

2017-2018 College Catalog



OSF HEALTHCARE
SAINT ANTHONY
COLLEGE OF NURSING

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About the College

President's Welcome Message

I am pleased to extend a warm Saint Anthony College of Nursing welcome to you whether you are a new or continuing student. Our hope is to guide you through a rich and transformative journey where you will grow personally, academically, and socially on the road to becoming a major contributor to our society! Our aim is to guide your development of knowledge, skills, and abilities needed to impact the health, wellness, and quality of life of individuals, families, and the community. Our goal is to make the journey one filled with:

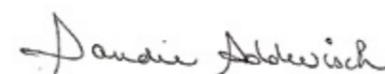
- challenges which are stimulating but not overwhelming,
- learning opportunities designed for growth and development of new skills,
- outcome measures which reflect competence and confidence in your new role,
- and an environment reflecting the OSF commitment to serve with the greatest care and love.

Our college offers bachelor, master and doctoral degrees in nursing as well as several post-master certificate programs. The compassionate college staff are dedicated to facilitating students' movement through the various processes involved with enrollment and program completion. Our highly regarded faculty guide students as they discover the vast practices associated with nursing and in development of critical thinking skills essential to professional nursing. The areas of expertise of our faculty allow for high quality education from the BSN through the DNP program.

While students devote the majority of their time and energy to studies both on and off campus, they consistently report the greatest joy arises from their clinical experiences. Clinical experiences are carefully created in a variety of institutions such as the magnet hospitals in Rockford and award winning clinics. Students experience caregiving with a wide range of patients from newborn to the aged and dying, from the healthy to those with complex health alterations, and from the well-educated and insured to those who can't afford care but clearly need the greatest compassionate care one can deliver.

Our students benefit from small classes which provides closer faculty-student interaction and greater opportunities for student-to-student relationships to develop. While lasting memories of one's years at SACN include the education activities, it also includes the events beyond the classroom. Students are encouraged to serve on college committees and offer creative ideas for improving the college experience. We also encourage you to join in the many opportunities to provide service to the community. As president of SACN, I invite you to become an ambassador of this extraordinary 101 year old educational institution.

On behalf of the faculty and staff of Saint Anthony College of Nursing, I am pleased to welcome you. It is my sincere belief that you will find your SACN experience rewarding both during the time in which you are enrolled and following graduation as you apply what you have learned whether entering the workforce or continuing your education!



Sandie Soldwisch, PhD, APN, ANP-BC
President

History

A Leader in Nursing Education since 1915

Saint Anthony College of Nursing (SACN), previously Saint Anthony Medical Center School of Nursing, has been preparing nursing students for over 100 years. The college has developed and grown through high-quality instruction and valuable learning experiences at excellent clinical facilities. SACN is highly respected for the outstanding educational preparation, professionalism, and compassion of its graduates. College initiatives strive to meet the needs of health care and the Rock River Valley community, including advancing faculty scholarship, inter-professional practice, and a global initiative with nursing colleagues in Japan.

An Upper Division College

The institution transitioned from a diploma school to a baccalaureate degree-granting college in 1990. SACN offers the last two years of a four-year bachelor of science in nursing (BSN) degree, building upon the first two academic years (64 credits) transferred from another regionally accredited college or university. The college launched the Master of Science in Nursing (MSN) degree program in 2006 and the Doctorate of Nursing Practice (DNP) degree program in 2014.

A Catholic College

The Sisters of the Third Order of St. Francis founded the school in 1915 as an extension of their mission “to meet human needs and to provide care for the sick, poor, aging, and dying”. SACN programs integrate Christian ideals, values, and practices, as evidenced by its mission, vision, and values. SACN has been designated a Catholic College and we adhere to the responsibilities of that designation.

Mission

The Mission of Saint Anthony College of Nursing, a private Catholic college, is to provide quality nursing and health care education in an environment that encourages open inquiry and lifelong learning, and to serve all persons with the greatest care and love.

Vision

Leaders in Nursing and Health Care Education, Practice, and Service.

Values

- **Justice**
Personal worth and dignity of every person we serve regardless of race, color, religion and ability to pay.
- **Compassion**
Caring response to the physical, emotional, and spiritual needs of the people we serve.
- **Integrity**
Decision-making based on Catholic ethical principles and Catholic social teachings in every activity of the system.
- **Teamwork**
Collaboration with each other, with physicians, and with other providers to deliver comprehensive, integrated and quality health care.
- **Employee Well-Being**
Concern for the physical, spiritual, emotional and economic well-being of employees.
- **Supporting Work Environment**
Quality work environments which focus on comprehensive, integrated quality service and opportunities for employee growth.
- **Trust**
Open and honest communication to foster trust relationships among ourselves and with those we serve.
- **Stewardship**
Responsible stewardship of the financial, human and technological resources of the system.
- **Leadership**
Leadership in the health field and in the communities we serve.

Values *(continued)*

- **Teaching/Mentoring**
Provision of educational content in a course of study including classroom, online, laboratory, and clinical instruction, including use of different pedagogies to facilitate student critical thinking and learning
- **Scholarship/Research**
A spirit of inquiry that leads to the development and dissemination of knowledge
- **Service/Practice**
Activities included within the parameters of the Nurse Practice Act and extend to the maximum development and practice of the role

Saint Anthony College of Nursing Goals

Goals of the College:

1. Promote a Christian philosophy in personal, professional, and academic settings.
2. Prepare graduates for professional nursing roles appropriate for the changing health care needs of the community.
3. Prepare graduates for the pursuit of lifelong learning and graduate education.

Accreditation

Saint Anthony College of Nursing is accredited by:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
800.621.7440

<http://hlcommission.org>

The baccalaureate, master’s and doctoral degree and post-master’s APRN certificate nursing programs at Saint Anthony College of Nursing are accredited by:

Commission on Collegiate Nursing Education
One Dupont Circle, NW, Suite 530
Washington, DC 20036
202.887.6791

<http://www.aacn.nche.edu/ccne-accreditation>

Campus Facilities

Campus Locations

Main Campus
Health Science Center (HSC)
3301 N. Mulford Road
Rockford, Illinois 61114

Guilford Square Campus
698 Featherstone Road
Rockford, Illinois 61108

Library/Learning Resource Center

Sister Mary Linus Learning Resource Center (SML-LRC), located on the first floor of the main campus, provides students with access to a wide variety of academic resources. These include print and media materials located in SML-LRC and OSF Healthcare Saint Anthony Medical Center (SAMC) Medical Library, online resources provided by OSF Healthcare System, and materials obtained through interlibrary loan.

Resources

SML-LRC houses a collection of over 2,800 current books, thousands of journal titles (print and online), and a diverse collection of videos. A computer lab is also located within the library and is available for student use when the college building is open.

Hours

Library hours vary throughout the year based on the academic calendar as put forth by the college. Each semester and during breaks and holidays the new hours will be posted outside the library entrances. On rare occasions, the library may be unstaffed without prior notice due to illness or unexpected events. In these cases, students may request assistance from the College receptionist, the Educational Technology Coordinator, or the OSF SAMC Medical Librarian.

Printer/Photocopy Machine

A combination printer/copier machine is provided for student use. Installed on the machine is a print management system that secures documents and protects student privacy. Each semester, students enrolled in classes receive a printing/photocopying allowance. Leftover funds do not roll over to the following semester. If desired, students may purchase additional prints/photocopies when their allowance is depleted. See an SML-LRC staff member for assistance.

Study Rooms

SML-LRC provides a quiet study room with nine individual study carrels and four computer stations. Two group study rooms with computers are also available for use. Group study rooms may be reserved no more than 24 hours in advance at the SML-LRC circulation desk. Otherwise, the rooms are available on a first come, first served basis.

Interlibrary Loan

Interlibrary Loan (ILL) services are available for College and Medical Center associates. Students may submit requests for materials in-person, through e-mail, or via online forms. In most cases, ILL services are free. If free sources cannot be located, however, students may be responsible for paying borrowing fees. Visit the online catalog on the OSF Library website (www.osflibrary.org) to view library holdings.

Learning Resource Center Loan Policy

All holdings are checked out prior to removal from the Learning Resource Center (LRC). Following specifics below, materials may be checked out by College of Nursing currently enrolled students, faculty, staff, alumni, and by Saint Anthony Medical Center employees.

Books

1. Books:

Books may be checked out according to library loan procedures given during orientation. Loan periods for most books are three weeks.

2. Reserve Books and Articles:

Upon request of the faculty, selected books are placed on reserve by the librarian. Reserve books and articles are for use in the SML-LRC only and will not be checked out to students or faculty overnight. Special exceptions may be made by the librarians on a case-by-case basis.

3. Reference books:

Reference books are for use in the SML-LRC only.

Periodicals and Journals

Current issues of periodical and journals are maintained by the librarians and placed in shelving specified for current materials. Periodicals and journals are for reference use in the SML-LRC only. Special exceptions for check-out may be made by the librarians on a case-by-case basis.

Audio Visual

Video tapes and DVDs may be checked out overnight.

Computer Technology

1. Computer software

Computer software loaded onto SML-LRC computers may not be downloaded, borrowed, or copied for use outside of the SML-LRC.

2. Laptops

The Education Technology Coordinator houses laptops available for faculty usage. These may be checked out for no longer than three consecutive days, or for a period of time approved by the Education Technology Coordinator or SML-LRC/Medical Library Supervisor. Check-out is based on a first-come, first served basis. Primary usage will be work related. The laptops are NOT for personal use.

Renewals

Students and staff may renew materials once unless a hold is pending for another patron.

Faculty may renew materials as needed unless a hold is pending for another patron. Holds for materials checked out to other patrons may be placed at the circulation desk. Faculty may keep materials for the summer on a summer vacation loan unless they are on reserve for a class.

All materials are returned to the SML-LRC at the end of each semester.

Lost Materials

If materials are lost, the borrower is responsible for replacing the materials, as well as paying the fines.

Fines

If materials are not returned on time, the librarian sends periodic notices on overdue materials. The overdue fine is 50¢ a day for books, and \$2.00 a day for videos and DVDs. Fines accrue from the date due, excluding weekends. All fines must be paid before registering for the next semester, ordering transcripts, or graduating.

Computer Labs

SML-LRC Computers

Computers are provided for students to complete class assignments, perform research, and view e-mail. Computer use is available on a first come, first served basis.

Students may not install their own software or download software from the Internet onto college computers. Library staff will assist students with accessing course-related computer programs and basic technological troubleshooting. Login problems and complicated technology issues are handled by the OSF Computer Services Department (ext. 5072 or 1-800-673-5721). Students are responsible for having a general understanding of non-course related programs such as word processing and spreadsheets. Local community colleges offer classes on these programs for students who need to improve their skills.

Library E-mail: samc.library@osfhealthcare.org

Clinical Resources

Saint Anthony College of Nursing utilizes numerous health care facilities for students' undergraduate and graduate clinical experiences. These facilities are typically located within a 15-mile radius of the campus; however students may be assigned clinical experiences which are located at a farther distance. Students receive clinical experience in acute care, community, and ambulatory settings.

Undergraduate Clinical Experiences

The College of Nursing offers a demanding curriculum that provides more than 700 hours of direct clinical experience in a variety of acute care settings, including OSF Saint Anthony Medical Center, Mercy Rockford Hospital, and Swedish American Hospital. Students will also experience non-hospital settings such as home health, mental health clinics, and community agencies and clinics. Students will gain clinical experiences across the lifespan. In addition, the skills lab, assessment lab, and other innovative classroom and laboratory experiences provide ample opportunities for academic and personal growth.

Graduate Clinical Experiences

Graduate students, depending on their plan of study, typically complete between 500 and 1000 clinical hours. These experiences are tailored to the student's plan of study, learning goals, and preceptor availability. These experiences can occur in many settings, including hospitals, clinics, long term care facilities, home health, and academic institutions, among others.

Campus Stores

SACN apparel including patches and scrubs may be purchased at OSF Marketplace (Java City coffee/gift shop) located at the OSF HealthCare Saint Anthony Medical Center and Guilford Square campus.

Student Services

Academic Advisement

At Saint Anthony College of Nursing, academic advising is grounded in the college mission and values. SACN strives to offer a comprehensive program of advising for every enrolled student. Faculty advisors and the Student Services team members are the vehicles through which students access accurate, reliable and consistent advising. It is an interactive process between the academic advisor and student and is supported by technology.

Upon entering Saint Anthony College of Nursing, students are assigned to academic advisors who meet with the students individually to help facilitate the transition to the college and the ongoing progress toward degree completion. Students are expected to meet with their advisors prior to registration to discuss course selections and to consult with them as needed. Advisors serve as the most knowledgeable resource for students in their program of study.

The student actively participates in the process. Students will:

- Become knowledgeable of the college academic requirements, policies and procedures.
- Initiate open and honest communication with the advisor.
- Develop and maintain a program plan.
- Meet with the advisor in advance of each registration period to review progress through the program plan.
- Seek assistance to resolve situations which interfere with academic success.
- Keep an accurate record of academic activities and documents.
- Value the role of the academic advisor by preparing for and keeping academic advising appointments.

The advisor listens to and guides the student through the educational process. Advisors will:

- Become knowledgeable of the college academic requirements, policies and procedures.
- Foster the student's sense of responsibility for his/her academic progress.
- Help the student obtain accurate information about academic requirements, policies and procedures.
- Foster the development of and progress through a program plan.
- Help the student monitor patterns of academic challenges and success.
- Facilitate use of the college's resources and services while in pursuit of a degree.
- Be available on a scheduled basis for academic consultation and advice.

Undergraduate students will remain with the assigned advisor throughout the program. Graduate students may elect to change their advisor after they declare their area of concentration. Although academic advising is a collaborative function, the final responsibility for satisfying college and major requirements rests with the student.

Counseling and Career Services

Students are encouraged to talk to their advisor and instructors regarding career path development. OSF Healthcare's Employee Assistance Program (EAP) provides free, confidential counseling and referral service designed to help students with a wide range of personal concerns. EAP services are 24 hours a day, 7 days a week. EAP resources can be reached at (800) 433-7916 or access some on-line services by going to <http://osfeap.centersite.org>.

College Hour

College Hour provides time for pre-licensure students to learn about Student Organization, clinical site details, and topics of social and health concerns. It is expected that BSN students attend all College Hours. There may be mandatory College Hours. Students who do not attend mandatory College Hours may have to complete additional training. A College Hour schedule is provided to the student via email and posted in the college's learning management system.

Student Organization

The Saint Anthony College of Nursing Student Organization is a group of students elected by the student body to act as liaisons between students and faculty and administration. The mission of the organization is to promote optimal learning, social interactions, and positive involvement in our community. Student Organization meets monthly during College Hour. In addition, Student Organization representatives coordinate the mentorship program for members of the Junior class who wish to have a student mentor.



Student Financial Services

Application Fee(s)

Undergraduate (pre-licensure RN): A non-refundable fee of \$75 is mandatory with the application.

Undergraduate RN to BSN (post-license RN): A non-refundable fee of \$50 is mandatory with the application.

Graduate Program (MSN or DNP): A non-refundable fee of \$50 is mandatory with the application.
Registration Fee(s)

Student at Large (SAL) (undergraduate or graduate): A non-refundable semester specific fee of \$50 is mandatory with the application however, the SAL application fee will offset the cost of that semester's tuition.

Registration Fee(s)

- UNDERGRADUATE – A non-refundable tuition deposit as defined below within 30 days of notification of acceptance.
- Students planning to enroll in a clinical course during their first semester as a BSN student must pay a tuition deposit of \$200.
 - Students planning to enroll in only non-clinical courses during their first semester as a BSN student must pay a tuition deposit of \$50.
 - All BSN students enrolling in a summer course must submit a non-refundable \$300.00 deposit at the time of registration.
- GRADUATE – A \$200.00 non-refundable tuition deposit is required within 30 days of notification of acceptance.

Tuition and Fees

UNDERGRADUATE TUITION	
-Full Time Student	\$12,113.00 per semester (12-18 Credits)
-Part Time Student	\$758.00 per credit
-RN to BSN Student	\$500.00 per credit
GRADUATE TUITION	\$900.00 per credit
UNDERGRADUATE FEES	
Computer Fee	\$30.00 each semester
Skill Lab Supplies	\$60.00 for students (Jr1) enrolled in N310
ATI Testing Fee	\$29.25 - \$172.00 varies with clinical course
NCLEX® Tutor	\$675.00 – Senior II only
Graduation Fee	\$200.00 charged last semester
Undergraduate Uniforms	Information will be given to students during Orientation
GRADUATE FEES	
Computer Fee	\$30.00 each semester
OSCE – (Objective Structured Clinical Evaluation)	\$75.00 enrolled in N624, N622 and \$100.00 for N628
Workshop for N620	\$150.00 for students enrolled in N620
Poster Presentation Fee	\$150.00 for students enrolled in PR672, TH684
Graduation Fee	\$175.00 charged last semester

Fees continued on next page

ADDITIONAL CHARGES AS APPROPRIATE	
Books	Prices vary ~Books are purchased through an outside agency
Check Return Fee	\$35.00
Interest Fee	1% per month on balance due
Late Payment Fee	\$10.00
Late Document or Late Registration Fee	\$10.00 each
Lost I-clicker	\$35.00
Clinical Make Up Fee for 16 week BSN clinical course (Charges for courses other than 16 weeks will be prorated)	A \$20 fee per clinical clock hour is assessed for a 2nd clinical or lab absence within the same course and semester. Absences beyond two days in a semester will be charged \$40 per clinical clock hour fee.

TUITION AND FEES ARE SUBJECT TO CHANGE AT ANY TIME – PLEASE SEE WEBSITE FOR CURRENT UPDATES

Student's Financial Responsibilities

Returning students are expected to pay all tuition and fees (less confirmed financial aid) one week prior to the first day of class. New students are expected to pay on the first day of orientation. All students qualifying for financial aid, including Veterans' Benefits, must see the Financial Aid Office before bills are due. Students who have been approved by a state guarantee agency for a Stafford loan may defer payment without penalty until the loan check arrives. Although the College will defer payments for financial aid, and bill the agencies directly, the financial obligation remains the responsibility of the student. Should an agency be unwilling or unable to fulfill its commitments, the student will be expected to pay any outstanding balance.

For outstanding balances, one of the following payment options may be arranged.

1. Students may use one of the following credit cards to make payments towards their accounts: Discover, MasterCard or Visa.
2. The College will accept the following three-payment schedule:
 - A. Students will pay 50% by the regularly scheduled payment date.
 - B. A second payment of 50% of the outstanding balance is due 30 days after the initial payment.
 - C. A third and final payment of the outstanding balance is due 60 days after the original payment date.

Interest will be charged at the rate of 1% per month on any outstanding balance at the end of each month. If a student fails to make a scheduled payment, there will be a \$10 late charge (separate from the interest charges).

There will be a penalty for checks returned to the College of Nursing for non-payment for any reason.

All grades and transcripts will be withheld until any outstanding financial obligation is paid in full. Registration for the next semester will be withheld until final payment is made. If a student or alumnus fails to pay any outstanding balance, their account may be turned over for collection. In cases of collection, the student or alumnus will be responsible for the original amount owed, any interest, and any fee, costs, and expenses, including reasonable attorney fees incurred during the collection process.

Financial Aid

The goal of the College of Nursing is to provide the student with current information regarding sources of financial assistance including federal and state funding, institutionally sponsored programs, and other sources. The financial aid programs available at the College include: federal and state grants, tuition waivers, loans, private donor scholarships, and some veteran benefits. Students may contact the Financial Aid Office concerning eligibility questions, procedures, the College website or through the Financial Aid Office.

The Financial Aid Coordinator is responsible to ensure that scholarship awards do not put the student into an over award situation with federal and state programs.

Satisfactory Academic Progress for Financial Aid

While student's academic standing is based on the grade-point-average (GPA), academic progress is based on the number of credits earned and the pace at which students are making progress toward earning a degree. Students must comply with the satisfactory academic progress policy to continue to qualify for financial aid at SACN. This policy meets the minimum statutory and regulatory federal requirements for quantitative and qualitative measures.

Satisfactory academic progress related to financial aid is measured each academic year at the end of each semester. Students who withdraw or take a leave of absence will have Satisfactory Academic Progress for Financial Aid (SAPFA) measured upon their return and before enrolling in courses.

Federal policy requires students to maintain an acceptable cumulative GPA and earn a minimal number of credits each semester to remain eligible for financial aid. The qualitative and quantitative measures upon which students are evaluated include:

- Undergraduate students must earn a minimum of "C" in all courses taken to meet graduation requirements.
- Graduate students must earn a minimum of "B" in all courses taken to meet graduation requirements.
- Only the final grade of a repeated course will be used in determining the GPA.
- Pre-nursing and general education courses taken prior to matriculation are not included in the SAPFA calculation.
- All hours attempted at SACN are included in the SAPFA calculation.
- 67% of the total hours attempted must be successfully completed. Hours attempted include transfer hours and hours for repeated courses and course withdrawals.
- Program is completed in no more than 150% of the length of the program as measured in credit hours.

SACN has instituted formal procedures for warning students that they are not progressing as required.

If the student is not in compliance with these standards, an email notification of probationary status for the following academic year is sent. During the probationary period, student may continue to receive financial aid. At the conclusion of the probationary period, the student will not be permitted to receive financial aid if SAPFA has not been achieved.

Satisfactory academic progress decisions (except the 150% rule) may be appealed in writing to the Financial Aid Coordinator. The appeal must be in writing and include the student's name, student ID number and the facts upon which the appeal is based. Finally, a statement of why the student failed to meet the SAPFA requirements and what has changed to allow the student to be successful must be submitted.

Application Procedure for Financial Aid

To apply for financial aid at Saint Anthony College of Nursing, the Free Application for Federal Student Aid (FAFSA) must be completed on-line at www.fafsa.gov. Students must reapply for financial aid each year. Financial assistance is not automatically renewed each year.

Application Deadlines for Financial Aid Awarded by the College

For fall semester priority will be given to students in attendance who submitted their FAFSA by April 15. For spring semester priority will be given to students in attendance who submitted their FAFSA by August 15 of the previous calendar year.

1. Student completes FAFSA (Free Application for Federal Student Aid) on-line. Once the FAFSA is completed, the student is then considered for any scholarships the College financial aid committee is responsible for granting.
2. The College receives an Institutional Student Information Report (ISIR).
3. The EFC (Estimated Family Contribution) is the figure used to determine financial aid.

Application Deadlines for Financial Aid Awarded by the College *(continued)*

4. Upon acceptance to SACN an initial financial aid interview is scheduled with the Financial Aid Coordinator. The following items are discussed at the financial aid interview:
 - a. Cost of program
 - b. Sources of financial aid—grants, scholarships, loans, and other funding
 - c. Financial Aid Policy
 - d. Standards of Academic Progress
 - e. Entrance counseling (completed online at www.studentloans.gov)
 - f. Award letter
 - g. Applying for Direct Loans
 - h. Verification (if applicable)
 - i. Next interview date
5. Upon completion of the initial interview all documents are given to the student to read, sign, and return and to present any questions to the Financial Aid Coordinator at the next scheduled interview.
6. All Federal Loan funds are disbursed through Electronic Funds Transfer (EFT). The student will sign an authorization form allowing the funds to be disbursed on their account.
7. With each disbursement of Title IV funds, the student's account will be evaluated for excess funds. A check for excess funds will be issued to the student.

Direct Loan Program

Once a student completes the Free Application for Federal Student Aid (FAFSA) form, the College determines the student's eligibility for subsidized and unsubsidized loans and awards accordingly. The student may at that time accept or reject the loan offer on the award letter. If the loan is accepted, the student should complete and sign an electronic Master Promissory Note (MPN) at www.studentloans.gov, authorizing the College to proceed with the loan. When the student graduates or ceases attending at least halftime, they must complete the Exit Counseling at www.studentloans.gov.

U. S. Department of Veteran Affairs and Go Army!

Saint Anthony College of Nursing has been approved to provide Veterans Education Benefits by the State Approving Agency for Veterans Education, Illinois Department of Veteran Affairs. SACN also participates in the Go Army! Tuition Assistance program. For more information regarding the education benefits, please contact the Financial Aid Office.

Books and Supplies Voucher

To provide an option for Pell recipients and any eligible student to purchase books and supplies, a book voucher will be available to any student with a credit balance after tuition and fees have been paid. Books and supplies can be purchased at the Rock Valley Bookstore. To take advantage of the book and supplies voucher, please contact the Financial Aid Office.

Robert A. Miller, Sr. Emergency Loan Fund

The Robert A. Miller, Sr. Emergency Loan Fund was established by the family of Mr. Miller to help nursing students in time of need. This short-term loan program can be used to help pay rent, living expenses, books, supplies or other related expenses. Students who are in need of a small, short-term loan should contact the Associate Dean for Support Services for further information.

Tuition Refund

As Saint Anthony College incurs expenses in advance for the entire academic year, a tuition refund schedule has been developed to reflect an equal sharing of the loss when a student withdraws. Students who officially withdraw from all courses enrolled at the College, or are dismissed, will receive refunds according to the following schedule:

SEMESTER WEEK	REFUND PERCENTAGE
Prior to the beginning of semester	100
End of week 1	90
End of week 2	70
End of week 3	50

The beginning of each semester is defined by the academic calendar and not individual course dates. No refunds will be granted after end of the third week of the semester. For courses that run more or less than 16 weeks, the refund would be prorated accordingly.

BSN students who drop one or more courses, but maintain full-time status, are not eligible for a tuition refund. Students who drop below full-time status (< 12 credits) prior to the first day of the semester, will have their tuition calculated as a part-time student (per credit hour), less any non-refundable deposit or registration change fees. Students who are full-time as of the first day of class, but drop a course or courses resulting in less than full-time status during the refund period, will have a refund calculated on the basis of the difference in the full-time and new enrollment status (per credit hour) and the refund percentage listed above.

There is no refund on supplies or fees.

In order to receive the appropriate refund, a student who wishes to withdraw from the College must comply with the "Withdrawal from the College Policy and Procedure," which is located in the Student Handbook.

Financial Aid Recipients:

This policy may be superseded by any federal and/or state mandate (i.e.: Title 34, Section 668.22 Department of Education Federal Regulations) necessary to remain eligible for student financial aid programs.

Any refunds or repayments are made to financial aid programs first. Any financial aid proceeds given directly to the student prior to the refund date may be subject to repayment by the student.

Financial Aid Recipients

The refund policy may be superseded by any federal and /or state mandate necessary to remain eligible for student financial aid programs. Any refunds or repayments are made to the financial aid programs first.

TUITION AND FEES ARE SUBJECT TO CHANGE AT ANY TIME

Return of Title IV Funds

The law specifies how Saint Anthony College of Nursing must determine the amount of Title IV program assistance a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Subsidized and Unsubsidized Loans, and Direct PLUS Loans.

Though financial aid is posted to a student's account at the start of each semester, the funds are "earned" as the semester progresses. If a student withdraws during the semester, the amount of Title IV program assistance that has been earned up to the last date of attendance is determined by a specific formula. If a student received (or school or parent received on the student's behalf) less assistance than the amount that you earned, the student may be able to receive those additional funds. If the student received more assistance than you earned, the excess funds must be returned to the appropriate agency.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if a student completed 30% of the semester, he/she earned 30% of the assistance he/she were originally scheduled to receive. Once a student have completes more than 60% of the semester, he/she has earned all the assistance that is scheduled for that period.

If a student did not receive all of the funds earned, he/she may be due a post-withdrawal disbursement. If the postwithdrawal disbursement includes loan funds, Saint Anthony College of Nursing must get the student's permission before it can disburse them. A student may choose to decline some or all of the loan funds so not to incur additional debt. Saint Anthony College of Nursing may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees.

If a student receives (or school or parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. Institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.
The school must return this amount even if it didn't keep this amount of your Title IV program funds.

Return of Title IV Funds *(continued)*

If Saint Anthony College of Nursing is not required to return all of the excess funds, the student must return the remaining amount in accordance with the terms of the promissory note.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or scheduled to receive. A grant overpayment does not have to be repaid if the original amount of the overpayment is \$50 or less. Please see the Bursar's office if a grant overpayment occurs.

The requirements for Title IV program funds when you withdraw are separate from the school refund policy. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. Saint Anthony College of Nursing may also charge you for any Title IV program funds that the school was required to return.

Tuition Repayment When Educational Deferment Benefits Are Used

Saint Anthony College of Nursing (SACN) will allow students with verified employer educational benefits to defer tuition and fees up to their benefit amount less required deposit. This benefit is provided after the proper documents from SACN and the employer have been completed and submitted to the Bursar. This tuition deferment is semester specific and therefore the documents are required every semester the student is eligible and intends on using it.

Any balance which exceeds the deferment allocation must be paid in full by the published due date. If necessary, before the due date, students may make arrangements for an alternate due date through the Bursar. The deferred balance will be due, in full, 30 days after grades are posted or within 7 days of receiving funds from employer, whichever occurs first. Balances not paid by the required date will be subject to the monthly interest charge and a late payment fee.

When an employer's educational benefit, along with financial aid, causes a credit balance SACN will ascertain the credit portion caused by the financial aid alone. A check for the financial aid credit balance will be issued to the student following Federal and State Student loan guidelines.

Employers allowing a student to use a future year educational benefit for the current year will be allowed to defer their tuition.

At the time of repayment, funds deferred through employer educational reimbursement must be repaid in the form of check, cashier's check, money order, or cash.

SACN reserves the right to deny future deferment benefits to a student who fails to follow the deferment policies and procedures.

Scholarships at SACN

Institutional Scholarships

Private scholarships made available to the College may be awarded through the Financial Aid Committee or at the donor's request. College applicants and students who have completed the Free Application for Federal Student Aid (FAFSA), are in good standing as defined by the College, and meet the individual scholarship requirements, will be considered if they apply for a scholarship. Scholarship applications are accepted at <https://sacn.awardspring.com>. Unless otherwise noted, the criteria for scholarships typically include:

- Academic Achievement
- Financial Need
- Community Service/Leadership

The Financial Aid Coordinator will notify students of any scholarship awards and provide the name and address of the donor to scholarship recipients. Recipients are expected to send the donor a thank you card and may be invited to a donor recognition event.

Satisfactory Academic Progress Guidelines for Scholarship Recipients

For scholarships that may be renewed, students may have to continue to meet minimum academic requirements as outlined for that particular scholarship.

Saint Anthony College of Nursing Sponsored Scholarships

President's Scholarship
Doris and Albert Von Morpurgo Scholarship
Ina M. Cholke and Olga Dean Bullard Scholarship
Saint Anthony Nurses' Alumni Association Scholarship
Nursing Legacy Endowment Scholarship

For a complete listing of the generous Nursing Legacy Endowment Scholarship donors, visit <http://sacn.edu/pdfs/>

For complete scholarship details, including number of awards and award amount, visit <https://sacn.awardspring.com>.

As additional scholarship opportunities become available, the Financial Aid Coordinator will post them to the SACN website (<http://sacn.edu/undergraduate/financial/scholarships.html>) and/or make the application available on the SACN Scholarship application system (<https://sacn.awardspring.com>).

External Scholarship Resources

For an updated list of external scholarship opportunities offered by outside agencies, visit <http://sacn.edu/undergraduate/financial/externalscholarships.html> or talk to the Financial Aid Coordinator.

Policies & Procedures

College Policies

Campus Safety

Campus Security Report

This report includes statistics for the previous three years concerning reported crimes that occurred on the main campus, at Guilford Square; the classrooms utilized at Highland Community College and Sauk Valley Community College; and on public property within, or immediately adjacent to and accessible from, those facilities. The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, domestic violence, stalking, dating violence, and other matters. The complete report is available at <http://sacn.edu/documents/CrimeStats.pdf>. Individuals may also request a paper copy of this report by contacting the Associate Dean, Support Services at 815/395-5100.

Emergency Operations Plan

The Emergency Operation Plan (EOP) covers a medical emergency (code blue), fire (code red), someone with an unauthorized weapon (code silver), chemical spill (code orange), a bomb threat, severe weather alerts and other issues that may require faculty, staff and students to find shelter or evacuate the building. The EOP is updated as needed and available electronically through Moodle rooms and in hard copy in each classroom and lab room. Additional copies may be requested through the Associate Dean, Support Services by calling 815/395-5100.

Sexual Harassment

Saint Anthony College of Nursing is committed to creating and maintaining an atmosphere at the College in which the administration, faculty, students, staff, College Board and volunteers may work, interact, and learn free of all forms of harassment, violence, exploitation or intimidation. Sexual harassment or any other form of harassment by a student, an employee or a third party is prohibited and will not be tolerated. Any student or employee who is found after an appropriate investigation to have violated this policy will be subject to disciplinary action, up to and including expulsion and termination.

Students who feel they have been a victim of harassment of any type, by another student, an employee, or a third party, may contact:

Associate Dean
Title IX Coordinator
Saint Anthony College Of Nursing
5658 E. State St. (Room 312)
Rockford, IL 61108-2468
815/395-5100

Gun-Free

Firearms and other weapons are not permitted at any of the facilities owned and/or leased by Saint Anthony College of Nursing, unless carried by a law enforcement officer.

Student Health Requirements

Physical Assessment, Immunizations and Lab Tests

All undergraduate students must have a physical exam before matriculation (but no more than six months before classes begin) and all graduate and undergraduate students must comply with the college's immunization requirements. The forms are provided upon acceptance. Students may obtain the physical and/or immunizations through their primary care provider, or by scheduling an appointment with the Employee Health Services Department (EHS). EHS will provide services to students at a discounted rate.

All students are required to submit to an initial drug screening at EHS prior to taking their first course. Additional drug screenings may be required if:

- An agency that provides clinical/practicum experiences for the student requires additional or random screenings, or
- A member of the faculty or staff have reasonable suspicion of a student being under the influence of drug and alcohol.

For more information go to "Reasonable Suspicion" in the catalog.
See the Associate Dean for Support Services for further information.

Clinical Occurrences

An occurrence or near miss is defined as any incident that occurs in or around the hospital/cooperating agencies or any of their facilities and properties that is not consistent with the normal or usual operation of the hospital or its departments; it may involve patients or visitors. Injury or the potential for injury and/or property damage is sufficient for an incident to be considered an occurrence.

An occurrence or near miss will be defined as any incident that occurs in or around the hospital/cooperating agencies or any of their facilities and properties that is not consistent with the normal or usual operation of the hospital or its departments; it may involve patients or visitors. Injury or the potential for injury and/or property damage is sufficient for an incident to be considered an occurrence.

PROCEDURE

- a) The student immediately reports the incident to the instructor or preceptor who will investigate the situation;
- b) The student and instructor notify the nurse in charge of the clinical area and/or the nurse providing care to the patient;
- c) The student and instructor are to review the agency policy and procedure to ascertain that appropriate agency policy and procedure are followed;
- d) An occurrence/near miss report is completed by the student and faculty and reviewed with the charge nurse according to agency policy; and
- e) The instructor will notify the academic Dean and College President that an occurrence and/or near miss occurred, was reported and the successive activities that have or will occur.

Infectious Disease and Exposure

Saint Anthony College of Nursing permits students to care for patients with an infectious disease only after reviewing content in this area and while under the clinical supervision of faculty. Students and faculty are expected to follow agency policy and procedure while caring for patients with infectious disease and follow standard precautions with all patients.

Students experiencing a significant exposure to blood/body fluids are to notify the instructor and Employee Health Nurse immediately. The Employee Health Nurse and instructor are to monitor that appropriate policies and procedures are followed.

Criminal Background Checks

All students must have a criminal background check prior to the beginning of their classes. The background check is coordinated through Student Services and may be done after admission at the documentation session, New Student Orientation or other times approved by the Associate Dean. Prior background checks done for employment cannot replace this requirement. In addition, pre-licensure students applying for licensure at the end of their program may be required to undergo another background check at the end of their program, if required by the state in which they wish to obtain a license.

Substance Abuse

Saint Anthony College of Nursing is committed to providing an environment free of the effects of substance abuse in order to maintain an environment that is safe for our students, patients, residents, members and visitors, as well as our employees.

Saint Anthony College of Nursing recognizes that safety and productivity is compromised by substance abuse, including alcohol and drug abuse (as those terms are defined in this policy), by increasing the potential for accidents, absenteeism, substandard performance, poor student morale, and damage to Saint Anthony College of Nursing's reputation. Saint Anthony College of Nursing has zero tolerance for substance abuse.

Definition

For purposes of this policy "substance abuse" means: The use, possession, or distribution of illicit drugs and alcohol, as well as unauthorized controlled substances; these substances are strictly prohibited in the academic setting. It is expressly prohibited for any student to attend a College-sponsored educational activity with the unauthorized presence in the body of illicit drugs, alcohol, or other controlled substances for non-medical reasons (as determined by Saint Anthony College of Nursing), and/or to use such substances while in class, laboratory, or clinical experience. For purposes of this policy "illicit drugs, alcohol, or other controlled substances" include, but are not limited to, illicit drugs; alcohol; controlled substances; and/or otherwise lawful substances (e.g. over-the-counter medications, paints, thinners, solvents, etc.), abused by a student for their intoxicating effects. "Possession" or "use" does not include possession or appropriate use of a substance which is prescribed and solely intended to be delivered and administered to a patient or resident under the care of a physician or by an authorized Saint Anthony College of Nursing employee (Registered Nurse, Pharmacist, etc.), provided that such possession and/or use is consistent with the prescription provided to the student and that the student is otherwise in compliance with the provisions of this policy. No student may report to classroom, laboratory, and/or clinical activities impaired by, under the influence of, or otherwise use while at those activities any illicit drug, alcohol, or controlled substance (as defined in this policy). A student who has been informed, or has reason to believe, that the use of a legal drug may present a safety risk or may otherwise adversely affect the student's conduct and/or performance, is to report such drug use to his/her course faculty prior to beginning class, clinical or lab, after consuming such a legal drug and/or prior to consuming such a legal drug while at the academic setting. The faculty member may then schedule an appointment to determine fitness for duty. Any student whose substances jeopardize the safety of patients, residents, employees, students, or visitors shall be deemed "unfit for duty."

College Responsibility

Saint Anthony College of Nursing does not wish to become unduly involved in the personal affairs and activities of its students. It is primarily concerned with students performing adequately and safely in the classroom, laboratory, or clinical setting. If a student's performance and/or conduct declines and this may be attributed or related to drug and alcoholic activities, the student will be treated as any other student with a health problem provided the student approaches Saint Anthony College of Nursing and requests such assistance prior to the student's violation(s) of this policy becoming identified through the testing procedures set forth in this policy. Saint Anthony College of Nursing recognizes drug dependency and/or alcoholism as health problems and it will be of assistance to a student seeking care for such a dependency provided such assistance is sought prior to violation(s) of this policy being detected as a result of drug and/or alcohol testing administered under the provisions of this policy. Students who have been selected for such testing and who only then request assistance at such time, shall not be exempted from disciplinary action, including dismissal, under the provisions of this policy.

Saint Anthony College of Nursing maintains and encourages the use of our Employee Assistance Program (EAP) which provides help to students who suffer from substance abuse, chemical dependency, or other personal problems.

Student Responsibility

It is the responsibility of the student to seek voluntary and confidential help from the EAP before drug and alcohol problems lead to academic impairment, poor performance, or unsafe behavior in the classroom, laboratory, and/or clinical setting, which can lead to disciplinary action, up to and including dismissal.

If the student refuses or is unable to correct his/her health problems and academic performance and/or patient safety is affected, the student shall be subject to disciplinary action according to current applicable disciplinary policies.

Testing Protocol

The drug and alcohol testing facility shall utilize testing procedures consistent with industry standards. Testing will occur at the SAMC Employee Health Department.

Pre-Enrollment Screening

Saint Anthony College of Nursing will require provisionally accepted students to submit to drug testing as part of the pre-enrollment physical examination. Students must authorize a disclosure to Saint Anthony College of Nursing and offers of acceptance will be made contingent upon satisfactorily meeting these requirements as determined by Saint Anthony College of Nursing. Based on a determination made by the health care provider in the Occupational Health Department, if the screening procedures indicate the presence of drugs or controlled substances, the student will not be considered for further admission for a period of one (1) year after a positive test.

Reasonable Suspicion

Students of Saint Anthony College of Nursing may be prevented from engaging in further academic activities and required to submit to a drug and/or alcohol testing if any faculty member, preceptor, or member of Saint Anthony College of Nursing management staff has reasonable cause to suspect that a student is under the influence of alcohol and/or drugs while in class, laboratory, or clinical assignments. Reasonable cause to suspect that a student is under the influence of alcohol and/or drugs while during such times may be based upon specific, contemporaneous, articulate observations of faculty member, preceptor, or member of the management staff in his or her discretion. In determining whether "reasonable cause" exists, faculty members and preceptors may consider factors including, but not are limited to, the following:

- Direct observation of drug or alcohol use or possession and/or symptoms of being under the influence of drugs or alcohol.
- A pattern of aberrant or abnormal behavior, such as mood and behavioral swings and wide variations or changes in job performance.
- Arrest or conviction of a drug-related offense or identification of a student as the subject of a drug-related criminal investigation.
- Information provided by a reliable and credible source(s).
- Newly discovered evidence that a student tampered with a previous test.

If drug or alcohol testing is requested, this occurs at the SAMC Employee Health Department. The student will be required to authorize disclosure of the test results to the College. Refusal by a student to authorize disclosure to the College or to submit immediately to a drug or alcohol test when requested by the College, will subject him/her to disciplinary action up to and including dismissal. Refusal to test will be construed as a positive test. Any student caught tampering, or attempting to tamper with his/her test specimen or the specimen of any other student, shall be subject to immediate dismissal.

If the test(s) is (are) positive, the health care provider in the Employee Health Services Department will review the results with the student and inform the President of the College and/or her designee about the final results of the test(s).

Core Performance Standards

Motor Skills	Gross and fine motor skill abilities sufficient to function safely and effectively. Ability to lift 50 pounds.	Manual dexterity to grasp, push, pull, twist, pinch, and cut. Ability to operate and calibrate equipment. Ability to prepare and administer medications.
Communication	Ability to read, write, speak, and comprehend English. Ability to operate and utilize information technology.	Teach clients. Read, document, and interpret patient documentation interventions and client responses. Ability to communicate in a professional manner.
Interpersonal Relationships	Ability to interact with individuals, families, and groups in a variety of settings.	Assertiveness and sensitivity. Able to work effectively in large and small groups.
Vision	Sufficient ability to observe and assess.	Assess skin color, pupillary response. Read graphs, charts, and monitoring devices. Observe client responses to interventions. Prepare and administer medications.
Hearing	Sufficient ability for assessment and response.	Detect alarms and calls for help. Hear heart, lung, and other body sounds.
Touch	Sufficient ability to discriminate normal and abnormal findings upon palpation.	Detect temperature and perform palpation.
Mobility	Ability to maneuver in confined spaces.	Ability to move around in small spaces. Ability to perform CPR.
Critical Thinking	Ability to problem solve and demonstrate sound clinical judgment and safe clinical practice.	Identify problems and potential solutions. Predict outcomes and interpret situations.

ADA

It is consistent with the mission of Saint Anthony College of Nursing, and the requirements of the Americans with Disabilities Act (ADA), and the Illinois Human Rights Act for Saint Anthony College of Nursing, to provide a “reasonable accommodation” to qualified individuals with disabilities who are otherwise qualified to enroll in and graduate from the nursing program. If you wish to request an accommodation you may contact the Associate Dean, Support Services at 815/395-5100.

If you feel that you have been unfairly or improperly treated due to a disability, you should first try to resolve it with the faculty or staff member. If does not happen, you may file a complaint with the Associate Dean, Support Services (within 30 business days of the occurrence that prompted the complaint). The Associate Dean will clarify rights, policies and procedures for both policies. If the complaint is still not resolved, the student may appeal to the President within 10 business days. A response will be provided to the student within 30 business days.

Non-Discrimination Policy

The College cherishes its right and duty to seek and retain individuals who will make a positive contribution to all aspects of the College Mission. The Board, administration, and faculty affirm that all students in a College of Nursing degree program must possess intellectual, physical, ethical, emotional, and interpersonal capabilities necessary to complete that degree and to achieve the levels of competency required for safe professional nursing practice at that level.

Saint Anthony College of Nursing provides equal admissions, educational program, and employment opportunities to all persons without regard to race, age, religion, sex, national origin, marital status, military service, status upon military discharge, disability, or any other classification protected by law.

Saint Anthony College of Nursing is also committed to providing a professional, respectful, and safe educational environment that is free from harassment or discrimination on the basis of the above protected classes.

Inquiries or complaints may be addressed to the Associate Dean, Support Services at 815/395-5100.

Student Rights Under FERPA

Saint Anthony College of Nursing will maintain and follow pre-determined procedures for the retention, release and destruction of records. These procedures will support consistent handling of administrative, financial, and student academic records. The procedures are set forth in accordance with generally accepted accounting and educational principles, including state and federal policies pertaining to student rights in the areas of placement, review, correction, and dissemination of student record information.

The College of Nursing adheres to the “Family Educational Rights and Privacy Act,” known as the “Buckley Amendment”. Saint Anthony College of Nursing students have the right to review their records (except documents submitted in confidence) to challenge the content if in error, and to be assured of confidentiality in all matters pertaining to their records.

Release of Student Records - Without Written Consent

Educational records may be released to the following without the written concener of the student:

1. To the administration, faculty, and clerical staffs of the College of Nursing who have legitimate educational interest in the data.
2. To parents who provide proof that the student is a dependent for income tax purposes.
3. To court representatives with a court subpoena.
4. To the Illinois Department of Public Health if required.

Release of Student Records – With Written Consent

Educational records, including the results of a Uniform Conviction Information Act (hereinafter referred to as UCIA) criminal history records check, will be released to an authorized party upon receipt of a signed authorization form.

Students who wish to see their individual educational records, are to make a request in writing to the appropriate College Office. College personnel have up to 10 business days to honor the written request.

Student Oath of Confidentiality (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule creates national standards to protect individuals’ medical records and other personal health information. All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course.

Communication & Technology

Saint Anthony College of Nursing (SACN) offers various methods of electronic communications to enhance student learning. All systems of electronic communications are college-owned information assets and are subject to standard business audit and control guidelines. SACN provides Internet and e-mail access for educational purposes only. All electronic communications are College property. To ensure responsible use of electronic communications by SACN students the following policy has been established.

Electronic communications is defined as any transfer of signs, signals, images, sounds, data or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photoelectric or photo-optical system, mobile communication devices – phones, personal digital assistants (PDA), hand-held e-mail devices - telephone, e-mail, text messaging, Internet, fax machines, and computers.

Every SACN student has a responsibility to use electronic communications in a productive manner. Each student is responsible for the content of any text, audio and/or images he/she sends via electronic communications such as OSF HealthCare and SACN e-mail or accesses using the OSF Internet connection. Confidentiality may not be breached by the unauthorized discussion or transmission of anything relevant to patient, resident, employee, student, or organizational operations information, or any other information that is not generally known to the public, that, if misused or disclosed, could have a reasonable possibility of adversely affecting any entity within OSF HealthCare and SACN and their mission. Student may not disclose sensitive, confidential information or data, either specific or aggregate that is owned, controlled or protected by OSF HealthCare or SACN without the express permission of the owner, steward or guardian of that information.

All persons accessing the information systems of OSF HealthCare and its Affiliates are prevented, by law, from willfully and wantonly disclosing confidential information. Confidential information includes, but is not limited to: patient/demographic/clinical information, employee identification, financial information, and protected student information. Such disclosure violates State and Federal law.

E-mail and Internet services are provided to students to conduct class-related business. Incidental and limited occasional personal use is permitted. However, such use is prohibited to the extent it consumes excessive amounts of **Management Information Services (MIS) assets** such as, but not limited to, data storage and Internet utilization (bandwidth). In no case, however, shall an employee or student utilize the Internet or e-mail for any purpose prohibited herein or for any purpose that is contrary to OSF HealthCare or SACN's business interests, reputation, missions or values. OSF HealthCare and SACN reserve the right to review, block, filter, record or alter electronic communication that traverses the OSF network or is stored on the OSF electronic system.

Students are prohibited from inappropriate use of electronic communications. Such uses may include, but are not limited to:

- Offensive content of any kind, including pornographic material or materials which violate any of OSF HealthCare or SACN's policies
- Harassment of other individuals
- Installing software or web-based applications that are not approved by OSF HealthCare Management Information Services Technology division (check with MIS on approved web applications)
- Promoting discrimination
- Threatening or violent behavior
- Illegal activities
- Soliciting on behalf of any outside organization, cause or belief
- Commercial messages (i.e., coupons, product promotions)
- Messages of a political nature
- Gambling
- Personal financial gain
- Forwarding e-mail chain letters
- Personal use of services like Instant Messenger applications, other similar file downloading or file sharing software, MP3 files, and streaming video or audio (Podcasts, YouTube videos or photo sharing sites such as Flickr) for reasons unrelated to College activities
- Spamming e-mail accounts from OSF HealthCare's e-mail services or company machines
- Material protected under copyright laws
- Dispersing corporate data to OSF HealthCare's customers, vendors or clients without authorization

- Opening files received from the Internet without performing a virus scan
- Tampering with your College identification in order to misrepresent yourself and OSF HealthCare to others
- Gaming sites, fantasy sports leagues, dating sites and any other site that would be inappropriate in an educational environment

Although most electronic communications are protected by a student's confidential password, privacy is not guaranteed. OSF HealthCare and SACN reserve the right to routinely monitor the contents of Electronic Communications and the electronic activities of students. College Administration has the right to access a student's Electronic Communications that has been created using OSF HealthCare equipment or devices to ensure compliance with this policy and for education-related reasons without prior notice or the student's consent. All electronic data or messages created, sent, stored or retrieved over any electronic communications are the property of OSF HealthCare and should be considered public information. Students should not assume that electronic communications are private, nor should they transmit highly confidential information in this way.

It is prohibited to use OSF network access information to corrupt, falsify or pervert information via electronic communications or misrepresent data by maliciously transforming it in print.

It is prohibited to attempt to remove, modify, or tamper with electronic security measures. This includes but is not limited to antivirus software and systems, firewalls, intrusion detection and prevention systems and software controls. All messages communicated electronically must contain the sender's identity. It is prohibited to attempt to disguise the sender or attempt to mislead the recipient regarding the identity of the sender.

To prevent the spread of computer viruses and negative interaction with OSF supplied software, all software downloaded must be authorized and registered to OSF HealthCare. All web-based software must be approved by MIS prior to installation. OSF HealthCare provides electronic mail services to students for educational purposes. Students are expected to use this service for all e-mail communications conducted from OSF computing systems. Web-based e-mail services are not authorized for this use. OSF computing systems are provided as tools to enable students to provide healthcare support services and advance the corporate mission. Students are charged with the obligation of using electronic resources responsibly and for this intended purpose.

Student Responsibilities

Saint Anthony College of Nursing students are responsible for:

- Honoring acceptable use policies of networks accessed through OSF HealthCare's Internet and e-mail services.
- Abiding by existing federal, state and local telecommunications and networking laws and regulations.
- Following copyright laws regarding protected commercial software or intellectual property.
- Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of OSF HealthCare's network resources.
- Not overloading networks with excessive data or wasting OSF HealthCare's other technical resources.

Any student who abuses the Electronic Communications Policy will be subject to disciplinary action. Where necessary, Saint Anthony College of Nursing and OSF HealthCare reserve the right to advise the appropriate legal officials of any illegal activity.

Social Media Guidelines

These guidelines outline the legal implications of using social media about OSF and the college. Students must abide by the below terms before posting or creating any social media while representing SACN or OSF HealthCare.

When using social media outlets (e.g., Facebook, Twitter, Pinterest), do not represent SACN or OSF without prior authorization from your organizational communications or public relations department. Students are allowed to use electronic communications within reasonable limits.

1. Identify yourself – name and role within SACN when contributing to an internal blog.
2. Students shall not upload to, or distribute or otherwise publish any libelous, defamatory, obscene, pornographic, abusive, or otherwise illegal material.

Social Media Guidelines *(continued)*

3. Respect your audience: When you choose to go public with your opinions via a blog, you are legally responsible for any commentary deemed to be defamatory, obscene, proprietary, or libelous (whether pertaining to Saint Anthony College of Nursing, OSF Healthcare System, individuals, or any other company). Do not use ethnic slurs, personal insults, obscenity, etc., or use the blog to discuss or promote politics. Do not alter previous posts without indicating you have done so.
4. Be courteous. Students should not threaten or verbally abuse other students, use defamatory language, or deliberately disrupt discussions with repetitive messages, meaningless messages or “spam.”
5. Be thoughtful and accurate in your posts, and be respectful of how other OSF Healthcare System employees and students may be affected.
6. Use respectful language. Do not use language that abuses or discriminates. Hate speech and personal attacks of any kind are grounds for immediate and permanent suspension of access to OSF Blogs and subject to disciplinary action.
7. Debate, do not attack. In a community full of opinions and preferences, people many times disagree.
8. Do not disclose any information that is confidential or proprietary to OSF Healthcare System or to any third party that has disclosed information to us. Consult the OSF Healthcare System’s confidentiality policy for guidance about what constitutes confidential information.
9. Do not cite or reference vendors, partners or suppliers without their approval.
10. Social media shall be used only in a noncommercial manner. Students shall not, without the express approval of OSF Healthcare System, distribute or otherwise publish any material containing any solicitation of funds, advertising or solicitation for goods or services. Students should refrain from endorsing or promoting any product, opinion, cause or political candidate on an OSF social media outlet.
11. Students are solely responsible for the content of their messages. However, while OSF Healthcare System does not and cannot review every message posted on the message boards and is not responsible for the content of these messages, OSF Healthcare System also reserves the right, in its sole discretion, to disallow the use of a particular screen name, or to terminate any user’s posting privileges at any time.
12. OSF Healthcare System reserves the right to remove certain content that students post. Any submissions made to an OSF sponsored social media outlet (e.g., Commentary, Photographs) may be edited, removed, modified, published, transmitted, displayed, or used in any other way by OSF Healthcare System and its licensees in any and all media, whether now known or hereafter devised.
13. By submitting a review, students are consenting to its display, in connection with their screen name, on the site and for related online and offline promotional uses by OSF Healthcare System and SACN.
14. Please be sure to read the OSF Healthcare System Privacy Policy, which is incorporated herein by reference.
15. All social content posted to an OSF Healthcare System social media outlet is the sole responsibility of the individual who originally posted the content. All opinions expressed by users of this site are expressed strictly in their individual capacities, and not as representatives of OSF Healthcare System.

Research, Scholarship and Quality Improvement

Saint Anthony College of Nursing is committed to supporting students, staff, and faculty who are engaged in research, scholarship, and quality improvement. Through these efforts, we are contributing to the body of knowledge that guides nursing practice. Scholarship takes many forms including, for example, participating in surveys, publishing academic articles, developing learning tools, and conducting formal research studies. Scholarship is encouraged especially when it is innovative or otherwise extraordinary. Quality Improvement (QI) projects are defined as projects that are agency or unit specific and that utilized de-identified data. QI projects are meant for internal purposes and results are not disseminated outside of the agency. Therefore, students conducting QI projects may be exempt from IRB review.

All persons involved in collecting data from, on, or about humans have an obligation to respect the dignity and integrity of the persons being studied as well as their right to protection from harm through participation. The college protects the right of human subjects through the requirement that any form of research has been reviewed and approved by the Institutional Review Board. The College is guided by the ethical principles set forth in the Report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. Please see the Dean for Graduate Affairs and Research for assistance in differentiating scholarship, research, and QI project as well as securing institutional approval.

Smoke-Free Campus

In accordance with the health care focus of the College of Nursing and the Smoke-Free Policy of OSF Saint Anthony Medical Center, Saint Anthony College of Nursing also has adopted a no smoking policy. Smoke-free environment includes the absence of any form of tobacco including e-cigarettes. This smoke-free policy refers to the College of Nursing and all its outside surrounding areas. This policy includes the front entrances to the Saint Anthony College of Nursing and OSF Saint Anthony Medical Center. While attending clinical experiences at other locations, students are expected to refrain from smoking at those facilities as well.

Transportation and Parking

Students are responsible for providing their own transportation to the College of Nursing, clinical agencies, observational experiences, and field trips.



Academic Policies

Residency Requirements

Because the value of the Saint Anthony College of Nursing experience lies not only in the courses taken but also in participation in the life of the college community, each program identifies the residency requirement for graduation. No program will confer certificates or degrees with less than a minimum of one-half of the total number of required credits has been completed at the college. Students must earn the minimum semester hours from the College of Nursing as indicated below:

Program Option	Total Credit Hours for Option	Minimum Residency Credit Hours
Bachelor of Science in Nursing (BSN) Degree		
Pre-licensure BSN	128 (64 @ SACN)	30
RN-to-BSN	128 (30@SACN)	30
Master of Science in Nursing (MSN) Degree		
MSN Nurse Educator	32	26
MSN Clinical Nurse Leader	49	32
MSN Adult Gerontological Clinical Nurse Specialist	48	32
MSN Adult Gerontological Nurse Practitioner	53	32
MSN Family Nurse Practitioner	53	32
Post-master Certificate (PMC) Programs		
PMC Nurse Educator	14	12
PMC Clinical Nurse Leader	20	12
PMC Adult Gerontological Clinical Nurse Specialist	18	12
PMC Adult Gerontological Nurse Practitioner	22	12
PMC Family Nurse Practitioner	22	12
Doctor of Nursing Practice (DNP)		
DNP Adult Gerontological Clinical Nurse Specialist	BSN-DNP 74 MSN-DNP 42 APN-DNP 37	44 28 28
DNP Adult Gerontological Nurse Practitioner	BSN-DNP 74 MSN-DNP 42 APN-DNP 37	44 28 28
DNP Family Nurse Practitioner	BSN-DNP 74 MSN-DNP 42 APN-DNP 37	44 28 28
DNP Nursing Leadership in Macro/Micro Healthcare Systems	MSN-DNP 36	28

Every degree and certificate has a maximum duration period in which the program must be completed. Students should discuss this time frame with their academic advisor to ensure progression is paced appropriately to earn the desired degree or certificate.

Determination of Rank

Academic rank is based on semester hours of credit achieved and will be determined at the time of matriculation. The semester hours of credit used to determine academic rank include those accepted from the school(s) from which the student transferred. Students advance in rank upon completion of each semester at the College. Students are considered lower division rank, typically titled freshman and sophomore, when 100 and 200 level courses are completed.

Veterans will be granted appropriate credit for previous education and training; the length and cost of their program will be adjusted as necessary to match this award of credit. Veterans will be required to present appropriate documentation including official military transcripts to receive credit for prior education and training. Military transcripts will be evaluated on a case-by-case basis. Awarding of credit is at the discretion of Saint Anthony College of Nursing.

Classification of Academic Standing

Saint Anthony College of Nursing faculty believe education is a process of academic growth and development. Therefore, academic progress is an important element in an individual's life. Academic standing is based on the student's academic achievement as demonstrated by the total number of semester hours of credit earned and the cumulative grade point average.

Generally, students will have fewer than 59 credits earned. Only those courses required to fulfill admission requirements will be counted for rank at SACN. Junior rank indicates students have completed 64-96 credits. Senior rank indicates completion of a minimum of 96 credits. Graduate student rank is assigned when the student has completed 120 or more semester hours, achieved a baccalaureate degree, and is enrolled in graduate level courses.

Determination of Academic Standing

The academic records of all students are reviewed at the end of each semester. Students who do not meet the minimum academic standards are reviewed by the appropriate Admission and Progression Committee. No grades earned by a student for courses taken at another college shall be computed into SACN's term or cumulative grade point average. Transfer credit will count toward the number of hours required for graduation from SACN but will not be reflected on grade reports under cumulative average.

Generally, academic standing is determined using grade point average criteria. The grade point average of each student is determined by assigning quality points to the earned course grade according to the following scale:

Course Grade Achieved	Quality Point Value
A	4.00
B	3.00
C	2.00
D	1.00
F	0.00

The academic grade point average at the end of a term is determined by dividing the total number of quality points earned by the total number of attempted graded semester hours of credit carried in the term. The cumulative grade point average is calculated by adding each semester's quality points and dividing by the total number of graded semester hours. The College transcript records both the semester and cumulative grade point average.

Courses with the grade of "Incomplete" are not counted in the total semester hours until they have been replaced by a permanent final grade. If the "Incomplete" is not replaced with a permanent final grade within six weeks of the following semester, the "Incomplete" will be automatically replaced at the end of that academic term with a grade of "F" in undergraduate courses or at the level calculated with completed work in graduate course, and this grade will be computed into the academic average. Other values not calculated in the grade point average include unsatisfactory (U), withdrawal (W), withdrawal passing (WP), withdrawal failing (W-F), repeated courses (R), audit (AU), credit by examination and credit awarded courses.

A student is considered to be in good standing if the cumulative grade point average is 2.0 or higher for undergraduate students and 3.0 or higher for graduate students, with no earned grades below a "C" for undergraduate students or below a "B" for graduate students. Graduation from the college as an undergraduate student requires being in good academic standing and having earned at least a 2.00 average for all coursework attempted. Graduate students must maintain a GPA of at least 3.00 for all coursework attempted and be in good academic standing to be eligible for graduation from the college.

Classification of Academic Standing *(continued)*

Because of the serious consequences that can follow from falling below good academic standing, it is very important to be proactive in contacting one's academic advisor if anything affects the student's ability to pass classes. Advisors can help students identify strategies that help in course success. SACN has instituted formal procedures for warning and ultimately dismissing those who are not progressing as required.

Retaking a Course

The grade in each course will be recorded on the official transcript. Grades of W, WF, and I are also recorded for a first attempt in a course. Students who fail a required course must retake the course. When a course is repeated, the original grade will continue to appear on the transcript and no additional credits will be earned. The course grade and credit hours for the second attempt will be used in computing quality points and cumulative GPA. This policy applies regardless of whether the grade was higher or lower than the first attempt. However, both attempts and grades will be recorded and remain on the official transcript.

Leave of Absence

Students may interrupt their education at SACN for a period of no more than one full year. Students may request a leave of absence following a conversation with the academic advisor and program Dean. A leave of absence may be taken for academic, financial, personal or health reasons. The leave of absence application is submitted to the Enrollment Management Coordinator. Students must notify the Enrollment Management Coordinator of the intent to return to the program six weeks prior to the end of the approved leave. Return to study is contingent upon the student's meeting the conditions established by the program Dean and Associate Dean for Support Services at the time the leave is granted. At the time of the return, the student and advisor must develop a revised plan of student.

The same refund policy that applies to students who withdraw during the semester will apply to students granted a leave. All financial aid refund policies remain intact.

The catalog requirements under which the student initially entered the college will continue to apply if the student returns on time. If a student does not return at the end of the prescribed period for the leave, the leave automatically becomes an administrative withdrawal from the College. Additional information about a leave of absence may be sought from the Associate Dean for Support Services.

Academic Probation

Academic probation is an official alert for students that their academic performance must improve if they are to progress toward graduation. Any student who falls below the minimum grade point average standards above will be placed on probation at the close of the affected semester. A student is placed on probation status any time a grade below a "C" is earned by undergraduate students and a grade below "B" by graduate students. Cumulative grade point average below 2.0 for undergraduate students or 3.0 for graduate students will result in being placed on academic probation. Earning any combination of D, F, or W-F results in being placed on probation.

All students on academic probation must make satisfactory progress during the following semester or risk being dismissed for academic reasons. Student on academic probation are required to construct a plan to achieve academic success. As a result, the student is expected to meet with their advisor on a regular basis to monitor progress. More than one probation is grounds for dismissal from the College.

Students will remain on probation until they retake and pass the failed course. Satisfactory progress is attained by achieving no less than the minimum grade point average and specified semester hours of credit identified under the Academic Standing section. Failure to achieve the required grade point average will result in dismissal from the program.

Dismissal from the College

Saint Anthony College of Nursing reserves the right to dismiss any student whose health, academic performance, personal and professional conduct, or nursing practice makes it inadvisable for the student to remain in the College. A student who has been dismissed from Saint Anthony College of Nursing program will not be eligible for readmission to that program.

The faculty of the College of Nursing reserves the right to dismiss a student for:

1. Academic failure in any course taken at Saint Anthony College of Nursing
2. A second incident of probation
3. A second grade of W-F
4. Failure to achieve a cumulative GPA of 2.0 at the undergraduate level and 3.0 at the graduate level.
5. Evidence of unsatisfactory professional behavior including, but not limited to:
 - a. Unsafe nursing practice that may endanger the well-being of patients;
 - b. Falsification of health care facility records and/or reports;
 - c. Dishonest behavior; and
 - d. Unethical nursing practice.
6. Evidence of unsatisfactory personal behavior including, but not limited to:
 - a. Falsification of documents and/or other records;
 - b. Academic dishonesty;
 - c. Unacceptable behavior that would threaten the well-being of others;
 - d. Conduct that brings discredit to the College or profession; and
 - e. Conduct reported by a local, state or federal agency that is in conflict with the Illinois Nursing and Advanced Nursing Practice Act or the Illinois Health Care Worker Background Check Act.

Students in disagreement with the decision of the College have the right to file an appeal of the dismissal following the academic appeal policy. The student will be notified, in writing, of the dismissal by the Chair of the appropriate committee.

Academic Credits and Load

The College operates on the semester system. The academic year is divided into two semesters equivalent to the standard 16 weeks of instruction plus time for final examinations. An additional term of education is offered in the summer for some programs. These courses fulfill the time commitment for a 16 week course within 8 weeks. Courses are offered within a term or semester framework.

The unit of credit is the semester hour. One hour of classroom instruction per week for 16 weeks equals one semester hour of credit. Each semester hour of credit allows requires three hours of out of class preparation or work. Baccalaureate level clinically focused courses are allocated one semester hour of credit for three clock hours of clinical or simulation/learning lab time. Graduate level clinically focused courses are allocated one semester hour of credit for 100 clock hours of supervised/independent practice.

The normal academic load per semester is 12-18 semester hours for undergraduate students. Undergraduate students seeking to register for more than 18 hours must permission of the Dean for Undergraduate Affairs. The normal graduate student academic load is 9 semester hours.

Grading System

Faculty are accountable for delivering the curriculum as designed by the College. However, each faculty member is free to devise the means by which the assigned course and content is delivered. Therefore, faculty develop a strategy to foster student knowledge and skill development, assessment and evaluation. The strategy is evidence based and results in a professional judgment of academic performance and achievement by students. Final responsibility for evaluating student achievement and assigning course grades rests with the course instructor. Ordinarily, faculty members base grades on the following criteria:

- Understanding course content.
- Articulation of the course material.
- Application and integration of course material.
- Fulfillment of all stated course requirements at the minimal acceptable level or higher.

The undergraduate and graduate programs have determined the grading scale for all courses within the program. The grading scale is published in each course syllabus. Grades are issued at the end of each term. Faculty and students share an understanding that an "A" represents excellent academic performance, "B" equals good performance, "C" is satisfactory performance, "D" is poor performance, and an "F" signifies failure. Performance in the simulation center, learning laboratories, and clinical areas are evaluated on a pass or fail basis. Students must pass all components in a course in order to pass the course. In addition, undergraduate students must have earned a 78% average or higher on tests/exams within the course to be eligible to pass the course.

Classification of Academic Standing *(continued)*

Grade Reports

Grades are available on the portal (Sonis) at the close of the semester provided that a student has met all SACN obligations. Midterm progress reports, which list all courses in which the student is doing unsatisfactory work (lower than a “C” at the undergraduate level or “B” at the graduate level) are also issued.

Enrollment Status

The College of Nursing considers a full-time credit hour load to be 12-18 credit hours per 16 week semester for BSN students and 9 credit hours per 16 week semester for MSN students. Enrollment status for terms of different length will be prorated accordingly. More than 18 undergraduate credit hours represent an overload and requires permission of the program dean.

Student enrolled in at least 6 undergraduate credit hours or 5 graduate level credit hours, but less than the number required for full-time status, will be considered halftime students.

Attendance Policy for Students

Promptness and attendance are hallmarks of professionalism. Patterns of absenteeism and tardiness are monitored and disciplinary action will be instituted at the discretion of the faculty. Extenuating circumstances are reviewed on an individual basis. Regardless of absenteeism, the course requirements and/or clinical competencies must be met by each student.

Each instructor monitors attendance. Excessive absences will be reported to the appropriate Admission & Progression Committee. Attendance requirements for online courses are explained in the course syllabus. Online attendance will be monitored weekly and reported to the Student Affairs Office.

At the beginning of each course, the instructor provides information specific to attendance, make-up privileges, and acceptance of late assignments. These guidelines are found in the course syllabus.

If absence from any undergraduate educational experience (clinical, lab, lecture, observation experiences, mandatory meetings) is anticipated, the course coordinator should be notified prior to the beginning of that educational experience. Students will be required to attend an alternative clinical session as defined in the Clinical Absence Policy for Undergraduates.

Student Registration

New Students

Registration for new students will be scheduled after all Documentation Sessions have been conducted and students will be notified of these dates via email. In addition, students will receive registration information and instructions via email. All tuition and fees are due one week prior to the first day of class.

Enrolled Students

Undergraduate students enrolled in the College of Nursing will pre-register for the following semester in March (for summer courses), April (for fall courses), and November (for spring courses), according to the dates and procedure established for registration.

Any course registration after the deadline must be approved by each course coordinator. There will be a fee charged to students who do not register by the deadline dates. All students will be notified of the registration period through their OSF e-mail. There is no guarantee of placement in classes if the registration occurs after the deadline date.

A student cannot preregister for a course if currently enrolled in that course. A student must have withdrawn or failed a course prior to pre-registering for a previously enrolled course.

If a student is not currently enrolled in a clinical course, but wishes to register for the next clinical course in the progression, the student may request to be put on the wait-list and make a deposit. The deposit will reserve the student's place on the waitlist and will be applied to the course tuition, if space is available.

If the class remains full and the student is not offered a seat in the class, the student's deposit may be refunded. If the class is not full and the student decides not to take the seat, the student will not be refunded the deposit.

Reduced Enrollment

The Admission & Progression Committees reserve the right at any time to restrict a new or continuing student's enrollment, if the Committee feels to do so is in the student's best interest. Restrictions may include, but are not limited to, part-time enrollment or specific course enrollments. Notice of such restrictions will be sent to the student, Student Affairs, and the student's advisor.

Add/Drop

Add/drop days are defined by the academic calendar.

Course Addition/Withdrawal

A student may adjust their schedule after the semester has begun but only until the Add/Drop deadline. Clinical courses must be added before the first day of the semester.

The student who wishes to add or drop a course(s) are urged to consult with their advisor before adjusting their registration. Students must fill out a student registration/withdrawal form available from the Enrollment Management Coordinator. It is the responsibility of the student to obtain the signatures of both the student's academic advisor and the academic Dean. Permission to repeat a course is at the discretion of the Admission and Progression Committee in consultation with the Dean.

Course Withdrawal

Prior to week four of the semester, withdrawal will result in a “W” on the transcript. Withdrawal during weeks four through twelve will result in a “WP” or “W-F” on the transcript. This determination will be based on the student performance to the time of withdrawal. A grade of “WP” is reserved for individuals doing passing work at the time of withdrawal. Withdrawal after week twelve will result in an “F” on the transcript. If a course is greater than or less than 16 weeks, withdrawal dates, resulting in a withdrawal grade of “W”, “WP”, “W-F”, or “F”, will be prorated accordingly.

Administrative Withdrawal

An administrative withdrawal is a special withdrawal to be granted at the discretion of the President of the College only for documented extraordinary and/or emergency circumstances. A grade of “W” will be assigned.

Code of Conduct

The academic community of students and faculty at Saint Anthony College of Nursing maintain an environment of honesty, trust, and respect. Students, staff and faculty are expected to hold themselves and their peers to a high standard of honor and personal and academic integrity.

The College of Nursing expects that students act in accordance with the College Honor Code and in an honest manner. Therefore, students will demonstrate in all aspects of student life, comportment and personal integrity consist with that of a professional.

Unacceptable comportment includes acts of written, verbal, physical activities and/or any other acts of unsatisfactory personal or professional behavior. Personal and professional comportment excludes bullying. People who bully use their power to control or harm, do so repeatedly and with intent. Bullying can be:

- verbal (i.e., name-calling, teasing),
- social (i.e., spreading rumors, leaving people out on purpose, breaking up friendships),
- physical (i.e., hitting, punching, shoving), and
- technological also known as cyberbullying (i.e., using the Internet, mobile telephones, or other digital technologies to harm others).”

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

continued on next page

Code of Conduct *(continued)*

The Honor Code allows students, staff and faculty to attain appropriate recognition for their academic and personal achievements. The Honor Code also mandates that students acknowledge when information is obtained from other sources.

Suspected instances of personal and academic integrity violations including plagiarism, and cheating will be reported to the Undergraduate Admission and Progression Committee or the Graduate Admission and Progression Committee, as appropriate.

Once plagiarism, cheating, or other personal and academic integrity violations has been verified, the applicable Committee will assign sanction. When appropriate, academic and non-academic violations of the Honor Code will be reviewed by College Administration and sanctions applied. Sanctions may include no credit for academic work and other consequences, up to and including dismissal from the College.

A student who fails to adhere to this policy and/or commits any other acts of personal and academic integrity violations will be subject to judicial action. Disciplinary action up to and including dismissal from the College may result.

Students will be required to read the Honor Code of Personal and Academic Integrity policy and sign the "Receipt and Acknowledgement Form", which will be placed in their files.

Classroom and Clinical Behavior

Classroom Behavior

Appropriate and professional behavior is required in all classes. The dress code for classroom as stated in the student handbook is observed for all classes. Laboratory and classroom food and beverage restrictions posted in the Student Handbook and/or on-site are to be followed. In classrooms, Learning Resource Center (LRC), and lab all phones, pagers, and PDAs are to be set to vibrate or turned off. Out of consideration for others, cell phone/pager users are to step out of the classroom, LRC, or lab if necessary to answer a cell phone or pager.

All electronic devices including, but not limited to, cell phones, pagers, and PDAs are prohibited during all exams, quizzes, tests, etc. Use of such devices during an exam, quiz, or test may result in a zero grade for that experience. For urgent matters, students may leave the number of the College front desk as a contact point. The front desk receptionist will contact the instructor who will notify the student.

During College proctored exams, quizzes, or tests, only College computers and calculators are to be used. No other calculators or computers, i.e., personal computers, PDAs, are to be used.

Any exceptions to this policy must be approved by the Course Coordinator and included in the syllabus.

Clinical Behavior

Appropriate and professional behavior is required during all hospital and community clinical experiences. The dress code is required as appropriate for hospital or community experiences. (See Dress Code)

Clinical agencies guidelines are to be followed regarding pagers and cell phones. If allowed, they are to be set to vibrate. Upon answering, speak in a low voice with consideration of others.

Violation of appropriate behavior will be subject to disciplinary action by the individual faculty member, Undergraduate Admission & Progression Committee, or Graduate Admission & Progression Committee.

Student Appeal Process

The student appeal procedures of Saint Anthony College of Nursing provide a forum for fair resolution of disagreements related to grades, academic standing, or disciplinary actions resulting from violations of academic or student policies where there is reason to believe that the decisions/actions were capricious, discriminatory, arbitrary, or in error.

A grade dispute occurs when students receive a final course grade that they believe is the result of the faculty member who graded arbitrarily, graded capriciously, or graded in a discriminatory manner. Educational programs are held to high standards; academic policies serve to provide fair and ethical treatment of students while enrolled in an educational program. This policy is available to students as it is published in the College Catalog and Student Handbook.

Students have the right to appeal course or clinical final grades that result in course failures, academic probation, or dismissal from the College where there is reason to believe that the grading was capricious, discriminatory, arbitrary, or in error.

Students have the right to appeal disciplinary actions or college dismissal resulting from violation of academic or student policies.

The professional judgment of faculty members cannot be challenged and petitions to that effect will not be honored.

Academic Appeals and Disciplinary Action Appeals have many steps in common but they also have unique aspects. Therefore, careful review of and alignment with the correct process is required. All parts of the Academic Appeal or Disciplinary Action Appeal will be private and confidential and all persons involved with the proceedings will consider all information and documents to be confidential. If the student discloses information discussed during a meeting, the student's interest in confidentiality will be deemed waived.

The student appeal process is time limited and begins with official notification of the disciplinary action, change in academic status (e.g., probation or dismissal), or course grade via posting in the Learning Management System. The burden of proof of the appeal is on the student. The process of academic appeal should be initiated and resolved as quickly as possible. If the specified time limits are not met by the student, the appeal is considered resolved and shall not be subject to further appeal. A student appealing a final course grade may attend the first class session of the next scheduled course for the purpose of orientation to the course. Students may not attend additional or successive classes or participate in clinical or laboratory sessions while the appeal is being addressed.

There are two procedures, informal and formal, which may be employed. The informal process must be employed before a student begins the formal appeal process.

Informal Dispute Procedure

In all cases, student appeals should be settled at the lowest level possible. The student must attempt to resolve the dispute by scheduling a conference with the appropriate person or involved faculty member. The conference should occur within 5 business* days following notification of the disciplinary action, change in academic standing, or posting of the final course grade. The student and involved parties or faculty should maintain independent documentation of the conference.

Formal Academic Appeal Procedure

Each time a course is offered, the information specific to the course is published. This information includes the focus and outcomes of the course, learning activities, assignments, regulations guiding course conduction and completion, and the means for grading and grade assignment. Grades reflect a student's alignment with course standards and achievement of expected outcomes.

The professional judgment of faculty members cannot be challenged and petitions to that effect will not be honored. If a grade on an assignment or exam is believed to be the result of an accidental calculation or clerical error, the student

Student Appeal Process *(continued)*

should discuss the issue with the faculty member who assigned the grade as soon as possible. A clerical error is not subject to the Academic Appeal procedure. Final course or clinical grades may be appealed if the student can provide evidence of arbitrary, capricious, or discriminatory grading by the faculty member.

If the academic dispute is not resolved through the informal process, the student may file a formal written petition.

1. Petition for a Hearing

The Academic Appeal Petition form is available on the Saint Anthony College of Nursing website. It is recommended that the student consult with the faculty advisor (or another faculty member in the case of a conflict of interest) during the appeal process. The faculty advisor or faculty member serving as a resource are neutral parties who are available to provide logistical guidance about the appeal process.

The student must complete the Academic Appeal Petition form which states the facts associated with the appeal and a statement of the basis for the appeal. Appropriate supporting documents may be submitted at the student's discretion. The petition must be officially submitted to the appropriate program Dean/Director within 7 business* days following the official notification of the course grade. The appeal process is considered waived if the student fails to submit the petition by 4 PM on the 7th day.

The appropriate program Dean/Director will review the petition. If the petition meets the stated Academic Appeal Petition criteria, an Academic Appeal Committee will be constituted by the President. If a student has filed the petition within the designated timeframe but information is unclear or missing, the appropriate program Dean/Program Director may allow the student to add or amend the formal petition in advance of the initial distribution of the petition. If the appeal petition criteria are not fulfilled, the petition will be dismissed and the student will be notified.

2. Faculty Response

The involved faculty member will be notified by the appropriate program Dean/ Director of the Academic Appeal. A copy of the Academic Petition and associated documents will be available for the involved faculty member to review. The faculty member will complete and submit the Academic Appeal Faculty Response and submit it to the appropriate program Dean/Director at least 24 hours before the hearing date. A copy of the Faculty Response will be distributed to the student and Academic Appeal Committee.

If the appeal is related to a change in academic standing, no faculty response is required. The meeting minutes from Undergraduate and Graduate Admission and Progression Committees may be reviewed as needed.

3. Academic Appeal Committee

The Academic Appeal Committee consists of three faculty members appointed by the President in consultation with the Leadership Team to hear a specific dispute. Committee membership will be determined upon receipt of the academic appeal petition. Faculty involved in the course, the academic advisor, and the faculty member serving as a resource to the student may not serve on the Committee.

The Chairperson of the Committee will be appointed by the constituted Committee prior to initiating the hearing. The Chairperson shall lead the hearing, ensure that the Committee's decision is based on available information and is defensible, and ensure that the committee report is sufficiently clear in articulating the decision and rationale for the decision.

4. Academic Appeal Meeting

The President will schedule a meeting of the Academic Appeal Committee within 10 business* days of receipt of the student's Academic Appeal unless it was determined that the complaint is not disputable with this process. The faculty and student involved in the appeal are requested to be available to the committee at the time of the hearing. It is up to the discretion of the Committee as to whether the student and/or faculty member will be invited to speak at the hearing. If either party is invited to speak to the Committee, the other party will also be invited to speak to the Committee. Neither the student nor faculty have the right to legal counsel during the academic appeal meeting.

Academic Appeal committee meetings are private and confidential and can only be attended by Saint Anthony College of Nursing employees. The affected student and faculty member may be included only when invited. Guests of the student will be asked to wait in the college lobby area.

- A. The Academic Appeal Committee investigates and analyzes all available information. At a minimum, the committee should have immediate access to the Academic Appeal Petition and supporting documents, the Faculty Response and the course syllabus. The course textbook, assignments and grading rubrics, tests and test analysis data, and other pertinent student performance documents should also be available if requested and appropriate to the appeal.

The Committee is charged with reviewing the evidence provided by the student and with the responsibility for the elements that follow:

o Answer the following questions:

1. In awarding the grade under appeal, was the faculty arbitrary (the grade was awarded on preference or whim; not for an academic reason)?
2. In awarding the grade under appeal, was the faculty capricious (the grade was awarded on some basis other than student performance, the grade was awarded using a more exacting standard than other students are held to, or the grade awarded represents a substantial departure from the instructor's standards announced during the first part of the term)?
3. In awarding the grade under appeal, was the faculty discriminatory (the grade awarded reflects differential treatment of the student based on race, religion, color, age, gender, sexual orientation, disability or national origin)?

o Assure the following understandings were adhered to:

1. It is the student's responsibility to provide the evidence that the faculty was arbitrary, capricious or discriminatory.
2. The professional judgment of the instructor is not a matter which can be challenged or appealed in an appeal process.

- B. The committee shall deliberate and arrive at a decision to uphold or deny the appeal by a simple majority vote.

- C. The Chairperson of the Academic Appeal Committee completes the Academic Appeal Committee Report. The report must address each of the student's claims and provide information that addresses why the claim was valid or invalid. At the conclusion of the meeting the report is submitted by the Chairperson of the Academic Appeal Committee to the appropriate program Dean/Director. All materials used in the process will be returned to the appropriate program Dean/Program Director.

The appropriate program Dean/Director confirms that the Committee report is in alignment with the Committee's responsibilities of the items above. If not, the report is returned to the committee for revision.

The appropriate program Dean/Director distributes a copy of the Academic Appeal Committee Report to the involved faculty and the student. The materials associated with the appeal and outcome will be placed within the student's official file. Extra copies will be destroyed through the process for secured disposal of student materials.

Formal Disciplinary Action Appeal Procedure

If the disciplinary action dispute is not resolved through the informal process, the student may file a formal written petition.

1. Petition for a Hearing

The Disciplinary Action Appeal Petition form is available on the Saint Anthony College of Nursing website. It is recommended that the student consult with the faculty advisor (or another faculty member in the case of a conflict of interest) as a resource which is available to provide logistical guidance about the appeal process.

Student Appeal Process *(continued)*

The student must complete the petition form which states the facts associated with the appeal and a statement of the basis for the appeal. Appropriate supporting documents may be submitted at the student's discretion. The petition must be officially submitted to the President within 7 business* days following the official notification of the disciplinary action. The appeal process is considered waived if the student fails to submit the petition within the 7 day timeline.

If a student has filed the petition within the designated timeframe but information is unclear or missing, the President may allow the student to add or amend the formal petition in advance of the initial distribution of the petition. If the criteria are not fulfilled, the petition will be dismissed and the student will be notified.

2. The President shall call a meeting of the Judicial Committee within 7 business* days. The Judicial Board Committee is elected annually with the specific intention to review specific disputes. Committee membership will be reviewed upon receipt of the appeal petition. Faculty involved in the dispute, the academic advisor, and the person as a resource to the student may not serve on the Committee.

The Chairperson of the Committee shall lead the hearing, ensure that the Committee's decision is based on available information and is defensible, and ensure that the committee report is sufficiently clear in articulating the decision and rationale for the decision which was made.

3. **Involved Parties**
Parties involved in the dispute will be notified by the Judicial Committee Chairperson of the Disciplinary Action Appeal. A copy of the petition and associated documents will be available for the involved personnel to review. If the involved parties have information which supports the original disciplinary action, they are invited to create a response and submit it along with evidentiary documents to the Chairperson of the Judicial Committee. The response must be submitted at least 24 hours before the hearing date. A copy of the response will be distributed to the student and the Judicial Committee.
4. **Disciplinary Action Appeal Meeting**
The Judicial Committee must meet within 10 business* days of receipt of the student's appeal unless it was determined that the complaint is not disputable with this process. The faculty and student involved in the appeal are requested to be available to the committee at the time of the informal hearing. It is up to the discretion of the Committee as to whether the student and/or faculty member will be invited to speak at the hearing. If either party is invited to speak to the Committee, the other party will also be invited to speak to the Committee. Neither the student nor faculty have the right to legal counsel during the academic appeal meeting.

Disciplinary Action Appeal meetings are private and confidential and can only be attended by Saint Anthony College of Nursing students and employees. The affected student and involved college parties may be included only when invited. Guests of the student will be asked to wait in the college lobby area.

Post Appeal Procedure

A request for appeal of the decision of the Academic Appeal or Disciplinary Action Committee involves the Post-Appeal Petition form which must be submitted to the President in writing within 3 business* days of the Academic Appeal Committee's decision. The President may approve, modify, or reverse the decision of the Academic Appeal or Disciplinary Action Appeal Committees. The President must render a decision within 5 business* days. The written decision of the President will be sent to the affected parties and placed in the student's file. This is the final level of student appeal.

* Business days are defined as week days during the weeks when the institution is in session. Holidays and college closure days are not counted within the designated time period.

The College is firmly committed to an environment that encourages timely disclosure of such concerns and prohibits retribution or retaliation. Any college student who has made a good faith complaint of academic grievance, discrimination, participated in the investigation of a complaint, or otherwise exercised his/her rights under this policy or the law is prohibited. Persons against whom the complaint is lodged also bear a responsibility to abstain from retaliatory behavior toward the complainants and/or any individual participating in the investigation.

Professional Appearance Standards

Dress Code for Clinical Experience

Dress code criteria will be communicated in the Student Handbook and students will present to clinical in alignment with it. Faculty are expected to enforce the dress code.

Faculty may enforce additional guidelines if a cooperating clinical agency so requests. Although dress codes may vary from site-to-site, students are expected to dress professionally, regardless of how employees at those clinical sites may dress.

Faculty can and will dismiss a student from class or clinical if that student is dressed inappropriately for the clinical experience.

PROCEDURE:

Standard Professional Dress Code

- College affiliation must be immediately and permanently evident.
- OSF Saint Anthony College of Nursing ID Badge will be worn with name and picture facing out.
- OSF Saint Anthony College of Nursing ID Badge will be worn in a visible location in the shoulder or chest area.
- The College Identification Logo Patch must be sewn on the left sleeve, centered two inches below the shoulder seam on uniform tops and lab coats. Identification patches may be purchased from the Undergraduate Student Affairs Specialist's Office.
- Personal hygiene must be attended to daily. Odors should not be excessive.
 - Body odor is not acceptable. Fragrances, tobacco, other smoke, and other offensive odors must be excluded.
 - Make-up may be worn in moderation.
 - Hair must be clean and neatly groomed.
 - The hair must be above and off the collar and away from the face.
 - Hair accessories must be in moderation
 - Fingernails must be natural, clean and short in length.
 - Only clear, non-cracked nail polish may be worn.
 - Artificial fingernails, acrylic overlays, silk wraps, etc. are prohibited.
- Gum chewing is prohibited during all clinical experiences.
- All tattoos and body art must be covered.

Clinical Uniform

- Wrinkle-free, clean, properly fitting solid navy blue uniforms are required of all students on the clinical unit.
 - All uniforms/tops must have a pocket.
 - Yellowing and/or graying lab coats are unacceptable.
 - Only navy blue shirts may be worn under the navy blue uniforms.
- Students may select dress or pant uniforms.
- Necklines and hemlines should be modest and professional.
 - Dress uniforms must be at least knee length. White or neutral full length nylons are required if a dress uniform is worn.
 - Pant uniforms are to be matching trousers and top.
 - Pant legs must be hemmed to the instep of foot. Pant legs may not be rolled.
 - Jumpsuits, overalls, sweat suits, stretch pants, leggings, shorts, and denim/jean pants are not allowed.
 - Foot wear must be professional in appearance.
 - White or neutral hose-knee high nylons or plain white socks may be worn with the pant uniform.
 - Professional shoes which are enclosed for both the toes and heel are required.
 - Clogs, crocs, high heels, and sandals are prohibited.
 - Solid neutral undergarments are required. Undergarments should not be visible through or outside of daily attire and/or the uniform.
 - Jewelry must be professional in appearance and safe for delivering patient care.
 - Only plain wedding bands and simple watches may be worn.
 - No visible or reachable necklaces may be worn.
 - Bracelets and body jewelry are prohibited.

continued on next page

Dress Code for Clinical Experience *(continued)*

- Only one pair of post earrings may be worn. Earrings should be small and non-dangling.
- Gauges must be plugged

LAB COAT (WHITE)

- OSF Saint Anthony College of Nursing ID Badge will be worn in a visible location on the chest with the name and picture facing out. The College Logo emblem must be visible.
- Lab coat over professional casual slacks and blouse may be worn to obtain patient assignments. If the lab coat attire is not worn, the uniform is required.
 - Shorts, skorts, leggings, and midriff blouses may not be worn with the lab coat.

UNIFORM FOR COMMUNITY HEALTH

- Dress is professional casual and restricted to white blouse or shirt, navy blue slacks and lab coat with the College emblem.

UNIFORM FOR PSYCHIATRIC SETTINGS

- OSF Saint Anthony College of Nursing ID Badge will be worn in a visible location on the chest with the name and picture facing out.
- Dress is professional casual.
 - Denim, shorts, skorts, miniskirts, stretch pants, leggings, carpenter pants etc are prohibited.
 - Midriff blouses, camisole tops, tank tops, halter tops, sleeveless shirts, etc are prohibited.
 - Necklines and hemlines must be modest and professional.
- Shoes must be comfortable. No sandals, open-toed or open-backed shoes, clogs, or spiked heels.



Academic Programs

Degree & Certificate Options

Degree	Focus
Bachelor of Science in Nursing (BSN) <ul style="list-style-type: none"> • BSN • RN-to-BSN 	<p>This program is designed to prepare students as registered professional nurses. Upon completion of the program, students are eligible to take the licensure exam. It is also referred to as the Pre-licensure BSN or Traditional BSN program.</p> <p>The RN-to-BSN program is designed for registered nurses who wish to continue their education and earn the baccalaureate degree in nursing.</p>
Master of Science in Nursing (MSN) <ul style="list-style-type: none"> • Nurse Educator • Clinical Nurse Leader • Adult Gerontology Clinical Nurse Specialist • Adult Gerontology Nurse Practitioner • Family Nurse Practitioner 	<p>This degree program builds on the concepts learned in one's BSN degree. Students select the specialty area in which they would like advanced study. Upon completion of the program, student are eligible for certification in the field of study and to function as an expert clinician.</p>
Doctor of Nursing Practice (DNP) <ul style="list-style-type: none"> • Adult Gerontology Clinical Nurse Specialist • Adult Gerontology Nurse Practitioner • Family Nurse Practitioner • Nursing Leadership in Macro/Micro Healthcare Systems 	<p>There are two avenues of entrance into this degree program. Students may enter following completion of the BSN and RN Licensure and enroll in the BSN-to-DNP track. MSN graduates may enter this program in the MSN-to-DNP track. Students may continue their education within a specialty area and exit with the terminal practice degree.</p>
Certificate Programs <ul style="list-style-type: none"> • Nurse Educator • Adult Gerontology Clinical Nurse Specialist • Adult Gerontology Nurse Practitioner • Family Nurse Practitioner 	<p>These certificate programs are available for MSN graduates who would like to extend their knowledge, skills and competencies in a field outside that completed during their MSN degree studies.</p>

Bachelor of Science in Nursing Pre-Licensure Admissions

Saint Anthony College of Nursing pairs academic excellence with extensive real life experiences. Located on the campus of OSF Saint Anthony Medical Center, the region's pioneer in cardiovascular surgery, first trauma center and leader in oncology and orthopedic surgery, Saint Anthony College of Nursing provides Bachelor of Science in Nursing (BSN) students with abundant clinical experiences. With more than 20 clinical sites in the Rockford area, Saint Anthony College of Nursing BSN students have the opportunity to gain experience in ambulatory, home health and other specialty care centers.

Our skills lab with simulation (SIM) and obstetrics (OB) mannequins at the Guilford Square campus and the fully equipped Health Assessment lab at the main campus will introduce students to clinical concepts, safety and procedures. With a ten-to- one student-to-teacher ratio, each student has the opportunity to interact directly with nursing faculty who are specialists in their area of the curriculum.

Because Saint Anthony College of Nursing specializes in the nursing curriculum, students are admitted as juniors, having completed prerequisite credits at another regionally accredited college or university. Transfer guides from many of the area community colleges are available on the website at <http://www.sacn.edu/undergraduate/transfer.html>. Prospective students are encouraged to work with the Admissions Office at the beginning of their college career to ensure transfer of credits.

How to Apply:

Visit <http://sacn.edu/pdfs/ReadyToApplyBSN.pdf> for complete instructions & application.

- **Application for admission** with \$75 application fee.
- **Official transcripts** sent directly from all colleges and universities attended showing:
 - Completion of at least 32 out of the 64 required prerequisite credits.
 - Completion of at least one acceptable college-level anatomy and physiology, microbiology or chemistry course and a minimum grade point average for those science courses of 2.7 on a 4.0 scale.
 - Minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale.
 - *If applicable: Official CLEP and/or AP transcripts from www.CollegeBoard.org.*
- **Pre-Admission Test** Each student who is applying will be required to take the pre- admission Test of Essential Academic Skills (TEAS) (available test dates will be emailed to the student after application and fee are received and processed by SACN).
- **Scholarship Consideration** If you wish to be considered for a private donor scholarship at SACN, you may apply at www.awardspring.sacn.edu at the same time you apply for admission.
- For those applicants whose primary language is not English, a passing Test of English as a Foreign Language (TOEFL) score is required.

Direct Admission Option:

Enrollment Management will review completed application portfolios in alignment with admission requirements for applicants who have earned a 3.0 or higher cumulative GPA, a 3.0 or higher required nursing science GPA, and a Proficient (70) or higher Adjusted Individual TEAS score. Such applicants are eligible for a direct admission decision.

All documentation must be completed by the Application Deadline date:
 Application Deadlines: February 15 and September 15

Undergraduate Program

BSN (Prelicensure)

Students entering the prelicensure program have completed a minimum of 64 lower division credits in specific coursework.

NURSING PREREQUISITES	(CR)
Anatomy & Physiology	4
Chemistry	3
Microbiology	4
Nutrition	3
Statistics	3
Developmental Psychology	3
Total for Nursing Prerequisites	20
GENERAL EDUCATION CORE (CR)	
English Composition--1st semester	3
English Composition--2nd semester	3
Introduction to Sociology	3
Physical/Life Science Elective	4
General Psychology	3
Speech	3
Philosophy or Humanities	3
Cultural Diversity	3
Fine Arts	3
Social/Behavioral Science	3
Biology Elective	4
Electives	3
Electives	3
Electives	3
Total for General Education	44

Undergraduate Program

Undergraduate Curricula

Saint Anthony College of Nursing offers a Bachelor of Science in Nursing degree to prelicensure students and to those who have an associate or diploma in nursing degree. Each of these degrees has a separate curriculum, but the same terminal outcomes.

BSN Level Objectives

At the conclusion of the Junior Level, the student will be able to:

- Be a critical thinker who utilizes knowledge, skills, and values from the arts and sciences to provide holistic, safe, quality health care.
- Demonstrate a basic understanding of organizational structure, mission, vision, philosophy, and values.
- Work within interprofessional health care teams to create a safe, caring environment for care delivery.
- Integrate reliable evidence in their clinical nursing judgment and practice.
- Apply knowledge of patient care technology in health promotion and disease management to provide holistic nursing care within a variety of settings.
- Recognize that healthcare systems are influenced by financial and regulatory policies that impact quality and safety of patient care.
- Communicate in a therapeutic and professional manner as a member of the health care team.
- Apply concepts of health promotion, disease, and injury prevention across the lifespan.
- Respect the worth and dignity of every person through service based on a caring, Christian ethical framework and a reverence for life.
- Utilize the nursing process to provide evidenced-based care.

At the conclusion of the Senior Level, the student will be able to:

- Be a critical thinker who integrates the arts, sciences, and humanities into clinical nursing judgment and ethical decision making.
- Incorporate principles of leadership, management, quality, and safety in the collaborative practice of nursing within the global health care community.
- Translate current evidence into practice and evaluate outcomes.
- Be competent in information and patient care technology to provide holistic nursing care within changing health care delivery systems.
- Demonstrate knowledge of health care policy, finance, and regulatory environments.
- Facilitate communication and collaboration with members of the health care team.
- Support individuals, families, communities, and populations across the lifespan to promote health and prevent disease and injury.
- Respect the worth and dignity of every person through service based on a caring, Christian ethical framework and a reverence for life.
- Practice within the scope of expected nursing standards in the provision of evidenced-based care.

Undergraduate Curricula *(continued)*

BSN (Prelicensure)

Students entering the prelicensure program have completed a minimum of 64 lower division credits in specific coursework. Once admitted to the prelicensure program, the student completes the following curricula.

Junior I	
N302 Health Assessment.....	3
N304 Concepts of Professional Nursing.....	3
N309 Pathopharmacology I.....	2
N310 Foundations of Nursing Practice.....	4
N311 Concepts and Practice of Adult Health Deviations.....	4
S300 Strategies for Success.....	1
Total for Junior I	17
Junior II	
N312 Nursing Care of Infants and Children.....	4
N314 Maternal-Newborn Nursing.....	4
N317 Adult Health Deviations	3
N319 Pathopharmacology II.....	4
Total for Junior II.....	15
Senior I	
N326 Nursing Research.....	3
N332 Cultural/Spiritual Aspects of Nursing Care.....	2
N401 Nursing Care of the Adult with Complex Health Deviations.....	8
P342 Catholic Principles for Healthcare Ethics	4
Total for Senior I.....	17
Senior II	
N430 Nursing Leadership and Management in Health Care Systems	4
N416 Psychiatric/Mental Health Nursing.....	4
N420 Community Health Nursing	4
N469 Case Studies in Nursing.....	3
Total for Senior II.....	15

RN to BSN Program

The Bachelor of Science in Nursing (BSN) degree prepares the professional nurse for leadership roles in patient care at health care agencies of all types. This program is accelerated and delivered in a format conducive with the working nurse in mind allowing nurses to pursue their degree while continuing to work.

Graduates function with baccalaureate competencies in the delivery of nursing care and assist in the improvement of health care delivery systems. They use their background in the liberal arts and sciences as integral aspects of nursing and are prepared to enter graduate programs that will further increase their nursing competencies and skills. An application will be considered for admission if the following are on file by the deadline date.

How to Apply:

Visit <http://sacn.edu/pdfs/ReadyToApplyBSN.pdf> for complete instructions & application.

Undergraduate Curricula *(continued)*

- **An application for admission** with \$50 fee.
- **Copy of RN License** in the state in which clinical experiences are performed.
- **Official Transcripts** from all colleges and universities attended showing: Associate Degree in Nursing/Associate of Applied Science (ADN/AAS) degree or School of Nursing completion program with a minimum of “C” grade in all courses used for transfer from a regionally accredited college or university. General education courses may be taken while enrolled in the RN-to-BSN curriculum but must be completed before graduation. Transcripts may be submitted to:

Saint Anthony College of Nursing
 Attn: Admissions
 5658 E. State Street
 Rockford, IL 61108-2468

- **Scholarship Consideration** If you wish to be considered for a private donor scholarship at SACN, you may apply at www.awardspring.sacn.edu at the same time you apply for admission.

Students entering the RN to BSN program have completed the following requirements.

Physical/Life Sciences (biology, chemistry, physics)	12 credits
Social Sciences (one psychology, one sociology, one either)	9 credits
Composition	6 credits
Humanities/Philosophy	3 credits
Statistics	3 credits
Cultural Diversity.....	3 credits
Speech	3 credits
Fine Arts.....	3 credits
Electives (100 level and above).....	9 credits
Subtotal.....	53 credits
Associate Degree/Associate in Applied Science Degree in Nursing	47 credits*
TOTAL.....	98 credits

* After completion of the first course at Saint Anthony College of Nursing, 47 credits are awarded for diploma in nursing/associate degree in nursing graduates.

Direct Admission Option:

Enrollment Management will review completed application portfolios in alignment with admission requirements for applicants who have earned a 3.0 GPA in the required science courses and as a cumulative GPA. Such applicants are eligible for a direct admission decision.

The upper division RN to BSN curricula consists of 5 semesters of coursework. Courses are offered as 8 week terms and year round.

The RN to BSN curriculum follows:

- N 480 Transitions I: Differentiated Learning..... 3 credits
- N 481 Transitions II: Differentiated Clinical Reasoning..... 4 credits
- N 482 Using Evidence Based Professional Practice..... 3 credits
- N 483 Catholic Principles for Ethics and Health Care..... 4 credits
- N 484 Leadership and Professional Engagement..... 4 credits
- N 486 Basic Epidemiology..... 3 credits
- N 487 Professional Practice I: Health and Wellness..... 3 credits
- N 488 Professional Practice II: Population Health..... 3 credits
- N 489 Professional Practice Practicum and Project..... 3 credits

Graduate Program

MSN Degree and Post Master Certificate Programs

This program, designed for the part-time student, will lead to a Master of Science in Nursing. It builds upon the concepts of a Bachelor of Science degree in Nursing and is focused on the development of Adult Gerontology Clinical Nurse Specialist, Clinical Nurse Leaders, Nurse Educator, Family Nurse Practitioner, and Adult Gerontology Primary Care Nurse Practitioner. All MSN curriculum follows the competencies delineated in the AACN (1996) Essentials of Master’s Education for Advanced Practice Nursing. All options are available for a post-masters certificate should the applicant have a previous MSN.

DNP Program

This program will prepare the graduate as a Doctor of Nursing Practice. This degree program incorporates the AACN Doctoral Essentials in the curriculum. Graduates will be prepared beyond the scope of the MSN options in systems, population health, leadership and social justice. There are four specialty options in the DNP program, as follows:

- Adult Gerontology Clinical Nurse Specialist
- Family Nurse Practitioner
- Adult Gerontology Primary Care Nurse Practitioner
- Leadership in Micro/Macro Systems

Graduate Program Application Process

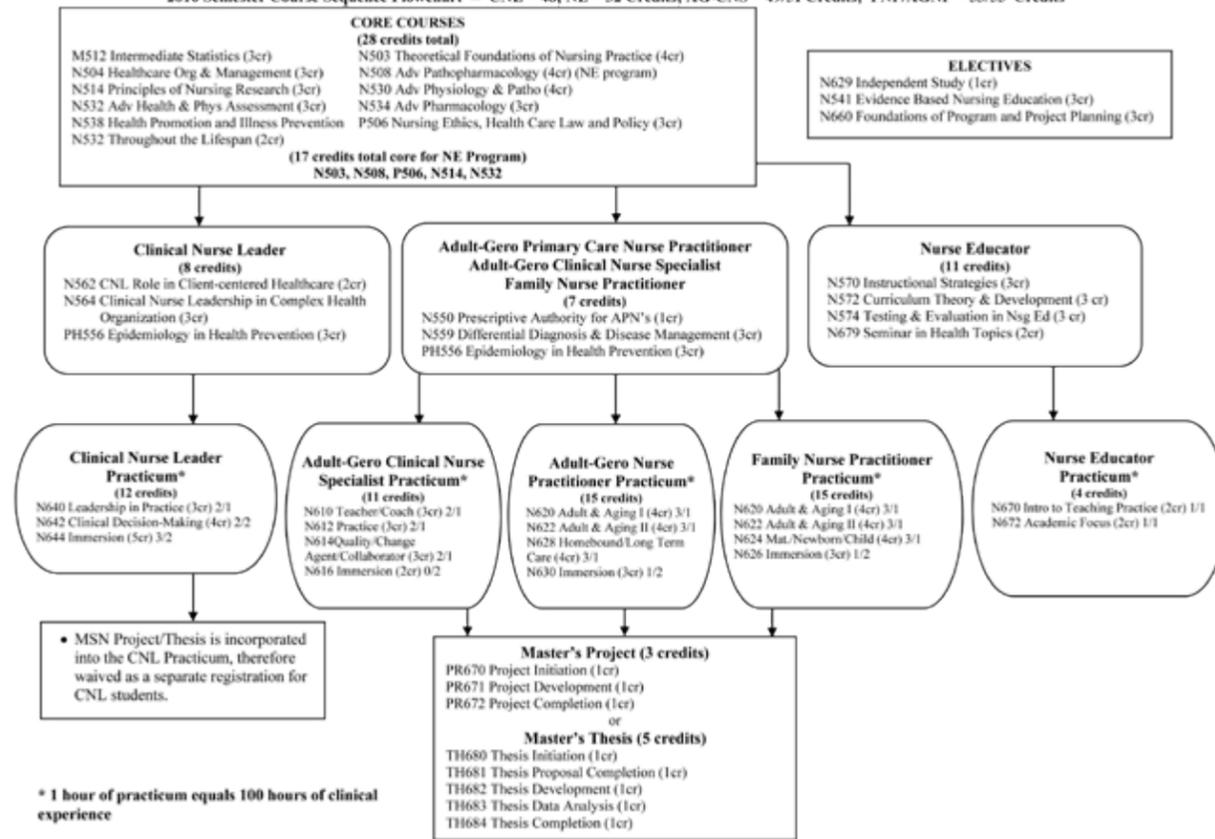
The following materials must be sent in a complete packet directly to the Graduate Affairs Office:

- Completed application form with non-refundable \$50.00 fee.
- Copy of Registered Nurse license(s) and Advanced Practice Nursing license(s), if applicable.
- Copy of current resume.
- A typed statement of professional, educational, and career goals:
 - Describe how attainment of these goals will enhance your professional practice.
 - Include a description of your current professional role.
- Three professional letters of recommendation from faculty or nurse leaders. Send reference forms and self-addressed envelopes to three persons from whom you request references. Please instruct your references to complete the form, enclose it in an accompanying envelope, sign the seal, and return it to you.
- Applicants are to make an appointment for a personal interview with the Dean of Graduate Affairs and Research or DNP Program Coordinator after transcripts and letters of recommendation have been received. The interview may be with the Dean, DNP Program Coordinator or with a member of the graduate faculty.
- Must be sent directly from each institution:
 - Official Transcripts of all courses taken at postsecondary institutions must be mailed directly from each college or university attended to the Graduate Program office at Saint Anthony College of Nursing.
- Documentation of immunizations and tests must be submitted.

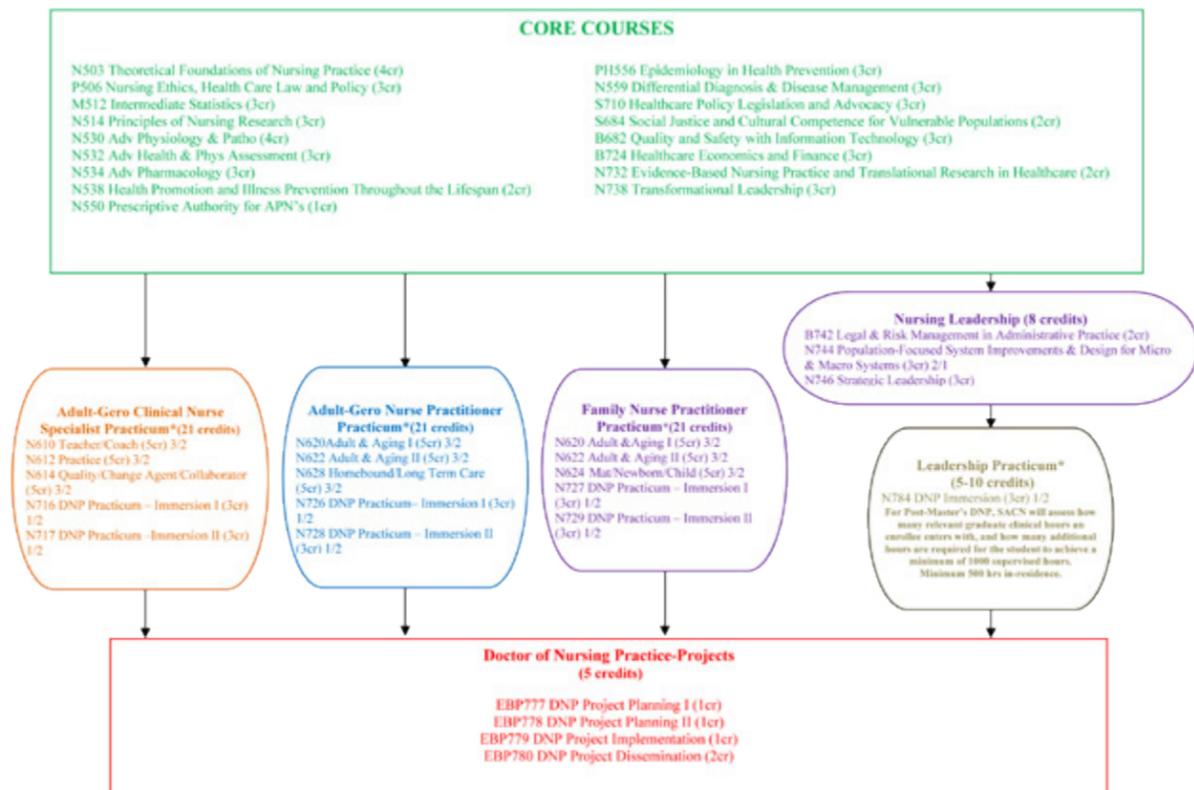
Curricula

Graduate program curricula may be seen on the following pages. Each degree and track consists of a Common Core of courses, Specialty Core courses, Specialty Practice courses, and Project courses.

2016 Semester Course Sequence Flowchart -- CNL = 48; NE = 32 Credits; AG-CNS = 49/51 Credits; FNP/AGNP = 53/55 Credits



DNP = 74 total credits



Course Descriptions

N302 Health Assessment (3 credits) (2/1)*

Health Assessment is designed to provide the student with the theoretical knowledge of examining an individual's state of health across the lifespan. The student experiences focus upon the utilization of a health history and the performance of physical assessment skills to assemble a comprehensive health assessment. *Prerequisites: anatomy and physiology, sociology and psychology or permission of the Dean. No co-requisites; may be taken as a Student-at-Large*

N304 Concepts of Professional Nursing (3 credits)

Concepts of Professional Nursing examine nursing theories, legal and ethical issues and the professional development of the nurse. Historical, political and social influences affecting nursing practice within the changing health care delivery system are explored. *No pre- or co-requisites; may be taken as a Student-at-Large*

N308 Assessment in the Community (4 credits) (3/1)*

Assessment in the Community expands upon the core concepts and techniques used by the registered nurse. This course explores the acquisition of knowledge about a community of interest and its health problems. Communities of interest may include populations within organizations, neighborhoods or communities. Students will gain experience in the identification of population characteristics and problem health identification. The lab experience will focus on aggregate and community populations rather than the individual. (RN to BSN students only)

N309 Pathopharmacology I (2 credits)

Pathopharmacology I builds on previous knowledge gained from anatomy, physiology, chemistry and microbiology. Pathopharmacology I provides the student with the opportunity to examine different systems of the body, disease, and its relationship to pharmacological interventions. Using the nursing process, the student will examine health deviations of the body, drug actions, and interactions in the body. Emphasis will be on the role of the nurse in creating a safe patient environment and the patient's response to disease and drug therapy. *Prerequisite: microbiology, anatomy, physiology and chemistry or permission of the Dean. No co-requisites; may be taken as a Student-at-Large*

N310 Fundamentals of Nursing Practice (4 credits) (2/2)

Fundamentals of Nursing Practice focuses on concepts, principles and skills basic to beginning professional nursing practice. Scientific and theoretical foundations of basic human needs and selected pathophysiological processes are introduced. The course prepares students to apply critical thinking skills when examining individual responses to health problems of a fundamental nature. *Prerequisites: Fully admitted to the BSN program. Corequisites: S300, N302, N304, N309 or permission of the Dean.*

N311 Concepts and Practice of Adult Health Deviations (4 credits) (2/2)

Concepts and Practice of Adult Health Deviations builds on concepts, principles and skills basic to beginning professional nursing practice introduced in Foundations of Nursing Practice. Scientific and theoretical foundations of basic human needs are reinforced and selected pathophysiological processes are introduced. The course prepares students to apply critical thinking skills when examining individual responses to health problems of a medical-surgical nature. *Prerequisites: S300, N310. Corequisites: N302, N304, N309, or Permission of the Dean*

N312 Nursing Care of Infants and Children (4 credits) (2/2)

Nursing Care of Infants and Children utilizes the nursing process in providing developmentally appropriate care to the pediatric population, through the lifespan from infancy to adolescence, experiencing disruptions in biological, psychological, social, cultural, and spiritual needs. There is an emphasis also placed on health promotion and health maintenance in a variety of settings. *Prerequisites: Junior I courses or Permission of the Dean. Prerequisites: Junior Semester 1 or permission of the Dean. Corequisites: N319*

N314 Maternal-Newborn Nursing (4 credits) (2/2)

Maternal-Newborn Nursing focuses on the interpersonal care of the childbearing family. The health care focus includes health promotion and maintenance with emphasis on a high level of overall physical, mental, and social functioning. The nurse by establishing a helping-trust relationship may function to promote health and prevent illness, in a variety of settings. *Prerequisites: Junior Semester 1 or permission of the Dean. Co-Requisites: N319*

N317 Adult Health Deviations (3 credits)

Adult Health Deviations focuses on the holistic nursing care management of patients experiencing select acute and chronic problems. Theories and concepts related to alterations in health in the adult are presented within the framework of critical thinking and caring. *Prerequisites: Successful completion of N309, N302, N304, N311 or permission of the Dean. Co-requisites: None*

N319 Pathopharmacology II (4 credits)

Pathopharmacology II builds on Pathopharmacology I. Pathopharmacology II provides the student with the opportunity to examine different systems of the body, disease, and its relationship to pharmacological interventions. Using the nursing process, the student will examine health deviations of the body and mind, drug actions, and interactions in the body. Emphasis will be on the cardiovascular system, the nervous system, the immune system, and the integumentary system. Emphasis will be on the role of the nurse in creating a safe patient environment and the patient's response to disease and drug therapy. *Prerequisites: Successful completion Junior I semester, or approval of the Dean Undergraduate Affairs. Corequisites: None*

N326 Nursing Research (3 credits)

Nursing Research provides the undergraduate student with a basic understanding of the research process and its application to nursing and nursing practice. Various types of research and research methods as well as statistical methods will be discussed, with particular emphasis on the rights and responsibilities toward human subjects. Various nursing theories are explored to serve as frameworks for nursing research. *Prerequisites: N304, N311, or permission of the Dean*

N332 Cultural and Spiritual Aspects of Nursing Care (2 credits)

Cultural and Spiritual Aspects of Nursing Care examines the beliefs and practices of individuals and groups. Emphasis is placed on methods for providing cultural and spiritual care with the framework of the nursing role. *Prerequisites: N304 or permission of the Dean*

N401 Nursing Care of the Adult with Complex Health Deviations (8 credits) (4/4)*

Nursing Care of the Adult with Complex Health Deviations continues the preparation of the student to provide holistic care to adults in a medical surgical environment. The student will provide comprehensive care in a variety of acute and subacute settings. The student will collaborate with multidisciplinary teams to create health promotion, risk reduction, and disease prevention strategies for patients. *Prerequisites: Junior level courses or permission of the Dean. Corequisites: N326, P342*

N416 Psychiatric and Mental Health Nursing (4 credits) (2/2)*

N416 Psychiatric Mental Health Nursing provides an overview of the leading mental illnesses, current treatment, and the role of the psychiatric mental health nurse in the interdisciplinary mental health care team. Use of therapeutic communication, nursing process, milieu therapy and knowledge of psychopharmacology are emphasized. Evidence based practice provides the focus for the care of individuals, families and groups in acute care inpatient and partial hospitalization, and community mental health settings. Legal and ethical issues associated with psychiatric mental health nursing are discussed. Preventive and psychoeducational interventions with patients and families are also explored. *Prerequisites: Successful completion of all junior level and first semester senior year courses, or permission of the Dean. Corequisites: N430*

N420 Community Health Nursing (4 credits) (2/2)*

Community Health Nursing synthesizes theory, research, and practice related to population-focused nursing care, with emphasis on the health of individuals, families, and aggregates within communities. Concepts covered include the integration of levels of prevention, health promotion, and disease prevention. Emphasis is on assisting patients in various wellness states to reach optimal health, with practice in a variety of community health settings. *Prerequisites: junior and senior I level courses or permission of the Dean. Corequisites: N430*

N430 Nursing Leadership/Management in Health Care Systems (4 credits)

Nursing Leadership and Management in Health Care Systems provides opportunities to apply leadership and management skills to contemporary health care issues influencing professional practice. Opportunities to explore professional practice issues are provided. *Prerequisites: Completion of Senior I semester. Corequisites: N453, N469 or permission of the Dean.*

N469 Case Studies in Nursing (3 credits)

Case Studies in Nursing is a comprehensive review of previously learned concepts. Students apply the nursing process in varied patient simulations and case studies. Emphasis is placed on preparing the student for success on the NCLEXRN examination. *Prerequisites: Successful completion of all junior level and first semester senior year courses, or permission of the Dean. Co-requisites: N430, N453*

N480 Transitions I: Differentiated Learning (3 credits)

Transitions I is designed to assist students with their return to school and in transition to an upper division baccalaureate environment. Students will explore the extension of nursing knowledge as a result of completing an upper division nursing program. The skills of college level oral and written communication, APA style format, reflective practices, and self-initiated motivation for learning are refined. In addition, students will examine the SACN mission, their personal philosophy of nursing, and personal strategies for success in the program. Required as the first RN-BSN course.

N481 Transitions II: Differentiated Clinical Reasoning (4 credits)

Transitions II will foster development and integration of multiple ways of thinking associated with higher level nursing practice. Students will be exposed to the concepts of scientific thinking, critical reflection, creative thinking, clinical imagination, and clinical reasoning. Case studies will be used to refine and broaden the integration of scientific knowledge, nursing knowledge, and the standards of nursing practice. Students will be challenged to integrate these elements and apply clinical reasoning in management of patient/population health. *Prerequisite: Nursing 480*

N482 Using Evidence Based Professional Practices (3 credits)

The emphasis for this course is on the role and elements of evidence-based practice (EBP) in professional nursing practice. The focus is on the cyclical process of identifying clinical questions, searching and appraising the evidence, and implementing practice changes. Examination of a personally derived clinical question and conduction of the process of EBP will facilitate the connection between research and nursing practice. *Prerequisite N480 and N481*

N483 Catholic Principles for Ethics and Health Care (4 credits)

Catholic Principles for Ethics and Health Care guides the student in developing a basis for making bioethical decisions from a Judeo-Christian system. The essential beliefs and structures of the Catholic faith are surveyed. The student is introduced to the ethical decision-making process and this framework is utilized in topics pertaining to Christian, nursing, and medical ethics. *Prerequisite: none*

N484 Leadership and Professional Engagement (4 credits)

In this course, students will examine concepts such as leadership, followership, and stewardship along with traditional and emerging leadership theories. Aspects of personal, change, high-performance, and executive leadership will be compared. Organizational, political, and personal power as a nurse within healthcare organizations is explored. Measuring and improving business performance and executing business strategies are included. Students will develop a personal career trajectory and personal brand. *Prerequisites: N480 & N481*

N486 Basic Epidemiology (3 credits)

Basic Epidemiology introduces the basic concepts of epidemiology and biostatistics as applied to public health problems. Emphasis is placed on the principles and methods of epidemiologic investigation, appropriate summaries and displays of data, and the use of classical statistical approaches to describe the health of populations. Topics include the dynamic behavior of disease; usage of rates, ratios and proportions; methods of direct and indirect adjustment, and life table which measure and describe the extent of disease problems. *Prerequisites N480, N481, N482, N483, N484*

N487 Professional Practice I: Health and Wellness (3 credits)

Population Health I synthesizes theory and research related to population-focused nursing care, with emphasis on the health of aggregates within organizations, neighborhoods, and communities. Concepts covered include the integration of levels of prevention, health promotion, risk assessment, and disease prevention. Health assessment, health risk analysis, and health coaching are emphasized. *Prerequisite N486*

N488 Professional Practice II: Population Health (3 credits)

Population Health II synthesizes theory and research related to population-focused nursing care, with emphasis on the health of aggregates within organizations, neighborhoods, and communities. Concepts covered include the care coordination, community/population, emergency preparedness, and global health. Community health leadership is also discussed. *Prerequisite N486*

N489 Professional Practice Practicum and Project (3 credits)

Population Health Practicum and Project synthesizes theory, research, and practice related to population-focused nursing care, with emphasis on the health of families and aggregates within communities. Concepts covered include integration of previously discussed theories of population health. Emphasis is on assisting communities, organizations, and neighborhoods to reach optimal health. The project is completed in collaboration with a community agency. May be repeated if needed for 1-3 credit hours with permission of course faculty. *Prerequisite* N487 & N488

N502 Theoretical Foundations of Nursing Practice (3 credits)

Theoretical Foundations of Nursing Practice explores conceptual frameworks and theories relevant to the discipline of nursing. The role of theory in the generation of nursing knowledge is introduced. Selected nursing models/theories are critiqued. Concepts of health promotion and disease prevention will be addressed within the theoretical frameworks including concepts of holistic care, healthy lifestyle, self-care, risk reduction, and quality of life. Relevant theories and issues affecting successful human development are examined. The psychosocial and sociocultural lifespan influences on health will be discussed.

N503 Theoretical Foundations of Nursing Practice and Professional Roles (4 credits)

Theoretical Foundations of Nursing Practice explores the professional advanced practice (APN) nursing roles, conceptual frameworks and theories relevant to the discipline of nursing. The roles, practice and required elements of Clinical Leader, Clinical Nurse Specialist, Nurse Educator, and Nurse Practitioner are compared and contrasted. The role of theory in the generation of nursing knowledge is introduced. Selected nursing and non-nursing theories are critiqued. Relevant theories and issues affecting successful human development are examined. This course will encourage students to formulate their professional career path based on insights into the nursing roles.

N508 Advanced Pathopharmacology (NE Program) (4 credits)

Advanced Pathopharmacology builds on the student's previous knowledge of anatomy and physiology, pathophysiology, and pharmacology to provide a more in-depth knowledge of the pathophysiology of disease and its relationship to the principles of pharmacotherapeutics and pharmacokinetics. The course is designed to provide a foundation for educating patients, students and health care workers about pathophysiology mechanisms of disease and pharmacotherapeutics.

M512 Intermediate Statistics (3 credits)

Statistical tools for scientific research including parametric and non-parametric analyses are included. ANOVA and group comparisons, correlation, linear regression, Chi-Square, and basic concepts in experimental design and analysis will be explored. Emphasis is placed on application and the use of the SPSS statistical package. *Prerequisite: Undergraduate Statistics course.*

N514 Principles of Nursing Research (3 credits) (course will be transitioned to 503)

Principles of Nursing Research provide students with the skills to analyze evaluate and synthesize health-related research and evidence-based practice reviews for the improvement of nursing practice. The student will use the research process to write a research proposal.

N530 Advanced Physiology and Pathophysiology (4 credits)

Advanced Physiology and Pathophysiology provides an in-depth foundation in understanding normal physiologic and pathologic mechanisms of disease to serve as a foundation for clinical assessment, decision making, and management. Lifespan variations are included.

N532 Advanced Health and Physical Assessment (3 credits) (2/1)

Advanced Health and Physical Assessment develops advanced nursing assessment skills including the comprehensive history, physical, and psychological assessment, pathophysiologic changes, with emphasis on psychosocial and lifespan variations of the individual, family, and community.

N534 Advanced Pharmacology (3 credits)

Advanced Pharmacology provides an understanding of the pharmacotherapeutics and pharmacokinetics of broad categories of pharmacologic agents. Specific rules, regulations and procedures involved with prescriptive authority will be reviewed. Students use case examples to practice the basic processes involved with prescribing medications for patients. *Prerequisite: N530 or consent of Dean Graduate Affairs and Research.*

N537 Professional Role Development (1 credit) (incorporated in N503)

Professional Role Development is a seminar course that focuses specifically on the advanced practice role. Current issues in the role will be discussed. *Prerequisite: Completion of core courses/ specialty courses*

N538 Health Promotion and Illness Prevention Throughout the Lifespan (2 credits)

Health Promotion and Illness Prevention for all population groups of individuals, families, and communities will be addressed. Normal growth and development throughout the life span of specific problems and health promotion issues common to each stage will be emphasized. Health education and behavioral change theory will guide the planning, intervention and evaluation of the populations in promoting health and wellness.

N541 Evidence-based Nursing Education (2 or 3 credits) (2/1)

Evidence-based Nursing Education examines teaching/learning –theories, strategies, and research in education that serves as the base for nurse, patient, and student education. Factors impacting the teaching/learning environment are explored with emphasis on evidence-based research and best practice for education in nursing. The clinical experience (credit hour) is optional.

N550 Prescriptive Authority for Advanced Practice Nurses (1 credit)

Prescriptive Authority reviews the specific rules, regulations and procedures involved with APN prescriptive authority. Students use case examples to practice the basic processes involved with prescribing medication for patients. *Prerequisite: Completion of core courses, N530, N532 or consent of Dean Graduate Affairs and Research.*

N559 Differential Diagnoses and Disease Management (3 credits)

Differential Diagnoses and Disease Management will integrate previous learning into an application integrating patient history, chief complaints, and diagnostic results in planning client management. This course will incorporate case studies in building critical thinking needed for APN practice. Health deviations and appropriate management across the lifespan will be discussed. Management of common psychosocial disorders is also addressed. *(Prerequisite: N530, and N534 or consent of Dean Graduate Affairs and Research.*

N562 CNL Role in Client-Centered Healthcare (2 credits)

Nursing Leadership in Client-Centered Healthcare prepares the student for the role of the clinical nurse leader. Concepts of horizontal leadership, effective use of self, patient advocacy, and lateral integration of care will be introduced and competencies of the role examined. Emphasis is placed on clinical and financial outcomes and care environment management. *Prerequisite: completion of core courses or consent of Dean Graduate Affairs and Research*

N564 Clinical Nurse Leadership in Complex Health Organization (3 credits)

Clinical Nurse Leadership in Complex Health Care Organizations provides the student with an in-depth examination of how to drive change within health care systems. The student will acquire skills to utilize informatics for outcome measurement and data management. Principles of effective leadership, team building and motivation within a culturally diverse workplace will provide students with the ability to lead high performing microsystems.

N570 Instructional Strategies (3 credits)

Instructional Strategies provides an introduction to classroom and clinical teaching. This course utilizes principles of adult education to introduce and familiarize the nurse educator with the teaching/learning processes in patient education, staff development and nursing education. Various approaches and learning theories are explored.

N572 Curriculum Theory and Development (3 credits)

Curriculum Theory and Development provides a knowledge base in curriculum development, including philosophical foundations and educational theories in nursing education. This course introduces the student to the evaluation and use of various educational applications of technology in curricular design.

N574 Testing and Evaluation in Nursing Education (3 credits)

Testing and Evaluation in Nursing Education addresses assessment strategies to facilitate and determine student learning. This course gives the student practical and theoretical strategies for the preparation and application of measures and instruments.

N610 Adult-Gero Clinical Nurse Specialist Practicum- Teacher/Coach (3 credits) (2/1)

Students practice the CNS roles of patient, family, and staff educator and coach. Emphasis is on methods of teaching and evaluation of education outcomes. *Prerequisite: completion of clinical core courses.*

N612 Adult-Gero Clinical Nurse Specialist Practicum -Practice (3 credits) (2/1)

The Clinical Nurse Specialist Practicum prepares nurses to develop a concentrated area of clinical knowledge. Students are mentored by an expert in their population of interest to focus on promoting the health of the population through theory and research-based interventions. Protocols for treatment decisions, referrals, and follow-up are used in the management of commonly encountered health deviations in the population. *Prerequisite: completion of previous practicum course or consent of Dean Graduate Affairs and Research.*

N614 Adult-Gero Clinical Nurse Specialist Practicum - Quality/Change Agent/Collaborator (3 credits) (2/1)

Students emphasize the functions of quality control, change agent, and collaborator within the chosen area of specialty. Patient safety, quality care, and advocacy are emphasized. *Prerequisite: completion of previous practicum courses or consent of Dean Graduate Affairs and Research.*

N616 Adult-Gero Clinical Nurse Specialist Practicum-Immersion (2 credits) (0/2)

All of the functions of the CNS advanced practice role are performed within a chosen area of practice. *Prerequisite: completion of previous practicum courses or consent of Dean Graduate Affairs and Research.*

N620 Family Nurse Practitioner Practicum-Adult and Aging I (4 credits) (3/1)

Nurse Practitioner Practicum I offers students clinical experience with focus on the adult and aging population. Health promotion and disease prevention strategies are incorporated; culturally sensitive care is emphasized. *Prerequisite: completion of clinical core courses or consent of Dean Graduate Affairs and Research.*

N622 Family Nurse Practitioner Practicum-Adult and Aging II (4 credits) (3/1)

Nurse Practitioner Practicum III offers students clinical experience related to the practitioner role with focus on the adult and aging population. Health promotion and disease prevention strategies are incorporated; culturally sensitive care is emphasized. *Prerequisite: completion of clinical core courses or consent of Dean Graduate Affairs and Research.*

N624 Family Nurse Practitioner Practicum-Maternal/Newborn/Child (4 credits) (3/1)

Nurse Practitioner Practicum I offers students clinical experience related to the family nurse practitioner role with focus on the maternal, newborn, and pediatric populations. Health promotion and disease prevention strategies are incorporated; culturally sensitive care is emphasized. *Prerequisite: completion of clinical core courses.*

N626 Family Nurse Practitioner Practicum- Immersion (3 credits) (1/2)

Family Nurse Practitioner Practicum IV offers students the opportunity to practice the family nurse practitioner role with emphasis on life span primary and preventative advanced practice nursing care. This course will complete the clinical experience sequence. *Prerequisite: completion of all previous practicum courses or consent of Dean Graduate Affairs and Research.*

N628 Adult Gero Nurse Practitioner Practicum- Home – Bound Elderly and Long Term Care (4 credits) (3/1)

AGNP Practicum I offers students clinical experience related to the Adult Gerontology role with focus on the aged and frail elderly population, who reside in their own homes or facilities. Health promotion and disease prevention strategies are incorporated; culturally sensitive care is emphasized. *Prerequisite: completion of clinical core courses or consent of Dean Graduate Affairs and Research.*

N629 Independent Study (1 credit)**N630 Adult Gero Nurse Practitioner Practicum - Immersion (3 credits) (1/2)**

Nurse Practitioner Practicum IV offers students the opportunity to practice the adult gerontology nurse practitioner role with emphasis on the adult through end of life including primary and preventative advanced practice nursing care. This course will complete the clinical experience sequence. *Prerequisite: completion of all previous practicum courses or consent of Dean Graduate Affairs and Research.*

N640 Leadership in Practice (3 credits) (2/1)

Leadership in Practice provides the student with the opportunity to practice horizontal leadership, effective use of self, advocacy, and lateral integration of care. *Prerequisite: N562 and completion of all MSN course work or consent of Dean Graduate Affairs and Research.*

N642 Clinical Decision-Making (4 credits) (2/2)

Clinical Decision-Making emphasizes the critical thinking skills that are utilized in problem identification, determination of strategies to resolve those problems, outcome measurement, and the basic processes in making clinical decisions that impact patients and health care. *Prerequisite: Completion of all MSN course work, N562, N564, N640 or consent of Dean Graduate Affairs and Research.*

N644 Immersion (5 credits) (3/2)

This clinical immersion experience, Part 1, will provide the student with the opportunity to develop clinical delegation skills and coordinate plans of care for specific patient cohorts. The student will analyze clinical and cost outcomes that improve safety, effectiveness, timeliness, efficiency, and quality of patient centered care. The student will work with clinical experts and mentors. *Prerequisite: Completion of all MSN course work, N562, N564, N640, N642 or consent of Dean Graduate Affairs and Research.*

N660 Foundations of Program and Project Planning (3 credits)

This course, offered in a seminar style format, is designed to help students understand the process for developing, implementing, and evaluating programs for projects in the work place setting. Over the course of the semester, students will develop a proposal for a project or program in their specific area of interest. There are three phases: program planning and proposal development, program management and implementation, and program monitoring and evaluation.

N670 Nurse Educator Practicum I- Introduction to Teaching Practice (2 credits) (1/1)

The student will teach in selected situations in academic and/or practice settings (patient education, staff development, or nursing education) according to their area of specialization. Functions emphasize the use of learning –theories, teaching/learning strategies, program assessment and evaluation, and research significant to patient and nursing education within a clinical setting. Factors affecting learning and the learning environment will be emphasized. *Prerequisite: Nursing Education Core or permission of the Dean Graduate Affairs and Research.*

N672 Nurse Educator Practicum II-Academic Focus (2 credits) (1/1)

Academic Focus emphasizes concepts of student instruction including classroom management, student assessment, and individual and class evaluation. Content will incorporate personal and environmental factors that impact learning including classroom setup, learning styles, setting boundaries, and classroom discipline. Individual and class evaluation is an important focus. Students will design, implement, and evaluate teaching strategies related to identified educational outcomes. *Prerequisite: Nursing Education Core or permission of the Dean Graduate Affairs and Research.*

N716: Clinical Nurse Specialist Practicum I: Immersion (3 credits) (1/2)

All of the functions of the CNS advanced practice role are performed within a chosen area of practice *Prerequisite: completion of clinical core courses. Prerequisite: completion of Adult Gero practicum core clinical courses or consent of Dean Graduate Affairs and Research.*

N717: Clinical Nurse Specialist Practicum II: Immersion (Variable credits)

All of the functions of the CNS advanced practice role are performed within a chosen area of practice. This practicum course offers the CNS/DNP student the opportunity to further synthesize and apply theoretical concepts derived from nursing and other health-related disciplines to the clinical practice settings. *Prerequisite: N716 or consent of Dean Graduate Affairs and Research.*

N726 Adult Gerontology Primary Care Nurse Practitioner Practicum IV- Immersion (Variable credits)

Adult Gerontology Primary Care Nurse Practitioner Practicum IV offers the AG-PCNP student opportunities to practice the AG-PCNP role with emphasis on adult and aging primary and preventative advanced practice nursing care. *Prerequisite: completion of Adult Gero practicum core clinical courses or consent of Dean Graduate Affairs and Research.*

N727: Family Nurse Practitioner Practicum I- Immersion (3 credits) (1/2)

Family Nurse Practitioner Practicum I offers the FNP student the opportunity to practice the family nurse practitioner role with emphasis on life-span primary and preventative advanced practice nursing care. *Prerequisite: completion of FNP practicum core clinical courses or consent of Dean Graduate Affairs and Research.*

N728 Adult Gerontology Primary Care Nurse Practitioner Practicum V – Immersion (3 credits) (1/2)

Adult Gerontology Primary Care Nurse Practitioner Practicum V offers the AG-PCNP student the opportunity to further synthesize and apply theoretical concepts derived from nursing and other health-related disciplines to the clinical practice settings.

N729: Family Nurse Practitioner Practicum II- Immersion (Variable – 2 to 10 credits)

Family Nurse Practitioner Practicum II offers the FNP student the opportunity to further synthesize and apply theoretical concepts derived from nursing and other health-related disciplines to the clinical practice settings for the provision of primary care to clients across the lifespan. Independent and interdependent clinical decision making is expected and interdisciplinary collaboration and referral are emphasized. This course will complete the clinical experience sequence. *Prerequisite: N727 or consent of Dean Graduate Affairs and Research.*

N732: Evidence-Based Practice and Translational Research in Healthcare (2 credits)

Evidence-Based Practice and Translational Research in Healthcare develops students' analytic methods to critically appraise existing literature and other evidence to translate research into practice, thus implementing the best evidence for practice. Students will begin the design of a process to evaluate outcomes of practice, practice patterns, or systems of care within a practice setting, healthcare organization, or community against national benchmarks to determine the variances in practice outcomes and population trends. The student will formulate a PICO question for their DNP project.

N738: Transformational Leadership (3 credits)

Transformational Leadership will provide students with the opportunity to analyze effective and efficient methods of providing leadership and management for an education program, healthcare organization, administrative unit, or clinical area. Discussion of a variety of situations that leaders negotiate with regard to program and personnel development, strategic planning, budget preparation, and program evaluation.

N744: Population-Focused System Improvements & Designs for Micro and Macro Systems (3 credits)

Micro/Macro: Clinical practice course in which the student implements the role of the clinical systems leader under the supervision of a preceptor. Students will select a setting (hospital, long term or community health agency) where concepts, theories, and principles of administration and management can be applied. Clinical practice will also be focused on synthesis of the leadership role based on an evidence-based practice approach to healthcare systems. Students will determine individual goals and learning objectives consistent with a learning contract negotiated with a preceptor and approved by faculty. Clinical placement will be based on student's clinical interest.

N746: Strategic Leadership and Entrepreneurship (3 credits)

This course provides the DNP student with an opportunity to engage in a study of current and cutting edge leadership theories and apply them directly to the practice of professional nursing at the executive level. Strategies for incorporating change management theories will also be addressed through the perspective of emerging roles of the nurse as doctorally prepared nurse leader, advocate, manager of resources, and member of an interprofessional team. Students will have the opportunity to design and implement a business strategy for a healthcare practice, organization, or to start a new business.

N784: Immersion variable credit

Individualized immersion experience designed as a culminating experience for the Post-Master's DNP Nursing Leadership student. Focus is on operationalizing the role of the DNP student and integrating evidence-based practice as relevant to patient outcomes across the practice domains.

B682: Quality and Safety with Information Technology (3 credits)

Quality and Safety with Information Technology will assist students in the development of the knowledge synthesis of standards, and principles for selecting and evaluating information systems, patient care technology, and related ethical, regulatory, legal issues, and the subsequent impact on quality and safety. Students will select and use information systems/technology to evaluate programs of care, outcomes of care, and care systems.

B724: Healthcare Economics and Finance (3 credits)

Healthcare Economics and Finance provides an understanding of principles of business, finance, and economics to develop and implement effective plans for practice-level and system-wide practice initiatives. Students will develop budgets, and analyze the cost-effectiveness of practice initiatives. Sensitivity of diverse organizational cultures and populations, including patients and providers will be emphasized.

B742: Legal and Risk Management in Administrative Practice (2 credits)

This course examines legal issues and risks in healthcare administration. The course will address the broad and divergent elements of health care risk management that healthcare facilities and administrators experience in the current environment of managed care.

EBP777: DNP Project Planning I (1 credit)

The DNP/FNP student will synthesize the literature and evidence to begin development and implementation of a practice innovation project for a rural or underserved population, health system, or community. Communication with stakeholders and inter-professional collaboration is expected. Students will begin writing a manuscript for publication on their project. This course will be guided by a project major advisor whose expertise matches the intent of the DNP project. *Prerequisites: N502, M512, N514*

EBP778: DNP Project Planning II (1 credit)

The DNP/FNP student will continue in the development and implementation of a practice innovation project for a rural or underserved population, health system, or community. Ongoing communication with stakeholders and inter-professional collaboration is expected. Students will continue writing their manuscript for publication on their project. This course will be guided by a project major advisor whose expertise matches the intent of the DNP project. *Prerequisite: EBP777*

EBP779: DNP Project Implementation (1 credit)

The DNP/FNP student will continue in the development and implementation of a practice innovation project for a rural or underserved population, health system, or community. Ongoing communication with stakeholders and inter-professional collaboration is expected. Students will continue their manuscript for publication on their project. This course will be guided by a project major advisor whose expertise matches the intent of the DNP project. *Prerequisites: completion of EBP 777, 778*

EBP780: DNP Dissemination (2 credits)

The DNP/FNP student will evaluate and defend an intervention that improves health care practice and quality of care for a rural or underserved population served by a health system. The student will develop a poster presentation of the completed project. Students will complete their manuscript on their project and submit for publication. This course will be guided by a project major advisor whose expertise matches the intent of the DNP project. *Prerequisites: completion of EBP 777, 778, 779*

M300 Introductory Statistics (3 credits)

Introductory Statistics introduces fundamental statistical concepts and principles providing a foundation for research methodology for students. This course discusses computation, interpretation, and application of commonly used descriptive, correlation, and inferential statistical procedures for analyzing data. Students will learn how to analyze data and relationships; discrete and continuous random variables, sampling distributions; confidence intervals; 1- and 2-sample significance tests; comparisons, count data; simple linear regression; and 1-way ANOVA.

P506 Nursing Ethics and Health Care Law and Policy (3 credits)

Nursing Ethics and Health Care Law and Policy will explore the moral imperative of professional nursing, emphasizing the legal and ethical decision making process in clinical practice, research, education, and management. Moral agency will guide issues related to human diversity, vulnerability, and spirituality.

PH556 Epidemiology in Health Prevention (3 credits)

Epidemiology in Health Prevention introduces students to the principles and methods of the design, conduct, and interpretation of epidemiological studies. Emphasis is placed on prevention of health problems based on these epidemiological findings. The use of genomic information and the impact on health deviations is also emphasized in this course.

PR670 Master's Project- Project Initiation (1 credit)

The master's project is an in-depth synthesis and analysis of a topic of significance to the nursing profession. This course may include pilot projects, integrative literature reviews, EBP (Evidence Based Practice) projects, in-depth evaluation projects, and other projects as approved. In the initiation phase of project development, the student will obtain approval for the project topic, complete a project proposal and obtain IRB (Institutional Review Board) approval if applicable in conjunction with the advisor. *Prerequisites: N502, M512, N514*

PR671 Master's Project- Project Development (1 credit)

During the implementation phase, the student will complete the project, complete the data analysis, and prepare a complete draft of the scholarly report. *Prerequisites: N670*

PR672 Master's Project- Project Completion (1 credit)

During the completion phase, the student will submit the completed paper, present a power point presentation, develop handouts, and complete a poster presentation Graduate department. *Prerequisites: PR670, PR671*

S300 Strategies for Success (1 credit)

Strategies for Success will prepare and assist the student with the transition from general education and prerequisite courses to the rigors of nursing courses with NCLEX-style tests. Other topics will include use of library resources, APA writing style, plagiarism, and stress management. *Prerequisites: None. Corequisites: None*

S684: Social Justice and Cultural Competence for Vulnerable Populations (2 credits)

Social Justice and Cultural Competence for Vulnerable Populations will provide the foundation for managing dilemmas inherent in patient care and health care organizations. This course will increase the student's awareness with resources used in caring for vulnerable populations; and, it will increase awareness when caring for clients from diverse culture backgrounds. Issues of social justice will be explored.

S710: Healthcare Policy Legislation and Advocacy (3 credits)

Healthcare Policy Legislation and Advocacy prepares students to critically analyze health policy proposals, health polices, and related issues from the perspectives of consumers, nursing, other health professions, and other stakeholders in policy and public forums. Advocacy for nursing and consumers will be emphasized. Influence and the education of policy makers will be addressed.

TH680 Master's Thesis: Initiation (1 credit)

The master's thesis is a systematic scientific inquiry into a problem or phenomenon significant to nursing. This course is an extension of knowledge acquired in the core courses of statistics and research in nursing. During this first phase of development, the student will identify the subject of study, obtain approval from the thesis advisor, and initiate a thesis proposal. *Prerequisites: N502, M512, N514*

TH681 Master's Thesis: Proposal Completion (1 credit)

During the proposal completion phase, the thesis proposal will be finalized with appropriate approval from the IRB, project advisor, thesis committee member, the Dean and Graduate Affairs Committee members. A literature review will be initiated. *Prerequisite: TH680*

TH682 Master's Thesis: Thesis Development (1 credit)

During the thesis development phase, research methodologies will be finalized, tools developed, and methods implemented. The student will investigate the nursing research question using the research process. The literature review will be completed and the written scholarly document initiated with support from the thesis advisor and thesis committee member. *Prerequisites: completion of TH680 and TH681*

TH683 Master's Thesis: Data Analysis (1 credit)

During the data analysis phase, qualitative and/or quantitative data will be evaluated and conclusions determined; the scholarly document will be finalized with approval of the thesis advisor, thesis committee member, and the Dean and Graduate Affairs Committee members. *Prerequisites: completion of TH680, TH681, and TH682*

TH684 Master's Thesis: Completion (1 credit)

During the completion phase, the student will submit the completed thesis, prepare and present a power point presentation of the study, develop handouts, and complete a poster presentation after approval by the thesis advisor, thesis committee member, Dean and faculty of the Graduate Affairs Committee members. *Prerequisites: completion of TH680, TH681, TH682, and TH683*



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continued on next page

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Erin Wojewodzki*Instructor*

- MSN, Saint Anthony College of Nursing, Rockford, IL
- RN

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ACADEMIC CALENDAR FOR 2016-2020

FALL SEMESTER	2016	2017	2018	2019
New student orientation	Aug 10	Aug 9	Aug 8	Aug 7
Last day for full tuition refund (prior to first day of class)	Aug 12	Aug 11	Aug 10	Aug 9
Opening Mass - Classes begin	Aug 15	Aug 14	Aug 13	Aug 12
Last day to add a theory class (with instructor permission); Last day to withdraw from class, no grade penalty, 90% tuition refund	Aug 19	Aug 18	Aug 17	Aug 16
Last day to withdraw from class, no grade penalty, 70% tuition refund	Aug 26	Aug 25	Aug 24	Aug 23
Last day to withdraw from class, no grade penalty, 50% tuition refund	Sep 2	Sep 1	Aug 31	Aug 30
Labor Day (College Closed)	Sep 3-5	Sep 2-4	Sep 1-3	Aug 31-Sep 2
Last day to remove an incomplete from Spring transcripts (6wks)	Sep 23	Sep 22	Sep 21	Sep 27
Mid-Term Break (No classes)	Oct 10-11	Oct 9-10	Oct 8-9	Oct 7-8
Last day to withdraw from class with W-P or W-F (12wks)	Nov 4	Nov 3	Nov 2	Nov 1
Spring registration begins for currently enrolled students	Nov 7-18	Nov 6-17	Nov 5-16	Nov 4-16
Thanksgiving Holiday (No classes)	Nov 23	Nov 22	Nov 21	Nov 27
Thanksgiving Holiday (College closed)	Nov 24-27	Nov 23-26	Nov 22-25	Nov 28-Dec 1
ATI Retakes	Dec 10	Dec 9	Dec 8	Dec 14
Final Exams	Dec 12-13	Dec 11-12	Dec 10-11	Dec 16-18
Baccalaureate Service (11:00am Holy Family Church)	Dec 15	Dec 14	Dec 13	Dec 12
SPRING SEMESTER	2017	2018	2019	2020
New student orientation	Jan 11	Jan 10	Jan 9	Jan 8
Last day for full tuition refund (prior to first day of class)	Jan 13	Jan 12	Jan 11	Jan 10
Opening Mass - Classes begin	Jan 16	Jan 15	Jan 14	Jan 13
Last day to add theory class (with instructor permission); Last day to withdraw from class, no grade penalty, 90% tuition refund	Jan 20	Jan 19	Jan 18	Jan 17
Last day to withdraw from class, no grade penalty, 70% tuition refund	Jan 27	Jan 26	Jan 25	Jan 24
Last day to withdraw from class, no grade penalty, 50% tuition refund	Feb 3	Feb 2	Feb 1	Jan 31
Summer registration begins for currently enrolled students	Feb 6-10	Feb 5-9	Feb 4-8	Feb 3-7
Last day to remove incomplete from Fall transcripts (6wks)	Feb 24	Feb 23	Feb 22	Feb 28
Spring Break	Mar 11-19	Mar 10-18	Mar 9-17	Mar 14-22
Last day to withdraw from class with W-P or W-F (12wks)	Apr 13	Apr 12	Apr 11	Apr 9
Easter Holiday (College closed)	Apr 14-16	Mar 30-Apr 1	Apr 19-21	Apr 10-12
Fall registration begins for currently enrolled students	Apr 17-28	Apr 16-27	Apr 22-May 3	Apr 20-May 1
ATI retakes	May 13	May 12	May 11	May 9
Final Exams	May 15-16	May 14-15	May 13-14	May 11-12
Baccalaureate Service (11:00am Holiday Family Church)	May 19	May 18	May 17	May 15
Commencement (11:00am Coronado Theater)	May 20	May 19	May 18	May 16
SUMMER SEMESTER	2017	2018	2019	2020
Memorial Day Holiday (College closed)	May 29	May 28	May 27	May 25
Classes begin	May 30	May 29	Jun 3	Jun 1
Independence Day Holiday (College closed)	Jul 4	Jul 4	Jul 4	Jul 4
Finals	Jul 21	Jul 20 or 27	Jul 26	Jul 24

Important Phone Numbers

College of Nursing (Front Desk)	815-282-7900
President of the College.....	815-282-7900 ext 27609
Executive Secretary to the President	815-282-7900 ext 27608
Dean, Undergraduate Affairs.....	815-282-7900 ext 27606
Dean, Graduate Affairs and Research.....	815-282-7900 ext 27607
Associate Dean, Support Services.....	815-282-7900 ext 27611
Undergraduate Admissions.....	815-282-7900 ext 27617
Graduate Admissions.....	815-282-7900 ext 27603
Student Records	815-282-7900 ext 27618
Financial Aid.....	815-282-7900 ext 27613
Learning Resource Center	815-282-7900 ext 27662
Saint Anthony Medical Center.....	815-226-2000

Fax Numbers

College Fax Machine.....	815-282-7901
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SAINT ANTHONY
COLLEGE OF NURSING