Web sites/Web blogs/Social media accounts with inappropriate content, as it relates to patient care, result in immediate counseling and potentially corrective action up to and including dismissal from the School. See below.

## Procedure

St. Luke's University Health Network provides training to all students on the organization's policies and procedures relating to protected health information (PHI). Students are required to sign confidentiality forms, including the "Commitment to Privacy & Confidentiality" form, see **Attachment A**. These forms are kept on file in the School of Nursing. The Dean is responsible for the maintenance (enforcement) of this policy.

## Personal Web Sites, Web Blogs, and Social Media Guidelines

Personal web sites, web blogs, and social media have become common methods of self-expression. St. Luke's SON respects the right of students to use these communication venues during their personal time. However, students must be mindful that the Internet is a public venue and there should not be an expectation of privacy while using these sites. Postings can potentially be viewed by anyone.

- Students are encouraged to use sound judgment when participating in these social media. It is St. Luke's expectation that our students uphold St. Luke's values – most especially pride, respect and accountability – both in their school environment and in any public venue.
- For this reason, students using personal Web sites/Web blogs/social media are expected to refrain from making or posting any disparaging, offensive, or inappropriate statements, pictures or characterizations

regarding St. Luke's SON, hospital, faculty, students, employees, patients and others associated with our organization. Online comments by nursing students regarding faculty, peers, coworkers, and clinical sites, even if posted after clinical or didactic hours may constitute lateral violence or misuse of social media. Lateral violence includes disruptive behaviors of intimidation and bullying which is detrimental to the School of Nursing faculty and students and will result in disciplinary action. As part of a health care organization, we hold the public's trust. Our patients place their very lives in our care, and it is imperative this trust not be jeopardized. Discussion of confidential information is not tolerated. When inappropriate content, **especially as it relates to patient care**, is brought to our attention, it results in immediate counseling and, potentially, corrective action up to and including dismissal.

- St. Luke's SON considers its students, faculty and staff as our most important assets. We remain committed to developing a positive relationship with students through open, direct and honest communication. Students are encouraged to express their concerns constructively and openly with their faculty or administration at all times possible. For any questions about these guidelines, see the Dean.

## History of the Diploma Program

St. Luke's was the fourth hospital in the country to operate a school for nurses. Today St. Luke's School of Nursing remains the nation's oldest nursing diploma program in continuous operation.

- The school became a reality in 1884 when Dr. William Estes appointed Miss M. J. Merritt from Bellevue Hospital, New York, as principal of the nursing school. Nine students formed the first class.
- The reputation of the school flourished during the 1920s and 30s. High school graduation was compulsory for entrance to the school; the hospital purchased the Bishopthorpe School building as a residence for students and added a three-month psychiatric affiliation with Allentown State Hospital.
- During World War II, St. Luke's Hospital School of Nursing was approved for the Cadet Nurse Corps program. In 1962, the School of Nursing was awarded full accreditation from the National League for Nursing.
- Beginning in 1969, college credits were added to the curriculum to provide college credits in science and liberal arts. In 2009, these college credits become required prerequisites to the nursing program and new nursing pharmacology courses were added to the curriculum.
- Beginning in Fall 2018, an Evening/Weekend track was added to supplement the Day track.

## Inclement Weather Policy

Revised: 10/13, 11/14, 7/16, 8/23, 8/25

This policy is intended to provide faculty and students with guidelines regarding travel in inclement weather. The policy is not meant to substitute for students' independent decisions to travel to St. Luke's campuses or clinical sites. All members of the School of Nursing Community are responsible for utilizing their own judgment to make their decisions.

Information is carried on these stations and internet sites:

1. **Channel 69** or www.wfmz.com through "Storm Center" Channel 69 may be viewed on television or internet. Apps available for cell phone notification.
2. **Canvas** shows announcement of closings, delays, and dismissals on SON Student Resources

### Severe Inclement Weather/Emergency

In the event of inclement weather or other emergency, the School of Nursing may have a delayed opening or class/clinical cancellations. . The Associate Dean of Academic Affairs or the Associate Dean of Clinical Affairs makes these decisions for courses/clinical experiences. School-wide closings of courses scheduled for clinical experiences do not require student clinical make-ups or payment of $200. The Dean, School of Nursing, determines the complete closing of the school for faculty and staff.

### Early Dismissals

After consultation with the Associate Dean of Academic Affairs and/or the Associate Dean of Clinical Affairs, individual course/clinical instructors may make the decision to dismiss students early or delay start for their respective clinical groups.

### Students' Decisions To Not Attend Class/Clinical Activities Due To Inclement Weather

If a course is scheduled to hold class/clinical activities and students decide not to attend due to inclement weather, they are expected to notify their instructors of their decisions.

1. Clinical: The instructor will arrange for an alternative clinical assignment, subject to the tardiness policy.
2. Classroom: The instructor may provide a synchronous online learning opportunity or provide direction for the student to obtain missed classroom content.

**Inclement Weather Policy for Nursing 8 Senior Practicum is located in the Senior Practicum Packet that will be given to the student during the Nursing 8 course.**

## Information Security Program

The protection of the private information of St. Luke's School of Nursing community members is of critical importance to the IT Department. The three components below describe in broad terms how the institution is protecting that private information. In addition, this program ensures compliance with Title IV financial aid requirements for protecting student financial aid information.

St. Luke's School of Nursing is taking three main approaches:

1. Defining
2. Protecting
3. Educating

### Defining

St. Luke's School of Nursing has defined types of data and how such data should be handled. These definitions provide a common language to describe the information used by departments in various ways. Those types are:

1. **Public Data**. This is information that is available to the general public. Examples include press releases, campus maps, and other information on public websites.
2. **Regulated Data**. This is information that is protected or controlled by statutes, regulations, institutional polices or contractual language. Examples include student record information (protected by FERPA) or financial records.

## Protecting

Servers found on campus which are maintained by the IT Department have multiple layers of protection from being within a secure campus network. Social Security Numbers and Credit Card Numbers should never be stored in cloud storage.

1. **Social Security Numbers**
   - Remove any sharing on the document.
   - Remove the ability to download, print or copy the document.
   - Notify the document owner that their document appears to have such data.
2. **Student ID Numbers Found in Shared Documents**
   - Notify the document owner that their document appears to have such data.
   - If the document is shared outside SON, remove sharing.
   - Sharing within SON is fine.

## Educating

Faculty and staff are the best defense against preventing a loss of data. They are also the most frequent targets through email phishing scams. People are no longer trying to break into organizations. They are trying to trick people into handing over their keys (i.e., their password).

To ensure all faculty and staff are aware of effective practices SON has subscribed to Data Security training which provides various HR-related trainings. Training faculty and staff ensures we remain compliant with the Title IV Financial Aid requirements for protecting student information.

# Jury Duty Summons

Reviewed: 8/25, 9/26

**Purpose**

To assist students who have received a jury summons.

**Procedure**

As American citizens, it is students' civic responsibility to serve as jurors. However, due to the concern that extended absences could negatively impact successful achievement of course outcomes, the School will provide documentation requesting postponement of jury duty.

Students who receive jury summons should take it the Office of Student Services as soon as received and request a letter asking for a postponement of jury duty until after graduation. Students then mail the School's letter to the appropriate address as indicated on the summons. The provision of the letter requesting postponement of jury duty is not a guarantee that students will be excused from jury duty, as students must follow-up with the local, state or federal agency that sent the summons to jury duty. Make-up for missed time is handled in accordance with program attendance policies.

# Learning Resources and Technology

Revised: 8/14, 7/16, 6/22, 7/23

Learning resources are those physical adjuncts that are required for achievement of the student learning outcomes. Learning resources and technology are selected with faculty input and are comprehensive, current, and accessible to faculty and students.

## Technology Services

Faculty, administrators, students, and professional support staff are issued a laptop that meets both SLUHN and SON standards for security, functionality, and reliability. The SON has a full-time PC Support Analyst and two part-time PC Support Analysts, as well as the support of the SLUHN Information Technology Department.

Students are required to have an acceptable laptop to use for testing and class work. Tablets, including iPads, are not acceptable. The list of minimum requirements for the device is here:
https://examsoft.force.com/etcommunity/s/article/Examplify-Minimum-System-Requirements-for-Windows

- **Laptops** – Students, Faculty, and Staff may be issued a laptop and a single charger that meets the specific requirements for all expected tasks assigned. Recipient is required to return the laptop and charger as it was issued (with an expected allowance for normal wear and tear) upon completion of or removal from the SON.
- **Printing**- Students have unlimited use of the printers in the Computer Lab (Trexler 16). Additionally, all laptops issued will be assigned a printer that can be used as well. Student users assume the responsibility of reasonable maintenance in regard to restocking paper and toner in the printer as needed. Spare toner is located next to each printer, while paper can be acquired from Student Services.
- **School of Nursing Computers -** The SON maintains a state-of-the art computer laboratory that is used for instruction, course delivery access via Canvas, student testing, academic Internet research, and email access. The computer laboratory is supplemented with a computer laboratory in Estes Library, as well as computers in the dormitory areas.
- **Canvas -** This online class component can manage course content, allow online communication and collaboration and create virtual learning communities. Each instructor directs the use of their course site. Students follow the instructions given to them by the SON PC Support Analyst or the instructor for using the online site at https://slhn.instructure.com
- **ExamSoft/Examplify -** Is the online examination system used at the School of Nursing.
- **ATI online standardized testing and viewing results -** Students are introduced to the ATI product during orientation. Students are encouraged to log into the site www.atitesting.com to view their previous results of ATI assessments. In most nursing courses, students take the ATI assessments online and need to be familiar with the login procedure.
- **Simulation -** Activities in the Clinical Learning Resource Center are incorporated into the curriculum to support the school philosophy as applied to the nursing process and the art and science of nursing. The Network Simulation Director is responsible for the operation of simulation activities.
- **Wireless Internet Access -** Wireless Internet access is available throughout the campus. See **Getting Help** for access.
- **Copier -** Students are expected to use the copy machines in Estes Library. The copier located in the Student Services Office is also available for students.
- **Multimedia Equipment** – Equipment located in the Hurd Education Center is available for students. Students must request use of the equipment from the SON PC Support Analyst. For use of equipment in in classrooms, students must learn the correct method of operating the resources from the SON PC Support Analyst.
- **Getting Help -**School of Nursing Tech Support, (484)526-8056 for emergencies or, SonTechSupport@sluhn.org. Hospital Information Services Helpdesk, (484)526-3338.

# Library Resources

Revised: 10/11, 6/13, 4/14, 5/15, 9/17, 6/22, 8/25, 8/26

## Location and Hours

Estes Library is located in the Priscilla Payne Hurd Pavilion. Staff hours are: Monday, Thursday and Friday 8:00 am – 4:30 pm, Tuesday and Wednesday 8:00 am – 8:00 pm. The Library may be accessed after hours and on weekends by using the student identification badge issued or by paging security.

## General Guidelines

- Drinks in containers with lids are permitted in the Library.
- Noise should be kept to a minimum.
- Study rooms are available.
- SON student identification badge is to be prominently displayed at all times when using the library.

## Borrowing Policy

Materials circulate for two weeks with the exception of the following: reference materials, reserve materials, and journals. Books may be renewed one time for an additional 2-week period providing no one else has requested the book. Library materials are protected by a book security system; therefore, materials may only be signed out when the library is staffed. Materials removed from the library without being properly desensitized activate the alarm. All library materials must be returned before taking nursing final exams. Students with outstanding materials do not receive grades, nor are they allowed to graduate.

## Reserves

Reserve materials are for student use during specific courses and may not be signed out while the course is in session.

## Computer Availability

Computers for student use are located throughout Estes Library.

## Printers

Students should not print lengthy documents on printers in Estes Library. Library personnel have the right to deny services to students who do not comply.

## Computer Software is Copyrighted Material

Computer programs should not be downloaded to the library's computers.

## Copyright

The Copyright Law (Title 17 of the U.S. Code) protects authors from the unauthorized use of their works. The works covered include, but are not limited to: books, journal articles, music, audiotapes, videotapes, cartoons, computer software, pictures, etc. It is unlawful to use an author's work without permission. The "fair use" guidelines may, in some instances, permit students to use these materials for a course project. Students are expected to comply with this law. If unsure whether or not there is a violation of the Copyright Law, instructors or a Librarian should be consulted.

### Research
Literature searching is an effective method of locating journal articles on a particular topic. There are several databases available for searching, including the Cumulative Index to Nursing and Allied Literature (CINAHL) and Medline. A Librarian can assist students in completing a literature search.

### Interlibrary Loan
Books and journal articles not available in Estes Library may be borrowed from another library. Most items are available at no cost. Students are notified, in advance, if there is a charge for the material. Allow sufficient time for delivery of materials from another library. See any staff member for specific information.

### Order Books for Nursing Courses
ATI textbooks are provided to incoming students by Student Services. Additional textbooks may be ordered from any resource the student desires.

## Matriculation Options

Revised: 10/10, 11/14, 6/20, 8/21, 8/23, 8/25

The School of Nursing (SON) encourages its students to continue their education beyond the diploma in nursing. Through a partnership with Moravian University, students have the opportunity to enroll in a seamless pathway for the RN to BSN. Students who already hold a bachelor's degree may qualify for the RN to MS in nursing program at Moravian University.

For more information about continuing education opportunities, please contact:
**Janice Farber,** Moravian University
Email **farberj@moravian.edu**

## Mission, Vision, and Values

Revised: 8/25

### St. Luke's University Health Network Mission Statement
St. Luke's Mission is to care for the sick and injured regardless of their ability to pay, improve our communities' overall health, and educate our health care professionals.

### St. Luke's School of Nursing Mission Statement
The School of Nursing exists to provide quality nursing education to a diverse group of students in a manner that enables our graduates to become leaders in providing compassionate, excellent quality health care to the residents of communities we serve.

### Vision
To be nationally recognized as a nursing education center of excellence by our students, educators, employers and the community we serve.
The vision will be achieved by:

- Continuously improving student and employer satisfaction
- Benchmarking educational outcomes and improving processes that lead to rigor in nursing education
- Managing school resources to minimize their costs

- Partnering with healthcare providers, clinical facilities and agencies, recognizing our success is dependent upon cooperation and common goals and redefining reality in a revolutionarily health care and educational environment.

At St. Luke's School of Nursing, our faculty and professional staff are the source of our strength. Their commitment and involvement determines our future success.

### Values

To achieve our vision, we are guided by the following values:
**PRIDE -** We take pride in the creativity, diversity and expertise of our faculty and their abilities to provide quality nursing education.

**CARING -** We believe that caring is the essence of nursing and strive to display caring and compassion in every interaction with our customers and each other.

**RESPECT -** We respect the value, diversity and importance of our faculty, staff and the students we serve. We treat others with the dignity and sensitivity with which we wish to be treated.

**ACCOUNTABILITY -** We are responsible to make decisions and solve problems in a timely and effective manner within a collegial atmosphere. We strive to maintain competencies in a changing health care system.

**FLEXIBILITY -** We recognize that our ability to provide quality education lies primarily in our ability to remain adaptable to the unique needs of our students and the changing health care environment. We remain open to ideas and suggestions generated by each other and the customers we serve.

**TEAMWORK -** We work together to build teams and function as a cooperative unit to do what is correct for ourselves and our customers. We support each other in reaching our potential and enhancing the growth of the organization.

## NCLEX-RN®, Eligibility, and Preparation

Revised: 10/11, 3/12, 8/23, 8/25

### NCLEX-RN®, National Council Licensure Examination for Registered Nurse

The NCLEX-RN® is designed to test knowledge, skills, and abilities essential to the safe and effective practice of nursing at the entry level. NCLEX-RN® results are an important component used by boards of nursing to make decisions about licensure. Application to take the NCLEX-RN® can only be completed after students have completed program requirements of the nursing program and are verified as "eligible" to take the test by the Dean. The registration procedure can be found online at the Pennsylvania State Board of Nursing website.

The NCLEX-RN® is administered using a method called computerized adaptive testing (CAT). The computer selects the questions that best demonstrate the graduate's level of competence. The questions are presented one at a time. The goal of CAT is to determine the graduate's competence based on the difficulty of the questions and not on the number of questions answered. CAT exams are all individualized. RN candidates are not required to be proficient in the use of computers. Instruction for computer use is given at the testing site.

### Eligibility to Test

Graduates must complete all program requirements, including the achievement of the benchmark score at or above the 92% probability of passing NCLEX on the ATI RN Comprehensive Predictor assessment. See **Graduation and NCLEX-RN Testing Requirement** section for complete details. The Dean will verify, to the Pennsylvania State Board of Nursing, those who are eligible to take the NCLEX-RN exam and to obtain a temporary practice permit in

Pennsylvania or any other jurisdiction. **Authorization to Test (ATT) for Licensure Examinations in Pennsylvania must be granted by the PA State Board of Nursing.**

Additionally, graduates of the School of Nursing who are eligible to take the NCLEX-RN® must show proof of the following:

- He or she is of good moral character
- Completed work equal to a standard high school course as evaluated by the Board
- Completed an approved program of professional nursing.

### NCLEX-RN® Preparation

Graduates' chances of passing the licensure examinations on the first attempt have been shown to increase with conscientious preparation for the NCLEX-RN®. In order to position students in a successful posture to achieve this goal, students are strongly encouraged to consider use of the following resources to enhance NCLEX-RN® preparation:

1. NCLEX-RN® Review books available in local bookstores or online
2. ATI Content Mastery books and computerized practice tests
3. NCLEX-RN® review courses, such as Hurst, Kaplan and Virtual ATI
4. NCLEX-RN® apps such as UWorld, Kaplan, and ATI

## Nicotine-Free Policy

St. Luke's University Health Network is committed to ensuring a safe and healthy working environment for its patients, visitors, employees, students, physicians and volunteers. As a health care provider, St. Luke's also recognizes its responsibility to provide leadership in increasing the health and well-being of the community by minimizing the dangers and offenses of nicotine. Therefore, smoking/vaping is not permitted in or on any of its owned or leased properties.

## Nightingale Pledge

"I will strive with all my being and with the help of God to become an open, kind, and diversified individual. In doing so I will attain the qualities essential in the practice of nursing, for it is only after realizing one's self-worth, we are able to promote that of others. Deliverance of high-quality health care is of essential importance, but let us also reach beyond a treatment or diagnosis and remember that entrusted to my care is a human being with all the loves, hates, fears, and idiosyncrasies that are an integral part of the human species. Let me not grow too comfortable in my knowledge but actively seek out new information for continuance of my education. Being a nurse requires continuous growth. I dedicate myself to this cause and my life to the profession of nursing." *(Nightingale Pledge as modified by a 1976 Graduate of Harper School of Nursing, Detroit, Michigan)*.

# Non-Discrimination and Equal Opportunity

Revised: 4/11, 8/23, 8/25

## Notice of Non-Discriminatory Policy as to Students

St. Luke's School of Nursing is in compliance with applicable federal, state, and local laws, regulations and ordinances governing equal opportunity and non-discrimination, including without limitation, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975. The School of Nursing provides equal educational opportunity to qualified applicants and students and does not discriminate on the basis of race, color, religious creed, ancestry, age, sex, national origin, sexual orientation, gender identity, disability, genetic information or any other protected characteristic as may be defined by applicable law. This applies to recruitment and admission, educational programs and policies, housing, scholarships and loans programs, and nonacademic services such as recreation, counseling, and social activities.

- It is the School's policy not to discriminate against qualified students or applicants because of such individuals' disabilities so long as students or applicants can safely perform the **Core Standards** for admission, progression and graduation with or without reasonable accommodations. Consistent with this policy of nondiscrimination, the School provides reasonable accommodations to qualified individuals with disabilities, as defined by the ADA, who have made the School aware of their disabilities, provided that such accommodations do not constitute undue hardships on the School.
- Students with disabilities who believe they need reasonable accommodations to perform the core standards for admission, progression and graduation should contact the Coordinator, Student Services, to initiate the interactive process. The School strongly encourages qualified students with disabilities to come forward and request reasonable accommodation. The School shall maintain the confidentiality of all medical information in accordance with the ADA and all other applicable laws.
- The Dean of the St. Luke's School of Nursing is responsible for the implementation and coordination of equal opportunity in the School of Nursing.

## Equal Educational Opportunity Policy

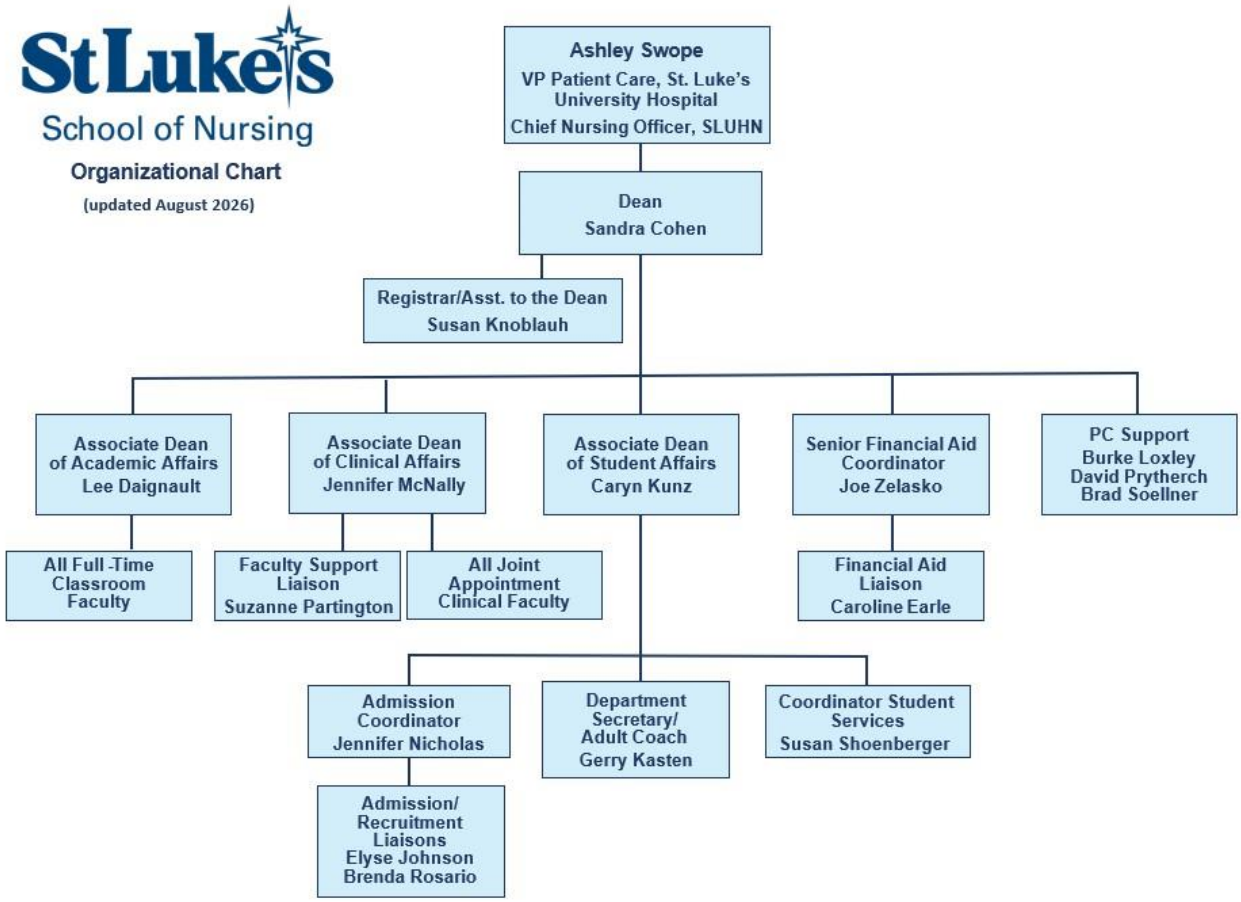
Equal Educational Opportunity has been and continues to be a fundamental principle at St. Luke's School of Nursing. The School is fully committed to a policy of Equal Educational Opportunity as follows:

- All aspects of recruiting, admitting, and educating students are administrated on the basis of merit and qualifications, and are not influenced or in any manner affected by race, color, religious creed, ancestry, age, sex, national origin, sexual orientation, gender identity, disability, genetic information or any other protected characteristic as may be defined by applicable law. The School's objective is to admit qualified individuals on the basis of scholastic aptitude, academic achievements, personal qualities, and physical and emotional health necessary to fulfill the outcomes of the program.
- Applicants or students who believe they have been denied equal educational opportunities should immediately report any alleged discrimination to the Dean, who investigates such allegations under the complaint procedures set forth in the school's Sexual and other Unlawful Harassment Policy. The address and telephone number of the Dean is 915 Ostrum Street, Bethlehem, PA 18015, 484-526-3449.

## Preventing and Addressing Sex Discrimination and Sex-Based Harassment Policy

The School prohibits sex discrimination, including sex-based harassment, in any program or activity that it operates, as required by Title IX, including admission and employment. The School's comprehensive sex discrimination and sex-based harassment policy is set forth in Attachment O. The School has a Title IX coordinator to maintain compliance.

# Organization & Structure



## Orientation

Reviewed: 8/25

Revised: 6/22

A mandatory new student Orientation program is held before the start of the first semester in the planned program of studies. The goal is to give students a preview of their chosen profession and to assist them in the transition to professional nursing students. By attending orientation, students gain an understanding of their course of study and learn about the valuable support and learning resources that are available through the School of Nursing and the St. Luke's University Health Network. Student policies and safety are discussed. Facility tours and orientation to technology are included. To foster success, readmitted students are required to attend new student orientation. Each Nursing course also provides orientation to that course's classroom and clinical settings on the first day of the course.

## Parking

Reviewed: 8/25

Revised: 6/22

Commuting students may park their cars in the Jeter Street parking lot or Level A of the parking deck. Nursing students residing in the dormitory are issued a special permit to park in the lot next to Trexler (corner of Ostrum & Tombler Streets). Students are discouraged from parking on the streets near campus. Compliance enhances the SON's relationship with our neighbors. Neither the Hospital, nor the School, assumes responsibility for any theft, damages, or vandalism that might occur to students' cars while parked on School or Hospital premises.

## Philosophy

Faculty believes Nursing is a profession committed to the health care of individuals in a variety of settings. A holistic approach is used to meet the ever-changing needs while recognizing the uniqueness of the individual. Nursing strives to aid the individual to maintain equilibrium with the environment through methodologies that promote, maintain and restore wellness or provide for a supported, dignified and peaceful end of life.

Nursing education is a process that fosters physical, intellectual and psychosocial development through individual expression, group interaction and independent learning. Students acquire knowledge and understanding of its application through strategies that synthesize nursing knowledge, scientific principles and their application to professional nursing practice in a multicultural community.

Learning is a life-long process that produces goal directed behavioral changes in the learner. The quality of learning is enhanced by an environment that stimulates motivation and self-direction and encourages accountability.

The School of Nursing has a responsibility to provide quality education to its students. The curriculum emphasizes application of the nursing process, communication skills and integration of experiences in the cognitive, affective and psychomotor domains. Individualized learning experiences are designed to promote ethical professional and personal growth. Academic, personal and financial aid guidance is provided to assist students in attaining educational goals.

The School of Nursing is an integral part of the community it serves. School resources and the contributions of faculty and students provide leadership with other organizations in the development of solutions to problems that affect the health care needs of the community.

# Prerequisite Courses

Revised: 2/12, 6/14, 2/15, 01/20, 8/23, 8/25, 8/26

## Required Prerequisite College Courses

Prerequisite courses taken at a regionally accredited college or university **with a grade of "C+" or better (C is not accepted)** are considered to fulfill the required prerequisite college courses, providing the content and credits are equivalent to the courses in the Curriculum Plan. The School of Nursing requires two math courses: a three-credit Algebra course and a three-credit elective math course. If you completed Algebra and an elective math in high school, you may be able to apply those courses to the math requirement. Suggested courses are listed in the following chart. Accepted prerequisite credits are recorded in students' SON permanent records. Students who completed college courses more than five years prior to enrollment into the nursing program are strongly encouraged to review course content before beginning the nursing courses.

Questions and Transcript Reviews? Contact the Admissions Team at 484-526-3443 or SON.Admissions@sluhn.org

| COLLEGE | A&P I & II WITH LAB | MICROBIOLOGY WITH LAB | COLLEGE CHEMISTRY WIT LAB | ENGLISH COMPOSITION | INTRO TO SOCIOLOGY | INTRO TO PSYCHOLOGY | DEVELOPMENTAL PSYCHOLOGY (LIFE-SPAN) | MATH *See Below |
|---|---|---|---|---|---|---|---|---|
| St Luke's College of Health Sciences | BIO 150/150L &BIO 155/155L | BIO 210/210L | CHM 100/100L | ENG 100 | SOC 100 | PSY100 | PSY200 | MAT 110, MAT115, MAT 200 |
| Bucks County Community College | BIOL 181 & BIOL182 | BIOL 228 | CHEM 101 | COMP 110 | SOCI 110 | PSYC 110 | PSYC 181 | MATH095, MATH103, MATHI15, MATH120 |
| Cedar Crest College | BIO 117 & BIO 118 | BIO 127 | CHE 103 | WRI 100 | SOC 100 | PSY 100 | PSY 210 | MATH107, MATH210, MATH316 |
| DeSales University | BI-263 & BI-264 | BI-252 | CH- 103 or CH-107 | EN-103 | S0-109 | PS-109 | PS- 240 | MA111, MA331 |
| East Stroudsburg University | BIOL111 & BIOL 112 | BIOL330 | CHEM 115/ 117 | ENG 103 | SOC 111 | PSY 100 | PSY 225 | MATH 11OGE, MATH130GE, MATH311 |
| Harrisburg Area Community College | BIOL121 & BIOL122 | BIOL221 | CHEM 101 | ENGL 101 | SOCI 201 | PSYC101 | PSYC 209 | MATH080, MATH103 |
| Kutztown University | BIO 120 & BIO 122 | BIO 160 | CHM 100 | COMP 100 | SOC 010 | PSY 011 | PSY 125 | MATH105, MATH301 |
| Lehigh Carbon Community College | BIO 163 & BIO 164 | BIO 220 | CHE 106 | ENG 105 | SOC 150 | PSY 140 | PSY 145 | MATH090, MAT100, MAT105, MAT121, MA T150, MAT160 |
| Luzerne County Community College | B IO 135 & BIO 136 | BIO 251 | CHE 131or CHE 151 | ENG 101 | SOC 101 | PSY 103 | PSY 217 | MAT105, MAT105A, MAT107, MAT121 |
| Montgomery County Community College | BIO 131 & BIO 132 | BIO 140 or BIO 141 | CHE 121 or CHE 151 | ENG 101 | SOC 101 | PSY 101 | PSY 206 | MAT100, MAT131 |
| Moravian University | BIOL 103 & BIOL 104 | BIOL 235 | CHEM 108 | WRIT100 | SOC 115 | PSYC 120 | PSYC 207 | MATH107, MATH220, MATH231 |
| Northampton Area Community College | BI OS 204 & BIOS 254 | BIOS 202 | CHEM 135 | ENGL 101 | SOCA 103 | PSYC 103 | PSYC 258 | MATH022, MATH112, MATH140, MATH150, MATH156 |
| Penn State University | BIOL 161/162 &BIOL 163/164 | MICRB106/ 107 or MICRB 201/ 202 | CHEM 110 / 111 | ENGL 015 | SOC 001 | PSYCH 100 | HDFS 129 or PSYCH 212 | MATH21, MATH22, MATH32, MATH38 |
| Portage Learning | BIOL251 & BIOL252 | BIOL271 | CHEM103or CHEM 121 | ENGL101 | SOCl180 | PSYC101 | PSYC140 | MATH10,1MATH110 |
| Raritan Valley Community College | BIOL124 & BIOL 125 | BIOL133 | CHEM 102 or CHEM 103 | ENGL111 | SOCI 101 | PSYC 103 | PSYC 215 | MATH030, MATH110 |
| Reading Area Community College | BIO 250 & BIO 255 | BIO 280 | CHE120 or CHE150 | COM 121 | SOC 130 | PSY 130 | PSY 208 | MAT,030 MAT034, MAT035, MATl10,MAT130, MAT160, MAT210 |
| Sussex County Community College | BIOS 103 & BIOS 104 | BIOS 210 | CHEM 100or CHEM 110 | ENGL 101 | SOCA 101 | PSYC 101 | PSYC 109 | MATH023, MATH040, MATH108 |
| Warren County Community College | BIO 262 & BIO 263 | BIO 264 | CHE110 or CHE 164 | ENG 140 | SOC 103 | PSY 101 | PSY 175 | MAT131, MAT150, MAT151 |

Note: Course names/numbers may change. Check with Coordinator of Admissions.

## Program Outcomes & Profile of the St. Luke's School of Nursing Graduate

Revised: 8/25

The Graduate Profile & Outcomes is found on the School of Nursing website on the St. Luke's - About Us page.

## Readmission

Revised: 3/09, 7/11, 1/16, 6/22, 8/23, 8/25, 8/26

### Who may use the Readmission Policy?

The following table indicates the eligibility status of students **who have one Course Failure, or one Withdraw-Failing, or one WU Clinical** and the options to return to the SON program. For all courses, contact the Associate Dean of Student Services.

| Course Failure, Withdraw-Failing or WU clinical | Status? | Track Change OR Readmission (after Sitting Out a Semester) | | Must complete program within 3 years of original admission? |
|---|---|---|---|---|
| **Nursing 1** | Failed course | **Yes,** use Application through Coordinator of Student Services for Track Change | **Yes**, use Application through Coordinator of Student Services for Readmission | **Yes** |
| **Nursing 2A** | Failed course | **Yes,** use Application through Coordinator of Student Services for Track Change | **Yes**, use Application through Coordinator of Student Services for Readmission | **Yes** |
| **Nursing 3** | Failed course | **Yes,** use Application through Coordinator of Student Services for Track Change | **Yes**, use Application through Coordinator of Student Services for Readmission | **Yes** |
| **Nursing 2B** | Failed course | **Yes,** use Application through Coordinator of Student Services for Track Change | **Yes**, use Application through Coordinator of Student Services for Readmission | **Yes** |
| **Nursing 4, 5, 6 or 7** | Failed one course: May continue in next scheduled specialty rotation | Apply through Coordinator of Student Services to take course Out of Sequence after Nursing 8 | | **Yes** |
| **Nursing 8** | Failed course | **Yes,** use Application through Coordinator of Student Services for Track Change | **Yes**, use Application through Coordinator of Student Services for Readmission | **Yes** |

### Readmission is not extended to students who:

- Were dismissed or failed (or withdrew failing) from two (2) nursing courses,
- Completed all of the exams in a course but failed to take ATI assessment(s),
- Violated the **Standards of Conduct** or,
- Cannot complete the program within 3 years, as indicated in the Readmission table above.

The following table indicates the eligibility status of students **who have withdrawn prior to/on the withdraw date(s)** and their options to return to the SON program. For all courses, contact the Associate Dean of Student Services.

| First-Time Course Withdraw on or before the Withdrawal date | Status? | Track Change OR Readmission (after Sitting Out a Semester) | | Must complete program within 3 years of original admission? |
|---|---|---|---|---|
| **Nursing 1** | Withdraw from course:<br>Track Change<br>**or**<br>Sitting Out a Semester | **Yes,** use Application through Coordinator of Student Services for Track Change | **Yes**, use Application through Coordinator of Student Services for Readmission | **Yes** |
| **Nursing 2A** | Withdraw from course:<br>Track Change<br>**or**<br>Sitting Out a Semester | **Yes,** use Application through Coordinator of Student Services for Track Change | **Yes**, use Application through Coordinator of Student Services for Readmission | **Yes** |
| **Nursing 1 & Nursing 2A** | Withdraw from both courses<br>**or**<br>Withdraw from one course and failed the other | **Yes,** use Application through Coordinator of Student Services for Track Change Readmission | **Yes**, use Application through Coordinator of Student Services for Readmission | **No** |
| **Nursing 3** | Withdraw from course:<br>Track Change<br>**or**<br>Sitting Out a Semester | **Yes,** use Application through Coordinator of Student Services for Track Change | **Yes**, use Application through Coordinator of Student Services for Readmission | **Yes** |
| **Nursing 2B** | Withdraw from course:<br>Track Change<br>**or**<br>Sitting Out a Semester | **Yes,** use Application through Coordinator of Student Services for Track Change | **Yes**, use Application through Coordinator of Student Services for Readmission | **Yes** |
| **Nursing 3 & Nursing 2B** | Withdraw from both courses<br>**or**<br>Withdraw from one course and failed the other | **Yes,** use Application through Coordinator of Student Services for Track Change Readmission | **Yes**, use Application through Coordinator of Student Services for Readmission | **Yes** |
| **Nursing 4, 5, 6, or 7** | Withdraw from one course: May continue in next scheduled specialty rotation | Apply through Coordinator of Student Services to take course Out of Sequence after Nursing 8 | | **Yes** |
| **Nursing 4, 5 or Nursing 6, 7** | Withdraw from both courses<br>**or**<br>Withdraw from one course and failed the other | Use application through Coordinator of Student Services to return the following semester to repeat both courses, or Track Change to repeat both courses, or sit out a semester and return to repeat both courses.* | | **Yes** |
| **Nursing 8** | Withdraw from course | **Yes,** use Application through Coordinator of Student Services for Track Change Readmission | **Yes**, use Application through Coordinator of Student Services for Readmission | **Yes** |

* Discuss with Associate Dean of Student Services

## Readmission Process through Coordinator of Student Services/SAPD

1. Contact the Coordinator, Student Services for procedural details and necessary forms.
2. "Application for Readmission" and two references must be received by the Coordinator, Student Services at least five weeks prior to the next semester in which the course is offered. One reference must be from a clinical instructor and the other must be from a course instructor, advisor, or Associate Dean of Student Services.
3. The student must make an appointment with the Associate Dean of Student Affairs when completing the withdrawal form.

4. The SAPD team, during regularly scheduled meetings, reviews, votes and communicates the decisions in writing to the prospective readmitted students.

### Readmission Decisions

Readmission is not guaranteed and is subject to space availability in the courses. Preference is given to the highest qualified re-applicants who:

1. Demonstrate scholastic aptitude, academic achievements, personal qualities, physical and emotional health necessary to fulfill the outcomes of the program, and
2. Have engaged in activities and/or educational pursuits during non-enrollment indicating improvement or enrichment, as evidenced by their Applications for Readmission

### Readmitted Requirements

Readmitted students re-enter the program under the current curriculum and academic policies and must meet all previous financial obligations prior to readmission. A $100 non-refundable registration fee is required and is applied toward tuition costs. If students apply for readmission within one year from their withdrawal date, the application fee is waived. Readmitted students must satisfy all conditions stated in the readmission letter by the date specified, as follows:

1. Submit required health records and other necessary documents as instructed.
2. It is recommended that returning students plan for clinical skills review by contacting the Associate Dean of Clinical Affairs.
3. Those who wish to audit selective theory components of previously taken nursing courses must request permission from the Associate Dean of Student Affairs.
4. Students readmitted to Nursing 1 and Nursing 2A are required to attend the new student orientation session.
5. All students who have not previously completed the Weaver requirements must complete the program prior to returning to the first day of class.

**Note:** All breaks from continuous matriculation in the SON, other than scheduled school breaks, of one semester or more will necessitate that student repeat preadmission requirements. Students who withdraw from one rotation of Nursing 4, 5, 6 or 7 courses, but continue in the next rotation, are exempt from repeating readmission requirements. All students are expected to keep CPR and vaccination requirements current through the date of graduation, see **Health Program.**

## Registration and Student Demographic Information

Reviewed: 8/25 Revised: 8/24

The Registrar schedules students into their planned program of courses without preference for personal requests. Course schedules are considered final only when signed by the Registrar. The administration reserves the right to change schedules to balance and complete sections of courses as needed. **Currently enrolled students** receive their official schedules through Canvas, email or in their School mailboxes. **Students entering the program** are also provided the general course/clinical schedules at School orientation prior to the start of classes.

Students should provide the School with current and accurate demographic information including name, Social Security number, home address, telephone numbers, e-mail, and emergency contact information. Student identification records should not contain nicknames, alias, or any other forms of the student's name other than that recorded on official documents.

Near the completion of the program, graduating students will be asked to verify their demographic information for the Registrar. Students whose School records do not exactly match their official name at the time of certification or licensure may experience significant delays and costs associated with the correction of records. State and Federal licensing agencies require that the name and contact information as recorded by the School matches the official name and demographic information provided to the agency.

Students must report to the Registrar all changes of:

- Name
- Home address
- Home or cell phone numbers
- Email
- Emergency contact information

If a student's name changes while enrolled in School they are to notify the Registrar and provide a copy of the government document (i.e., marriage license, divorce decree), followed by the new State ID or driver's license. Changes in School records will be completed only when accompanied by proper documentation.

## Safety, Security, and Campus Crime & Fire Safety Report

Reviewed: 8/25

Revised: 8/15, 8/23

All policies, procedures and crime statistics reporting may be found in the Campus Crime Report. This document has statistics for any reported criminal offenses which have occurred on the School's campus and adjacent public properties during the prior three-year period such as murder, sex offenses, burglary, robbery, aggravated assault, and motor vehicle theft, as well as the number of arrests which have been made on the School's campus for liquor law violations, drug abuse violations, and/or weapon possessions for that same three-year period. The report includes the number of criminal offenses and arrests, if any, which manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity. The Campus Crime & Fire Safety Report incorporates these previous student handbook policies:

- Security Services
- Reporting of Criminal Incidents or Other Emergencies
- Disruptive Conduct and Violence Prevention
- Access to Campus Facilities
- Weapons Policy
- Crime Prevention Programs/Safety Tips
- LYNX Emergency Notification System
- Sexual Assault Policy
- Trexler Room Search Policy
- Package Inspection/Search
- Fire Regulations

# Spiritual Resources

Spiritual resources are readily accessible in the local community. The Hospital Chapel is located at the Bethlehem campus on the first floor of the Priscilla Payne Hurd Pavilion, just off the lobby. Pastoral Care may be reached at 484-526-4772.

# Student Activities

Revised: 8/2013, 6/2022, 8/2025

## Advisor/Advisee Meet & Greet

This event occurs at the beginning of the semesters when new cohorts enter the program. Students meet briefly with their advisors and other advisees to get acquainted.

## Special Events

Organized events (e.g., recognition receptions, holiday-oriented parties, etc.) may be offered throughout the school year. These may be planned by student organizations, Student Services, administration, or any group. Announcements and invitations are sent to all students.

## Promotions/Student Recognition Ceremony

The Promotions Ceremony, open to students and faculty only, takes place as a class enters the third semester of the curriculum. During the ceremony, students are presented with a replica of the lamp carried by Florence Nightingale. Members of the class who have achieved the honor list and/or leadership positions are recognized. The ceremony may be live streamed so family/friends may view remotely.

## Graduation

This is held in the evening to accommodate the schedule of the School. Students may invite family and friends to celebrate, along with the School and the Hospital community. The ceremony may be live streamed so family/friends may view remotely.

# Student Government Association

Reviewed: 8/26

Revised: 10/10, 3/12, 12/13, 9/14, 6/22

All students enrolled in the School of Nursing are members of the Student Government Association (SGA). SGA is a representative governing body of the students at St. Luke's School of Nursing. SGA provides a forum for the free exchange of ideas on matters of general concern to the School Community and offers resolution to concerns or communicates such concerns to the appropriate School agencies. Organizational Officers are announced following elections.

## Constitution of the St. Luke's School of Nursing Student Government Association

*Bethlehem, Pennsylvania*

**Preamble**

The Student Government Association of St. Luke's School of Nursing operates under the authority and recognition of the Administration and Faculty. The Student Government Association shall operate in ways consistent with the

basic delegation of the Administration and Faculty and in ways consistent with St. Luke's University Health Network and the Board of Trustees.

The Student Government Association shall represent the student body and provide a forum for voicing student concerns regarding the welfare of the student body. The Student Government Association will serve as a medium of communication between the student body and the other constituencies of the school on matters, which, in the opinion of the Student Government Association, should receive the attention of the Faculty, the Administration, the Board of Trustees of St. Luke's University Health Network, or any combination thereof.

Faculty or staff at the school of nursing serve as advisors to the SGA. SGA advisors assist and guide the organizational officers and members based on prior knowledge and experience of student organizations and activities. SGA advisors ensure the mission of the SGA is carried out in a consistent and professional manner.

## Article I: Name

This organization shall be known as the Student Government Association (SGA) of St. Luke's School of Nursing.

## Article II: Purpose and Function

The Student Government Association is a representative governing body of the students at St. Luke's School of Nursing. In addition to providing a forum for the free exchange of ideas on matters of general concern to the School community and offering resolution to concerns, SGA also communicates such concerns to the desirable School agencies, as seen reasonable by the Student Government Association. The Student Government Association shall:

1. Support and collaborate with other student organizations on activities and programs that benefit the student body and/or St. Luke's Hospital & Health Network and Network community members.
2. Promote the development of students' skills in leadership, responsibility, initiation, coordination, and self-reliance through community events, fundraising, and other school activities.
3. Foster personal and professional growth and community spirit in a holistic manner.
4. Embody and live the PCRAFT core values of St. Luke's Hospital & Health Network: Pride, Caring, Respect, Accountability, Flexibility and Teamwork.
5. Represent the student body to outside organizations.
6. Serve as a student leader on campus for prospective and incoming students.

## Article III: Membership and Duties

**Section 1:** All students enrolled at St. Luke's School of Nursing shall be members of the Student Government Association (SGA).

**Section 2:** Organizational officers shall be composed of the following: President, Vice President, Treasurer, Secretary and School Store Manager. Officers with voting privileges shall include President, Vice President, Treasurer, Secretary, School Store Manager, and all appointed representatives.

**Section 3:** The President Shall:

1. Preside over all SGA meetings.
2. Act as leader and spokesperson for the SGA.
3. Be responsible for devising an agenda for all regularly scheduled meetings of SGA.
4. Call any special meetings at such times as deemed necessary.
5. Attend Student Admission, Progression and Development team and report on current SGA initiatives.

6. Communicate periodically with SGA advisors and student body via chosen delivery system.
7. Delegate assignments and tasks to other officers and representatives to ensure purpose and function of SGA are carried out.
8. Submit an annual report summarizing all efforts of the SGA during tenure.
9. Hold office for eight months and demonstrate involvement in SGA sponsored events, including fundraising efforts.
10. Be privileged to cast one vote as SGA President.

**Section 4:** The Vice President Shall:

1. Represent and assume the duties of the President in his/her absence.
2. Be responsible to communicate (by preferred method of delivery) with the student body, faculty, and staff on SGA initiatives.
3. Hold office for eight months and demonstrate involvement in SGA sponsored events, including fundraising efforts.
4. Be privileged to cast one vote as SGA Vice President.

**Section 5:** The Treasurer Shall:

1. Maintain financial records.
2. Make periodic deposits to Hospital cashier.
3. Inform the SGA as to its financial status through monthly financial statements and provide a report to the Advisor and/or other officers when unable to attend scheduled meetings.
4. Hold office for eight months and demonstrate involvement in SGA sponsored events, including fundraising initiatives.
5. Be privileged to cast one vote as SGA Treasurer.

**Section 6:** The Secretary Shall:

1. Record the minutes of all regularly scheduled SGA meetings. Seek President's approval of minutes and post a copy in the SGA canvas shell.
2. Maintain a current copy of the SGA constitution.
3. Record attendance any meeting of the SGA.
4. Be responsible for delegating his/her duties to another member of the SGA when unable to attend scheduled meetings.
5. Hold office for eight months and demonstrate involvement in SGA sponsored events, including fundraising initiatives.
6. Be privileged to cast one vote as SGA secretary.

**Section 7:** The School Store Manager Shall:

1. Select and place order for School Store Inventory.
2. Keep School Store tidy by sorting and ticketing items.
3. Hold periodic School Store sale events.

4. Attend SGA meetings and inform of school store business and finances. If unable to attend scheduled SGA meetings, provide and update to another officer.
5. Be privileged to cast one vote as School Store Manager.
6. Hold office for eight months and demonstrate involvement in SGA sponsored events, including fundraising initiatives.

**Section 8**: Representatives Shall:

1. Perform such duties as assigned by the President in accordance with the priorities and needs of the association.
2. Include Community Outreach Representative and Activities Representative. More than one student may hold the same representative role. Representative roles may be developed if it is necessary to meeting the initiatives of the SGA.

    **Section 8a:**

    a. Activities Rep(s) – Shall plan and implement student body activities to promote self-care, social engagement, and camaraderie of student body.
    b. Community Rep(s). – Shall orchestrate community service-oriented activities for the St. Luke's community.

**Section 9:** Board vacancies: resignations must be submitted in writing to the SGA Advisors as well as organizational officers.

1. If an elected or appointed member has failed to perform his/her specified duties, the SGA Organizational Officers shall have the power by two-thirds vote to declare the office of an elected or appointed position vacant.
2. Candidates for a vacant office must meet all eligibility requirements.
3. A 2/3 vote of the Organizational Officers is required to fill the vacancy.
4. If the remaining Organizational Officers is less than a 2/3 vote, the Student Admission, Progression & Development Team will make the decision.

## Article IV: Elections

**Section 1:** The nominations of the student government offices of President, Vice President, Secretary, Treasurer, Activities Representative, and the School Store Manager will be held via Canvas near the end of the Nursing 3 course or at the beginning of specialty courses. Students may self-nominate. Representatives will be appointed by the elected officers.

**Section 2:** Elections of the officers by the student body will be opened as soon as eligibility is verified. Electronic, anonymous ballot will be distributed via canvas.

**Section 3:** If a vacancy or a tie should occur, the current Organizational Officers shall elect (by a 2/3 vote) a candidate to fill that office by secret ballot. If the remaining Organizational Officers is less than a 2/3 vote, the Student Admission, Progression and Development team will fill the vacant office.

**Section 4:** If an elected or appointed board or related position has failed to perform the specified duties of the office or is found to be in violation of the Standards of Conduct, the SGA Organizational Officers shall have the power by 2/3 vote to declare the office of an elected or appointed position vacant. The Organizational Officers shall elect a candidate to fill the position with a majority vote; if the vote is less than a two-thirds vote, the Student Admission, Progression and Development Team shall fill the vacant office.

**Section 5:** Candidates must have a 2.70 or higher cumulative GPA and maintain this GPA throughout the term of office. *Elected officers may not fail any courses during term of office.*

**Article V: Meetings and Attendance**

**Section 1:** Student Government shall meet once a month at a conducive time for both program tracks. The meeting shall be held on the first Tuesday of each month. Cancelled or rescheduled meetings must be approved by the SGA Advisor(s).

**Section 2:** Each Student Government member shall be allowed 1 unexcused absence per year starting upon election. An excused absence will be accepted prior to the meeting by any member of the Organizational Officers.

**Section 3:** A quorum shall be based on Robert's Rules of Order.

**Section 4:** Student Government meetings shall be conducted according to Robert's Rules of Order.

**Section 5:** Approval of any motion shall require a simple majority of the quorum of the Student Government membership.

**Article VI: Amendments**

Amendments to the St. Luke's School of Nursing Student Government Association constitution may be proposed by any member of the student government or any member of the student body at any regular meeting using the following procedure:

1. The proposed amendment is submitted in writing at the regular meeting.
2. The amendment shall be referred to the appropriate committee for study.
3. At the next regular meeting, following the meeting where the amendment was proposed, the committee shall present the amendment with the committee's recommendations. A period of general discussion shall lay over until the next regular meeting.
4. At the next regular meeting, the second meeting from that at which the amendment was originally proposed, a discussion period shall be followed by a vote.

# Student Leadership Program

## Mission

The School of Nursing is committed to providing every opportunity for students to grow and develop personally and professionally. The faculty believes the development of students' leadership potential is important to nursing and the community.

## Outcomes

- Identify, challenge and inspire leadership development for a diverse group of students
- Provide students with the knowledge and skills necessary to understand and analyze health issues and to develop and implement plans of care to individuals or groups of individuals
- Create a vision of future professionals that consistently demonstrates the values and behaviors for nursing leadership.

## Classroom & Clinical Practices

The focus of specific classroom activities and clinical practice is the demonstration of leadership skills by the students. Specific learning outcomes, which involve leadership within the community we serve, include:

- Promotion, maintenance and restoration of wellness in individuals, families and communities.

- Demonstrating leadership skills through Student Led Conferences in the classroom setting.
- Developing, presenting and facilitating Education Groups in clinical settings.
- Introduction to leadership skills needed to manage the care of individuals with complex health care problems.

## Leadership Programs & Opportunities

To encourage self-government, enhance student-faculty interactions and to promote community service, students are invited to become active in a variety of student organizations, serve on faculty teams and volunteer participation in hospital related programs. The Leadership Plan as it pertains to the program includes:

- Established membership in Student Government Association and Student Nurses Association upon registration to the School of Nursing.
- Dissemination of information regarding opportunities and benefits of organizational membership.
- Student representation to faculty teams.
- Orientation to parliamentary procedure, policy writing and implementation of policies.
- Active participation in Alumni Association upon graduation.
- Introduction to professional nursing organizations.

## Leadership Workshops, Programs and Functions

Events are announced each academic year for student consideration and choice.

## Student Representatives to Faculty Teams

Purpose

- To represent the student body in a democratic process.
- To inform the students of their duties and obligations as well as of their rights and privileges as members of the School.
- Share plans related to student led special events and social functions.
- To uphold the high ideals, standards, and traditions of the School and of the nursing profession.

Membership

- Cohort Representative: One student representative from each class cohort is a non-voting member of the Curriculum team.
- SNA/SGA Representative: The Presidents of each of the student organization are non-voting members on the Student Admission, Progression & Development team.
- Appeals Members: Three students may be appointed by the Associate Dean of Academic Affairs to an Appeal Committee which would also consist of a Chairperson, who is a faculty member and three additional faculty members, should the need arise. (See **Appeal of Grades or Charges of Cheating & Plagiarism** in this Handbook).

General Requirements

- Student Representatives must remain in good academic standing to fully participate in the responsibilities of the position.
- Should the number of volunteers exceed the number of positions, an election is held. If the number of volunteers is less than the number of positions, representatives are appointed by each team.

- Representatives may hold positions on both Curriculum and Student Admission, Progression & Development teams.
- Student representatives to faculty teams are expected to communicate outcomes to their fellow students.

### Cohort Representative to Curriculum Faculty Committee

The Cohort Representative is a student in good standing at the SON. During the second semester, Nursing 3, students may volunteer to be the Curriculum Representative. If more than one student volunteers, an election is held through Student Services. Students in the cohort are encouraged to bring their ideas and concerns in a professional manner to the Curriculum Representative who will then bring them to the faculty committee.

- The Curriculum Representative will attend monthly Curriculum meetings, held second Tuesday of the month, and represent their cohort to the faculty committee.
- The Curriculum Representative must be able to articulate cohort concerns in a professional manner to the faculty.
- The Curriculum Representative will refrain from gossip and encourage fellow cohort students to bring their ideas and concerns in a civil and professional manner.

## Student Learning Outcomes

Reviewed: 8/23, 8/25, 8/26

Revised: 7/14, 9/17

Student Learning Outcomes are statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience; characteristics of the student at the completion of a course and/or program. Learning outcomes are measurable, learner-oriented abilities that are consistent with standards of professional practice.

### School of Nursing Student Learning Outcomes

*Upon completion of the program, SON students will be able to:*

1. Manage compassionate, holistic and culturally sensitive care through a full partnership with individual, family, and community with respect for preferences, values, and needs. (Caring)
2. Propose methods to reduce risk of harm to individuals and providers through individual performance based on nursing quality improvement standards. (Safety)
3. Specify the appropriate teaching-learning process for the promotion, conservation and restoration of health inclusive of the individual, family, and community. (Health Promotion/Teaching)
4. Integrate communication among individual, family and community through the use of interpersonal skills and technology. (Communication)
5. Integrate leadership and professional accountability through current evidence-based practice. (Professionalism)
6. Function as a member within the multidisciplinary health team to achieve quality individual, family and community care. (Teamwork and Collaboration)

Student learning outcomes are measured by use of exam, project grading and the clinical evaluation tools. Student learning outcomes are evaluated by faculty within each course and in faculty team meetings.
Student learning outcomes are evaluated by the students at the completion of each course with the Student Evaluation of Course survey and the Clinical Evaluation survey. The End of Program student learning outcomes are evaluated by the students with the Nursing 8 Course Evaluation survey and the graduate exit survey.

# Student Nurses' Association

Reviewed: 8/26

Revised: 10/10, 12/13, 9/14

All students are members of the Student Nurses' Association (SNA) and the National Student Nurses' Association (NSNA), a pre-professional association for nursing students. Involvement in NSNA prepares students for involvement in professional associations upon graduation. The Student Nurses' Association of St. Luke's School of Nursing is the School's chapter of NSNA where nursing students have opportunities to become involved in their professional education, community projects, and legislative efforts affecting nursing and health care. A list of organizational officers is distributed once elections have been completed. Meeting times and delivery method are scheduled to accommodate both tracks.

Faculty or staff at the school of nursing server as advisors to the SNA. SNA advisors offer assistance and guidance to the organizational officers and members based on prior knowledge and experience of student organizations and activities. SNA advisors ensure the mission of the SNA is carried out in a consistent and professional manner.

## Mission

The NSNA mission is to: organize, represent and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs; convey the standards and ethics of the nursing profession; promote development of the skills that students will need as responsible and accountable members of the nursing profession; advocate for high quality health care; advocate for and contribute to advances in nursing education; and develop nursing students who are prepared to lead the profession in the future.

## Code of Ethics

### Part 1 - Code of Professional Conduct

The *Code of Professional Conduct* provides a high standard of behavior (guided by ideals and values) that is expected of students who participate in NSNA activities. The document introduces students to the principles of professional and personal conduct and prepares them to become involved in professional societies and associations. The *Code of Ethics* (when both parts are completed), taken in concert with the *NSNA Student Bill of Rights and Responsibilities for Students of Nursing,* provides comprehensive guidelines that set the tone for professional development.

**As a member of the National Student Nurses' Association, I pledge to:**

- Maintain the highest standard of personal and professional conduct
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
- Uphold all Bylaws and regulations relating to the student nurses' association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- Strive for excellence in all aspects of decision-making and management at all levels of the student nurses' association.
- Use only legal and ethical principles in all association decisions and activities.
- Ensure the proper use of all association funds.
- Serve all members of the student nurses' association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.

- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
- Refrain from any form of cheating or dishonesty and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses' association.
- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
- Use every opportunity to improve faculty understanding of the role of the student nurses' association.
- Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level.

*Adopted by the 1999 House of Delegates, Pittsburgh, PA, at the 47th Annual NSNA Convention.*
*References: American Society of Association Executives and the National Society for Fundraising Executives*

## Part II - Code of Academic and Clinical Conduct

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

*The Code of Academic and Clinical Conduct* is based on an understanding that to practice nursing as students is an agreement to uphold the trust society has placed in us. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

**As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:**

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate, and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.

- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

*Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001*

## Bylaws of the St. Luke's School of Nursing Student Nurses' Association

### Article I

The name of this chapter shall be St. Luke's School of Nursing Student Nurses' Association, herein referred to as SNA.

### Article II

**Section I.** Principal Office:
The principal office of this chapter of SNA shall be located at St. Luke's School of Nursing, 915 Ostrum Street, Bethlehem, PA 18015.

The principal office of the National Headquarters of the National Student Nurses' Association is located at 45 Main St., Suite 606, Brooklyn, New York 11201, Tel.: 718-210-0705, Fax: 718-797-1186

### Article III

The purpose of SNA is to:

- Assume an active role in contributing to the art and science of nursing in order to promote high quality health care.
- Provide programs to enhance professional and personal development.
- Develop the nursing student holistically.

The function of SNA shall include:

- Active involvement in all aspects of the educational program.
- Promotion of health care, nursing education, clinical practice and nursing research through legislative activities.
- Participation in activities of the school, hospital, and local communities.
- Represent nursing to the consumer and healthcare organizations.
- Recruiting qualified candidates to enter the profession of nursing.
- Fostering collaborative efforts with other nursing organizations.
- Engendering a sense of community within the nursing profession.

## Article IV - Members

**Section 1.** Constituent Association: St. Luke's School of Nursing SNA is considered a school chapter and is recognized as a constituent association. The constituent association is required to submit an annual Official Application of NSNA Constituency Status that includes purpose, function, membership, dues, and representation. A constituent association is obliged to comply with the bylaws and policies of NSNA. Failure to comply will result in revocation of the constituent status on the basis of a 2/3 majority vote of the Board of Directors. The constituent association is afforded the right to due process. School chapters are separate entities from NSNA. The NSNA assumes no liability for any loss, damages, or injuries sustained as a result of a school chapter's negligence.

**Section 2.** Categories of Constituent Membership: All students enrolled in St. Luke's School of Nursing are active members of SNA and therefore members of the constituent association.

**Section 3.** Dues: The annual dues for active members shall be determined yearly by NSNA. These dues are included in the student tuition payment.

## Article V - Officers and Directors

**Section 1**. Officers and Directors: Officers of SNA shall be President, Vice-President, Secretary, Treasurer and Fundraiser.

**Section 2.** Eligibility: Consent to serve must be signed by candidates' faculty advisors, to be eligible for positions as officers and directors. Officers of St. Luke's School of Nursing SNA must have a 2.70 or higher cumulative GPA with this GPA maintained throughout the term of office. *Elected officers may not fail any courses during term of office.*

**Section 3**. Terms of Office: Term of Office shall be for eight months.

**Section 4.** Duties of Officers and Directors/ Representatives: The officers shall perform the duties prescribed by the parliamentary authority and more specifically include:

The President shall:

- Serve as the principal officer of SNA and preside at all meetings of the association, according to Robert's Rules.
- Assume responsibilities for assuring lines of direction are put into effect.
- Appoint ad hoc committees and their chairpersons and make other appointments as deemed necessary.
- Serve as ex-officio member of all committees.
- Represent SNA in matters related to the association and perform all duties pertaining to the office.
- Complete the SNA Annual Report.

The Vice-President shall:

- Assume the duties of the President in the absence or disability of the President.
- Accede to the office of President in case of vacancy in the office.
- Perform other duties as assigned by the President.

The Secretary shall:

- Distribute agenda for SNA meetings one week prior to meeting.
- Document the minutes of all business meetings of SNA, post on bulletin board, provide copy to Student Admission, Progression & Development Team and the Faculty Organization.

- Perform other duties as assigned by the President.

The Treasurer shall:

- Act as custodian of organization funds.
- Prepare a monthly and annual report.
- Perform other duties as assigned by the President.

The Fundraiser shall:

- Investigate ideas and make suggestions for fundraising events to SNA Officers/Directors.
- Organize and manage all fundraising events with the Treasurer.
- Maintain all material regarding past and present fundraisers for future reference.
- Perform other duties as assigned by the President.

Representatives shall:

- Perform such duties as assigned by the President in accordance with the priorities and needs of the association.
- Include Class Representatives from all cohorts, both day and E/W tracks , Legislative Coordinator, Breakthrough to Nursing Coordinator, Community Health Representative, Student Development representative and Curriculum Representative.

Vacancies:

- A vacancy on the Board of Directors, other than the President, shall be filled by the Board of Directors.
- Notice of vacant positions will be posted on the students' email. Candidates for a vacant office must meet all eligibility requirements.
- A majority of the Board of Directors is required to fill a vacancy. If the remaining Board of Directors is less than a 2/3 vote, the Student Admission, Progression & Development Team will make the decision.
- Written resignations shall be tendered to the President and another Board of Directors member.
- Officers/Directors missing four meetings within one academic year may be replaced with a majority vote of the Board of Directors. If the Board of Directors cannot make a decision, the Student Admission, Progression & Development Team will do the voting.
- In the event that an elected or appointed Board (or related position) member has failed to perform his/her specified duties, the SNA Board of Directors shall have the power by two-thirds vote to declare the office of an elected or appointed position vacant.

## Article VI - Nominating and Elections

**Section 1.** Eligibility

- The SNA Advisor serves as the Nominating Chairperson.

**Section 2.** Duties of the Nominating Chairperson:

- Oversee the functions of the SNA election in conjunction with the chairperson of Student Admission, Progression & Development Team.
- Obtain nominees to each office via first anonymous ballot held prior to the end of Nursing 3.

- Obtain and submit the written support of the Associate Dean of Academic Affairs or an explanation of the rationale for denial. In addition, the Registrar and Faculty Advisor will check eligibility.
- Obtain consent of all proposed candidates in writing prior to placing names on the ballot.
- Prior to election each proposed candidate will be allowed two minutes to state why they should be elected.
- Nominations and ballot counts will be monitored by President, advisor and chairperson of Student Admission, Progression & Development Team.
- On the first day of the following semester, the proposed slate of candidates is presented to all students. Additional nominations may be added to the ballot within 24 hours.
- The election shall be held on the first Friday of the next semester and conducted by secret ballot. A plurality vote shall elect. A tie vote shall be decided by a revote.
- Votes shall be counted by the Nominating Chairperson, chairperson of Student Admission, Progression & Development Team and Vice President.

**Article VII - Board of Directors**

**Section 1.** Delegate Representation:

- School Constituent:
    - St. Luke's School of Nursing SNA shall be entitled to one voting delegate and alternate. In addition, the constituent shall be entitled to one voting delegate and alternate. In addition, the constituent shall be entitled to one voting delegate and alternate for every 50 members.
    - The School chapter delegate shall be a member in good standing in the chapter and shall be selected and/or elected by members of the Officers/Directors in accordance with the NSNA bylaws.

**Article VIII - Parliamentary Authority**

All meetings of this association shall be conducted according to parliamentary law as set forth in Robert's Rules of Order newly Revised where the rules apply and are not confined within these bylaws.

# Student Records

## Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- FERPA gives parents certain rights with respect to their children's education records. However, these rights transfer to students when they reach the age of 18 or attend a school beyond the high school level.
- This School policy addresses student record maintenance, confidentiality, and access, which is derived from The Family Educational Rights and Privacy Act and applicable regulations. The Dean, School of Nursing, is responsible for the maintenance and custody of all records.

## Contents of Student Records

**Academic Record**

- Transcripts
- Clinical evaluations

**Non-Academic Information**

Including, but not limited to:

- Application
- Acknowledgement form from Student Handbook
- Information release letter/waiver
- Counseling records/forms
- Letters of recommendation prior to graduation
- Physical forms and immunizations
- CPR certification
- Background checks
- Information Technology forms
- Academic Advisement file

**Incident Reports**

- Hospital incident reports (kept by SLUHN)
- Security incident reports

## Access to Contents of Student Records

**Student Access**

- Students may review the contents of their records upon written request to the Dean, School of Nursing. Each request must be submitted to the Dean at least three (3) days prior to the appointment, to allow for scheduling and conference time, if necessary.
- The School of Nursing has the right to maintain the confidentiality of certain records in accordance with applicable law. For example, students are refused access to letters of recommendation if a waiver of access was signed by students at the time they requested letters of recommendation.
- Students are entitled to copies of the contents of their records, except those records designated as confidential, at cost of $.25 per page.

**Access by Third Parties**

- Information contained in student records is not released to any third party, except under certain conditions (see section 2 and 3 below), unless specifically authorized by students on the School form designated for that purpose (see **Attachment D**, "Student Release of Information Form").
- Limited information may be released without student consent:
  - In an emergency when the information is necessary to protect the health or safety of students.
  - If subpoenaed pursuant to a judicial, legislative, or administrative proceeding.
  - In connection with an application from students for, or the receipt of, financial aid.
- **Unlimited access** to student records for appropriate use:
  - Administrators and School of Nursing Faculty
  - State and local officials, to whom state law requires information be provided
  - Accrediting organizations.

### Request for Correction to Student Records

The School also provides students with the opportunity to request correction of records if the students believe that the information is inaccurate, misleading, or in violation of their rights of privacy or other rights. If informal discussions do not resolve problems, students may make requests, in writing, to the Dean, School of Nursing, for formal hearings, which are conducted by an official of the School who does not have a direct interest in the outcome of the hearings.

- If, as a result of any hearing, the School decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall amend the record accordingly and inform students of the amendment in writing.
- However, if as a result of the hearing, the School decides that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall inform them of their right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of the School, or both. Such statements are maintained with the contested part of the records for so long as the records are maintained.

### Maintenance of Student Records

Student permanent academic records, as well as post-graduation correspondence are retained indefinitely. Hospital incident and security reports are retained in the respective departments for at least five years after graduation.

### Transcript Records

Students have electronic access to their grade report and unofficial transcript at the completion of each semester. This report includes nursing grades for the semester completed. Students may request an official transcript be sent on their behalf from the School for any purpose. A transcript request is made to the Registrar by completing the SON Transcript Request form (see Attachment K), which is available on the SON website. Processing information needed from students:

- Names
- Class in which students are enrolled in or year graduated
- Name and address of the person/institution to whom the transcript is to be sent
- Student's signature giving SON permission to release the student's records

The request is to be accompanied by five dollars ($5.00) per transcript and submitted to the Registrar, St. Luke's School of Nursing, 915 Ostrum Street, Bethlehem, PA 18015. See **Attachment K.** For questions please call 484-526-3439 or email son.registrar@sluhn.org .

## Substance Abuse and Drug/Alcohol Testing Policy

Revised: 7/16, 8/25

### Purposes of Substance Abuse and Drug/Alcohol Testing Policy

For obvious health and safety concerns, nurses must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in a health care setting, poses an unacceptable risk for patients, colleagues, the School of Nursing, and affiliating clinical agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical in the clinical portion of the nursing diploma program, where students spend a considerable amount of time learning patient care in a variety of clinical settings. St. Luke's School of Nursing recognizes its responsibility to endeavor to provide a safe, efficient

academic environment for students and to cooperate with clinical agencies in providing for the safe and effective care of their patients during nursing students' clinical experiences in their facilities, whether they are observing and/or practicing as a student nurse. Therefore, the following policy has been adapted to:

1. Proscribe substance abuse and/or activities or behavior that may cause a deterioration of the atmosphere and circumstances under which the care of patients and the nursing educational programs are conducted.
2. Ensure that students entering the clinical portion of the diploma program, or already participating in clinical experiences, do not have a substance abuse problem that may impact their ability to learn safe nursing care practices or that may create unacceptable risks for the School or clinical agencies in which students have clinical experiences.
3. Cooperate with affiliating clinical agencies by requiring nursing students reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student in accordance with their policies, and b) to disclose any drug testing results to appropriate School of Nursing officials; and
4. Require all students enrolled in the St. Luke's School of Nursing to submit to mandatory drug testing based upon reasonable suspicion of substance abuse.

## Drug-Free Schools and Communities Act Amendments Policy Statement

In addition to the health and safety concerns discussed above, the School of Nursing is committed to complying with all applicable laws including without limitation the Drug-Free Schools and Communities Act Amendments of 1989, 20 U.S.C. § 1145g. As part of its Substance Abuse Prevention Program, St. Luke's School of Nursing strictly prohibits substance abuse (as defined below) while on St. Luke's or any affiliated clinical agency's property or while participating in any St. Luke's or affiliated clinical agency-sponsored or related activity, including but not limited to any course or clinical experience. Although this prohibition applies to both students and employees, employees found in violation will be subject to the applicable policies and procedures set forth in the Employee Handbook.

Without limiting the generality of the prohibition of substance abuse as stated above, alcoholic beverages shall not be served to students at School-sponsored functions. A "School-sponsored function" shall be any event at any location that is sponsored or paid for by the School or any officer, employee, or agent of the School in his or her capacity as a representative of the School/Hospital. Functions organized by students of registered student organizations shall not be deemed to be sponsored by the School/Hospital within the meaning of this policy statement.

Any student found in violation of the School's **Substance Abuse and Drug/Alcohol Testing** policy shall be subject to any or all of the following disciplinary actions (consistent with local, state, and federal law), including without limitation, participation in substance abuse treatment program, dismissal from the School, and/or referral for prosecution. The School also may initiate disciplinary action if it is determined that any off-campus activity has an adverse effect upon the School/Hospital or upon individuals of the School/Hospital community.

Students may use counselors available through the ComPsych program for substance abuse counseling, treatment, or rehabilitation.

A description of health risks associated with substance abuse and description of legal sanctions for unlawful conduct relating to substance abuse will be distributed in writing to each student and employee during the first week of classes.

## Definitions of Terms Used in Policy

Drug test or testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

Illicit drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed

purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illicit drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs. ***Please note*** that under federal law, marijuana (cannabis, THC) is a schedule I drug, defined as a drug with no currently accepted medical use and a high potential for abuse. Therefore, medically prescribed marijuana is considered an illicit drug under this policy.

Impaired means that a student's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitude as manifested in speech or actions. Impairment will include an active addictive disease and/or physiological or psychological dependence upon chemical substances, for which the student is not receiving treatment.

Reasonable suspicion means that evidence which forms a reasonable basis for concluding that it is more likely than not that a person is engaged in substance abuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

Substance abuse means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illicit drug by any nursing student while on St. Luke's or affiliated clinical agency's premises or while participating in any St. Luke's or affiliated clinical agency-sponsored or related activity, including any course or clinical experience; (b) the consumption, possession, or distribution of alcohol, unless approved by St. Luke's School of Nursing or clinical agency, by any nursing student while on St. Luke's or any affiliated clinical agency's premises or while participating in any St. Luke's or affiliated clinical agency-sponsored or related activity, including any course or clinical experience; and (c) a nursing student's use of alcohol or any drug in such a way that the student's performance is impaired in any course or clinical experience at either a St. Luke's-owned site or that of any affiliated clinical agency.

## Policy Requirements

**1. Drug and Alcohol Proscriptions and Duty to Notify of Drug/Alcohol Convictions**

a. Substance abuse as defined in this policy is strictly prohibited. All students enrolled in St. Luke's School of Nursing courses or programs are required to abide by these rules when reporting to courses and clinical experiences and while at affiliating clinical agencies (including parking lots and grounds). Nursing students who violate these rules may be deemed to be unable to meet the essential qualifications/functions of the nursing curriculum.

b. Under no circumstances may a nursing student participate in any nursing-related course or clinical activity while he/she is impaired.

c. Any nursing student determined to have violated these proscriptions will be subject to disciplinary action, up to and including dismissal from the School of Nursing.

d. A violation by any nursing student of any state or federal statute, or regulation, pertaining to the manufacture, use, sale, purchase, distribution, transfer, diversion or possession of a drug or alcohol is strictly prohibited. Such violation, if substantiated, may result in disciplinary action, up to and including the student's dismissal from St. Luke's School of Nursing. A nursing student who fails to notify the

Coordinator, Student Services, within five days of an administrative action or legal conviction for any such violation also will be subject to dismissal from St. Luke's School of Nursing.

**2. Student's Agreement to Submit to Drug Testing Prior to Clinical Component and to Consent to Release of Test Results to School Officials**

a. Prior to entering the clinical component of the program and when required by any affiliating clinical agency, the nursing student may be tested in accordance with this policy and/or the affiliating agency's policies (including but not limited to policies requiring pre-placement drug testing, random drug testing, or when there is reasonable suspicion to believe that a student may be impaired or engaged in substance abuse).

b. Prior to entering the clinical component of the program, the nursing student shall sign a consent: a) to abide by this policy and the drug/alcohol policies and drug testing policies of each affiliating clinical agency in which a student is assigned; b) to submit to any drug testing required by this policy and the affiliating clinical agency; and c) to release a copy of any and all drug test results to the St. Luke's School of Nursing/Coordinator, Student Services and/or other appropriate School of Nursing officials. (See **Attachment B**, "Student's Consent to Drug/Alcohol Testing and Release and Student's Consent to Release Test Results to St. Luke's SON Form"). Failure to sign such consent will result in non-placement into the clinical component of the program and/or the particular clinical experience at an affiliating clinical agency, and may result in disciplinary action, up to and including dismissal from the program.

c. In addition to any and all other prerequisites for entering the clinical component of the program, all nursing students will be required to submit to drug testing prior to the first meeting of the clinical course. School of Nursing officials will make the necessary testing arrangements with a qualified laboratory. Students will be expected to provide their own transportation to the collection/laboratory site. The testing methods and procedures will be the same as those summarized below in connection with reasonable suspicion testing. The nursing students' semester fee will cover the cost of this procedure.

d. The cost of any pre-placement drug testing that may be required by affiliating clinical agencies shall be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency. Neither St. Luke's University Health Network nor the School of Nursing shall absorb drug-testing costs arising out of any nursing student's placement at an affiliating clinical agency outside of St. Luke's University Health Network.

e. A positive drug test will result in disciplinary action, up to and including dismissal from the program.

f. Any student who has a negative dilute result will be required to submit to a re-test within the time designated by the SON. A second negative dilute may result in disciplinary action up to and including dismissal from the program.

g. A student's failure to submit to a required drug test, or attempt to tamper with, contaminate, or switch a sample will result in disciplinary action, up to and including dismissal from the program.

h. The School of Nursing, through its Dean, Diploma Program, will notify a student who has a positive drug test, or has violated this policy otherwise, and explain the consequences thereof.

**3. Reasonable Suspicion Drug Testing Requested by School of Nursing**

a. Any nursing student who demonstrates behavioral changes reasonably suspected to be related to substance abuse as defined herein may be required to submit to drug testing. A decision to drug test based on reasonable suspicion of substance abuse may be made by School of Nursing officials, including a faculty member, and/or an affiliating clinical agency. The faculty member's request to drug test will be documented (see **Attachment C**, "Report of Reasonable Suspicion of Drug/Alcohol Use Form") and may be based on a variety of factors, including but not limited to:

i. Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug or alcohol.

ii. Erratic behavior, slurred speech, odor of alcohol or breath, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance.

iii. Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional.

iv. Substance abuse-related conviction by a court or being found guilty of a substance abuse-related offense in another administrative or quasi-legal proceeding.

b. The Drug Testing Procedure set forth below will apply if this mandatory reasonable suspicion drug testing is requested by School of Nursing officials, including faculty members:

i. The faculty member will have another faculty member or licensed health care professional confirm the suspicious behavior. If a preceptor reports behavioral changes, the faculty will ask the preceptor to have another licensed health care professional confirm the behavior.

ii. The student will be asked to leave the area and go with a faculty member and a witness (as defined above) to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to refer for drug testing will be made after consultation with the Dean, Diploma Program, the Coordinator, Student Services, or their designee. In the case of a practicum situation, faculty may visit the site or confer by phone with the student. A witness should be included in the phone conference.

iii. If the decision is to refer the student for drug testing, the student should be instructed on where and when to report for testing, depending upon where the student is at the time reasonable suspicion is determined. The student should be instructed to report for testing immediately if possible, or as soon as practicable under the circumstances.

iv. The student will be asked to remain in the facility in question until the faculty member has an opportunity to assist them in finding safe transportation to their home. Transportation, at the student's expense, will then be accomplished by calling a family member, public transportation or taxi. If a student insists on leaving the facility unattended, he/she will be asked to sign a waiver, stating it is against School of Nursing policy and is an unsafe action.

v. The faculty member then should complete the Faculty "Report of Reasonable Suspicion of Drug/Alcohol Use" form (see **Attachment C**) and submit the completed form to the office of the Coordinator, Student Services as soon as practicable under the circumstances.

vi. The student will be suspended from all class/clinical activity until the situation has been reviewed by the appropriate School officials.

vii. Drug tests will be arranged by the St. Luke's School of Nursing, unless done in cooperation with the affiliating clinical agency. The cost of this reasonable suspicion drug testing will be borne by the St. Luke's School of Nursing or clinical agency.

viii. Tests will be conducted by a qualified laboratory in accordance with established methods and procedures. Testing will be conducted with due regard to the privacy of the student. The testing facility will utilize appropriate measures to safeguard the integrity of the collection and testing process and include chain of custody procedures that ensure that the samples identified to a nursing student actually contain materials from that student, that the samples are protected from adulteration or tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.

ix. The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.

x. Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the student's nursing records in the School of Nursing.

xi. The Dean, administration or their designee, will be notified of all test results, whether drug testing is initiated or requested by the clinical agency or by St. Luke's School of Nursing.

xii. If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease, and the student will be released to return to the course or clinical experience without penalty and the Coordinator, Student Services or designee will so notify the pertinent faculty member(s) of this release.

xiii. A nursing student shall be subject to disciplinary action up to and including dismissal from the Program if: a) the student refuses to submit to drug testing based upon reasonable suspicion; b) the student attempts to tamper with, contaminate or switch a sample; or c) a student's drug test results are positive.

xiv. The School of Nursing, through its Dean, Diploma Program, will notify a student who has a positive drug test, or has violated this policy otherwise, and explain the consequences thereof.

xv. Circumstances may warrant additional or different procedures than those summarized in this policy, and the School reserves the right to apply whatever procedures it deems appropriate in any particular situation.

**4. Confidentiality**

All drug testing results will be treated by St. Luke's School of Nursing as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate School officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. The School of Nursing shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and in any other manner required or permitted by applicable law.

## Guidelines for Continued Participation after Positive Drug Test

**1. Prerequisites**

A student who is disciplined short of dismissal (e.g., suspension and/or loss of residence privileges) from St. Luke's School of Nursing due to a positive drug test or other violation of the Substance Abuse policy will be considered for continued enrollment or re-enrollment only if the student meets the following conditions:

a. Submission of a verifiable letter from a recognized and approved drug treatment agency stating that the student has successfully completed an appropriately tailored substance abuse program.

b. Submission to a drug test prior to readmission. This drug testing will be at the student's expense. A positive drug test will result in ineligibility for readmission.

c. Submission to such other drug testing as may be requested by St. Luke's School of Nursing or an affiliating clinical agency after readmission.

d. Submission to a last chance agreement prepared by the School of Nursing that memorializes all terms and conditions of continued or re-enrollment including those set forth above, and any all other requirements that the School may deem appropriate under the circumstances.

**2. Incidence of Reoccurrence after Reinstatement**

A student who is reinstated in the nursing program, and thereafter tests positive on any drug test or is otherwise determined to have engaged in substance abuse as defined herein, will be dismissed from the program and will be

ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

**3. Appeal Process**

A nursing student may appeal the School's decision to dismiss or not re-admit a student through the established Complaint Policy and Procedure.

## Temporary Practice Permit

A temporary practice permit (TPP) is required by the Pennsylvania State Board of Nursing in order for a graduate to practice professional nursing during a one-year period from completion of his or her education program. Graduates may begin work as a graduate nurse after having completed the nursing program and having received the practice permits. A fee is charged by the PA State Board of Nursing for the TPP. For details see the PA State Board of Nursing website.

Refer to "**Licensure Considerations**" under "Application & Admission" Section of handbook for PA Board of Nursing policies regarding eligibility for Graduate Nurse permit and RN licensing.

## Test Success Services

Revised: 4/14, 7/15, 9/18, 8/23, 8/25

The School provides success strategies to admitted students prior to first semester enrollment including:

- The Weaver Instructional Program: increases reading speed, critical reading skills and comprehension.
- ATI LAUNCH: nursing academic readiness program.
- Math Boot Camp: Basic math skills.

Test success sessions for students enrolled in Nursing 1 are found within the course hours. Additional test success and note taking strategies, along with study skills and math sessions may be scheduled with the Adult Coach. These sessions establish a formalized method for students to be successful in the nursing program.

Student tutors are available for Nursing 1, Nursing 2A/B, Nursing 3 content. There is no fee for this service. Student tutors for second year courses available upon request to the Associate Dean of Student Affairs. Costs may apply for private student tutoring.

### Anticipated Outcomes of Participation

Upon completion of the test success sessions, the student will:

- See improvement in test grades
- Identify ways to deal with test anxiety.
- Utilize newly acquired test-taking strategies on exams.
- Answer questions utilizing various cognitive types of NCLEX style questions.
- Discuss the importance of thinking like a nurse.
- Have study strategies that increase reading speed and comprehension.
- Accurately calculate clinical math problems

### Evaluation

Participants evaluate the tutoring sessions on the applicable Course Evaluation survey.

## Track Change Policy

### Track Change Request and Documentation

1. The student's current and past faculty members along with their advisor, clinical instructor(s) if appropriate, and the Associate Dean of Student Affairs will be a voting team to consider the student's Track Change Application.
2. The student requesting the Track Change will be given the "Track Change Student Form" (Attachment O) immediately upon request.
3. The student will submit the Track Change Student Form to the Student Services department within 48 hours of receipt.
4. The Associate Dean of Student Affairs will schedule an in-person or virtual meeting with the student within 48 hours of receipt of the Track Change Student Form. The student will formally discuss their reasons for the Track Change during the in-person or virtual meeting. At that time, any clarification of the Track Change policy will be addressed to the student.
5. The Associate Dean of Student Affairs will request a "Track Change Faculty Form" for each relevant course/clinical faculty and advisor. The form will indicate recommendations for track change.

   The decision of the voting Team (by form submission) will be final by either a consensus or majority vote.
6. A Track Change will only be granted if there is room in the classroom or clinical cohort.

## Transcripts

Students and graduates may request an official transcript be sent on their behalf from the School for any purpose. A transcript request is made to the Registrar by completing the SON Transcript Request form (see **Attachment K**) found on the SON website. The request is to be accompanied with a $5.00 per transcript fee and sent to Registrar, St. Luke's School of Nursing, 915 Ostrum Street, Bethlehem, PA 18015 or emailed to SON.Registrar@sluhn.org. The School accepts cash, checks, money orders, Master Card, VISA, Discover and American Express.

# Tuition Payment and Refund Policies

Revised: 8/22, 8/23, 12/23, 8/24, 8/25, 9/26

## Schedule of Estimated Expenses – 2026-2027

Policy: Tuition and fees are due three times per academic year. The billing date is one month prior to the start of class, and the due date is the first day of class.

| | Semester 1 | Semester 2 | Semester 3 | Semester 4 | Semester 5 | Total |
|---|---|---|---|---|---|---|
| **Eligible for SLUHN Tuition Reimbursement:** | | | | | | |
| Tuition* | $4,675 | $4,675 | $3,825 | $3,825 | $3,825 | **$20,825** |
| **Not Covered by Tuition Reimbursement:** | | | | | | |
| Lab/Sim Fee | 180 | 50 | 50 | 50 | 50 | **$380** |
| Student Support Fees | 70 | 70 | 70 | 70 | 70 | **$350** |
| Drug Testing Fee | 135 | 0 | 0 | 0 | 0 | **$135** |
| ATI Testing Package Fee | 1,591 | 1,296 | 1,296 | 0 | 0 | **$4,183** |
| Canvas/ExamSoft Fee | 230 | 70 | 230 | 70 | 70 | **$670** |
| NSNA Membership Fee | 80 | 0 | 0 | 0 | 0 | **$80** |
| Graduation Fees | 0 | 0 | 0 | 75 | 75 | **$150** |
| School Pin Fee | 0 | 0 | 0 | 50 | 50 | **$100** |
| **Total Not Covered by SLUHN Tuition Reimbursement** | **$2,286** | **$1,486** | **$1,646** | **$315** | **$315** | **$6,048** |
| **Grand Total** | **$6,961** | **$6,161** | **$5,471** | **$4,140** | **$4,140** | **$26,873** |

*Tuition based on $425 per credit hour

## Funding Options for Student-Responsible Costs

1. Pell Grant (up to $7,395)
2. Federal Direct Loans (up to $9,500 Year 1; $7,000 Year 2 independent)
3. St. Luke's Donor & Alumni Scholarships
4. Outside-sourced Scholarships
5. Private Alternative Loans
6. Personal payment (credit card, check, private funds)

Note: St. Luke's School of Nursing is not approved for the PHEAA State Grant.

## Estimated Fees

The following additional expenses are approximate. Student's actual expenses may vary based on student choice and travel habits. These fees are not included in the tuition and fees billed directly by the School of Nursing and are the responsibility of the student.

| | |
|---|---|
| **At Admission** | |
| Registration fee[5] | $100 |
| Castle Branch (Background Screening & Compliance Tracker) | $145 |
| Clearances (Fingerprinting and PA Child Abuse) | $41 |
| Uniforms and misc. (scissors, stethoscope, etc.) | $200 |
| **While Enrolled** | |
| Travel and Personal @ $160 per semester | $800 |
| Incidental Costs (e.g., community agency travel) | $1,000 |
| Textbooks (estimated for five semesters) | $800 |
| Student meals (estimated $250 per semester x 5 semesters) | $1,250 |
| **After Graduation** | |
| NCLEX-RN® Testing Fee | $200 |
| PA State Board of Nursing Licensure Application | $95 |
| PA State Board of Nursing Background Check | $22 |
| Temporary Practice Permit | $70 |
| **Total – without room and meals** | **$4,723** |
| Dormitory Room ($1,500 per semester x 5 semesters) | $7,500 |
| **Total – with room and meals** | **$12,223** |

**Policy:** Tuition fees are due three times each year, per the schedule below:

| Term | Billing Date | Due Date |
|---|---|---|
| Fall | One month before the start of classes | First day of classes |
| Spring | One month before the start of classes | First day of classes |
| Summer | One month before the start of classes | First day of classes |

- Students with tuition balances due at the beginning of a term are not permitted to attend class, unless special exceptions are noted in files.
- Checks returned from bank due to insufficient funds are subject to a $25 charge. Receipt of an insufficient funds check constitutes non-payment of a balance due.
- The School of Nursing reserves the right to withhold transcripts and deny access to educational facilities/resources to current or former students who have unsatisfied financial obligations to the St. Luke's School of Nursing. The School of Nursing's Financial Aid Policy and Procedure Manual is on file in the Financial Aid Office for review.

[5] Not refundable unless the SON withdraws the applicant's acceptance before the applicant officially enters the SON.

## Refund Policy for Nursing Courses

1. Students who do not begin a term or withdraw on the first day of class are eligible for a 100% refund of St. Luke's tuition (Nursing 1 through 8) for the semester.
2. Students who begin a semester and attend more than one class are eligible for refunds as follows:

   **15-week courses:**

   a. Withdrawal after the first day of class through the end of the first week – 75% refund.

   b. Withdrawal after the start of the second week through the end of the third week – 50% refund.

   c. Withdrawal at any point during the fourth week – 25% refund.

   d. Any withdrawal after the end of the fourth week – no refund.

   **7.5-week courses:**

   a. Withdrawal after the first day through the end of the first week – 50% refund.

   b. Withdrawal at any point during the second week – 25% refund.

   c. Any withdrawal after the end of the second week – no refund.
3. Students who are withdrawn from the School of Nursing for academic/clinical failures or dismissed for disciplinary reasons are not eligible for refunds.
4. If charged, there are no refunds on the following fees after the first day of class:
   a. Pre-admission Testing Fee
   b. Application Fee
   c. Registration Fee
   d. Nursing Lab Fee
   e. Student Support Fee
   f. Drug Testing Fee
   g. ATI Testing Package Fee
   h. NSNA Membership Fee
   i. Graduation Fee
   j. School Pin Fee
   k. NCLEX-RN® Review Course Fee
   l. Room Charges
   m. Nursing Challenge Examination
   n. Outside scholarship monies paid directly to the Hospital

## Federal Refund Policy

If students are receiving Title IV funds and withdraw, refunds are based on the Federal Refund policy. Questions regarding St. Luke's School of Nursing payments and refunds are addressed to the Financial Aid Coordinator, St. Luke's School of Nursing at 484-526-3405 or joseph.zelasko@sluhn.org .

## Tuition Reimbursement for St. Luke’s Employees

St. Luke’s employees who are enrolled at the SON may be entitled to tuition reimbursement. All questions regarding tuition reimbursement should be directed to the network tuition reimbursement team at NetworkTuitionReimbursementTeam@sluhn.com

# Tutoring Services

Revised: 10/11, 8/23, 8/25

## Purpose

Tutoring services are designed to provide students with the assistance they need to successfully complete requirements for a diploma in nursing.
Course specific *Group tutoring* is scheduled by the Associate Dean of Student Affairs and is available to students at no cost. Sessions are run by student tutors who meet the tutoring requirements.

For additional academic support, prescheduled sessions and individual appointments are available with the Adult Coach.
The *Adult Coach* supports effective student learning and personal development through assistance with time-management skills, study and note-taking skills, prioritization skills, stress-reduction and test-taking skills.

It is expected that in conjunction with requesting and/or utilizing coaching services, students are attending classes, meeting with their advisors and instructors when encountering academic difficulties, and attending student tutoring, as available. Tutoring and coaching sessions are scheduled outside of class times.

*Private student tutoring* is not provided by the School. Any private tutoring costs are paid by the student to the tutor directly. If a student needs assistance finding a private tutor, inquiry can be made to Student Services.

## Tutoring Is

- Suggesting ways for students to approach course materials and to develop and use study skills that enable them to become more effective and confident in their own self abilities
- Helping students understand concepts learned in class (after spending time and effort on their own)
- Clarifying lecture materials/concepts
- Offered in open group sessions

## Tutoring Is Not

- A substitute for attending nursing lectures
- Available to students who do not consistently attend class
- For “RE-TEACHING” material already presented by the faculty during scheduled class time
- For providing specific questions or topics to be included on examinations
- For completing assignments or papers for students

## Tips For Students

- Ask instructors’ specific questions related to lectures, concepts or exams.
- Attend review sessions if offered by instructors
- Form informal study groups with classmates
- Keep up with your studies and do not wait until the day of testing

## How to Request Tutoring Services

- Requests are made through the Associate Dean of Student Affairs.

**Notes:** In the event that tutoring assistance is not available for a particular course, the Associate Dean of Student Affairs contacts the students' nursing instructors, Adult Coach and/or faculty advisors to assist the students. Upon request, the Coordinator, Student Services assists in locating qualified student volunteers for tutoring.

### Tutoring Location

It is suggested that tutoring occurs on the SON campus or a safe public area such as a café or bookstore. Avoid having sessions in a private home or location where the safety of either party could be in jeopardy.

### Requirements for Tutors

- Tutors are selected by recommendation from instructors familiar with students' academic and clinical performances
- Tutors must achieve and/or maintain a 3.00 in the courses in which they are providing assistance; a cumulative grade point average of 2.50 must be maintained throughout the curriculum
- Tutors need flexible schedules
- Tutors must meet with the Course Instructor to receive course-specific information
- Tutors are required to submit dates, times and names of students attending sessions to the Associate Dean of Student Affairs.
- Group student tutors are paid by the School at a predetermined rate.

## Withdrawal Policies

Revised: 3/13, 8/14, 10/20, 8/23, 8/25

### Withdrawal from a Course

Students who accrue **more than one** clinical day absence in a seven-week nursing course or **more than two** clinical absences in a 15-week nursing course are withdrawn from that course. See **Attendance Clinical/Practicum** section.

- Students who withdraw from a specialty course (Nursing 4, 5, 6, or 7) and wish to take Nursing 8 before completing that specialty course must petition the SAPD team for "out-of-sequence course progression." Students who request to take Nursing 8 out of sequence may do so only if they have 1 specialty course to complete. Students who have more than one specialty course to complete will return to the next cohort for completion of both specialties before progressing to Nursing 8. See "Course Progression" in the **Curriculum** section for procedure.

### Withdrawal from the Program

Students deciding to withdraw from the School should receive official authorization from the Associate Dean of Student Affairs. Students who withdraw from the program and later desire to return are required to apply for readmission and must meet the admission requirements at the time of re-application**.** **Readmission** is not guaranteed.

### Withdrawal Process

Students who wish to withdraw should:

1. Consult with their advisor and the Associate Dean of Student Affairs before initiating the withdrawal process.

2. Meet with the Associate Dean of Student Affairs to discuss the reasons for withdrawal, sign the withdrawal forms, and determine the following: Nonacademic or academic status of withdrawals and transcript grades assigned per **Grading** policy.
3. Meet with the Financial Aid Coordinator for explanation of the refund policy. (Following withdrawal from the School, all remaining grants and loans must be returned and financial aid is terminated. Financial aid cannot be transferred to a different school. All outstanding bills are paid through the Financial Aid Office)
4. Meet with Student Services to return School issued property, including personal name badge and dorm room keys
5. Return all materials to the Estes Library
6. Return all School issued electronic devices (i.e., laptop/charger, etc.)
7. For academic and financial purposes, the effective date of official and unofficial withdrawals is the last day of clinical and/or class attendance.

## Non-Academic Withdrawal from the School

Students producing sufficient evidence to verify extreme emergencies or a call to active duty by the military (military documentation must be received at the time of withdrawal) may qualify to receive full tuition credits for the nursing courses or receive tuition reimbursement per policies. See **Tuition** section. Full tuition credits may be applied toward tuition costs only upon their return to that nursing course within one year. Tuition credits are not refundable at a date later than one year. Students who choose to leave the program for personal reasons follow the **Tuition Refund** policy. Transcript grades for withdrawn courses are assigned per policies in the **Grading** section.

## Academic Withdrawal from the School

Students withdrawing from the School, who do not meet the nonacademic withdrawal requirements, are considered academic withdrawals. Transcript grades for withdrawn courses are assigned per policies in the **Grading** section. Students who are academically withdrawn are not eligible for tuition refunds/credits. Students are withdrawn from the school if they:

- Are ineligible to progress within the curriculum due to academic and/or clinical failure.
- Have failed to attend any classes and clinical experiences during the first two weeks of the semester without a communicated cause
- Have dropped courses prior to attending any classes with communicated causes
- Have requested an official withdrawal from the school
- Fail to meet Code of Conduct expectations

## Student Exit Interviews

The purpose of the exit interview is to obtain insights and specifics on how to better conduct and improve nursing education for our students. Student exit interviews will be conducted with the students who are withdrawing from the school and/or who have failed a nursing course. This interview is conducted by the Associate Dean of Student Affairs at time of exit. Participation by the student is voluntary. See **Attachment M**.

# Attachments

## Attachment A – Commitment to Privacy & Confidentiality

St Luke's UNIVERSITY HEALTH NETWORK

☐ Allentown Campus
☐ Anderson Campus
☐ Bethlehem Campus
☐ Miners Memorial Campus
☐ Quakertown Campus
☐ Warren Campus
☐ Other _____

Form No. 16451NP

Revised 6/12

I understand that by virtue of my role as an employee, contractor, observer, intern, volunteer or other authorized individual (collectively "status") with St. Luke's University Health Network, its subsidiaries or affiliates (collectively "St. Luke's"), I am considered a member of St. Luke's "workforce", and am required to comply with the policies, procedures and rules of St. Luke's, including those regarding privacy and confidentiality, as described below.

All members of the workforce are legally and morally responsible to maintain confidentiality of patient protected health information ("PHI"), whether it be verbal, written, or electronic ("ePHI"), as required by Federal Law, the Health Insurance Portability and Accountability Act ("HIPAA"). PHI regarding a patient of St. Luke's includes any information acquired in the course of a professional/patient relationship. This includes the fact that an individual is a patient and information contained in the patient's medical or billing record. I understand that I may not discuss such information whether inside or outside of St. Luke's, and whether to another member of St. Luke's workforce or any other party, unless it directly applies to my status at St. Luke's, and disclosing only the minimum amount of information necessary for a patient's care or to perform my specifically assigned duties. All ePHI retrieved from electronic devices must be relevant to my specific responsibilities at St. Luke's and held in strictest confidence. No PHI or ePHI may be accessed for any reason other than my specifically assigned duties.

I also understand that I may be provided or may have access to information, records or other material which may contain personal, private or confidential information of individuals or of St. Luke's, the disclosure of which is prohibited by applicable law and/or St. Luke's policies. This information may include, but is not limited to, information and communications regarding the plans, patients, services, markets, developments, strategies, or practices of St. Luke's, and other information that is confidential or proprietary to St. Luke's that St. Luke's wishes to remain private and proprietary (collectively "Confidential Information").

As a condition of my status, I promise and agree that:

- I will take all necessary steps to maintain the privacy and confidentiality of the Confidential Information and PHI both during and after the termination of my status with St. Luke's.
- I will disclose the Confidential Information only to the extent necessary in connection with my status and assignments at St. Luke's and in accordance with St. Luke's policies, as may be amended from time to time, and will only disclose the PHI as specifically described above; I will not otherwise use or disclose the Confidential Information or PHI.
- I will not erase or modify a data record or data entry from any record, report or file, or remove any record, report or file from the site where it is maintained, except as may be expressly authorized.
- I will not share or reveal the Confidential Information to any individual(s) who does not need to know.
- In addition to the above expectations, I will adhere to any additional or more specific requirement(s) relating to privacy and confidentiality that may be imposed by any applicable law, contract or policy.

I acknowledge that my willful or unauthorized disclosure of the Confidential Information or PHI either during or after my status terminates with St. Luke's may result in corrective action, up to and including the termination of my status with St. Luke's and may also subject me to any and all applicable criminal or civil penalties.

Signature: _____ Date: _____

Printed Name: _____

## Attachment B – Student's Consent to Drug/Alcohol Testing & Release of Test Results to St. Luke's School of Nursing

I, _____, a student enrolled in the St. Luke's School of Nursing, having read its Substance Abuse and Drug/Alcohol Testing Policy, understand that as a precondition to entering the clinical component of the program and participating in any clinical experience at an affiliating clinical agency that requires pre-placement drug testing, I am subject to the St. Luke's School of Nursing policies and those of the affiliating clinical agency, including but not limited to any requirement to submit to pre-clinical placement drug testing, random drug testing, or drug testing when there is reasonable suspicion to believe that I may be impaired or engaged in substance abuse as defined by the applicable policies. I understand that the cost of any drug testing required by any affiliating clinical agency with which I may be placed shall be borne by me. ***By my signature below, I hereby give my complete and voluntary consent to submit to any such drug test(s) at a designated laboratory or other location as required by the St. Luke's School of Nursing and/or any affiliating clinical agency at which I am placed for nursing school requirements.***

I understand that a positive drug test or other violation of the St. Luke's School of Nursing Substance Abuse and Drug/Alcohol Testing Policy, or that of any affiliating clinical agency, will result in disciplinary action, up to and including dismissal from the program, and/or other potential consequences as more fully explained in the applicable policies.

I further understand that the affiliating clinical agency and St. Luke's School of Nursing have a legitimate need to receive the results of my drug tests performed in accordance with the applicable policies. ***I give my consent to, and hereby authorize any drug testing facility and its physicians,*** including the Medical Review Officer, employees, and representatives (collectively hereinafter referred to as "drug testing entity"), that conducted drug testing pursuant to the drug testing policies of the affiliating clinical agency or St. Luke's School of Nursing, and that has control over any documents, records, or other information pertaining to any drug testing of me, ***to furnish originals or copies of any such documents, records, or other information to the affiliating clinical agency requesting the test and/or to the St. Luke's Occumed Department and to the St. Luke's School of Nursing and/or its authorized officers, employees and representatives.*** I further consent to and hereby authorize any drug testing entity to answer the questions and inquiries of the St. Luke's School of Nursing concerning me and disclose to its authorized officers, employees and representatives whatever documents, records, and other information, including, without limitation, drug testing results, medical records, medical reports, analyses, questionnaires, and other materials which may have been made or prepared pursuant to or in connection with my drug test(s).

***I waive, release, and discharge forever*** the drug testing entity that conducted drug testing pursuant to the applicable policies of the St. Luke's School of Nursing, or that of any affiliating clinical agency, and every other person, firm and institution (including without limitation the St. Luke's School of Nursing, St. Luke's University Health Network and its affiliated entities) which shall comply in good faith with this authorization and consent, from any and all liability or claims of whatsoever kind and nature, known or unknown, arising out of or relating to the drug testing, disclosing, inspection, releasing and furnishing of such documents, records, or other information.

Signature: _____ Date: _____

Printed Name: _____

**This form will be maintained by the School of Nursing and will be disclosed to appropriate clinical agencies upon their request.**

## Attachment C – SON Report of Reasonable Suspicion of Drug/Alcohol Use

*To be completed by the faculty member supervising the nursing student to be tested.*[6]

1. Name of student suspected of substance abuse as defined in policy:

_____

2. Date, time and location of incident:

_____

3. Reasons why you suspect the student of substance abuse. (Be as specific as possible, including times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, if known, and the names and whereabouts of those witnessing the incidents/behavior.) [Staple additional comments/observations to this document]

Note: Some types of information that should be documented if observed or known includes: speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow); coordination (normal, swaying, staggering, lack of coordination, grasping for support); performance (unfair practices, unsatisfactory work); alertness (change in alertness, sleepy, confused); demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); clothing (dirty, disheveled); odor of alcohol on breath); other observed actions or behaviors; unexplained absences or tardiness.

4. Did the student admit to use of drugs/alcohol? ☐ Yes ☐ No Comments: _____

_____

5. Was student found using or in possession of any illicit drugs/alcohol? ☐ Yes ☐ No

6. Have any other students or personnel witnessed or complained of the student's behavior? If so, please provide a list of witnesses to the behavior.

_____

7. Based on the information above, it is my opinion that there is reasonable suspicion to believe that this student has engaged in substance abuse as defined in the St. Luke's School of Nursing Substance Abuse & Drug/Alcohol Testing Policy:

_____

Signature of Faculty Member Approving Drug Test Date Time

_____

Printed Name of Faculty Member Title

[6] *The original of this form should be given to St. Luke's School of Nursing Administration for inclusion in the student's confidential nursing school records. It may be disclosed on a "need to know" basis to clinical agencies and/or testing facilities.*

## Attachment D – Student Release of Information Form – Student Authorization to Release Education Records to a Third Party

The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) affords eligible students certain privacy rights with respect to their education records. Among those rights is the right of an eligible student to consent to disclosure of his/her education records to third parties.

**Student:**

_____

Last Name First Name MI Social Security Number

_____

Address City State Zip

_____

Home Phone Number Work Phone Number

Purpose(s) for which the education records may be disclosed (i.e., admission, employment, tuition payment or reimbursement, etc.):

The education records indicated below may only be released to the following person(s) or organization(s):

_____

_____

Education records to be released to above person(s) or organization(s):

☐ Grades ☐ Class Schedule ☐ Transcript ☐ Other (please indicate below):

**I hereby grant permission to St. Luke's School of Nursing to release my above-referenced education records to the party or parties listed above on this form.**

_____

Signature of Student Date

**Note:** This authorization form shall remain valid for one year from the date above unless you provide written notice of its revocation to St. Luke's School of Nursing.

## Attachment E – Appeal of Final Course Grades or Charges of Cheating and/or Plagiarism Form

The following form is used during the appeal process and is retained in the student's file. The student initiating the appeal may obtain a copy of the form from the Student Services department. This form must be signed at every step when the student accepts or rejects the decision.

Student Name: _____

Course in Question: _____

Reason for Appeal Statement: _____

**STEP 1 – Meeting with Instructor**

Date of Notification of the Grade or Charge: _____

Date of Meeting with Instructor: _____

Action Taken/Meeting Outcome: _____

_____

Instructor Signature Date Student Signature Date

**STEP 2 – Associate Dean of Academic Affairs' Decision:**

Student's Reason for Appeal to Step 2 (*documentation may be attached*): _____

Date Form Received by Associate Dean of Academic Affairs: _____

Date of Meeting with Associate Dean of Academic Affairs: _____

Associate Dean of Academic Affairs' Findings: _____

_____

Associate Dean of Academic Affairs Signature Date Student Signature Date

**Committee Process**

Date of Meeting with appeals committee: _____

Decision of appeals committee: _____

_____

Committee Chairperson Signature Date Student Signature Date

**Challenge of Committee Outcome**

Date Form Received by Dean: _____

Dean's Decision (*This decision is final and binding*): _____

_____ _____

Dean Signature Date Student Signature Date

# Attachment F – Verification of Disability and Need for Accommodation to Office of Student Services

Effective: 4/09

Revised: 4/10, 6/14, 1/19, 5/24, 8/25

**Procedure**

All disability accommodation requests must be supported in timely manner by documentation deemed sufficient by St. Luke's School of Nursing. The School reserves the right to request clarification and/or additional information from the requesting student and/or health care provider(s), or require an independent examination by the health care provider of the School's choice (and at its expense), in order to make its decision as to the student's eligibility for accommodation due to disability and the nature and/or extent of any reasonable accommodation(s) that may be offered.

1. This Request for Accommodations form **MUST** be completed in its entirety before accommodations can be arranged.
2. Any modification to the accommodation request must be provided in writing to the Coordinator, Student Services.
3. A diagnosis(es) and related DSM Code Number(s) is/are required and **MUST** be completed by a licensed physician, psychologist, certified registered nurse practitioner, or physician assistant. See **Section 2, next page.**

**SECTION 1 – To be completed by the student requesting accommodations.**

**Name: _____**
**First Middle Last**

**Email Address: _____**

**City: _____ State: _____ Zip Code: _____**

**Primary Phone #: _____ Work Phone #: _____**

**Disability Accommodation Request, this includes accommodation(s) at clinical sites:** Please be specific as to the accommodation(s) you need and the nature of your disability for which accommodation is believed to be necessary:

_____

_____

I acknowledge that the School has informed me of the process required to obtain reasonable accommodations. I understand that I will not receive accommodations without the required documentation. I can request accommodations and time, but accommodation requested or granted is not applied retroactively. I acknowledge that requesting accommodations is my choice and the School cannot be held responsible if I choose not to request accommodations.

☐ I request reasonable accommodations.

☐ I am not requesting accommodations at this time.

_____

**Student's Signature** **Date**

_____

**Print Student's Name**

## Verification of Disability and Need for Accommodation

Student Name: _____ Date of Birth: _____

**SECTION 2 – To be completed by a Licensed Physician, Psychologist, Certified Registered Nurse Practitioner, or Physician Assistant. <u>ALL items below MUST be completed to verify disability.</u>**

**Specific Diagnosis(es) (the precise type of learning disability must be stated, including DSM Code Number and Title):**

_____

**DSM Code(s) and Title(s):** _____

**Treatment/medication history:** _____

_____

**Date of initial diagnosis and treatment:** _____

**Date of most recent evaluation (Attach copy of evaluation):** _____

**Current treatment/medication status:** _____

_____

**List the diagnostic tests performed:** _____

**Test results and conclusions, i.e., scores and interpretations:** _____

_____

_____

**Definitions of types of testing accommodations:**

- **<u>Extra Time for testing</u>: 1½ the exam time**
- **<u>Separate Room for testing</u>: Not in the regular classroom – a quiet room with very minimal distractions.**
- **<u>Private Room for testing</u>: For the student who needs to read the test out loud or might be a distraction for other students – a solitary room, possibly a soundproof testing booth.**

**Specific recommended accommodation(s) for classroom, exams and/or clinical:**

_____

_____

**Rationale:** _____

**Provider's Signature:** _____ **Date:** _____

**Provider's Name (Type or Print clearly):** _____

**State of Licensure:** _____ **Professional License #:** _____

**Specialty certification/qualification:** _____

_____

## Attachment G – Accommodation Plan

### (For use with "Reasonable Accommodation for Disabilities" policy in DISABILITIES section of the Student Handbook)

This document verifies that the student whose name appears below and the Associate Dean of Student Affairs have met and discussed the verification provided of this student's disability for purposes of the School's policy.

The Associate Dean of Student Affairs and the student have developed this accommodation plan, as stated below, as being reasonable and necessary to assist the student in meeting all academic and/or non-academic requirements of the Program.

In accordance with the **Reasonable Accommodation for Disabilities** policy, the student is responsible for meeting with instructors to discuss how the accommodation(s) will be implemented. Faculty will receive this initial information from the Associate Dean of Student Affairs, and the student and faculty member will agree in writing to the implementation of the provision(s).

_____

**Student's Signature** **Date**

_____

**Print Student's Name**

(The student signature denotes an agreement to the release of and the disclosure of this information to the appropriate School of Nursing Administration and Faculty.)

_____

**Associate Dean of Student Affairs Signature** **Date**

**St. Luke's School of Nursing**
Diploma Program
Bethlehem, Pennsylvania

Revised: 2/09, 4/10, 3/14, 5/21, 7/22, 8/25

## Verification of Testing Accommodations

I, the undersigned student hereby acknowledge that the St. Luke's School of Nursing provided me with all accommodation(s) set forth in my more recent documented disability agreement, and except as may be indicated otherwise in the student comments section below, I had no questions or concerns regarding those accommodation(s). I understand the assigned instructor or proctor was available to receive and address any accommodation questions or concerns to the fullest extent practicable.

St. Luke's School of Nursing is committed to providing equal educational opportunity for otherwise qualified applicants and students with disabilities who need reasonable accommodation, as more fully explained in the applicable polices.

**Complete <u>BEFORE</u> testing:**

Student Name: _____

Course: _____

Exam Number: _____ Instructor: _____

Date: _____ Room Number: _____

Start Time: _____ End Time: _____

**Complete <u>AFTER</u> testing:**

Did you use earplugs or noise cancelling headphones? ☐ Yes ☐ No

My accommodation was adequate ☐ Yes ☐ No

If no, please explain:

Student signature: _____

Any papers handed to: _____

Faculty /Proctor Signature: _____

Comments on accommodation(s): _____

_____

## Attachment H – Student Request to Attend a Conference

**Directions**

1. Complete the following.

   **Student name:** _____

   **Name of conference:** _____

   **Inclusive dates of conference:** _____

   **Current nursing courses:** _____

   **Missed nursing courses at time of conference:** _____

2. Obtain signatures below from each **current** nursing course instructor (theory and clinical), as an indication of eligibility to attend a conference based on current theory grade of 2.7 or higher in ALL courses and a satisfactory clinical performance in current nursing course.

3. Obtain signatures below from each nursing course instructor (theory and clinical) of **missed courses,** as an acknowledgement of "missed" classes/clinical during the conference.

   **As a nursing instructor for the above-named student, my signature below indicates a satisfactory recommendation/acknowledgement for the above student to attend the conference:**

   _____

   _____

4. Obtain "make up" class work as required by each instructor. (Note: Students are excused from clinical make-up if they are attending faculty-approved conferences.)

5. Sign the following agreement:

   **I agree to the conditions stated in the Student Handbook regarding the policy – Student Attendance at Conferences, Workshops and/or Conventions.**

   _____

   Student signature Date

**6.**
Return this completed form to the appropriate SNA/SGA advisor or faculty advisor.

## Attachment I – SON Evaluation of Beginning Graduate Nurse

**St. Luke's School of Nursing**
**Evaluation of Beginning Graduate Nurse by St. Luke's Supervisors**
**AUTHORIZATION AND RELEASE**

St. Luke's School of Nursing strives to continually update its curriculum to improve its graduates' capabilities and to meet the needs of today's healthcare employers. To foster this quality improvement initiative and obtain the most useful information, St. Luke's School of Nursing transmits to each new graduate's immediate supervisor with St. Luke's University Health Network an Employer's Evaluation of Beginning Graduate Nurse form (hereinafter "Form"). That immediate supervisor is asked to complete and return the completed Form to St. Luke's School of Nursing. Upon receipt of the completed Form, St. Luke's School of Nursing utilizes such information solely for the purpose of improving its curriculum and program and to create a profile of the graduates.

I hereby authorize St. Luke's University Health Network, its parent, subsidiaries, affiliates, successors, assigns, officers, trustees, employees and/or agents (collectively hereinafter "St. Luke's) to complete the Form regarding my success in meeting student learning outcomes and return it to St. Luke's School of Nursing.

In consideration for St. Luke's completing and returning the Form, and intending to be legally bound, I hereby release and forever discharge St. Luke's from and against any and all claims, demands or liability of any kind, known or unknown, matured or not matured, arising from or relating in any way to St. Luke's School of Nursing seeking such information and St. Luke's supplying such information to St. Luke's School of Nursing.

This Authorization and Release shall remain in full force and effect unless and until I notify St. Luke's School of Nursing in writing of my intent to revoke.

_____
Student Signature

_____
Student Printed Name

_____
Date

**St. Luke's School of Nursing**
**Evaluation of Beginning Graduate Nurse by Non-St. Luke's Employers**
**AUTHORIZATION AND RELEASE**

St. Luke's School of Nursing strives to continually update its curriculum to improve its graduates' capabilities and to meet the needs of today's healthcare employers. To foster this quality improvement initiative and obtain the most useful information, St. Luke's School of Nursing transmits to each new graduate who obtains employment outside of the St. Luke's University Health Network (hereinafter "new employer") an Employer's Evaluation of Beginning Graduate Nurse form (hereinafter "Form") to furnish to his/her immediate supervisor. That immediate supervisor is asked to complete and return the completed Form to St. Luke's School of Nursing. Upon receipt of the completed Form, St. Luke's School of Nursing utilizes such information solely for the purpose of improving its curriculum and program and to create a profile of the graduates.

I hereby authorize my new employer completing and returning the Form, its employees and/or agents to complete the Form regarding my success in meeting student learning outcomes and return it to St. Luke's School of Nursing.

In consideration for my new employer completing and returning the Form, and intending to be legally bound, I hereby release and forever discharge St. Luke's Hospital of Bethlehem, Pennsylvania, my new employer, their respective parents, subsidiaries, affiliates, successors, assigns, trustees, officers, employees and agents, from and against any and all claims, demands or liability of any kind, known or unknown, matured or not matured, arising from or relating in any way to St. Luke's School of Nursing seeking such information and my new employer supplying such information to St. Luke's School of Nursing.

This Authorization and Release shall remain in full force and effect unless and until I notify St. Luke's School of Nursing in writing of my intent to revoke.

_____
Student Signature

_____
Student Printed Name

_____
Date

## Attachment J – Authorization and General Release of Requested Records to Cooperating Clinical Agencies[7]

I, _____, do hereby consent to have St. Luke's School of Nursing provide any and all information concerning my health records and personal background and any other information, exclusive of educational records, to Cooperating Clinical Agencies which may require any or all of the information as part of a clinical agreement.

In consideration of St. Luke's School of Nursing collecting and supplying such information to the aforesaid inquiring parties, and intending to be legally bound, I hereby release St. Luke's School of Nursing, individually and all other parties, including without limitation any principals, employers, trustees, directors, officers, employees and/or agents, from any and all liability, real or potential, known or unknown, arising out of the providing of this information to the aforesaid inquiring parties.

I have executed this Authorization and General Release voluntarily and knowingly, with a full understanding of its meaning and intent. This release form shall be in effect for the duration of my term at the school, but not beyond three years from the date below.

_____

Student Signature

_____

Date

[7] A cooperating clinical agency, utilized for student clinical experiences, has an agreement between St. Luke's School of Nursing and that cooperating agency. The clinical agreement is recorded in writing, reviewed periodically by both parties, revised as occasion requires and consistently adhered to by those responsible for implementing the provisions.

## Attachment K – SON Transcript Request Form

**St. Luke's School of Nursing, Bethlehem PA**
**Transcript Request Form**

If you have questions, please call the SON at 484-526-3439.

Last Name | First Name | Middle Initial | Prior Last Name(s)

Date of Birth | Last 4 of SS# | Last Year of Attendance

Street Address | City | State | Zip

Email Address | Phone Number

Please check with the institution whether they want the transcript mailed, faxed, or emailed. At this time, the SON is not participating in online transcript platforms such as Parchment. We will email a pdf of your transcript, but you should make sure the institution will accept that.

Name of Institution: _____

How do you want the transcript sent? (check all that apply)

☐ Mail _____
Street Address

City | State | Zip | Attention

☐ Email: _____

☐ Fax: _____

Transcripts are $5.00. Requests will not be honored if there are financial or other outstanding obligations to the SON. You may fax, email, or mail the form to us with payment, or come to the SON.

**Address:** 915 Ostrum Street, Bethlehem, PA 18015 **Fax:** 484-526-3412 **Email:** SON.Registrar@sluhn.org

☐ Cash ☐ Check ☐ Credit Card ☐ CC Pay by Phone, call Registrar at 484-526-3439

Credit Card #: _____

Expiration MM/YY | Security Code | Name on Card

☐ By signing below, I hereby authorize St. Luke's School of Nursing to release my transcript as specified above, as per the Family Educational Rights and Privacy Act (FERPA).

Student Signature (An electronic signature will be accepted.) | Date

## Attachment L – State Board of Private Licensed Schools Student Complaint Questionnaire

In order for the State Board of Private Licensed Schools to investigate a complaint, a student must provide the following information:

Name _____

Address 1 _____

Address 2 _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Program of Study _____ Dates of Attendance _____

Institution _____

Address 1 _____

Address 2 _____

City/State/Zip _____

Phone _____ Fax _____

**Does the school have an established policy and procedure for resolving student complaints?**

☐ Yes

☐ No

**Did you follow the school's grievance procedure to resolve your complaint?**

☐ Yes

☐ No

If no, please explain: _____

Please provide the name(s) and title(s) of the school official(s) with whom you have discussed your concerns in an effort to resolve your complaint.

_____

Brief summary of the outcome:

| |
|---|
| |

In your own words, printed or typed, clearly explain the condition(s) which caused you to file a written complaint. Attach documents which verify your complaint. These documents should include copies of relevant documents and correspondence with school officials. ***Do not send originals.*** Please try to present the events and concerns in the order in which they occurred. Please include a final paragraph in which you identify the action you seek to resolve your complaint. Please attach all sheets together with this form on top.

| |
|---|
| |

(Continue your written complaint on separate sheets and attach them to this form.)

**Pursuant to 18 Pa. C.S. 4904(a), and under penalty of perjury, I declare the foregoing to be true and correct to the best of my knowledge. I also grant PDE permission to release my name and complaint details to the institution.**

**Signature of Complainant** **Date**

Please send your completed questionnaire and supporting documentation to:

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
For questions, call 717.783.8228 or e-mail: ra-pls@pa.gov.

## Attachment M – Student Exit Interview Questions

**St. Luke's School of Nursing**
Diploma Program
Bethlehem, Pennsylvania

1. Are you eligible to return to the program?

2. Please list any barriers to your success in the Nursing Program.

3. Approximately how many hours a week did you work while you were enrolled in the Nursing Program?

4. What did St. Luke's School of Nursing do well?

5. What areas can St. Luke's School of Nursing improve on?

6. What additional resources could we have provided to aid you in being successful?

7. Are there any faculty/staff that you would like to acknowledge for being particularly helpful or supportive?

8. Will you be applying to other nursing program or academic programs?

9. If you are applying to other nursing or academic programs, what characteristics or attributes will you look for in the next institution that you attend?

10. Do you have any advice for new students entering the program?

11. Please provide us with any other feedback you may have.

# Attachment N – Preventing and Addressing Sex Discrimination and Sex Based Harassment

**St. Luke's School of Nursing**
Diploma Program
Bethlehem, Pennsylvania

## PREVENTING AND ADDRESSING SEX DISCRIMINATION AND SEX-BASED HARASSMENT

### A. Scope of Policy

The School is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sex discrimination, including sex-based harassment, is a type of discriminatory conduct that is contrary to this commitment and will not be tolerated. Sex discrimination subverts the mission and the work of the School, and can threaten the career, educational experience, and well-being of students, faculty, and staff. All members of the school community have a responsibility to ensure that the School is free from all forms of sex discrimination.

Sex-based harassment is a form of sex discrimination and is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Elementary/Secondary Education Act of 1972, and state and local law. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the Department of Education, Office for Civil Rights. In addition to any sanctions that may be imposed by the School for violation of this policy, an individual who engages in sex discrimination against another may be held personally liable to the individual who experienced the misconduct and may be subject to sanctions independent of those imposed by the School.

### B. Policy Statement

The School prohibits sex discrimination, including sex-based harassment, in any program or activity that it operates, as required by Title IX, including admission and employment. For the purpose of this policy, sex-based harassment includes specific sexual or sex-based offenses such as hostile environment harassment, quid pro quo harassment, sexual assault, domestic violence, dating violence, and stalking. This policy is intended to promote an environment that is free of sex-based harassment as well as one that is consistent with other constitutional protections and personal freedoms.

The School reserves the right to address, in accordance with other policies and procedures, harassment or behaviors that either do not fall within this policy's definition of prohibited sexual misconduct or that are not based on sex/gender. The Title IX Coordinator will determine whether reported conduct is covered by this policy. If not, such conduct will not be addressed through the procedures as detailed below, but may be considered and handled according to processes articulated in other relevant policies.

### C. Title IX Coordinator

The School's Title IX Coordinator is Jeane Heist. The Title IX Coordinator may be contacted by phone at 484-464-9233 or by email at Jeane.Heist@sluhn.org.

The Title IX Coordinator has the primary responsibility for coordinating the School's efforts related to investigation, resolution, and prevention of sex discrimination, including sex-based harassment, and retaliation prohibited by this policy.

### D. Relevant Terms and Definitions

1. Complainant: A "Complainant" includes: (a) An individual who has reportedly been subjected to sex discrimination, as described below, (b) a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a Complainant, or (c) The Title IX Coordinator.

2. Consent: For the purpose of this policy, consent means knowing, voluntary, and clear permission by words or actions to engage in sexual activity. Consent must be ongoing through sexual activity and can be revoked at any time. Mere assent (an affirmative statement or action) shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of their incapacitation, unconsciousness, youth, mental deficiency, or if the assent is the product of threat or coercion. Consent to prior sexual activities does not constitute consent to future acts.

3. Disciplinary Sanctions: Disciplinary Sanctions are consequences imposed on a Respondent following a determination under Title IX that the Respondent violated the School's prohibition on sex discrimination.

4. Formal Complaint: Written documentation from the Complainant of their desire to initiate an investigation into reported sex discrimination. At the time of submitting a Formal Complaint, the Complainant must be either participating in or attempting to participate in the School's programs or activities. A Formal Complaint cannot be anonymous. A Formal Complaint may also be signed by the Title IX Coordinator, should circumstances necessitate. If a Formal Complaint is signed by the Title IX Coordinator and a Complainant is known, the Complainant will receive all notices and opportunities set forth below.

5. Informal Complaint: An Informal Complaint of sex discrimination may be submitted to the Title IX Coordinator by anyone regardless of whether they are participating in the School's programs or activities. Informal Complaints can be oral or written. Upon receiving an Informal Complaint, the Title IX Coordinator or appropriate designee will reach out to the individual who has reportedly experienced sexual misconduct, if known, and discuss available resources, supportive measures, and options moving forward. An Informal Complaint, unless determined otherwise by the Title IX Coordinator, will not initiate a formal investigation.

6. Reporter: An individual who brings an Informal Complaint of sex discrimination to the attention of the School or Title IX Coordinator. Any person may report sex discrimination regardless of whether they are a member of the School's community or whether they have personally experienced the conduct at issue. A Reporter may be a friend or parent of the Complainant or a witness to the sex discrimination.

7. Respondent: An individual who has reportedly engaged in sex discrimination.

8. Retaliation: Intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the School to provide aid, benefit, or service under the School's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation under the Title IX regulations.

9. Incapacitation: Incapacitation occurs when an individual is unable to make rational, reasonable decisions because they lack the capacity to understand what is happening. Incapacitation is determined through consideration of the circumstances and all relevant indicators of a person's mental and physical state.

**E. Definitions of Prohibited Conduct**

The following are definitions of specific conduct that is prohibited under this policy.

1. Sex-Based Harassment: A form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

a. **Quid Pro Quo Harassment.** An employee, agent, or other person authorized by the School to provide an aid, benefit, or service under the School's education program or activity explicitly or implicitly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct.

b. **Hostile Environment Harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the School's education program or activity. Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following: (i) the degree to which the conduct affected the Complainant's ability to access the School's education program or activity; (ii) the type, frequency, and duration of the conduct, (iii) the parties' ages, roles within the School's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct; (iv) the location of the conduct and the context in which the conduct occurred; and (v) other sex-based harassment in the School's education program or activity.

c. **Dating Violence.** Violent acts or conduct by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. Whether such a relationship exists will be determined based on the Complainant's statement and with consideration of (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of "domestic violence."

d. **Domestic Violence.** Violent acts or conduct committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or who has cohabitated with the Complainant as a spouse, by a person similarly situated to a spouse of the Complainant, by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania, or as "domestic violence" is otherwise defined under the laws of the Commonwealth of Pennsylvania.

e. **Stalking.** A course of conduct directed at a specific individual that would cause a reasonable person to fear for their safety or the safety of others; or suffer severe emotional distress; or as "stalking" is otherwise defined by the law of the Commonwealth of Pennsylvania.

f. **Sexual Assault.** An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigations.

**F. Supportive Measures**

For both the Complainant and Respondent, the School offers and will implement appropriate and reasonably responsive, supportive, and/or protective measures upon notice of sex discrimination, regardless of whether a Formal Complaint has been filed. Such measures, which are free of charge and non-disciplinary in nature, are intended to support both parties, address immediate effects of sexual misconduct, and preserve or restore access to educational and employment programs and activities. The School will maintain the confidentiality of these measures, provided that doing so does not impair the School's ability to provide the measures.

Although the School strongly encourages all members of its community to report violations of this policy to law enforcement, it is wholly up to the individual who has experienced the misconduct whether or not to make such a report.

The St. Luke's Network provides the resources through ComPsych services

**G. Reporting Procedures**

The reporting and resolution procedures set forth below are internal administrative procedures of the School. These procedures are designed to afford a prompt, fair, and equitable response to reports of sex discrimination, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on those who have violated this policy.

As to those forms of sex discrimination that also violate local, state, or federal law, the School may pursue an investigation, take appropriate remedial action, and/or impose disciplinary sanctions against a member of the school community at the same time the individual is facing criminal charges for the same incident, even if the criminal prosecution is pending, has been dismissed, or the charges have been reduced. The below procedures are supplemental to, and are not intended to displace, other disciplinary procedures set forth in any applicable collective bargaining agreement, the Employee Handbook or any other rules pertaining to a school employee.

The School may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

1. Informal Complaints

   If a person reports to a school employee that they have experienced sex discrimination, including sex-based harassment, but chooses not to file a Formal Complaint at that time, the Complainant will be promptly contacted by the Title IX Coordinator.

   Informal Complaints to school personnel will be treated as privately as possible, consistent with applicable legal requirements and safety considerations. Complainants will be promptly contacted by the Title IX Coordinator to discuss available supportive measures and resources, to understand the Complainant's wishes, and to explain the process of filing a Formal Complaint should the Complainant wish to do so.

2. Formal Complaints

   A person wishing to file a Formal Complaint of sex discrimination, including sex-based harassment, may contact the Title IX Coordinator. All Formal Complaints will be treated as privately as possible, consistent with applicable legal requirements and customary law enforcement practices. Individual Complainants will be informed promptly of available supportive measures, as well as legal and administrative options, if reasonably available.

   Complainants will be informed about the outcome of any investigation undertaken by the School. In addition, under appropriate circumstances, the School will inform members of the school community of reported sex discrimination without identifying the individual Complainant.

**H. Confidentiality**

The School will protect to the fullest extent of the law the identity of persons who report having experienced sex discrimination, including sex-based harassment. If the Complainant would like to remain anonymous and does not consent to the disclosure of their name or other identifiable information to the Respondent, the School will provide supportive measures to the Complainant, but will be limited in its ability to take disciplinary action.

The School will make every reasonable effort to abide by Complainant's wishes regarding anonymity; however, there may be circumstances that necessitate an investigation into the reported conduct. This decision will be made by the School's Title IX Coordinator. If the School proceeds with an investigation, the Complainant will be provided with all the notices and opportunities set forth below.

**I. Investigations of Allegations of Sexual Harassment**

The Title IX Coordinator will provide for adequate, reliable, and impartial investigation of Formal Complaints in accordance with the below procedures. An investigation of sex discrimination. The burden is on the School – not the parties – to conduct an investigation and gather sufficient evidence to determine whether sex discrimination, including sex-based harassment, occurred. A determination of responsibility occurs at the conclusion of the investigation. In the event the Respondent is found responsible for a violation of this policy, there is consideration of appropriate next steps, up to and including dismissal from the School. The disciplinary process is described in further detail in Section # below as well as in related policies and procedures.

The School will conduct the investigation and render sanctions (if appropriate) as promptly as possible, generally between ninety (90) and one hundred twenty (120) business days, recognizing that circumstances may arise that delay the process. Should such circumstances arise, the School will provide written notice to the parties of the delay and the reason for such a delay. The School will ensure that all those who are materially involved with administering these processes will be free from conflicts of interest and bias that would affect the outcome.

1. Procedural Elements of Investigations

   Regardless of the status of the Complainant and Respondent (i.e., student, faculty, staff), the following procedural elements will be provided to the parties and are applicable throughout the investigation process. When reported conduct implicates or can be addressed under two policies, the School may, if circumstances allow, combine the investigation and follow one process to appropriately address the reported conduct.

   **a. Notice of Allegations**

   Upon receipt of a Formal Complaint, the School will provide written notice to the Complainant and Respondent with sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved, the conduct alleged to constitute sex-based harassment or discrimination, and the date(s) of the alleged incident(s).

   Written notice will also include:

   i. A copy of this policy and any other relevant policies and procedures;

   ii. A statement that the Respondent is presumed not responsible for the alleged sex-based harassment or discrimination until a determination is made at the conclusion of its grievance procedures;

   iii. A statement regarding each party's ability to have an advisor of their choice;

   iv. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and

   v. A statement regarding the School's prohibition of retaliation.

   If, in the course of the investigation, the School determines that there are distinct and/or additional allegations that were not included in the original notice provided to the parties, the School will provide written notice of these additional allegations to the known parties as soon as reasonably possible upon discovery of those distinct and/or additional allegations, with details about the additional allegations and time to prepare a response before any subsequent interview

   **b. Evidentiary Considerations**

   The burden of gathering evidence sufficient to reach a determination rests with the Title IX Coordinator and not with either party. The Title IX Coordinator will objectively review, using the preponderance of the evidence standard, all relevant and not otherwise impermissible evidence – including both inculpatory and exculpatory evidence. This standard is used regardless of the status of the Respondent, who is presumed not responsible for the reported misconduct until a determination regarding responsibility is

rendered at the end of the investigation. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness. Throughout the investigation, the parties have an equal opportunity to present witnesses, including expert witnesses (at the parties' own expense).

The following types of evidence, and questions seeking that evidence, are impermissible (i.e. will not be accessed or considered, except by the School to determine whether one of the exceptions listed below applies, will not be disclosed, and will not otherwise be used), regardless of whether they are relevant:

i. Evidence that is protected under privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality.

ii. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the School obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and

iii. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

**c. Dismissal of Formal Complaint**

i. Mandatory Dismissal. At any point during this process, the Title IX Coordinator (or their designee) will dismiss the Formal Complaint, in whole or in relevant part, if any of the below are met:

- The Title IX Coordinator determines that the reported conduct, even if proven true, does not constitute sex discrimination under Title IX;
- The Title IX Coordinator determines that the reported conduct did not occur against an individual in the United States; and/or
- The Title IX Coordinator determines that the reported conduct did not occur in a location, event, or circumstance over which the School exercised substantial control.

ii. Discretionary Dismissal. At any point during this process, the Title IX Coordinator (or their designee) may dismiss the Formal Complaint, in whole or in relevant part, if any of the below are met:

- The Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint, in whole or in part;
- The Title IX Coordinator, after taking reasonable steps, is unable to identify the Respondent;
- The Respondent is no longer enrolled in or employed by the School; and/or
- Specific circumstances prevent the School from gathering evidence sufficient to reach a determination regarding the reported conduct.

Should the Title IX Coordinator decide to dismiss a Formal Complaint, the Title IX Coordinator will notify Complainant in writing of this dismissal and related rationale to the parties simultaneously. Dismissal from the investigation process does not preclude the School from taking action under an alternate policy provision.

iii. Post-Dismissal. When a Formal Complaint is dismissed, the School will, at a minimum:

- Offer supportive measures to the Complainant as appropriate;
- If the Respondent has been notified of the allegations, offer supportive measures to the Respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the School's education program or activity.

2. Investigation Interviews

The Title IX Coordinator or properly trained investigators will meet with the parties and others to obtain information about the reported conduct. These meetings may occur in-person, over video conference or telephone, and/or other modes as necessary depending on the circumstances.

The School will provide written notice to any Complainant or Respondent whose participation is expected at any interview or other meeting held pursuant to this process. Such notice will include the date, time, location, participants, and purpose of the meeting, with time for the party to prepare to participate.

The parties have the opportunity to be advised by a personal advisor of their choice, who may, but is not required to be an attorney, at any stage of the process and to be accompanied by that advisor at any meeting. During investigation interviews/meetings, an advisor may only consult and advise their advisee, but is not permitted speak for their advisee at any meeting. Unless special exception is granted, each party may have only one advisor present at any given time.

The School will provide both parties and their advisors, if any, an equal opportunity to review the evidence gathered during the investigation interview process that is directly related to the reported conduct, including evidence upon which the School does not intend to rely, and evidence that has a tendency to show the Respondent is more or less likely to be found responsible. Such evidence will be made available to the parties and their advisors prior to completion of the investigation report and the parties will have at least ten (10) business days to submit a written response, which the investigator(s) will review prior to completing the investigation report.

3. Informal Resolution

In appropriate circumstances, as determined by the Title IX Coordinator, alternative resolution may be an option for resolving matters. Before the initiation of an informal resolution process, the School will explain to the parties in writing:

a. The allegations;

b. The requirements of the informal resolution process;

c. That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;

d. That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;

e. The potential terms that may be requested or offered in an information resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and

f. What information the School will maintain and whether and how the School could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

**J. Determination of Responsibility and Disciplinary Sanctions**

A determination of responsibility is rendered by the Title IX Coordinator and is based on the preponderance standard. This standard requires the Title IX Coordinator to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the Title IX Coordinator is not persuaded under the preponderance standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the Title IX Coordinator will not determine that sex discrimination occurred.

Disciplinary Sanctions, up to and including dismissal from the School, may be imposed upon those determined to have violated this policy. If applicable, Disciplinary Sanctions imposed will be governed by the following processes:

1. Student violators. Sanctions for violations of this policy by students will be governed by the disciplinary procedures applicable to charges of such misconduct under the Student Handbook. Disciplinary Sanctions include, but are not limited to, probation, suspension, or expulsion.

2. Employee violators. Sanctions for violations of this policy by School employees will be governed by the disciplinary procedures set forth in other relevant and applicable network policies. Disciplinary Sanctions for employees may include disciplinary action up to and including termination of employment.

A written determination regarding responsibility and sanctions will be issued to the parties simultaneously, and will include:

1. The specific allegations implicating this policy;

2. A description of the procedural steps the School has taken, including any notifications to the parties, interviews conducted, and methods used to gather other evidence;

3. A description of the Title IX Coordinator's evaluation of the relevant and not otherwise impermissible evidence and findings of fact supporting the determination;

4. Conclusions regarding the application of school policy to the facts;

5. Statement that the School will not impose Disciplinary Sanctions on a Respondent for sex discrimination unless there is a determination at the conclusion of the Title IX grievance procedures that the Respondent engaged in prohibited sex discrimination;

6. Responsibility determination for each allegation, including supporting rationale, using the preponderance of evidence standard;

7. If there is a determination that sex discrimination, including sex-based harassment, occurred, include the Disciplinary Sanctions imposed on the Respondent by the School;

8. If there is a determination that sex discrimination, including sex-based harassment, occurred, include the remedies the School will provide to the Complainant;

9. If there is a determination that sex discrimination, including sex-based harassment, occurred, include other appropriate and effective steps the School will promptly take to ensure that sex discrimination does not continue or recur within the School's education program or activity; and

10. Available appeal bases, procedures, and deadlines.

The parties will be notified simultaneously in writing should any changes be made to the disciplinary actions imposed on the Respondent. The determination regarding responsibility becomes final either on the date that the School provides the parties with the written determination of the result of the appeal if an appeal is filed or, if an appeal is not filed, the date on which an appeal would no longer be considered timely.

**K. Appeal of Determination**

Each party has the right to appeal the determination of the investigation, no more than 10 days from the notification of determination. The parties will be notified simultaneously in writing (a) when either party submits an appeal and (b) of the final outcome, including the rationale, after the appeal is resolved. When an appeal is submitted, the other party will have an opportunity to review that appeal and submit their own statement in response, no more than 10 days from receipt of the other party's appeal. An appeal of a determination of responsibility is submitted to the Title IX Coordinator and may be submitted on the following bases:

1. Procedural irregularity that would change the outcome;

2. New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and

3. The Title IX Coordinator had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.

**L. Retaliation Prohibited**

Threats, other forms of intimidation, and other types of discrimination against any member of the school community because of their initiation of, or participation in, a report, Formal Complaint, or investigation of conduct implicating this policy is strictly prohibited and will itself be cause for appropriate disciplinary action. Complaints of retaliation may be filed in accordance with the reporting process set forth above.

St Luke's UNIVERSITY HEALTH NETWORK SCHOOL OF NURSING

## SAPD TRACK CHANGE DOCUMENT



Student Name _____

Cohort _____

Current Classes _____

Date Submitted* _____

Time Submitted* _____

*Form MUST be completed and submitted within 48 hours of receipt with a request for an in-person or virtual meeting request.

**STUDENT PROVIDED INFORMATION (Add ATI as appropriate)**

**(Please circle one) TRACK CHANGE #1 #2 #3**

**1. Please provide your exam grades from your current classes for review (no ATI, no projects):**

CLASS: _____
EXAM GRADES:

| | | | | | | |
|---|---|---|---|---|---|---|
| 1- | 2- | 3- | 4- | 5- | 6- | ATI- |

CLASS: _____
EXAM GRADES:

| | | | | | | |
|---|---|---|---|---|---|---|
| 1- | 2- | 3- | 4- | 5- | 6- | ATI- |

**2. REASON for requesting Track Change, please check all that apply:**

☐ Grades ☐ Transportation ☐ Medical ☐ Other

Please provide below, as much detail as you feel comfortable with for your request.
If your request is related to academic failure, please provide the name of your class instructor and clinical instructor. Additional instructors may be contacted, as needed by SAPD, in order to provide feedback of your performance.

**3. Have you met with your instructor, advisor and/or other faculty (Academic Coach?) to discuss your plan for success on future exams? Please provide who you met with and how many times.**

**4. What changes to circumstances, study habits, work schedule, support, time management or other behaviors, if any will you be making that you believe will contribute to your success with this proposed track change? Please address all that apply, otherwise note N/A.**

Circumstances –

Study Habits –

Work Schedule –

Support –

Time Management –

Other –

**5. At this time, is there an additional information that you would like to contribute to the SAPD faculty, for them to make their decision?**

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