



**POMEROY
COLLEGE OF NURSING
AT CROUSE HOSPITAL**

COLLEGE CATALOG

Spring 2023

**POMEROY COLLEGE OF NURSING
AT CROUSE HOSPITAL**

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The information contained within this document is informational only and not intended to be contractual in nature. Any questions should be clarified immediately by contacting Pomeroy College of Nursing at Crouse Hospital.

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

NON-DISCRIMINATION POLICY

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

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I. WELCOME & OVERVIEW

WELCOME

Welcome to Pomeroy College of Nursing at Crouse Hospital! This catalog contains information about our program options, curriculum, admission processes, financial aid and student resources. I am pleased that you have decided to explore what we have to offer and encourage you to choose Pomeroy College of Nursing for your nursing education.

Our curriculum and affiliation with Crouse Hospital, a facility recognized for providing the best in patient care, allows students the opportunity to attain the skills, knowledge and experiences that are essential to nursing and will guide you on your path of lifelong learning. There is no doubt that the dedicated and talented faculty and staff will help you reach your goals.

Now is a significant and exciting time for the profession of nursing. Highly skilled, competent, caring professionals are in high demand and career opportunities are plentiful. The mission of Pomeroy College of Nursing strives to meet that demand. Our proud history illustrates a dedication to academic excellence and service to the community.

On behalf of our outstanding faculty, staff, students, and alumni, thank you for your interest in Pomeroy College of Nursing.

Patricia Morgan, MS, RN | Dean

POMEROY COLLEGE OF NURSING AT CROUSE HOSPITAL

The opportunity to obtain an Associate Degree in Applied Science with a Major in Nursing is here in Central New York. Pomeroy College of Nursing at Crouse Hospital is located within the Crouse Medical Center at 5000 Brittonfield Parkway in East Syracuse, New York. Our new facility, which opened in January 2023 is a modern, high-tech space that meets the needs of today's nursing student. The College offers excellent preparation for a wide variety of nursing career opportunities. Known for extensive clinical hours, students graduate with confidence in their ability to begin their career as exceptional practitioners in the field of professional nursing.

The College offers competitive tuition and is sensitive to the student who may be a new high school graduate or individuals seeking a second career. Graduates of Pomeroy have many options toward completion of advanced degrees and those actively seeking employment typically secure a nursing position within six months.

In 1991, the Marley Education Center was opened and served as the College's home until December 2022. Pomeroy College of Nursing at Crouse Hospital has over a 100 year history of educating individuals to provide safe, effective nursing care. In 1997, the school was renamed Crouse Hospital School of Nursing to reflect the name change of the Hospital. In 2015, the name was changed to Pomeroy College of Nursing at Crouse Hospital. The College has approximately 6,000 graduates who have practiced nursing in the Central New York region, throughout the country and around the world.

Once a three year diploma program, in 1990 the program was registered with the New York State Education Department as a two year associate degree program. Graduates are now granted an Associate Degree in

Applied Science, with a major in Nursing. The College currently offers class and clinical options during day and evening/weekend.

FACILITIES

Crouse Health Network

Crouse has been a premier healthcare provider in Central New York for more than 130 years. Crouse Health Network is a clinically integrated network that supports the organization's strategic focus of developing a comprehensive system of care and strengthening our alignment with physicians. CHN comprises Crouse Hospital, Crouse Medical Practice and community-based physicians; the network represents more than 120 primary care providers and 300,000 covered lives. Crouse is also affiliated with Community Memorial Hospital in Hamilton, NY, as well as three hospitals in Northern New York: Carthage Area Hospital; River Hospital; and Claxton-Hepburn Medical Center.

Crouse Hospital

Crouse Hospital is a private, not-for-profit acute care facility in Syracuse, NY, located in the University area of the city, adjacent to both Syracuse University and Upstate Medical University. The hospital is licensed for 506 acute-care beds and for 57 bassinets. Crouse serves more than 22,000 discharges, 82,000 emergency services visits and more than 365,000 outpatient visits a year from a 14-county area in Central and Northern New York. Crouse Hospital highlights:

- Delivers over 4,000 babies annually, more than any other hospital in the region, and is the state-designated regional referral center for high-risk neonatal intensive care services.
- Operates one of the longest-running and largest ambulatory surgery programs in the U.S. in two surgery centers near the main hospital complex.
- Features comprehensive diagnostic and interventional cardiac care
- Maintains the only pediatric cardiac catheterization program
- Offers multispecialty robotics surgical services, including the latest advancements in technology
- Achieves advanced stroke rescue therapies in its Comprehensive Stroke Center, the first 'Gold Plus' stroke hospital in Syracuse
- Provides the region's only hospital-based chemical dependency treatment services

Crouse Medical Practice

Formed in 2010, Crouse Medical Practice is a multispecialty physician practice with multiple locations and more than 120 providers. The practice employs primary care physicians, neurologists, neurosurgeons, neuroendovascular surgeons and cardiologists.

ABOUT THE COLLEGE

Mission

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

Vision

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

Values

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

- Holistic and compassionate approach to care by:
 - Assisting individuals to attain or maintain their optimum state of wellness

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

OUR PHILOSOPHY

Caring

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

Nursing Judgment

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

Holism

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

Health and Wellness

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

Teaching-Learning

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

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

PROGRAM OPTIONS

The nursing program consists of nursing and general education courses that can be completed on a full-time basis. The traditional day option consists of 16-week (15 + 1 week finals) semesters, and the evening/weekend option consists of terms of variable length. Evening and weekend clinical placements (for all program options) may be necessary due to site availability.

Traditional Two-Year Option

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

Evening/Weekend Option

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

Degree in 3

Pomeroy College of Nursing has partnered with Le Moyne College to create an accelerated nursing program called Degree in 3. The first of its kind in Central New York, the program provides students with dual matriculation at both Pomeroy and Le Moyne colleges, culminating upon completion in an associate in applied science with a major in nursing from Pomeroy and a bachelor of science with a major in nursing from Le Moyne.

Early Assurance Option

The Early Assurance option provides Pomeroy College of Nursing graduates the opportunity to seamlessly transfer upon graduation to the Le Moyne College nursing program and earn their Bachelor of Science in Nursing degree.

RN to BS Articulation Options:

The RN to BS option has academic and economic advantages. Following graduation from Pomeroy College of Nursing, students may begin working as registered nurses while completing a bachelor's degree. Students who earn an associate degree from Pomeroy College of Nursing are eligible to transfer and complete a bachelor degree at:

- Aspen University, Denver, CO (online)
- SUNY Binghamton, Decker College of Nursing, Binghamton, NY
- Chamberlain College of Nursing, Downers Grove, IL (online)
- Excelsior College, Albany, NY
- Le Moyne College, Syracuse, NY
- New York Institute of Technology, New York, NY (online)

- Russell Sage College, Troy, NY
- SUNY Polytechnic Institute, Utica, NY
- SUNY Upstate Medical University, Syracuse, NY

PROGRAM OUTCOMES (*Measures of Program Effectiveness*)

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

STUDENT LEARNING OUTCOMES

Upon successful completion of the program, the graduate will:

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

LICENSURE ELIGIBILITY

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

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

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

General Requirements

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

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

Applicants must file an application for licensure and the other forms indicated, along with the appropriate fee to the Office of the Professions at the address specified on each form. It is the applicant's responsibility to follow up with any requests for additional documentation. Laws that govern RN licensure are included in Education Law Article 139 and 8 NYCRR Part 64. These can be found on the New York State Education Department/Office of the Professions website (www.op.nysed.gov), by emailing op4info@nysed.gov or by calling 518-474-3817 (x570).

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

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

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

<http://www.op.nysed.gov/prof/nurse/nursingrn.htm#instructions>

MEMBERSHIPS AND AFFILIATIONS

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

Program accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN)

3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Phone: 404-975-5000
Web: <https://www.acenursing.org/>

Professional Education Program Review/Registered by:

University of the State of New York, State Education Department
Office of the Professions, Division of Professional Licensing Services
89 Washington Ave., Albany, NY 12234-1000
Phone: 518-474-3810 (x280)
Web: <http://www.op.nysed.gov/#>

HEGIS CODE: 5208.00
HEGIS CODE (Degree in 3): 1203.10

II. ADMISSIONS & ENROLLMENT

ADMISSIONS

Admission is based on a review of the overall application as an indication of potential for success in nursing and on a comparative basis with other applicants. Admission is not based on any single criterion such as previous grades, test scores, or class rank. Students enter with a variety of educational and life experiences, and therefore, many facets of their backgrounds are considered in making admission decisions.

Admission to the Associate Degree Nursing Program is competitive. The number of students admitted is limited by available faculty and clinical agencies. Meeting minimal admission requirements does not guarantee admission.

Requirements:

- High school diploma or GED (High school cumulative GPA of 85% or higher)
- College cumulative GPA of 2.75% or higher
- Qualifying completion of Algebra, Biology, Chemistry and English
- Competitive SAT and/or ACT scores for high school students
- Professional/Educational References (two)
- Admission Essay: Rubric available on <https://www.crouse.org/nursing/admissions/requirements/>

Additional Information for Consideration:

- Sustained achievement in math and science courses
- Enrollment/participation in programs of academic enrichment
- Employment/volunteer experience in medically related field

Applicants are strongly encouraged to attend a pre-admission counseling session for information regarding the application process. A schedule of meeting times can be obtained by going to <https://www.crouse.org/nursing/> or by calling 315-470-7481.

Further Information related to Admissions:

- Applicants with repeated courses due to failing grades/dropped and/or withdrawn courses are less competitive
- Applicants previously denied more than twice will not be considered
- The Office of Admissions reserves the right to waive prerequisite coursework upon review of the applicant's file and/ or transcripts

- The College of Nursing reserves the right to approve or deny admission based on the entirety of the application
- Application materials become the property of Pomeroy College of Nursing and will not be returned

NOTE: Applications for admission will not be considered until all of the materials are completed and submitted to the College.

Special Admission Requirements / Advance Placement Applicants:

Candidates seeking transfer from another nursing program must contact the admission office. Applications are considered on a space-available basis in conjunction with a thorough transcript review and program evaluation.

International and English as a Second Language (ESL) Applicants:

References must be completed by individuals residing in the United States.

Strong skills in reading, writing, speaking and understanding the English language are necessary for success in the nursing program and to ensure that patients receive quality care.

Applicants for whom English is a second language must meet the standard admission requirements as well as the following:

- Certified translation of all educational records
- Test of English Language (TOEFL)*
 - TOEFL IBT – Internet based test – 85 score
 - TOEFL PBT – Paper based test – 560 score
 - TOEFL CBT – Computer based test – 213 score

*Applicants holding a collegiate degree from an accredited institution within the United States of America are exempt from taking the TOEFL.

Application Process:

Applications are available online at www.crouse.org/nursing. Online applications may take up to seven days to process.

Required Application Documentation:

- Official high school transcript and GED if applicable
- Official college transcripts (from ALL colleges attended, including concurrent enrollments)
- Official standardized test scores (SAT, ACT, TOEFL) as indicated
- Two professional references: References must be academic and/or professional in nature. References from family and/or friends will not be accepted

Application Target Dates:

Applications are considered on a rolling basis. Priority consideration is given to those applications submitted well in advance of the target dates. Due to the competitive nature of the admission process, candidates must submit applications two weeks prior to the target date. This provides ample time for all required documentation to be received and reviewed by the college. Incomplete applications will not be considered for admission.

- Fall Admission – April 1
- Spring Admission – September 1

Inactive Applications:

If an applicant has not been in contact with the College for one year following the date of submission, the application will be deemed inactive and removed from the admission files.

Application Review:

The Marketing, Recruitment and Admissions (MRA) Committee reviews completed applications. Candidates are reviewed using a holistic approach; inclusive of the admission requirements, and by taking into consideration sustained achievement in mathematics and science, participation in activities beyond the classroom, personal qualities, academic enrichment programs and standardized test performance. The College reserves the right to evaluate and deny admission if the College determines that the applicant does not demonstrate ability to successfully complete the program. Applicants who meet the admission requirements are not guaranteed admission into the College. In order to guarantee confidentiality, applicants will be notified of decisions in writing. Accepted candidates must fulfill the Enrollment Requirements as outlined in that policy by the required deadline.

Deferred Admission:

Applicants having been granted acceptance to Pomeroy College of Nursing have the ability to defer their admission. Deferral requests must be submitted in writing and payment of the required, non-refundable enrollment fee must be submitted by the established deadline. Deferral requests are granted one time only within one year of the original semester of acceptance and must be made no later than one month prior to New Student Welcome. If applicants choose not to matriculate after deferring they must submit a new application should they remain interested in attending.

Wait List:

Only those applications complete at the time of the target date are considered. Potential candidates may be placed on the wait list AFTER the class has been filled. Should space become available (as when accepted candidates decline/defer offer of admission) candidates on the wait list may be offered a space in the program. The wait list is created and active for one semester at a time. Candidates remain on the wait list for one semester only. Those candidates not called from the wait list must inform the Admission Office as to how they would like to proceed with their application.

TRANSFER CREDIT POLICY

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

Transfer credit consideration is given to:

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

* If Anatomy & Physiology I, II, and/or Microbiology were successfully completed with a grade of (C) or above beyond the 5 year time limit, students may elect to repeat the courses or complete both sections of Portage A&P courses or Microbiology. Please refer to www.portagelearning.com for additional

information. Upon successful completion of Portage course(s), transfer credit will be awarded for the initial course.

Credit by Examination:

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

General Guidelines:

A preliminary transfer credit evaluation will be completed by the Assistant Dean for Enrollment, during the application process. Students will be required to sign the Transfer Credit Evaluation, acknowledging the course(s) that have been accepted by the Bursar/Registrar prior to the first day of first semester/term classes.

During matriculation a student must complete the Transfer Credit Assessment form, and submit it to the Bursar/Registrar for review and determination of approval prior to enrolling in any outside coursework.

Once a student is approved to enroll in transfer credits that meet prerequisite or co-requisite requirements for a required general education course, an (un)official transcript showing proof of course enrollment must be received no later than two weeks prior to the start of the next semester/term of classes.

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

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

ENROLLMENT REQUIREMENTS

Accepted applicants* wishing to matriculate at Pomeroy College of Nursing must fulfill the following requirements prior to the determined target dates:

Enrollment/Placement Fee

Upon acceptance, to finalize matriculation and reserve a place in the program, the student must pay a non-refundable enrollment fee. The fee is applied directly to tuition expenses. If the fee is not paid by the deadline date, the student will forfeit the guaranteed place in the program.

*High School applicants are provisionally accepted contingent upon documented graduation and successful completion of admission required courses.

CPR Requirement

Students must provide documentation of successful completion of an approved CPR course listed below prior to established deadlines. All students are required to keep CPR certification current throughout program matriculation. Proof of continued certification for an entire semester/term is required, at the start of each semester/term. Prior to nursing coursework, students must complete one of the following courses:

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

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

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

Health Insurance Requirement

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

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

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

Health Assessment

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

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

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

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

- Tuberculosis Screening
 - Evidence of one negative Purified Protein Derivative Testing (PPD) within 3 months prior to college entrance date
 - Or
 - Evidence of a negative QuantiFERON gold blood test, within 3 months prior to College entrance date
 - Students with a positive PPD test or positive QuantiFERON gold will be required to have a clear chest x-ray and show satisfactory evidence of follow-up health care with the Onondaga County Health Department Chest Clinic. A TB screening form must be completed annually for those with a positive PPD or positive QuantiFERON gold

- Students will be required to have an annual TB screening
- 1 Tdap within 10 years
- 2 doses of varicella vaccine 4 weeks apart or positive blood test results (IGG) for varicella
- 3 Hepatitis B vaccines or positive blood test results (IGG) or declination form.
- Current Flu vaccine (one dose each flu season)
- COVID-19 full vaccination (2 doses of Moderna or Pfizer; or 1 dose of Johnson & Johnson)

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

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

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

http://www.health.ny.gov/prevention/immunization/handbook/section_1_requirements.htm

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

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

Enforcement Statement

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

Medical exemptions for the COVID-19 vaccination will be reviewed and determined by Crouse Health (per NYS DOH guidelines). Decisions are not eligible for appeal/grievance. Medical exemptions are not guaranteed. If a student requests a medical exemption, it must be done for each clinical agency that the student is attending.

Student Background Check

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

- Accepted students are contingently enrolled until results of the background check are reviewed. Students are required to obtain a criminal background check via castlebranch.com by the established deadline and are responsible for the cost of the background check
- Students refusing to obtain a background check or students that do not complete a background check by the established deadline date will not be eligible to enroll
- Previous background checks may not be used to meet this requirement
- The student and College administration will receive the background check results. All background checks will be treated as confidential
- Student background check results are maintained in Castle Branch.
- If a background check is positive, an administrative review is initiated. The student will be asked to validate and explain the results. If the occurrence is deemed to be of no concern by administration, the student will be allowed to enroll

- If the occurrence is sufficiently flagrant that the student will not meet the College's Essential Functions and/or be eligible for placement in the clinical settings, the student will not be eligible to enroll
- Students are responsible to determine eligibility for licensure. If convicted of a crime, the student is responsible to determine if their background will prohibit licensure and employment in the healthcare industry. Pomeroy College of Nursing administration, faculty and staff are unable to provide legal advice. Students with questions/concerns about their background may contact legal counsel prior to enrollment at the College
- Students are obligated to inform the College of any changes in their criminal record. Students may be required to complete an additional background check.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Visual – the ability to see with reasonable adjustments.

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

Tactile – the ability to perceive by touch.

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

Smell – the ability to detect odors.

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

III. FINANCIAL AID

TUITION AND OTHER EXPENSES

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

2022-2023

Nursing Courses: \$486 per credit hour

General Education Courses: \$540 per credit hour

Estimated 2022-2023 cost for a full-time, first year student: \$20,828

Fees:

Online application: \$30

Enrollment Fee: \$150 (credited towards tuition cost upon enrollment)

Student Fee: \$300 per semester/term

Lab Fee: \$200 per semester/term

Technology Fee: \$400 per semester/term

Electronic Book Fee: \$1,100 (Nursing resources only, paid in full in first semester/term)

Graduation Fee: \$150 (4th semester/term only)

Variable Fees:

Official/Unofficial Transcript Fee: \$10 (Current students are not charged a fee)

CPR Certification Fee: \$60

Biology Lab Fee: \$65

Parking: varies per lot/space availability

Returned Check Fee: \$25

Payment Installment Plan Fee: \$25

Late Payment Fee: \$25 (monthly) or 10% of total outstanding end of semester balance

Medical Clearance Tracking and Background Check: paid to service provider

General Education Textbooks: varies by course section

Le Moyne College Consortium Fee: \$35

Uniforms

Uniforms and associated accessories cost approximately \$300.

Tuition Bills

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

Payment Plan

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

Financial Obligations

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

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

Students who are delinquent in financial obligations may:

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

- Not be eligible to graduate, be certified to take the licensing exam, be issued a diploma

APPLYING FOR FINANCIAL AID

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

Note that as of October 1, 2016, the FAFSA, TAP, and APTS applications require that applicants use prior-year tax and income data, regardless of changes to financial situations. For example, the 2018-2019 FAFSA required 2016 tax information. The 2022-2023 FAFSA requires 2020 tax information.

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

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

State and Federal student financial aid programs are subject to adjustments, depending on any change in financial status and on the allocation of funds to the College. Financial aid is awarded for the academic year and, unless otherwise indicated, awards are credited one half to each semester/term. Refund checks are typically issued twice per year or when they become available. Refund checks are calculated and distributed by the Bursar/Registrar; the Financial Affairs Officer is not affiliated with the calculation or distribution of student refund checks.

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

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

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

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

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

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

FINANCIAL AID PROGRAMS

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

Aid Program	Source of funds	Who is Eligible	Value	How Funds Are Determined	How & When to Apply
Pell Grant	US Government	Students who demonstrate qualifying financial need and have not previously earned a bachelor's degree.	No repayment. Awards up to \$6,895 per academic year according to federal formula.	School processes financial aid application and awards funding in accordance with federal Pell grant matrix.	File the Free Application for Federal Student Aid (FAFSA) at StudentAid.gov. Students seeking aid from the state or federal government must complete the FAFSA* application.
Crouse Scholarships	Auxiliary, medical staff, memorial donations to Nursing Student Scholarship Fund	Nursing students who have demonstrated above average academic performance.	Award amounts vary based on Crouse Health Foundation funding and scholarship criteria.	Award is determined based on college application, and other admissions documents.	Awards are determined by selection committee; no application needed.
Crouse Alumni Association Scholarships	Crouse Hospital Nurses Alumni Association	Nursing students who have demonstrated above average academic performance.	Award amounts vary based on Crouse Health Foundation funding and scholarship criteria.	Award is determined based on college application, and other admissions documents.	Awards are determined by selection committee; no application needed.
Federal Subsidized Direct Loans	U.S. Government	Full or half-time students. A FAFSA* application must be filed first.	Up to \$5,500 per year, not to exceed \$23,000 aggregate. Interest does not accrue during in-school deferment.	School awards funding based on students' full eligibility. Students may choose to reduce or cancel loans.	Student files FAFSA*, then completes the Master Promissory Note and Entrance Counseling on StudentAid.gov.
Federal Unsubsidized Direct Loans	U.S. Government	Full or half-time students. A FAFSA* application must be filed first.	Up to \$12,500 per year, not to exceed \$57,500 aggregate.	School awards funding based on students' full eligibility. Students may choose to reduce or cancel loans.	Student files FAFSA*, then completes the Master Promissory Note and Entrance Counseling on StudentAid.gov.
TAP*	New York State	Full-time students who are legal residents of New York and US citizens. See HESC.ny.gov for income limits and other eligibility criteria.	No repayment. Awards up to \$5,665 per academic year for maximum of four semesters.	NYSHESC* determines award based on need and amount of tuition.	Student must file the NYS Tuition Assistance Program application and FAFSA*.

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

Additional New York State Funds Available:

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

Additional Federal Funds Available:

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

Additional Funding Available From Other Third Party Sources:

- Say Yes To Education
- CNY Works
- Access-VR
- Private education loans

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

Important Financial Aid Policies

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

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

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

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

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

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

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

FINANCIAL AID GRIEVANCE AND APPEAL PROCESS

Definition of a Financial Aid Grievance:

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

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

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

The Appeals Process:

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

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

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

REFUNDS

Students are responsible to complete the Drop-Add form and submit to the Bursar/Registrar. Changes in tuition will be processed only after a completed Drop-Add Form is received by the College

Bursar/Registrar. The date on which the completed form is received by the Bursar/Registrar will be the date the change is considered to be effective. Fees are separate from tuition and are not refundable.

After all charges owed to the College have been satisfied, any balance in parenthesis may be refunded. A check is processed upon withdrawal, dismissal, or after a Refund Request Form has been completed and submitted to the Bursar/Registrar. Students will not receive a refund if they have any Anticipated Awards on their Statement of Account. Refund checks may take up to 8-10 business days to be processed.

Timeline for Adjustments

Adjustments to the tuition bill or refunds of paid tuition will be made according to the following deadlines:

Required Nursing Courses:

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

Elective Nursing Courses:

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

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

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

Withdrawal

Students who intend to withdraw from a course or the program are required to meet with an advisor prior to bringing the Drop-Add Form to the Bursar/Registrar. Please see notes regarding dropping nursing versus general education courses under “Withdrawal/Dismissal.”

Failure to Withdraw

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

Impact of Withdrawals

Student aid recipients should consult with the Financial Affairs Officer before dropping classes. Financial aid may not cover the charges for dropped classes.

Pro Rata Refund Policy – Federal Title IV Aid Recipients

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

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

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

SCHOLARSHIP OPPORTUNITIES

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

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

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

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

General Standards for Scholarship Eligibility

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

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

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

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

STUDENT LOAN CODE OF CONDUCT

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

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

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

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

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

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

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

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

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

VETERANS AND GI BILL® RECIPIENTS

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

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

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

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

GI Bill® recipients who withdraw or make any changes to their academic schedule must meet with the financial aid administrator or Veteran Certifying Officer from that institution prior to making these changes in order to avoid a potential debt being owed to the Veterans Administration. If the institution finds that any changes were made to a GI Bill® recipient's schedule without first meeting with the school's financial

aid administrator, the institution will immediately notify the VA on behalf of the student to determine if the school or student is liable for any incurred debts.

DATA SECURITY

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

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

EMPLOYMENT OPPORTUNITIES

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

CREDIT CARD SOLICITATION

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

IV. STUDENT SERVICES & SUPPORT

ACADEMIC ADVISING

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

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

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

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

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

Examples of academic advising situations may include:

- Dropping a course
- Leave of absence or withdrawal
- Registration how-to
- Signing a form
- Support services referral
- Review of at-risk notification
- Degree audit
- Development of academic improvement plan
- General academic planning

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

Students may email general academic advising questions to dlconadvisor@crouse.org.

NURSING SIMULATION AND LEARNING LAB

The lab provides an opportunity for students to bring theory to the bedside, where students can link concepts and skills learned in the classroom, and use critical thinking to apply them in a simulated scenario.

Nursing Simulation and Learning Lab Services include:

- Open lab hours, allowing for independent practice
- Lab practice time with faculty support
- Selected practice times using simulation
- Skill practice and acquisition utilizing up-to-date equipment used in acute care settings

ACADEMIC STUDY LOUNGE

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

COMPUTER FACILITIES

Computer terminals with printing/copying capabilities are available for students in several locations throughout the College facility.

STUDENT LOUNGE

The Student Lounge is available for use by students when the building is open. The lounge contains comfortable seating for lounge or study and a kitchen area. The lounge is a great place for students to relax, eat and connect with their peers. The Pomeroy College of Nursing Student Association may host student activities and programs in the lounge from time to time.

LIBRARY SERVICES

Crouse Library Contact Information

Telephone: 315-470-7380

Fax: 315-470-7443

Email: library@crouse.org

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

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

Hours of operation are posted on Moodle and on the Library webpage.

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

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

Library services include:

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

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

Crouse Hospital Library Theft Policy

If an attempted theft of library materials is discovered, the patron will receive immediate disciplinary action, which may include, but may not be limited to, dismissal from the nursing program. The theft of library

materials compromises the library collection, deprives other library users of materials, and constitutes both an act of theft and a lack of community concern.

LE MOYNE COLLEGE STUDENT SERVICES

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

CROUSE CLOCKTOWER CAFÉ AND JAZZMAN’S

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

Students may load funds onto their ID badge for easy use at the Clock Tower Café. Call Nutritional Services at 315-470-7601 to inquire or stop by their office located in the basement of the Hospital’s West Tower (just down the hall from the Clock Tower Café). Students may use cash, debit card, or credit card to load funds onto their ID badge. The badge will then function as a declining balance card. Funds loaded are nonrefundable at the end of the academic year and therefore must be used or lost.

ALPHA DELTA NU – NURSING HONOR SOCIETY

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

Eligibility Requirements:

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

Students who meet all eligibility requirements will be invited provisionally for consideration for induction into the Delta Zeta Chapter at the conclusion of their third semester or equivalent term in the program. Accepting the invitation to participate is optional.

Membership Requirements:

- \$20.00 membership fee
- Completion of an educational or service project prior to induction

Membership Benefits:

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

Pomeroy College of Nursing Student Association

The Pomeroy College of Nursing Student Association (PCNSA) consists of student representatives from all semesters/terms who meet to plan and promote student activities and programs. The Association also provides a venue for students to bring questions or concerns to the attention of College Administration. Officers (President, Vice President, and Secretary/Treasurer) are elected each fall and the Assistant Dean

for Students serves as the group's advisor. All matriculated students are members of the PCNSA and encouraged to attend meetings and planned activities.

Crouse Hospital Nurses Alumni Association

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

HELPPEOPLE

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

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

SMOKING/TOBACCO-FREE CAMPUS

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

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

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act, requires institutions of higher education to establish policies that address unlawful possession, use, and/or distribution of alcohol and illicit drugs. The DFSCA also requires that resources related to alcohol and other drug abuse prevention be made available to students.

V. CURRICULUM & ACADEMIC POLICIES

PROGRAM REQUIREMENTS

For students entering January 2020 and after:

Nursing Component:	41 credits
General Education Component:	24 credits
➤ Science (includes Nutrition):	(15 credits)
➤ Humanities:	(3 credits)
➤ Social Sciences:	(6 credits)
Total:	65 credits

CLOCK AND CREDIT HOURS

Definition of clock hours for theory and clinical experience:

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

GRADING***Computation of Course Grade***

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

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

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

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

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

Failed Courses

A grade below a C is considered unacceptable for progression in the nursing curriculum. A student who receives a failing grade in any nursing course will be required to repeat that course at a time when it is offered/space available. This may necessitate interruption of the program and the student must request to return. A second failure in any required course will result in dismissal. A student who receives a failing grade in N265, and the failure is their second course failure in the program, a grade of F will be assigned for N275/285.

Nursing Course Grades

Faculty assign nursing course grades as follows:

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

Unacceptable Grades

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

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

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

Other Grades

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

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

Grades for all nursing courses are posted through use of the Crouse e-Learning Portal, the Moodle learning management system within five business days of the exam.

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

DEFINITIONS:

Incomplete (I)

Students are expected to complete all course requirements on time. Under extraordinary circumstances, an instructor may assign students a grade of incomplete. Incomplete is a temporary grade given at the discretion of the course faculty, with student request. The student must request the incomplete grade prior to the end of the course. The instructor and student complete the *incomplete grade request* form and submit to the Bursar/Registrar, prior to the grades due date listed on the academic calendar. Failure to complete *incomplete grade request* form will result in failure of the course. The incomplete grade request form must include the reason for the incomplete grade, the arrangements that have been made for its removal, and the date by which it must be removed. If the (I) is not removed by the agreed upon date up to one year, a grade of “F” is automatically recorded. If the student retakes the course entirely, the (I) grade will remain on the transcript showing the course was taken twice.

Pass (P)

Students have successfully met course requirements.

Withdraw (WD)

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

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

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

ACADEMIC HONORS & DEAN’S LIST

Academic Honors

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

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

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

Dean’s List

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

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

PROGRESSION STANDARDS

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

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

LEAVE OF ABSENCE

Students may apply for Personal, Medical or Military Leave of Absence (LOA).

GRADUATION REQUIREMENTS

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

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

PRE/CO-REQUISITES

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

Students are required to request approval and submit proof of enrollment to the Bursar/Registrar for all courses being taken at other institutions while matriculated at Pomeroy College of Nursing. An official transcript showing completed grades for a prerequisite General Education course is required before the next semester/term begins.

COURSE AVAILABILITY

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

COPYRIGHT INFRINGEMENT

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

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

Additional information can be found on the US Copyright Office website: www.copyright.gov/title17

- FAQ section
 - www.copyright.gov/help/faq

- Provisions governing fair use of copyrighted material in certain circumstances
 - www.copyright.gov/help/faq/faq-fairuse.html
- Reproduction of copyrighted works by educators
 - www.copyright.gov/circs/circ21.pdf

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

VI. COURSE DESCRIPTIONS

Required Nursing Courses

NUR 105: Foundations of Nursing Practice (8 credits)

This course is designed to prepare the learner for nursing practice. The nursing process will be taught as the framework to provide safe care. The focus of this course is to provide the learner with an introduction to the concepts of cellular regulation, cognition, comfort, elimination, fluid & electrolyte balance, gas exchange, grief & loss, infection, inflammation, intracranial regulation, mobility, nutrition, pain, perfusion, sensory-perception, thermoregulation, and tissue integrity within the domain of the individual. The course is designed to expand the learner's knowledge related to the concepts of: communication, health promotion, and professionalism within the domain of the nurse; ethics, health care law, and healthcare policy within the healthcare domain. This course is designed to develop the learner's skill in providing fundamental nursing care, and selected psychomotor skills. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

Theory hours: 67.5 (4.5 credits); lab hours: 45 (1.5 credits); Clinical hours: 90 (2 credits)

Pre/Co-Requisites: BSC 201, PSY 101, WRT 101

Course offered: Fall and spring semester for traditional option; 1st term for evening/weekend option

NUR 131: Cognition and Maladaptive Behaviors (4 credits)

This course is designed to allow the learner to apply nursing concepts related to psychosocial and physiologic needs of the individual. This course will expand the learner's knowledge related to the concepts of communication and therapeutic relationships in the domain of the nurse. This course is also designed to expand the learner's knowledge related to the concepts of addiction, cognition, interpersonal violence, mood & affect, self, and stress & coping within the domain of the individual. Health care law and ethical aspects of mental health care nursing will also be examined. Learners will also explore culturally-specific considerations as they relate to the individual/family response to alterations in the specific concepts. Collaborative management of individuals with alterations in the specific concepts will be examined. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

Theory hours: 45 (3 credits); Clinical hours: 45 (1 credit)

Prerequisites: NUR 105, BSC 201, PSY 101, WRT 101

Pre/Co-Requisites: BSC 202

Course offered: Fall and spring semester for traditional option; 2nd term for evening/weekend option

NUR 132: Homeostasis, Oxygenation, and Regulation (6 credits)

This course is designed to expand the learner's knowledge related to the concepts of acid-base balance, cellular regulation, elimination, fluid & electrolyte balance, gas exchange, glucose regulation, immunity, and perfusion within the domain of the individual. Examination of the nurse's role will include application of nursing process across the lifespan as well as teaching-learning specific to the concepts. Learners will also explore culturally-specific considerations as they relate to the individual/family response to alterations in the specific concepts. Collaborative management of individuals with alterations in the specific concepts will be examined. This course is designed to allow the learner to apply selected psychomotor skills. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

Theory hours: 37.5 (2.5 credits); lab hours: 15 (0.5 credits); Clinical hours: 135 (3 credits)

Prerequisites: NUR 105, BSC 201, PSY 101, WRT 101

Pre/Co-Requisites: BSC 202

Course offered: Fall and spring semester for traditional option; 2nd for evening/weekend option

NUR 215: Individual and Family Nursing (8 credits; Day and Evening/Weekend Students only)

This course introduces the learner to individual and family concepts of nursing practice. The course explores dynamic concepts across the lifespan including development, elimination, family dynamics, gas exchange, immunity, infection, inflammation, intracranial regulation, metabolism, mobility, perfusion, reproduction, sexuality, and thermoregulation within the domain of the individual. Examination of the nurse's role will include application of nursing process as well as teaching-learning specific to the concepts. Collaborative management of individuals with alterations in the course's concepts will be examined. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

Theory hours: 60 (4 credits); Clinical hours: 180 (4 credits)

Prerequisites: NUR 131, NUR 132, BSC 201, BSC 202, PSY 101, WRT 101

Pre/Co-Requisites: NUR 245, BSC 205, PSY 220

Course offered: Fall and spring semester for traditional option; fall term for evening/weekend option

NUR 225: Individual and Family Nursing (6 credits; Degree in Three Students only)

This course introduces the learner to individual and family concepts of nursing practice. The course explores dynamic concepts across the lifespan including development, elimination, family dynamics, gas exchange, immunity, infection, inflammation, intracranial regulation, metabolism, mobility, perfusion, reproduction, sexuality, and thermoregulation within the domain of the individual. Examination of the nurse's role will include application of nursing process as well as teaching-learning specific to the concepts. Collaborative management of individuals with alterations in the course's concepts will be examined. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

Theory hours: 60 (4 credits); Clinical hours: 90 (2 credits)

Prerequisites: NUR 131, NUR 132, BSC 201, BSC 202, PSY 101, WRT 101

Pre/Co-Requisites: NUR 245, BSC 205, PSY 220

Course offered: Spring semester for Degree in Three students only

NUR 245: Pharmacology (3 credits)

This course provides a focused review of pharmacology and safe medication administration. The pharmacokinetics and pharmacodynamics of specific medications are discussed. The learner will focus on the application of nursing process in the pharmacological management of individuals with health alterations. The learner will also consider use of nursing process in the pharmacological management of individuals across the lifespan. The course focuses on identification of selected drug classifications and their use in patient care. This course strengthens the learner's ability to correlate theory to clinical practice in nursing courses.

Theory hours: 45 (3 credits)

Prerequisites: NUR 131, NUR 132, BSC 201, BSC 202, PSY 101, WRT 101

Pre/Co-Requisites: NUR 215/225, BSC 205, PSY 220

Course offered: Fall and spring semester for traditional option; fall term for evening/weekend option

NUR 265: Homeostasis, Oxygenation, Regulation II (7 credits)

This course is designed to expand the learner's knowledge related to the concepts of gas exchange, perfusion, cellular regulation, fluid & electrolytes, intracranial regulation, metabolism, mobility, and tissue integrity within the domain of the individual. The course is also designed to expand the learner's knowledge related to the concept of managing care within the domain of the health care environment. Learners will have the opportunity to apply the nursing process focusing on the above concepts across the lifespan. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

Theory hours: 52.5 (3.5 credits); Clinical hours: 157.5 (3.5 credits)

Prerequisites: NUR 215, NUR 245, BSC 201, BSC 202, BSC 205, PSY 101, PSY 220, WRT 101

Pre/Co-Requisites: BSC 203

Course offered: Fall and spring semester for traditional option; spring term for evening/weekend option

NUR 275: Professional Development (5 credits; Day and Evening/Weekend Students only)

This course is designed to expand the learner's knowledge related to the concepts of health promotion and professionalism within the domain of the nurse. This course is also designed to expand the learner's knowledge related to the concepts of health care quality, health care systems, management of care, and ethics within the domain of the health care environment. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning.

In the clinical component of this course the student will participate in a culminating capstone experience. Students will have the opportunity to integrate concepts and skills in the professional work environment, strengthening their sense of competence, and accountability and professional development.

Theory hours: 52.5 (3.5 credits); Clinical hours: 67.5 (1.5 credits)

Prerequisites: NUR 215, NUR 245, BSC 201, BSC 202, BSC 205, PSY 101, PSY 220, WRT 101

Pre/Co-Requisite: NUR 265, BSC 203

Course offered: Fall and spring semester for traditional option; spring term for evening/weekend option

NUR 285: Transition into Nursing Practice (2 credits; Degree in Three Students only)

This course is designed to expand the learner's knowledge related to the concepts of health promotion and professionalism within the domain of the nurse. Threaded within this course are the themes of caring, nursing judgment, holism, health/wellness, and teaching/learning. In the clinical component of this course the student will participate in a preceptor experience where the student is given the opportunity to manage, delegate and prioritize care for multiple patients. Students will integrate concepts and skills in the professional work environment, strengthening their sense of competence, accountability and professional nursing development.

Theory hours: 15 (1 credits); Clinical hours: 45 (1 credits)

Prerequisites: NUR 225, NUR 245, BSC 201, BSC 202, BSC 205, PSY 101, PSY 220, WRT 101

Pre/Co-Requisite: NUR 265, BSC 203

Course offered: Fall semester for Degree in Three students only

Le Moyne College General Education Courses

BSC 201. Human Anatomy & Physiology I. 4 Credit Hours.

This course is the first in a two-semester sequence providing a study of anatomy and physiology in the human body. Initial portions of the course will include terminology, cell biology, biological chemistry, and tissues. Body systems covered include the skeletal, muscle, nervous, and integumentary. The cat is the primary dissection specimen in the laboratory. Dissection required. Pre-requisites: none. Three hours of lecture and two hours of laboratory per week. Does not carry biology major credit.

BSC 202. Human Anatomy & Physiology II. 4 Credit Hours.

This course is the second in a two-semester sequence providing a study of anatomy and physiology in the human body. Topics covered include the special senses, and the endocrine, circulatory, immune, respiratory, digestive, urinary and reproductive systems. Dissection required. Pre-requisites: a grade of C or better in **BSC 201**. Three hours of lecture and two hours of laboratory per week. Does not carry biology major credit.

BSC 203. Nutrition. 3 Credit Hours.

This course is designed to reinforce anatomy and physiology principles to further the understanding of nutrition's effect across the life cycle. It includes the study of nutrition as it relates to growth, development, general health, and disease conditions. It will include basic biological functions, classes of nutrients, and the key role nutrition plays in the prevention and treatment of disease. Prerequisites: **BSC 201, 202**. Does not carry biology major credit; does not fulfill Core Natural Science requirement.

BSC 205. Basic Microbiology. 4 Credit Hours.

This course is a survey of microbial life with special emphasis on those organisms of clinical interest. Laboratory exercises emphasize the isolation, identification and control of microorganisms. Three hours of lecture and two hours laboratory per week. Prerequisite or co-requisite: **BSC 201, 202**. Does not carry biology major credit.

WRT 101. Critical Writing. 3 Credit Hours.

Practice in the skills of critical thinking, critical reading, and especially critical writing. Students will analyze selected essays and articles in conjunction with frequent writing assignments. Students will be expected to gain and demonstrate College-level proficiency in critical reading, critical writing, and Standard English grammar and usage.

PSY 101. Introductory Psychology. 3 Credit Hours.

A one semester broad overview of contemporary psychology-its diverse approaches to the understanding of behavior and the basic principles and research findings associated with each of these approaches. Specific areas of psychological inquiry discussed include physiological, cognitive and social psychology; learning, sensation and perception; emotion and motivation; personality and psychopathology. This course is a prerequisite for most psychology courses.

PSY 220. Human Life Span Development. 3 Credit Hours.

This course is a general introduction to human development. The study of human development is a scientific analysis of patterns of change and growth across the entire lifespan from conception through very old age. The course will include the investigation of essential questions of human experience including, inherited factors, attachment to caregivers, mastery of the human body and the environment, meaningful social relationships, achievement, occupational choice, impact of societal expectations, the formulation of values and goals, the concept of generativity, and death and dying. The course will analyze human development from a biopsychosocial perspective looking closely at basic patterns of normal development.

Prerequisite: **PSY 101**

Nursing Electives

Various support/elective courses may be offered each semester/term.

NUR 001: Study Strategies (1 credit)

This course is designed to complement the nursing curriculum while providing students with effective strategies for reviewing assignments, processing course material, preparing for exams, and completing assignments. Other strategies to be discussed include time management, using library resources, expanding critical thinking and effective communication skills, strategies for textbook reading, note taking, and

organizing study groups. Enhancing concentration, memory, and retention will also be discussed. Additionally, goal setting, motivation, personal responsibility, and stress reduction will be talked about.

Prerequisites: None

NUR 003: Medical Terminology (1 credit)

Content includes the study of prefixes, suffixes, and root words that form common medical terms. Spelling and pronunciation of terms are reviewed. Content will also include abbreviations used in the health care setting.

Prerequisites: None

NUR 094 Clinical Elective (Mental Health Nursing) (1 credit)

This elective course provides students an additional opportunity to build on previously learned skills of nursing practice related specifically to psychosocial needs. Students develop learning objectives in collaboration with faculty prior to beginning the clinical experience. The course may be offered in a variety of formats; one week (five day) blocks, three (two day) weekends, or day and evening schedules. Clinical: 45 hours

Prerequisites: NUR 131

NUR 095 Clinical Elective (Pediatric Nursing) (1 credit)

This elective course provides students an additional opportunity to build on previously learned skills of nursing practice related to the needs of the pediatric patient and their family. Students develop learning objectives in collaboration with faculty prior to beginning the clinical experience. The course may be offered in a variety of formats; one week (five day) blocks, three (two day) weekends, or day and evening schedules. Clinical: 45 hours

Prerequisites: 215/225 or permission of instructor

NUR 096 Clinical Elective (Obstetrics Nursing) (1 credit)

This elective course provides students an additional opportunity to practice nursing in the Obstetrical Unit. The student has the opportunity to practice, expand and enhance previously learned clinical skills. In addition, the student will explore the role of the specialty nurse. Students develop learning objectives in collaboration with faculty prior to beginning the clinical experience. The course is offered in a variety of formats and time frames; one week (five day) blocks, three (one to two days) weekends, or day and evening schedules. Clinical: 45 hours

Prerequisites: 215/225

NUR098 Clinical Elective (Critical Care Nursing) (1 credit)

This elective course provides students with the opportunity to practice nursing in Critical Care settings. Critical care settings are defined as the Intensive Care Unit, the Neonatal Intensive Care Unit, and the OR/PACU. The student has the opportunity to practice, expand and enhance previously learned clinical skills. In addition, the student will explore the role of the specialty nurse. Clinical hours: 45

Prerequisites:

Pre/Co-Requisites for NICU: 215/225

Pre/Co-Requisites for Adult ICU: NUR 265

Pre/Co-Requisites for OR/PACU: 215/225

NUR 099: Medical-Surgical Clinical Elective (1 credit)

This elective course provides students an additional opportunity to build on previously learned skills of nursing practice. Students develop learning objectives in collaboration with faculty prior to beginning the clinical experience. The course may be offered in a variety of formats; one week (five day) blocks, three (two day) weekends, or day and evening schedules. Clinical: 45 hours

Prerequisite: NUR 105

VII. PLANS OF STUDY

PROGRAM PLAN OF STUDY | Fall & Spring Traditional Day Option

Students entering January 2020 and after

First Year			
First Semester			Credit Hours
Nursing	NUR 105	Foundations of Nursing Practice	8
General Education	BSC 201	Human Anatomy and Physiology I	4
	PSY 101	Introductory Psychology	3
	WRT 101	Critical Writing	3
			Total Credit Hours: 18

Second Semester			Credit Hours
Nursing	NUR 131	Cognitive and Maladaptive Behaviors	4
	NUR 132	Homeostasis, Oxygenation and Regulation	6
General Education	BSC 202	Human Anatomy and Physiology II	4
	PSY 220	Human Lifespan Development	3
			Total Credit Hours: 17

Second Year			
Third Semester			Credit Hours
Nursing	NUR 215	Individual and Family Nursing	8
	NUR 245	Pharmacology	3
General Education	BSC 205	Basic Microbiology	4
			Total Credit Hours: 15

Fourth Semester			Credit Hours
Nursing	NUR 265	Homeostasis, Oxygenation and Regulation II	7
	NUR 275	Professional Development	5
General Education	BSC 203	Nutrition	3
			Total Credit Hours: 15

Total Curriculum Credit Hours	65
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PROGRAM PLAN OF STUDY | 16 Month Evening/Weekend Option

First Year			
First Term (January – April)			Credit Hours
Nursing	NUR 105	Foundations of Nursing Practice	8
General Education	BSC 201	Human Anatomy and Physiology I	4
	PSY 101	Introductory Psychology	3
	WRT 101	Critical Writing	3
			Total Credit Hours: 18

Second Term (April – August)			Credit Hours
Nursing	NUR 131	Cognitive and Maladaptive Behaviors	4
	NUR 132	Homeostasis, Oxygenation and Regulation	6
General Education	BSC 202	Human Anatomy and Physiology II	4
	PSY 220	Human Lifespan Development	3
			Total Credit Hours: 17

Second Year			
Third Term (August – December)			Credit Hours
Nursing	NUR 215	Individual and Family Nursing	8
	NUR 245	Pharmacology	3
General Education	BSC 205	Basic Microbiology	4
			Total Credit Hours: 15

Fourth Term (January – April)			Credit Hours
Nursing	NUR 265	Homeostasis, Oxygenation and Regulation II	7
	NUR 275	Professional Development	5
General Education	BSC 203	Nutrition	3
			Total Credit Hours: 15

Total Curriculum Credit Hours	65
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**Note – Evening/Weekend option applicants are strongly encouraged to complete general education courses prior to enrollment*

VIII. ADMINISTRATION, STAFF & FACULTY

ADMINISTRATION

Patricia Morgan, MS, RN | Dean

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BS: Syracuse University, Syracuse, NY

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BS: SUNY COT at Utica Rome, Utica, NY

Diploma: Crouse Irving Memorial Hospital School of Nursing, Syracuse, NY

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