

SIGNATURE HEALTHCARE/ BROCKTON HOSPITAL SCHOOL OF NURSING

STUDENT HANDBOOK



*Nursing is an art; and if it is to be made an art,
it requires as exclusive a devotion, as hard
a preparation, as any painter's or sculptor's work;
for what is the having to do with dead canvas or cold marble,
compared with having to do with the living body – the temple of God's spirit?
It is one of the Fine Arts;
I had almost said the finest of the Fine Arts.
-Florence Nightingale*

Signature Healthcare/Brockton Hospital

Accredited by:

- The American College of Radiology (ACR) and the American Society for Radiation Oncology (ASTRO)
- The Commission on Cancer (COC) – Comprehensive Community Cancer Program
- Accreditation Council for Graduate Medical Education (ACGME)
- ACR Breast Magnetic Resonance Imaging Accreditation
- American Association of Blood Banks (AABB)
- American College of Radiology Certification:
 - CT
 - PET/CT
 - MRI
 - Ultrasound
 - Mammography
 - Lung Cancer Screening Center
- American Diabetes Association – Certified Diabetes Education Program
- BCBS Blue Distinction for Hips and Knees
 - Breast Imaging Center of Excellence Award: meeting ACR requirements for Mammography, Stereotactic Breast Biopsy, Breast Ultrasound and Ultrasound-Guided Breast Biopsy
- Cintas Partners in Excellence in Preservation of the Environment and in Document Security
- College of American Pathologists (CAP)
- Department of Public Health: Building Antimicrobial Stewardship
- Fisher College/New England Association of Schools and Colleges (NEASC)
- Intersocietal Accreditation Commission Echocardiography Lab (IAC)
- Intersocietal Commission for the Accreditation of Nuclear Laboratories – (ICANL) for Nuclear Cardiology at 110 Liberty St.
- Intersocietal Commission for the Accreditation of Vascular Laboratories (ICAVL) – 4 modalities
- Mammography Quality Standards Act and Program Certification
- Massachusetts Board of Registration in Nursing
 - Accreditation Commission for Education in Nursing (ACEN)
 - National League for Nursing Accrediting Commission (NLNAC)
 - NCQA Level 1 Patient Centered Medical Home Recognition
- Nuchal Translucency Certification for Obstetric Imaging
- Stroke Gold plus Award – American Stroke Association
- The American College of Surgeons
- The Joint Commission

Affiliated with:

Hospitals:

- Beth Israel Deaconess Hospital
- Floating Hospital for Children at Tufts Medical Center

Schools:

- American Career Institute for Medical Assisting
- American Institute for Diagnostic Medical Sonography
- American International College
- Bay State College:
 - Physical Therapist Assistant Program
 - Medical Assistant Internship
 - Physical Therapy Assistant Program
 - Undergraduate Nursing Program
- Beth Israel Deaconess Hospital
- Boston College
- Boston University School of Public Health
- Bridgewater State University
 - Affiliations with Medical Professionals
 - Exercise Science Program
 - School of Social Work

- Bristol Community
- Bunker Hill Community College
 - Diagnostic Medical Sonography
 - Diagnostic Medical Coding
 - Nursing Program
- Career Institute of American International College
- Clark University Computer Career Institute
- Community College of Rhode Island - Diagnostic Medical Sonography
- Fitchburg State University - Exercise and Sports Science Department
- Framingham State University
- Franklin Pierce University for Physician Assistant
- Health Care Training Center
 - Medical Billing/Coding,
 - Medical Assistant
 - Phlebotomy Technicians
- Laboure College - Clinical Education of Radiation Therapy Students
- Lincoln Technical Institute
 - Medical Assistant Program
 - Externship Program
- Massasoit Community College for
 - Phlebotomy Training
 - Computerized Tomography
 - Radiologic Technology
 - Nursing Education Program
 - Respiratory Care
- Massachusetts College of Pharmacy and Health Sciences (MCPHS)
- Massachusetts School of Professional Psychiatry
- Medical Professional Institute - LPN Program
- MGH Institute of Health Professionals
- Northeastern University
- Nova Southeastern University, Inc
- Quincy College
- Quinnipiac University
- Regis College for Graduate Nursing Students
- Roxbury Community College
- Saint Joseph's College of Maine
- Salter School – Externship Program
- Sanford-Brown College - Cardiovascular Sonography
- Simmons College
- Southeastern Technical Institute
 - Medical Assistant program
 - Practical Nursing Program
- South University, LLC
- Stonehill College
- Tufts University School of Medicine
- University of Cincinnati
- University of Hartford - Physical Therapy
- University of Massachusetts (Amherst, Boston, Dartmouth, Lowell, Worcester)
- University of New Hampshire for Occupational Therapy
- University of North Dakota - Department of PA Studies
- Walden University

The Hospital is also affiliated with:

- Boston Higashi School
- The International School for Autism
- Brockton High School: Life Skills Program
- North River Collaborative (Abington High School): STEP Program
- South Shore Regional Vocational Technical High School: Health Careers Technology Program

- Whitman - Hanson Regional High School

Member of:

American Hospital Association and the Massachusetts Hospital Association

Licensed by:

Signature Healthcare Brockton Hospital is licensed by the Massachusetts Department of Public Health

The Psychiatric Service is licensed by the Department of Mental Health

The Transitional Care Unit is licensed by the Department of Public Health

Nuclear Medicine Department is licensed by the Nuclear Regulatory Commission

Signature Healthcare Brockton Hospital's Maternal-Newborn Suite is licensed by the Department of Public Health

Signature Healthcare Brockton Hospital's Cardiac Catheterization Lab is licensed by the Department of Public Health

The Hospital's Outpatient Radiology Service at 110 Liberty Street, Brockton; Roch Bros Way, Easton; and 430 Liberty St, Hanson are licensed by the Department of Public Health as is The Outpatient Care Center at 130 Quincy Avenue.

Signature Healthcare/Brockton Hospital School of Nursing

Approved by:

Commonwealth of Massachusetts Board of Registration in Nursing

Accredited by:

Accreditation Commission for Education in Nursing (ACEN)*
3343 Peachtree Road N. E. Suite 850
Atlanta, GA 30326
Telephone: 404-975-5000
Fax: 404-975-5020
www.acenursing.org

Member of:

National League for Nursing, Council of Diploma Programs
Massachusetts/Rhode Island League for Nursing, Council of Associate Degree and Diploma Programs
Massachusetts/Rhode Island League for Nursing,
Massachusetts Campus Compact
New England Association of College Admissions Counselors
National Association of College Admissions Counselors
National Association Student Financial Aid Administrator
Massachusetts School Counselors' Association
Massachusetts Association of Student Financial Aid Administrators
National Association of Student Financial Aid Administrators
Massachusetts Centralized Nursing Clinical Placement System

Affiliated with: Fisher College

* The ACEN serves as a repository for information about curricula, tuition and fees for the nation's nursing programs. It also serves as gatekeeper for the Title IV – HEA Student Loan Program.

NONDISCRIMINATION NOTICE

In accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. ss 2000d et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. ss 794), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. ss 1681), The Americans With Disabilities Act, the Civil Rights Act of 1991 and the Age Discrimination Act of 1975, as amended (42 U.S.C. ss 6101 et seq.), to the extent that they may be applicable, Brockton Hospital School of Nursing does not, on the basis of race, ethnicity, gender, religion, sexual orientation, handicap, or age, discriminate in admission or access to, or treatment or employment in, its programs or activities that receive Federal financial assistance or in its granting of scholarships or other financial aid. The person whose name appears below has been designated to coordinate the efforts of the School to comply with the U. S. Department of Health and Human Services regulations lawfully and validly implementing these Federal laws. (Department regulations promulgated pursuant to Title VI, Section 504, Title IX, and the Age Discrimination Act appear at 45 CFR Parts 80, 84, 86 and 91, respectively. The regulations promulgated pursuant to the Americans with Disabilities Act appear at 29 CFR 1630.) For further information about the regulations and the School's grievance procedures for resolution of discrimination complaints, contact the Coordinator of Counseling and Student Services, Meghan Hulbert, Signature Healthcare Brockton Hospital School of Nursing, 680 Centre Street, Brockton, MA 0230; Telephone (508) 941-7050.

Brockton Hospital formally changed its name in December 2007 to Signature Healthcare. For purposes of this Catalogue, Signature Healthcare Brockton Hospital School of Nursing is hereinafter referred to as Brockton Hospital School of Nursing or BHSN.

Updated July 31, 2017

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Signature Healthcare/Brockton Hospital

History

Brockton Hospital, founded in 1896, is a private, non-profit community teaching hospital with 245 beds serving 20 communities in southeastern Massachusetts. The Hospital offers graduate medical education programs in medicine, surgery, emergency, newborn and pediatrics, ENT and neurology. The Hospital also provides a transitional year residency program through an affiliation with Tufts Medical Center.

The award-winning Signature Healthcare/Brockton Hospital offers advanced treatment to the communities it serves, including a cardiac catheterization suite and two state-of-art cardiac catheterization laboratories; a renovated Department of Radiation Therapy with high-tech options like TomoTherapy[®], a targeted cancer treatment only available at 200 centers around the world; digital mammography screenings in our state-of-the art Women's Imaging Center; a Maternal-Newborn Pavilion with a Level II special care nursery; open bore high resolution 3T MRI in our Imaging Department; telemedicine; bedside scanning of patient barcode bracelets; Electronic Health Records; and more.

In December 2007, Brockton Hospital became a regional institution, acquiring a system of primary care physicians and medical centers to create a new and larger healthcare system. Brockton Hospital changed its name to Signature Healthcare/Brockton Hospital. The new system maintains the same network of patients and doctors. However, as a regional, multi-specialty provider, it provides the community a seamless, locally governed healthcare delivery system, with high quality at a low cost.

Mission

The Mission of Signature Healthcare is to be the leading community based healthcare delivery system in Southeastern Massachusetts providing the full range of primary care, specialty care, hospital care and related ancillary services on a coordinated basis. Signature Healthcare physicians and Signature Healthcare/

Brockton Hospital strive to be recognized as the "providers of choice" by staff, patients, and the community. Signature Healthcare will operate within the following principles:

- Signature Healthcare/Brockton Hospital and its affiliated physicians will deliver care in an integrated and coordinated manner and will be known for its excellence--both from a human and medical perspective.
- Signature Healthcare is committed to exceeding recognized external standards and benchmarks related to high quality of care, cost-effectiveness and patient satisfaction and making its results publicly available to organizations actively working towards improving quality and safety of health care.
- Signature Healthcare will take an active leadership role in improving the health care needs of Southeastern Massachusetts: will commit itself to a community partnership and will collaborate with other services providers and community members to offer a broad range of preventive education, health services, and other activities.
- Signature Healthcare will develop new services/programs and participate in alternative delivery/regional healthcare systems to respond to the community need and enhance access to health care.
- Signature Healthcare will participate in the education of new health care professionals for the purpose of enhancing the system's access to health care expertise and assuring the most up-to-date approaches for providing health care.
- Signature Healthcare will be an equitable employer that values and recognizes excellence in its associates.
- Signature Healthcare will aggressively manage its financial matters to make it cost effective and fiscally sound.

- Signature Healthcare will commit to an electronic medical record environment aimed at (1:) eliminating medical errors by making available more accurate and timely information to providers, (2:) enhancing physician productivity and job satisfaction, and (3:) responding to consumer requests for electronic communication.

Vision

Quality, Service and Compassion, That's our Signature

Values

WE CARE (Welcoming, Empathy, Communication, Accountability, Respect, Excellence)

Signature Healthcare/Brockton Hospital School of Nursing (SH/BHSN)

History

Brockton Hospital School of Nursing (BHSN), a private institution for nursing education, is an integral part of Signature Healthcare/Brockton Hospital. Originally established in 1897, BHSN has long had a prestigious reputation in the surrounding community. Considered a venerated asset to both the Hospital and the community, BHSN has a history of attracting high caliber students. The School has been in the forefront of nursing education for over a century and has graduated over 2,600 nurses mainly from southeastern Massachusetts.

BHSN was originally two years in length and expanded in 1911 to three years to comply with state regulations. During the Depression, many small schools throughout the nation closed. BHSN was no exception. BHSN closed its doors in 1935 only to reopen eight years later due to the great nursing shortage created by WWII. In 1979, BHSN responded to trends in nursing education and began an affiliation with Bridgewater State College. This enabled students to earn college credits toward a baccalaureate degree in nursing.

In 1986, BHSN shortened its three-year curriculum to two years and began an affiliation with Stonehill College.

In 1988, BHSN implemented a weekend/evening nursing division designed specifically for the working adult. It is identical to the two-year day division, with the exception of taking four years to complete. During that same year, Stonehill College discontinued its upper division nursing program and BHSN re-established its affiliation with Bridgewater State College.

In 1990 BHSN changed its collegiate affiliation to Fisher College to conduct a cooperative two-year day and four-year weekend/evening nursing program. The program awards students a diploma in nursing from BHSN. In addition, for eligible students, an Associate in Science degree from Fisher College is awarded. This is the only hospital-based diploma nursing program in Massachusetts.

An updated Computer Lab was completed in 2009 with sixteen computers, printer and Power Point access. The front parlor, formerly known as the “Blue Room” was completely restored to its original architecture with the assistance of the Alumni Association. The space was renamed the Mary Cruise Kennedy Room to honor our former graduate. In 2010, the Nursing Simulation Lab was moved to the first floor and the renovated space accommodates our simulated mannequins. In 2012, a maternal/child simulation lab was added. In 2016, a newly renovated Student Success Center opened.

Mission

The mission and philosophy of Signature Healthcare/Brockton Hospital School of Nursing (SH/BHSN) is in accordance with the mission of its parent organization, Signature Healthcare. Since the first graduating class in 1897, SH/BHSN has distinguished itself as a leader in post-secondary education in Metro South Massachusetts. The nursing school offers its students a quality education made possible by a faculty dedicated to teaching excellence and a professional staff committed to providing a high level of support for their students.

SH/BHSN prepares entry level professional nurses to provide high quality, safe, and holistic care and to function effectively within nursing and inter-professional teams. Students are educated to develop, based on the best current evidence, the knowledge, skills, and attitudes necessary to meet current and future health needs of a diverse population. These needs occur in a rapidly changing, technologically advanced environment. Essential to this mission is the School’s emphasis on life-long learning, which serves as a basis for a lifetime of intellectual and professional growth. The School is firmly committed to the growth and success of all those within its sphere of influence.

Philosophy

The philosophy of SH/BHSN is derived from and is in accord with the mission of Signature Healthcare, of which it is a part. Nursing is a dynamic and challenging profession that requires synthesis of the knowledge, skills, and attitudes of a well educated practitioner to deliver care to culturally diverse individuals, families, and communities. It is both an art and a science founded on a professional body of knowledge that integrates concepts from the liberal arts and the biological, physical, psychological and social sciences. Synthesis of this information prepares the nurse to function as an advocate, teacher, and communicator. Caring, empathy, and compassion are central to providing patient centered, professional nursing care.

The purpose of contemporary nursing practice is to maintain health, prevent illness, promote recovery, restore wellness maximal function, and provide support at the end of life. The profession utilizes a dynamic nursing process, which includes assessment, diagnosis, planning implementation, and evaluation. The nursing process assists the nurse to manage care and assist patients as individuals, families, or communities to achieve an optimal level of wellness.

People are holistic individuals who have great potential for growth throughout their lifespan and have a right to be active participants in achieving their optimal level of wellness. The patient is a complex being made up of physical, spiritual, cultural, psychological, and emotional dimensions.

Health and illness are dimensions of human existence and are viewed on a continuum from optimal wellness to end of life. Health is defined as a dynamic, complex state of being. Health refers to a person's ability to respond positively or to adapt to changes in their internal and external environments, with a goal of achieving maximum health potential.

A concern for the welfare of each student is an integral part of the student experience at SH/BHSN. Learning is a process that increases knowledge and understanding, broadens attitudes, allows for self-growth, and leads to the continuing development of the individual. Learning is enhanced when encouragement for self-directed learning is fostered and students assume responsibility for knowledge acquisition. The student comprehends more effectively when classroom/simulation lab/clinical experiences are correlated and concurrent and are sequenced from simple to complex. Faculty members assume roles of facilitators in the educational process, in settings where there is mutual commitment between the teacher and the student, both of whom are accountable for their actions. Responsibilities of faculty to students include creating environments conducive to active learning with opportunities to practice clinical reasoning skills.

An educational institution should be responsive to the health and service needs of the community of which it is a part. Service learning projects offer students the opportunity to achieve Student learning outcomes while meeting needs identified by our community partners. The foundational concepts of mutuality, reciprocity, reflection, and assessment are evident in service learning. Community service projects offer students the opportunity to participate in co-curricular activities benefitting the community.

Goals

Consistent with its philosophy, the goals of SH/BHSN are to provide access to nursing education for qualified students in order to enable them to:

- Assume entry level nursing positions in acute care hospitals, post acute care settings, chronic care facilities and community health care agencies.
- Attain a love of learning so that they may take the initiative to seek further knowledge, formally or otherwise.
- Grow intellectually and emotionally through their educational experiences so that they may live full and meaningful personal and professional lives as contributing members of society.

Role Specific Graduate Competencies

The Role Specific Graduate Competencies for the nursing education unit emerge from the mission and philosophy of SH/BHSN and are congruent with its parent organization. The Quality and Safety Education for Nurses (QSEN) competencies are used as a guiding framework to promote the effective delivery of the nursing program and achievement of identified program outcomes.

1. **Patient-centered care:** Recognize through a holistic approach that patients have the right to be active participants to maintain or achieve an optimal level of wellness and make decisions at the end of life.
2. **Teamwork and Collaboration:** Function effectively as an entry level practitioner synthesizing the professional body of knowledge, fostering open communication, mutual respect and shared decision making among nursing and interdisciplinary teams to achieve high quality care.
3. **Evidence-Based Practice:** Integrate the best current evidence into the curriculum to enhance clinical expertise. Students will attain the knowledge, skills, and attitudes necessary to succeed in licensure examination and to meet current and future health needs of a culturally diverse population.
4. **Quality Improvement:** Examine information relative to outcomes of care for populations served in care settings and use improvement methods to ensure the delivery of safe, quality health care systems. Recognize that continuous quality improvement is an essential part of daily work of all health professionals.
5. **Safety:** Provide high quality, safe care, minimizing risks of harm to self and others, through standardized practices, appropriate strategies, and competent individual performance.
6. **Informatics:** Utilize essential information and technology skills to support quality and safe patient care, communicate and coordinate care, assist with decision-making, and support lifelong learning.

Educational Effectiveness

One standard SH/BHSN uses to measure the achievement of its program outcomes is the success rate of its graduates who sit for the NCLEX-RN examination

Students and SH/BHSN

- SH/BHSN is an adult community in which codes of academic and personal conduct are based upon individual responsibility and respect for others. SH/BHSN policies are contained in the Student Handbook, Catalogue, and Financial Aid Manual.
- SH/BHSN has standards of academic conduct. It is the student's responsibility to know and fulfill all graduation requirements. Students will be disciplined for plagiarism, cheating, and falsification in any area of performance.
- Students may appeal administration, faculty and staff decisions of an academic or non-academic nature through the SH/BHSN judicial system. Grievance procedures are outlined in the Student Handbook. Inquiries concerning SH/BHSN's grievance procedure may be addressed to the Coordinator of Counseling and Student Services.
- SH/BHSN, as part of Signature Healthcare, is an equal opportunity institution. SH/BHSN is publicly committed to a policy of nondiscrimination against any person on the basis of race, ethnicity, gender, religion, disability, age, or sexual orientation. These commitments apply not only to employment, but also to admission to, access to, and treatment in all SH/BHSN programs and activities.
- A primary factor in arranging student clinical group placement will be each student's prior clinical experiences at BHSN. The location of the student's residence and carpooling requests will not be considered.
- SH/BHSN has an obligation to maintain the educational process in an orderly fashion. All members of the SH/BHSN community are bound by the statement of rights and responsibilities which appears in the Student Handbook. Furthermore, SH/BHSN affirms the importance of free intellectual inquiry and freedom of speech.

Under Federal law, students have a number of rights concerning their records at SH/BHSN. The confidentiality of student records policy contained in the Student Handbook outlines student rights concerning records, one of which is the right to inspect and review almost all of the material in their files.

Certain material is not available to students, such as medical and professional counseling records used only for treatment purposes, or financial information furnished by parents in support of an application for financial aid.

Access to the information in student records is not allowed to outsiders without student consent and within certain guidelines. For example, academic records are available to academic advisors and authorized professional people, but not to parents or other academic institutions without student permission. The same is true for medical records. Medical records are completely confidential. The Coordinator of Counseling and Student Services will not release any information from medical records to anyone, including parents, significant others and employers unless authorized in writing by students. The only exceptions are where the law requires information for public health and safety. For more information on gaining access to files, students are encouraged to go to the office that holds the records.

Academic Policies

Program Technical Standards

The following information is being provided as required by the Federal Government Section 504 of the Rehabilitation Act of 1973 in response to the American with Disabilities Act. In order to successfully complete the School of Nursing program, certain physical and behavioral capabilities are required in course work and as part of the clinical experience. These include the following:

Physical capabilities necessary to communicate effectively independently or with corrective devices:

1. Communicate in English orally and in writing to instructors, clinical staff, patients, families, and all members of the health care team.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Hear all alarms on technical and supportive equipment set at a normal tone at a distance of 20 feet.
4. Listen and respond to distress sounds from patients.
5. Hear oral directions/requests from health care workers, patients, voice pages and telephone messages.
6. Accurately monitor blood pressure readings with a stethoscope.
7. Accurately distinguish breath, heart, and bowel sounds.

Visual Acuity

1. Clearly visualize all written medical information pertaining to the patient.
2. Clearly visualize all readings and functions of technical equipment pertaining to patient care for the purpose of assessment.
3. Clearly visualize all calibrated containers for the accurate measurement of body fluids, specimens, medication administration devices (syringes, pumps, etc.).

Physical strength, gross motor control

1. Maintain sufficient strength to lift 50 pounds safely, protecting yourself and the patient, as well as those surrounding you.
2. Bend or stoop to assist patient with activities of daily living.
3. Crouch to plug in or manipulate electrical equipment.
4. Lift to safely transfer or position all patients in various situations.
5. Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
6. Reach 6 feet above the floor to relocate or attach equipment (oxygen, suction, IV's, etc.)
7. Kneel and stand independently.
8. Walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement)

1. Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for all patient related equipment.
2. Accurately administer sterile solutions without contaminating syringes, needles, solutions, etc.
3. Accurately administer all types of medications.

4. Safely and effectively perform complex dressing procedures without contamination to supplies, patient, and surroundings.
5. Successfully put on and remove protective apparel to maintain various isolation guidelines.

Behavioral/Mental

1. Function safely, effectively and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Exhibit social skills necessary to interact therapeutically with patients, families, all healthcare personnel, and faculty.
4. Maintain personal hygiene consistent with dress code guidelines.
5. Display ethical attitudes and actions consistent with professional behavior in the healthcare and classroom settings.
6. Display the necessary social skills to behave with courtesy, tact and sensitivity toward others in all settings.
7. Exhibit social skills necessary to respect cultural and ethnic differences of patients, co-workers, and all individuals in clinical and classroom settings.
8. Remain free from chemical impairment in classroom and clinical settings at all times.

CORI Policy (Criminal Offender Record Information)/

SORI Policy (Sexual Offender Registry Information)

A Criminal Offender Record Information (CORI) evaluation and a Sexual Offender Registry Information (SORI) evaluation are requirements for all incoming students upon admission and re-admission. Students must provide to the School all former names and address information will be requested for the past 5 years. Out of state CORIs/SORIs will be done as needed. Any and all out of state CORIs required will be an out-of-pocket expense of the student. A follow-up CORI check may be required of some students and by some clinical agencies. Depending upon the results of a CORI or SORI check, a person's eligibility to participate in the SH/BHSN program may be affected. Additional screenings may be required depending on clinical site, e.g., fingerprinting and drug testing.

CPR Requirement Policy

SH/BHSN requires all students to have a current American HeartCode BLS certification (CPR and AED). It must cover the student for their first two years; for example, students starting the fall 2016 semester must have a valid certification through at least May 2018. Returning students must recertify after their first two years in order to be covered through graduation.

Academic Year

Day Division: The regular academic year consists of two semesters (fall and spring) of approximately sixteen weeks each, with a summer session of approximately seven weeks between the first and second years. The curriculum is planned so that a student will be able to meet expected level of achievement to graduate in two years, or four semesters and one summer session.

Evening/Weekend Division: The regular academic year consists of two semesters (fall and spring) of approximately sixteen weeks each, and two summer sessions of approximately seven weeks. The curriculum is planned so that a student will be able to meet the expected level of achievement to graduate in four years, or eight semesters and two summer sessions.

Professional Behavior In and Out of the Classroom

Students are expected to conduct themselves in a professional and respectful manner at all times:

- attending all classes and arriving on time
- paying attention in class or lab, not talking to classmates
- no texting or other inappropriate use of electronic devices
- not leaving during class except at breaks or end of class

- being prepared for class/lab by reading and completing assignments prior to class
- professional email address is required

Disrespectful and unprofessional behaviors or communication (verbal, written, e-communication) will result in disciplinary action. Profanity will not be tolerated.

Nursing students are expected to adhere to the **American Nurses Association Code of Ethics**. The American Nurses Association (ANA) developed this code in 2001, consisting of nine provisions, each with an interpretive statement. Every student nurse has an obligation to be familiar with and to conduct themselves in accordance with the ANA Code and its provisions:

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

SH/BHSN Dress Code

Classroom Attire:

Appropriate attire is required when attending classes. The following types of clean and neat clothing are acceptable attire:

dresses, skirts, skorts, slacks, capris, jeans, denims,
sweatpants, sweat suits, appropriate length shorts,
sweaters, sweatshirts, appropriate cut blouses and tops/T-shirts

Unacceptable Classroom Attire:

inappropriate length shorts (short shorts), tops with plunging necklines, low cut blouses, halters, crop tops, sheer/seethrough tops, clothes that are too tight or revealing, skirts, pants or shorts with any message/advertising across the backside

Students are expected to come properly attired. If a student is deemed to be inappropriately dressed, the student may be asked to leave and a classroom absence will be recorded. **SH/BHSN requires that all Students wear a SH/BHSN identification badge at all times at the Hospital, SH/BHSN and clinical affiliations. ID batch must be worn above waste line.**

Clinical Attire:

Students are required to wear the SH/BHSN uniform during clinical experiences and must purchase uniforms from the SH/BHSN designated uniform company. During clinical students are required to wear the

SH/BHSN uniform, white nursing shoes (no clogs) or white low top (leather look-alike) sneakers, with white socks, student ID badge and a watch with a second hand. A stethoscope is required. A long sleeve white top may be worn under uniform, turtlenecks and button down shirts are not acceptable.

Fingernails: Artificial fingernails or extenders are prohibited. Natural nails may not exceed ¼ inch beyond the end of their fingertip. Only clear nail polish is acceptable.

Tattoos and body piercing: Jewelry that interferes with the safe delivery of patient care, or can be an infection risk or pose a safety risk to patients is not permitted. Wedding bands are permitted. No rings with stones or ornamentation are allowed. A maximum of two small earrings in each ear are the only pierced jewelry permissible to wear. Tongue, facial and other visible piercing are not allowed. A tattoo considered to be offensive (as defined by SH/BHSN) must be completely covered. Visible body piercings must be limited to 2 per year.

Hair (including facial hair): Hair must not interfere with the delivery of patient care. Hair must be clean, neat and off the collar. Hair must be of a “natural” color (one that could be naturally grown), although not necessarily the student’s original color.

Perfume and the odor of cigarette smoke should not be noticeable. Sweaters and vests may be worn in transit to Hospital units and in designated areas, but are not allowed to be worn when administering patient care. Only SH/BHSN approved scrub jackets may be worn when administering patient care. Stained or ill fitting uniforms are unacceptable.

During other patient-centered experiences where the SH/BHSN uniform is not required, students must dress in professional attire. Jeans, shorts, sweat pants, sweat shirts, stretch pants, leggings, crop tops, and logo T shirts are unacceptable types of dress. The instructor will outline other particular agency requirements. When students are in clinical areas preparing for assigned clinical experiences, they must be in either full uniform or wearing a lab coat over professional attire with a name pin and student ID badge prominently displayed.

Students are expected to come properly attired to all clinical placements. If a student is deemed to be inappropriately clothed, the student will be asked to leave the unit to correct the situation. **Please be aware that time away from clinical will be marked as absent.**

Cell Phone Use

Use of cell phones is prohibited in the classroom, nursing lab and clinical settings. No texting and/or calls are to be answered during class, lab or clinical times. During all examinations no electronic devices are allowed in the classroom.

Personal Contact Information Responsibility Agreement

Signature Healthcare Brockton Hospital School of Nursing (SH/BHSN) maintains student’s personal contact information. This personal contact information consists of the student’s name, address, phone numbers and e-mail. All communication from SH/BHSN is done via e-mail. All official SH/BHSN notifications are published via e-mail, including addendums to SH/BHSN official publications as well as the availability on SonisWeb of the Tuition Statements and Grade Reports. It is very important that a student’s e-mail address, as well as all personal contact information is current in the SH/BHSN Registrar’s Office. **Please note: Professional email addresses are required.**

The student is responsible for updating their personal contact information on SonisWeb under the Update Bio link. The student must inform the Fisher College Program director Carol Wilcox of any such changes. For student to change their name for SH/BHSN, a Social Security Card with the new /updated name must be shown and copied by the Registrar’s Office for a name change.

Attendance Policy

SH/BHSON and Fisher College expects students to attend 100% of the scheduled meetings of all classes/labs/clinical in which they are enrolled. Please read the following policy carefully.

- Missing more than 10% of your total nursing and non-nursing class/clinical/lab hours will negatively impact your financial aid eligibility and future enrollment in the Signature Healthcare Brockton Hospital School of Nursing program. Students who do not complete 90% of the assigned semester clock hours will no longer be eligible for financial aid/federal loans in future semesters. All clock hours made up, will be counted towards the semester assigned clock hours.
- The expectation is that student attendance will be 100% as it relates to the clinical and academic experience. Students who miss more than 7% of clinical hours, (equal to 16 hours in the day division and 8 hours in the evening division), will be required to complete clinical make up to continue in the nursing program. Clinical make-up will be offered during the finals week. **Please note: All clinical absences are included towards the student's total absences recorded. Clinical may be made up in the 16th week of the semester.**
- If a student is absent consecutively for 14 days (or more) they will be dismissed from the program and forfeit their financial aid. Students may have the opportunity to re-apply to the BHSON program at a later date.
- Excessive student absences will be reviewed by the BHSON/Fisher Administration. Students may be placed on warning or possibly withdrawn from classes. The Student is responsible for all material presented during an absence.
- Students receiving veterans' financial assistance are required to inform the Registrar of class and clinical absences.
- Instructors will take attendance at the beginning and after the break in each class/clinical/lab. If the student is tardy for class or departs early, the student will not receive credit for the class hours missed. If a student arrives after attendance is taken, it is the student's responsibility to check in with the faculty to record their presence in class. Failure to do so will indicate an absence. If the student will be tardy or absent for a nursing class or clinical/lab, the student must email the instructor before your scheduled class times. Faculty email is listed in this Student Handbook. Please remember, if you must leave class early, the instructor must be notified before your departure.
- For all non-nursing courses, Fisher College will notify the student by email when class time is missed class/lab time due to absence, tardiness, or early departure. Following a third notification email, the student will be required to meet with the Fisher instructor and the Fisher College Program Director to assess if it is possible for you to achieve mastery of content. It may be in the student's best interest to withdraw from the course. It is the student's responsibility to follow the appropriate procedure if you choose to withdraw from a course. For non-nursing courses, your instructor's email is on your course syllabus and also listed on the Blackboard site. The student is also required to email Fisher College Program Director (cwilcox@fisher.edu) before the beginning of class. For all non-nursing courses, a student who is absent for the first 2 class meetings of the semester will be removed from the class roster and will be required to take the class at another time.

Examination Policy

Examinations are given at the instructor's discretion. Students record their answers on Scantron sheets and submit these to the instructor. Answers on the Scantron sheet are considered final and will not be subject to change.

Fall and Spring semester final exam grades will be posted by the Monday following final exam week. This will provide time for clinical evaluations, make-up time and review by the team faculty. Students are expected to be present and on time for each unit and final examination; however, students who are unable to be present, must notify the team leader prior to the scheduled examination. The following policy applies:

- A tardy student may be seated at the discretion of an instructor; however, no additional test-taking time will be allowed.
- Unit examinations must be made up as soon as possible after the student's return, the timing of which is at the discretion of the faculty.
- A grade of '0' will be given for this part of the course requirements if a student fails to follow this policy.
- No retake examinations are allowed in nursing courses.
- Students who miss more than one scheduled unit and/or final exam and/or scheduled make up exam may receive a grade of "0" (zero).

The following rules apply during all exams:

- Students shall sit every other row.
- Students shall allow room between their desks and the wall.
- Students shall use only basic calculators provided by the School of Nursing at the beginning of the exam, for math questions.
- Students shall be given blank paper by faculty at the beginning of the exam and will be collected with the exam as students exit.
- All backpacks and phones shall be stored in the front of the classroom.
- No drinks shall be allowed during the exam.
- No hats or hoods shall be allowed during the exam.
- Students shall be required to take off their ID badges during exams.
- There will be no watches or activity trackers (such as Fitbit) during exams.
- There will be no wearing of jacket or sweatshirts with pockets or hoods during exams.
- Please be sure to use the bathroom facilities prior to sitting for the exam as leaving during the exam is greatly discouraged.

ATI Testing Policy/NCLEX Practice

Each student will have an individual account with ATI (Assessment Technologies Institute, LLC) and utilize online tutorials and practice tests in ATI's Comprehensive Assessment and Review Program (CARP). Students will be required to complete course appropriate tutorials, un-proctored practice assessments and proctored tests throughout each semester. Prior to each proctored test, students must complete and achieve at least 85% on the assigned practice assessment(s). Students must remediate and may retake the assessments as many times as needed to achieve the 85% score. However, attempts must be at least 48 hours apart.

Students will be required to take a proctored ATI competency test toward the end of each course and may earn up to 10 points. Points earned will account for 10% of the total grade. For the part-time students, this will be completed in the "B" course. Individual course syllabi will specify the requirements for each course. Practice assessments and remediation will assist the students for preparation for proctored tests. Completion of the practice assessments and proctored test(s) are requirements of all nursing courses. Failure to comply will result in forfeit of this % of the course grade.

Students will achieve points for completed assignments, for proficiency level scored on proctored tests and for remediation. Assigned practice assessments must be completed before the proctored exam in order to earn the 2 points. Students must bring evidence of preparation to scheduled proctored exam (ATI transcript or print out of score on assigned assessment).

Remediation is required for proficiency level 0 or 1. In order for remediation to count towards

points/percentage, evidence of remediation (ATI transcript and templates) must be completed by the end of the semester or be turned in the day of the classroom final exam. Students who achieve a proficiency level (Level 2 or 3) and wish to earn more points may also remediate (see table below).

ATI Proctored Exam

Points Awarded for evidence of preparing for ATI proctored exams (Achieve 85% on practice assessment)	Proficiency Level on ATI Proctored Assessments or Predicted % on Comprehensive Predictor	Points Awarded for Achievement on ATI Proctored Exams	Points Awarded for Evidence of Remediation on Missed topics from ATI Assessment	Total Points Awarded out of Ten
2	Proficiency Level 3 or \geq 95% on Comp Predictor	7	1 Minimum 1 hour on line focused review	10
2	Proficiency Level 2 or 86%-94% on Comp Predictor	5	2 Minimum 2 hours on-line focused review Complete 4 remediation templates	9
2	Proficiency Level 1 or 81% - 85% on Comp Predictor	3	3 Minimum 3 hours on-line focused review Complete 6 remediation templates	8
2	Below Level 1 on the Proficiency Level	2	4 Minimum 4 hours on-line focused review Complete 8 remediation templates	8

Medication Administration Policy

A. Nursing Students will:

- Administer medication under direct supervision of faculty only after they have received the theoretical content Math for Medications. (NU 101, NU 1101B)
- Achieve a passing grade on the Math for Medications test which is given in the nursing courses. Failure to achieve a passing grade on this test will result in a course failure. (see Course Outline for number of times students have to pass math exam).
- Adhere to the Hospital department of nursing/clinical agencies' policies and procedures for the administration of medications.
- Have all divided doses checked by his/her instructor.
- Have the medication, IV solution, and/or vial of IV medication, as well as prepared dosages checked with an instructor/designated registered nurse before administering medications.
- Have combinations of drugs mixed in one syringe, all heparins checked by an instructor/designated registered nurse before administration.
- Have all insulins checked by the instructor and designated registered nurse before administration.

B. Under the direct supervision and the discretion of the faculty, Nursing Students may:

- Administer IV boluses/pushes.
- Administer blood and blood products after they have received the theoretical content.
- Administer central TPN after they have received the theoretical content.
- Administer and document controlled substances according to Hospital policy.
- Instructor must co-sign for controlled substances if narcotic sheets are used.

C. Nursing Students will not:

- Administer any medications independently until deemed proficient by instructor.
- Administer IV antineoplastic medications or any experimental medications.

D. Nursing Students will:

- Review the eMAR with an instructor prior to the end of the shift to assure accuracy of documentation.
- Receive access to the following application: Scan Med, Full Doc to facilitate full documentation of medications, View Comments, View Order, Drug Information, and Edit Doc.
- Have no access to: "acknowledge" or approve medications for administration on the electronic medication administration records (eMAR) and will not have access to documentation on unacknowledged medications.

Clinical Exclusion Policy: Dismissal or Suspension from Clinical Practice

SH/BHSN reserves the right to exclude a student from clinical practice at any time during a semester when a student has demonstrated unsafe clinical practice. Unsafe clinical practice is behavior that potentially places the patient in either physical or emotional harm. Unsafe clinical practice may also be an occurrence or a pattern of behavior resulting in the inability of the student to meet student learning outcomes.

Examples of unsafe clinical practice may include, but are not limited to the following:

- Abandonment of patient
- Falsification of patient information
- Substance abuse
- Breaches of patient confidentiality

Signature Healthcare/Brockton Hospital Confidentiality Policy

Students must abide by the Signature Healthcare Brockton Hospital Confidentiality Policy.

- Discussing a patient's medical condition or providing information about a patient's needs to anyone other than Hospital personnel who need the information and other authorized persons will have serious consequences for a student.
- Students should not discuss patients outside the Hospital or with the students' families.
- Any unauthorized release or access to medical records should be reported to a SH/BHSN faculty. The Hospital prohibits unauthorized access to its computer system either directly or by network or telephone.

HIPAA Policy

HIPAA (The **H**ealth **I**nsurance **P**ortability and **A**ccountability **A**ct of 1996) was created to protect patient information in all forms (written, electronic, verbal). **Protected Health Information (PHI)** is not just the medical record. It also includes verbal and written communication, the patient's chart, the patient's bill, information on the computer or a worksheet or care plan that contains any pertinent patient information, messages left on a patient's home answering machine, and more. Any piece of information, whether it is printed, hand written, spoken, on a computer, or faxed is considered PHI. Such confidential information left in accessible areas or inappropriate areas is a risk that Signature Healthcare Brockton Hospital is a violation of HIPAA.

It is the responsibility of everyone at Signature Healthcare Brockton Hospital School of Nursing to follow the standards set by the law. Sanctions for students cover the entire time a student is enrolled at SH/BHSN. A record of HIPAA violations continues from semester to semester. Records are not erased at the end of each semester. All violations must be reported to the Signature Healthcare Brockton Hospital Privacy Officer.

Sanctions for students in violation of HIPAA are as follows:

First offense: Any student found violating patient confidentiality will be given a written warning to be kept in the student record. The student will have to be retrained regarding HIPAA policy. If the violation is found to be blatant, intentional, or severe, the student may be dismissed from Signature Healthcare Brockton Hospital School of Nursing.

Second offense: The second violation of patient confidentiality by a student will be documented in the student record and the student will be dismissed from the nursing course in which he/she is enrolled. This will be considered a failure in the nursing course. The student may continue taking academic courses in which he/she is enrolled. If the violation is found to be blatant, intentional, or severe, the student may be dismissed from Signature Healthcare Brockton Hospital School of Nursing.

Third offense: This is the final offense. The student will be dismissed from Signature Healthcare Brockton Hospital School of Nursing.

Social Media Policy

The purpose of the SH/BHSN Social Media Policy is to provide students with requirements for participation in social media. Students may not use or disclose any patient, SH/BHSN administration, faculty, staff, or other student identifiable information of any kind on any social media. Even if an individual is not identified by name within the information you wish to disclose, if there is a reasonable basis to believe that the person could still be identified from that information, then its use or disclosure could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA). Students may not take photos or videos of patients on personal devices, including cell phones. Students are also prohibited from transmitting by way of any electronic media any patient related image. This policy applies to students using social media while at school. It also applies to the use of social media when away from school, when the student's SH/BHSN affiliation is identified, known or presumed.

Students may not use the Signature Healthcare or the Signature Healthcare Brockton Hospital School of Nursing name or logo in any social media platform without the prior written consent of the Signature Healthcare Marketing Department. Students may not create any social media public-facing site that represents Signature Healthcare or Signature Healthcare Brockton Hospital School of Nursing. Audio, video and computerized files containing classroom or clinical content at SH/BHSN may not be posted on any social media platform, or reproduced, without the express written consent of SH/BHSN.

Inappropriate use of social media that conflicts with Signature Healthcare and/or Signature Healthcare Brockton Hospital School of Nursing mission, vision and values; violates policies/procedures; and/or compromise the privacy of patient health or business information shall be subject to disciplinary action, up to and including, dismissal from SH/BHSN.

Grading System

Designation	Letter Grade	Numerical Value	Grade Points	
Superior	A	93-100	4.0	77 (C+) is the minimum theory passing grade for all nursing and non-nursing courses. Each nursing course has two components, class and clinical, both of which must be successfully completed to pass the course. Clinical components are evaluated on a pass/fail basis and include successfully passing medication examinations.
	A-	90-92	3.7	
Good	B+	87-89	3.3	
	B	83-86	3.0	
	B-	80-82	2.7	
Satisfactory	C+	77-79	2.3	Introduction to Pharmacology and College Mathematics with Nursing Applications courses can be repeated only once.
Failure	C	73-76	2.0	
	C-	70-72	1.7	
	D	63-66	1.0	
	F	0-59	0	
Incomplete	I			
Withdrawn	W WF			W = Withdrew WF = Withdrew Failing (For Nursing Classes Only)
Audit	AU			

Final Nursing Course Grades

Each nursing course has two components, class and clinical (which includes lab), each of which must be successfully completed to pass the course. All student learning outcomes must be met in order to pass the course. Clinical components of nursing courses are evaluated on a Pass/Fail basis. If a failing grade is received in clinical, a grade of "F" will be given for the course. The expected level of achievement (ELA) for the course and exams is 77 or C+. All course objectives must be met in order to pass the course.

Calculation of Grade Point Average

Semester grade point averages are based on all courses taken in that semester. Calculation is done by (1) multiplying hours for each course by the numerical value assigned to each grade earned, (2) totaling points earned for all courses, and (3) dividing all points by the number of hours attempted.

Course Audit

A student may audit (AU), with approval a nursing course to gain knowledge in a particular subject area without earning credit or a grade. Under no conditions may a clinical or laboratory component of a nursing course be audited. Students auditing a course attend and participate in classes; however, they are exempt from examinations. Audited courses are not used to fulfill graduation requirements. A student must register for the course and pay one-third of the course fee at the time of registration. Financial aid is not awarded for any audited course.

Incomplete Grades

An incomplete grade may be given for the following reasons: (1) when a student has missed a final examination, an ATI practice exam, or an ATI achievement test; (2) when a student has not completed a major assignment which can be finished within a short time, (3) when all financial obligations have not been met, and (4) when a student fails to return overdue library materials, (5) when a student has not completed all class/clinical make up.

An incomplete grade must be made up within two weeks of the regularly scheduled academic semester following that in which an incomplete was recorded. A grade of 'F' will automatically be entered on the transcript of any student who fails to meet this requirement. **Candidates for graduation should note, however, that all work must be completed prior to graduation, including resolution of any incomplete grades. No numerical value is assigned to an incomplete grade and it is not computed in the quality point average.**

Dean's List

The Dean's List is published at the end of the fall, spring and summer semesters to honor the academic achievement of both day and weekend/evening students. To be considered for honors, a student must have a 3.0 to 3.49 average; high honors 3.50 or higher for the semester with a minimum of one nursing course completed and no grades of incomplete (I) or failure (F).

Probation Policy

A student may be put on probation due to their behavior/actions. A Probation Notice will be given to the student detailing the length of the probationary period. The probationary period is decided upon by Administration with faculty input. Should there be any additional violations of behaviors, representative of a SH/BHNS student (as described in the Student Handbook) during the probationary period, the offense will likely result in expulsion from the school. Please reference the Sanctions section of the Judicial Procedures and SH/BHNS Related Policies in this Student handbook.

Warning Notices

Students whose academic achievement in nursing courses falls below 77% and/or whose clinical performance is unsatisfactory will be issued an academic/clinical warning notice from the Registrar. Clinical warning notices may be issued at any time during a semester when a student's performance falls below acceptable standards. Academic grade warnings will be issued within one week after posting of the second exam grades. If a student withdraws from SH/BHNS and are on clinical and/or academic warning, the student will earn a "WF" – withdrawn failure for their nursing grade. This constitutes as a failure in nursing.

Every student who receives a warning notice is expected to discuss with course faculty and faculty advisor an educational plan that identifies available academic or clinical resources and the student behavior necessary for success. Each student is also encouraged to contact the Coordinator of Counseling and Student Services to discuss other support services.

Repeated Courses

A repeated course(s) is indicated as such on students' transcripts. No course for which a passing grade was received may be repeated for credit. Students who fail any course may continue to take courses for which they are eligible, if there is space available. Students are encouraged to meet with the Registrar's Office to design an individualized curriculum plan to complete the course of study. Repetition of courses may affect financial aid eligibility. Repeated nursing courses must be taken within one year of the original failure. Only one nursing course may be failed, and only repeated once.

A second failure in any nursing course constitutes program dismissal.

A second failure in Math or Pharmacology constitutes program dismissal.

Withdrawal from Nursing Courses

Students who wish to withdraw from a nursing course must contact the Counselor/Coordinator of Student Services and submit a letter of intent to the Registrar. Whenever a student withdraws from a nursing course, the student's status will be recorded on the transcript according to the grade at the time of withdrawal: 'W' (Withdraw) indicates that student is passing both the academic and clinical portions of a nursing course; or 'WF' (Withdraw Failing) indicates that student is on clinical warning and / or are failing academically.

A 'WF' constitutes a nursing course failure.

Students are encouraged to contact the Registrar's Office for future enrollment.

Satisfactory Academic Progression

The expected level of achievement for day division students is achievement of a quality point average of 2.3 in nursing courses and 2.3 in Fisher College at the end of the first year (summer term) in order to proceed to the second year. Weekend/evening division students must achieve a quality point average of 2.3 in nursing courses and 2.3 in Fisher College at the end of the second year (summer term) in order to proceed to the third

year. Any course failures in the day division must be made up before progressing to the second year. Any course failures in the weekend/evening division must be made up before progressing to the third year. In order for a student to qualify for financial aid, federal regulations require that a qualitative measure (cumulative grade point average, 2.3 GPA) and a quantitative measure (hours earned) be used as yardsticks to assess satisfactory academic progress. SH/BHSN assesses students' qualitative and quantitative progress once every academic year to determine if the students are progressing at a rate that will allow them to complete their course of study within the maximum allowed time frame (150% the normal time for completion). This is true for all programs offered at SH/BHSN.

Evaluation Policy

At the beginning of each semester, students receive course syllabi which detail evaluation and grading policies. At the end of each semester, students receive a grade in every course in which they were enrolled. These grades represent various levels of accomplishment upon which promotion is based.

Students receive clinical evaluation tools, which include learning outcomes to be met by the end of each semester. Students' performances in clinical areas are evaluated according to those learning outcomes. Following each outcome are behavioral guidelines, which assist students to meet learning outcomes. Students use these evaluation tools as guideposts to assess their progress. Students are required to complete self-evaluations at mid-term and final and/or end of each clinical rotation. Clinical components of courses are evaluated on Pass/Fail bases. All learning outcomes must be met in order to pass the course. Each nursing course has two components, class and clinical, each of which must be successfully completed to pass the course.

Grade Review

Only course faculty may assign course grades or change assigned grades given. Student questions concerning calculation of grades should be raised with the appropriate faculty member. Such questions must be addressed before mid-semester following the one in which the grade was given. If the faculty member and team leader agree that the grades are fair, decisions are final. If the student does not agree with the final decision they may refer to the grievance policy.

Cancellation of Classes and Clinicals

Classes scheduled as day classes and clinicals will be cancelled at 5:30 am. Weekend/evening classes starting at 5:30 pm or later will be cancelled at 2:00 pm. Clinicals starting at 2:00 pm or 3:00 pm will be cancelled at 11:00 am. Cancellations will be announced on the following TV stations channel 56(CW56) and channel 7(NBC). A global email will be sent out to the email address listed on SonisWeb.

In the event of inclement weather, students are advised to use their own discretion in making traveling plans. Academic semesters may be extended due to excessive school closings. However, if class or clinical is missed due to the student's decision, the student may be required to make up the missed class/clinical time.

Day/Weekend/Evening Transfers

Transfers between the day and the weekend/evening division are possible for a very limited number of students and are approved on a space-available and first come first served basis. To request a transfer a Program Transfer Request form must be completed with the Registrar's Office. Students who wish to transfer their course of study are strongly advised to speak with their faculty advisor, the Coordinator of Counseling and Student Services, the Financial Aid Office and the Bursar's Office. The purpose of this communication is to get a better understanding of how such transfers will affect academic and fiscal future at Signature Healthcare/Brockton Hospital School of Nursing. Notification of transfer will be done after the preceding Summer Semester has been completed and enrollment status and student numbers have been confirmed.

Withdrawal/Readmission from/to SH/BHSN

Students who withdraw or in any way sever their education at SH/BHSN are required to file a new application, including application fee, to be reviewed by the Admissions Committee. The student will be considered according to new admissions criteria in effect for the date they would expect to enroll. If accepted; a non-refundable registration fee must be paid to SH/BHSN within three (3) weeks of receiving acceptance letter. Readmission after a year's severance will be reviewed by the Admission Committee and placement of students in the program will be decided on an individual basis.

Exit Without Official Notification

If students leave without a formal letter of withdrawal and are absent from SH/BHSN for two weeks, they are considered to have abandoned SH/BHSN. As such, students will be withdrawn from all courses and a failing grade will be given for nursing courses currently being taken. Fisher College's policy regarding abandonment also applies.

Tuition reversal will be calculated based on the official date of last attendance. Please see SH/BHSN Withdrawal Policy for the reversal schedule. Students who abandon may not be eligible for readmission.

Leave of Absence

Student may request to take a Leave of Absence (LOA) for personal or health reasons. Students requesting a LOA must submit a letter to the Dean outlining their request and provide documentation supporting the extenuating circumstances. The Dean reserves the right to grant or deny the LOA on a case-by-case basis. If a leave is granted formal reapplication is not necessary. If the LOA is granted the student must return by the date specified by the Dean. Extensions to the LOA will not be granted. A student who does not return by the specified date will be withdrawn from SH/BHSN. **For financial aid purposes, SH/BHSN is not classified as a LOA granting institution, therefore, students who are granted a LOA will be reported to the National Student Loan Database as unenrolled/withdrawn. Students may go into repayment on any previously borrowed federal and/or private student loans.**

Withdrawal from SH/BHSN

Students are admitted to SH/BHSN with the expectation they will accept and abide by high standards of conduct and academic policies established by administration, faculty and National Student Nurses Association (NSNA). SH/BHSN reserves the right to withdraw any student who does not maintain acceptable academic standing. SH/BHSN also reserves the right to withdraw a student who does not meet the requirements of conduct and order or whose behavior is inconsistent with the standards of SH/BHSN. Students withdrawn from SH/BHSN are required to meet with the Financial Aid Officer; the School Bursar to insure that all tuition and fees obligations have been met; the Front Desk secretary to return identification badges; and the Manager of Library Services if there are any unpaid library charges. Students withdrawn from SH/BHSN will have their tuition charges reversed based on the official date of last attendance. Please see the Financial section for Tuition Adjustment Policy.

Students who have been withdrawn from SH/BHSN are not eligible for re-admission. This includes students who have failed nursing courses, pharmacology or math twice.

If the student has previously failed two SH/BHSN nursing, pharmacology or math courses and has graduated from an accredited LPN program and passed the LPN Boards, the student will be allowed to re-apply to SH/BHSN, completing the application process in full. Applications will be reviewed according to usual and customary application deadlines. If accepted, the returning student may enter the last unsuccessful nursing, math or pharmacology course attempted at SH/BHS; or may be required to audit or enroll in a prior class taken at SH/BHSN. If the student is not successful in this entry course or any following course the student

will be dismissed from SH/BHSN. **Reapplying as a LPN must occur within two (2) years of withdrawal/failure from SH/BHSN.**

Graduation Requirements

- SH/BHSN diplomas will be awarded to candidates who have fulfilled the following:
- All course requirements.
- A minimum cumulative quality point average (QPA) of 2.3 from SH/BHSN and 2.3 from Fisher College.
- Payment of all financial obligations to SH/BHSN.
- Completion of a Federal Student Loan Exit Interview, if required.
- Return of Hospital identification badge, outstanding library books and audiovisual materials.

After the official graduation ceremony, students are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

NCLEX-RN Information

An overview of the NCLEX-RN application, examination process, test plan and accommodation verification is presented in the Spring semester of the senior year by SH/BHSN staff.

Note: If an individual has ever been convicted of a crime, the criminal record will be subject to review by the Commonwealth of Massachusetts Board of Registration in Nursing upon application to take the registered nurse licensure examination.

Compliance with licensure laws in the state of Massachusetts requires all RN applicants to furnish satisfactory proof of “Good Moral Character” (GMC) (M.G.L. Chapter 112, Section 74, 74A and 76 and Board regulations at 244 CMR 8.00). All initial applicants have the burden to demonstrate compliance with the GMC licensure requirement. A history of conviction may delay and may prohibit eligibility to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN) for more information. Applicants and students should consult The Commonwealth of Massachusetts Board of Registration in Nursing for the most recent revisions of the GMC Policy www.mass.gov/dpl/boards/rn/, or call (617) 973-0900.

Graduation Ceremony

SH/BHSN conducts a commencement exercise annually in May. Conferral of a Diploma in Nursing and a Fisher College Associate in Science Degree, if applicable, occurs when the Registrar and/or Fisher Registrar finalizes the academic record of students and confirms that all requirements have been satisfied. Participation in the commencement ceremony does not constitute conferral of the diploma/degree. Similarly, inclusion of a student’s name in such publications as the commencement program does not confirm eligibility for the diploma/degree.

Graduation with Honors

Academic excellence in the nursing program is recognized by awarding diplomas with high honors (cumulative QPA of 3.50 or higher) and honors (cumulative QPA 3.0 to 3.49). The cumulative QPA is based on all classes completed at SH/BHSN.

Graduation Awards

The following awards are presented at graduation. Award recipients are approved by the Admissions Committee and voted on by Faculty Organization.

The Dr. Fred F. Weiner Memorial Award: Established by Dr. Alan D. Weiner and his family in memory of their father, Dr. Fred F. Weiner, the annual memorial award provides a pin to a graduating student who is academically and clinically qualified and has a quality point average of 3.7 or higher.

The Dr. Joseph Berkowitz Memorial Award: Established in memory of Dr. Joseph Berkowitz, the annual memorial award provides a plaque to a graduating student who is academically and clinically qualified and has a quality point average of 3.3 or higher.

The Dr. William Arnone Memorial Award: Established by Signature Healthcare/Brockton Hospital Medical Staff in memory of Dr. William Arnone, the annual memorial award provides \$100 to a graduating student who demonstrated excellence in pediatric nursing.

The Faculty Recognition Awards: Established by SH/BHSN Faculty Organization, the annual awards provide \$100 to graduating students from both the day and weekend/evening divisions who demonstrate outstanding contributions to the School, their class, and Student Government Association.

National Student Nurses' Association (NSNA) Awards: Established by the Student Government Association, the annual awards provide \$100 to graduating students from both the day and weekend/evening divisions who have shown consistent academic and clinical competence and who have been active in student activities. Recipients are recommended by the SGA advisor to the Admission, Retention and Scholarship Committee.

Fisher College Commencement Award: Established in 2004 by Fisher College, the annual award of \$500 provides \$250 each to a day student and to a weekend/evening student who are graduating with an Associate in Science degree from Fisher College. Each student must show excellence in academic and clinical performance and demonstrate the qualities of character that are essential for success in nursing. Award recipients will be recommended by the Fisher College Program Director, approved by the Admission, Retention and Scholarship Committee.

LPN Advanced Placement

1. Incoming LPN students have the opportunity to take two (2) Challenge Exams to demonstrate mastery of nursing curricula in both Family Health and Gerontology.
 - a) Challenge exams are offered for:
 - I. Family Health NU102/2102A/B
 - II. Gerontology NU105/2105
 - III. **These exams are offered only once for each student**
 - IV. Successful completion of the exams will enable the student to move to the next sequential nursing course
 - a. **Family Health NU102/2102A/B:** first nursing course will be Gerontology NU105/2105A/B in the upcoming summer semester
 - b. **Gerontology NU105/2105A/B:** NU210/NU3210A/B in the upcoming Fall semester
 - V. Should the LPN student be **unsuccessful** in meeting the designated course challenge exam the student would be required to take the associated nursing course.
2. The LPN student will receive an email from the Registrar's Office in July prior to the upcoming semester. The email will include basic information needed for challenge exam completion.
 - a) Confirmation dates for sign up and actual exam dates
 - I. LPN students who intend to take the Challenge exam/exams must send an email of intent to the BHSON Registrar's Office by October 1.
 - II. Payment: Will be due on the day the student is schedule to take the exam. Each exam cost is \$300.
 - III. Exam dates:
 - a. Family Health NU102/2102A/B exam is in November, prior to the first semester the student will be attending a nursing course, dates TBD.
 - b. Gerontology NU105/2105 exam is in March, prior to the summer semester, date TBD.
3. Challenge exam information:
 - a) **Family Health NU102/2102A/B:** This challenge exam consists of two (2) sections for a total of 100 multiple choice/alternative NCLEX type questions and 20 math calculation questions. **The student must pass both sections to achieve successful challenge for this course.**
 - I. Family Health Section #1: 100 multiple choice/alternative NCLEX type questions. Passing score 77%
 - II. Family Health Section #2: Math: 20 math calculations including weight-based dose calculations, IV drop factor and IV pump calculations. A simple calculator and scrap paper will be provided. Passing score 85%
 - III. Time for exams: 3.5 total hours
 - a. Family Health Challenge = 2.5 hours
 - b. Family Health Math = 1.0 hour
 - b) **Gerontology NU105/2105:** There are 50 multiple choice/alternative NCLEX type questions and 4 math calculation. Math calculations include IV drop factor and IV pump calculations. Passing score 77%
 - I. Time for exam: 1.5 total hours

For additional questions, please contact the Registrar's office, 508-941-7042

Revised 6/2017

Fisher College Policies

ACADEMIC INTEGRITY

All students are responsible for maintaining high standards of honesty and integrity when completing assignments for their courses. Any student found to have committed academic dishonesty, including plagiarism or cheating, will face academic penalties.

Plagiarism consists of passing off the words or ideas of another as one's own and is a serious form of academic dishonesty. The College expects that every assignment, such as essays, research papers, lab reports, oral presentations, and examinations, be the product of the student whose name appears on the work. Every assignment must credit the sources from which information is obtained. A student can and should consult his/her faculty when particular questions arise as to when and how to properly acknowledge the work of others within his/her own oral or written expression.

Cheating is defined as the use of notes, slips, copying or other illegal means to give or receive answers during examinations or on assignments. As with plagiarism, students found guilty of this form of academic dishonesty subject themselves to severe academic sanctions up to and including expulsion from the College. Additionally, re-using research papers for different courses is another form of cheating and will be subject to appropriate academic sanction.

If a student is found to have violated the Fisher College Academic Integrity Policy, the following penalties, at a minimum, will be imposed.

1. The student will receive a penalty based on the severity of the violation. Violations are categorized as follows:

Type 1 Violations involve submitting the same assignment in more than one class without prior approval, or unauthorized copying, sharing or collaboration on assignments (assignments include discussion board postings, homework, essays and other types of class requirements), or quizzes, or examinations. Type 1 violations are limited to an assignment/quiz/exam- based sanction, typically a zero on the assignment/quiz/exam in question and given the relative weight of the assignment may result in failure of the course.

Type 2 Violations involve cheating on a quiz/exam, plagiarizing a substantial portion of a paper (recommended guideline 20%* or more), or purchasing or submitting work completed by someone else on any type of assignment. Type 2 violations **at a minimum will be a zero on the assignment/quiz/exam** in question and given the relative weight of the assignment may result in failure of the course.

2. For any academic integrity violation, a violation report will be completed by the instructor. The student will be informed in person or via email by the faculty member of the sanction that is being imposed. The report will be sent to the Vice President for Academic Affairs* where the notification will be kept in the student's permanent record in the Registrar's office.
3. After the second Type 2 violation, the student will receive the faculty imposed sanction and will be required to meet with the Vice President for Academic Affairs*. The student will be placed on Academic Warning for the remainder of their tenure at Fisher College. In addition, the Vice President for Academic Affairs* will determine any additional sanctions for this second Type 2 violation.
4. Subsequent Type 2 violations during the student's enrollment at Fisher College will require a meeting with the Vice President for Academic Affairs* and will result in additional sanctions including failure of the course or suspension from the College for the remainder of that semester or term. Suspended students will be able to petition to return to the College no sooner than six months after dismissal.
5. If a student wishes to appeal a violation, they must do so within 14 days of the notification of their sanction. The appeal will be considered by an ad-hoc committee comprised of three (3) full-time faculty members who are not directly involved in the case. The decision of the appeals committee is final. Appeals can be made by contacting the Vice President for Academic Affairs*.

PLEASE NOTE: All violations of the Fisher College Academic Integrity policy are reported to the Signature

Healthcare Brockton Hospital School of Nursing Administration and further action may be taken by the nursing school.

SafeAssign Use Guidelines

- All papers which require citations must be submitted through SafeAssign (Blackboard) to detect plagiarism.
- If a student is found guilty of plagiarism, the information will be entered into an active database. The student must meet with the VPAA* following their second Type 2 violation.

*Or designee (Program Director at the Fisher College BHSN site)

PROFESSIONAL BEHAVIOR

Professional behavior allows all students the opportunity to experience an optimal learning environment. The following is a list of some behaviors that Fisher College values and expects students to demonstrate.

COMMUNITY – Students will **work together** with other members of the Fisher College/BHSN community to foster a positive and safe learning environment.

1. Participate in classes respectfully
2. Look out for each other; follow safety procedures
3. Be supportive of each other
4. Show empathy

RESPECT – Students will **respect** the **ideas and beliefs** of the members of the Fisher College/BHSN community.

1. Arrive to class on time
2. Do not leave early without notifying faculty
3. Turn off all electronic devices during class. Do not use smart phones/laptops/tablets to read/send text messages/email, link to Facebook/Snapchat, surf the web, play games, etc.
4. Do not chat with fellow students during classroom instruction
5. Speak to each other, administration, faculty, and staff respectfully
6. Respect the classrooms, labs, rest rooms, and public areas; dispose of trash appropriately before leaving classrooms

RESPONSIBILITY – Students will take **responsibility for their learning**

1. Purchase/rent required textbooks and materials for class
2. Be prepared for every class every day
3. Complete assignments on time
4. Dedicate time to studying each day
5. Be responsible group members. Check email and text messages, return messages, show up for meetings, study groups, and lab sessions, and meet all obligations

INTEGRITY – Students will show **honesty and trustworthiness** in everyday actions

1. Be honest with self, instructors, classmates, and friends
2. Do not use false excuses to avoid written assignments, presentations, quizzes, or exams
3. Build a reputation of integrity and reliability and do not disappoint self or others
4. Use good judgment in personal and academic life. Think before you speak/act so you will not look back with regrets.
5. Never waste resources (lab supplies, paper, toner, electricity, water)

PLEASE NOTE:

If your actions distract from the learning environment, you may be asked to leave the classroom. If the behavior does not change after the instructor has addressed his/her concerns with you, the instructor may request that you be withdrawn from the class. You will be required to take the class at another time.

COMMUNICATIONS REMINDER

Proper English and grammar should be used in all communications with the College. These communications include email messages as well as written assignments and Blackboard discussion board postings. It is not appropriate to use text/instant message short hand (i.e. using numbers in place of letters, such as 2 and 4). Emails, assignments, discussion board postings, etc. sent to instructors and college administrators should exhibit the utmost professionalism at all times. Recipients should be addressed as requested (Dr., Prof., Mr., Mrs., Ms., etc.) in an appropriate greeting. All emails must be signed with the student's full name, course title, number, and section.

CLASS ATTENDANCE

Fisher College and BHSN expect students to attend 100% of the scheduled meetings of all classes in which they are enrolled. This includes all classes, laboratory sessions, and clinicals. Class attendance may be used by the instructor in the determination of the Class Participation/Professional Behavior grade. Please consult each course syllabus for additional information concerning this policy.

Missing more than 10% of your total nursing and non-nursing class/lab/clinical hours will negatively impact your financial aid eligibility and future enrollment in the Signature Healthcare Brockton Hospital School of Nursing program. If clock hours missed exceed 10% of the total semester assigned clock hours, students will have the opportunity to make-up clock hours during the final exam period. All clock hours that are made-up will be counted toward the semester assigned clock hours.

If you are going to be tardy or miss an entire class/lab, you must email your instructor (email is given on course syllabus and on course Blackboard site) and cc the Fisher College Program Director (cwilcox@fisher.edu) BEFORE the beginning of class. If you must leave class early, the instructor must be notified BEFORE your departure. Instructors will take attendance at the beginning and after the break in each class. If you are tardy for class or depart early, you will not receive credit for the class hours missed. Remember, if you arrive after attendance is taken, it is your responsibility to check with the faculty member to make sure that you are recorded as present in the class. Failure to do so will indicate an absence.

You are responsible for all material presented during your absence. Please be sure that you are familiar with the make up policy that your instructor has included in your course syllabus.

Excessive student absences will be reviewed by the Fisher College/BHSN Administration. Students may be withdrawn from the class.

Fisher College will notify you by email when you have 3 absences, late arrivals, or early departures from class/lab. You will be required to meet with your instructor to assess if it is possible for you to achieve mastery of content. It may be in your best interest to withdraw from your course if you are not able to be successful. It is your responsibility to follow the appropriate procedure if you choose to withdraw from a course (see CLASS WITHDRAWAL below). You will be required to take the class at another time.

If there is a school cancellation or faculty absence, the class in question will be extended each week and/or supervised assignments will be given until the missed class hours have been made up. If a student leaves class early and is not present for the extended time or if a student's supervised assignment is not completed satisfactorily, the student will not recover the missed clock hours and an email notification of the class time missed will be sent to the BHSN Registrar and the student.

PLEASE NOTE:

A student who is absent for the first 2 class meetings of the semester will be removed from the class roster and will be required to take the class at another time.

If a student is absent consecutively for 14 days (or more) the student will be dismissed from the Fisher College class and the BHSN program and forfeit all financial aid. The student would have the opportunity to reapply to the BHSN program at a later date.

MINIMUM GRADE

The minimum grade for ALL Fisher classes in the BHSN curriculum is a "C+" (77). Students who do not achieve the minimum grade must repeat the class.

In addition, failure to achieve a "C+" average in a Fisher class may impact your advancement in the nursing program.

PLEASE NOTE:

HE221 Pharmacology and MA130 College Mathematics with Nursing Applications may be repeated once. A second failure to achieve the minimum grade in the class will result in dismissal from the BHSN program.

CLASS WITHDRAWAL

A student who wishes to withdraw from a Fisher College class must email Marlene Bohn (mbohn@signature-healthcare.org), BHSN Registrar on/before the last day of that class.

If you cease to attend class but do not officially withdraw, all missed work and exams will be assigned a grade of "0". At the end of the semester, you will receive the grade that you have earned.

EXAMINATIONS

If a student is unable to attend class on the day of a scheduled exam, the student must email the instructor (cc Carol Wilcox cwilcox@fisher.edu, Fisher College Program Director) BEFORE the exam. Failure to notify may result in a grade of "0" for the exam. Make up exams are given at the instructor's discretion and availability of the proctor and may differ from the exam that was given to the class during the regularly scheduled time. Exams must be made up before the next class meeting. Students may be asked to present documentation explaining the reason for the absence at the time of the make up exam.

If you miss a scheduled make up exam, you will not be given further opportunity for make up and will receive a grade of "0" for the exam.

The student may be allowed to make up a maximum of two (2) exams per semester (including the final examination).

PLEASE NOTE:

If you arrive late to an exam, you will not be given additional time to complete the exam.

FINAL EXAMINATION

Any student who, for whatever reason, misses a final examination must notify the instructor (cc Carol Wilcox cwilcox@fisher.edu) BEFORE the final exam. Failure to notify may result in a grade of "0" for the final exam. Students will be asked to present documentation explaining the reason for the absence. A make up date will be arranged and a \$25.00 make up fee may be due at the time of the make up exam. The exam may differ from the exam that was given to the class during the regularly scheduled time. If you miss the scheduled make up for the final exam, you will not be given further opportunity for make up and will receive a grade of "0" for the final exam.

STUDENT ACCESSIBILITY SERVICES STATEMENT

Fisher College complies with federal legislation for individuals with disabilities (Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 and the ADAA of 2009) disabilities. In order to address the specific needs for students who have a disability, it is important that students approach instructors early in the semester, preferably the first day of classes. Students must provide a letter from Meghan Hulbert, the BHSN Coordinator of Counseling and Student Services explaining specific needs and accommodations. To request accommodations or to obtain more information students should contact Meghan Buchanan at mhulbert@signature-healthcare.org 508 941 7050.

INCOMPLETE GRADE

Rarely, for extenuating circumstances such as illness or accident, a student cannot complete all course work on time. In such cases, the student can request from the Program Director that an Incomplete (INC) be granted. If the request is approved, the student, the faculty member, and the Registrar will be notified of that decision in writing.

It is your responsibility to make arrangements with the faculty member to complete all course work and to submit it to him or her within 30 days of the end of the term in which it was granted. At the end of the 30-day period, if the course work has been submitted, the instructor will submit to the Registrar or Program Director a Grade Change report with the received grade. If not, the Incomplete is converted to an "F" grade and duly recorded on the student's transcript.

'EXTRA CREDIT'

Course grades are determined only by points earned on exams, quizzes, and other assignments given during the semester. There is no opportunity other than what is explicitly stated in the course syllabus to earn points, that is, there are no special assignments or 'extra credit'.

GRADE REVIEW

A student may request a review of their final grade if they believe there is an error in the mechanical calculation of the grade or the grade was not compliant with the stated policy on the course syllabus. The evaluation of student work is the responsibility of the instructor and is not subject to review. The process for review is as follows:

1. The student must contact the faculty member within 15 days of the receipt of the grade and request a full review of their grade based on stated criteria in the syllabus.
2. If this does not resolve the student issue, they may send a written appeal for a grade review to the Vice President of Academic Affairs* within 30 days of receipt of the grade. The written appeal must include:
 - a. a copy of the syllabus
 - b. The faculty member's response and grade calculation
 - c. an explanation of the alleged calculation error
 - d. copies or documentation of student grades that do not match the faculty interpretation
3. The Vice President for Academic Affairs* will review the materials and request any additional documentation from the faculty member. After reviewing the information from the student and the faculty member, the Vice President for Academic Affairs* will notify each of the review decision. This decision will be final.

*Or designee (Program Director at the Fisher College BHSN site)

GRADE CHANGES

Student requests for grade changes must be made directly to the specific faculty member teaching the course. All grade changes must be made in writing by the faculty member and approved by the Program Director.

REPEATING A COURSE

Courses in which a C+ or lower grade has been earned can be repeated at the normal tuition rate. The following conditions apply:

1. The repeated course must be identical to the original and must be taken at Fisher College.
2. Both the original and repeated grades will appear on the transcript.
3. The repeated grade, whether higher or lower, is used to determine the cumulative grade-point average.
4. Veterans Administration educational benefits are not available for students repeating a course previously passed with a grade of "D" or better. Students receiving other types of financial aid should contact the Financial Aid office for entitlement.

CREDIT BY EXAMINATION

Any student accepted by Fisher College may be awarded credits toward his or her degree by demonstrating his or her knowledge and competency through the nationally recognized College Level Examination Program (CLEP) or Advanced Placement (AP) examinations. Credit will not be awarded if equivalent coursework has been completed either prior to, or later than the examination. Credit by examination will be awarded based on the recommendations from the American Council on Education (ACE). Please note that credits awarded through examination are categorized as "transfer" and are, therefore, subject to transfer credit policies outlined in the Fisher College catalog and the BHSN Student Handbook. The College also recognizes that there are many different credit-by-examination programs available throughout the country. Credit may be awarded for other programs if the exam is recognized by the American Council on Education, and the Council has published recommendations for the awarding of credit. The College Registrar and Program Director maintain a list of available examinations and their Fisher College equivalencies.

AUDITING COURSES

Auditing is allowed on a space-available basis and only with the permission of the BHSN Registrar, the Fisher

College Program Director, and the Instructor. Students who audit a course register in the usual manner for the course, pay the specified charges, and you are expected to fulfill all course requirements with the exception of exams. Students will not receive credit. No change from audit to credit, or credit to audit, is allowed after the Drop/Add Period.

ALCOHOL and DRUG POLICY

Attending class under the influence of alcohol is forbidden. Massachusetts state law prohibits the possession and consumption of alcoholic beverages by anyone under 21 years of age. At Fisher College, no student, regardless of age may possess, consume, or transport alcohol onto a Fisher College site. Students, as adults, are expected to obey the law and take personal responsibility for their conduct. Any student who uses alcohol will be held accountable for his or her behavior, including such acts as disorderly conduct, public disturbance, exposure of himself or herself or others to personal injury, and damage to property. Under Massachusetts and federal laws, possession of dangerous drugs and narcotics, including marijuana, is regarded as a misdemeanor or felony. If a student has a problem with alcohol or drugs, the College will try to help, but will not interfere with the legal prosecution of any member of the community who is apprehended for possessing or using drugs. Each student must be aware of his/her responsibility for upholding these laws. Infractions should be reported to the College administration. The College takes drug/alcohol abuse very seriously; therefore, any infraction makes a student liable to immediate dismissal from Fisher College. The College reserves the right to examine any student's belongings if it has a reasonable belief that illegal or illicit activity is taking place. The College also reserves the right to dismiss immediately a student from the College if there is any infraction of the Alcohol and Drug Policy.

All students enrolled in Fisher College courses are held to Fisher College policies outlined in the College catalog. The catalog is available on the Fisher College website www.fisher.edu and on Blackboard /Student Information Site/Course Documents. Print versions of the catalog can be obtained through Carol Wilcox by request. It is the student's responsibility to ensure that they have a current copy of the Fisher College catalog.

The Academic Experience and Services to Students

Overview

SH/BHSN has a commitment to the success of its students. Faculty and staff strive to help each student achieve his or her potential. SH/BHSN's long tradition of academic excellence is built upon a foundation of integrated studies, a stimulating atmosphere and a spirit of community and partnership. The nursing program aims to develop independent and critical learners who will be prepared for the world they will encounter and the demands and expectations they will confront. SH/BHSN envisions that such a program will both enrich students and benefit society.

Buying Books

All textbooks can be purchased through <http://bookstore.mbsdirect.net/fisher.htm>.

Health Insurance

Proof of current student enrollment in a health insurance plan is due annually by August 1st. At the start of each academic year, students will be charged on their tuition statement the current fee for the Fisher College Health Insurance Plan. Students may waive enrollment in the Fisher College Health Insurance Plan by completing a Fisher College/SH/BHSN health insurance waiver form. Once processed by SH/BHSN, the cost of the health insurance will be removed from their tuition statement.

Health Services

Documentation for **medical clearance**: In compliance with the immunization requirements specified by the Massachusetts Department of Public Health, students must provide the following upon acceptance to SH/BHSN:

Up-to-date Mantoux (TB) test results- **must be within SH/BHSN designated timeline**

Up-to-date Tetanus- **must be within the last 10 years**

Titers showing immunity to: Measles, Mumps, Rubella, Varicella & Hepatitis B - **If results do not indicate immunity, follow up will be required.**

Letter from primary care provider confirming student is in good health to participate in program

Mantoux:(TB) Students (returning and incoming freshmen) are required to have a Mantoux screening the beginning of every fall semester. Students who test positive must have a chest x-ray and provide documentation that their chest x-ray is clear. For those students who test positive, after the initial chest x-ray documentation is provided, for upcoming school years, a symptom checklist is required to be completed.

Influenza: Please be advised that seasonal influenza vaccination is required by SH/BHSN's parent organization SH/BH. Students will be notified of the deadline in which to supply SH/BHSN with documentation proving vaccination. Students have the option of declining by completing a declination form and wearing a surgical mask at all times during class and/or clinical, until notified otherwise.

Student Related Injuries: If a student is injured on the SH/BHSN campus or on clinical site rotation she/he will be directed by the faculty to the ER. Please note that the student's medical insurance will be applied to the bill but the student is responsible for any co-payments. A student may see their primary care doctor if they choose to do so.

Medical Clearance: Following surgery, an injury, three consecutively missed clinical days or any health or safety issues, a letter of medical clearance, free of restrictions must be submitted to Administration from an attending physician **one week prior to the student's anticipated return**. All returns regarding medical clearance are the discretion of the Administration and therefore do not guarantee a return.

Latex Allergy Policy

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life threatening anaphylactic shock.

SH/BHSN cannot guarantee clinical or academic settings are 100 percent latex free. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves may still be exposed to latex residue of others working in the area or to latex present in the equipment, models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation; evaluations are at the student's expense. If it is determined that a student suffers from a latex sensitivity/allergy and the student desires an academic adjustment, including reasonable accommodation due to this condition, the student must contact the Nursing School's Office of Counseling and Student Services.

It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during a clinical education, fieldwork, and healthcare career, even when reasonable accommodations are made and to regularly consult with his/her health care provider. As with all matters related to one's health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. Students should consult with their health care providers about precautions they should take.

Students must self-identify with their clinical instructor, lab instructor and with the Coordinator of Counseling and Student Services if they have a latex allergy.

Identification Badges

SH/BHSN requires all students to wear a SH/BHSN identification badge at all times at the Hospital, at the School, and clinical affiliations. Identification badges are issued by SH/BHSN. Students must report lost or stolen identification badges to the Front Desk Secretary. A fee is charged for replacement. Students will be sent home from school and/or clinical sites if the student is not wearing the SH/BHSN identification badge. Students will be held responsible for any clinical/class time missed.

Computer Room Access Policy

Students will be given a temporary username and password as freshman. The student will then change the username and password and will keep this information confidential in accordance with Signature Healthcare Brockton Hospital Confidentiality Policy. This allows the student access to the hospital computer systems. **If a student requires assistance logging onto the computers contact the hospital's Information Systems Help Desk at extension #14357 (HELP).** An in house telephone as well as one in the computer room is available by the school's front desk, on the wall.

Food Services

A variety of food service areas is located throughout SH/BHSN and the Hospital for the convenience of both day and evening/weekend division students. Food may be purchased by cash or debit/credit card by students, staff and guests in the Hospital cafeteria and coffee shop during normal operating hours. For information on the hours of operation, please consult the cafeteria and coffee shop bulletin board. A self-serve kitchen and vending machines in the Rosa Field building are available for student use.

Communication

Email and Mail Service: Students are required to have a professional e-mail address (for example: JDoe123@...) and must submit their e-mail address to the Registrar's office. All official SH/BHSN notifications will be sent via email to students.

Telephone Service: SH/BHSN's main phone number is 508-941-7040, and all SH/BHSN telephones are connected through the switchboard. The telephone system is intended for business use only and is not available for personal calls. Pay phones are located on the first floor of the Rosa Field building.

All Administration, Staff and Faculty have voicemail and email access.

Transportation and Parking

Students must provide their own transportation to and from all learning experiences at SH/BHSN and cooperating agencies. All students must park their automobiles in the Adams Street SH/BHSN Student parking lot. If the lot is full, you may drive to the Quincy Street lot (off Quincy Street behind the hospital) and take the shuttle back to the parking lot in front of the School of Nursing. This includes students coming to evening classes/clinicals. Any student working at the hospital must park in the SH/BHSN Student Parking lot during working hours. During the orientation program, students receive a parking sticker which should be affixed on the driver's side rear window of the automobile. Policy infractions are handled in this way: first offense, students receive a written parking violation notice; second and subsequent offenses, students receive a parking violation fee of \$25.00. If the violation fee is not paid, class suspension will occur, and return to all classes will resume upon payment of said fee. Security carefully monitors parking and will notify us that they have found your vehicle to be in violation of the parking rules of the Signature Healthcare/Brockton Hospital and the School of Nursing. You must abide by all the school's rules and regulations to remain a student at Brockton Hospital School of Nursing.

Security Services

The Department of Security Services at Signature Healthcare/Brockton Hospital administers a highly professional system for the enforcement of rules and regulations designed to promote the general safety and security of persons and properties on its campus. Security services are available in the evening per student request for escort to the parking lot.

Tobacco Policy

Signature Healthcare Brockton Hospital does not allow tobacco use of any kind inside our buildings, in our parking lots (including inside a car) or anywhere on the grounds of any of our facilities, whether leased or owned. This policy is an effort to create a healthier community and address a serious public health issue.

Voter Registration

All BHSN students who are eligible to vote will have the opportunity to learn about Voter Registration on the school website. Students may request registration forms over the Internet at the following web site: www.state.ma.us/sec/ele/elestu/studix.htm. Registration forms will also be available through the Student Services section of the website.

Office of the Registrar

Academic Records: The permanent academic records (transcripts) of students enrolled at SH/BHSN are maintained in the office of the Registrar. Clinical evaluation tools for each course are filed while students are enrolled. When requested, reference forms are added to student files prior to graduation. Following graduation, clinical evaluation tools are kept for 3 years. All alumni and withdrawn student records are permanently secured in locked cabinets in the School of Nursing building. Questions concerning graduate records should be directed to the Registrar.

- **Academic Reports:** Grades are not considered official until published by the Registrar. Grades are published to SonisWeb at the end of each semester and students are notified via email when grades are available for viewing. **Student Records:** It is important for students to keep contact information current and accurate. Any changes in name, address, phone number, or email must be update on SonisWeb by student. The student must notify Carol Wilcox Fisher College director. Students will be held responsible for communication from SH/BHSN sent to the last permanent address give and may

not claim indulgence on the plea of having moved and, therefore, of not having received the communication.

- Transcripts: It is the student's responsibility to make certain that his/her official academic record is a true reflection of the courses taken and grades received.

Transcript Requests

Student transcripts may be obtained from the Registration office upon completion of a Transcript Request form. A transcript fee of \$5.00 must be paid in advance for each official or unofficial transcript (no cash will be accepted). *No transcript of a student, former student or graduate will be furnished for any person with an outstanding SH/BHSN tuition balance.* High school records are not included and only transfer credits accepted by SH/BHSN appear on the transcript. Two weeks are required for processing transcript requests. Unofficial transcripts are available on SonisWeb. SH/BHSN accepts no responsibility for accuracy of such transcripts once they have been issued. Official Transcripts will be furnished upon request in a sealed Registration Stamped envelop, which is stamped indicating that an Official Transcript is enclosed and is void if open. Transcript Request Forms are available in the Admission Section of our website at www.BHSON.org and are located in the SH/BHSN Forms section of the Appendix. Student on Hold will not have access to SonisWeb.

Fisher College Transcript Requests

Students may download and print the [transcript request form](#) (pdf) from the Fisher College website www.fisher.edu and mail it to Registrar, Fisher College, 118 Beacon Street, Boston, MA 02116 or fax the request to (617) 236-8869. There is a \$10 fee for normal processing procedures, which take 3-5 business days. For same day service, the fee is \$15. Please be sure to include the fee with your transcript request form; checks should be made payable to Fisher College.

Individuals faxing a transcript request form must be prepared to pay using a credit card. In order to do so, the Registrar's Office needs the credit card name, number and expiration date. This information can either be included on the faxed request or the student may call 617-236-8825 and give the information over the phone after the transcript request form has been sent. Unofficial transcripts are available from MyFisher. Student on Hold will not have access to MyFisher.

Counseling

Guidance and counseling services support SH/BHSN's goals and help students to achieve academic and personal growth while making progress toward their career goals. Nursing preparation years are times of rapidly expanding self-awareness, and students may experience difficulties coping with emotional, intellectual and interpersonal issues. Counseling may be academic or personal in nature and may be initiated by a faculty member or student. Questions and concerns are explored with students by sensitive and dedicated professionals involved in areas of student development. Students are encouraged to seek out their faculty advisors for academic problems. Personal problems should be discussed with the Coordinator of Counseling and Student Services. The type of guidance will be determined by the situation involved, the nature of the problem and the student's needs. Certain problems may require an ongoing relationship between the Coordinator of Counseling and Student Services and students which will be so conducted as to encourage self-evaluation, self-responsibility, and personal and professional growth.

Referrals to other agencies may be made when appropriate. All contacts with referral agencies are held in strictest confidence. No information concerning a student, including the fact of his/her participation in counseling, will be revealed to any person without permission of that student.

Tutoring Resources

SH/BHSN and Fisher College provide a valuable tutoring service to students. Our Peer Tutors work collaboratively with individuals, small groups, and online to support our students' academic success in both nursing and non-nursing courses. In addition, the tutors facilitate study skills and test taking development and refer students to faculty tutors and/ or support services. Peer Tutors present workshops on transitioning to nursing school and other topics as needed through the school year.

Learning Resources

The Health Sciences Library serves both the School of Nursing and the hospital. The guiding philosophy is to provide information that meets the needs of the students, faculty and staff at the time of need, with as little frustration as possible on their part.

The librarian, Catherine Moore, is available to help you find information, instruct you on the use of electronic resources, and coach you in the art of reference searching.

The Library, located on the ground floor of the hospital, welcomes students to a study space that includes information resources online and in print, computers, printers, and a copier, and even a water cooler!

You may also access the Library's online resources from the SON Computer Lab, or from the convenience of home via an OpenAthens website.

You may contribute to library services through a work-study program or through representation on the Learning Resources Committee.

NOTE: Identification badges must be worn when in the Library

Access: The **physical** Health Sciences Library is open 7 days a week from 6:45 A.M. to 11:15 P.M. The Library's two rooms are located on the first floor of the hospital: one for print journals (magazines on serious subjects) and the other for print books. The Library's extension is 17207; the Librarian's is 17208.

Although the Journal room is shared with Transport workers who are waiting for calls, an attempt is made to ensure that at least one room is available at all times for a **quiet place to study**.

There is access to the **online** resources 24x7. From inside the school, such as in the computer lab, or while in the hospital, go to the hospital's intranet called Signet and find the Library's page under the "Education" tab. From outside, use the Library's external Athens site. Each student is emailed an assigned user id to login to My Athens.

Assistance: Help from the Librarian Catherine Moore is usually available Monday through Friday 9 A.M. - 5:30 P.M. in the office is next to the Library, [or via email at catherinemooore@signature-healthcare.org](mailto:catherinemooore@signature-healthcare.org), [or by calling 508-941-7208](tel:508-941-7208) (from within the School/hospital it is extension 17208).

Announcements will be made when the hours change to accommodate evening students prior to tests and papers being due.

Resources: An attempt is made to provide more than one resource on a subject due to authors and publishers having different strengths, biases, and multiple limitations that impact what information is included and how accessible it is.

- Nursing and clinical medicine textbooks (online and print)
- Point of Care information on disease/conditions, nursing diagnoses, procedures, and drugs as well as calculators, checklists and patient education handouts (online)
- Nursing journals, both national and international (online, some print, others available from other libraries via the librarian)
- Medical, academic, and general reference journals (online, some print, others available from other libraries via the librarian)
- Databases to find articles in journals including CINAHL, Nursing@Ovid, PubMed, and the Gale collection. These databases also include some access to full text articles related to nursing and medicine (online)
- General reference materials (online)
- Newspapers (online)

Copy Policy: Students are expected to print school materials at home. When necessary, please bring your own paper for printing at school. Printer availability is limited to the computer room.

Amenities: Both the Journal and Reference rooms have 3 **computers** each. The **water cooler** is in the Reference room, and the **copier/scanner** is in the Journal room..

Fisher College Library Services

SHBHSN students have access to the Fisher College library. On the main campus site in Boston, Fisher College has a collection which is available for student use, as well as a service to enable borrowing from area libraries. Several databases including CINAHL (full text) are available electronically and remotely to assist students in their learning.

Adult Learners: Resources for Returning to School

The Busy Adult's Guide to Making College Happen!: The Step-by-Step Guide to Finding the Time, Money and Motivation to Complete Your College Degree

Author: Geoffrey Schmidt

Copyright 2009

ISBN: 0979869900

Winner of the 2009 Axiom Business Book Award, this compelling, yet practical, how-to-book, will provide you with valuable insight and reveal proven strategies on how to balance your work and family life while at the same time, pursue your college education. You will learn how simple it is to:

- 1) Locate the time to pursue a college degree;
- 2) Find the money to pay for college - even if you have very little of your own;
- 3) Unleash your untapped energy and motivation;
- 4) Free yourself from your own self limiting beliefs that prevent you from achieving academic success;
- 5) Dramatically increase your earning power; and
- 6) Discover several strategies that will help you land your dream job.

The Adult Student's Guide to Survival & Success, 6th edition

Author: Al Seibert, PhD; Mary Karr, MS

Copyright: 2008

ISBN: 0944227384

Whether enrolling in college for the first time or returning after an extended absence, this motivational guide provides adult students with a wealth of practical guidance. This thorough handbook explores not only how to succeed academically while balancing family, work, and other important responsibilities, but also addresses how students can learn to confront their fears, increase their self-confidence and resiliency, and create support groups. Containing essential information on financing education through loans, grants, and scholarships as well as practical tips for managing time, preparing for tests, taking effective notes, and using internet resources, this one-stop reference also includes action review checklists.

New Beginnings: A Reference Guide for Adult Learners, 4th edition

Author: Linda Simon

Copyright: 2010

ASIN: B008UB4ZHA

Adults who enter college have unique challenges and concerns. New Beginnings is entirely devoted to helping adults develop skills to succeed in college from how to manage time and stress to how to develop strong writing and study skills. Specifically addressing adults by building on skills they already use in their everyday work and lives, this friendly, accessible, and supportive guide shows readers what to expect and how to create success in college. The 4th edition offers an expanded section on internet research and writing with a word processor. Eight chapters include information on test-taking, note-taking, classroom protocol, resources for help, strategies for reading and thinking critically; plus a basic grammar and math review.

The Adult Learner's Companion: A Guide for the Adult College Student, 2nd edition

Author: Deborah Davis

Copyright: 2011

ISBN: 0495913839

Adult learners face unique challenges--work, family, and the numerous responsibilities and obligations that they must juggle while pursuing a degree. With limited time and financial resources, adult learners need to know where and how to get help quickly and easily, and who to turn to when they have questions. The second edition of *THE ADULT LEARNER'S COMPANION: A GUIDE FOR THE ADULT COLLEGE STUDENT* preserves the principal core of the first edition while extending the scope and relevance of the relationship between life experience and its practical application to college and work. Essentially, the new edition teaches adult students how what they already know can be applied to all facets of college and career. Author Deborah Davis, a former adult student herself, provides a concise manual that helps adult learners navigate their way through the college experience, while providing the skills necessary for academic achievement.

Traditional Degrees for Nontraditional Students: How to Earn a Top Diploma from America's Great Colleges at Any Age

Author: Carole S. Fungaroli

Copyright: 2000

ISBN: 0374299897

The number of adults completing bachelor's degrees later in life is at an all-time high. Many universities have targeted this market with expensive, substandard programs. In this essential guide, Carole S. Fungaroli challenges the conventional wisdom that advocates distance learning, Internet degrees, and second-rate weekend programs for adult students. She argues that adults are best suited to a traditional college experience, and she insists that even those with children, jobs, and mortgages can earn a standard, four-year degree at a first-rate college. As Fungaroli shows, traditional studies at excellent universities will foster a scholar mentality that leads to top grades, greater academic opportunities, and more fulfilling careers. In addition to information on program selection, application, and financial aid, the book offers advice on such issues as overcoming fears of not being "college material" and taking part in campus life.

Academic Advising

Mission Statement

Academic Advising in the School of Nursing is an on-going, intentional educational partnership dedicated to the academic success of all students. The goal is to help students define and develop their own academic and career goals, understand the demands and expectations of the School of Nursing and make increasingly independent decisions toward their goals and toward graduation.

Academic Advisors believe that all students:

- Can be successful.
- Can be responsible for their own behavior.
- Have a desire to learn and want a meaningful and relevant education.
- Bring their own experiences, values, beliefs and opinions to the school and they are to be respected.
- Deserve dependable, accurate, respectful, honest, confidential and welcoming advising.
- Can become engaged, self-directed, life-long learners and competent decision makers.

Academic Advising in the School of Nursing is committed to:

- Guiding students to discover and pursue life goals.
- Supporting diverse and equitable educational, cultural and social experiences.
- Advancing students' individual development.

In order to assist students in realizing their full potential at Signature-Healthcare Brockton Hospital School of Nursing, faculty advisors embrace the following concepts about academic advising:

- Students are often unaware of the demands and expectations of the School of Nursing and therefore need to learn the culture of higher education. Academic advising plays a key role in their understanding of the collegiate environment.

- Academic advising is not an isolated event but an ongoing communication between the student and advisor in which mutual trust and respect must be established.
- Academic advisors recognize and accept that all students are unique and enter the learning process at varying points, learning at different rates and through a variety of methods.
- At the heart of all academic advising is the development of an educational plan that will enhance each student's intellectual and personal growth. While advisors help students define their educational goals, the primary responsibility for decision-making rests with the student.

Primary Goals and Objectives of Academic Advising

A primary goal of academic advising is to help students define and develop educational and career goals that are consistent with their personal values, interests and talents. During this process, it is desirable that students will develop a rapport with their advisors that will enhance their academic performance.

It is expected that students will become familiar with and utilize school resources that support their educational development and that they will develop an understanding of school policies, procedures and requirements.

The desired outcome of academic advising is that students learn to make informed and increasingly independent decisions about their educational plans and other academic issues. Accordingly, as students become more knowledgeable about curriculum, policies and procedures, the content of advising may change but the frequency of meeting will remain at least once per semester.

Students' Responsibilities in the Advising Process

- Give careful thought to your academic and career goals and openly share this information with your advisor.
- Take responsibility for your learning by reviewing the student handbook, the schedule of classes, your course requirements and becoming fully aware of the School of Nursing policies, procedures and requirements.
- To ensure quality time, make an official advising appointment according to your advisor's scheduled office hours each semester. If you are unable to keep a scheduled advising appointment, remember to notify your advisor in advance.
- Prepare a list of questions before meeting with your advisor.
- Ask questions! If you are unclear about a policy or procedure, get clarification from your advisor.
- Know the academic calendar and be aware of important deadlines. Contact your advisor at times other than scheduled semester appointments, if needed. It is important to inform your advisor about any academic or personal changes and /or challenges as soon as they arise because your advisor can refer you for any needed school resources.
- Make an advising file and retain in it copies of all your school documents so if questions arise you have appropriate documentation.
- Accept responsibility for your education by making your own decisions. Advisors will provide you with guidance and options, but you must choose. Your goal is to assume primary responsibility for educational planning, course scheduling and the successful completion of all graduation requirements.

Advisors' Responsibilities in the Advising Process

- Be accessible and responsive to students' needs.
- Meet with advisees at least once per semester or more frequently as needed.
- Document each student contact including attempted contact and file documentation in the student's file in faculty's office.
- Demonstrate a genuine interest in students' success by helping them develop realistic educational goals.
- Assist students in academic planning by explaining information about course requirements.

- Review each student's academic record prior to or during the advising appointment and identify high risk students.
- Learn about school resources/support services available to students and refer appropriately when needed.
- Provide contact information including email address, office hours and office telephone number.
- Be knowledgeable about school policies/procedures, and all general graduation requirements for each advisee.
- Know the academic calendar and be fully aware of important deadlines.
- As the advising relationship develops, assist students in developing decision-making skills and encourage them to take responsibility for their decisions.
- Encourage student participation in student organizations.

Learning Disability/Accommodations Policy

Statement on Non-Discrimination

SH/BHSON is in compliance with the Americans with Disabilities Act of 1990, as amended in 2008.

SH/BHSON provides reasonable accommodations to students with documented disabilities, so long as such disabilities do not preclude the student from meeting the essential qualifications for successful completion of educational objectives. In order to determine appropriate and effective accommodations, the Coordinator of Counseling and Student Services reviews accommodation requests on a case-by-case basis, and requires students to provide supporting documentation.

Consistent with its mission and philosophy, Signature Healthcare/Brockton Hospital School of Nursing is committed to providing an inclusive and welcoming environment for its prospective and enrolled students, faculty and staff, and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with this principle and applicable laws, it is therefore the School of Nursing's policy not to discriminate in offering access to its educational programs and activities or with respect to employment terms and conditions on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Rights & Responsibilities of the Student and the School of Nursing

Every student with a documented disability has the RIGHT

- To equal access to programs, courses, services and activities on campus
- To reasonable accommodations
- To confidentiality regarding their disability
- To fully participate in the SH/BHSON academic community

Every student with a documented disability has the RESPONSIBILITY

- To meet SH/BHSON qualifications and institutional standards
- To provide relevant and appropriate documentation of disability
- To self-identify to the Office of Counseling and Student Services
- To adhere to academic standards, maintain appropriate behavior and to act as an independent adult

The School of Nursing has the right and/or responsibility to:

- Identify and establish the abilities, skills, and knowledge that are fundamental to academic programs/courses and to evaluate each student's performance against these standards.
Fundamental program and course standards are not subject to modification.
- Request and receive documentation that supports a student's request for accommodations

- Refuse an accommodation that imposes undue hardship on the school, or if the student fails to provide appropriate documentation
- Select among equally effective accommodations for an individual with a disability

Adapted from the Americans with Disabilities Act of 1990 & Bridgewater State University, Disability Resources

How to Access Accommodations

Students with a documented disability may request reasonable academic adjustments. These academic adjustments must be supported by appropriate, complete and relevant documentation.

Why should you self disclose?

If your disability impacts your academic performance, you need to provide documentation to support an accommodations request to the Coordinator of Student Services & Counseling so BHSN can appropriately and effectively support your needs.

Who may self disclose?

Any student with a documented disability may request accommodations. Student disabilities may include (but are not limited to): Learning disabilities, Attention Deficit Disorder, chronic psychiatric disorders and Autism Spectrum Disorders.

How should you self disclose?

1. See the Coordinator of Student Services to obtain an Accommodations Packet & appropriate Disability Documentation Form
2. Once complete, turn in Request Form and Disability Documentation Form to Coordinator of Student Services for review
3. Schedule an appointment with the Coordinator of Student Services to discuss appropriate course of action

Adjustments and/or accommodations are made **after** scheduled meeting with the Coordinator of Student Services & Counseling takes place. The records that you provide to document your disability are confidential. Accommodations are signed by the student each semester. Documentation does not need to be re-submitted each semester.

When should you self disclose?

In order to allow us to process your request for accommodations we strongly recommend you disclose a **minimum** of two weeks in advance of exams.

Please note that all accommodations are case-by-case, and should be reviewed by the Coordinator of Student Services & Counseling.

For questions, contact:

Meghan Hulbert
Coordinator of Student Services & Counseling
(508) 941-7050 or mhulbert@signature-healthcare.org

Please note that the Massachusetts Board of Nursing may not accept the documentation stated above and therefore may not honor accommodations that the student received at SH/BHSN for the NCLEX. It is the student's responsibility to review the guidelines prior to taking the NCLEX if they would like to have their accommodations for the NCLEX exam.

Adapted from Rider University, Services for Students with Disabilities

Disability Documentation Guidelines

Please note that these lists are not exhaustive, they are intended for use as general reference. Further information regarding appropriate documentation will be provided by the Coordinator of Student Services based on the nature of the disability disclosed by the student on the request form.

Documentation Guidelines for Students with a Specific Learning Disability

- Evaluation must be conducted by a qualified professional.
- Documentation must be relevant to current request.
- Assessment should include: aptitude, achievement, and information processing.
- Documentation must include a specific diagnosis.
- Actual test scores from standardized instruments, and clinical summary should be provided.

Documentation for Students with Psychological Disabilities (can include ADD/ADHD)*

- Must be completed by appropriately licensed/credentialed provider.
- Must be based on DSM-IV criteria.
- Show evidence of a disability which would substantially limit access to learning.
- Must be relevant to current request.
- Reports should be submitted on professional letterhead and must contain the names, titles, and license information of the evaluator.

**Individuals diagnosed with AD(H)D and receiving treatment from a medical provider may use Medical Disability Documentation form.*

Judicial Procedures and SH/BHSN Related Policies

Overview

Within a community of scholars, failure by community members to behave within community standards may result. Each situation is contextual and individualized and must be dealt with accordingly. Sanctions, such as warning, probation, suspension or restitution, may result after an administrative investigation of the issue.

Students at SH/BHSN are liable to other members of the academic community for their conduct if it affects the well being of the SH/BHSN community. Responsible conduct cannot be easily and comprehensively described. NSNA and Faculty Organization present the following statement of rights and responsibilities as a guide in making determinations of appropriate behavior.

Due Process Statement and Procedures

In any alleged violation of SH/BHSN policy, every reasonable effort will be made to insure fairness, objectivity and appropriate due process. However, no SH/BHSN persons or committees constitute courts of law. In cases which fall within jurisdiction of the grievance review process described subsequently, a student

will have the right to be assisted in his/her defense by an advisor of his/her choice who is a student, a faculty member or SH/BHSN administrator. The grievance review board likewise may be assisted by an advisor

having similar qualifications. Statement of Rights and Responsibilities

Students at SH/BHSN have certain rights which include the following:

- The right to organize one's personal life and behavior and to pursue normal activities except when these interfere with the rights of others.
- The right of privacy of personal information. Students' beliefs and views shared with faculty and staff shall be kept confidential.
- The right to carry on individual or organized activity that expresses concerns or changes desired at SH/BHSN. Students and student organizations have the right to examine and discuss all questions of interest to them.
- The right to due process. No student shall be subjected to disciplinary procedures or found guilty of charges made under this statement without due process. Due process includes the right of the accused to know the charge made against him/her and to state his/her own version of events in respect to the charge made, the right to confront witnesses and the right to know the content of any other factual basis for the charge, and the right to have the matter settled by an impartial person or body.
- The right to institute the grievance procedure when students believe that their rights and responsibilities derived from this statement have been violated.
- The right to have the following information at the beginning of each course: course, theoretical and clinical unit objectives; course grading system; class and clinical assignments.
- The right to be represented on Curriculum, Grievance Review Committee and Faculty Organization Committee as needed.
- The right to be protected from unauthorized search or seizure.
- The right to make constructive criticism concerning course content.
- The right to academic advising.

Students at BHSN have certain responsibilities which include:

- The responsibility to refrain from actions which deny other students of SH/BHSN their rights as enumerated.
- Responsibility to fully read and comprehend the student handbook.
- The responsibility to adhere to established academic and all other SH/BHSN-related policies, rules and regulations found in the Student Handbook.
- The responsibility to refrain from use of force against a person or group, the forcible

interference with another person's freedom of movement or verbal abuse of another person.

- The responsibility to preserve the right of privacy of other individuals and groups, and to respect the right of property of individuals, groups and SH/BHSN itself.
- The responsibility to refrain from sexual assault and harassment of another individual.
- The responsibility to refrain from racial or ethnic harassment.
- The responsibility to abide by HIPAA regulations.
- The responsibility to maintain professional conduct in academic and clinical areas and to accept responsibility for own actions.
- The responsibility to maintain academic standards and course objectives of SH/BHSN.
- The responsibility to arrange and attend mid-term and end-of-term conferences with instructors and other conferences as deemed necessary by either party.
- The responsibility to maintain a patient's right to confidentiality.
- The responsibility to refrain from stealing, damaging, defacing or deliberate destruction of SH/BHSN property or of any student's property.
- The responsibility to refrain from disorderly conduct or lewd, indecent, or obscene conduct while on Brockton Hospital property or at SH/BHSN supervised activities.
- The responsibility to refrain from smoking on Signature Healthcare Brockton Hospital property.
- The responsibility to refrain from unauthorized entry into or use of SH/BHSN facilities.
- The responsibility to refrain from consumption of alcoholic beverages and drugs in buildings on SH/BHSN or Hospital grounds or sale or dispensing of alcoholic beverage or drugs at functions sponsored under the name of SH/BHSN or Signature Healthcare/Brockton Hospital. The responsibility to refrain from use, production, possession, distribution, or being under the influence of narcotics or dangerous drugs, except as permitted by law.
- The responsibility to refrain from the crime of hazing.

Sanctions

Sanctions are decisions made by SH/BHSN agents and applied to a student or a group of students alleged to have violated stated policies of SH/BHSN. A SH/BHSN agent is a member of the faculty, administration or staff of SH/BHSN who is charged with the responsibility of supervising and enforcing particular SH/BHSN policies. Sanctions that may be applied for violations of student responsibilities or BHSN policies are listed below.

- *Disciplinary Probation:* A period of time during which a student's actions are subject to close examination. Offenses committed during this time period will be considered in making future decisions.
- *Academic Probation:* A period of time during which the student's academic progress is subject to close examination. Terms of academic probation will be determined by the appropriate faculty member student's faculty member and Administration.
- *Alcohol/Drug Suspension Policy:* Students who violate the drug policy are subject to disciplinary action up to dismissal from SH/BHSN facilities.
- *Disciplinary Suspension:* Dismissal from SH/BHSN for a stated period of time after which readmission may be sought.
- *Expulsion:* Permanent removal from SH/BHSN. Readmission may not be sought.

Academic Honesty

Academic honesty is expected of all students; plagiarism and cheating are not condoned and are subject to academic penalty which may be failure for the course or a part thereof, in which the violation took place. A record of the violation is kept, and an offense may result in suspension or dismissal from SH/ BHSN. SH/BHSN defines academic dishonesty as follows:

- *Plagiarism:* The presentation of another's words, ideas, data, film or art work, computer programs, or laboratory results as if they were one's own, failing to acknowledge the real sources.

- *Cheating:* The act of giving or receiving (or attempting to give or receive) unauthorized assistance or information in an examination, term paper, homework assignment, laboratory report, etc.
- All exam questions are the property of Signature Healthcare Brockton Hospital School of Nursing. Removing or attempting to remove exam questions or information about exam questions is strictly prohibited. It is forbidden to copy, take a photo, reproduce, record, distribute or disclose any exam question by any means, in whole or in part. This includes discussing these questions before, during or after an exam. A violation of this type will result in sanctions as described in this academic honesty policy.

The procedure for implementing an academic penalty for academic misconduct, which includes, but is not limited to plagiarism, cheating, disruption of teaching, dishonest practices in connection with examinations, and disruptive classroom behavior, is as follows:

- The instructor will notify the student of the alleged violation and the proposed penalty, and advise the student of a right to appeal if he/she believes the charge to be unjust. Documentation of notification to the student will be maintained.
- *If the student does not appeal:* The instructor will impose the penalty and notify the Dean in writing of the incident and the penalty. The Dean will notify the student that he/she has received notification of the offense and penalty and that both are being kept on record in the Registration Office.
- *If the student wishes to appeal the charge:* The student will, within one week following notification by the instructor, inform the instructor that he/she wishes to appeal. The instructor will notify the Dean in writing of the incident, the proposed penalty and the student's desire to appeal. The Dean will investigate the case which will include interviews with the student and with the instructor involved. The Dean will report his/her decision in writing to both the instructor and student.

If a charge of academic dishonesty has been sustained, the instructor's penalty is imposed and a record of the incident is kept in the student's file. Any record of offense will be destroyed when a student graduates from BHSN. If the student withdraws or is dismissed from BHSN, the record of offense will be maintained as long as the student's file is maintained.

Student Grievance Procedure

Definitions: A "grievance" shall mean a complaint which has been filed by a grievant alleging a violation of student rights. A "grievant" shall mean a student or groups of students enrolled in SH/BHSN at the time the grievance is filed.

Purpose: A student who has a problem related to rights and responsibilities which has not been resolved to his/her satisfaction has the opportunity to have this problem reviewed by a higher authority. The primary purpose of this procedure is to secure prompt and equitable resolution of a grievance. Customary channels of communication shall be used wherever feasible in seeking clarification of questions or concerns. Every effort shall be made to maintain confidentiality at each level of the procedure.

Procedure:

- *Step 1:* If a grievant has a problem with faculty or staff, he/she should attempt to resolve the conflict between them. Mutual times should be set aside for communication. The grievant shall first present his/her grievance orally and informally to the person against whom a grievance exists. This should be done within five school days from the date of the grievance act or from the date that the grievant knew of the grievable act.
- *Step 2:* If the grievance is not resolved in the grievant's favor within five school days, the grievant must present, in writing, a statement of the grievance, including all of the relevant facts to the Administrator of Adjunct Faculty. The above SH/BHSN agents will discuss the grievance with the grievant and will provide a written response to the grievant and SH/BHSN agent involved within five days following discussion.
- *Step 3:* If the grievance is not resolved in the grievant's favor within five school days, the grievant must present, in writing, a statement of the grievance, including all of the relevant facts to the chairperson of the Grievance Review Committee. The grievance review committee has the

responsibility to investigate any alleged violation of policy which may occur in the classroom or which relates to the teaching and learning process in SH/BHSN, its affiliations and Hospital and its immediate grounds or at a sponsored SH/BHSN event and to recommend sanctions.

- Students have the right to a pre-hearing conference with the chairperson, grievance review committee, for the purpose of reviewing hearing procedures and related aspects of the review system. In addition, students may use this opportunity to waive their right to a hearing and appeal and accept disciplinary action from the faculty/staff member.
 - The grievance review board shall set a reasonable meeting time. The student involved in the case will receive in hand or by return receipt requested, addressee only mail, the following information from the chairperson, grievance review board: the specific rule or regulation allegedly violated; the time and place of the alleged violation and such information as needed to prepare a proper defense; the name(s) of the person(s) reporting the alleged violation; explanation of the right of appeal and; the time and place of the meeting.
 - Hearing and Evidence: All evidence and argument pertaining to questions of fact, procedure, interpretation of rules and regulations and any other questions which may come before the review board in the course of the meeting will be presented with the knowledge of the student(s) against whom the allegations have been made.
 - Witness and Evidence: Each party in a disciplinary meeting will be given the opportunity to testify and present evidence and witnesses, and an opportunity to hear and question adverse witnesses. In no cases shall a board consider statements against a student unless he/she has been given the opportunity to rebut unfavorable inferences which might be drawn from them. *Burden of Proof:* The burden of proof shall rest upon the persons bringing charges or upon their representatives.
 - Deliberation and Decisions: Immediately following the meeting, the review body shall meet in executive session. A majority of the members must concur first with the facts of the case and thereafter with a resolution to the problem. The chairperson shall forward the recommendation, in writing, within 24 hours to Administrator of Adjunct Faculty. SH/BHSN agent(s) can accept or modify the recommendation and subsequently will notify the grievant of the decision in writing.
- *Step 4:* If the grievance is not resolved in the grievant's favor within five school days following notification of the decision of the grievance review board, the grievant may file a petition of appeal with the Dean. Appeal letters must also include a rationale, one or two paragraphs in length, for the reasons stated. The Dean may schedule a meeting with the student, support person, and faculty member involved and attempt to resolve the alleged grievance. A written decision is required, normally within thirty (30) days, on any grievance presented to the Dean. When the Dean rules on an appeal, the case shall be considered closed.

Other: Filing a grievance in accordance with the procedure set forth above shall not affect the student's right to file complaints with appropriate state and federal agencies or courts.

All written responses shall be served by delivering, in hand, a copy to the appropriate person or by the mailing of a certified letter to that person addressed to his/her residence as recorded in the office of the Registrar.

Specific policies related to the conduct of members of the SH/BHSN community are outlined in the Student Handbook. Subsequent changes in policy are sent to students via email as addendums to the current year's Student Handbook.

Grievance Review Committee:

Faculty: Two faculty team leaders, one from the day and one from the evening/weekend division, elected by the faculty from a ballot prepared by Faculty Organization based on faculty preferences in May of each

academic year; two faculty members and the NSNA Advisor.

Students: 3 student representatives, one from the evening/weekend and two from the day division from each class.

Grievance Review Board: A board shall consist of eight members of equal dispersion of faculty and students plus a chairperson of the grievance review committee for a term of one year. If any student or faculty at the grievance review committee is biased or might have an interest in the outcome or has previous knowledge of the grievance, he/she will withdraw from the board and be replaced by the next available member.

General Grievance Review Committee/Board Procedures

- The committee shall annually select a chairperson who shall preside at hearings.
- The committee shall select a secretary who shall keep records and all correspondence.
- The committee shall determine quorum at the first organizational meeting.
- Meetings shall be conducted in accordance with due process.
- Recommendations shall be made in writing citing the violation(s), a brief statement of the facts upon which the finding is based and the disciplinary sanction recommended.
- Adequate time (48 hours) must be given to the accused person(s) to prepare the appropriate defense. The student shall be provided with a copy of the incident report 24 hours prior to the hearing.
- Hearings shall be conducted openly, unless the student(s) involved, at any time, requests a closed hearing. In an open hearing, the chairperson may limit the number of spectators in an effort to maintain order and decorum. Decision of the board shall be made with the concurrence of not less than two-thirds of the members present.
- All records of grievance board hearings and of the final determination in each case shall be confidentially maintained.
- All members of the board shall keep in strict confidence all information that relates to any case heard by the board.
- Cases occurring just prior to examination and/or lengthy vacation periods shall be referred by the chairperson to the appropriate administrative officer to ensure timely adjudication.

Disability Discrimination Grievance Procedure

Purpose: The following is the official mechanism by which disabled persons may file a grievance with SH/BHSN (the “School”).

Non-Associates (other than applicants for employment): Any student who believes that he or she has a legitimate complaint concerning accessibility or services, architectural barriers or other situations covered by Section 504 of the Rehabilitation Act of 1973 or the American With Disabilities Act is urged to bring it to SH/BHSN’s attention via this grievance procedure. Any such grievance should be initiated within 15 days of the incident giving rise to it. Depending upon the nature of the complaint, the grievant should follow Step I as follows:

Step I - Contact the Dean who shall attempt to resolve the grievance in a fair and timely manner.

Should the attempt to resolve the issue at Step I fail, the grievance may be advanced to Step II, within five days of the Step I response. The designated representative shall assist the grievant in pursuing the matter further by assisting the grievant in submitting his or her written complaint and notifying SH/BHSN’s compliance officer that a Section 504 grievance has been received.

Step II - The compliance officer shall forward the grievance and his/her findings, together with any additional information provided by the grievant, in writing, to Dean. Normally within seven days, the Dean shall make a final decision, based on all available information, and will forward his or her final written decision to the grievant, normally within 45 days of the original written grievance.

Appointment of Compliance Officer: The Coordinator of Counseling and Student Services is appointed the

SH/BHSN's compliance officer.

Rehabilitation Act of 1973: A grievant may also have rights under Section 504 of the Rehabilitation Act of 1973, 39 U.S.C. 794, which is administered by the Office for Civil Rights of the Department of Health and Human Services. Regulations have been promulgated by the Department, 45 C.F.R. Part 84, and further information may be obtained from the Department.

A grievant may also have right under the Americans with Disabilities Act, 42 U.S.C. §12101-12212, which is administered by the Equal Employment Opportunity Commission (EEOC) and the Department of Justice. Regulations have been promulgated by the EEOC, 29 CFR 1630 and the Department of Justice, 28 CFR §36, which address specific subject areas. Utilization of this grievance procedure shall not preclude any grievant who has a right to do so from filing a complaint under Section 504 with the Department or under the American with Disabilities Act with the EEOC or courts.

SH/BHSN takes very seriously students' complaints and concerns. Complaints should be resolved at the campus level. However, after completing the SH/BHSN Grievance process, if a student feels that their complaints has not been resolved, per federal Student Regulations CFR 34, Section 600.9 (a)(1) and 668.43 (b), the student may file a complaint with:

Massachusetts Board of Higher Education
Office of the General Counsel
One Ashbuton Place, Room 1401
Boston, MA 02108
Phone: 617-994-6950
Fax: 617-727-0955
www.mass.edu

Alcohol and Drug Free SH/BHSN Policy

It is the policy of SH/BH and SH/BHSN to prohibit in the workplace and educational setting (SH/BHSN, Hospital, affiliations, and sites for program activities) the unlawful possession, use, dispensation, distribution, sale, or manufacture of controlled substances and to prohibit the use and/or abuse of alcohol. Violation of this policy shall result in disciplinary action up to, and including expulsion from SH/BHSN. Depending upon the circumstances, other actions, including notification of appropriate law enforcement agencies may be taken against any violator of this policy. In accordance with the Drug Free Workplace Act of 1998, as a condition of enrollment at SH/BHSN, students must comply with this policy and notify SH/BHSN administration within five (5) days of a conviction for any criminal drug violation occurring in the work place and educational setting. Any student violating this policy shall be immediately suspended from SH/BHSN and could face expulsion pending the outcome of any legal investigation and/or conviction.

Drug Abuse Education Program

The Higher Education Amendments of 1986 require schools that receive Title IV funding to provide alcohol and drug abuse prevention programs. SH/BHSN makes the following available to any student, administrator and staff at SH/BHSN:

- Professional counselors available to all students and associates seeking assistance with alcohol or drug related problems. Contact the Coordinator of Counseling and Student Services for access to confidential counseling and referral services.
- Literature on substance abuse, its prevention and effects is available at SH/BHSN
- Notices of programs on substance abuse and its prevention are posted as received on faculty and student bulletin boards.
- Substance abuse and its prevention, including the effects of drugs and alcohol on the physical, psychological and social functioning of the individual is taught and integrated into the nursing curriculum. Nursing courses include guidelines related to assessment and management of substance abusers. Addiction, dependency, physical and emotional consequences, stress and death are topics highlighted.
- Audiovisual materials on substance abuse are available to students, administrators and staff at SH/BHSN.

- Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) meet on a regular basis in accessible locations to SH/BHSN. Locations and times of meetings are available from the Coordinator of Counseling and Student Services.

Cause for Corrective Action:

The following list describes the types of infractions that may result in corrective action. Corrective actions may include, but are not limited to, verbal warning, written warning, suspension, termination of any other measure deemed appropriate by SH/BHSN under the circumstances. This list is not meant to be all-inclusive but serves to describe the types of infractions that are unacceptable at SH/BH and SH/BHSN.

- Drinking alcoholic beverages at any SH/BSHN-related activity.
- Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on Hospital and/or affiliating agency property.
- Reporting to SH/BHSN and affiliating agencies under the influence of drugs or alcohol.

Students are expected to arrive on clinical areas alcohol and drug free and to maintain that status during the clinical day. If a student arrives on a clinical area demonstrating behavior suggestive of chemical impairment or becomes chemically impaired while there, he/she shall immediately be removed from the clinical area. If the student is in possession of alcohol or removes any drugs from the clinical area or obtains illegally any legal or illicit drugs, he/she shall immediately be removed from the clinical area. Actions taken by the faculty in response to any of the above instances shall focus on education and rehabilitation of the student. The faculty member shall conduct a confidential conference with the student and focus on previous instances of chemical impairment by the student, the type of chemical involved, acknowledgment of error and explanation by student, and harm done to patient/clinical area staff/peers/self.

Following the confidential conference, depending on the seriousness of the situation, one or more of the following steps may be taken:

- Report of incident to Dean
- Report of incident placed in student's folder in the office of the Registrar
- Referral to Coordinator of Counseling and Student Services
- Referral to outside agency or therapist
- Recommended leave of absence
- Dismissal from SH/BHSN/semester/year If a student is referred to a treatment center, he/she must provide confirmation of attendance at the treatment program and be drug and alcohol free for a period of six months before being considered for continuation or re-admission to SH/BHSN.

Incivility/Anti-Bullying Policy

As a professional nursing program, SH/BHSN works hard to promote civility (an authentic respect for others), tolerance and understanding among the staff, faculty and student body. The opposite of this would be incivility or bullying which is defined as the aggressive and hostile acts of an individual or group of individuals who are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.

1. **Physical Bullying** includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.
2. **Verbal/Written Bullying** includes ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.
3. **Nonverbal Bullying** includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.
4. **“Cyber bullying”** is defined as bullying and individual using electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

SH/BHSN has **zero tolerance** for bullying actions or behaviors. If you are the victim of bullying **DO NOT RETALIATE** as you may look like the perpetrator and will most certainly cause confusion for those

responsible for evaluating and responding to the situation. If you feel you are a victim keep a written journal of events regarding the bullying incident including dates, times, what happened and if there were any witnesses. If you are receiving written notes, emails or photos as they pertain to the bullying keep copies of those as well. Incidents of bullying should be reported to the clinical instructor, and/ or Administration or Coordinator of Counseling and Student Services. Disciplinary actions against the perpetrator, following a thorough investigation by the Administration may result in expulsion from the SH/BHSN program.

Hazing

In accordance with M.G.L. c.269 §17, 18, 19 and the hazing reporting regulation 610 C.M.R.: 5.00, BHSN is required to file an annual compliance report with the Board of Higher Education. Chapter 269, Sections 17 through 19 are printed below:

Massachusetts General Laws, Chapter 269, Sections 17-19: Hazing

269.17 Hazing organizing or participating: hazing defined.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Failure to report hazing.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269.18 Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report.

Section 19. Each institution of secondary education and each public and private institution of post

secondary

education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided however; that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands

and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and all forthwith report to the attorney general any such institution which fails to make such report.

Signature Healthcare/Brockton Hospital Sexual Harassment Policy

Students must abide by the Hospital Sexual Harassment Policy. It is the policy of the Hospital to provide an environment free from sexual harassment. Sexual harassment is not only against Hospital policy, but is also illegal. Any retaliation against an individual who has complained about sexual harassment or who is cooperating with an investigation of a sexual harassment complaint is similarly illegal and will not be tolerated.

The Hospital prohibits sexual harassment by any of its associates, students, officers or agents. There is a procedure by which allegations may be filed, investigated and resolved. If it is determined that inappropriate conduct has occurred, the Hospital will act promptly to eliminate the conduct and impose such action as necessary including disciplinary action where appropriate, up to and including dismissal. While it is not possible to list all circumstances, the following are some examples of conduct which, if unwelcome and/or interfere with an individual's work performance, may constitute sexual harassment:

- Unwelcome sexual advances, whether they involve touching or not
- Requests for sexual favors
- Sexual jokes, written or verbal references to sexual conduct, comment on an individual's body, comment or inquiry about an individual's sexual activity, deficiencies or prowess
- Displaying sexually aggressive objects, pictures or cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Please contact the Coordinator of Counseling and Student Services for further information.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act of 1974 applies to "Education Records" defined as "records, files, documents and other materials which "contained information directly related to a student" and "are maintained by an educational institution or agency." The term "education record" does not include the personal files of faculty and administrative personnel, law enforcement records, and medical, psychiatric or psychological records created and used only for the treatment of a student and available only to those providing the treatment.

Public Information: SH/BHSN does make public the following information about a student unless the student specifically requests in writing that the information is not to be released. "Directory Information" includes a student's name, address, telephone listing, electronic mail address, date and place of birth, school or college, major field of study, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Requests made by students not to release such information for public distribution are to be made in writing to the registrar and filed prior to the

drop/add in any given semester.

Access Rights of Students: Parents' financial records and related parental financial information shall not be released to students.

Access Rights of Persons or Agencies Other Than Students:

Except for those stated below, no one will have access to educational records without the written consent of the student concerned. (Disclosure Forms available in Admission Office and Fisher College Office)

- Faculty and staff members determined by the Operations Administrator to have legitimate educational interests in seeing the record in question.
- Authorized federal officials auditing federally-supported educational programs
- Persons processing a student's financial aid application
- Recognized accrediting organizations carrying out accrediting functions
- Parent(s) of a student who is listed, pursuant to I.R.C. Section 152, as a dependent on Federal Income Tax return of said parent(s) for the calendar year immediately prior to the year in question

Procedure to Follow to Access a Record: A request by a student or agency to inspect a record shall be made in writing to the Registrar. The Registrar will inform the student or agency when the requested record will be made available. The Registrar maintains a record of the persons or agencies who have had access to the record. Students must properly identify themselves (student ID) before being shown their records, must not interfere with the operations of the Registrar and must examine the record during reasonable hours in the office of the Registrar. The examination of the record shall be supervised. Copies of records shall be given to the student upon written request. (Disclosure Forms available in Admission Office and Fisher College Office)

Reviewing and Expunging Records: The academic record (transcript) of a student is officially designated as a permanent record and is maintained in perpetuity by BHSN, as well as all application material received. No other records are officially designated as permanent records. All non-permanent records will be destroyed three years following graduation.

Identity Theft Prevention

Signature Healthcare Brockton Hospital School of Nursing (BHSN) has implemented these policies August 2009. These policies have been designed to detect, prevent and mitigate identity theft at Signature Healthcare Brockton Hospital School of Nursing. The policies will include procedures to:

1. Identify relevant red flags for student accounts.
2. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft.
3. Ensure that the policies and procedures are reviewed annually.

Examples of Red Flags:

1. A warning of suspicious activity from law enforcement personnel or a consumer reporting agency.
2. Suspicious documents provided by the student for identification purposes.
3. Application for enrollment or service that appears to have been altered or forged.
4. Identification document or card on which a student's photograph is not consistent with the appearance of the person presenting the documentation.
5. Discrepancies in identity information reported to different BHSN offices.

The three areas in the School that have the greatest risk for identity theft are the application for enrollment, the application for financial aid and the disbursement of credit balances from the Bursar's Office.

Application for Student Enrollment

To mitigate and identify any relevant red flags during the application for enrollment, the following is required for the School's official application:

- a. common application with personally identifying information
- b. high school transcript or GED

- c. official SAT scores, where required
- d. academic and employment histories
- e. official college transcripts, where required

Upon acceptance to the School, the following is required:

- a. CORI/SORI background check (Social Security Card, Driver's License, etc.)
- b. entrance medical records

The School's policy for acceptance and enrollment of new students allows the Registrar's Office the opportunity to review and if necessary verify all student documentation. If a suspicious document is found, this red flag will be brought to the immediate attention of the School's Administrative Team for review of possible identity theft. The Administrative Team will review the suspicious activity and have one or more of the appropriate responses:

1. Deny the student access to their School account until other information is available to eliminate the red flag.
2. Contact the student to discuss the possibility of discrepancy of personally identifying information.
3. Notify law enforcement.
4. Determine no response is warranted under the particular circumstances.

All of this will be documented in the student's official file located in the Registrar's Office.

Financial Aid Application

During the application for financial aid, the students are required to fill out online a Free Application for Federal Student Aid (FAFSA) as well as in-house financial aid documentation. Our financial aid officers are in a unique position to spot any discrepancies since they receive student information from various sources, for example, the Department of Education's Central Processing System for financial aid application and the National Student Loan Data System as well as our own Registrar's Office. Since each student's application for financial aid is reviewed manually, any such red flags, such as different personally identifying information that has been reported to our Registrar's Office and listed under the student's SonisWeb file, will be isolated and attempted to be resolved in a satisfactory manner by the Financial Aid Officer and the Registrar. If no such resolution is achieved, this red flag will be brought to the immediate attention of the School's Administrative Team for review.

Two very common examples of personally identifying information that does not match between the Registrar's Office and the Financial Aid Office are married vs. maiden name and changes in home address.

To resolve the last name discrepancy, any name changes made must originate with the Registrar's Office and supporting documentation will be required. The only such acceptable documentation is a new Social Security Card documenting the student's name change.

To resolve the address discrepancy, any address changes made must originate in the Registrar's Office. The address change will be made in SonisWeb by the student, and if for any reason the address change is suspected to be fraudulent, supporting documentation may be required. These supporting documents can be, but are not limited to, a new driver's license or official Massachusetts ID listing the new address, utility bills listing the student's name and new address or if a student moves into a home where they are not required be listed on a utility bill, a letter from their new landlord/roommate. These supporting documents will be reviewed and if necessary verified.

Disbursement of Student Credit Balances

Student credit balances are disbursed via paper check and are mailed to the student's official SH/BHSN home address listed on file. Credit balances that are disbursed and generated by a Parent Plus Loan, the checks are made out to the parent not the student unless the parent make the request in writing authorizing the school to make the check out to the student.

If a student refund is returned as undeliverable to the address on file in the Registrar's office, the Bursar will

contact the student via email or phone to inform the student that a refund check is available and to update their address with the Registrar. The student then may pick up the refund check, upon presenting their student identification.

If a refund generated from a Parent Plus Loan is returned undeliverable, the parent will be contacted to verify the correct address.

Tuition Payment Plan

Please note that according to the Red Flag Rules, a deferred tuition payment plan is considered a covered account and as such is covered by these new federal guidelines. However since Payment Plan requests are initiated by the student and each request is reviewed manually by the Bursar there is no likelihood of any red flag discrepancies. The student must contact the Bursar's Office to start enrollment in a payment plan. Upon contact the Bursar verifies the student's personally identifying information. Once that has been done a Budget Payment Plan form is filled out and signed by the student. Their payment plan has now commenced. Funds are not disbursed from the Payment Plan unless a student withdraws from the School and if such a case occurs the rules for disbursing credit balances will apply.

Protection of Student Identifying Information

In order to further prevent the likelihood of Identity Theft, BHSN will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. containing student account information when a decision has been made to no longer maintain such information.
2. Ensure that office computers with access to student's account information are password protected. Avoid use of full social security numbers as identifying information (use of partial social security number is acceptable)
3. Ensure computer virus protection is up to date.
4. Require and keep only pertinent student information that is necessary for enrollment and financial aid purposes.

Ensure complete and secure destruction of paper documents and computer files

Red Flag Policies Administration

Responsibility for developing, implementing and updating these policies lie with the Operations Administrator. The Operations Administrator will ensure that the Bursar will review annually any pertinent changes to the Red Flag Rules and adjust our School's policies accordingly. Our policies will then be brought to our School's Administrative Team for review and approval. The Operations Administrator will ensure that all School personnel are trained in accordance with our policies and that an annual review will be required.

Finances

Semester Charges

Students are billed three times a year, prior to the start of Fall, Spring and Summer sessions. Bills are posted on SonisWeb and a global email notification is sent to all students. All Payment arrangements must be made before the due date specified on the bill.

Tuition Payment

Tuition and Fees are payable by mail, in person and via PayPal through SonisWeb. Payments must be made by check/money order payable to Brockton School of Nursing and by debit/credit card in person or through PayPal via SonisWeb. All checks/money orders and payments made over the phone must be received by 3 P.M. in order to be posted the same day. All charges are subject to change. **CASH IS NOT ACCEPTED.** A \$25 fee will be charged for any check returned or refused by the bank. Tuition balances must be paid in FULL by the DUE date listed on the SH/BHSON tuition statement. If the tuition balance has not been paid in full or an official payment plan has not been completed with the Bursar by the DUE date, a \$50 late fee will be assessed. **Any student who fails to meet their financial obligations with BHSON will not be allowed** to continue enrollment at BHSON and may be withdrawn from the school. Please contact the Bursar's Office with any questions.

*Students who have not attended to their financial obligations will receive written notification that they have been placed on **HOLD** and withdrawn from SH/BHSON. Students who have been withdrawn due to a balance owed and have paid in full their financial obligations within one year of the previously completed semester's end date will not be required to re-apply. Such students would be allowed to petition the Admission Committee in writing to reinstate their enrollment status at SH/BHSON.*

The Registrar's Office conducts registration and provides registration information to all students prior to each semester. Students registering for classes must be in good financial standing. Any prior balance must be paid in full before a student will be allowed to register. Release of grades, academic transcript and diploma will be denied if all financial obligations are not met.

Students are required to pay their bills in full in order to continue at SH/BHSON. Students awarded aid after the statement due date may be reimbursed for tuition they have already paid. Any changes in course enrollments or credit status may affect financial aid eligibility and loan repayment schedules. Financial aid recipients should inform the Financial Aid Director and the Registrar of any course changes. If a balance is due as a result of such an adjustment, the student is responsible for this amount and will be given a deadline by which full payment must be made.

Student Refunds Generated from Financial Aid

Refunds from financial aid will not be generated until after the financial aid has been received by SH/BHSON, processed and the official drop/add period has ended. Refund checks will automatically be mailed to the student's home address on file once the checks are available. Typically fall semester refunds are available for disbursement late October and Spring semester refunds are available mid-April. Students may receive more than one refund per semester based upon the timing of when financial aid is received and processed by the school.

Permission to Hold Funds

SH/BHSON offers students the opportunity to carry a credit balance on their tuition accounts toward upcoming semesters in the same school year. Students are encouraged to complete a Permission to Hold Funds form with the Bursar Office to allow our school to retain the funds instead of issuing a refund to the student. Please see the SH/BHSON Forms section in the Appendix.

Tuition Adjustment Policy

The SH/BHSON Withdrawal Policy applies to all full and part-time students enrolled in classes at SH/BHSON. This policy applies to all tuition, fees, and other assessed charges (except application and registration fees when applicable). There will be no refunds after the 10th week of classes in the Fall and Spring semesters. Tuition reversal will be calculated based on the official date of last attendance. All withdrawals from SH/BHSON must be communicated by the student in writing via email to the Registrar's Office.

Week	% of Charges to be reversed Upon Student Withdrawal from SH/ BHSON*	
	Fall & Spring	Summer
1	100%	100%
2	100%	100%
3	80%	25%
4	75%	0%
5	70%	
6	65%	
7	60%	
8	50%	
9	45%	
10	40%	
11-16	0%	

Class Drop Policy

The Class Drop Policy applies to all full and part-time students enrolled in classes at SH/BHSON. This policy applies to tuition charges only. Prior to the first day of school, a student receives a refund of 100%. There will be no refunds for classes dropped after the second week. *The date and time that the drop notice is received will be the official date and time of the drop.*

All class drops from SH/BHSON must be communicated by the student in writing to the Registrar Administrator.

Note: The Withdrawal Policy refers to a student who has ceased taking all classes at SH/BHSON. The Class Drop Policy refers to a student who has stopped taking one class but is still enrolled in one or more classes.

Fall and Spring Semesters

	<u>Classes Begin</u>	<u>Drop Deadline</u>
2 weeks	August 21th	September 2nd
2 weeks	January 1 st	January 13th

Summer Term

	<u>Classes Begin</u>	<u>Drop Deadline</u>
1 week	May 15th	May 20th

Veteran's Affairs Eligibility

SH/BHSON has been approved by the Massachusetts Department of Higher Education to provide training for eligible persons under the Montgomery GI Bill® Program for Chapter 30, Charter 35, Chapter 1606 and Chapter 1607 Post 09/11 Chapter 33 GI bill. SH/BHSON does not participate in the Yellow Ribbon Program. Please contact our Registrar's Office at 508-941-7042 for further information

The Campus

Overview

SH/BHSN is housed in the 3 level Rosa Field building is situated on 14.7 acres of land, part of the Signature Healthcare/Brockton Hospital complex. This 22,826 square foot structure houses the educational areas of SH/BHSN as well as the Staff Education and Information Technology Departments of the Hospital. Daily maintenance of the building and surrounding grounds is provided by a well-staffed custodial crew under the direction of the Director of Plant Maintenance of the Hospital. There are walkways connecting SH/BHSN to the Hospital. Hospital security guards scan the building and grounds periodically and provide escort service for students. Security can be reached by a request to a Hospital operator.

SH/BHSN has classrooms, laboratories, conference rooms, faculty and student lounges, computer laboratories, copier, student bathrooms and offices for administrators, faculty and SH/BHSN supportive personnel. Three classrooms, student lounge and bookstore are on the lower level of the building.

On the ground floor are 4 simulation laboratories, faculty and administrative offices, the Mary Cruise Kennedy Room, Computer Room, self-serve kitchen, and the faculty/staff lounge. The offices of the Fisher College Program Director, the Registrar, the Financial Aid Officer, the Bursar and the Coordinator of Counseling and Student Services are also located on the ground floor. A central phone service, located in the offices of the Operations Administrator and at the front desk, assures that messages are appropriately received and relayed. A Hospital wide e-mail system is available for faculty, administration and students, and voice-mail is available for administration, faculty and staff. The Staff Education Department occupies space on the second level, but is geographically separated from SH/BHSN.

The first floor mezzanine contains a classroom and an adjacent science laboratory for anatomy and physiology and microbiology.

The second floor mezzanine includes two classrooms and faculty offices. The classrooms are primarily used for small group discussions, student conferences and workshops. There are four other faculty offices on the second floor which are in close proximity to the second floor mezzanine. The remainder of this floor holds the Information Technology Department, a self-enclosed area.

SH/BHSN has a commitment to make the Rosa Field building much more than just a place to go to school. Getting nursing education here includes not only classroom learning, but also becoming part of a community.

Fire Emergency Procedures – Code Red

SH/BHSN safety is of prime importance. Students are expected to be well oriented to locations and use of firefighting equipment and rules and regulations regarding fire prevention and accidents. Tampering with fire alarms or turning in false alarms or tampering with firefighting equipment will result in disciplinary action. Fire drills are held at the Rosa Field building, periodically and unannounced, under the direction of the Operations Administrator. *A steady alarm ring signifies fire in the Rosa Field building.*

In case of fire:

- Sound the nearest alarm, dial x12233 or 2233 and state “Code Red,” give exact location of fire, and notify the Front Desk staff. Do not use the word “fire.”
- Close all windows and doors.
- There are fire extinguishers located throughout the building. If you believe that the fire is extinguishable and you have been trained in the operation of fire extinguishers, use the nearest extinguisher. If the fire does not appear to be readily extinguishable, evacuate the building immediately.
- Leave the building by the nearest exit and proceed to the front entrance of the radiation therapy building. Report any locked doors.
- Remain outside the building until given permission to enter by the appropriate official.

Weapons Related Threat Plan- Code Silver

Code Silver is the phrase used to describe a weapons related threat; armed or believed to be armed person who has or intends to use deadly force or inflict serious injury to victims. Signature Healthcare Brockton Hospital, and affiliated facilities, is committed to providing a safe environment for patients, visitors, and employees. The Code Silver Weapons Related Threat Response Plan applies to all properties and facilities owned, occupied, or managed by Signature Healthcare, including clinical, and administrative areas at the Brockton Hospital and at off-site locations. For this purpose, a weapon is defined as a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury; or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Possession of a weapon providing no threat does not qualify as Code Silver activation.

Code Silver Response Plan:

- **GET OUT**
 - If safe, evacuate. Leave belongings behind.
 - Help patients, visitors and staff.
- **HIDE OUT**
 - Hide out of the perpetrator's view.
 - Close patient doors.
 - Block entry or lock doors.
 - Silence cell phone/pager.
- **CALL OUT**
 - If safe, dial the hospital emergency line **x2233 or x12233**.
 - **Call 911**.
- **TAKE OUT**

As a last resort, and only when your life is in imminent danger:

 - Attempt to incapacitate the perpetrator.
 - Act with aggression and throw items.
 - Act as aggressively as possible.
 - Improvise weapons.
 - Commit to your actions.

Information to Provide to Emergency Line and 911

- Location of the perpetrator.
- Number and type of weapons.
- Number of perpetrators.
- Number of potential victims.
- Physical description of perpetrator/s.
- What the perpetrator is wearing.

When Law Enforcement Arrives

- Remain calm and follow instructions.
- Put down any items in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.

Getting Involved

Whatever a student's interest may be, there are probably other students or a community group that share that interest. At SH/BHSN, a diversity of ideas and concerns are represented and extracurricular opportunities are many. Students are urged to develop outside interests and take advantage of social and cultural opportunities available in the community. A variety of activities are sponsored by SH/BHSN, Fisher College and NSNA. These groups meet different needs and interests of students. Participation in volunteer activities helps

students develop understanding and skills which enrich and extend classroom learning.

Alumni Association

From its beginnings in 1911, the Alumni Association of BHSN has grown with each successive class. BHSN alumni have a long history of support and loyalty to SH/BHSN. Their personal and professional achievements have given SH/BHSN its outstanding reputation. Their gifts of time, money and their personal involvement in SH/BHSN activities over the years have helped to make SH/BHSN the respected institution it is today. Membership is open to all graduates. The alumni association promotes alliances between SH/BHSN and alumni, supports professional endeavors and sponsors scholarships to graduating seniors. The Alumni Association maintains address files of graduates to facilitate networking, meetings and special reunions. SH/BHSN offers an annual reception at the School prior to the Alumni Banquet. Starting with graduates of 2015 Alumni will have access to the alumni portal of SonisWeb.

National Student Nurses' Association (NSNA)

Founded in 1952, the National Nursing Students Association (NSNA) is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs. The association mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Each nursing school has their own NSNA organization. Here at Signature Healthcare Brockton Hospital School of Nursing every student is a member of the local and national chapter of NSNA. There is a president, vice president, and secretary for the local organization who interface with the state and national organization.

This is an official publication of Signature Healthcare/Brockton Hospital School of Nursing (SH/BHSN). SH/BHSN reserves the right to change requirements regarding admission, course prerequisites, tuition and fees, curriculum, graduation requirements and other regulations affecting the student body. Such regulations govern both incoming and matriculating students and will be effective as determined by SH/BHSN.

Signature Healthcare

Brockton Hospital School of Nursing

Program and Course Offerings

Program and Course Offerings

Overview

The following section presents the academic and nursing courses of both the day and weekend/evening divisions. All course descriptions include semester hours for lecture, clinical/laboratory and NCLEX sessions. Curriculum plans for both the day and weekend/evening divisions follow and include semester hours of instruction for class, laboratory, clinical and NCLEX sessions. Students in both the day and weekend/evening division must follow the published curriculum plans.

Definition: Clock / Credit hours: Clock hours represent a 50 minute hour and credit hours are driven by a pre-determined ratio of theory hours to clinical / laboratory hours.

- *Nursing courses may or may not serve as direct credit transfer at other colleges and universities.*

Academic Courses: Fisher College

HE 101 Human Anatomy and Physiology I

The focus of this course is to provide a strong foundation for students preparing for a career in nursing. It is an intensive course designed to stress correlations between the structures and functions of the various body systems. Each system discussed is treated from microscopic to macroscopic levels of organization. Topics include: organic molecules, the cell, cellular metabolism, tissues, skin, bones, muscles, the nervous system, special senses, and the endocrine system. Homeostatic imbalances that result in disease will be discussed. Laboratory work includes the microscopic examination of tissues, dissections of preserved organ specimens and the cat, and the investigation of various human physiological processes.

- 3 hours lecture / 2 hours lab weekly.
- Co-requisite: NU 101, NU 1101A
- Minimum passing grade is a C+ (77)
- Students who do not achieve the minimum grade will not be allowed to advance to: HE 102, NU 102, NU 2102A

HE 102 Human Anatomy and Physiology II

The study of the human organism relating to structure and function is intensified in this course. Topics include: blood, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, water and electrolyte balance, and reproductive system. Since this course is designed for nursing students, common health problems will be introduced to explore the underlying concepts of normal function as they apply to the basic processes of pathogenesis. Specimen dissection continues to be an integral part of the course.

- 3 hours lecture / 2 hours lab weekly.
- Prerequisite: HE 101
- Minimum passing grade is a C+ (77)
- Students who do not achieve the minimum grade will not be allowed to advance to HE 221, HE 213, NU 105, NU 2105

HE 213 Microbiology

This course is designed for nursing students and emphasis is placed on the role of the healthcare professional in the prevention of infectious disease. Class lectures correlate the structure, function, growth, and development of microorganisms to the modes of action of various antimicrobials and physical and chemical methods of microbial control. The student will survey causative agents, methods of transmission, mechanisms of pathogenicity, signs and symptoms, diagnoses, and treatments for common and emerging infectious diseases. The innate and adaptive defense mechanisms of the host will be explored. Laboratory deals with the use of the microscope, aseptic techniques, antibiotic resistance, antibiotic susceptibility, and the physiological, nutritional, and environmental needs of microbes. In addition, peer-reviewed journals will

be used to prepare presentations on current topics in microbiology. Minimum passing grade is a C+ (77).

- 3 hours lecture / 2 hours lab weekly.
- Prerequisite: HE 102, HE 221, NU 105 and NU 2105. Co-requisite: NU 210, NU 3210A Minimum passing grade is a C+ (77)
- Students who do not achieve the minimum grade will not be allowed to advance to: NU 220 and NU 4220A

HE 221 Pharmacology

This course will expand the student's knowledge of pharmacological concepts and their significance in the promotion, maintenance, and restoration of health. Emphasis is placed on pharmacokinetic, pharmacodynamic, and pharmacotherapeutic information about the specific drug classes used in providing patient care throughout the lifespan. Pharmacological nursing implications and interventions will be explored. Special areas of study include: the integration of teaching and learning principles into the nursing care plan, the roles of the members of the health care team in the safe delivery of medications, and the legal and ethical nursing considerations of drug therapy and drug administration.

- 3 hours lecture / 1 hour review weekly.
- Prerequisite: HE 102, NU 101 or NU1101B
- Minimum passing grade is C+ (77)
- Students who do not achieve the minimum passing grade will not be allowed to advance to: NU 210, NU 3210A, and HE 213
- Pharmacology may be repeated one (1) time only. A second failure will result in dismissal from the SH/BHSN program.

MA 130 College Mathematics with Nursing Applications

This course provides a review and understanding of basic college level mathematics concepts for nurses and other health science careers who do not intend to progress to college algebra or other conceptual courses in mathematics. The emphasis in the course is on developing practical skills using basic mathematics to solve practical problems in the context of health sciences.

- 3 hours class weekly.
- Co-requisite: NU 101, NU 1101A
- Minimum passing grade is C+ (77)
- Students who do not achieve the minimum passing grade will not be allowed to advance to NU 102, NU 2102A
- College Mathematics for Nursing Applications may be repeated one (1) time only. A second failure will result in dismissal from the SH/BHSN program

PS 101 Introduction to Psychology

An introduction to the scientific study of behavior. The introductory readings and lectures demonstrate how psychology has emerged as a distinct social science. The following areas are studied: the nervous system and its relationship to behavior, the sensory processes, learning, cognition, testing, and individual differences.

- 3 hours class weekly.
- Minimum passing grade is C+ (77).

PS 105 Human Development

This course will introduce the student to the life-cycle study of human development from conception to death. It will include physical, emotional and cognitive development at each significant developmental stage. This life-cycle approach will emphasize the works of Elkind, Erikson, Piaget and Levinson.

- 3 hours class weekly.
- Pre-requisite: NU 105, NU 2105B
- Minimum passing grade is C+ (77)

EN 101 English I

This course is a skills-based introduction to critical reading, writing, and critical thinking. Through interdisciplinary reading assignments, in-class work, and a series of papers, students will develop an approach to analyzing and responding to ideas presented in class in writing and orally. In addition, students will develop their research techniques and their ability to understand the mechanics of writing, including punctuation, grammar, and spelling.

- 3 hours class weekly.
- Minimum passing grade is C+ (77)

EN 102 English II

In this course, students apply critical reading, writing, and critical thinking skills to analyze and develop ideas in written and oral forms. Through interdisciplinary reading assignments, a series of papers, a research paper, and an oral presentation, students will evaluate and formulate their own arguments in response to ideas presented in class. In addition, students will continue to develop their research techniques and their abilities to understand the mechanics of good writing.

- 3 hours class weekly.
- Pre-requisite: EN 101
- Minimum passing grade is C+ (77)

PH 103 Ethics

This course examines major theorists and theories regarding ethical decisions. Students will explore how these theories apply to contemporary moral issues, both societal and individual, such as gene altering, abortion, capital punishment, euthanasia, sexual relations, cheating and business conduct. A library component will be included.

- 3 hours class weekly.
- Minimum passing grade is C+ (77)

CM 105 Public Speaking

An introductory course in communication and oral presentation skills. Students will explore the theory and process of human communication. Emphasis is placed on oral and written communication, organization of thinking and material, and techniques of public presentation. A library component will be included.

- 3 hours class weekly.
- Minimum passing grade is C+ (77)

Fisher College Elective Courses

(Elective Courses not applicable towards SH/BHSN Diploma)

SO 121 Social Justice, Race and Gender Issue in American Society

Open elective for Day or Evening Division

A sociological introduction to the historical and current influence of race, ethnicity, gender and class on individuals and families, regarding inequality of social status, political power, access to education, health care housing other human services, career opportunity, and economic well-being. Examines both theoretical approaches and empirical evidence regarding the ways inequality is created, maintained, and over come in society, and the harmful effects on individuals, families and society as a whole. Topics addressed included: the social causes of racial, ethnic, gender and class discrimination in American society; the nature of oppression and historical and current social justice and liberation movements seeking to combat it; individual and institutional forms of social injustice; social conditions promoting prejudice, racism, discrimination, segregation, and inequality of opportunity; social constructions of race and gender roles; and the responsibilities of the healthcare and human services professionals in combating injustice.

- 3 hours lecture weekly.
- Minimum passing grade is C+ (77)

MA 121 Basic Statistics

Open elective for Day or Evening Division

An introduction to the basic elements of pre-calculus statistics. Topics of central tendency, measures of variation, sampling techniques, basic probability theory, statistical inference, and linear correlation and regression. A library component is included.

- 3 hour lecture weekly.
- Prerequisite: MA 130
- Minimum passing grade is C+ (77)

FL 110 Conversational Spanish for Nurses

Open elective for Day or Evening Division

This course will help students in nursing and the healthcare professions develop their ability to communicate with members of the Spanish speaking community through spoken and written modes. The long term goal is to help students attain a level of Spanish fluency that enables them to provide accurate and effective healthcare service to their Spanish speaking clients. Students will practice the skill areas of listening, speaking, reading and writing through participation in simulation scenarios. In addition, the role culture plays in shaping patients' perceptual and understanding of healthcare will be explored. A library component is included.

- 3 hour lecture weekly.
- Minimum passing grade is C+ (77)

SO103 The Family

Open elective for Day or Evening Division

This course presents an interdisciplinary and cross-cultural view of the family. Readings from history, anthropology, human growth and development, and sociology will be studied. A number of popular beliefs and myths will be examined critically. A library component is included.

- 3 hour lecture weekly.
- Minimum passing grade is C+ (77)

HS303 Substance Abuse

Open elective for Day or Evening Division

Provides an introduction to the study of the use and abuse of alcohol and controlled drugs, of addiction to them, and rehabilitation counseling. Examines the sociological, psychological, and biological bases of abuse and addiction, and the effects of drugs on the brain and normal human functioning. Reviews the most commonly abused drugs and the characteristics of persons most likely at risk for abuse or addiction. Reviews different theories of addiction, including the biological, psychodynamic, social learning, and socio-cultural. Develops skills in intervention, assessment and the administration of screening tests, diagnosis, treatment selection, and referral. Reviews relapse-prevention and community-based education programs. Explores substance abuse policy in the United States in its social, cultural, historical, economic, and political contexts. Examines contemporary debates regarding drug control and legalization.

- 3 hour lecture weekly.
- Minimum passing grade is C+ (77)

BHSN Nursing Courses

Each nursing course has two components, class and clinical, each of which must be successfully completed to pass the course. All course objectives must be met in order to pass a course. Clinical components of nursing courses are evaluated on a pass / fail basis. **A passing grade for nursing courses and exams is 77% or C+.**

Day Division

NU 101 Conceptual Basis for Nursing Practice

Nursing 101 introduces contemporary nursing and nurses' roles in health care delivery systems. Concepts of human beings and health include the relatedness of physical, intellectual, emotional, sociocultural and spiritual aspects that compose the whole person. Nursing interventions assist students to promote, maintain and restore the maximum strengths of patients and families. The nursing process is taught as a systematic, problem-solving method that assists students to help patients adapt to both internal and external environmental demands. Students develop nursing skills in the simulation laboratory. At Signature Healthcare/Brockton Hospital and community affiliations, students care for patients with basic, well-defined health care needs. Day, evening and weekend hours may be used for clinical / classroom teaching. Clinical placements are two week days.

- Semester hours: 60 lecture, 240 clinical /simulation laboratory/ATI
- Co-requisite: HE 101, MA 130

NU 102 Family Health

Nursing 102 focuses on the concept that the family is the basic unit in society and that children grow both individually and as part of a family. Concepts include developmental tasks of families during the parenting process and families experiencing common medical and surgical disorders. Nursing interventions assist students to promote, maintain and restore family health to ensure cycles of optimal childbearing and childrearing and overall health. At Signature Healthcare/Brockton Hospital and community affiliations, students care for healthy families during child bearing years, as well as children and families experiencing acute and chronic illnesses. Day, evening and weekend hours may be used for clinical / classroom teaching. Clinical placements may be two week days and / or evenings or Friday evenings or every Saturday or every other weekend on both Saturday and Sunday.

- Semester hours: 60 lecture, 240 clinical / laboratory.
- Pre-requisite: NU 101, MA 130, HE 101

NU 105 Care of the Older Adult

This course focuses on the concept of aging as a complex and natural process. Concepts of aging, family impact, health promotion, risk reduction, health restoration and maintenance of functional ability in the older adult will be examined. Application of the new information will allow students to holistically assess, plan specific nursing interventions, implement, and evaluate optimal nursing care to older adults. At the Brockton Hospital Transitional Care Unit and local short-term, sub acute older adult agencies, students care for older adults and their families. Clinical placements are for one eight hour day or evening shift each week for six weeks. In addition all students spend 8 hours in the simulation lab and 2 hours ATI Practice Assessment with focused review.

- Semester hours: 24 lecture, 58 clinical / laboratory, self directed computerized NCLEX practice sessions with remediation.
- Prerequisite: NU 102, HE 102, PS 105

NU 210 Adult Health I

Nursing 210 promotes the thought that the mind and body are inseparable and include physical, intellectual, emotional, sociocultural, and environmental parts. Concepts of human caring and human relationships are related and contain clinical empathy. Students apply the best current evidence to choose nursing interventions which assist patients in promoting, maintaining, and restoring optimal levels of wellness. Students apply the nursing process to provide safe basic nursing care with minimal risk of harm to self and others. At Signature Healthcare/Brockton Hospital and local community affiliations, students care for

patients and families dealing with frequently occurring illnesses. Clinical placements may be two weekdays and/or evenings.

- Semester hours: 60 lecture, 240 clinical / laboratory,
Self directed computerized NCLEX practice sessions with remediation.
- Prerequisite NU 105, HE 221; Co-requisite: HE 213.

NU 220 Adult Health II

This course continues to promote the thought that the mind and body are inseparable and include physical, intellectual, emotional, sociocultural, and environmental parts. Nursing 220 integrates ideas of holistic nursing and challenges of caring for those patients who have complex emotional and physical needs. Students synthesize nursing interventions to promote, maintain, and restore the optimal level of wellness of their patients in acute care, psychiatric, and community settings. Classroom and clinical experiences guide students to integrate the best current evidence and enhance clinical expertise. At Signature Healthcare/Brockton Hospital and local community affiliations, students are offered the opportunity to provide high quality, safe nursing care with minimal risk of harm to self and others. Day and evening hours may be used for clinical/classroom teaching. Clinical placements are two weekdays and/or evenings.

- Semester hours: 60 lecture, 240 clinical / laboratory,
Self directed computerized NCLEX practice sessions with remediation.
- Prerequisite: NU 210, HE 213.

Weekend/Evening Division

NU 1101A and NU 1101B Conceptual Basis for Nursing Practice A and B

Two semesters of the day division NU101 course. These courses introduce contemporary nursing and nurses' roles in health care delivery systems. Concepts of human beings and health include the relatedness of physical, intellectual, emotional, sociocultural and spiritual aspects that compose the whole person. Nursing interventions assist students to promote, maintain and restore the maximum strengths of patients and families. The nursing process is taught as a systematic, problem-solving method that assists students to help patients adapt to both internal and external environmental demands. Students develop nursing skills in the simulation laboratory. At Signature Healthcare/Brockton Hospital and community affiliations, students care for patients with basic and well-defined health care needs. Day, evening and weekend hours may be used for clinical / classroom teaching. Clinical placements may be one week days and / or evenings or Friday evenings or every Saturday or every other weekend on both Saturday and Sunday.

- Semester hours: 30 lecture, 120 clinical / simulation laboratory/ATI
- NU 1101A: Co-requisite: HE 101
- NU 1101B: Prerequisite: NU 1101A

NU 2102A and NU 2102B Family Health

Two semesters of the day division NU102 course. These courses focus on the concept that the family is the basic unit in society and that children grow both individually and as part of a family. Concepts include developmental tasks of families during the parenting process and families experiencing common medical and surgical disorders. Nursing interventions assist students to promote, maintain and restore family health to ensure cycles of optimal childbearing and childrearing and overall health. Students expand the nursing process to support families as they adapt to life changes. At Signature Healthcare/Brockton Hospital and community affiliations, students care for healthy families during child bearing years, as well as children and families experiencing acute and chronic illnesses. Day, evening and weekend hours may be used for clinical / classroom teaching. Clinical placements may be Friday evenings or every Saturday or every other weekend on both Saturday and Sunday.

- Semester hours: 30 lecture, 120 clinical / laboratory, each section
- NU 2102A: Pre-requisite: NU 1101B, HE 102, MA 130
- NU 2102B: Prerequisite: NU 2102A,

NU 2105 Care of the Older Adult

This course focuses on the concept of aging as a complex and natural process. Concepts of aging, family impact, health promotion, risk reduction, health restoration and maintenance of functional ability in the older adult will be examined. Application of the new information will allow students to holistically assess, plan specific nursing interventions, implement, and evaluate optimal nursing care to older adults. At the Brockton Hospital Transitional Care Unit and local short-term, sub acute older adult agencies, students care for older adults and their families. Clinical placements are for one eight hour day or evening shift each week for six weeks. In addition all students spend 8 hours in the simulation lab and 2 hours ATI Practice Assessment with focused review. Semester hours: 24 lecture, 58 clinical / laboratory, self directed computerized NCLEX practice sessions with remediation.

- Semester hours: 24 lecture, 58 clinical / laboratory
self directed computerized NCLEX practice sessions with remediation.
- Pre-requisite: NU 2102B, HE 102, PS 105. Co-requisite HE 221

NU 3210A and NU 3210B Adult Health I

Two semesters of the day division NU 210 course. Nursing 3201 A and B promote the thought that the mind and body are inseparable and include physical, intellectual, emotional, sociocultural and environmental parts. Concepts of human caring and human relationships are related and contain clinical empathy. Students apply the best current evidence to choose nursing interventions which assist patients in promoting, maintaining, and restoring optimal levels of wellness. Students apply the nursing process to provide safe basic nursing care with minimal risk of harm to self and others. At Signature Healthcare/Brockton Hospital and local community affiliations, students care for patients and families dealing with frequently occurring illnesses. Day, evening and weekend hours may be used for clinical / classroom teaching. Clinical placements may be

two week days and / or evenings or Friday evenings or every Saturday or every other weekend on both Saturday and Sunday.

- Semester hours: 30 lecture, 120 clinical / laboratory, each section self directed computerized NCLEX practice sessions with remediation.
- NU 3210A: Prerequisite: NU 2105, HE 221.
- NU 3210B: Prerequisite: NU 3210A.

NU 4220A and NU4220B Adult Health II

Two semesters of the day division NU 220 course. These courses continue to promote the thought that the mind and body are inseparable and include physical, intellectual, emotional, sociocultural, and environmental parts. Nursing 4220 A and B integrate ideas of holistic nursing and challenges of caring for those patients who have complex emotional and physical needs. Students synthesize nursing interventions to promote, maintain, and restore the optimal level of wellness of their patients in acute care, psychiatric, and community settings. Classroom and clinical experiences guide students to integrate the best current evidence and enhance clinical expertise. At Signature Healthcare/Brockton Hospital and local community affiliations, students are offered the opportunity to provide high quality, safe nursing care with minimal risk of harm to self and others. Day, evening and weekend hours may be used for clinical / classroom teaching. Clinical placements may be two week days and / or evenings or Friday evenings or every Saturday or every other weekend on both Saturday and Sunday.

- Semester hours: 30 lecture, 120 clinical / laboratory, each section self directed computerized NCLEX practice sessions with remediation.
- NU 4220A: Prerequisite: NU 3210B, HE 213
- NU 4220B: Prerequisite: NU4220 A.

Day Division Curriculum Plan

Semester Hours of Instruction

First Year	Total	Lecture Hours	Science Lab	Clinical Lab
Semester One				
* Human Anatomy & Physiology I	75	45	30	
* Human Development	45	45		
* College Mathematics with Nursing Applications	45	45		
NU 101 Conceptual Basis for Nursing Practice	300	60		240
Semester Two				
* Human Anatomy & Physiology II	75	45	30	
* Introductory to Psychology	45	45		
*English I	45	45		
NU 102 Family Health	300	60		240
Summer Session				
* Introduction to Pharmacology	45	45		
NU 105 Care of the Older Adult	82	24		58
Hours Total Year	1057	459	60	538
Second Year				
Semester Three				
* Introduction to Microbiology	75	45	30	
* English II	45	45		
NU 210 Adult Health I	300	60		240
Semester Four				
*Public Speaking	45	45		
* Ethics	45	45		
NU 220 Adult Health II	300	60		240
Hours Total Year	810	300	30	480
Hours Total 2 Years	1867	759	90	1018

* Fisher College courses

Fall and Spring Semesters are 15 with 1 week finals and class/clinical make-up and the Summer Session is 6 weeks, with 1 week finals and class/clinical make-up.

Weekend / Evening Division Curriculum Plan

Semester Hours of Instruction

First Year				
Semester One	Total	Lecture Hours	Science Lab	Clinical Lab
* Human Anatomy & Physiology I	75	45	30	
*College Mathematics with Nursing Applications	45	45		
NU 1101A Conceptual Basis for Nursing Practice, A	150	30		120
Semester Two				
* Human Anatomy & Physiology II	75	45	30	
*English I	45	45		
NU 1101B Conceptual Basis for Nursing Practice, B	150	30		120
Summer Session I				
* Introductory to Pharmacology	45	45		
Hours Total Year	585	285	60	240
Second Year Semester Three				
*Psychology	45	45		
NU 2102A Family Health A	150	30		120
Semester Four				
* Human Development	45	45		
NU 2102B Family Health B	150	30		120
Summer Session II				
NU 2105 Care of the Older Adult	82	24		58
Hours Total Year	472	174		298
Third Year Semester Five				
* Introduction to Microbiology	75	45	30	
NU 3210A Adult Health Care I A	150	30		120
Semester Six				
* English II	45	45		
NU 3210B Adult Health Care I B	150	30		120
Hours Total Year	450	150	30	240
Fourth Year Semester Seven				
* Ethics	45	45		
NU 4220A Adult Health Care II A	150	34		120
Semester Eight				
* Public Speaking	45	45		
NU 4202B Adult Health Care II B	150	30		120
Hours Total Year	390	150		240
Hours Total 4 Years	1867	759	90	1018

* Fisher College courses

Fall and Spring Semesters are 15 weeks with one week of Finals and Class/Clinical Make-up and the Summer Sessions are 6 weeks with one week Finals and Class/Clinical Make-up.

BHSN Recruitment Program

Consistent with SH/BHSN mission and goals, the objectives of the recruitment program are as follows:

- Provide ways of making and maintaining contact with high school counselors and other professionals who assist students in making career decisions
- Interest non-traditional students and members of minority groups in nursing
- Publicize SH/BHSN as widely as possible in the geographical areas of our student population
- Attract the greatest number of applicants as possible to SH/BHSN
- Recruit LPN's actively in accordance with LPN advanced placement criteria by attending LPN Transfer Days
- Hold open houses for potential applicants in September, November and January
- Attend senior high school career and college days/nights
- Maintain membership in the Massachusetts/Rhode Island League for Nursing (MARILN)
- Maintain membership in the National Association of College Admission Counselors (NACAC)
- Maintain membership in the Massachusetts School Counselors' Association
- Design and evaluate recruitment materials
- Develop and implement an advertising strategy
- Advertise in newspapers including, but not limited to, the (Brockton) Enterprise, The Patriot Ledger, and Fall River Herald
- Make catalogs, pamphlets and applications publicly accessible
- Distribute public relations materials, to school counselors and others who assist persons with career decisions
- Circulate invitations to open houses in local newspapers and to those who request information about SH/BHSN
- Maintain contact with area high school counselors and science teachers
- Arrange mini-lectures on health-related topics for area high school classes, as requested
- Engage the volunteer services of faculty and students to represent SH/BHSN at designated recruitment functions
- Place recruitment materials in high schools and libraries and similar places frequented by prospective students
- Hold periodic meetings throughout the school year to re-evaluate recruitment priorities
- Maintain contact with area directors of adult education programs
- Develop contact with administrators of area nursing homes and hospitals to publicize our program
- Remain active in nursing education and health related organizations
- Maintain Membership in the Metro South Chamber of Commerce



Brockton Hospital School of Nursing
680 Centre Street
Brockton, MA 02302-3395

Phone: 508.941.7040
www.bhson.org

**Signature Healthcare
Brockton Hospital School of Nursing
Parking Form**

The parking area located on Adams Street has been specifically designated for the use of Signature Healthcare/Brockton Hospital School of Nursing employees and students. In order to use this parking area you must display a School issued identification sticker on your vehicle. Please complete this form and return it to the Front Desk of the School of Nursing. Upon return of the completed form, you will be issued a BHSN identification sticker. Please place the sticker in the rear window of your vehicle on the driver's side to ensure it is visible to hospital security.

Please print

Student/Employee Name: _____

Department: School of Nursing Phone Extension: 17040

Vehicle #1

Sticker #Issued: office use only _____

License Plate State & Number: _____

Year: _____ Make: _____ Model: _____ Color: _____

Vehicle #2

Sticker #Issued: office use only _____

License Plate State & Number: _____

Year: _____ Make: _____ Model: _____ Color: _____

Vehicle #3

Sticker #Issued: office use only _____

License Plate State & Number: _____

Year: _____ Make: _____ Model: _____ Color: _____

If you have any questions, please call the School of Nursing front desk at 508-941-7040

Updated 08/04/2016

Credit Card Authorization Form

Name as it appears on
the Card: _____

Type of Card: Visa MC AmEx Discover
 Other _____

Credit/Debit Card
Number _____

Expiration Date _____

Security Code _____

Billing Address _____

City, State, Zip _____

Phone Number _____

Relationship to
Student _____

Student ID # _____

Student Name _____

Dates of Charges _____

Authorized Amount _____

**By signing this form, I authorize Brockton Hospital School of Nursing
to charge my card for the amount listed above. I certify that all information above is
complete and accurate. I certify that I am the authorized holder and signer of the credit
card referenced above. I hereby authorize collection of payment for all charges as
indicated above. Charges may not exceed the amount listed above in the "Authorized
Amount" field. I understand that this is only for up to this amount during the time period
of "Dates of Charges" referenced above. If additional charges are going to be authorized, a
new form will have to be completed.**

Signed: _____

Date: _____



Brockton Hospital School of Nursing
680 Centre Street
Brockton, MA 02302-3395

Phone: 508.941.7040
www.bhson.org

PERMISSION TO HOLD FUNDS FORM 2017-2018 School Year

Bursar's Office
Brockton Hospital School of Nursing

Please select one of the following:

I authorize the Brockton Hospital School of Nursing to retain my credit balance and apply it towards my Spring Semester balance. _____

OR

I authorize the Brockton Hospital School of Nursing to retain my credit balance and apply it towards my Spring and Summer Semester balance. _____

Sincerely,

Signature

Please print your name

Date

Student ID
number

Please note: This authorization may be cancelled or modified. Please send any changes in writing to the Bursar. To receive funds from the credit balance being held, please submit your request in writing so that a refund check may be generated.

Include the date, student's name, id number, and desired modifications.

Funds are only able to be held for the current school year. Any funds remaining at the end of the school year will be refunded.



Brockton Hospital School of Nursing
680 Centre Street
Brockton, MA 02302-3395

Phone: 508.941.7040
www.bhson.org

Signature Healthcare Brockton Hospital School of Nursing Program Transfer Request

I _____ wish to request transfer from the Full time Day
Print Student Name
Program to the Part Time Weekend Evening Program.

I understand that the granting of this request is contingent upon space availability and is in no way guaranteed. Notification of transfer will be done after the proceeding Summer Semester has been completed and enrollment status and student numbers have been confirmed. Notification will be sent via e-mail to your e-mail address on file.

I also understand that I have been strongly advised to speak with my faculty advisor, the Coordinator of Student Services, the Financial Aid Office and the Bursar's Office. The purpose of which is to give me a better understanding of how such a transfer will affect my academic and fiscal future at Signature Healthcare Brockton Hospital School of Nursing.

Please Note: Completing this form in no way guarantees that space will be available for transfer. Based on past SH/BHNS history, there are very few, if any, spaces available for transfer to the day program.

Student Signature and Student ID #

Date

Registrar's/Registration Clerk's Signature

Date



680 Centre Street
Brockton, MA 02302-3395

Phone: 508.941.7040
www.bhson.org

Signature Healthcare Brockton Hospital School of Nursing Program Transfer Request

I _____ wish to request transfer from the Part time Weekend
Print Student Name
Evening Program to the Full time Day Program.

I understand that the granting of this request is contingent upon space availability and is in no way guaranteed. Notification of transfer will be done after the proceeding Summer Semester has been completed and enrollment status and student numbers have been confirmed. Notification will be sent via e-mail to your e-mail address on file.

I also understand that I have been strongly advised to speak with my faculty advisor, the Coordinator of Student Services, the Financial Aid Office and the Bursar's Office. The purpose of which is to give me a better understanding of how such a transfer will affect my academic and fiscal future at Signature Healthcare Brockton Hospital School of Nursing.

Please Note: Completing this form in no way guarantees that space will be available for transfer. Based on past SH/BHSN history, there are very few, if any, spaces available for transfer to the day program.

Student Signature and Student ID #

Date

Registrar's/Assistant Registrar's Signature

Date

**SIGNATURE HEALTHCARE/ Brockton Hospital School of Nursing
Calendar 2017 – 2018**

Fall Semester

August

July 31 – Aug 11	Math and Biology Tutoring <i>(strongly encouraged for students scoring 74 or below on HESI exams)</i>
14 through 18	Day Division Freshmen Orientation
14 through 20	Weekend/Evening Division Freshmen Orientation
21 (Monday)	All Classes Begin

September

2 (Saturday)	Last Day for Add/Drop of Classes
4 (Monday)	Labor Day-No Classes
21 (Thursday)	Undergraduate Scholarship Reception 4pm to 6pm

October

9 (Monday)	Columbus Day Observed - No Classes
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November

10 (Friday)	Veterans' Day Observed -No Classes
22 (Wednesday)	Thanksgiving Recess Begins at 4:30pm
27 (Monday)	All Classes Resume

December

2 (Saturday)	First Semester Classes End
4 through 9	Final Exams, Clinical Makeup and Evaluations

Spring Semester

January

2 (Tuesday)	All Classes Begin
13 (Saturday)	Last Day for Add/Drop of Classes

February

19 (Monday)	Winter Recess Begins
26 (Monday)	All Classes Resume

April

16 (Monday)	Patriots' Day-No Classes
Date to be announced	Day and Weekend/Evening Senior Send-Off, TBA
Date to be announced	Fisher College Alumni Reception, TBA
21 (Saturday)	Second Semester Classes End
23 through 28	Final Exams, Clinical Makeup and Evaluations

Summer Session

May

14 (Monday)	All Classes Begin
19 (Saturday)	Last Day for Add/Drop for Classes
25 (Friday)	Graduation- No Classes
28 (Monday)	Memorial Day Observed–No Classes
TBA	Annual Program Evaluations & Curriculum Meetings for Faculty and Staff <i>(Every Thursday during Summer Session)</i>

June

Date to be announced	Alumni Reception 2pm to 4pm, TBA
23 (Saturday)	Summer Session Classes End

June

June 25 through June 30	Final Exams, Clinical Makeup and Evaluations
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Note: Academic Year 2018-2019 Fall Semester*

July/August

TBA	Freshmen Orientation
8/20 (Monday)	All Classes Begin

**Subject to change
8/29/2017*

Administration, Faculty and Staff Directory			
Faculty	Office	Extension	Email
Akanegbu, Christiana	251	17651	cakanegbu@signature-healthcare.org
Berube, Carol	147	12654	cberube@signature-healthcare.org
Callaghan, Doreen	107	12655	dcallaghan@signature-healthcare.org
Croft-LaFrance, MaryEllen	309	12715	mcroftlafrance@signature-healthcare.org
Gouveia, Jean	219	17495	jgouveia@signature-healthcare.org
Herbowy, Mary	311	17565	mherbowy@signature-healthcare.org
Kistner, Claudette	221	17055	ckistner@signature-healthcare.org
Lowans, Susan	138	17048	slowans@signature-healthcare.org
Reutzel, Deanna	111	17540	dreutzel@signature-healthcare.org
Shaw, Karen	217	17493	kshaw@signature-healthcare.org
Spatola, Kim	310	17041	kspatola@signature-healthcare.org
St. Pierre, Deborah	312	17947	dst.pierre@signature-healthcare.org
Thompson, Cheryl	220	12143	cthompson@signature-healthcare.org
Whiffen, Lisa	312	17793	lwhiffen@signature-healthcare.org
Adjunct Faculty			
Clark, Kathleen	216	17191	kclark@signature-healthcare.org
D'Amico, Joanne	201	17514	jdamico@signature-healthcare.org
Donahue, Debbie	216	17191	ddonahue@signature-healthcare.org
Dybvik, Ingrid	216	17191	idybvik@signature-healthcare.org
Federico, Mary	202	17059	mfederico@signature-healthcare.org
Gustin, Patricia	216	17040	pgustin@signature-healthcare.org
Hamill, Charlotte	216	17040	chamill@signature-healthcare.org
Igbokwe, Chidinma (Lucky)	216	17040	cigbokwe@signature-healthcare.org
LaFleur, Jasmine	214	17592	jlafleur@signature-healthcare.org
McElligott, Mary	216	17191	mmcelligott@signature-healthcare.org
Ricci, Erica	216	17191	ericci@signature-healthcare.org
St. Claire, Veronique	216	17191	vsaintclair@signature-healthcare.org
Thompson, Holly	139	17729	hthompson@signature-healthcare.org
VonMalder, Amanda	216	17543	avonmalder@signature-healthcare.org
Fisher College Faculty		12653	
Administration, Professional & Support Staff			
Ambrose, Elsie, Bursar	151	17047	eambrose@signature-healthcare.org
Bohn, Marlene, Registrar	134	17042	mbohn@signature-healthcare.org
Buchanan, Meghan, Counseling/Student Services	106	17050	mbuchanan@signature-healthcare.org
Davis, Gregg, Adm of Adjunct Faculty	112	17039	gdavis@signature-healthcare.org
English, Deborah, Secretary to the Dean	157	17049	denglish@signature-healthcare.org
Gonzales, Jeannie, Financial Aid	137	17052	jgonzales@signature-healthcare.org
Gray, Donna, Assistant Registrar	133	17051	dgray@signature-healthcare.org
Kirkland, Kristen, Operations Administrator	154	17539	kkirkland@signature-healthcare.org

List, Debbie, Clerk/Receptionist	Lobby	17040	dlist@signature-healthcare.org
Taylor, Susan, Dean	158	17056	staylor@signature-healthcare.org
Wilcox, Carol, Fisher Program Director	105	17652	cwilcox@fisher.edu

**Administration, Nursing Faculty and Support Staff
2017-2018**

Administration

Susan L. Taylor, MSN, RN, Dean
Diploma, Lawrence Memorial Hospital SON
BSN, University of South Alabama
MSN, University of Alabama in Birmingham
PhD Candidate, University of Massachusetts, Dartmouth

Gregg W. Davis, MS, RN, Administrator of Adjunct Faculty
Diploma, Brockton Hospital SON
BSN, Salve Regina University
MS, Salve Regina University

Carol Wilcox, Fisher College Program Director General Studies
BA, Emmanuel College
Post-Baccalaureate Work,
Biology, Bridgewater State University
Fitchburg State University

Professional and Support Staff

Elsie Ambroise, Bursar
AS, Business Management, Katherine Gibbs, Boston
BS, Fisher College

Marlene Bohn, Registrar
Diploma, Kinyon Campbell

Deborah A. English, Assistant Registrar
BA, Vesper George School of Art

Jeannie Gonzales, Financial Aid Officer
AAS, Newbury College

Meagan Hulbert, Coordinator of Counseling and
Student Services

Catherine Moore, Library Manager
BA, History, Clark University
MA, Library Science, Simmons College

Faculty

Christiana O. Akanegbu,
RN, MSN, FNP-BC
BSN, Regis College
MSN, Regis College

Karen Shaw, RN, ASN, MSN,
ASN, Norwich University
MSN, Walden University

Judith Gaudiano, RN, BSN, MSN
RN, Geisinger Medical Center
BSN, Bloomsburg State College
MSN, Pennsylvania State
Univeristy

Carol A. Berube, RN, MSN, CNE
BSN, Northeastern University
MSN, Anna Maria College

Kim Spatola, RN MSN, CPNP
ASN, Massasoit Community College
BSN, University of Massachusetts,
Boston
MSN, Simmons College
Certified Pediatric Nurse Practitioner

Charlotte Hamill, RN, BSN, MSN
RN, BSN, University of Maine
MSN, Boston Univeristy

Doreen Callaghan, RN, BSN, MSN
RN, BSN, Northeastern University
MSN, University of Phoenix

Deborah St. Pierre, AD, BNS,
MSN
AD, Bristol Community College
BSN, University of Massachusetts,
Dartmouth
MSN, University of Massachusetts,
Dartmouth

Lucky Chidinma Igbokwe, RN,
MSN, ANP
RN, BSN, Northeastern University
MSN, Northeastern University

Mary Ellen Croft-LaFrance, RN, MSN
ASN, Northern Essex Community College
BSN, University of Massachusetts, Lowell
MSN, University of Massachusetts, Lowell

Jean Marie Gouveia, RN, MSN, CNE
BSN, Fitchburg State College
MSN, University of Massachusetts, Boston

Mary Herbowy, RN, BSN, MSN
ASN, Laboure College
BSN, Curry College
MSN, University of Massachusetts, Dartmouth

Susan A. Lowans, RN, BSN, MSN
BSN, Georgetown University
MSN, Hunter College

Cheryl Thompson, RN, BSN, MSN,
BSN, Curry College
MSN, Framingham State University

Adjunct Faculty

Kathleen Clark, AD, BSN, MSN, DNP
AD, Laboure Jr. College
BSN, University of Massachusetts, Boston
MSN, Sacred Heart University
DNP, Doctorate of Nursing Practice

Joanne D'Amico, RN, BSN, MSN
RS, BSN, Boston College
MSN, Salem State University

Ingrid Dybvik, RN, BSN, MSN
RN, BSN, University of Delaware
MSN, Simmons College

Mary A. Federico, RN, BSN, MSN
RN, Laboure Jr, College
BSN, Curry College
MSN, University of Massachusetts, Dartmouth

Mary McElligott, RN, BSN, MSN
RN, Brockton Hospital SON
BSN, Curry College
MSN, Liberty University

Cheryl Miller, AD, BSN, MSN
AD, Lakes Region Community College
BSN, Grand Canyon University
MSN, Grand Canyon University

Patricia O'Ragan-Gustin, BSN, MSN
BSN, Northeastern University
MSN, Boston College

Melissa Smith, AD, BSN, MSN
AD, Brockton Hospital SON
BSN, Curry College
MSN, University of Massachusetts, Boston

Holly Thompson, AD, BSN, MSN
AD, Brockton Hospital SON
BSN, University of Rhode Island
University of Phoenix

**Brockton Hospital School of Nursing
Weekend/Evening Division
Tuition and Fees 2017-2018**

First Year

Fall Semester	Cost	Spring Semester	Cost	Summer	Cost
A&P I	1,234	A&P II	1,234	Pharm	925
Math	925	English I	925		
NU 1101A	<u>4,621</u>	NU 1101 B	<u>4,621</u>		
Fall sub-total	6,780	Spring sub-total	6,780	Summer sub-total	925
Fees	590	Fees	500	Fees	175
	<hr/>		<hr/>		<hr/>
Fall Total	<u><u>7,370</u></u>	Spring Total	<u><u>7,280</u></u>	Summer Total	<u><u>1,100</u></u>

Second Year

Fall Semester	Cost	Spring Semester	Cost	Summer	Cost
Human Develop	925	Psychology	925	NU 2105	2,526
NU 2102 A	<u>4,621</u>	NU 2102 B	<u>4,621</u>		
Fall sub-total	5,546	Spring sub-total	5,546	Summer sub-total	2,526
Fees	385	Fees	350	Fees	175
	<hr/>		<hr/>		<hr/>
Fall Total	<u><u>5,931</u></u>	Spring Total	<u><u>5,896</u></u>	Summer Total	<u><u>2,701</u></u>

Third Year

Fall Semester	Cost	Spring Semester	Cost
Microbiology	1,234	English II	925
NU 3210A	<u>4,621</u>	NU 3210B	<u>4,621</u>
Fall sub-total	5,855	Spring sub-total	5,546
Fees	535	Fees	1,100
	<hr/>		<hr/>
Fall Total	<u><u>6,390</u></u>	Spring Total	<u><u>6,646</u></u>

Fourth Year

Fall Semester	Cost	Spring Semester	Cost
Ethics	925	Public Speaking	898
NU 4220A	<u>4,621</u>	NU 4220B	<u>4,486</u>
Fall sub-total	5,546	Spring sub-total	5,384
Fees	385	Fees	1,050
	<hr/>		<hr/>
Fall Total	<u><u>5,931</u></u>	Spring Total	<u><u>6,434</u></u>

**Brockton Hospital School of Nursing
Day Division
Tuition and Fees 2017 - 2018**

Fall Semester		Cost	Spring Semester		Cost	First Year		Cost
						Summer		
A&P I		1,234	A&P II		1,234	Pharmacology		925
Math		925	English I		925	NU 105		2,360
Human Develop		925	Psychology		925			
NU 101		<u>8,631</u>	NU 102		<u>8,631</u>			
Fall sub-total		11,715	Spring sub-total		11,715	Summer sub-total		3,285
Fees		590	Fees		500	Fees		175
		<u> </u>			<u> </u>			<u> </u>
Fall Total		<u><u>12,305</u></u>	Spring Total		<u><u>12,215</u></u>	Summer Total		<u><u>3,460</u></u>

Second Year					
Fall Semester		Cost	Spring Semester		Cost
Microbiology		1,234	Public Speaking		925
English II		925	Ethics		925
NU 210		<u>8,631</u>	NU 220		<u>8,631</u>
Fall sub-total		10,790	Spring sub-total		10,481
Fees		<u>500</u>	Fees		<u>1,100</u>
Fall Total		<u><u>11,290</u></u>	Spring Total		<u><u>11,581</u></u>

* Tuition and fees are subject to change

Other Fees for Day and Weekend / Evening Divisions:

Transcript	\$	5.00
Competency Evaluation:	\$	300.00
Transition Course Fee	\$	325.00
Budget Payment Plan Fee	\$	25.00
Late Fee	\$	50.00
Returned Check Fee	\$	25.00