


SAINT ANTHONY
COLLEGE OF NURSING

# COLLEGE CATALOG
# 2025-2026

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## About the College

### History

**A Leader in Nursing Education since 1915**

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



**An Upper Division College**

The College transitioned from a diploma school to a baccalaureate degree-granting college in 1990. Saint Anthony College of Nursing builds upon two academic years (64 credits) of course work completed at a regionally accredited college or university to provide upper division (Junior and Senior level) courses culminating in the Bachelor of Science in Nursing (BSN) degree. The College launched the Master of Science in Nursing (MSN) degree program in 2006 and the Doctor of Nursing Practice (DNP) degree program in 2014.

### Mission, Vision, and Values

**Mission Statement**

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

**Vision:**

Leading in Nursing and Health Care Education, Practice, and Service

**Values:**

- **JUSTICE**: Respect the personal worth and dignity of every student and person served regardless of race, ethnicity, age, gender, or religion.
- **COMPASSION**: Provide a response encompassing the greatest care and love to the physical, emotional, social, and spiritual needs of students and the communities and populations we serve.
- **INTEGRITY**: Uphold Catholic ethical principles, Catholic social teachings, and professional codes of conduct and ethical standards in education and practice.
- **TEAMWORK**: Collaborate with each other, with members of the health care team, and with those served to deliver comprehensive, integrated and quality health care education.
- **TRUST**: Communicate openly and honestly to foster trusting relationships among ourselves, our students and with those served.

- **STEWARDSHIP**: Manage responsibly the fiscal, physical, technologic, and human resources of the College.
- **LEADERSHIP**: Provide leadership in health care education and in the communities served.
- **STUDENT AND MISSION PARTNER WELL-BEING**: Demonstrate concern for the physical, spiritual, emotional, and economic well-being of students and Mission Partners.
- **SUPPORTIVE LEARNING AND WORK ENVIRONMENT**: Create and sustain high quality learning and work environments which focus on comprehensive, integrated, and innovative opportunities for learning, growth, development, and desired outcomes.
- **TEACHING/MENTORING**: Provide a learning-centered educational environment that focuses on excellence and fosters development in mind, body, and spirit to prepare learners of the College to grow personally and professionally in their chosen roles and become health care leaders in their communities.
- **SCHOLARSHIP/RESEARCH**: Cultivate a spirit of inquiry that leads to the development and dissemination of new knowledge and a lifelong commitment to learning.
- **SERVICE/PRACTICE**: Apply knowledge, skills, and attributes of the chosen health care discipline in service to others utilizing evidence-based practices.

## Accreditations and Program Approvals

Saint Anthony College of Nursing is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditor recognized by the U.S. Department of Education.

Saint Anthony College of Nursing's prelicensure BSN programs are approved by the State of Illinois (Illinois Department of Financial and Professional Regulation, IDFPR).
The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate programs at Saint Anthony College of Nursing are accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

Saint Anthony College of Nursing has been approved to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA).

## Non-Discrimination Statement

Saint Anthony College of Nursing conducts its program and implements policies on a non-discriminatory basis without regard to race, age, religion, sex, national origin, marital status, military service, status upon military discharge, disability, or any other classification protected by law.

The Board, administration, and faculty affirm that all students in a College of Nursing program must possess intellectual, physical, ethical, emotional, and interpersonal capabilities necessary to complete that degree and to achieve the levels of competency required for safe professional nursing practice at that level. Disabled individuals who apply to Saint Anthony College of Nursing are considered on an individual basis and in compliance with state and federal laws. The College cherishes its right and duty to seek and retain individuals who will make a positive contribution to all aspects of the College Mission.

## Message from the President

Hello Students! Welcome to Saint Anthony College of Nursing!

I am excited about the 2025-2026 academic year, as you are beginning your new academic year at the college of nursing. I am committed to leading and fostering a diverse, vibrant, and an innovative learning community. The faculty and staff are top-notch and passionate about nursing education, leadership, research and dedicated to your success. This August Saint Anthony College of Nursing welcomes our Provost, Dr. Mary McNamara. Dr. McNamara will be the Chief Academic Officer and will have responsibilities that include your academic success and high-quality student experience.

You have made an excellent choice in Saint Anthony College of Nursing which was formed 110 years ago, based on the Sisters of the Third Order of St. Francis' commitment to educate health care workers to serve the larger community. As a Catholic College, we embrace and employ the values of justice, respect, human dignity, sacredness of life, compassion, and service. We value our excellent academic programs, high academic standards, outstanding simulation labs, clinical partnerships, and a student-centered focus. The college also has an abundance of co-curricular activities to engage in while pursuing your degree.

The catalog contains information about the College's programs, courses, requirements, and policies. Additionally, information about counseling, library services, learning centers, financial aid and academic support services are included. Program Deans and Advisors will assist you in the planning and facilitation of your nursing courses and have a vested interest in you achieving academic success.

Our team of administrators, faculty, and staff at Saint Anthony College of Nursing are determined to ensure you achieve your academic goals. Nursing is a career that allows for personal growth, advancement, and a vast variety in specializations. It is an exciting time in nursing education to develop the next generation of health care leaders, and I am very proud and honored to be your President of OSF Colleges of Nursing.

Respectfully,
Dr. Charlene S. Aaron
President
OSF Colleges of Nursing



## Campus Facilities and Resources

### Campus Locations

Main Campus
3301 North Mulford Road
Health Sciences Center (HSC)
Rockford, IL 61114
Guilford Square Campus
698 Featherstone Road
Rockford, IL 61107





### Study Spaces

Saint Anthony College of Nursing provides several quiet study spaces. At the main campus, small group study rooms are available on the fourth floor. Small group study rooms may be reserved through the Welcome Center no more than 24 hours in advance and for a maximum of 2 hours. Quiet study space is also available within the Sister Mary Linus Learning Resource Center. Classrooms may be available for individual or group study when not in use for classes or college meetings. On the Guilford Square campus, there is a quiet study space off the Commons area.

### Computer Lab

A limited number of computers are available for students to use to complete class assignments, perform research, and gather clinical-related data. Computer use is available on a first-come, first-served basis in the main campus computer classroom when classes are not in session. There is also a computer in the Learning Resource Center.

Students may not install their own software or download software from the internet onto college computers. The Instructional Design and Technology Specialist is available for basic computer assistance and technological troubleshooting. Login problems and complicated technology issues are handled by the OSF Computer Services Department (ext. 55072 or 1-800-673-5721). Students are responsible for understanding non-course related computer programs such as word processing and spreadsheets.

### Library/Learning Resource Center

The Sister Mary Linus Learning Resource Center (LRC), located on the fourth floor of the main campus, provides students with access to a wide variety of academic resources. These include print and media materials, online resources, and materials obtained through an interlibrary loan. Students can access the LRC on the main campus and the Saint Anthony Medical Center Medical Library.

The LRC houses a collection of over 1,500 current books, thousands of journal titles (print and online), and a diverse collection of videos. A computer classroom is also located near the library and is available for student use when the College building is open and there are no classes in the room.

Library hours vary throughout the year based on the academic calendar as put forth by the College. Each semester, hours will be posted outside the library entrances.
A combination printer/photocopier machine is provided for student use. Students may print course-related materials for free. To continue this practice, we ask students to be good stewards in relation to printing volumes and costs. Students are responsible for compliance with federal copyright regulations. For additional information about these regulations, please contact the College Librarian.
Interlibrary loan (ILL) services are available for students, faculty, and staff. Students may submit requests for materials in-person, through e-mail, or via online forms. In most cases, ILL services are free. If free sources cannot be located, however, students may be responsible for borrowing fees. Visit the online catalog on the OSF Library website to view library holdings. www.osfhealthcare.org/libraries

Learning Resource Center Loan Policy

All holdings must be checked out prior to removal from the LRC. Materials may be checked out by College of Nursing students, faculty, and staff, and by Saint Anthony Medical Center employees.

1. Books:
   Books may be checked out according to library loan procedures given during orientation. The loan periods for most books are three weeks but selected titles may be restricted to shorter circulation durations to ensure availability to all students.

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

3. Reference Books:
   Reference books are for use in the LRC only.



Periodicals and Journals

Periodicals and journals are for reference use only in the LRC. Special exceptions for check-out may be made by the librarians on a case-by-case basis.

Audio-visual Materials

DVDs may be checked out overnight.

Renewals

Students and staff may renew most materials one time unless a hold is pending for another patron. Faculty may renew materials as needed unless a hold is pending for another patron. Holds on materials checked out to other patrons may be placed at the circulation desk.

Faculty may borrow materials on a summer vacation loan unless they are on reserve for a class. All materials must be returned to the LRC at the end of each semester.

Lost Materials

If materials are lost, the borrower is responsible for replacing the materials.

Library Fines

If materials are not returned on time, the librarian sends periodic notices on overdue materials. All replacement costs must be paid before registering for the next semester, ordering transcripts, or graduating.

## Clinical Resources

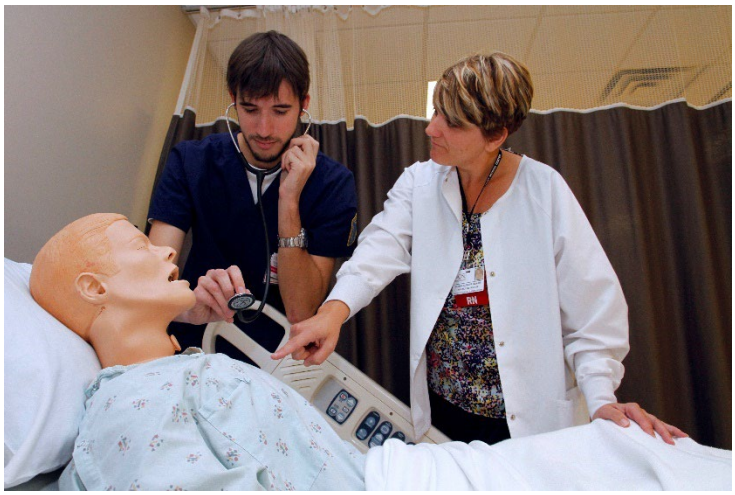
Saint Anthony College of Nursing utilizes numerous health care facilities for students' undergraduate and graduate clinical experiences. These facilities are typically located within a 20-mile radius of the campus; however, students may be assigned clinical experiences which are located farther away. Students are responsible for their own transportation to clinical sites and are accountable for their professional demeanor while present at the clinical site.

Undergraduate Clinical Experiences

The College offers a demanding curriculum that provides more than 700 hours of laboratory and direct clinical experience in a variety of acute care settings, including OSF Saint Anthony Medical Center, Mercy Health, and UW Health Northern Illinois. Students will also experience non-hospital settings such as home health, mental health clinics, and community agencies and clinics. Clinical experiences occur across the lifespan. In addition, the skills, assessment, and simulation labs provide many opportunities for academic and clinical competence growth.

Graduate Clinical Experiences

Graduate students complete a minimum of 750 clinical practicum hours for Advanced Practice Registered Nurse (APRN) programs and 500 practicum hours for non- APRN MSN degrees. All DNP programs require a minimum of 1000 practicum hours. These experiences are tailored to the degree, academic track, plan of study, learning goals, and preceptor availability. These experiences can occur in many settings, including hospitals, clinics, long-term care facilities, home health, and academic institutions.



## Student Services

## Academic Advisement

Students receive individualized attention through academic advising. Faculty Advisors specialize in helping students understand academic policies and degree requirements, develop meaningful education plans, and utilize resources that enrich and support the educational experience. Faculty Advisors support students as they transition into the SACN learning community and guide students to academic success. Academic advising has been shown to positively impact student retention and degree attainment rates. The College will maintain an academic advising program to assist students with transition into and progression through their selected the program.

Each student will be assigned to a Faculty Advisor. Generally, students will remain with the assigned advisor throughout their program**.**

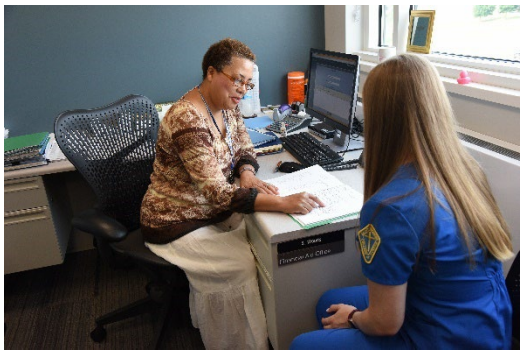
Students meet with the Faculty Advisor at least once each semester to review their academic plan and progress toward completion of academic requirements. Responsibility for course selection, registration, and completion of academic requirements rests with the student. Following the advising session, faculty will remove the registration hold.

Faculty Advisors may require students to meet with them more than once a semester if necessary. Generally, contact with students is initiated at critical periods throughout a student's academic career such as during a student's first year of study, upon notification of being at-risk within a course, and as they approach graduation.

Students may initiate academic advising at any time. Students should meet with the Faculty Advisor to answer immediate questions, to facilitate the student's progress through their academic program, or to receive caring support in their role as a student.

Students should consult advisors during posted office hours or by appointment. Students are encouraged to seek the advisor's assistance with:

1. Appropriate course selection for fulfillment of graduation requirements.
2. Interpretation of institutional policies and procedures.
3. Situations which interfere with academic success.
4. Information regarding community resources and programs.
5. Progression toward career goals.



Students who wish to change advisors must obtain permission from the Dean, Undergraduate Affairs or Dean, Graduate Affairs and Research.

## Career Services and Counseling

Students are encouraged to talk with their Faculty Advisor and instructors regarding career path development. Students will also be given the opportunity to learn career development skills in educational programming sessions.

OSF HealthCare's Employee Assistance Program (ComPsych Guidance Resources) provides free, confidential counseling and a referral service designed to help students with a wide range of personal concerns, including work-life solutions, confidential counseling, financial information, and legal support. These services are available 24 hours a day, 7 days a week. OSF HealthCare's Guidance Resources can be reached at 833-475-0983 or accessed online by going to www.guidanceresources.com. Additional information about counseling services can be obtained from the student's Faculty Advisor or the Supervisor of Support Services.

## College Hour

College Hour provides time for pre-licensure students to learn about Student Organization activities, meet

regulatory requirements, develop skills in resume writing/interviewing, and topics of social and health concerns. A College Hour schedule is provided to the student in Canvas. It is expected that pre-licensure BSN students attend all College Hours for their level. Some College Hours are designated as mandatory. Students who do not attend mandatory College Hours may have to complete additional training or assignments to cover the addressed content. Failure to complete College Hour assignments could result in a hold placed on a student's registration and/or graduation.

### Student Organization

The Saint Anthony College of Nursing Student Organization's mission is to promote optimal learning, social interactions, and positive involvement in our learning community and beyond. Student Organization meets monthly during College Hour. Through Student Organization, students have a voice on the following committees:

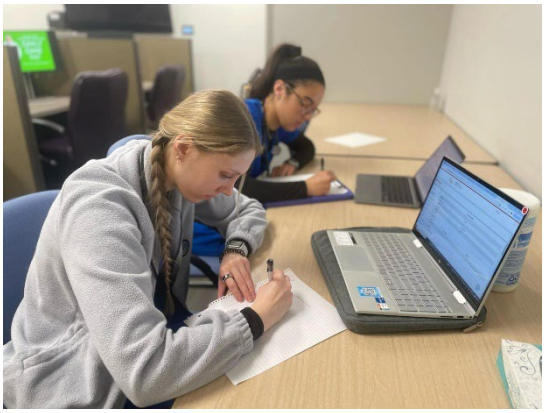
- Faculty Governance
- Faculty & Student Research
- Graduate Affairs
- Undergraduate Affairs

### Academic Support Center (ASC)

The Academic Support Center (ASC) at Saint Anthony College of Nursing (SACN) provides comprehensive academic support services in a supportive and student-centered environment. Its mission is to promote academic success in individual courses, enhance semester-to-semester retention and progression, and support timely degree completion.

Staffed by an experienced nurse educator, the ASC offers personalized assistance in areas such as study strategies, academic writing, organization, and test-taking skills. The center is open weekly during the fall and spring semesters, with hours adjusted based on current student course schedules.

Located on the 4th floor in Room 4144 of the main campus, the ASC is accessible to both undergraduate and graduate students. Hours of operation, including any updates or changes, are posted on the office door. Appointments outside of regular hours may also be arranged as needed.



## Student Financial Services

### Tuition and Fees

**APPLICATION FEE**

A non-refundable $75 fee is mandatory to complete the application process. This fee is waived for OSF Mission Partners.

**REGISTRATION/DEPOSIT FEE(S)**

The deposit is semester specific and non-refundable but will offset the cost of tuition once registered for courses in that semester.

**UNDERGRADUATE**

Newly accepted students are required to sign and return their "Statement of Intent" letter (provided by the college) along with a $ 200 non-refundable deposit, by the due date stated in the acceptance letter. **

All traditional BSN students enrolling in a **summer course** must submit a $300 deposit at the time of registration. **

**GRADUATE-**

Newly accepted students are required to pay a $200 non-refundable tuition deposit within 14 days of acceptance. **

| **TUITION & OTHER FEES** | |
|---|---|
| • UNDERGRADUATE TUITION - BSN | $824 per credit |
| • POST LICENSURE RN (RN TO BSN STUDENT) | $544 per credit |
| • GRADUATE TUITION | $1,014 per credit |
| **UNDERGRADUATE FEES** | |
| Computer/Technology Fee | $150 each semester |
| Skills Lab Supplies | $60 for students (Jr1) enrolled in clinical. |
| Simulation Fee | $50 each for students enrolled in N310, N311, N312, N314, N401, N416 and N420. |
| ATI Resource Fee (Ever Fall & Spring Semester) | $732-$787.50 (estimated) varies based on class cohort & level. |
| Graduation Fee | $200 charged once in the last semester. |
| RN-BSN Prior Learning Portfolio (Optional) | $300 |
| Undergraduate Uniforms & Supply List | Information will be sent to students before the new student orientation. |
| **GRADUATE FEES** | |
| Computer/Technology Fee | $150 each semester |
| OSCE (Objective Structure Clinical Evaluation) Fee | The all-day fee is $100 and each half-day costs $75 per experience per semester. |
| Typhon Fee | Students are expected to register for Typhon (clinical documentation system). This coincides with a one-time student fee, currently $100, which allows the student access to Typhon for the duration of the program. |
| Workshop for N620 (Sections A, D,M) | $150 for students enrolled in N620. |
| Poster Presentation Fee | $150 charged during or near final semester. |
| Graduation Fee | $175 charged during or near final semester. |
| **ADDITIONAL CHARGES AS APPROPRIATE** | |
| Books | Prices vary. Books are purchased through an outside agency. |

| | |
|---|---|
| ViewPoint Screening (for immunization records, drug screening and criminal background check) | Maximum $108 (subject to change by ViewPoint). |
| Check Return Fee | $35 per check returned. |
| Interest Fee | 1% of month end balance, charged first of each month. |
| Late Payment Fee | $10 when required monthly payment is not received. |
| Late Document or Late Registration Fee | $10 each occurrence when the deadline is missed (applies to registration and financial aid). |
| Clinical Make-Up Fee<br>(There is no fee for the first missed clinical) | A $20 fee per clinical clock hour may be assessed for the 2nd clinical or lab absence within the same course and semester. Absence days beyond two in a semester, may be charged of $40 per clinical clock hour fee. |
| Clinical Site Fee | Clinical sites may also charge a fee directly to the student. |

***TUITION AND FEES ARE SUBJECT TO CHANGE AT ANY TIME. PLEASE SEE THE COLLEGE WEBSITE FOR CURRENT UPDATES***

****EXCEPTION: THE REGISTRATION/DEPOSIT FEE IS WAIVED FOR OSF EMPLOYEES APPROVED FOR THE GUILD PROGRAM.**

### Student Financial Responsibilities

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

For outstanding balances, the college will accept the following payment options and will consider alternative plans.

1. Students will pay 50% of the outstanding balance by the regularly scheduled payment date.

2. A second payment of 50% of the remaining balance is due 30 days after the initial payment.
3. The final outstanding balance is due 60 days after the original payment is made.

OR

1. 50% of the original balance is required to be paid by the scheduled payment date, and financial aid will offset this amount.
2. The remaining balance is divided into three or four monthly payments. Balance is due in full before the semester end date.

The College reserves the right to deny payment agreements to a student who failed to follow scheduled payments in the previous semester.

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

There is a penalty for checks returned to the College for non-payment for any reason.

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

## Financial Aid

The goal of the College is to provide the student with current information regarding sources of financial assistance including federal and state funding, institutionally sponsored programs, and other sources. The financial aid programs available at the College include federal and state grants, tuition waivers, loans, private donor scholarships, and some veteran benefits. Students may contact the Financial Aid Office concerning eligibility questions and procedures.
The Financial Aid Coordinator is responsible for ensuring that scholarship awards do not put the student into an "over-award" situation with federal and state programs.

Application Procedure for Financial Aid

To apply for federal financial aid, the Free Application for Federal Student Aid (FAFSA) must be completed online at studentaid.gov. Students applying for state funds may use the FAFSA or ask about applying directly at the Illinois Student Assistance Commission. Students must reapply for financial aid each year. Financial assistance is not automatically renewed.

Financial Aid Process

1. Students complete FAFSA online.
2. The College receives an Institutional Student Information Report (ISIR).
3. The Student Aid Index (SAI) is the figure used to determine financial aid.

4. Upon acceptance to Saint Anthony College of Nursing, an initial financial aid interview can be scheduled with the Coordinator of Financial Aid by the student on their letter of intent to enroll e-form. The following items are discussed at the financial aid interview:
    a. Cost of program
    b. Sources of financial aid: grants, scholarships, loans, and other funding
    c. Financial Aid Policy
    d. Standards of Academic Progress
    e. Entrance counseling (completed online at studentaid.gov)
    f. Award Letter
    g. Applying for direct loans
    h. Verification (if applicable)
5. A Financial aid Intent e-form is then sent to the student afterwards to complete it on their own and return timely to the Student Financial Aid Assistant.
6. The students will then complete their award letter before sending it via email to the Student Financial Aid Assistant.
7. All federal loan funds are disbursed through Electronic Funds Transfer (EFT).
8. With each disbursement of Title IV funds, the student's account will be evaluated for excess funds. A check for excess funds will be issued to the student.

**Satisfactory Academic Progress for Financial Aid**

While a student's academic standing is based on the grade point average, academic progress is based on the number of credits earned and the pace at which students are making progress toward earning a degree. Students must comply with the satisfactory academic progress policy to continue to qualify for financial aid at Saint Anthony College of Nursing.

This policy meets the minimum statutory and regulatory federal requirements for quantitative and qualitative measures. Satisfactory academic progress related to financial aid is measured each academic year at the end of each semester.

Students who withdrew or take a leave of absence will have an analysis of Satisfactory Academic Progress (SAP) for financial aid measured upon their leave and before enrolling in courses. If the student has been found to have fallen below (SAP), then they will be contacted by the Financial Aid Coordinator to be aware of their financial aid status.

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

- Undergraduate students must earn a minimum of "C" in all courses taken to meet graduation requirements.
- Graduate students must earn a minimum of "B" in all courses taken to meet graduation requirements.
- Pre-nursing and general education courses taken prior to matriculation are not included in the SAP calculation.
- All hours attempted at Saint Anthony College of Nursing are included in the SAP calculation.

- 67% of the total hours attempted must be successfully completed. Hours attempted include transfer hours and hours for repeated courses and course withdrawals.
- Program is completed in no more than 150% of the length of the program as measured in credit hours.

The College has instituted formal procedures for warning students that they are not progressing as required. If the student does not comply with these standards, an email notification of probationary status for the following academic year will be sent. During the probationary period, students may continue to receive financial aid. At the conclusion of the probationary period, the student will not be permitted to receive financial aid if SAP has not been achieved. Satisfactory academic progress decisions (except 150%) may be appealed by submitting a PDF, or word document, via email to the Student Financial Aid Assistant.

The appeal must be in PDF or word document and include the student's name and the facts on which it is based. Finally, a statement about why the student failed to meet the SAP requirements and what has changed to allow the student to be successful must be submitted.

**Title IV Funds**

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

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

The amount of assistance the student earned is determined pro rata. For example, if a student completed 30% of the semester, the student earned 30% of the assistance the student was originally scheduled to receive. Once a student has completed more than 60% of the semester, all the assistance that is scheduled for that period is earned.

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

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

1. Institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it does not keep this amount of your Title IV program funds. Any Title IV credit balances resulting from a Return to Title IV (R2T4) calculation must be refunded as soon as possible and no later than 14 days.

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

Any amount of unearned grant funds that one must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds received or scheduled to receive. A grant overpayment does not have to be repaid if the original amount of the overpayment is $50 or less. Please see the Bursar's Office if a grant overpayment occurs.
The requirements for Title IV program funds when the student withdraws are separate from the College refund policy. Therefore, a student may still owe funds to the College to cover unpaid institutional charges. The College may also charge for any Title IV program funds it was required to return.

**Direct Loan Program**
Once a student completes the FAFSA form, the College determines the student's eligibility for subsidized and unsubsidized loans and awards accordingly. The student will receive financial aid intent form link, via email, where they will then reject the loan offer. If the loan is accepted, the student should complete and sign an electronic Master Promissory Note (MPN) at studentaid.gov and complete the Entrance Counseling at studentaid.gov, authorizing the College to proceed with the loan. When the student graduates or ceases attending at least halftime, the student must complete the Exit Counseling at studentaid.gov.

Graduate students who are interested in the graduate plus loan will need to complete a grad plus application, have to prepare a budget for the amount they're requesting, make a meeting, in person, with the financial aid team to discuss the plus loan request, student's budget, and then the financial aid team will move forward with the request once the process is complete.

**U.S. Department of Veteran Affairs and ArmyIgniteED**
Saint Anthony College of Nursing has been approved to provide Veterans Education Benefits by the State Approving Agency for Veterans Education, Illinois Department of Veterans Affairs.
The College also participates in the ArmyIgniteED Tuition Assistance Program. For more information regarding these education benefits, please contact the Financial Aid Office.
Saint Anthony College of Nursing will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to Saint Anthony College of Nursing:

- Prevent their enrollment.
- Assess a late penalty fee.
- Require they secure alternative or additional funding; and
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

For more information, please contact the Financial Aid Office.
**Books and Supplies Voucher**
To provide an option for Pell recipients and any eligible student to purchase books and supplies, an electronic book voucher receipt, or paper receipt, will be available to any student with a credit balance, via email or in person, after tuition and fees have been paid. Books and supplies can be purchased online here - https://www.rockvalleycollege.edu/campus-services/bookstore or in the Rock Valley bookstore. To take advantage of the book and supplies voucher, please contact the Financial Aid Office.

OSF Mission Partners are not eligible for a book voucher because they can apply for reimbursement from their OSF Employee Benefit for books and supplies directly through Guild.

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

**Educational Deferment Benefits**
Saint Anthony College of Nursing will allow students with verified employer educational benefits to defer tuition and fees up to their benefit amount, less than the required deposit. This benefit is provided after the proper documents from the College and the employer have been completed and submitted to the Bursar. This tuition deferment is semester specific and therefore, the documents are required every semester the student is eligible for and intends on using the benefit.
Any balance which exceeds the deferment of allocation must be paid in full by the published due date. If necessary, before the due date, the student may contact the Bursar to request an alternative payment plan. The deferred balance will be due, in full, 30 days after grades are posted or within 7 days of receiving funds from the employer, whichever occurs first. Balances not paid by the required date will be subject to a monthly interest charge and past due payment fee.

When an employer's educational benefits, along with financial aid, cause a credit balance, the College will ascertain the credit portion caused by the financial aid alone. A check for the financial aid credit balance will be issued to the student, or parent, following federal and state student loan guidelines.

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

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

**Tuition Refund**
As Saint Anthony College incurs expenses in advance for the entire academic year, a tuition credit/refund schedule has been developed to reflect an equal sharing of the loss when a student withdraws. Students who officially withdraw from one or more courses enrolled at the College, or dismissed, will receive a credit/refund towards tuition according to the following schedule.

| SEMESTER WEEK | REFUND PERCENTAGE |
|---|---|
| Prior to the beginning of semester | 100 |

| | |
|---|---|
| End of Week 1 | 90 |
| End of Week 2 | 70 |
| End of Week 3 | 50 |

The beginning of each semester is defined by the academic calendar and not individual course start dates. No credit/refund for tuition will be granted after the end of the third week of the semester. For courses that run more or less than 16 weeks, the credit/refund is prorated accordingly and based on the semester start date for the course.

There are no refunds for supplies or fees.

To receive the appropriate credit/refund, a student who wishes to withdraw from a course or the College must comply with the "Withdrawal from the College Policy and Procedures", which is located in the College catalog.

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

ANY REFUNDS OR REPAYMENTS ARE MADE TO THE FINANCIAL AID PROGRAMS FIRST. Any financial aid proceeds given directly to the student prior to the refund date may be subject to repayment by the student.

**Know the consequences before you withdraw!**

**Push pause and consider the consequences of not completing a course.**

| | | |
|---|---|---|
| P | Payments | There may be fees (tuition and/or administrative) payable after withdrawal. |
| A | Academics | Course withdrawals will appear on your academic record and may have an impact in the future. |
| U | Understanding | You should have a full understanding of all areas impacted by withdrawals. |
| S | SAP | Withdrawals will affect your Satisfactory Academic Progress (SAP). |
| E | Extensions | Withdrawals can extend the time and cost to complete your degree. |

**Please consult with your academic advisor, enrollment management, financial aid coordinator, and bursar before proceeding with plans to drop or withdrawal from a course.**

**Scholarships**
Private scholarships made available to the College may be awarded through the Financial Aid Committee or at the donor's request. College applicants and students who have completed the FAFSA (required for most), are in good standing as defined by the College, and meet the individual scholarship requirements, will be considered if they apply for a scholarship. Scholarship applications are accepted at https://sacn.awardspring.com.

Unless otherwise noted, the criteria for scholarships may include:

- Academic Achievement
- Financial Need
- Personal/Essay
- Criteria outlined by the scholarship donor

The Financial Aid Coordinator will notify students of scholarship awards. Recipients are expected to write the donor a thank you card, letter, or note through the Financial Aid Office college hour. Note that photos will be taken during this event and may be shared on our official social media channels, unless the student has provided the Financial Aid Office in advance with a valid reason for opting out. Recipients may be invited to a donor recognition event. Scholarships are applied to the students' tuition and fees first before other benefits are applied.

Satisfactory Academic Progress Guidelines for Scholarship Recipients

For scholarships that may be renewed, students must continue to meet minimum academic requirements as outlined for the scholarship. Please refer to this content within the Financial Aid section.

Saint Anthony College of Nursing Sponsored Scholarships:



- Nursing Legacy Endowment Scholarship Download a list of Nursing Legacy Endowment Scholarship donors.
- Doris & Albert Von Morpurgo Scholarship Read Doris's story.
- Ina M. Cholke & Olga Dean Bullard Scholarship
- Carole Barankiewics and the Torcia Family Scholarship
- Ralph & Eileen Rothstein Scholarship
- Alumni Association Scholarship
- William and Catherine McCoy Scholarship (*Donors are listed at www.osfhealthcare.org/sacn*)

For complete scholarship details, including the number of awards and award amounts, visit SACN AwardSpring. As additional scholarship opportunities become available, the Financial Aid Assistant will email them to students, and/or make the application available on the Saint Anthony College of Nursing Scholarship Application System through AwardSpring.

External Scholarship Resources

For an updated list of external scholarship opportunities offered by outside agencies, visit the Financial Aid Resources link, or contact the Student Financial Aid Assistant.

## Academic Regulations and Policies

The student is responsible for knowledge of the College's policies, rules, regulations, and standards of conduct; enrollment is considered acceptance of the standards specified herein.

The institution reserves the right to modify the rules, regulations, policies, and procedures, as necessary.

### Student Rights under Family Educational Rights and Privacy Act (FERPA)

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

The College adheres to the "Family Educational Rights and Privacy Act," known as FERPA. Students have the right to inspect and review their records (except documents limited under §99.12) to amend the record if in error, and to be assured of confidentiality in all matters.

Release of Student Records – Without Written Consent

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest.
2. Other schools to which a student is transferring.
3. Specified officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid to a student.
5. Organizations conduct certain studies for or on behalf of the school.
6. Accrediting organizations.
7. To comply with a judicial order or lawfully issued subpoena.
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Release of Student Records – With Written Consent

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

Directory Information

Schools may disclose, without consent, "directly" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

A student who chooses not to have directory information released must sign a notice in the office of the Supervisor for Support Services. Students who wish to see their individual educational records must submit a written request to the Registrar. College personnel have up to 10 business days to honor the written request.

## Student Integrity Standards

Student Code of Conduct

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

The College expects students to act in accordance with the College Code of Conduct regarding Personal and Academic Integrity and honesty. Therefore, students will demonstrate in all aspects of student life, comportment, and personal integrity consistent with that of a professional.

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

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

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore, all work, and all grades should be the result of the student's own understanding and effort. Academic integrity mandates that students acknowledge when information is obtained from other sources.

Suspected Instances Of Personal And Academic Integrity Violations, Including Plagiarism, And Cheating

Suspected violations will be reported to the Undergraduate Admission and Progression Committee or the Graduate Admission and Progression Committee, as appropriate.
Once plagiarism, cheating, or other personal and academic integrity violations have been verified, the applicable committee will assign sanctions. If appropriate, academic, and non-academic violations of the Student Code of Conduct will be reviewed by the College Administration, and sanctions applied. Sanctions may include no credit for academic work and other consequences, up to and including dismissal from the College.

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

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

Classroom Behavior

Appropriate and professional behavior is required in all classes. The dress code for the classroom is observed for all classes. Laboratory and classroom food and beverage restrictions as posted on-site are to be followed. Electronic devices are to be set to vibrate or turn off in classrooms, the Learning Resource Center (LRC), quiet study spaces, and all labs. Out of consideration for others, cell phone/users are to step out of the classroom, LRC, quiet study spaces, or lab if necessary to answer a cell phone or pager.



All electronic devices are prohibited during all exams, quizzes, tests, etc. Use of such devices during an exam, quizzes, or test may result in a zero grade for that experience.

During college proctored exams, quizzes, or tests, only College-provided, or embedded calculators are to be used. No other personal resources (i.e., notes, external websites) are to be used. Exceptions to this policy must be approved by the course coordinator and included in the syllabus.

Clinical Behavior

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

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

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

## Professional Appearance and Dress Code

Dress code criteria are communicated in this catalog. Students will present to class and clinical in alignment with the policy. Faculty are expected to enforce the dress code. Faculty may enforce additional guidelines if a cooperating clinical agency so requests. Although dress codes may vary from site-to-site, students are expected to dress professionally, regardless of how employees at those clinical sites dress. Faculty can and will dismiss a student from class or clinical if that student is dressed inappropriately for the clinical experience.

### Standard Professional Dress Code for Clinical (Undergraduate and Graduate students)

College affiliation must be immediately and permanently evident.

OSF Saint Anthony College of Nursing ID Badge will be worn with name and picture facing out.

The ID Badge will be worn in a visible location on the shoulder or chest area.
Personal hygiene must be attended to daily.

Body odor is not acceptable. Fragrances, tobacco or other smoke, and other offensive odors must be excluded.

Makeup may be worn in moderation.

Hair must be clean and neatly groomed.

The hair must be above and off the collar and away from the face.

Hair accessories must be in moderation.

Fingernails must be natural, clean, and short in length.

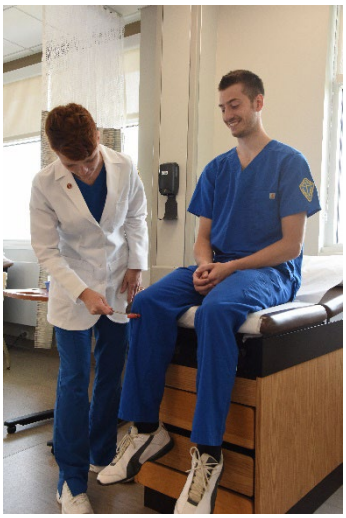
Only clear, non-cracked nail polish may be worn.

Artificial fingernails, acrylic overlays, silk wraps, etc., are prohibited.

Gum chewing is prohibited during all clinical experiences.

All tattoos and body art must be covered. The presence of tattoos and body art is not prohibited but must not be vulgar or in poor taste.

**Clinical Uniform (Undergraduate)**



Wrinkle-free, clean, properly fitting solid royal blue uniforms are required of all prelicensure students on the clinical unit.
All uniforms/tops must have a pocket.
Yellowing and/or graying lab coats are unacceptable.
Only solid-colored white shirts may be worn under the royal blue uniforms.
Students in the pre-licensure program may select dresses or pants uniforms:
Necklines and hemlines should be modest and professional.
The dress uniforms must be at least knee length. White or neutral full-length nylons are required if a dress uniform is worn.
Pants uniforms match trousers and top.
Pant legs must be hemmed to the instep of foot. Pant legs may not be rolled.
Jumpsuits, overalls, sweat suits, stretch pants, leggings, shorts, and denim/jean pants are not allowed.
The College Identification Logo Patch must be sewn on the left sleeve, centered two inches below the shoulder seam on uniform tops and lab coats. Students receive two identification patches at the time they purchase their uniforms.
Footwear must be professional in appearance.
White or neutral knee-high nylons or plain white socks may be worn with the pant uniform.
Professional shoes enclosed for the toes and heels are required. Clogs, crocs, high heels, and sandals are prohibited.
Undergarments should not be visible through or outside of daily attire and/or the uniform.
Jewelry must be professional in appearance and safe for delivering patient care.
Only plain wedding bands and simple watches may be worn.
No visible or reachable necklaces may be worn.
Bracelets and body jewelry are prohibited.
Only one pair of post earrings may be worn. Earrings should be small and non-dangling.
Gauges must be plugged in.

**Uniform for Community Health**

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

**Uniform for Psychiatric Settings**

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

## White Lab Coat (Graduate and Undergraduate)

The OSF Saint Anthony College of Nursing ID Badge will be worn in a visible location on the chest with the name and picture facing out.




College affiliation must be immediately and permanently evident. The College Identification Logo Patch must be sewn on the left sleeve, centered two inches below the shoulder seam on lab coats.

For prelicensure BSN students, the white lab coat over professional casual slacks and blouse may be worn to obtain patient assignments. If the lab coat attire is not worn, the uniform is required.

Graduate students must wear a pressed, white lab coat over appropriate professional attire in all clinical settings.

Shorts, leggings, and midriff blouses may not be worn with the lab coat for any student, undergraduate or graduate.

**Graduate Student Dress**

Faculty or clinical agencies will provide information when modifications apply to the dress code expectations. The lab coat or name tag must provide the following information visible when in a clinical setting: student's name, credentials (RN, BSN), and SACN Graduate Student.

**Professional Attire**

Professional attire consists of clothes that are consistent with "business casual":
For men, trousers worn at or near the waist; shirts with sleeves and collars buttoned so that the chest is covered.
For women, slacks or moderately cut dresses or skirts around knee length. Modestly constructed tops with sleeves that do not reveal cleavage should be worn.
For all, shoes should be low-heeled with closed toes, and of non-porous material. Socks or stockings must be worn as appropriate.
To assist in the development of a professional wardrobe, the following list is provided to describe types of clothes, shoes, and hairstyles that **do not** convey a professional image:
Any item of clothing constructed of see-through fabrics
Jeans and other items constructed of denim
Tee shirts
Sweatshirts or sweatpants
Tight fitting pants or tops
Slogan imprinted items
Shorts and capri-length pants
Short or slit skirts
Clothing which exposes midriffs, back, chest or underwear
Low rise pants or rolled-down waist band of scrub pants
Flip-flops, slides, or casual tennis shoes
Hats or headdresses of any sort, unless worn for medical or religious purposes

## Student Health and Other Requirements

All Saint Anthony College of Nursing students are required to create an account in ViewPoint Screening (one time charge of $108.00 effective Fall 2023). This will track the immunizations, background checks and drug testing. This should be done upon acceptance and prior to orientation day. Students who are not in compliance will be removed from class and/or the clinical setting until compliance is reached. Instructions on how to access ViewPoint will be sent after acceptance is confirmed.

All incoming Saint Anthony College of Nursing students are required to create an account with ViewPoint Screening. The cost includes a background check, drug testing, and health portal.
Account Portal: https://www.viewpointscreening.com/sacn

ALL current students who were originally enrolled in CastleBranch will remain in CastleBranch.

Immunizations and Lab Tests

All students must comply with the College's requirements: MMR (Measles, Mumps, Rubella), Varicella (Chickenpox), Hepatitis B or waiver, TDAP (Tetanus, Diphtheria and Pertussis) every 10 years, Meningococcal vaccine if under 22 years old, annual Flu vaccine and TB testing (2 steps TB test for new students or TB Blood test is acceptable). Annual testing is no longer required. Individual clinical agencies may require additional testing such as COVID-19 and COVID-19 booster.




CPR

Annual CPR recertification for undergraduates and every 2 years CPR recertification for graduates and RN-BSN as well as yearly health insurance renewal are tracked in ViewPoint.

Background Checks

All students must have a Background Check prior to final acceptance or enrollment in a clinical/practicum course. The background check is included in the package code entered, and ViewPoint will automatically run the required background check. Prelicensure students applying for licensure at the end of their program may be required to undergo another background check, if required by the state in which they wish to obtain a license.

Clinical Occurrences

Any incident that occurs in or around the clinical agencies or any of their facilities and properties that is not consistent with the normal or usual operation of the agency is called a clinical occurrence. It may involve patients or visitors. An injury or the potential for injury and/or property damage is sufficient for an incident to be considered an occurrence. Occurrences and "near misses" must be reported immediately as outlined below:

a) The student immediately reports the incident to the instructor or preceptor who will investigate the situation.
b) The student and instructor notify the nurse in charge of the clinical area and/or the nurse providing care to the patient.
c) The student and instructor are to review the agency policy and procedure to ascertain that the appropriate agency policy and procedure are followed.

d) An occurrence/near miss report is completed by the student and faculty and reviewed with the charge nurse according to agency policy; and
e) The instructor will notify the program dean and College President that an occurrence and/or near miss occurred, was reported and the successive activities that have or will occur.

Infectious Disease and Exposure

Saint Anthony College of Nursing permits students to care for patients with an infectious disease only after reviewing content in this area and while under the clinical supervision of faculty. Students and faculty are expected to follow agency policy and procedure while caring for patients with infectious disease and follow standard precautions with all patients. Students experiencing significant exposure to blood/body fluids are to notify the instructor and the agency's occupational health nurse immediately. The agency and instructor are to monitor those appropriate policies and procedures that are followed.

## Classification of Academic Standing

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

## Transfer Credits

Courses will be evaluated throughout the admissions process to determine if you have met the pre-requisite requirements for admission into the college. Transfer credit requirements to satisfy curriculum requirements in your program will be evaluated by the appropriate program dean.

Veterans will be granted appropriate credit for previous education and training. Veterans must present appropriate documentation, including official military transcripts, to receive credit for prior education and training. Military transcripts will be evaluated on a case-by-case basis. Credit awarding is at the College's discretion. The length and cost of the individually designed program will be adjusted as necessary to match this award of credit.

## Grade Point Average (GPA)

Grade point averages of all students are reviewed at the end of each semester. Students who do not meet the minimum academic standards are reviewed by the appropriate academic affairs committee. Grades earned by a student for courses taken at another college shall not be computed into the College's term or cumulative grade point average.

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

| Course Grade Earned | Quality Point Value |
|---|---|
| A | 4.00 |
| B | 3.00 |
| C | 2.00 |
| D | 1.00 |
| F | 0.00 |

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

by the total number of graded semester hours. The College transcript records both the semester and cumulative grade point average.

## Academic Credits

The College operates on the standard semester system. The academic year is divided into two standard 16-week semesters and an 8-week summer semester, plus time for final examinations.

Regardless of the delivery style (face-to-face, online, or hybrid) or the duration of the academic period (8-week or 16-week terms), courses fulfill the expected course outcomes and time commitments for the credit hours awarded.

Saint Anthony College of Nursing is based upon the federal definition of credit hour as identified in the Higher Education Reauthorization Act of 2011. The College identifies the unit of credit as the credit hour. Each theory credit hour requires one hour of classroom or direct faculty instruction and at least two hours of out-of-class work each week for 16 weeks. This time is dedicated to the intended course-specific learning outcomes and includes evidence of student achievement of those outcomes.

Undergraduate clinically focused courses are allocated one hour of credit for three hours of clinical, simulation, and learning lab time. Graduate level clinically focused courses are allocated one hour of credit for 100 clock hours of supervised clinical practice. Simulation activities do not count toward clinical practice hours.



## Grading System

Faculty are accountable for delivering the curriculum as designed by the College. However, each faculty member serving as a course coordinator is free to devise how the assigned course and content are delivered. Therefore, each faculty member develops a strategy to foster student knowledge and skill development, assessment, and evaluation. The strategy is evidence-based and results in a professional judgment of academic performance and achievement by students. Final responsibility for evaluating student achievement and assigning course grades rests with the course coordinator/instructor. Some examples on which grading criteria include:

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

The undergraduate and graduate programs have determined the grading scale for all courses within the program. The grading scale is published in each course syllabus. Grades are issued at the end of each term. Faculty and students share an understanding that an “A” represents excellent academic performance, “B” equals good performance, “C” is satisfactory performance for undergraduate courses, “D” is poor performance, and an “F” signifies failure.

Performance in the simulation center, learning laboratories, and clinical areas are evaluated on a pass or fail basis. Students must pass all components in a course to pass the course. In addition, undergraduate students must have earned a 78% or higher on tests/exams within the course to be eligible to pass the course.

Grade Reports

Grades are available on the student information system portal (SONIS) at the term/semester's close if a student has met all obligations.

## Enrollment Status

Enrollment status is defined by the number of credit hours a student is enrolled in each semester for institutional reporting and any official certification including financial aid, loan deferment and insurance coverage.

Enrollment status for terms of different lengths will be prorated accordingly.

| Status | Credits at the Undergraduate Level | Credits at the Graduate Level |
|---|---|---|
| Full-Time | 12 and above | 9 and above |
| Three-Quarter Time | 9 – 11 | 7 – 8 |
| Half-Time | 6 – 8 | 5 – 6 |
| Less than Half-Time | Less than 6 | Less than 5 |

More than 18 undergraduate credit hours represents an overload and requires permission of the program Dean.

## Registration

The College requires students to meet with their academic advisor prior to registration to ensure alignment with an academic plan. Advisors will remove the advising hold to allow the continuation of the online registration process.

Students are responsible for registering on time and for the correct courses. Students may not attend classes without being properly registered and cannot receive credit for courses in which they are not registered. Students may not register or add individual courses retroactively.

The course schedule, which indicates the class offerings each semester, is published prior to the registration period. This schedule indicates the class format and meeting times and is subject to adjustment up to the first day of the semester.

All students will be notified of the registration period through their OSF student e-mail. Undergraduate students is assigned a registration time within this period and may not register before this time. Registration times are assigned based on earned academic standing and/or current student level (J1, J2, S1, S2).

- Currently enrolled students will be notified of registration dates through their OSF student email and Canvas.

• Students are responsible for resolving all holds (Viewpoint, Financial, Registration, etc.) before accessing the online registration portal.

Students may not enroll in a course unless the required prerequisites have been fulfilled or are currently in progress.

Late Registration

There is no guarantee of placement in classes if the registration occurs after the deadline for students assigned registration dates. A late registration fee is determined by the Registrar and may be charged to students who do not register by the registration deadline dates.

Enrollment adjustments (e.g., adding or dropping courses) may occur before the semester has begun and until the add/drop deadline date. The academic calendar publishes the deadline dates for enrollment adjustments. Students are urged to consult with the academic advisor before adjusting their registration.

Pre-Registration

A student cannot pre-register to repeat a course that they have received a failing or withdraw/failing (WF) grade until after the Undergraduate and Graduate Affairs have convened at the end of each semester to review students' academic status with the college.

Registration Restrictions

The Undergraduate and Graduate Affairs Committees reserve the right at any time to restrict a new or continuing student's enrollment, if the committee feels doing so is in the student's best interest. Restrictions may include part-time enrollment or specific course enrollments. Notice of such restrictions will be sent to the student, academic advisor, and program Dean.

Retaking a Course

The grade in each course will be recorded on the official transcript. Grades of W, WF, and WP are also recorded. Students who fail a required course must retake the course. When a course is repeated, the original grade will continue to appear on the transcript and no additional credits will be earned.

The course grade and credit hours for the second attempt will be used in computing quality points and cumulative GPA. This policy applies regardless of whether the grade was higher or lower than the first attempt. However, both attempts and grades will be recorded and remain on the official transcript.

Course Addition/Drop

Students are urged to consult with their advisor before adjusting their registration.
The student who wishes to add or drop a course must fill out a registration/withdrawal form available on the Saint Anthony College of Nursing website (www.sacn.edu).

It is the responsibility of the student to contact their academic advisor, the Bursar, and Financial Aid office before submitting the withdrawal form.

Permission to repeat a course which had been completed with a grade of "C" or higher at the baccalaureate level or "B" or higher at the graduate level is at the discretion of the Undergraduate and Graduate Affairs committee in consultation with the program dean.

Students may add a theory course with the permission of the appropriate Dean no later than the first week of the course.

Undergraduate and graduate clinical courses must be added before the first day of the semester and are dependent upon space and/or preceptor availability.

The College reserves the right to administratively withdraw a student from any or all courses and/or the College.

Students who fail to attend a class are not dropped from the course automatically. All students wishing to drop a course must complete the Course Withdrawal form and submit it.

Auditing a Course

With permission of the faculty member, a student may register to audit the theory portion of any course pending space available. The student who audits a course cannot displace a student who is enrolling in the course for credit. Students who audit a course are expected to participate in course activities, complete course assignments, and abide by college and course regulations. The student will not be permitted to take examinations. An auditing student may not attend test/examination review or participate during clinical.

- The student will not receive a grade for the audited course. The transcript will reflect completion of the course and the audit designation.
- The student will be charged regular tuition which is non-refundable.
- The student wishing to change from audit to credit will follow the Add/Drop Policy.

## Attendance

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

Each instructor monitors attendance. Attendance and excessive absences will be reported to the appropriate academic program Dean. Attendance requirements for online courses are explained in the course syllabus.

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

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



## Alternative Course Grades and Status

**Incomplete (I):** a course grade earned with program dean approval for an extension for outstanding coursework and/or assignments for a course. The student must meet all the requirements of the Incomplete Contract, and if it is not completed by the deadline, the student will earn the grade specified in the contract.

**Withdrawal (W):** a course grade assigned when a student withdraws from a course according to the dates published in the Academic Calendar.

**Withdrawal-Passing (WP):** a course grade assigned when a student withdraws from a course in good academic standing according to the dates published in the Academic Calendar.

**Withdrawal-Failing (WF)**: a course grade assigned when a student withdraws from a course in poor academic standing according to the dates published in the Academic Calendar.

**Repeated Course (R):** a designation on a course transcript indicating a course that has been taken more than once.

**Audit (AU):** a course designation indicating that a student attended the course to receive content but was not attending to receive credit for the course.

**Military Incomplete (MI):** A military incomplete is a grade assigned to a student called on active duty during an academic semester. These students are given the opportunity to retake these courses once they can return to the college to resume their studies.

Values not calculated in the grade point average include withdrawal (W), withdrawal passing (WP), withdrawal failing (W-F), repeated (R), audit (AU), incomplete (I), credit by examination and credit awarded courses.

## Leave of Absence (Policy 436)

Students may interrupt their education for no more than one full year. A leave of absence may be taken for academic, financial, personal, or health reasons. Students may request a leave of absence following a conversation with the Faculty Advisor and program dean. The completed Leave of Absence Form is submitted to the Registrar. Students must notify the program dean, in writing, of the intent to return to the

program six weeks before the approved leave ends. Return to study depends on the student meeting the conditions established by the program dean when the leave is granted. At the time of the return, the student and advisor must develop a revised plan for the student.

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

### Students Called to Active Duty (Policy 383)

Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two (2) weeks unless special permission is granted by the supervisor. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the instructor to verify the reason for the absence. The faculty member is responsible for providing reasonable accommodation or opportunities to make up exams or other course assignments that impact the course grade.

Saint Anthony College of Nursing recognizes that certain situations may develop in response to a state or national emergency that requires students to leave school due to circumstances beyond their control, thereby preventing the students from completing the current term. Such circumstances may include military reserve units or National Guard units called to active duty. Saint Anthony College of Nursing further recognizes that when a call for service or national emergency is issued, it may not be possible for students to comply with normal deadlines; therefore, the College is committed to provide the most supportive stance possible to the student called to active military duty.

Students, upon providing documentation of orders, will be exempt from the published withdrawal deadlines. Review policy 383 for the procedure or contact your program Dean.

### Course Withdrawals

The student who wishes to withdraw from a course must complete these steps in alignment with the academic calendar add/drop and withdrawal deadline dates:

1. Meet with their academic advisor to discuss the change in registration.
2. Contact the program Dean to communicate this change in enrollment.
3. Contact the Financial Aid Officer and Bursar to discuss the financial implications of this change.
4. Submit the Withdrawal from Course form from our website.

Non-attendance or verbal notification to anyone other than Registrar or Dean does not constitute a course withdrawal and will result in a failing grade. If a student withdraws from an 8-week course, the student may continue in the full semester (16-week) courses in which they are currently enrolled and attending.

Grades will be determined by the withdrawal guidelines on the current Academic Calendar. A student who withdraws from a course is no longer enrolled in the course and may no longer attend class.

### College Withdrawal (Policy 437)

The student must complete these steps in alignment with the academic calendar add/drop and withdrawal deadline dates. The student who wishes to withdraw from the college must follow these steps:

1. Meet with their Academic Advisor to discuss the change in enrollment.
2. Contact your program Dean to communicate this change in enrollment.
3. Contact the Financial Aid Office and Bursar to discuss the financial implications.

4. Submit the Withdrawal from College form from our website.

In addition, the student who withdraws from the College must comply with the withdrawal procedure and satisfy any financial obligations to the College.

### Administrative Withdrawal

An administrative withdrawal is a special withdrawal to be granted at the discretion of the President of the College or program Dean only for documented extraordinary, emergency circumstances and/or other circumstances. Grade(s) will be assigned according to the academic calendar, unless otherwise determined by the President of the College/or program Dean.

### Academic Progression

Undergraduate nursing students must successfully complete all prerequisite courses before beginning in the nursing major. All courses with a clinical/laboratory component within a semester of the nursing major must be completed satisfactorily before progressing to the next semester. The undergraduate program must be completed within five years of the initial enrollment.

Undergraduate students must achieve a course grade of C or above in all courses. If a course grade of D, F or W-F, the grade is unsatisfactory, and the course must be repeated. Please refer to the Classification of Academic Standing, Retaking a Course, Academic Probation sections of the catalog for additional information on how this impacts a cumulative GPA.

Graduate students must complete prerequisites for their program prior to enrolling in a course, or the students must obtain written permission from the Dean for a desired course to be taken out of sequence. Students must successfully complete the prescribed curriculum as defined for that specific track in the graduation policy.

Graduate students must achieve a B or above in all courses. If a course grade of C, D, F, W or W-F is earned, the course must be repeated. Please refer to the Classification of Academic Standing, Retaking a Course, Academic Probation sections of the catalog for additional information on how this impacts a cumulative GPA.

### Academic Probation

Academic probation is an official alert for students that their academic performance must improve if they are to progress toward graduation. A student is placed on academic probation at the end of the semester when a grade below a “C” is earned by undergraduate students and a grade below “B” by graduate students. Similarly, a cumulative grade point average below 2.0 for undergraduate students or 3.0 for graduate students will result in being placed on academic probation. Earning any combination of D, F, or W-F may also result in being placed on academic probation.

All students on academic probation must make satisfactory progress during the following semester or risk being dismissed for academic reasons. Students on academic probation must construct a plan addressing resolution of the concern leading to probation. While on probation, students are expected to meet with their advisor regularly to monitor academic progression of the action plan. More than one probation is grounds for dismissal from the College.

Students will remain on probation until they retake and pass the failed course. Once placed on academic probation, an undergraduate student must also achieve a semester GPA of 2.0, and the graduate student must receive a semester GPA of 3.0 in the next semester. Prelicensure students who need to retake a failed course will need to wait to register for that course after the Undergraduate Affairs Committee meeting at the end of the semester. The student will need to contact the Registrar's office to register for a seat in a retaken course.

## Undergraduate Academic Honors

The Dean's List will include full-time students carrying 12 semester hours or above who are in good standing and have earned a minimum semester GPA of 3.50 (on a 4.00-point scale).
Students who have completed a significant proportion of the curriculum and have demonstrated academic excellence in the undergraduate or graduate program may be considered for initiation into the Phi Omicron Chapter of Sigma Theta Tau.
A candidate for an undergraduate degree with a cumulative GPA. of 3.50-3.79 will graduate Cum Laude; 3.80-3.89 Magna Cum Laude, and 3.90-4.0, Summa Cum Laude.




## Graduation Requirements

Degree completion is subject to the following:

1. Satisfactory completion of the assigned curriculum at the time of initial enrollment.
2. Satisfactory completion of all required courses with the designated grade point average (GPA):
    a. Minimum GPA of 2.0 including transfer courses as part of the undergraduate programs.
    b. Minimum GPA of 3.0 including transfer courses as part of all graduate programs.
3. Satisfactory completion of the residency requirement for the program.
4. Completion of course work taken at Saint Anthony College of Nursing (SACN) within the duration policy for the program:
    a. BSN program must be completed no later than 5 years after initial enrollment.
    b. MSN program must be completed no later than 6 years after initial enrollment.
    c. BSN-DNP program must be completed no later than 8 years after initial enrollment.
    d. MSN-DNP program work must be completed 7 years after initial enrollment.
5. Satisfactory completion of all required learning and clinical experiences of the program.

6. All financial obligations to SACN must be settled prior to graduation.
7. Upon completion of all course requirements and degree audit, the graduate will be issued a signed degree.




## Transcripts

Students and Alumni have unofficial access to their academic transcripts through SONIS. However, if a student or alumni would like an official transcript sent to themselves or a third-party, they may go to our website and under 'Alumni' there is an option to 'Request Transcripts' through Clearinghouse for a small fee.

## Student Complaints (Policy 394)

Students are encouraged to voice concerns about academic experiences to their course faculty and Faculty Advisor using professional communication techniques. If a student does not feel that their concern has been heard or responded to appropriately, communication should ascend the chain of command to the appropriate Dean. Should the student continue to feel the concerns are not resolved following that step, a formal complaint may be filed.

A formal complaint is defined as any dispute or difference concerning the interpretation or enforcement of the College's regulations, policies or procedures, or application of state and federal laws impacting

higher education. As such, a formal complaint is separate from an academic appeal. The academic appeal procedures of Saint Anthony College of Nursing provide a forum for fair resolution of disagreements related to grades, academic standing, disciplinary actions resulting from violations of academic or student policies where there is reason to believe that the decisions were capricious, discriminatory, arbitrary, or in error. See Policy 444 Student Appeal Process.

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

1. In awarding the grade under appeal, was the faculty arbitrary (the grade was awarded on preference or whim; not for an academic reason)?

2. In awarding the grade under appeal, was the faculty capricious (the grade was awarded on some basis other than student performance; the grade was awarded using a more exacting standard than other students are held to; or does the grade awarded represent a substantial departure from the instructor's standards announced during the first part of the term)?

3. In awarding the grade under appeal, was the faculty discriminatory (the grade awarded reflects differential treatment of the student based on race, religion, color, age, gender, sexual orientation, disability, or national origin)?

All formal student complaints submitted in writing and signed by the student are to be addressed by the College Leadership Team within 10 business days.

Procedure

A student may file a written complaint with a member of the College Leadership Team (President, Provost, Academic Dean, or Supervisor of Student Services). The written document must include a date of filing, a complete description of the complaint, and what outcome the student wishes because of the complaint. The complaint may be an email.

After receiving a written complaint, the College Leadership Team will meet to consider the complaint. The meeting must take place within 10 business days of the complaint submission. Further investigation will occur if appropriate. The leadership team may refer the complaint to a committee if it falls within the authority of a committee's normal proceedings.

The student submitting the complaint will be notified in writing of its outcome. Any confidential information regarding peers, staff, or faculty discipline will not be shared with the student who submitted the complaint.

## Dismissal from the College (Policy 438)

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

The College reserves the right to dismiss a student for:

1. Academic failure in any course
2. A second incident of probation
3. A second grade of W-F

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

Students who disagree with the College's decision have the right to file an appeal of dismissal following the appeal policy. The student will be notified in writing of the appropriate committee's dismissal.

### Student Appeal Process (Policy 444)

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

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

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

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

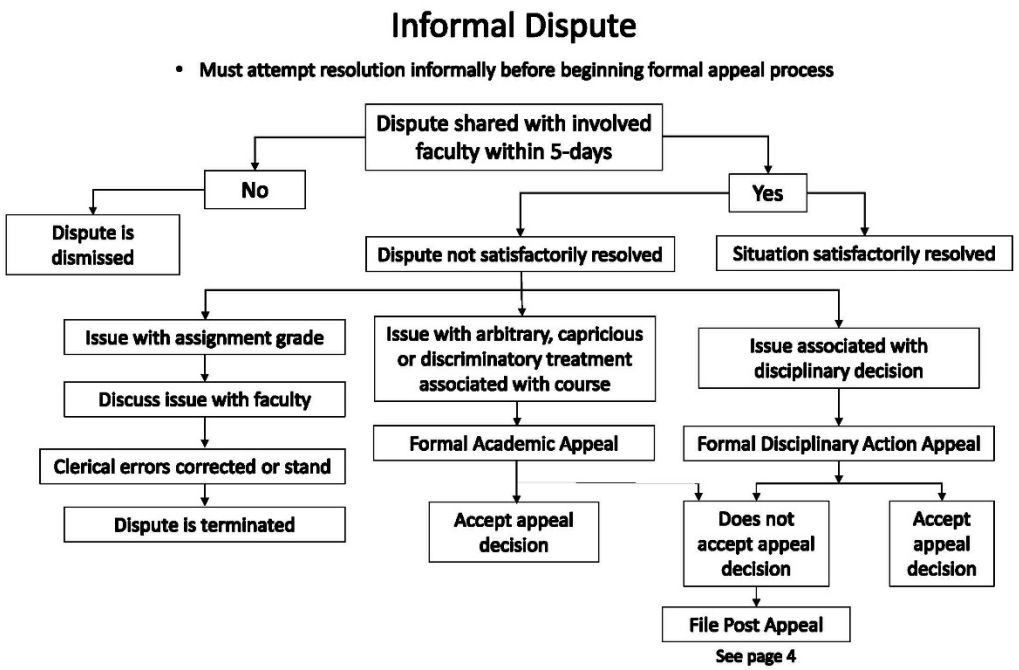
The professional judgment of faculty members cannot be challenged, and petitions to that effect will not be honored.

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

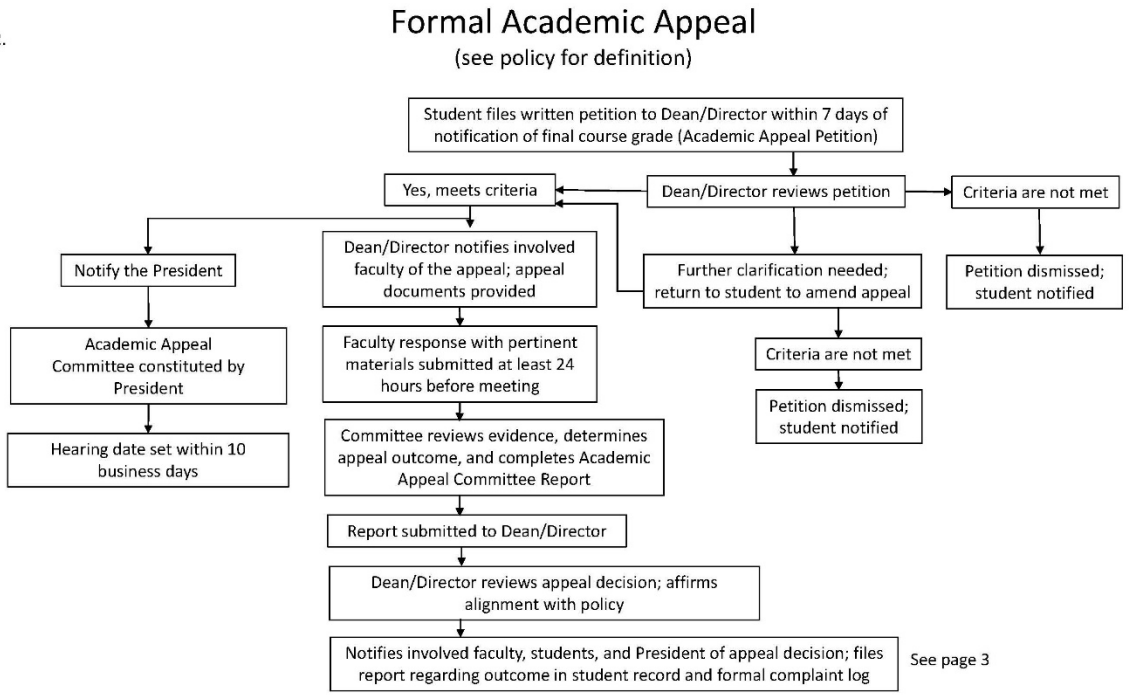
The student appeal process is time limited and begins with official notification of the disciplinary action, change in academic status (e.g., probation or dismissal), or course grade via posting in the Learning Management System. The burden of proof of the appeal is on the student. The process of academic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

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

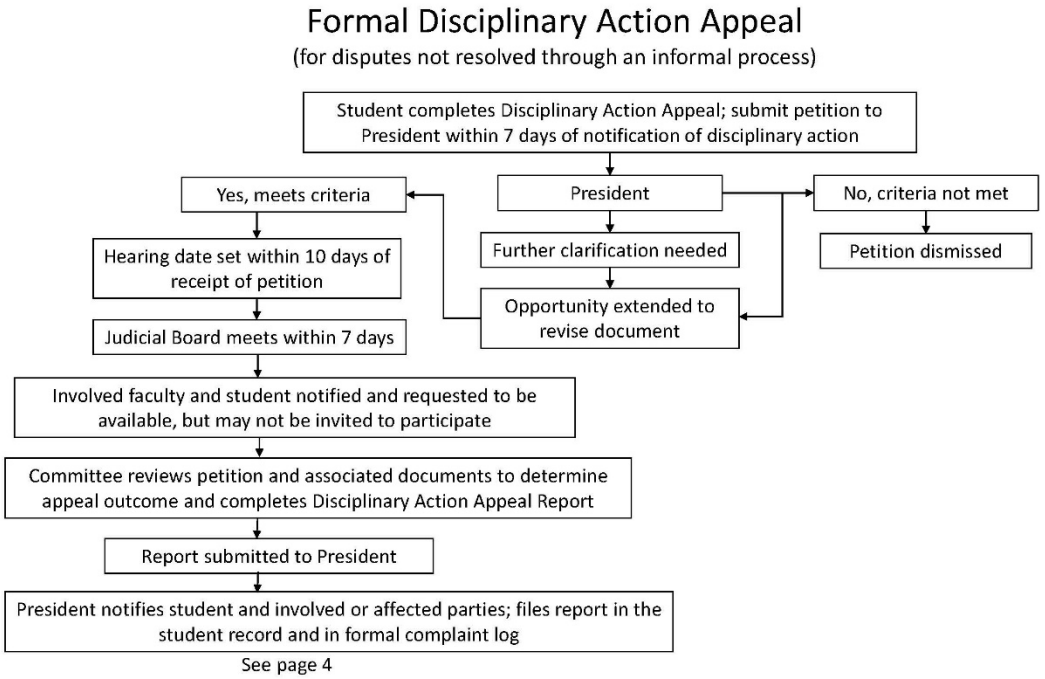
1.




2.



3.



See page 4

Informal Dispute Procedure

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

Formal Academic Appeal Procedure

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

The professional judgment of faculty members cannot be challenged and petitions to that effect will not be honored. If a grade on an assignment or exam is believed to be the result of an accidental calculation or clerical error, the student should discuss the issue with the faculty member who assigned the grade as soon as possible. A clerical error is not subject to the Academic Appeal procedure. Final course or clinical grades may be appealed if the student can provide evidence of arbitrary, capricious, or discriminatory grading by the faculty member.

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

1. Petition for a Hearing
   The Academic Appeal Petition form is available on the Saint Anthony College of Nursing website. It is recommended that the student consult with the Faculty Advisor (or another faculty

member in the case of a conflict of interest) during the appeal process. The Faculty Advisor or faculty member serving as a resource are neutral parties available to provide logistical guidance about the appeal process.

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

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

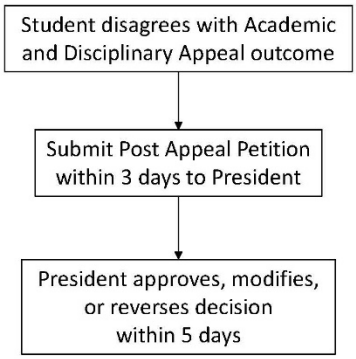
2. Faculty Response

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

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

4.

Post Appeal Procedure




3. Academic Appeal Committee

The Academic Appeal Committee consists of three faculty members appointed by the President in consultation with the Leadership Team to hear a specific dispute. Committee membership will be determined upon receipt of the academic appeal petition. Faculty involved in the course, the

Faculty Advisor, and the faculty member serving as a resource to the student may not serve on the Committee.

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

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

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

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

   The Committee is charged with reviewing the evidence provided by the student and with the responsibility for the elements that follow:
   - Answer the following questions:
     - In awarding the grade under appeal, was the faculty arbitrary (the grade was awarded on preference or whim; not for an academic reason)?

     - In awarding the grade under appeal, was the faculty capricious (the grade was awarded on some basis other than student performance; the grade was awarded using a more exacting standard than other students are held to; or the grade awarded represents a substantial departure from the instructor's standards announced during the first part of the term)?

     - In awarding the grade under appeal, was the faculty discriminatory (the grade awarded reflects differential treatment of the student based on race, religion, color, age, gender, sexual orientation, disability, or national origin)?

   - Assure the following understandings were adhered to:
     - It is the student's responsibility to provide evidence that the faculty was arbitrary, capricious, or discriminatory.

- The professional judgement of the instructor is not a matter which can be challenged or appealed in an appeal process.

6. The committee shall decide to uphold or deny the appeal by a majority vote.

7. The Chairperson of the Academic Appeal Committee completes the Academic Appeal Committee Report. The report must address each of the students' claims and provide information that addresses why the claim was valid or invalid. At the end of the meeting, the report is submitted by the Academic Appeal Committee Chairperson to the appropriate program Dean/Coordinator. All materials used in the process will be returned to the appropriate program Dean/Program Coordinator.
   The appropriate program Dean/Coordinator confirms that the Committee report aligns with the Committee's responsibilities of the items above. If not, the report is returned to the committee for revision.
   The appropriate program Dean/Coordinator distributes a copy of the Academic Appeal Committee Report to the involved faculty and the student. The materials associated with the appeal and outcome will be placed within the student's official file. Extra copies will be destroyed through the process for secured disposal of student materials.

<u>Formal Disciplinary Action Appeal Procedure</u>

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

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

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

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

2. The President shall call a meeting of the Judicial Committee within 7 business* days. The Judicial Board Committee is elected annually with the specific intention of reviewing specific disputes. Committee membership will be reviewed upon receipt of the appeal petition.

   Faculty involved in the dispute, the Faculty Advisor, and the person as a resource to the student may not serve on the Committee. The Chairperson of the Committee shall lead the hearing, ensure that the Committee's decision is based on available information and is defendable, and

ensure that the committee report is sufficiently clear in articulating the decision and rationale for the decision which was made.

3. Involved Parties
   Parties involved in the dispute will be notified by the Judicial Committee Chairperson of the Disciplinary Action Appeal. A copy of the petition and associated documents will be available for the personnel involved to review. If the involved parties have information which supports the original disciplinary action, they are invited to create a response and submit it along with evidentiary documents to the Chairperson of the Judicial Committee. The response must be submitted at least 24 hours before the hearing date. A copy of the response will be distributed to the student and the Judicial Committee.

4. Disciplinary Action Appeal Meeting
   The Judicial Committee must meet within 10 business* days of receipt of the student's appeal unless it is determined that the complaint is not disputable with this process. The faculty and student involved in the appeal are requested to be available for the committee at the time of the informal hearing.

   It is up to the discretion of the Committee as to whether the student and/or faculty member will be invited to speak at the hearing. If either party is invited to speak to the Committee, the other party will also be invited to speak to the Committee. Neither the student nor faculty have the right to legal counsel during the academic appeal meeting.

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

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

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

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

## NC-SARA (State Authorization Reciprocity Agreement)

Student Complaint Process

Students have a right to file a complaint or grievance against their educational institution for their experience. SARA consumer protection provisions require that the institution's home state investigate and resolve all issues in regard to allegations of dishonesty or fraudulent activity. This includes any false or misleading information. The institution should warrant that all concerns and complaints are addressed fairly and resolved quickly. Student complaints relating to consumer protection laws must file first with the institution to seek resolution. If no resolution is found, the student would then contact the institution's home state SARA Portal Entity and then proceed to file a complaint.

**Important SARA Information:**
SARA State Portal Entity Contacts
Student Complaint Process
Common FAQs
Website

Core Academic Standards

### Core Performance Standards

All students will be expected to independently demonstrate the following Core Performance Standards to complete the undergraduate and graduate programs of Saint Anthony College of Nursing. Reasonable accommodation will be considered in accordance with the Reasonable Accommodation Policy.

| *Competency* | *Standard* | *Examples (Not all inclusive)* |
|---|---|---|
| Motor Skills | Gross and fine motor skill abilities are sufficient to function safely and effectively. Ability to lift weights as appropriate for role and clinical setting. | Manual dexterity to grasp, push, pull, twist, pinch, and cut. Ability to operate and calibrate equipment. Ability to prepare and administer medications. |
| Communication | Ability to read, write, speak, and comprehend English. Ability to operate and utilize information technology. | Teach clients. Read, document, and interpret patient documentation interventions and client responses. Ability to communicate in a professional manner. |
| Interpersonal Relationships | Ability to interact with individuals, families, and groups in a variety of settings. | Assertiveness and sensitivity. Able to work effectively in large and small groups. |
| Vision | Sufficient ability to observe and assess. | Assess skin color and pupillary response. Read graphs, charts, and monitoring devices. Observe client responses to interventions. Prepare and administer medications. |
| Hearing | Sufficient ability for assessment and response. | Detect alarms and calls for help. Hear heart, lungs, and other body sounds. |
| Touch | Sufficient ability to discriminate normal and abnormal findings upon palpation. | Detect temperature and perform palpation. |
| Mobility | Ability to maneuver and to stand as appropriate for role and clinical setting. | Ability to move around in small spaces. Ability to perform CPR. |
| Critical Thinking | Ability to problem solve and demonstrate sound clinical judgment and safe clinical practice. | Identify problems and potential solutions. Predict outcomes and interpret situations. |

## Technology Standards

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

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

Every student is responsible for using electronic communications ethically and appropriately. Each student is responsible for the content of any text, audio, and/or images he/she sends via electronic communications such as OSF HealthCare and Saint Anthony College of Nursing email or access using the OSF internet connection. Confidentiality may not be breached by the unauthorized discussion or transmission of anything relevant to patient, resident, employee, student, or organizational operations information, or any other information that is not generally known to the public, that, if misused or disclosed, could have a reasonable possibility of adversely affecting any entity within OSF HealthCare, the College and their Mission. Students may not disclose sensitive, confidential information or data, either specific or aggregate that is owned, controlled, or protected by OSF HealthCare or the College without the express permission of the owner, steward, or guardian of that information.

All persons accessing the information systems of OSF HealthCare, and its affiliates, are prevented, by law, from willfully and wantonly disclosing confidential information. Confidential information includes patient/demographic/clinical information, employee identification, financial information, and protected student information. Such disclosure violates state and federal law.

Email and Internet services are provided to students to conduct class-related business. Incidental and limited occasional personal use is permitted. However, such use is prohibited to the extent it consumes excessive amounts of Management Information Services assets, such as data storage and Internet utilization (bandwidth). In no case, however, should an employee or student utilize the internet or email for any purpose prohibited herein or for any purpose that is contrary to OSF HealthCare, or the College's business interests, reputation, missions, or values. OSF HealthCare and the College reserve the right to review, block, filter, record or alter electronic communication that traverses the OSF network or is stored on the OSF electronic system.

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

- Offensive content of any kind, including pornographic material or materials which violate any of OSF HealthCare or Saint Anthony College of Nursing policies.
- Harassment of other individuals
- Installing software or web-based applications that are not approved by OSF HealthCare Management Information Services Technology division (check with MIS on approved web applications).
- Promoting discrimination
- Threatening or violent behavior
- Illegal activities

- Soliciting on behalf of any outside organization, cause, or belief
- Commercial messages (i.e., coupons, product promotions)
- Messages of a political nature
- Gambling
- Personal financial gain
- Forwarding email chain letters
- Personal use of services like Instant Messenger applications, other similar file downloading or file sharing software, MP3/MP4 files, and streaming video or audio (Podcasts, YouTube videos or photo sharing sites such as Flicker) for reasons unrelated to college activities.
- Spamming email accounts from OSF HealthCare's email services or company machines
- Material protected under copyright laws.
- Dispersing corporate data to OSF HealthCare's customers, vendors, or clients without authorization.
- Opening files received from the Internet without performing a virus scan.
- Tampering with your College identification to misrepresent yourself and OSF HealthCare to others.
- Gaming sites, fantasy sports leagues, dating sites and any other site that would be inappropriate in an educational environment.

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

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

It is prohibited to attempt to remove, modify, or tamper with electronic security measures. This includes antivirus software and systems, firewalls, intrusion detection and prevention systems, and software controls. All messages communicated electronically must contain the sender's identity. It is prohibited to try to disguise the sender or mislead the recipient about the sender's identity.

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

Students are charged with the obligation to use electronic resources responsibly and for this intended purpose. For additional information please see Policy 350 Electronic Communications.

Student Responsibilities

Students are responsible for:

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

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

**Computer Requirements**

Students are required to own personal laptops as many student learning resources, class materials, and course requirements occur online. Most classes employ online examinations. The computer specifications follow:

- Operating Systems: Windows 10 or higher preferred. MAC computers with macOS from 10.12 to 10.15 will work but are not supported by OSF.
- Installed Software: Microsoft Office Suite 2010 or higher or Microsoft Office 365, Adobe Reader DC, current version of Respondus Lockdown Browser.
- Browsers supported: Current versions of Windows Edge, Firefox, and/or Chrome.
- Must have a reliable internet connection. Must have a webcam for testing.
- Chromebooks, Android tablets, and iPads do not meet the above requirements.

**Social Media Guidelines**

These guidelines outline the legal implications of posting to social media about OSF HealthCare and the College. All members of the SACN Learning Community (students and college personnel) must abide by the below terms before posting or creating any social media while representing the College or OSF HealthCare.

When using social media outlets (e.g., Facebook, Instagram, Twitter, Pinterest), do not represent the College or OSF HealthCare without prior authorization from the College's organizational communications or public relations department. Use of electronic communications is allowed within reasonable limits.

1. Identify self (name and role within the College) when contributing to an internal blog.
2. Students and college personnel shall not upload to, or distribute or otherwise publish any libelous, defamatory, obscene, pornographic, abusive, or otherwise illegal material.
3. Respect the audience: When one chooses to go public with opinions via a blog, one is legally responsible for any commentary deemed to be defamatory, obscene, proprietary, or libelous (whether pertaining to the College, OSF HealthCare, individuals, or any other company).
4. Do not use ethnic slurs, personal insults, obscenity, etc., or use the blog or post to discuss or promote politics. Do not alter previous posts without indicating that you have done so.

5. Be courteous. Students and college personnel should not threaten or verbally abuse other students, use defamatory language, or deliberately disrupt discussions with repetitive messages, meaningless messages, or "spam."
6. Be thoughtful and accurate in posts and be respectful of how other OSF HealthCare employees and students may be affected.
7. Use respectful language. Do not use language that abuses or discriminates. Hate speech and personal attacks of any kind are grounds for immediate and permanent suspension of access to OSF blogs and subject to disciplinary action.
8. Debate does not attack. In a community full of opinions and preferences, people may at times disagree.
9. Do not disclose any information that is confidential or proprietary to OSF HealthCare or to any third party that has disclosed information to us. Consult the OSF HealthCare's confidentiality policy for guidance about what constitutes confidential information.
10. Do not cite or reference vendors, partners, or suppliers without their approval.
11. Social media shall be used only in a non-commercial manner. Students and college personnel shall not, without the express approval of OSF HealthCare, distribute or otherwise publish any material containing any solicitation of funds, advertising, or solicitation for goods or services. Refrain from endorsing or promoting any product, opinion, cause, or political candidate on an OSF social media outlet.
12. Individuals are solely responsible for the content of their messages. However, while OSF HealthCare does not and cannot review every message posted on the message boards and is not responsible for the content of these messages, OSF HealthCare also reserves the right, in its sole discretion, to disallow the use of a particular screen name, or to terminate any user's posting privileges at any time.
13. OSF HealthCare reserves the right to remove certain content that individuals post. Any submissions made to an OSF sponsored social media outlet (e.g., commentary, photographs) may be edited, removed, modified, published, transmitted, displayed, or used in any other way by OSF HealthCare and its licensees in all media, whether now known or hereafter devised.
14. By submitting a review, individuals are consenting to its display, in connection with their screen name, on the site and for related online and offline promotional uses by OSF HealthCare and Saint Anthony College of Nursing.
15. Please be sure to read the OSF HealthCare Privacy Policy, which is incorporated herein by reference.
16. All social content posted to an OSF HealthCare social media outlet is the sole responsibility of the individual who originally posted the content. All opinions expressed by users of this site are expressed strictly in their individual capacities, and not as representatives of OSF HealthCare.

## Non-Discrimination and Non-Harassment Standards

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

Saint Anthony College of Nursing provides equal admissions, educational program, and employment opportunities to all persons without regard to race, age, religion, sex, national origin, marital status, military service, status upon military discharge, disability, or any other classification protected by law. The College is also committed to providing a professional, respectful, and safe educational environment that is free from harassment or discrimination based on the above-mentioned classes.

Inquiries or complaints may be addressed to the Supervisor for Support Services, at 815-282-7900.

Title IX Compliance

Title IX legislation addresses prompt and equitable resolution of the discrimination complaints including but not limited to sexual harassment, harassment related to protected class status, sexual misconduct, and pregnancy accommodations.

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

The College is also committed to supporting women who are pregnant and/or recently had childbirth. The College has established a lactation avenue during the typical academic day. Please see the Title IX coordinator for more information.

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

Title IX Coordinator
Dean, Support Services
Saint Anthony College of Nursing and Saint Francis Medical Center College of Nursing
C/O Health Sciences Center
3301 North Mulford Road
Rockford, IL 61114
Kevin.N.Stephens@osfhealthcare.org



## Compliance with the Health Insurance Portability and Accountability Act (HIPAA)

The 1996 HIPAA Privacy Rule creates national standards to protect individuals' medical records and other personal health information. All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone.

Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including dismissal from the program and/or course. For additional information, refer to Policy 213 (Educational Access and Medical Records).

## Transportation

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

## Research, Scholarship, and Quality Improvement

Saint Anthony College of Nursing is committed to supporting students, staff, and faculty who are engaged in research, scholarship, and quality improvement. Through these efforts, we are contributing to the body of knowledge that guides evidence-based nursing practice. Scholarship takes many forms including participating in surveys, publishing academic articles, developing learning tools, conducting formal research studies, and translating evidence into practice. Scholarship is encouraged especially when it is innovative or otherwise extraordinary.

All persons involved in collecting data from, on, or about humans must respect the dignity and integrity of the persons being studied and their right to protection from harm through participation. The College protects human subjects' rights through the requirement that any form of research has been reviewed and approved by the Institutional Review Board. The College is guided by the ethical principles set forth in the Report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. Quality Improvement (QI) projects are defined as projects that are agency or unit specific that utilize de-identified data. QI projects are meant for internal purposes and results are not disseminated outside of the agency. Therefore, students conducting QI projects may be exempt from IRB review but still need to follow the process. Please see the Dean, Graduate Affairs and Research, for help to distinguish scholarship, research, and QI projects and secure institutional approval.



## The Americans with Disabilities Act Compliance Standards

It is consistent with the Mission of the College, the requirements of the Americans with Disabilities Act

(ADA), and the Illinois Human Rights Act for the College to provide a "reasonable accommodation" to qualified individuals with disabilities who are otherwise qualified to enroll in and graduate from the nursing program. If you wish to request accommodation, you may contact the Associate Dean, Support Services at:

ADA Coordinator
Supervisor of Support Services
Saint Anthony College of Nursing
Health Sciences Center
3301 North Mulford Road
Rockford, IL 61114
815-282-7900 ext. 27611

The Supervisor of Support Services will provide information on the policy and process for requesting accommodation. Once the request for reasonable accommodation has been received, a process is initiated whereby the College will consider the accommodation requested and the College's ability to grant the request without undue hardship. The student will be expected to bear any costs associated with the request.

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

## Substance Abuse and Abuse Standards

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

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

Definition

For purposes of this policy "substance abuse" means: The use, possession or distribution of illicit drugs and alcohol, as well as unauthorized controlled substances; these substances are prohibited in the academic setting. It is expressly prohibited for any student to attend a college-sponsored educational activity with the unauthorized presence in the body of illicit drugs, alcohol, or other controlled substances for non-medical reasons (as determined by the College), and/or to use such substances while in class, laboratory, or clinical experience.

For purposes of this policy "illicit drugs, alcohol, or other controlled substances" include, but are not limited to illicit drugs; alcohol; controlled substances; and/or otherwise lawful substances (e.g., over-the-counter medications, paints, thinners, solvents, etc.), abused by a student for their intoxicating effects.

"Possession" or "use" does not include possession or appropriate use of a substance which is prescribed and solely intended to be delivered and administered to a patient or resident under the care of a physician or by an authorized employee of the College (Registered Nurse, Pharmacist, etc.), provided that such possession

and/or use is consistent with the prescription provided to the student and that the student is otherwise in compliance with the provisions of this policy. No student may report to the classroom, laboratory, and/or clinical activities impaired by, under the influence of, or otherwise use while at those activities any illicit drug, alcohol, or controlled substance (as defined in this policy). A student who has been informed, or has reason to believe, that the use of a legal drug may present a safety risk or may otherwise adversely affect the student's conduct and/or performance, is to report such drug use to his/her course faculty prior to beginning class, clinical or lab, after consuming such a legal drug and/or prior to consuming such a legal drug while at the academic setting. The Supervisor of Support Services may then schedule an appointment to determine fitness for duty. Any student whose substances jeopardize the safety of patients, residents, employees, students, or visitors shall be deemed "unfit for duty."

College Responsibility

Saint Anthony College of Nursing does not wish to become unduly involved in the personal affairs and activities of its students. It is primarily concerned with students performing adequately and safely in the classroom, laboratory, or clinical setting.

If a student's performance and/or conduct declines and this may be attributed or related to drug and alcoholic activities, the student will be treated as any other student with a health problem provided the student approaches the College and requests such assistance prior to the student's violation(s) of this policy becoming identified through the testing procedures set forth in this policy. The College recognizes drug dependency and/or alcoholism as health problems, and it will be of assistance to a student seeking care for such a dependency provided such assistance is sought prior to violation(s) of this policy being detected because of drug and/or alcohol testing administered under the provisions of this policy. Students who have been selected for such testing and who only then request assistance at such time, shall not be exempted from disciplinary action, including dismissal, under the provisions of this policy.

The College maintains and encourages our ComPsych, which helps students who suffer from substance abuse, chemical dependency, or other personal problems.

Student Responsibility

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

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

Testing Protocol

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

Pre-Enrollment Screening

Saint Anthony College of Nursing will require provisionally accepted students to submit to drug testing as part of the pre-enrollment physical examination. Students must authorize a disclosure to the College and offers of acceptance will be made contingent upon satisfactorily meeting these requirements as determined

by the College. Based on a determination made by the health care provider in the SAMC Occupational Health Department, if the screening procedures indicate the presence of drugs or controlled substances, the student will not be considered for further admission for a period of one (1) year after a positive test.

Reasonable Suspicion

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

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

If drug or alcohol testing is requested, this occurs at the SAMC Occupational Health Department. The student must authorize disclosure of the test results to the College. Refusal by a student to authorize disclosure to the College or to submit immediately to a drug or alcohol test when requested by the College will subject him/her to disciplinary action up to and including dismissal. Refusal to test will be construed as a positive test. Any student caught tampering or attempting to tamper with his/her test specimen or the specimen of any other student, shall be subject to immediate dismissal. If the test(s) is (are) positive, the health care provider in the SAMC Occupational Health Services Department will review the results with the student and inform the President of the College and/or her designee about the results of the test(s).

## Campus Safety

Campus Security Report

This report includes statistics for the previous three years concerning reported crimes that occurred on the main campus, at Guilford Square, and on public property within, or immediately adjacent to and accessible from those facilities.

The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, domestic violence, stalking, dating violence, and other matters. The complete report is available at https://www.osfhealthcare.org/sacn/about/consumer-information/. Individuals may also request a paper copy of this report by contacting the Supervisor of Support Services at 815-282-7900.

Emergency Operations Plan

The Emergency Operation Plan (EOP) covers a medical emergency (code blue), fire (code red), someone with an unauthorized weapon (code silver), chemical spill (code orange), a bomb threat, severe weather alerts and other issues that may require faculty, staff, and students to find shelter or evacuate the building.

The EOP is updated as needed and available electronically through Canvas. Additional copies may be requested through the Supervisor of Support Services by calling 815-282-7900.

Saint Anthony College of Nursing has worked with Rock Valley College (RVC) Campus Police to develop a Building Emergency Action Plan to coordinate efforts in an emergency. If such an event occurred on the RVC Campus, both SACN and RVC would be responsible for ensuring a timely warning was issued to their own students. SACN will continue to monitor and address any concerns that occur regarding our non-campus facilities (Guilford Square).

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

Smoke-Free Campus Saint Anthony College of Nursing has adopted a no-smoking policy. A Smoke-free environment includes the absence of any form of tobacco including e-cigarettes. This smoke-free policy refers to the College and all its outside surrounding areas. This policy includes the entrances to the College. This policy also includes any facility in which a clinical experience is held.



ACADEMIC PROGRAMS

## Degree and Certificate Programs

| Degree | Focus |
|---|---|
| **Bachelor of Science in Nursing (BSN)**<br>Prelicensure BSN<br>RN-to-BSN<br>LPN-to-BSN | The pre-licensure program is designed to prepare students to be professional registered nurses. Upon completion of the program, students are eligible to take the nursing licensure (NCLEX-RN®) exam. It is also referred to as a traditional BSN program.<br><br>The RN-to-BSN program is designed for registered nurses who wish to continue their education and earn a baccalaureate degree in nursing.<br><br>The LPN-to-BSN program is designed to build upon the knowledge base of a licensed practical nurse. This program is designed to prepare students to be professional registered nurses. Upon completion of the program, students are eligible to take the nursing licensure (NCLEX-RN®) exam. |
| **ADN/RN-to-MSN**<br>RN-to-CNL<br>RN-to-NE | These programs are designed for registered nurses who wish to continue their education and develop new levels of expertise as a clinical nurse leader or a nurse educator. The student earns a Master of Science degree in nursing. |
| **Master of Science in Nursing (MSN)**<br>Clinical Nurse Leader<br>Nurse Educator<br>Adult-Gerontology Acute Care Nurse Practitioner<br>Adult-Gerontology Primary Care Nurse Practitioner<br>Family Nurse Practitioner<br>Psychiatric Mental Health Nurse Practitioner | This degree program builds on the concepts learned in one's BSN program. Students select the specialty area in which they would like advanced study. Upon completion of the program, students are eligible for certification in the field of study and to function as an expert clinician. |
| **Doctor of Nursing Practice (DNP)**<br>Adult-Gerontology Acute Care Nurse Practitioner<br>Adult-Gerontology Primary Care Nurse Practitioner<br>Family Nurse Practitioner<br>Psychiatric Mental Health Nurse Practitioner<br>Clinical Leadership<br>Nursing Leadership in Macro/Micro Healthcare Systems | There are three avenues of entrance into this degree program. Students may enter following completion of the BSN and RN licensure and enroll in the BSN-to-DNP track. MSN graduates may enter this program in the MSN-to-DNP track. Students with a bachelor's degree in another field and an ADN may enter the ADN-DNP track. Students may continue their education within a specialty area and exit with the terminal practice degree. |
| **Certificate Programs**<br>Adult-Gerontology Acute Care Nurse Practitioner<br>Adult-Gerontology Primary Care Nurse Practitioner<br>Family Nurse Practitioner<br>Psychiatric Mental Health Nurse Practitioner<br>Nurse Educator | The post- graduate certificate programs are available for MSN or DNP graduates who would like to extend their knowledge, skills, and competencies in a field outside that is completed during their MSN or DNP degree studies. |

## Residency Requirements

Because the value of the Saint Anthony College of Nursing experience lies in the courses taken and participation in the college community, each program identifies the residency requirement for graduation. No program will confer certificates or degrees if less than the designated minimum of required credits has been completed at the College. The minimum semester hours which must be earned from the College are indicated below:

| Program Option | Total Credit Hours for Option | Minimum Residency Credit Hours |
|---|---|---|
| Bachelor of Science in Nursing (BSN) Degree | | |
| Prelicensure BSN | 128 (64@SACN) | 30 |
| RN-to-BSN | 128 (30@SACN) | 30 |
| Master of Science in Nursing (MSN) Degree | | |
| ADN/RN-to-MSN Clinical Nurse Leader | 62 | 41 |
| ADN/RN-to-MSN Nurse Educator | 56 | 32 |
| Nurse Educator | 39 | 26 |
| Clinical Nurse Leader | 45 | 32 |
| Adult Gerontology Acute Care Nurse Practitioner | 55 | 32 |
| Adult Gerontology Primary Care Nurse Practitioner | 53 | 32 |
| Family Nurse Practitioner | 53 | 32 |
| Psychiatric Mental Health Nurse Practitioner | 53 | 32 |
| Post-master Certificate (PMC) Programs | | |
| Adult Gerontology Acute Care Nurse Practitioner | 23* | 12 |
| Adult Gerontology Primary Care Nurse Practitioner | 22* | 12 |
| Family Nurse Practitioner | 22* | 12 |
| Psychiatric Mental Health Nurse Practitioner | 22* | 12 |
| Nurse Educator | 18 | 12 |
| Doctor of Nursing Practice (DNP) | | |
| Adult Gerontology Acute Care Nurse Practitioner | 78 | 44 |
| Adult Gerontology Primary Care Nurse Practitioner | 74 | 28 |
| Clinical Leader | 76 | 44 |
| Family Nurse Practitioner | 74 | 28 |
| Psychiatric Mental Health Nurse Practitioner | 74 | 28 |
| Nursing Leadership in Macro/Micro Healthcare Systems | MSN-DNP 36* | 28 |

* Pending the GAP Analysis

## Recruiting Practices

Saint Anthony College of Nursing refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts, including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

## Undergraduate Programs

### Bachelor of Science in Nursing Prelicensure Admissions

Saint Anthony College of Nursing pairs academic excellence with extensive real-life experiences. Bachelor of Science in Nursing (BSN) students receive abundant clinical experience due to a close affiliation with more than 20 clinical sites in the Rockford area. BSN students could gain experience in ambulatory, home health, and other specialty care centers. The College extensively incorporates

simulation throughout the BSN curriculum. Simulation and skill development learning centers are found at the main campus and Guilford Square campus.
Because the College specializes in the nursing curriculum, students are admitted as juniors, having completed prerequisite credits at another regionally accredited college or university. Transfer guides from many of the area community colleges are available on the website.
Prospective students are encouraged to work with the Admissions Office at the beginning of their college career to ensure transfer of credits.

How to Apply:
Visit our website (www.sacn.edu).
**Have official transcripts** sent directly from all colleges and universities attended showing:

- Completion of at least 32 out of the 64 required prerequisite credits.
- Completion of at least one acceptable college level anatomy and physiology, microbiology or chemistry course, and a minimum grade point average for those science courses of 2.7 on a 4.0 scale.
- Minimum cumulative grade point average of 2.5 on a 4.0 scale.
- *If applicable: Official CLEP and/or AP transcripts from www.CollegeBoard.org.*

Pre-Admission Test:
Each student who is applying will be required to take a pre-admission Test of Essential Academic Skills (TEAS). Available test dates will be emailed to the student after an application, and fees are received and processed.
For those applicants, whose primary language is not English, a Test of English as a Foreign Language (TOEFL) passing score is required.

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

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

Admission Documents
All documents submitted to Saint Anthony College of Nursing for admission or transfer purposes become the property of the College and will remain in the file as defined by the record retention policy.
Transcripts from other institutions will not be released to a student, nor will they be forwarded to other educational institutions or agencies unless specified by state or federal regulation or extenuating circumstances with approval of the Supervisor of Support Services.

## Undergraduate Programs

### Bachelor of Science in Nursing Prelicensure

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Prospective students are encouraged to work with the Admissions Office at the beginning of their college career to ensure transfer of credits.

**BSN Program Outcomes**



Student learning outcomes describe what BSN graduates should be able to do by the end of the program. The BSN programs have 10 student learning outcomes that align with the American Association of Colleges of Nursing (AACN) Essentials Domains. The program courses, including simulation and clinical practice experiences, are designed to build student competence across the program to achieve mastery of the program outcomes by graduation. The program student learning outcomes are the following:

1**. Knowledge for Nursing Practice:** Provides safe, holistic, and culturally appropriate evidence-based care grounded in a foundation of liberal arts, natural and social sciences.

2. **Person-Centered Care:** Applies the Christian social justice principles to all person-centered care while holding themselves accountable to best practices.

3. **Population Health:** Manages population health and creates a healthier, more equitable society focusing on collaboration, advocacy, and preparedness.

4**. Scholarship for the Nursing Discipline:** Demonstrates understanding of the research process and evidence-based practice models.

5. **Quality and Safety:** Applies quality improvement principles to enhance quality and minimize risk of harm to patients and providers through system effectiveness and individual performance.

6. **Interprofessional Partnerships:** Utilizes therapeutic and professional communication skills in interactions with patients, family members, and the interprofessional healthcare team.

7. **System-based Practice:** Responds to innovative solutions to address complex health problems and ensure optimal care by incorporating key concepts of organizational structure across the healthcare continuum.

8. **Informatics and Healthcare Technologies:** Utilizes informatics to manage efficient, high-quality, safe evidence-based care services per standards.

9. **Professionalism:** Forms and cultivates the foundation of a sustainable nursing identity, that reflects nursing's characteristics and values grounded in the professional standards of moral, ethical, and legal conduct.

10**. Personal, Professional, and Leadership Development:** Participates in activities and self-reflection that foster personal health, resilience, and well-being; commits to lifelong learning; the expansion of nursing knowledge and demonstrates leadership.

**BSN Program Curriculum**

| **Junior I** | **(CR)** |
|---|---|
| N302 Health Assessment | 3 |
| N304 Concepts of Professional Nursing | 3 |
| N309 Pathopharmacology I | 2 |
| N310 Foundations of Nursing Practice | 5 |
| N311 Concepts and Practice of Adult Health Deviations | 4 |
| **Total for Junior I** | **17** |

| **Junior II** | **(CR)** |
|---|---|
| N312 Nursing Care of Infants and Children | 4 |
| N314 Maternal-Newborn Nursing | 4 |
| N317 Adult Health Deviations | 3 |
| N319 Pathopharmacology II | 4 |
| **Total for Junior II** | **15** |

| **Senior I** | **(CR)** |
|---|---|
| N326 Nursing Research | 3 |
| N332 Cultural/Spiritual Aspects of Nursing Care | 2 |
| N401 Nursing Care of the Adult with Complex Health Deviations | 8 |
| P342 Catholic Principles for Health Care Ethics | 4 |
| **Total for Senior I** | **17** |

| **Senior II** | **(CR)** |
|---|---|
| N416 Psychiatric/Mental Health Nursing | 4 |
| N420 Community Health Nursing | 4 |
| N430 Nursing Leadership and Management in Health Care Systems | 4 |
| N469 Case Studies in Nursing | 3 |
| **Total for Senior II** | **15** |

**BSN Admissions**

How to Apply:

Visit our website (www.sacn.edu).

**Have official transcripts** sent directly from all colleges and universities attended showing:

- Completion of at least 32 out of the 64 required prerequisite credits.
- Completion of at least one acceptable college level anatomy and physiology, microbiology or chemistry course, and a minimum grade point average for those science courses of 2.7 on a 4.0 scale.

- Minimum cumulative grade point average of 2.5 on a 4.0 scale.
- *If applicable: Official CLEP and/or AP transcripts from www.CollegeBoard.org.*

Pre-Admission Test:
Each student who is applying will be required to take a pre-admission Test of Essential Academic Skills (TEAS). Available test dates will be emailed to the student after an application and fees are received and processed.
For those applicants, whose primary language is not English, a Test of English as a Foreign Language (TOEFL) passing score is required.
Direct Admission Option:
Admissions will review completed application portfolios in alignment with admission requirements for applicants who have earned a 3.0 or higher cumulative GPA, a 3.0 or higher required nursing science GPA, and a Proficient (70) or higher Adjusted Individual TEAS score. Such applicants are eligible for a direct admission decision.

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

Admission Documents
All documents submitted to Saint Anthony College of Nursing for admission or transfer purposes become the property of the College and will remain in the file as defined by the record retention policy. Transcripts from other institutions will not be released to a student, nor will they be forwarded to other educational institutions or agencies unless specified by state or federal regulation or extenuating circumstances with approval of the Supervisor of Support Services.
Students entering the prelicensure program have completed a minimum of 64 lower-division credits in specific coursework:



| **Nursing Prerequisites** | **(CR)** |
|---|---|
| Anatomy and Physiology | 4 |
| Chemistry | 3 |
| Microbiology | 4 |
| Nutrition | 3 |
| Statistics | 3 |
| Developmental Psychology | 3 |
| **Total for Nursing Prerequisites** | **20** |

| General Education Core | (CR) |
|---|---|
| English Composition – 1st semester | 3 |
| English Composition – 2nd semester | 3 |
| Introduction to Sociology | 3 |
| Physical Life/Science Elective | 4 |
| General Psychology | 3 |
| Speech | 3 |
| Philosophy or Humanities | 3 |
| Cultural Diversity | 3 |
| Fine Arts | 3 |
| | |
| Social/Behavioral Science | 3 |
| Biology Elective | 4 |
| Electives | 3 |
| Electives | 3 |
| Electives | 3 |
| **Total for General Education** | **44** |

Because each college allocates content differently, please contact Admissions for further details on the required prerequisite course requirements. Students entering the pre-licensure program have completed at least 64 lower-division credits in specific coursework.

**RN-TO-BSN Program**

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

Graduates function with baccalaureate competencies in the delivery of nursing care and assist in the improvement of health care delivery systems.

They use their background in the liberal arts and sciences as integral aspects of nursing and are prepared to enter graduate programs that will further increase their nursing competencies and skills. An application will be considered on a rolling basis for admission when the required documents are submitted.

**RN-BSN Program Curriculum**

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

| The RN-to-BSN curriculum follows: | |
|---|---|
| N480 Transitions I: Differential Learning | 3 credits |
| N481 Transitions II: Differential Clinical Reasoning | 4 credits |
| N482 Using Evidence-based Professional Practice | 3 credits |
| N483 Catholic Principles for Ethics and Health Care | 4 credits |
| N484 Leadership and Professional Engagement | 4 credits |

| | |
|---|---|
| N486 Basic Epidemiology | 3 credits |
| N487 Professional Practice I: Health and Wellness | 3 credits |
| N488 Professional Practice II: Population Health | 3 credits |
| N489 Professional Practice Practicum and Project | 3 credits |
| **TOTAL** | **30 credits** |

**RN-BSN Admissions**

**How to Apply RN-BSN**:

Visit www.sacn.edu for complete instructions and application.

- An application for admission with $75 fee.
- Copy of RN License in the state in which clinical experiences are performed.
- Official Transcripts from all colleges and universities attended showing: Associate Degree in Nursing/Associate of Applied Science (ADN/AAS) degree or School of Nursing completion program with a minimum of "C" grade in all courses used for transfer from a regionally accredited college or university. General education courses may be taken while enrolled in the RN-to-BSN curriculum but must be completed before graduation. Transcripts may be submitted to:

Saint Anthony College of Nursing
Health Sciences Center
3301 North Mulford Road
Rockford, Illinois 61114




**RN-to-BSN General Education and Nursing Requirements:**

| | |
|---|---|
| Physical/Life Sciences (biology, chemistry, physics) | 12 credits |
| Social Sciences (one psychology, one sociology, one either) | 9 credits |
| Composition | 6 credits |
| Humanities/Philosophy | 3 credits |
| Statistics | 3 credits |
| Cultural Diversity | 3 credits |
| Speech | 3 credits |
| Fine Arts | 3 credits |
| Electives (level 100 and above) | 9 credits |
| **Subtotal** | **51 credits** |

| | |
|---|---|
| **Associate Degree/Associate in Applied Science Degree in Nursing** | **47 credits*** |
| **TOTAL** | **98 credits** |

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

Portfolio Review for Credit for the RN-to-BSN Program:

This policy addresses the process RN-BSN students may use to have their non-traditional education and/or life experiences reviewed for credit in the general education requirements.

The College of Nursing recognizes credit by portfolio and provides a process by which students may translate professional experience and education into academic credit. Students earn credit by developing a portfolio that documents how they have general education knowledge and skills that meet the learning outcomes in a specific College of Nursing prerequisite courses.

Credits may be earned for prerequisite liberal arts and science courses except for Statistics. A statistics course must be completed prior to enrolling in N482 Using Evidence-Based Professional Practices. Upon approval of the portfolio, the course number, title, and credit with no grade will be applied to the student transfer evaluation and record. The College does not guarantee that credits given for prior learning will be accepted for transfer by other colleges and universities.

PROCEDURE:

1. Students must be in the RN-to-BSN program.

2. RN-to-BSN students requesting credit through portfolio review should submit a Letter of Intent documenting which courses they are requesting portfolio credit for the semester prior to submitting a portfolio for review. The letter should be submitted to the Dean of the Undergraduate Program for RN-to-BSN students by June 1 or November 1.

3. Students will be given a copy of the Portfolio Process Guidelines and generic course descriptions for the General Education courses upon receipt of the Letter of Intent. These should be used to develop and organize the portfolio.

4. The documentation should provide clear and convincing evidence that the student has a satisfactory knowledge level of the content for the course. Multiple types of documentation increase the likelihood of demonstrating achievement of course objectives. See Portfolio Process Guidelines for types of documentation to include.

5. One portfolio per student should be submitted to request all pre-requisite credit.

6. The student must pay a non-refundable processing fee of $300.00 flat fee to the College. This is a processing fee to cover the reader's time. **The fee should be submitted with the Letter of Intent.** The fee is not refundable once the student submits the portfolio. If the portfolio is not submitted during the intended semester, the fee for review will be applied to the next semester. Students may carry this fee over for one semester only. If the portfolio is not approved, the student will be allowed an opportunity to revise and resubmit once without an additional fee. The student would be charged an additional $500.00 processing fee if a third submission of the portfolio is required. No additional submissions will be accepted after the third attempt. The student would be required to enroll in the pre-requisite course(s).

7. Students should be aware that their employer may not pay for this processing fee.

8. Completed portfolios must be submitted for review by October 15 for review and awarding of credit for fall semester. Completed portfolios must be submitted by March 15 for review and awarding of credit for the spring semester. If the deadline for submission falls on a weekend day, the portfolio may be submitted the following business day.

| Semester Credit Awarded | Letter of Intent Due | Portfolio Completion Due Date for Review |
|---|---|---|
| Fall | June 1 | October 15 |
| Spring | November 1 | March 15 |

9. The student must complete the RN student portfolio self-evaluation form and submit it with the completed portfolio.

10. The portfolio will be reviewed by a faculty member as designated by the Dean of the Undergraduate Program. **Completion of the portfolio does not guarantee the granting of credit**. Recommendations must be made by December 1 in the fall and May 1 in the spring.

11. Credit earned by portfolio is recorded in the student's permanent record. The credit hours are not included in GPA calculation but are counted toward degree requirements.

12. Students may appeal the results of the portfolio evaluation by using the Appeal Procedure in the College Catalog/Student Handbook.

**LPN-TO-BSN Program**

The Bachelor of Science in Nursing (BSN) degree prepares the professional nurse for leadership roles in patient care at health care agencies of all types. Graduates function with baccalaureate competencies in the delivery of nursing care and assist in the improvement of health care delivery systems.

They use their background in the liberal arts and sciences as integral aspects of nursing and are prepared to enter graduate programs that will further increase their nursing competencies and skills.

**RN-TO-BSN Program Curriculum**

Once admitted to the pre-licensure program, the student completes the following curricula:

| **Junior 1** | **(CR)** |
|---|---|
| N300 LPN to BSN Transitions | 5 |

| | |
|---|---|
| N309 Pathopharmacology I | 2 |
| N311 Concepts and Practice of Adult Health Deviations | 4 |
| | |
| **Total for Junior I** | **11** |
| | |
| **Junior II** | **(CR)** |
| N312 Nursing Care of Infants and Children | 4 |
| N314 Maternal-Newborn Nursing | 4 |
| N317 Adult Health Deviations | 3 |
| N319 Pathopharmacology II | 4 |
| **Total for Junior II** | **15** |
| | |
| **Senior I** | **(CR)** |
| N326 Nursing Research | 3 |
| N332 Cultural/Spiritual Aspects of Nursing Care | 2 |
| N401 Nursing Care of the Adult with Complex Health Deviations | 8 |
| P342 Catholic Principles for Health Care Ethics | 4 |
| **Total for Senior I** | **17** |
| | |
| **Senior II** | **(CR)** |
| N416 Psychiatric/Mental Health Nursing | 4 |
| N420 Community Health Nursing | 4 |
| N430 Nursing Leadership and Management in Health Care Systems | 4 |
| N469 Case Studies in Nursing | 3 |
| **Total for Senior II** | **15** |

**LPN-TO-BSN Program Admissions**

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

| **General Education Core** | **(CR)** |
|---|---|
| English Composition – 1st semester | 3 |
| English Composition – 2nd semester | 3 |
| Introduction to Sociology | 3 |
| Physical Life/Science Elective | 4 |
| General Psychology | 3 |
| Speech | 3 |
| Philosophy or Humanities | 3 |
| Cultural Diversity | 3 |

| | |
|---|---|
| Fine Arts | 3 |
| | |
| Social/Behavioral Science | 3 |
| Biology Elective | 4 |
| Electives | 3 |
| Electives | 3 |
| Electives | 3 |
| | |
| **Total for General Education** | **44** |

Because each college allocates content differently, please contact Admissions for further details on the required prerequisite course requirements. Students entering the pre-licensure program have completed at least 64 lower-division credits in specific coursework.

Once N305 is successfully completed, the LPN-to-BSN student will be granted portfolio credit for N302 Health Assessment, N304 Concepts of Professional Nursing, and N310 Foundations of Nursing Practice.



## Graduate Programs

### MSN Degree and Post-Master Certificate Programs

This program, designed for the part-time student, will lead to a Master of Science in Nursing (MSN) degree. The MSN degree builds on the concepts of a BSN and is focused on developing the Clinical Nurse Leader, Nurse Educator, Family Nurse Practitioner, Adult-Gerontology Primary or Acute Care Nurse Practitioner, and Psychiatric Mental Health Nurse Practitioner. All MSN curricula follow the competencies delineated in the American Association of Colleges of Nursing (AACN) Essentials: Core Competencies for Professional Nursing Education. Many options are available as a post-graduate certificate should the applicant have an earned MSN.

### ADN/RN-to-MSN Program

Saint Anthony College of Nursing offers nurses who completed a diploma program in nursing or earned an associate degree in nursing, the opportunity to continue their education to earn a Master of Science in Nursing (MSN) degree. Students select completion of the Clinical Nurse Leader (CNL) or Nurse Educator (NE) track.

### DNP Program

This program will prepare the graduate as a Doctor of Nursing Practice (DNP). This degree program incorporates the AACN Essentials: Core Competencies for Professional Nursing Education. Graduates will be prepared beyond the scope of the MSN options in systems, population health, leadership, and social justice. There are six options in the DNP program, as follows:

- Family Nurse Practitioner
- Adult-Gerontology Primary Care Nurse Practitioner
- Adult-Gerontology Acute Care Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner
- Clinical Leadership (BSN-DNP)
- Leadership in Micro/Macro Systems (post-MSN)



### DNP Program Outcomes

Student learning outcomes describe what graduates should be able to do by the end of the program. The

graduate programs have 10 student learning outcomes that align with the American Association of Colleges of Nursing (AACN) Essentials Domains. The program courses, including advanced practicum/ simulation experiences and scholarly project work, are designed to build student competence across the program and by specialty focus area to achieve mastery of the program outcomes by graduation. The program student learning outcomes are the following:

- **Knowledge for Nursing Practice:** Provides safe, holistic, and culturally appropriate evidence-based practices using diagnostic reasoning in a foundation of liberal arts, natural and social sciences.
- **Person-Centered Care:** Models the Christian social justice principles to all person-centered care while holding themselves accountable to best evidence-based practices.
- **Population Health:** Advocates for, develops, and implements policies that impact population health.
- **Scholarship for the Nursing Discipline:** Leads the translation of evidence into practice, improving care through innovation, and disseminating evidence-based practice to provide optimal care, and address health inequities, structural racism, and systemic inequity.
- **Quality and Safety:** Leads quality improvement teams to enhance safe evidence-based care and minimize the risk of harm to patients through system effectiveness and individual performance.
- **Interprofessional Partnerships:** Partners with the health care teams to provide appropriate evidence-based care to patients, communities, and populations.
- **System-based Practice:** Leads innovative solutions to address complex health problems and ensure optimal care incorporating key concepts of organizational structure across the healthcare continuum.
- **Informatics and Health Care Technologies:** Applies informatics to manage efficient, high-quality, safe evidence-based care services per standards.
- **Professionalism:** Demonstrates a maturing personal professional identity as a collaborator and mentor to others within teams, which reflects nursing's characteristics and values grounded in the professional standards of moral, ethical, and legal conduct.
- **Personal, Professional, and Leadership Development:** Prioritizes professional development and self-reflection that foster personal health, resilience, and well-being; commits to lifelong learning and expanding nursing expertise.

Track Descriptions

Clinical Nurse Leader (CNL): Our Clinical Nurse Leader track prepares you to coordinate patient care and provide direct patient care in complex situations. The curriculum builds upon the American Association of Colleges of Nursing (AACN) Essentials: Core Competencies for Professional Nursing Education and the AACN Clinical Nurse Leader Master's and Doctoral competencies.

Nurse Educator (NE): The Nurse Educator track prepares nurses to teach in academic, staff development, and patient teaching settings. Our NE program consists of 32 credits including core courses, Nurse Educator specialty courses, and 500 practicum hours with experiences in direct care and indirect care settings. Upon completion of the Master of Science Degree in Nursing with the specialty area in Nursing Education, students are prepared to take the NLN national certification examination to become a Certified Nurse Educator (CNE).

Family Nurse Practitioner (BSN-MSN, BSN-DNP, or post-graduate): This program prepares graduates to provide primary health care to mothers, infants, children, adults, and geriatric patients. The FNP track focuses on health promotion, injury and illness prevention, and the assessment, diagnosis, management, treatment, and monitoring of common and chronic health problems in the primary care setting.

Adult-Gerontology Primary Care Nurse Practitioner (BSN-MSN, BSN-DNP, or post-graduate): This program prepares graduates to provide care for individuals from older adolescents to the elderly, focusing on conditions related to aging long-term care settings, hospital-based clinics, and private practices.

Adult-Gerontology Acute Care Nurse Practitioner (BSN-MSN, BSN-DNP, or post-graduate): This program prepares graduates to provide care for adolescents and adults with complex, acute conditions in acute care environments such as the ER and ICU. The Acute Care Diagnostics and Therapeutics course includes 100 clinical hours in radiology, pharmacotherapeutics, nutritional support and pulmonary critical care.

Psychiatric Mental Health Nurse Practitioner (BSN-MSN, BSN-DNP, or post-graduate): This program prepares you to deliver psychiatric mental health care for all ages. Coursework includes psychopharmacology, and advanced psychiatric assessment, diagnosis, and management across the lifespan with an emphasis on evidence-based practice, health promotion, leadership in mental health settings, and psychotherapy as a treatment modality.

Clinical Leadership (BSN-DNP): This program is designed for nurses who aspire to be leaders or who hold leadership positions. The Clinical Leadership

DNP prepares nurses to serve in management and other leadership roles in clinical environments. Practicum experiences are tailored to each student's management experience.

Leadership in Micro/Macro Systems (post-MSN): This program assists current nursing leaders in health care administration, management, and education to further their skills in leadership, finance, operations, and evidence-based practice.

<u>Graduate Program Application Process</u>:

The following materials must be submitted directly to the Graduate Affairs Office:

1. Completed application through SONIS (online) with non-refundable $75 fee.

2. Copy of Registered Nurse license(s) and Advanced Practice Nursing license(s), if applicable.

3. Copy of current resume or curriculum vitae.

4. A typed statement of professional, educational, and career goals:

    1. Describe how attainment of these goals will enhance your professional practice.

    2. Include a description of your current professional role.

5. Three professional letters of recommendation from faculty or from health care professionals prepared at the graduate level on our required checklist form.

6. Applicants are to make an appointment for a personal interview with the Dean, Graduate Affairs and Research or DNP Program Chair after transcripts and letters of recommendation have been received. The interview may be with the Dean, DNP Program Chair, or with a member of the graduate faculty.

7. Official transcripts of all courses taken at post-secondary institutions must be received directly from each college or university attended

Admission Documents

Falsification or incomplete documents may be grounds for denial of admission. Admission materials will be kept on file for 24 months. All documents submitted to Saint Anthony College of Nursing for admission or transfer purposes become the property of the College. Transcripts from other institutions will not be released to a student, nor will they be forwarded to other educational institutions or agencies unless specified by state or federal regulation. A student needing copies of documents from other institutions must contact those institutions directly.

Graduate Program Curriculum

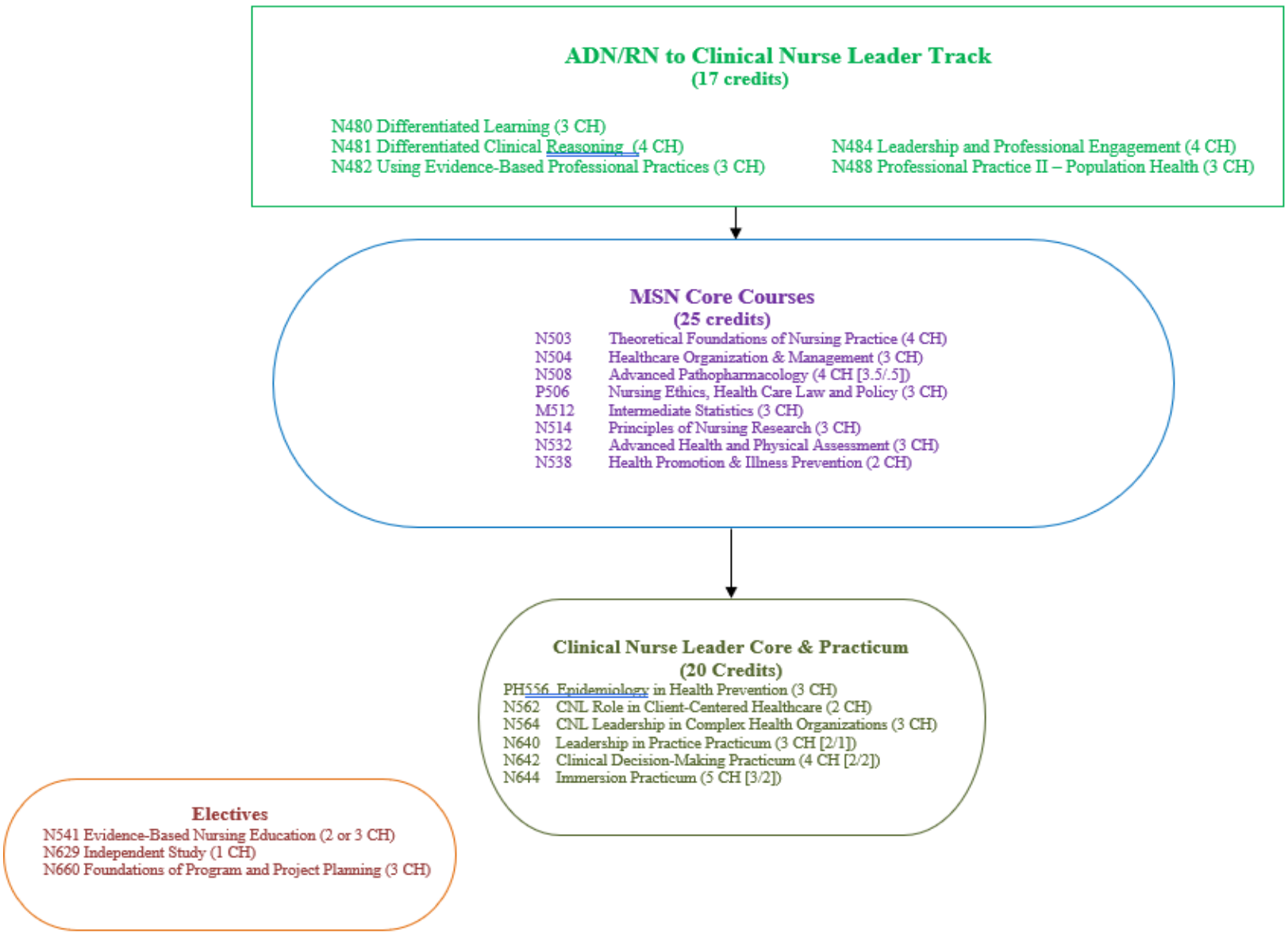
Graduate program curricula may be seen on the following pages. Each degree and track consists of a Common Core of courses, Specialty Core courses, Specialty Practice courses, and Project courses.

Graduate Clinical Experiences

Graduate students complete 750 clinical hours for Advanced Practice Registered Nurse (APRN) programs and 500 practicum hours for non- APRN MSN degrees. Graduate students in the Doctor of Nursing Practice need 1000 total practicum hours. These experiences are tailored to the degree, academic track, plan of study, learning goals, and preceptor availability. These experiences can occur in many settings.

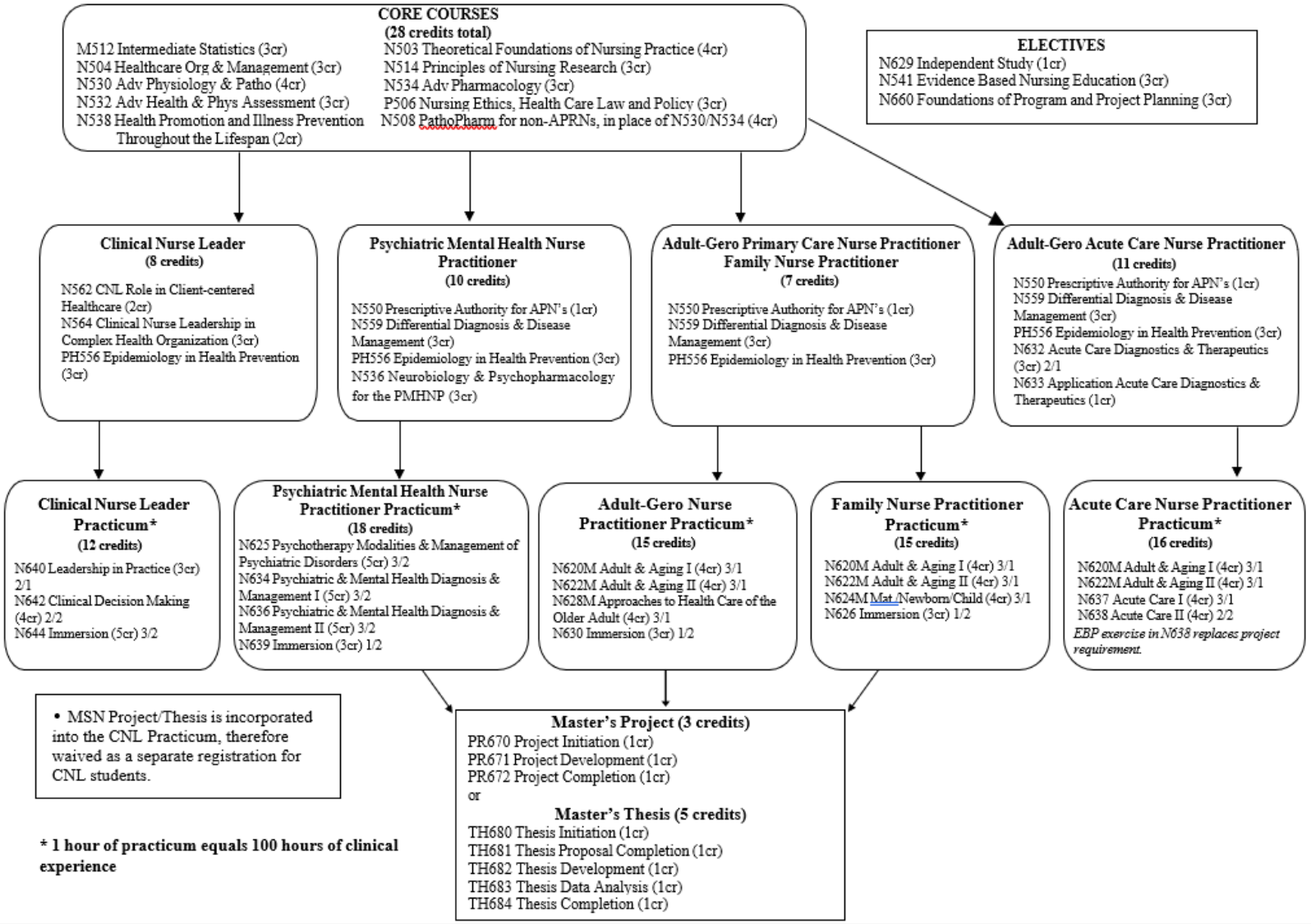


**ADN/RN – MSN CLINICAL NURSE LEADER 2025-2026**
**Total = 62 Credits**



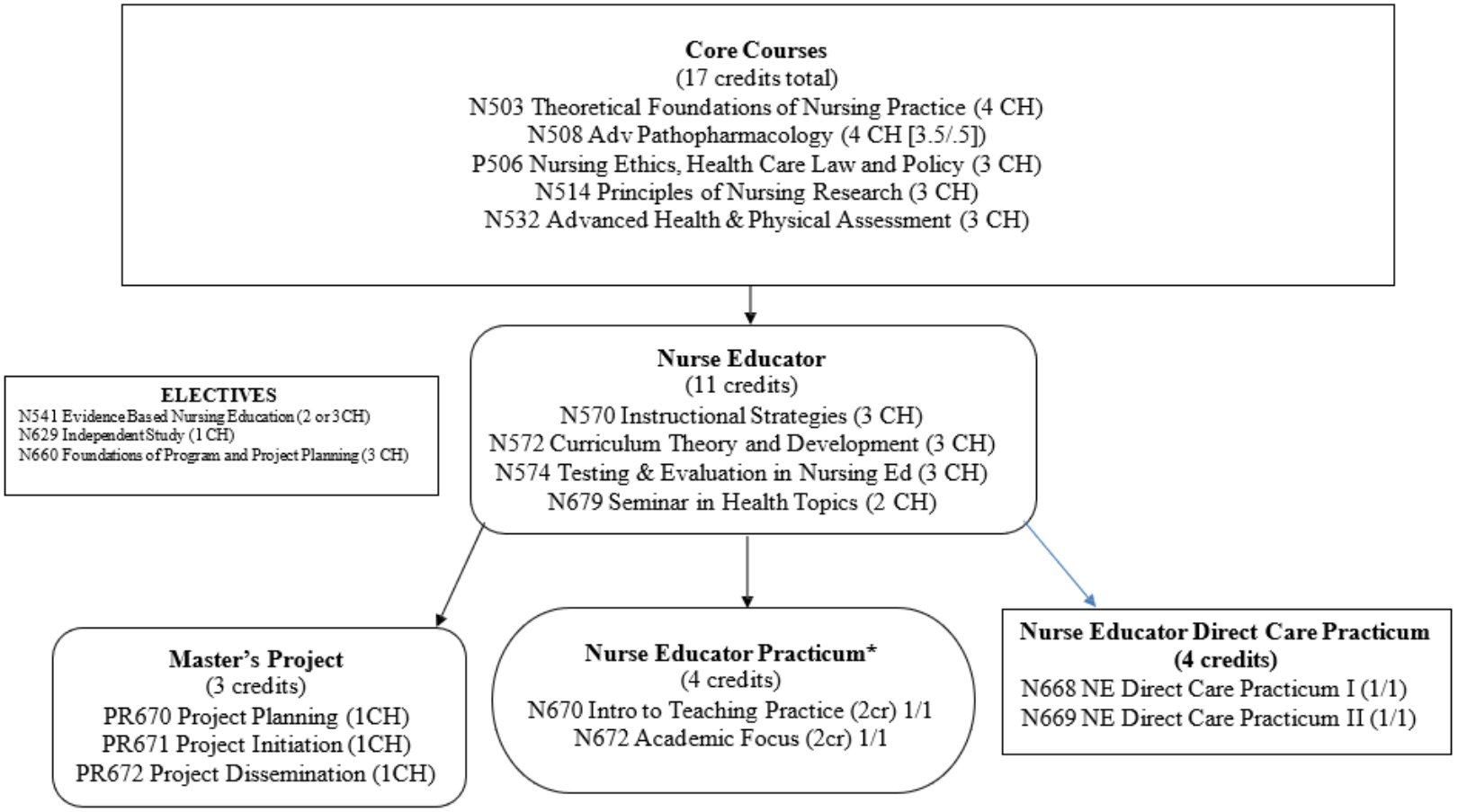
# 2025-2026 MSN Course Sequence Flowsheet

**CNL = 45 Credits; FNP/AGPCNP = 53 Credits; AGACNP = 55 Credits ; PMHNP = 59 Credits**



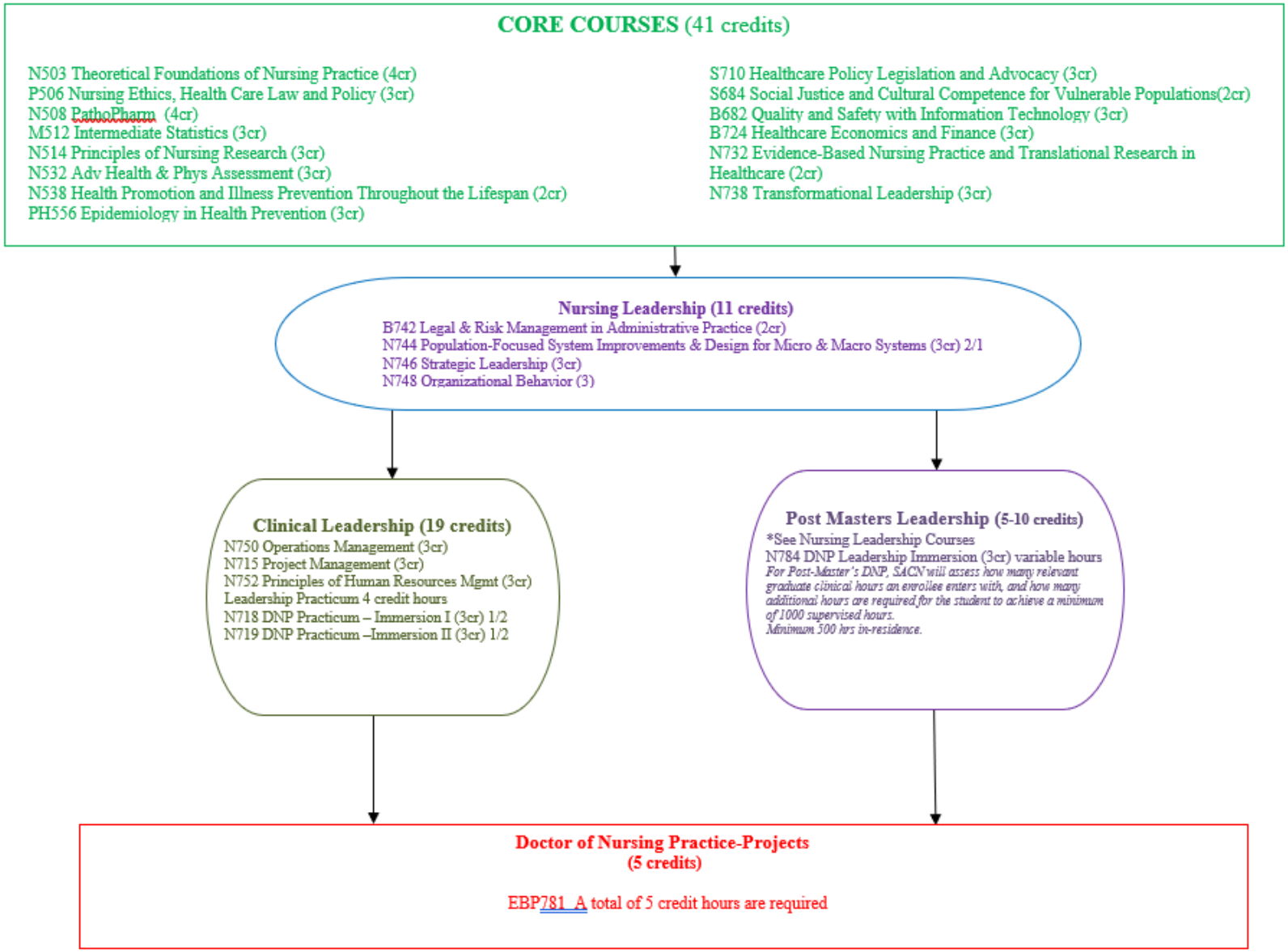

*** 1 hour of practicum equals 100 hours of clinical experience**

# 2025-2026 Semester Course Sequence Flowchart:
## Nurse Educator Total = 39 credits



**2025-2026 DNP Leadership Tracks**

**DNP = 76 total credits**




*** 1 hour of practicum equals 100 hours of clinical experience**

**2025-2026 DNP Post-Master's Leadership in Macro/Micro Healthcare Systems**

**DNP = 35 total credits**

## CORE COURSES (16 credits)

N732 Evidence-Based Nursing Practice and Translational Research in Healthcare (2cr)
N738 Transformational Leadership (3cr)
B724 Healthcare Economics and Finance (3cr)
S710 Healthcare Policy Legislation and Advocacy (3cr)
S684 Social Justice and Cultural Competence for Vulnerable Populations(2cr)
B682 Quality and Safety with Information Technology (3cr)



**Nursing Leadership (11 credits)**

B742 Legal & Risk Management in Administrative Practice (2cr)
N744 Population-Focused System Improvements & Design for Micro & Macro Systems (3cr) 2/1
N746 Strategic Leadership (3cr)
N748 Organizational Behavior (3)



**Post Masters Leadership (5-10 credits)**

*See Nursing Leadership Courses
N784 DNP Leadership Immersion (3cr) variable hours
*For Post-Master's DNP, SACN will assess how many relevant graduate clinical hours an enrollee enters with, and how many additional hours are required for the student to achieve a minimum of 1000 supervised hours.*
*Minimum 500 hrs in-residence.*



**Doctor of Nursing Practice-Projects**
**(5 credits)**

EBP781 (total of 5 credit hours are required)

*** 1 hour of practicum equals 100 hours of clinical experience**
***** *PH556 Epidemiology in Health Prevention (3cr) only if not included in Master's program*

# DNP TRACKS, 2025-2026

AG-PCNP 74, FNP 74, AG-ACNP 78, PMHNP 74

N739 Independent Study at Doctoral Level

## CORE COURSES

(48 credits)

N503 Theoretical Foundations of Nursing Practice and Professional Roles (4cr)
P506 Nursing Ethics, Health Care Law and Policy (3cr)
M512 Intermediate Statistics (3cr)
N514 Principles of Nursing Research (3cr)
N530 Adv Physiology & Patho (4cr)
N532 Adv Health & Phys Assessment (3cr)
N534 Adv Pharmacology (3cr)
N538 Health Promotion and Illness Prevention Throughout the Lifespan (2cr)
N550 Prescriptive Authority for APRN's (1cr)
PH556 Epidemiology in Health Prevention (3cr)
N559 Differential Diagnosis & Disease Management (3cr)
S710 Healthcare Policy Legislation and Advocacy (3cr)
S684 Social Justice and Cultural Competence for Vulnerable Populations (2cr)
B682 Quality and Safety with Information Technology (3cr)
B724 Healthcare Economics and Finance (3cr)
N732 Evidence-Based Nursing Practice and Translational Research in Healthcare (2cr)
N738 Transformational Leadership (3cr)

### Adult-Gero Primary Care Nurse Practitioner Practicum*
**(21 credits)**

N620D Adult & Aging I (5cr) 3/2
N622D Adult & Aging II (5cr) 3/2
N628D Approaches to Health Care of the Older Adult (5cr) 3/2
N726 DNP Practicum-Immersion I (3cr) 1/2
N728 DNP Practicum-Immersion II (3cr) 1/2

### Family Nurse Practitioner Practicum*
**(21 credits)**

N620D Adult &Aging I (5cr) 3/2
N622D Adult & Aging II (5cr) 3/2
N624D Mat/Newborn/Child (5cr) 3/2
N727 DNP Practicum-Immersion I (3cr) 1/2
N729 DNP Practicum-Immersion II (3cr) 1/2

### Adult-Gero Acute Care Nurse Practitioner Practicum*
**(25 credits)**

N620A Adult &Aging I (4cr) 3/1
N622A Adult & Aging II (4cr) 3/1
N632 Acute Care Diagnostics & Therapeutics (3cr) 2/1
N633 Application Acute Care Diagnostics & Therapeutics (1cr)
N637 Acute Care I (4cr) 3/1
N638 Acute Care II (4cr) 2/2
N730 DNP Practicum-Immersion I (3cr) 1/2
N731 Immersion II (2cr) 1/1

### Psychiatric Mental Health Nurse Practitioner Practicum*
**(21 credits)**

N536 Neurobiology & Psychopharmacology for the PMHNP (3cr)
N625 Psychotherapy Modalities & Management of Psychiatric Disorders (5cr) 3/2
N634 Psychiatric & Mental Health Diagnosis & Management I (5cr) 3/2
N636 Psychiatric & Mental Health Diagnosis & Management II (5cr) 3/2
N735 PMHNP Immersion (3cr) 1/2

### Doctor of Nursing Practice-Projects
**(5 credits)**

EBP781 A total of 5 credit hours are required.

*** 1 hour of practicum equals 100 hours of clinical experience**

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

Course Descriptions

## UNDERGRADUATE
## PRELICENSURE CURRICULUM

**M300 Introductory Statistics (3 credits)**
Introductory Statistics introduces fundamental statistical concepts and principles providing a foundation for research methodology for students. This course discusses computation, interpretation, and application of commonly used descriptive, correlation, and inferential statistical procedures for analyzing data. Students will learn how to analyze data and relationships; discrete and continuous random variables, sampling distributions; confidence intervals; 1- and 2-sample significance tests; comparisons, count data; simple linear regression; and 1-way ANOVA.

**N305 LPN to BSN Transitions (5 credits) (4/1)**
This course focuses on the role development and transition of the LPN to the BSN RN. The student will be introduced to the definition, roles, and responsibilities of the registered nurse in providing nursing care to clients, families, groups, and communities in their environment. Role concepts for the RN to provide and manage care as a member of the profession are emphasized. The student will use critical thinking in assessment, diagnosis, management, and evaluation in providing care as a Registered Nurse. Principles of evidence-based nursing research will be identified to guide the teaching/learning process. The focus is directed to guide practice within the regulatory framework of the registered nurse's professional, ethical, and legal responsibilities and encourage a desire for lifelong learning. Students will demonstrate competency in skills essential to the RN role.
**Upon successful completion, portfolio credit will be given for N302, N304, & N310 courses.**

**N302 Health Assessment (3 credits) (2/1)**
Health Assessment is designed to provide theoretical knowledge for examining an individual's state of health across the lifespan. The student's experiences focus on utilizing a health history and performing physical assessment skills to compile a comprehensive health assessment. Exploration of the relationship of The Dignity of the Human Person Christian Social Justice Principle to the practice of health assessment occurs. *Prerequisites: Anatomy and Physiology, Sociology, and Psychology or by permission of the Dean. May be taken as a Student-at-Large.*

**N304 Concepts of Professional Nursing (3 credits)**
Concepts of Professional Nursing examines the history of nursing and nursing theories. The Nursing Practice Act and ANA Scope and Standards are introduced. Principles of professional communication are introduced and developed. The concept of professional development as a nurse is explored. Exploration of two Christian Social Justice Principles, Rights and Responsibilities and The Dignity of Work, as related to nursing practice occurs. May be taken as a Student-at-Large.

**N309 Pathopharmacology I (2 credits)**
Pathopharmacology I builds on previous knowledge gained from anatomy, physiology, chemistry, and microbiology. Foundations of pharmacology, pathophysiology, and alternative therapeutic modalities of selected body systems and health alterations are addressed. Emphasis will be on the role of the nurse in creating a safe patient environment and the patient's response to disease and drug therapy. The Christian Social Justice Principle of Care for God's Creation is introduced. *Prerequisite: Microbiology, Anatomy, Physiology, and Chemistry or by permission of the Dean. May be taken as a Student-at-Large*

**N310 Foundations of Nursing Practice (5 credits) (3/2)**
Foundations of Nursing Practice focuses on concepts, principles, and skills basic to beginning professional nursing practice. Scientific and theoretical foundations of basic human needs are introduced. The course prepares students to apply critical thinking skills. The Christian Social
Justice Principle of The Call to Family and Community is introduced. *Prerequisites: Fully admitted to the BSN program. Co-requisites: N302, N304, N309, or by permission of the Dean.*

**N311 Concepts and Practice of Adult Health Deviations (4 credits) (2/2)**
Concepts and Practice of Adult Health Deviations builds on concepts, principles, and skills of beginning professional nursing practice. Scientific and theoretical foundations of basic human needs are reinforced and selected pathophysiological processes are introduced.

The course prepares students to apply basic critical thinking skills when examining individual responses to health problems of a medical-surgical nature. This course allows students to begin to develop their professional demeanor in the clinical setting. The Christian Social Justice Principles of *Care for the Poor and Vulnerable and Solidarity are introduced. Prerequisite: N310. Co-requisites: N302, N304, N309, or with permission of the Dean.*

**N312 Nursing Care of Infants and Children (4 credits) (2/2)**
Nursing Care of Infants and Children utilizes the nursing process in providing individualized, developmentally appropriate care from infancy to adolescence. Health promotion, disease management, and health maintenance from infancy to adolescence are emphasized. Ethical issues associated with the pediatric population are introduced. The Christian Social Justice Principles of *The Dignity of the Human Person and Call to Family and Community are examined. Prerequisites: Junior Semester 1 or by permission of the Dean. Co-requisites: N319.*

**N314 Maternal-Newborn Nursing (4 credits) (2/2)**
Maternal-Newborn Nursing utilizes the nursing process to deliver interdisciplinary care of the childbearing family from conception to neonate. Health promotion, disease management and health maintenance from conception to neonate is emphasized. Ethical issues associated with the childbearing family from conception to neonate are introduced. The Christian Social Justice Principles of *The Dignity of the Human Person and Call to Family and Community are examined. Prerequisites: Junior Semester 1 or by permission of the Dean. Co-requisites: N319.*

**N317 Adult Health Deviations (3 credits)**
Adult Health Deviations focuses on nursing care management of patients experiencing select acute and chronic problems. The Christian Social Justice Principles *of Caring for the Poor and Vulnerable and The Dignity of Work are examined. Prerequisites: completion of Junior Semester 1 or with permission of the Dean.*

**N319 Pathopharmacology II (4 credits)**
Pathopharmacology II builds on Pathopharmacology I. Pathopharmacology II provides the student with the opportunity to examine different systems of the body, disease, and its relationship to pharmacological interventions. Emphasis on pharmacology and pathophysiology of selected systems and health alterations. Using the nursing process, examine health deviations of the body and mind and their impact on human functioning, drug actions, and interactions in the body. Emphasis on the role of the nurse in creating a safe patient environment and the patient's response to disease and drug therapy. The Christian Social Justice Principle of *Rights and Responsibilities as related to this course is examined. Prerequisites: completion of Junior Semester 1 or with permission of the Dean.*

**N326 Nursing Research (3 credits)**
Nursing research provides the undergraduate students with a basic understanding of the research process and its application to nursing and nursing practice. Various research and statistical methods will be explored. Ethical and legal research issues will be discussed, with emphasis on human rights and responsibilities. Various nursing theories are explored to serve as frameworks for nursing research. The Christian Social Justice Principles of *Rights and Responsibilities and Options for the Poor and Vulnerable are incorporated into the course. Prerequisites: N311 or with permission of the Dean.*

**N332 Cultural and Spiritual Aspects of Nursing Care (2 credits)**
Cultural and Spiritual Aspects of nursing care examines the beliefs and practices of individuals and groups. Emphasis is placed on methods of providing cultural and spiritual care in the nursing practice role. The Christian Social Justice Principles of *The Dignity of the Human Person and The Call to Family and Community are incorporated into the course. Prerequisites: N304 or with permission of the Dean.*

**N401 Nursing Care of the Adult with Complex Health Deviations (8 credits) (4/4)**
Nursing Care of the Adult with Complex Health Deviations advances the student's preparation to provide holistic care to adults in a medical surgical environment. The student will provide comprehensive care in a variety of acute and subacute settings. The student will collaborate with multidisciplinary teams to create health promotion, risk reduction, and disease prevention strategies for patients. The Christian Social Justice Principles of *The Option for the Poor and Vulnerable and The Dignity of Work are incorporated into the course. Prerequisites: Junior level courses or with permission of the Dean. Co-requisites: N326, P342.*

**N416 Psychiatric and Mental Health Nursing (4 credits) (2/2)**
Psychiatric Mental Health Nursing provides an overview of mental health, alterations in mental health and the role of the psychiatric mental health nurse as an interdisciplinary mental health care team member. Mental health and leading psychiatric mental health illnesses and current treatments are explored. Use of nursing process, therapeutic communication, milieu therapy and knowledge of psychopharmacology are emphasized. Evidence-based practice provides the focus for the care of individuals, families and groups in acute care, inpatient and partial hospitalization, and community mental health settings. Legal and ethical issues associated with psychiatric mental health nursing are discussed. Preventive and psychoeducational interventions with patients and families are explored. The Christian Social Justice Principle *of The Dignity of the Human Person is incorporated into the course. Prerequisites: Senior I level courses or with permission of the Dean. Co-requisite: N430.*

**N420 Community Health Nursing (4 credits) (2/2)**
Community Health Nursing synthesizes theory, research, and practice related to population-focused nursing care with emphasis on the health of individuals, families, and aggregates within communities. Concepts covered include the integration of levels of prevention, health promotion, and disease prevention. Emphasis is on assisting patients in various states of wellness to reach optimal health through practice in a variety of community health settings. The Christian Social Justice Principles of *Call to Family and Community and Option for Poor and Vulnerable* are incorporated into the course. *Prerequisites: Senior I level courses or with permission of the Dean. Co-requisite: N430.*

**N430 Nursing Leadership/Management in Healthcare Systems (4 credits)**
Nursing Leadership and Management in Health Care Systems provides opportunities to apply leadership and management skills to contemporary health care issues influencing professional practice. Opportunities to explore professional practice issues are provided. The Christian Social Justice Principles of *The Dignity of Work, Care for God's Creation, and Solidarity* are incorporated into the course. *Prerequisites: completion of Senior I semester. Co-requisites: N469, or with permission of the Dean.*

**N469 Case Studies in Nursing (3 credits)**
Case Studies in Nursing is a comprehensive review of previously learned concepts. Students apply the nursing process in varied patient simulations and case studies emphasizing student success on the NCLEX exam. The Christian Social Justice Principle of *Rights and Responsibilities* is incorporated into the course. *Prerequisites: Completion of all first semester Senior year courses or with permission of the Dean. Co-requisites: N430.*

**P342 Catholic Principles for Ethics and Health Care (4 credits)**
Catholic Principles for Ethics and Health Care guides the student in developing a basis for making bioethical decisions from a Judeo-Christian system. The essential beliefs and structures of the Catholic faith are surveyed. The student is introduced to the ethical decision-making process and this framework is utilized in topics pertaining to Christian, nursing, and medical ethics. The Christian Social Justice Principles *of Solidarity and Care for God's Creation* in nursing practice are incorporated into the course.

## RN to BSN CURRICULUM

**N480 Transitions I: Differentiated Learning (3 credits)**
Transitions I is designed to assist students with their return to school and in transition to an upper division baccalaureate environment. Students will explore the extension of nursing knowledge from completing an upper division nursing program. The skills of college level oral and written communication, APA style format, reflective practices, and self-initiated motivation for learning are refined. In addition, students will examine the Saint Anthony College of Nursing Mission, their personal philosophy of nursing, and personal strategies for success in the program. Required as the first RN-BSN course.

**N481 Transitions II: Differentiated Clinical Reasoning (4 credits)**
Transitions II will foster development and integration of multiple ways of thinking associated with higher level nursing practice. Students will be exposed to the concepts of scientific thinking, critical reflection, creative thinking, clinical imagination, and clinical reasoning. Case studies will be used to refine and broaden the integration of scientific knowledge, nursing knowledge, and the standards of nursing practice. Students will be challenged to integrate these elements and apply clinical reasoning in management of patient/population health. *Prerequisite: N480.*

**N482 Using Evidence-Based Professional Practices (3 credits)**
The emphasis for this course is on the role and elements of evidence-based practice (EBP) in professional nursing practice. The focus is on the cyclical process of identifying clinical questions, searching, and appraising the evidence, and implementing practice changes. Examination of a personally derived clinical question and conduction of the process of EBP will facilitate the connection between research and nursing practice. *Prerequisites: N480, N481.*

**N482 Using Evidence-Based Professional Practices (3 credits)**
The emphasis for this course is on the role and elements of evidence-based practice (EBP) in professional nursing practice. The focus is on the cyclical process of identifying clinical questions, searching, and appraising the evidence, and implementing practice changes. Examination of a personally derived clinical question and conduction of the process of EBP will facilitate the connection between research and nursing practice. *Prerequisites: N480, N481.*

**N483/P342 Catholic Principles for Ethics and Health Care (4 credits)**
Catholic Principles for Ethics and Health Care guides the student in developing a basis for making bioethical decisions from a Judeo-Christian system. The essential beliefs and structures of the Catholic faith are surveyed. The student is introduced to the ethical decision-making process and this framework is utilized in topics pertaining to Christian, nursing, and medical ethics. The Christian Social Justice Principles of *Solidarity and Care for God's Creation* in nursing practice are incorporated into the course.

**N484 Leadership and Professional Engagement (4 credits)**
In this course, students will examine concepts such as leadership, followership, and stewardship, along with traditional and emerging leadership theories. Aspects of personal, change, high-performance, and executive leadership will be compared. Organizational, political, and personal power as a nurse within health care organizations is explored. Measuring and improving business performance and executing business strategies are included. Students will develop a personal career trajectory and personal brand. *Prerequisites: N480, N481.*

**N486 Basic Epidemiology (3 credits)**
Basic Epidemiology introduces the basic concepts of epidemiology and biostatistics as applied to public health problems. Emphasis is placed on the principles and methods of epidemiologic investigation, appropriate summaries and displays of data, and the use of classical statistical approaches to describe the health of populations. Topics include the dynamic behavior of disease, usage of rates, ratios and proportions, methods of direct and indirect adjustment, and life table, which measure and describe the extent of disease problems. *Prerequisites: N480, N481, N482, N483, N484.*

**N487 Professional Practice I: Health and Wellness (3 credits)**
Population Health I synthesizes theory and research related to population-focused nursing care, with emphasis on the health of aggregates within organizations, neighborhoods, and communities. The concepts covered include the integration of levels of prevention, health promotion, risk assessment, and disease prevention. Health assessment, health risk analysis, and health coaching are emphasized. *Prerequisite: N486.*

**N488 Professional Practice II: Population Health (3 credits)**
Population Health II synthesizes theory and research related to population-focused nursing care, with emphasis on the health of aggregates within organizations, neighborhoods, and communities. The concepts covered include the care coordination, community/population, emergency preparedness, and global health. Community health leadership is also discussed. *Prerequisite: N486.*

**N489 Professional Practice Practicum and Project (3 credits)**
Population Health Practicum and Project synthesizes theory, research, and practice related to population-focused nursing care, with emphasis on the health of families and aggregates within communities. The concepts covered include integration of previously discussed theories of population health. Emphasis is on assisting communities, organizations, and neighborhoods to each optimal health. The project is completed in collaboration with a community agency. May be repeated if needed for 1-3 credit hours with permission of course faculty. *Prerequisites: N487, N488.*

## GRADUATE PROGRAMS

**M512 Intermediate Statistics (3 credits)**
Statistical tools for scientific research, including parametric and non-parametric analyses, are included. ANOVA and group comparisons, correlation, linear regression, Chi-Square, and basic concepts in experimental design and analysis will be explored. Emphasis is placed on application and the use of the SPSS statistical package. *Prerequisite: Undergraduate Statistic course.*

**N502 Theoretical Foundations of Nursing Practice (3 credits)**
Theoretical Foundations of Nursing Practice explores conceptual frameworks and theories relevant to the discipline of nursing. The role of theory in the generation of nursing knowledge is introduced. Selected nursing models/theories are critiqued. Concepts of health promotion and disease prevention will be addressed within the theoretical frameworks including concepts of holistic care, healthy lifestyle, self-care, risk reduction, and quality of life. Relevant theories and issues affecting successful human development are examined. The psychosocial and sociocultural lifespan influences on health will be discussed.

**N503 Theoretical Foundations of Nursing Practice and Professional Roles (4 credits)**
Theoretical Foundations of Nursing Practice explores the professional advanced practice nursing roles, conceptual frameworks, and theories relevant to the discipline of nursing. The roles, practice, and required elements of Clinical Nurse Leader, Nurse Educator, and Nurse Practitioner are compared. The role of theory in the generation of nursing knowledge is introduced. Selected nursing and non-nursing theories are critiqued. Relevant theories and issues affecting successful human development are examined. This course will encourage students to formulate their professional career path based on insights into nursing roles.

**N504 Health Care Organization and Management (3 credits)**
Health Care Organization and Management examines local, regional, national, and global health care trends utilizing appropriate epidemiological principles. Students develop a clear understanding of the roles of the advanced practice nurse and examine the design, implementation, and management of care in a variety of health care systems. Cost analysis using information technology and the impact on health care services will be discussed. Administrative and organizational behavior will be examined in relation to population-based needs, economic, and reimbursement issues. Organizational and management theory are examined as they relate to nursing, strategic planning, management of the changing health care delivery system, program planning and evaluation, decision making and change. *Prerequisite: RN*

**N508 Advanced Pathopharmacology (4 credits)**
Advanced Pathopharmacology builds on the student's previous knowledge of anatomy and physiology, pathophysiology, and pharmacology to provide a more in-depth knowledge of the pathophysiology of disease and its relationship to the principles of pharmacotherapeutics and pharmacokinetics. The course is designed to provide a foundation for educating patients, students, and health care workers about pathophysiology mechanisms of disease and pharmacotherapeutics.

**N514 Principles of Nursing Research (3 credits)**
Principles of Nursing Research provides students with the skills to analyze, evaluate, and synthesize health-related research and evidence-based practice reviews for the improvement of nursing practice. The student will use the research process to author a research proposal.

**N530 Advanced Physiology and Pathophysiology (4 credits)**
Advanced Physiology and Pathophysiology provides an in-depth foundation in understanding normal physiologic and pathologic mechanisms of disease to serve as a foundation for clinical assessment, formulating differential diagnoses, decision making, and disease management. Students will incorporate lifespan variations and genetic and cellular mechanisms of disease.

**N532 Advanced Health and Physical Assessment (3 credits) (2/1)**
Advanced Health and Physical Assessment develops advanced nursing assessment skills including the comprehensive history, physical, and psychological assessment, pathophysiologic changes, with emphasis on psychosocial and lifespan variations of the individual, family, and community.

**N534 Advanced Pharmacology (3 credits)**
Advanced Pharmacology provides an understanding of the pharmacotherapeutics, pharmacodynamics, and pharmacokinetics of broad categories of pharmacologic agents. Students will learn about clinical guidelines, regulations, and explore the prescribing environment for APRNs. Students apply their learning in case studies to become familiar with prescribing medications for patients. *Prerequisites: N530 or with permission of the Dean.*

**N538 Health Promotion and Illness Prevention throughout the Lifespan (2 credits)**
Health Promotion and Illness Prevention for all population groups of individuals, families, and communities will be addressed. Normal growth and development throughout the lifespan of specific problems and health promotion issues common to each stage will be emphasized. Health education and behavioral change theory will guide the planning, intervention, and evaluation of the populations in promoting health and wellness.

**N541 Evidenced-Based Nursing Education** (2 or 3 credits) (2/1)
Evidenced-Based Nursing Education examines teaching/learning theories, strategies, and research in education that serves as the base for nurse, patient, and student education. Factors impacting the teaching/learning environment are explored with an emphasis on evidence-based research and best practice for education in nursing. The clinical experience (credit hour) is optional.

**N550 Prescriptive Authority for Advanced Practice Nurses (1 credit)**
Prescriptive Authority for APRNs reviews the specific rules, regulations, and procedures involved with prescriptive authority. Students will become familiar with the legislative landscape for prescribing for APRNs on the state and federal level. *Prerequisites: completion of core courses, N530, N532, or with permission of the Dean*.

**N559 Differential Diagnoses and Disease Management (3 credits) (2/1)**
Differential Diagnoses and Disease Management will integrate previous learning into an application integrating patient history, chief complaints, and diagnostic results in planning client management. This course will incorporate case studies in building critical thinking needed for APN practice. Health deviations and appropriate management across the lifespan will be discussed.
Management of common psychosocial disorders is also addressed. *Prerequisites: N530 and 534, or with permission of the Dean.*

**N562 Clinical Nurse Leader Role in Client-Centered Health Care (2 credits)**
Clinical Nursing Leadership in Client-Centered Health Care prepares the student for the role of the clinical nurse leader. Concepts of horizontal leadership, effective use of self, patient advocacy, and lateral integration of care will be introduced, and competencies of the role examined. Emphasis is placed on clinical and financial outcomes and care environment management. *Prerequisites: completion of core courses or with permission of the Dean*.

**N564 Clinical Nursing Leadership in Complex Health Care Organizations (3 credits)**
Clinical Nurse Leadership in Complex Health Care Organizations provides the student with an in-depth examination of how to drive change within health care systems. The student will acquire skills to utilize informatics for outcome measurement and data management. Principles of effective leadership, team building, and motivation within a culturally diverse workplace will give students the ability to lead high-performing microsystems.

**N570 Instructional Strategies (3 credits)**
Instructional Strategies provides an introduction to the classroom and clinical teaching. This course utilizes principles of adult education to introduce and familiarize the nurse educator with the teaching/learning processes in patient education, staff development, and nursing education. Various approaches and learning theories are explored.

**N572 Curriculum Theory and Development (3 credits)**
Curriculum Theory and Development provides a knowledge base in curriculum development, including philosophical foundations and educational theories in nursing education. The course introduces the student to the evaluation and use of various educational applications of technology and curricular design.

**N574 Testing and Evaluation in Nursing Education (3 credits)**
Testing and Evaluation in Nursing Education addresses assessment strategies to facilitate and determine student learning. This course gives the student practical and theoretical strategies for the preparation and application of measures and instruments.

**N620 Adult and Aging I (4 credits) (3/1)**
Nurse Practitioner Adult and Aging I offers students clinical experience with focus on the adult and aging population. Health promotion and disease prevention strategies are incorporated; culturally sensitive care is emphasized. *Prerequisite: Completion of clinical core courses or with permission of the Dean*.

**N622 Adult and Aging II (4 credits) (3/1)**
Nurse Practitioner Adult and Aging II offers students clinical experience related to the practitioner role with focus on the adult and aging population. Health promotion and disease prevention strategies are incorporated; culturally sensitive care is emphasized. *Prerequisite: Completion of clinical core courses or with permission of the Dean*.

**N624 Family Nurse Practitioner – Maternal/Newborn/Child (4 credits) (3/1)**
Family Nurse Practitioner Maternal/Newborn Child offers students didactic and clinical experience related to the family nurse practitioner role with focus on the maternal, newborn, and pediatric populations. Health promotion and disease prevention strategies are incorporated; culturally sensitive care is emphasized. Common acute and chronic disease processes, advanced clinical decision-making skills, and evidence-based practice approaches to clinically manage and care for the maternal newborn, and pediatric populations will be emphasized. *Prerequisite: Completion of clinical core courses or with permission of the Dean.*

**N626 Family Nurse Practitioner – Immersion (3 credits) (1/2)**
Family Nurse Practitioner Immersion offers students the opportunity to practice with emphasis on the lifespan primary and preventative advanced practice nurse care. This course will complete the clinical experience sequence. *Prerequisite: Completion of all previous practicum courses or with permission of the Dean*.

**N628 Adult-Gerontology Primary Care Nurse Practitioner – Approaches to Health Care of the Older Adult (4 credits) (3/1)**
Adult-Gerontology Primary Care Nurse Practitioner offers students didactic and clinical experience related to the adult-gerontology nurse practitioner role with focus on the aged population. Health promotion and disease prevention strategies are incorporated; culturally sensitive care is emphasized. Common acute and chronic disease processes, advanced clinical decision-making skills, and evidence-based practice approaches to clinically manage and care for the older adult/aging patient population will be emphasized. *Prerequisite: Completion of clinical core courses or with permission of the Dean*.

**N629 Independent Study (1 credit)**
Independent study courses permit graduate students to pursue previously studied topics in greater depth. A syllabus for each independent study course is developed through consultation between the student, faculty member, and program Dean. The course must align with the needs and interests of the student and the expected outcomes of the degree and track in which the student is enrolled. Permission to grant an independent study is by discretion of the graduate program Dean.

**N630 Adult-Gerontology Primary Care Nurse Practitioner – Immersion (3 credits) (1/2)**
Adult-Gerontology Primary Care Nurse Practitioner Immersion offers students the opportunity to practice the Adult-Gerontology nurse practitioner role with emphasis on the adult through end of life including primary and preventative advanced practice nurse care. This course will complete the clinical experience sequence. *Prerequisite: Completion of all previous practicum courses or with permission of the Dean*.

**N632 Adult-Gerontology Acute Care Diagnostics & Therapeutics (3 credits) (2/1)**
This course focuses on diagnostic tests, procedures, and therapeutic management of adult geriatric patients in the acute care environment. Diagnostics, such as radiological evaluations and interventions, acute laboratory evaluations, and cardiovascular interventions will be discussed. Therapeutic management, such as ventilator adjuncts, nutritional support and vasoactive medications will also be presented. Students will learn in a simulation setting, allowing for emergency management of simulated acute care patients, incorporating skill acquisition and practice. *Prerequisite: Completion of clinical core courses or with permission of the Dean*.

**N633 Adult-Gerontology Application Acute Care Diagnostics & Therapeutics (1 credit)**
This course provides 100 hours of clinical practicum in acute care settings focusing on diagnostic tests, procedures, and therapeutic management of adult-gerontology patients. A focus on the interdisciplinary team, including clinical pharmacists, radiologists, pulmonologists, and nutritional support professionals would be provided within the context of the acute care environment. *Prerequisite: N633*.

**N634 Psychiatric and Mental Health Diagnosis and Management I (5 credits) (3/2)**
This is the first of two didactic courses designed to assist the student in development of the advanced practice nursing role with the care and management of individuals with a mental health disorder across the lifespan. The practicum is designed to synthesize advanced practice nursing knowledge relevant to patients with psychiatric illness across the lifespan. Prerequisite: Completion of clinical core courses or with permission of the Dean.

**N636 Psychiatric and Mental Health Diagnosis and Management II (5 credits) (3/2)**
This is the second of two didactic courses designed to assist the student in development of the advanced practice nursing role with the care and management of individuals with a mental health disorder across the lifespan. The practicum is designed to synthesize advanced practice nursing knowledge relevant to patients with psychiatric illness across the lifespan. Prerequisite: Completion of clinical core courses or with permission of the Dean.

**N637 Adult-Gerontology Acute Care I (4 credits) (3/1)**
This course is focused on the acute/critical care management of the Adult-Gerontology patient presenting with acute and chronic conditions, including cardiovascular, pulmonary, endocrine, hepatic, renal, gastrointestinal, and neurovascular conditions. Management of optimal perfusion, ventilation, electrolyte, and hemodynamic balance will be stressed as the student operates within the acute health care team. The student will incorporate patient and family psychosocial needs and develop optimal interprofessional team behaviors. *Prerequisite: N633*.

**N638 Adult-Gerontology Acute Care II (4 credits) (2/2)**
This course builds upon the acute/critical care management of the adult-gerontology patient presenting with acute and chronic conditions in the N637 Acute Care I course. Principles of trauma stabilization and management, and the management of optimal perfusion, ventilation, electrolyte, and hemodynamic balance will be stressed as the student operates within the acute health care team. The student will incorporate patient and family psychosocial needs and develop optimal interprofessional team behaviors. During this course, the student will identify an evidence-based protocol of interest and perform a critique exercise. *Prerequisite: N637*.

**N639 Psychiatric Mental Health Nurse Practitioner MSN Immersion (3 credits) (1/2)**
Psychiatric Mental Health Nurse Practitioner Immersion offers students the opportunity to practice with emphasis on the lifespan of acute and chronic advanced practice nursing care. This course will complete the clinical experience sequence.

**N640 Leadership in Practice (3 credits) (2/1)**
Leadership in Practice provides the student with the opportunity to practice horizontal leadership, effective use of self, advocacy, and lateral integration of care. *Prerequisite: N562 and completion of all MSN course work or with permission of the Dean*.

**N642 Clinical Decision Making (4 credits) (2/2)**
Clinical Decision Making emphasizes the critical thinking skills that are utilized in problem identification, determination of strategies to resolve those problems, outcome measurement, and the basic processes in making clinical decisions that impact patients and health care. *Prerequisite: Completion of all MSN course work, N562, N564, N640 or with permission of the Dean*.

**N644 Immersion (5 credits) (3/2)**
This clinical immersion experience, Part I, will provide the student with the opportunity to develop clinical delegation skills and coordinate plans of care for specific patient cohorts. The student will analyze clinical and cost outcomes that improve safety, effectiveness, timeliness, efficiency, and quality of patient-centered care. The student will work with clinical experts and mentors. *Prerequisite: Completion of all MSN course work, N562, N564, N640, N642 or with permission of the Dean*.

**N660 Foundations of Program and Project Planning (3 credits)**
This course, offered in seminar style format, is designed to help students understand the process for developing, implementing, and evaluation programs for projects in the workplace setting.
Over the semester, students will develop a proposal for a project or program in their specific area of interest. There are three phases: program planning and proposal development, program management and implementation, and program monitoring and evaluation.

**N668 Nurse Educator Direct Care Practicum I (2 credits) (1/1)**
The Nurse Educator Direct Care Practicum I course is designed for the MSN Nurse Educator student to provide a foundation for educating patients, students, and health care workers about pathophysiology mechanisms of disease and pharmacotherapeutics in a focused area of clinical experience. Students will spend 100 clock hours in advancing interdisciplinary clinical practice in a defined focus.

**N669 Nurse Educator Direct Care Practicum II (2 credits) (1/1)**
Nurse Educator Direct Care Practicum II continues to build on the student's previous knowledge of anatomy and physiology, pathophysiology, and pharmacology to provide an in-depth knowledge of the pathophysiology of disease and the relationship to the principles of pharmacotherapeutics and pharmacokinetics. The course is designed to provide a foundation for educating patients, students, and health care workers about pathophysiology mechanisms of disease and pharmacotherapeutics in a focused area of experience. Students will spend 100 clock hours in advancing interdisciplinary clinical practice in a defined focus.

**N670 Nurse Educator Practicum I- Introduction to Teaching Practice (2 credits) (1/1)**
In the Nurse Educator Practicum I course, the student will teach in selected situations in academic and/or practice setting (patient education, staff development, or nursing education) according to their area of specialization. Functions emphasize the use of learning theories, teaching/learning strategies, program assessment and evaluation, and research significant to the patient and nursing education within a clinical setting. Factors affecting learning and the learning environment will be emphasized.

**N672 Nurse Educator Practicum II- Academic Focus (2 credits) (1/1)**
The Academic Focus practicum emphasizes concepts of student instruction including classroom management, student assessment, and individual classroom evaluation. Content will incorporate personal and environmental factors that impact learning including classroom setup, learning styles, setting boundaries, and classroom discipline. Individual and classroom evaluation is an important focus.
Students will design, implement, and evaluate teaching strategies related to identified educational outcomes.

**N679 Nurse Educator Seminar (2 credits)**
The Nurse Educator Seminar course provides an introduction to current topics in nursing including population health; local, regional, national, and global health care trends with an emphasis on the role of the nurse educator. The following concepts will be explored: program design and development; information systems; community relationships through interprofessional collaboration; practice at the population level; health promotion and disease prevention for all population groups; and implications of global health in population-based nursing. Students will investigate an issue of their choosing related to the course content for a formal professional paper.

**N715 Project Management (3 credits)**
This course is designed to help the DNP leadership students learn the process for developing, implementing, and evaluation projects within the workplace setting. Over the semester, students will develop a proposal for a project or program in their specific area of interest. There are three phases: project planning and outcome metrics, project management and implementation, project monitoring and evaluation. All components of project development will be covered in this course with a focus on quality improvement, working with interdisciplinary teams, using information technology, and disseminating project outcomes. *Prerequisite: Completion of DNP Core Courses or with permission of the Dean.*

**N718 Clinical Leader DNP Immersion I (3 credits) (1/2)**
This course is designed for the DNP Clinical Leaders student to practice in a leadership role within an identified area of specialty. *Prerequisite: Completion of the Clinical Leader core courses, or with permission of the Dean.*

**N719 Clinical Leader DNP Immersion II (3 credits) (1/2)**
This course is designed for the DNP Clinical Leaders student to practice in a leadership role within an identified area of specialty. *Prerequisite: Completion of N718 or with permission of the Dean.*

**N726 Adult-Gerontology Primary Care Nurse Practitioner DNP – Immersion I (3 credits) (1/2)**
Adult-Gerontology Primary Care Nurse Practitioner DNP Immersion I offers the AG-PCNP student opportunities to practice the AG-PCNP role with emphasis on adult and aging primary and preventative advanced practice nursing care. Clinical placement will be based on the student's clinical interest and will include a requirement of 200 clinical (clock) hours. *Prerequisite: Completion of AGPCNP practicum core clinical courses or with permission of the Dean.*

**N727 Family Nurse Practitioner DNP – Immersion I (3 credits) (1/2)**
Family Nurse Practitioner DNP Immersion I offers the FNP student the opportunity to practice the family nurse practitioner role with emphasis on lifespan primary and preventative advanced nursing practice care. Clinical placement will be based on the students' clinical interest and will include a requirement of 200 clinical (clock) hours. *Prerequisite: Completion of FNP practicum core clinical courses or with permission of the Dean*.

**N728 Adult-Gerontology Primary Care Nurse Practitioner DNP – Immersion II (3 credits) (1/2)**
Adult-Gerontology Primary Care Nurse Practitioner DNP Immersion II offers the AG-PCNP student the opportunity to further synthesize and apply theoretical concepts delivered from nursing and other health-related disciplines to the clinical practice settings. Clinical placement will be based on the students' clinical interest and will include a requirement of 200 clinical (clock) hours. *Prerequisite: N726*.

**N729 Family Nurse Practitioner DNP – Immersion II (3 credits) (1/2)**
Family Nurse Practitioner DNP Immersion II offers the FNP student the opportunity to further synthesize and apply theoretical concepts derived from nursing and other health-related disciplines to the clinical practice settings for the provision of primary care to clients across the lifespan. Independent and interdependent clinical decision making is expected, and interdisciplinary collaboration and referral are emphasized. This course will complete the clinical experience sequence. Clinical placement will be based on the students' clinical interest and will include a requirement of 200 clinical (clock) hours. *Prerequisite: N727 or with permission of the Dean.*

**N730 Adult-Gerontology Acute Care Nursing Practitioner DNP Practicum Immersion I (3 credits) (1/2)**
This immersion course is the first of two that provides DNP students with the opportunity to develop as AG-ACNP students and offers the AG-ACNP student opportunities to practice the AG-ACNP role with emphasis on care of individuals with acute and chronic complex care needs. Clinical placement will be based on the student's clinical interest. *Prerequisite: Completion of AGACNP practicum core clinical courses or with permission of the Dean.*

**N731 Adult-Gerontology Acute Care Nursing Practitioner DNP Immersion II (2 credits) (1/1)**
This final immersion course provides the AG-ACNP student further develop as an AG-ACNP student. Independent and interdependent clinical decision making is expected, and interdisciplinary collaboration is emphasized. This course will complete the clinical experience sequence. Clinical placement will be based on the student's clinical interest. *Prerequisite: Completion N730 or with permission of the Dean*.

**N732 Evidence-Based Practice and Translational Research in Health Care (2 credits)**
Evidence-Based Practice and Translational Research in Health Care develops students' analytic methods to critically appraise existing literature and other evidence to translate research into practice, thus implementing the best evidence for practice. Students will begin the design of a process to evaluate outcomes of practice, practice patterns, or systems of care within a practice setting, healthcare organization, or community against national benchmarks to determine the variances in practice outcomes and population trends. The student will formulate a PICO question and proposal summary for their DNP project.

**N735 Psychiatric Mental Health Nurse Practitioner DNP Immersion (3 credits) (1/2)**
Psychiatric Mental Health Nurse Practitioner Immersion offers students the opportunity to practice with emphasis on the lifespan of acute and chronic advanced practice nursing care. This course will complete the clinical experience sequence. *Prerequisite: Completion of clinical core courses or with permission of the Dean.*

**N738 Transformational Leadership (3 credits)**
Transformational Leadership will provide students with the opportunity to analyze effective and efficient methods of providing leadership and management for an educational program, healthcare organization, administrative unit, or clinical area. Discussion of a variety of situations that leaders negotiate regarding program and personal development, strategic planning, budget preparation, and program evaluation.

**N739 Independent Study at Doctoral Level (Variable Credit)**
Independent study courses permit graduate students to pursue previously studied topics in greater depth. A syllabus for each independent study course is developed through consultation between the student, faculty member, and program Dean. The course must align with the needs and interests of the student and the expected outcomes of the degree and track in which the student is enrolled. Permission to grant an independent study is by discretion of the graduate program Dean.

**N744 Population-Focused System Improvements & Designs for Micro and Macro Systems (3 credits) (2/1)**
Micro/Macro: Clinical practice course in which the student implements the role of the clinical systems leader under a preceptor's supervision. Students will select a setting (hospital, long term, or community health agency) where concepts, theories, and principles of administration and management can be applied. Clinical practice will also be focused on synthesis of the leadership role based on an evidence-based practice approach to health care systems. Students will determine individual goals and learning objectives consistent with the learning contract negotiated with a preceptor and approved by faculty. Clinical placement will be based on the student's clinical interest and will include a requirement of 100 clinical (clock) hours.

**N746 Strategic Leadership and Entrepreneurship (3 credits)**
This course gives the DNP student an opportunity to study current and cutting-edge leadership theories and apply them directly to the practice of professional nursing at the executive level. Strategies for incorporating change management theories will also be addressed through the perspective of emerging roles of the nurse as doctoral prepared nurse leader, advocate, manager of resources, and member of an interprofessional team. Students will have the chance to design and implement a business strategy for health care practice, organization, or start a new business.

**N748 Organizational Behavior (3 credits)**
This course is designed to teach and explore DNP leadership key concepts in organizational behavior. Important content will include components of organizational culture, the role of attitudes and diversity, workplace communication, the force of power and influence, team behavior, and motivation theory. Leadership theories will be applied to organizational culture and change management.

**N750 Operations Management (3 credits)**
This course is designed to facilitate DNP student learning in operations management in the clinical setting. The management strategies covered will identify business strategies to promote organizational efficiency in the delivery of high-quality health care. Specific content will include process improvement skills, principles of cost control, development of dashboards to monitor key outcome measures, and methods of problem solving.

**N752 Principles of Human Resource Management (3 credits)**
This course is designed to teach DNP leadership student key concepts in human resource management. Important content will include components of the employer-employee relationship, including the legal foundation of human resource practice, employee benefits and engagement, performance appraisals, employee discipline, and documentation techniques. Special situations including civil service employment, labor relations, and arbitration will be discussed.

**N784 DNP Leadership Immersion (Variable credits)**
Individualized immersion experience is designed as a culminating experience for the post-master's DNP nursing leadership student. Focus is on operationalizing the role of the DNP student and integrating evidence-based practice as relevant to patient outcomes across the practice domains. Each clinical experience is dependent on the DNP track requirements and entry level degree of the student.

**B682 Quality and Safety with Information Technology (3 credits)**
Quality and Safety with Information Technology will assist students in the development of the knowledge synthesis of standards, and principles for selecting and evaluating information systems, patient care technology, and related ethical, regulatory, legal issues, and the subsequent impact on quality and safety. Students will select and use information systems/technology to evaluate programs of care, outcomes of care, and care systems.

**B724 Healthcare Economics and Finance (3 credits)**
Healthcare Economics and Finance provides an understanding of principles of business, finance, and economics to develop and implement effective plans for practice-level and system-wide practice initiatives. Students will develop budgets and analyze the cost-effectiveness of practice initiatives. The sensitivity of diverse organizational cultures and populations, including patients and providers, will be emphasized.

**B742 Legal and Risk Management in Administrative Practice (2 credits)**
This course examines legal issues and risks in health care administration. The course will address the broad and divergent elements of health care risk management in a variety of health care facilities and discuss administrators' experience in the current health care environment.

**EBP781 Evidence-Based Practice Project (1-5 credits)**
The Evidence-Based Practice Project requires a minimum of five terms to complete. The series must be started immediately after completion of N732, enrollment must be uninterrupted, and sequential after it is started. The objectives of credits, two and five, necessitate completion during the Fall or Spring term when all faculty are on campus. Five credits are required and only one credit can be taken at a time.

**P506 Nursing Ethics, Health Care Law and Policy (3 credits)**
Nursing Ethics and Health Care Law and Policy will explore the moral imperative of professional nursing, emphasizing the legal and ethical decision-making process in clinical practice, research, education, and management. Moral agencies will guide issues related to human diversity, vulnerability, and spirituality.

**PH556 Epidemiology in Health Prevention (3 credits)**
Epidemiology in Health Prevention introduces students to the principles and methods of the design, conduct, and interpretations of epidemiological studies. Emphasis is placed on the prevention of health problems based on these epidemiologic findings.

**PR670 Master's Project – Project Initiation (1 credit)**
The master's project is an in-depth synthesis of a topic of significance to the nursing profession. This course may include a pilot project, integrative literature reviews, EBP (Evidence-Based Practice) projects, in-depth evaluation projects, and other projects approved. In the project development initiation phase, the student will obtain approval for the project topic, complete a project proposal, and obtain IRB (Institutional Review Board) approval if application with the advisor. *Prerequisites: N502, M512, N514.*

**PR671 Master's Project – Project Development (1 credit)**
During the implementation phase, the student will complete the project, complete the data analysis, and prepare a complete draft of the scholarly report. *Prerequisites: N670.*

**PR672 Master's Project – Project Completion (1 credit)**
During the completion phase, the student will submit the completed paper, present a PowerPoint presentation, develop handouts, and complete a poster presentation to peers and faculty. *Prerequisites: PR670, PR671.*

**S684 Social Justice and Cultural Competence for Vulnerable Populations (2 credits)**
Social Justice and Cultural Competence for Vulnerable Populations will provide the foundation for managing dilemmas inherent in-patient care and health care organizations. This course will increase the students' awareness of resources used in caring for vulnerable populations and when caring for clients from diverse cultural backgrounds. Issues of social justice will be explored.

**S710 Health Care Policy Legislation and Advocacy (3 credits)**
Health Care Policy Legislation and Advocacy prepares students to critically analyze health policy proposals, health policies, and related issues from the perspectives of consumer, nursing and other health professions, and other stakeholders in policy and public forums. Advocacy for nursing and consumers will be emphasized. Influence and the education of policy makers will be addressed.

## Additional Programs Offered

The Registered Nurse First Assistant (RNFA) Program offered by Saint Anthony College of Nursing, in collaboration with the National Institute of First Assisting, Inc. (NIFA), is designed to equip both new advanced practice registered nurses (APRNs) and experienced perioperative nurses with the necessary knowledge and skills to pursue the expanded role of a Registered Nurse First Assistant (RNFA). The program meets the standards for RNFA education programs established by the Association of PeriOperative Nurses (AORN). In addition, graduates qualify to sit for the national RNAS-C exam and CRNFA exam administered by the National Assistant at Surgery Certification. Eligible APRN candidates (usually nurse practitioners) are required to provide proof of their degree from an accredited college and obtain certification in their specialty before graduation. Non-APRNs (baccalaureate or higher in most any field) must hold a current RN license, possess a minimum of two years and 2,400 hours of perioperative experience, and be eligible for the CNOR certification (waved for APRNs).
The RNFA Program is comprised of two courses. Course 1 involves approximately 48+ hours of online coursework, which must be completed within one year of enrolling in the program; followed by course 2, the clinical internship, which includes 130 hours of intra-operative first assisting experience and five pre-operative and five post-operative logs. Course 2 must be completed within one year of finishing course 1 (extensions are offered per discretion of the program director). Students are responsible for arranging a surgeon-supervised clinical internship at their own

facility. Upon successful completion of the program, graduates receive a Certificate of Completion from both NIFA and the College, recognized by all 50 state boards of nursing. CEs are awarded by NIFA, a licensed provider approved by the California Board of Registered Nursing. Provider Number CEP11471.
Throughout the program, students have the option to select their hands-on training based on their unique needs:

1. Online Only Program: Includes an online, distance learning didactic program along with 14 hours of home, wound closure class/labs.
2. Online Program with SutureStarXpress Weekend (three-day): Students opting for the online, distance learning didactic program can add a three-day workshop where they perform up to 200 suture closures during simulated, hands-on cases. APRNs with no OR experience must add an additional half day for OR fundamentals to their three-day workshop.
3. Online Program with SutureStar (five-day) Summit: Similarly, students can choose the online program and add a five-day workshop where they perform up to 400 suture closures during simulated, hands-on, 'wheels-in, wheels-out' cases.

Enrollment costs for the program vary between $4,800 to $7,400, depending on the chosen programs and add-ons (Example: evening vein harvest or C-Section classes are available for an extra fee) based on student needs and educational purchase options. Travel, lodging, textbooks and malpractice insurance are the students' responsibility. Open enrollment is available each month. Interested individuals can contact (800) 922-7747 or email info@aprn.com or info@rnfa.org for further information.

College Personnel

## College Board Members

Ricardo Montoyo-Picazo, MA (Chair)
Charlene Aaron, PhD, RN (Secretary)
J. Maichle Bacon, MS, MPH
Carol Boeke, BSN, RN (Vice-Chair)
Sister Theresa Ann Brazeau, O.S.F.
Father Ryan Browning, STL
Jedediah Cantrell, MBA, FACHE
Thomas Cross, JD, BS
Susan Fagan, MBA, BSN, RN
Alec Grabowski, MBA, MHA, SAMC President
Amy Kirchhoff, MSN, RN
Michael Kremer, PhD, CRNA, CHSE, FNAP, FAAN
Carol Lockwood, JD, DPhil
Brenda Milne, MHA
Timothy Murrey, PharmD, BCPS, BCIP
Pam Solverson, MSN, CGRN
Genevieve Stoner, BSN, RN
Alan Zais, MPA.

## Honorary Board Members

John Crone, CPA
Mary Anne Doherty, RN
Kim Entsminger, BJ
Marian Frerichs, EdD, RN
David Johnson, DDS (retired)
Jon Schmidt, BS

## College Leadership

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University of Illinois, Chicago, IL

Austin Blair, BA, CAEP
Dean of Admissions and Marketing
Eureka College, Eureka, IL

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Northern Illinois University, DeKalb, IL

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Assistant Professor and Dean Institutional Effectiveness, Assessment and Accreditation
University of Nebraska, Omaha, NE

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Illinois Wesleyan University, Bloomington, IL

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Matthew Young, MS
Supervisor Student Support Services
Drake University, Des Moines, IA

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Katrina De Fay
Executive Secretary to the President

Deb Denney, BSA
Bursar

Andrew Finley, MBA
Recruiter

Natia Foster
Graduate Program Student Support Specialist

Hannah Haefner, BS
Community Engagement and Alumni Relations Coordinator

Jennifer Larson, MS
Institutional Effectiveness Data Analyst

Beth Marlewski
Administrative Secretary for Academic Operations

Kristina O'Brien
Administrative Secretary

Mita Santos
Administrative Secretary for Regulatory Compliance

Erin Schanfeldt, AA
Registrar

Kimberlie Woodkey, MS
Instructional Design and Technologies Specialist

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Instructor

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Instructor

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Derek Weber MSN, APRN, ACNP

## Important Phone Numbers

College of Nursing (Front Desk Reception) 815-282-7900

President of the College ..... 815-282-7900, ext. 27609
Executive Secretary to the President ..... 815-282-7900, ext. 27608
Dean, Undergraduate Affairs ..... 815-282-7900, ext. 27606
Dean, Graduate Affairs and Research ..... 815-282-7900, ext. 27631
Dean, Support Services ..... 309-655-2291
Staff Supervisor, Support Services ..... 815-282-7900, ext. 27611
Undergraduate Admissions ..... 815-282-7900, ext. 27618
Graduate Admissions ..... 815-282-7900, ext. 27603
Student Records ..... 815-282-7900, ext. 27617
Financial Aid ..... 815-272-7900, ext. 27613
Learning Resource Center ..... 815-282-7900, ext. 27662
Saint Anthony Medical Center ..... 815-226-2000

### Fax Numbers

College Fax - Third Floor ..... 815-282-7901
Learning Resource Center Fax ..... 815-282-7902
College Fax - Fourth Floor ..... 815-282-7903
College Fax - Guilford Square Faculty Office ..... 815-484-7039

## Disclaimer

The policies and procedures in this College Catalog are subject to review and revision annually. However, policies and protocols are continually being reviewed and changed to better achieve the educational mission. Saint Anthony College of Nursing reserves the right to update and modify the catalog as needed. Amendments, additions, or deletions made during the academic year will be announced on Canvas and reinforced by the student's Faculty Advisor. All changes are effective immediately after being announced. Students should use the catalog as an informational guide and not as a statement of contractually binding terms. The catalog is not a contract. Students are expected to know the policies governing the academic program as published in this catalog and to plan a program of studies that would satisfy the requirements for the degree program in which they have matriculated. In cases of conflict between the most recent reversion of the catalog and other policy statements, the College President has discretion to resolve the conflict.

SAINT ANTHONY COLLEGE OF NURSING

# ACADEMIC CALENDAR FOR 2025-2028

| FALL SEMESTER | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|
| New Student Orientation | Aug 6 | Aug 5 | Aug 4 | Aug 9 |
| Boot Camp (Undergraduate) | Aug 6 | Aug 5 | Aug 4 | Aug 9 |
| Last day for full tuition refund for 1st 8-week or 16-week courses | Aug 8 | Aug 7 | Aug 6 | Aug 11 |
| Opening Mass - Classes begin | Aug 11 | Aug 10 | Aug 9 | Aug 14 |
| Last day to add - 1st 8-week courses | Aug 13 | Aug 12 | Aug 11 | Aug 16 |
| Last day to withdraw - 1st 8-week courses with "W" and 90% refund | Aug 15 | Aug 14 | Aug 13 | Aug 18 |
| Last day to add - 16-week courses | Aug 15 | Aug 14 | Aug 13 | Aug 18 |
| Last day to withdraw – 16-week courses with "W" and 90% refund | Aug 15 | Aug 14 | Aug 13 | Aug 18 |
| Last day to withdraw – 1st 8-week courses with "W" and 70% refund | Aug 21 | Aug 20 | Aug 19 | Aug 25 |
| Last day to withdraw – 16-week courses with "W" and 70% refund | Aug 22 | Aug 21 | Aug 20 | Aug 26 |
| Last day to withdraw – 1st 8-week courses with "W" and 50% refund | Aug 27 | Aug 26 | Aug 25 | Aug 30 |
| Last day to withdraw – 16-week courses with "W" and 50% refund | Aug 29 | Aug 28 | Aug 27 | Sept 1 |
| Labor Day (College closed) | Sep 1 | Sep 7 | Sep 6 | Sep 4 |
| Last day to withdraw – 1st 8-week courses with "WP" or "W-F" grade | Sep 19 | Sep 18 | Sep 17 | Sep 22 |
| Last day for full tuition refund for 2nd 8-week courses | Oct 3 | Oct 2 | Oct 1 | Oct 6 |
| 2nd 8-week courses begin | Oct 6 | Oct 5 | Oct 4 | Oct 9 |
| Last day to withdraw – 2nd 8-week courses with "W" and 90% refund | Oct 10 | Oct 9 | Oct 8 | Oct 13 |
| Last day to withdraw – 2nd 8-week courses with "W" and 70% refund | Oct 15 | Oct 14 | Oct 13 | Oct 18 |
| Last day to withdraw – 2nd 8-week course with "W" and 50% refund | Oct 21 | Oct 20 | Oct 19 | Oct 24 |
| Last day to withdraw – 16-week courses with "WP" or "W-F" grade | Oct 31 | Oct 30 | Oct 29 | Nov 3 |
| Spring and Summer Registration | Oct 20-Nov 3 | Oct 19-Nov 2 | Oct 18-Nov 1 | Oct 23-Nov 6 |
| Last day to withdraw – 2nd 8-week courses with "WP" or "W-F" grade | Nov 14 | Nov 13 | Nov 12 | Nov 17 |
| Fall Break (no classes M-W; College closed Th-F) | Nov 24-28 | Nov 23-27 | Nov 22-26 | Nov 20-24 |
| Final Exams | Dec 8-11 | Dec 7-10 | Dec 6-9 | Dec 11-14 |
| Baccalaureate Service & Commencement Ceremony | Dec 12 | Dec 11 | Dec 10 | Dec 14 |

| SPRING SEMESTER | 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|
| New Year's Holiday (College closed) | Jan 1 | Jan 1 | Jan 1 | Jan 1 |
| Faculty return | Jan 5 | Jan 4 | Jan 3 | Jan 8 |
| New Student Orientation | Jan 7 | Jan 6 | Jan 5 | Jan 10 |
| Boot Camp (Undergraduate) | Jan 7 | Jan 6 | Jan 5 | Jan 10 |
| APRN Boot Camp | Jan 7 | Jan 6 | Jan 5 | Jan 10 |
| Last day for full tuition refund for 1st 8-week or 16-week courses | Jan 9 | Jan 8 | Jan 7 | Jan 12 |
| Opening Mass - Classes begin | Jan 12 | Jan 11 | Jan 10 | Jan 15 |
| Last day to add – 1st 8-week courses | Jan 14 | Jan 13 | Jan 12 | Jan 17 |
| Last day to withdraw – 1st 8-week courses with "W" and 90% refund | Jan 15 | Jan 14 | Jan 13 | Jan 18 |
| Last day to add – 16-week courses | Jan 16 | Jan 15 | Jan 14 | Jan 19 |
| Last day to withdraw – 16-week courses with "W" and 90% refund | Jan 16 | Jan 15 | Jan 14 | Jan 19 |
| Last day to withdraw – 1st 8-week courses with "W" and 70% refund | Jan 22 | Jan 21 | Jan 20 | Jan 25 |
| Last day to withdraw – 16-week courses with "W" and 70% refund | Jan 23 | Jan 22 | Jan 21 | Jan 26 |
| Last day to withdraw – 1st 8-week courses with "W" and 50% refund | Jan 27 | Jan 26 | Jan 25 | Jan 30 |

| **SPRING SEMESTER** | **2026** | **2027** | **2028** | **2029** |
|---|---|---|---|---|
| Last day to withdraw – 16-week courses with “W” and 50% refund | Jan 30 | Jan 29 | Jan 28 | Feb 2 |
| Last day to withdraw – 1st 8-week courses with “WP” or “W-F” grade | Feb 20 | Feb 19 | Feb 18 | Feb 23 |
| Spring Break (no classes M-F) | Mar 9-13 | Mar 8-12 | Mar 6-10 | Mar 12-16 |
| Last day for full tuition refund for 2nd 8-week courses | Mar 13 | Mar-12 | Mar 10 | Mar 16 |
| 2nd 8-week courses begin | Mar 16 | Mar 15 | Mar 13 | Mar 19 |
| Last day to withdraw – 2nd 8-week courses with “W” and 90% refund | Mar 20 | Mar 19 | Mar 17 | Mar 23 |
| Last day to withdraw – 2nd 8-week courses with “W” and 70% refund | Mar 26 | Mar 25 | Mar 23 | Mar 29 |
| Last day to withdraw – 2nd 8-week courses with “W” and 50% refund | Mar 31 | Mar 30 | Mar 28 | Apr 3 |
| Fall Registration | Apr 6 – 17 | Apr 5 - 16 | Apr 3 - 14 | Apr 9 – 20 |
| Last day to withdraw – 16-week courses with “WP” or “W-F” grade | Apr 10 | Apr 9 | Apr 7 | Apr 12 |
| Good Friday (College closed) | Apr 3 | Mar 26 | Apr 14 | Mar 30 |
| Last day to withdraw – 2nd 8-week courses with “WP” or “W-F” grade | Apr 24 | Apr 23 | Apr 21 | Apr 26 |
| Final Exams | May 11-14 | May10-13 | May 8-11 | May 14-17 |
| Baccalaureate Service & Commencement Ceremony | May 15 | May 14 | May 12 | May 18 |

| **SUMMER SEMESTER** | **2026** | **2027** | **2028** | **2029** |
|---|---|---|---|---|
| Last day for full tuition refund for 8-week courses | May 22 | May 21 | May 19 | May 25 |
| Memorial Day Holiday (College closed) | May 25 | May 31 | May 29 | May 28 |
| Classes begin | May 26 | May 24 | May 22 | May 29 |
| Last day to add course | May 29 | May 27 | May 25 | Jun 1 |
| Last day to withdraw course with “W” and 90% refund | May 29 | May 27 | May 25 | Jun 1 |
| Last day to withdraw course with “W” and 70% refund | Jun 5 | Jun 3 | Jun 1 | Jun 8 |
| Last day to withdraw course with “W” and 50% refund | Jun 11 | Jun 10 | Jun 8 | Jun 15 |
| Last day to withdraw course with “WP” or “W-F” grade | Jul 2 | Jul 9 | Jul 7 | Jul 6 |
| Independence Day Holiday (College closed) | Jul 3 | Jul 5 | Jul 4 | Jul 4 |
| Official Last Day of Term | Jul 23 | Jul 22 | Jul 20 | Jul 26 |

Revised 9/8/25