



SAINT MICHAEL COLLEGE OF ALLIED HEALTH

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**CATALOG
AND**

STUDENT HANDBOOK

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SAINT MICHAEL COLLEGE OF ALLIED HEALTH

HISTORY

Saint Michael College of Allied Health was incorporated in the State of Virginia as a for-profit educational institution on July 3, 2007. The College was certified by the State Council of Higher Education for Virginia on October 14, 2008, to offer an Associate Degree in Applied Science in Nursing. Saint Michael College of Allied Health was granted provisional approval by the Virginia Board of Nursing on January 26, 2010, and full approval on September 10, 2014. On October 31, 2012, Saint Michael College of Allied Health was accredited by the Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350. <http://www.council.org>, the accreditation reaffirmation is due in 2018. Saint Michael School of Allied Health was initially approved by the District of Columbia Higher Education Licensure Commission and the District of Columbia Board of Nursing on July 2, 2003, as Comprehensive Health Academy School of Practical Nursing. The school name was changed in January 2013 after the school became a branch campus of Saint Michael College of Allied Health. The Practical Nursing Program is accredited by Accreditation Commission for Education in Nursing (ACEN).

OWNERSHIP

SCHOOL OFFICERS

President /Program Director/Owner: Michael Adedokun, Ph.D., RN, NEA-BC, CNE

Vice President/Faculty Coordinator: Catherine Adedokun, RN, MSN

MISSION, AND GOALS

MISSION

The primary mission of Saint Michael College of Allied Health (SMCAH) is to provide allied health education to men and women from diverse backgrounds and cultures. Upon completion of the College's educational programs, the Northern Virginia and District of Columbia communities will be provided with a professional workforce that is qualified and competent to practice in culturally diverse communities and environments.

GOALS

- To provide an environment that will enhance and stimulate learning for students.
- To employ and retain qualified and experienced faculty who meet the State of Virginia Board of Nursing and Accreditation Commission for Education in Nursing (ACEN) criteria to implement a well-defined program of learning based on stated philosophy, goals and curriculum framework.
- To prepare graduates who are eligible for the NCLEX-RN and are able to practice competently in entry-level positions in a variety of health care settings.
- To meet the increasing demand for nurses in the community by maintaining a high level of successful first-time NCLEX –RN test takers.
- To meet the healthcare needs of the community by preparing graduates who are certified to be employed in various allied health occupations.
- To prepare graduates who are certified in computer technology to meet the needs of the community

SMCAH VISION

Our vision is to meet the surrounding communities' need for allied health professionals by providing quality allied health education to a diverse population through dedication to high standards, quality instructional services, community alliances, and innovative leadership.

VALUES

- **Integrity:** Respect for the dignity, equality, diversity, and potential of self and others in personal and professional interactions.
- **Responsibility:** Accountability in personal, professional, community, fiscal affairs, and services.
- **Accessibility:** Equal opportunity to advance professionally and personally in a clean, safe, stimulating, and aesthetically pleasing environment.
- **Collaboration:** Partnerships among students, faculty, staff, and community to promote open and effective communication, decision-making, and implementation of ideas and processes.
- **Life Long Learning:** Fostering of intellectual and technical growth through a commitment to continuous improvement, innovation, and appreciation of people's past experience.

PHILOSOPHY

The administration and faculty of Saint Michael College of Allied Health support the philosophy, purpose, and objectives of the college. This philosophy is evidenced in each of the programs of study. The faculty believes that allied health education is a life-long process. In addition, the faculty holds the following beliefs about:

Humanity

The human being is a bio-psycho-social-spiritual being with decision-making abilities who possesses the potential for optimal health. The human being is viewed as an individual, a member of a family, and as a member of society. The human being functions as a dynamic, integrated whole that is influenced by his internal and external environments. The human being's adaptive behaviors are continually being influenced by developmental stages, past learning and cultural influences, and by a hierarchy of self-care needs occurring throughout the life cycle. The human being has the right to participate in self-care and decisions affecting his well-being, health status, and care.

Health

Health is a dynamic process of biological, psychological, behavioral, social, cultural and spiritual well-being and reflects each individual's ability to interact with a constantly changing environment. Wellness and its absence are socially, culturally and individually defined concepts representing the degree of variation in an individual's ability to alter or adjust to their environment. The nurse and the individual or community collaborate as partners to design, implement, manage and evaluate interventions for the promotion of well-being, the prevention of illness and the achievement of optimal functioning.

Environment

The environment consists of biological, psychological, behavioral, social, cultural and spiritual factors. The environment is dynamic and constantly changing, and this change may result in alterations in health of an individual or community. Nurses, in providing health promotion, disease prevention, acute care, long-term care, and community care, become part of an individual's or community's environment. This function necessitates the use of both artful collaboration and scientific knowledge in achieving positive outcomes within a caring environment.

Teaching and Learning

- The teaching learning process is essential to the practice of nursing. Teaching practices are highly individualized as a result of the instructor's teaching style, knowledge at hand, and clinical experience; and the learners' aptitude, learning style, culture and ability to learn.
- Learning is a collaborative process in which the teacher and student work together to accomplish a shared goal.
- Students learn best when first given a foundation on which to build. The practice of presenting simple concepts and skills first and building complexity as students' progress through the program enhances learning.
- Learning materials must be varied, multidimensional, and designed to provide various sources of input for students with different learning styles. Incorporating the use of technology to enhance the overall learning experience of each student will increase the likelihood students will understand and be able to utilize the theory presented.
- Application of theory to practice requires hands-on experiences in the laboratory and in clinical situations.

PROGRAMS OF STUDY

PROGRAMS OFFERED AT DC BRANCH CAMPUS

Practical Nursing (Certificate Program/ 14 months)

GENERAL ADMISSION STATEMENT FOR DC BRANCH CAMPUS PROGRAMS

Enrollment in the Saint Michael School of Allied Health Practical Nursing Program is open to applicants 17 years of age and older. The student must be 18 years old prior to taking the National Licensure Examination. All the rights, privileges, programs, and activities are made available to all students regardless of their religion, gender, race, color, and national origin.

PROGRAMS OFFERED AT MAIN CAMPUS

Associate in Applied Science Degree in Nursing (A.A.S/ 24 months)

ADMISSION STATEMENT FOR ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING

Enrollment in Saint Michael College of Allied Health Associate of Applied Science Degree in Nursing is open to applicants who have graduated from an accredited high school or have obtained their GED. Students must be 18 years old prior to taking the National Licensure Examination. All rights, privileges, programs, and activities in the program are made available to all students regardless of their religion, gender, race, color, and national origin.

ASSOCIATE IN APPLIED SCIENCE DEGREE IN NURSING (A.A.S) PROGRAM

The Associate of Applied Science degree is considered a terminal degree. This degree is considered a terminal degree, which means the credits generally earned in this program are not applicable to other degrees.

PROGRAM DESCRIPTION

The Associate of Applied Science degree (A.A.S) in nursing is approved by the Virginia Board of Nursing. Students are required to complete a total of 70 credits for graduation which includes 40 nursing credits and 30 support, general education and elective credits. The nursing education program includes the study of the biophysical and psychosocial sciences as well as the nursing applications. The College prepares men and women for national licensure to practice professional nursing in acute, chronic, ambulatory and home health care settings. The length is 24 months for the day program and 36 months for the evening program. The program requires concentration and a considerable number of independent study hours in addition to 24 to 32 hours per week of classroom, learning lab and clinical activities. Upon completion of the Associate of Applied Science degree (A.A.S) in nursing, graduates will be able to sit for the National Council Licensure Examination (NCLEX-RN) for Registered Nurses.

PROGRAM MISSION

The primary mission of Saint Michael College of Allied Health (SMCAH) is to provide allied health education to men and women from diverse backgrounds and cultures. Upon completion of the College's educational programs, the Northern Virginia and District of Columbia communities will be provided with a professional workforce that is qualified and competent to practice in culturally diverse communities and environments.

STUDENT LEARNING OUTCOMES

Upon completion of the Associate of Applied Science degree (A.A.S) in nursing, graduates will be able to:

Patient-centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve patient care.

Evidenced Based Practice: Integrate best current evidence with clinical expertise and patient / family preference and values for delivery of optimal health care.

Safety: Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

PROGRAM OUTCOMES

Completion

70% of students will complete the program in 150% time

Pass Rates

Graduate first-time NCLEX rates will be at or above the national mean

Graduate Satisfaction

80% of students will agree or strongly agree that they were satisfied with the preparation for nursing practice provided by the nursing program

Employer Satisfaction

80% of students and employers will identify that they strongly agree or agree (Likert scale) that the students demonstrate proficiency in student learning outcomes.

Placement

80% of graduates will have job placement or be enrolled to further their education six months post-graduation.

Quality and Safety Education for Nurses (QSEN)	Orem Self-Care Deficit Theory	Student Learning Outcomes	Course
<p>Patient-centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.</p>	<p>Self-Care Agency Addresses the needs of the client across the lifespan. The client may be an individual, family or community.</p>	<p>Demonstrate respect for the dignity and uniqueness of others, value diversity, integrity, mutual trust, civility, self-determination, and regard for personal preferences and desires.</p>	<p>Med-Surg Nursing I & II, Maternal Health, Pediatric Nursing, Mental Health,</p>
<p>Evidenced Based Practice: Integrate best current evidence with clinical expertise and patient / family preference and values for delivery of optimal health care.</p>	<p>Nursing Systems These are actions or interactions that nurses develop with clients and other team members to support the client in overcoming self-care deficit(s).</p>	<p>Utilize evidence-based nursing judgment when prioritizing care, implementing interventions, reporting changes, and promoting the health of individual patients across the lifespan.</p>	<p>Fundamentals of Nursing, Pharmacology, Med-Surg Nursing I & II, Maternal Health, Pediatric Nursing, Mental Health, Gerontology Transition in Nursing</p>
<p>Safety (QSEN) Minimize risk of harm to patients and providers through both system effectiveness and individual performance.</p>	<p>Supportive Educative Systems The person is able to perform or should learn to perform required measures of externally or internally or oriented therapeutic self-care but cannot do so without assistance</p>	<p>Describe processes used in understanding causes of error and allocation of responsibility and accountability</p>	<p>Pharmacology, Fundamentals of Nursing, Pharmacology, Med-Surg Nursing I & II, Maternal Health,</p>
<p>Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve patient care.</p>	<p>Nursing Systems These are actions or interactions that nurses develop with clients and other team members to support the client in overcoming self-care deficit(s).</p>	<p>Function effectively within nursing and inter-professional teams, fostering open Communication, mutual respect, and shared decision-making to achieve quality patient care.</p>	<p>Fundamentals of Nursing, Transition to Nursing, Medical, Surgical Nursing I</p>

CONCEPTUAL FRAMEWORK

The nursing program integrates Orem's Self-Care Deficit Nursing Theory as its conceptual framework. The person (or patient) is the central focus of nursing care. According to Orem, the person's health state is mediated by his/her environment. A person, who is healthy, is capable of self-care. When there is an illness in the person's health state, the person is not able to complete all self-care requisites. When this occurs, nursing care is needed to assist the person in completing his/her self-care. Nurses must assess the person's ability to provide his/her own self-care and the environmental context of the person in order to overcome health-associated limitations.

NURSING PROCESS

The unifying concept that binds the concepts into a meaningful, holistic entity is the nursing process. The nursing process (assessment, diagnosis, planning, implementation, and evaluation) is a systematic approach by which the nurse is able to assist the patient in maintaining his or her optimal level of health. The nurse functions as an accountable member of the health care team in an independent, interdependent, or dependent role.

ADMISSION POLICIES FOR A.A.S. PROGRAM

ADMISSION REQUIREMENTS AND PROCEDURES

Application forms can be obtained at Saint Michael College of Allied Health at 8305 Richmond Highway, Unit 10A, Alexandria, VA 22309.

Applicants will be considered for admission to Saint Michael College of Allied Health Associate of Applied Science (Nursing) after successfully completing the following requirements:

- Provide an official, translated high school transcript from an accredited high school or GED
- Achieve a Reading Comprehension Score of 75% or higher and a math score of 70% or higher on Evolve Reach Admission Assessment Exam.
- In order to be admitted directly to the nursing program, students must provide an official translated transcript of 27 credit hours of pre-nursing courses listed below from an approved/accredited college or university. Submission of an official transcript of 27 college credits will exempt an applicant from providing an official high school transcript but must show proof of high school diploma completion for Financial Aid Eligibility.
 - Anatomy and Physiology, I with Laboratory (4 Credits)
 - Anatomy and Physiology II with Laboratory (4 Credits)
 - Microbiology with Laboratory (4 Credits)
 - English Composition I (3Credits)
 - Research and Literature (3Credits)
 - General Psychology (3Credits)
 - Developmental Psychology (3Credits)
 - College Mathematics (3Credits)
- Submit a completed application form and application fee.
- Have all non-English credentials and transcripts translated and evaluated by SMCAH approved Credential Evaluation Agencies:
 - **Educational Credential Evaluators Inc. (ECE)** PO Box 514070, Milwaukee, WI 53203. Telephone: (414) 289-3400 Email: eval@ece.org Web: www.ece.org
 - **World Education Services (WES)**, Bowling Green Station, P.O. Box 5087. New York, NY 10274-5087 Telephone: (212)966-6311. Web: www.wes.org
- Submit two personal references from previous teachers, employers or coworkers.

- Submit a current American Heart Association (AHA) CPR Certification card: Current certification is required for all clinical courses. It is the student's responsibility to keep the certification current.
- Supply complete documentation that Health Requirements are met: evidence of having received a physical exam, immunization for Rubella, Tetanus, and Hepatitis B series (or sign a waiver of decline for Hepatitis B immunization).
- Supply proof of a negative tuberculin skin test or chest x-ray. These records must be on file within the first two weeks of classes. It is the student's responsibility to keep this information current.
- Health Insurance is strongly recommended.
- Saint Michael College of Allied Health assumes no responsibility for any injuries and/or illnesses incurred while performing one's duties as a student nurse.
- Malpractice Insurance is provided by Saint Michael College of Allied Health for nursing students when performing duties on behalf of or under the direction of the College.
- Complete a personal interview with the Program Director or his designee and/or the school Financial Advisor.
- Submit to a drug screening prior to beginning of classes. Students must abide by the drug screening policies of each clinical agency in which they are assigned for clinical practicum.
- Saint Michael College of Allied Health (SMCAH) maintains a drug-free environment.
- Students who test positive for illicit drugs will be excluded from the program.
- Criminal background checks will be conducted on all students prior to admission in to the nursing program. If a student is found to have criminal background after enrollment in the nursing program, the student will be dismissed from the nursing program due to his or her inability to progress.
- Students may be denied access to clinical facilities based on offenses appearing on their criminal records which may have occurred more than seven years ago.
- Students should also know that having a criminal background may hinder future employment opportunities in health care facilities or home care.

CANDIDATE ACCEPTANCE PROCEDURE

The Admissions Committee is responsible for reviewing all applications and documents for admission. Successful applicants who are granted admission into the Associate of Applied Science (Nursing) are notified in writing. The successful applicants are required to return a signed copy of the application form with the initial deposit to the school's admissions office two weeks before the start of classes. Admission is granted to qualified applicants who have met all the admission criteria and standards published in the catalog.

ADMISSION RECORDS

Applications and documents submitted by an applicant for the admission process remain the property of SMCAH and will not be returned to the applicant whether or not the applicant is admitted.

RESIDENCY REQUIREMENT

For residency purposes, minimum of 30% course work must be completed at Saint Michael College of Allied Health in order to be awarded a certificate or diploma.

LIFE OR WORK EXPERIENCE

At Saint Michael College of Allied Health, no credits will be awarded for life or work experience.

SMCAH COURSE SEQUENCE/ A.A.S. NURSING PROGRAM

TERM I	CREDIT HOURS
Math 111: College Math	3
ENGL 101: College Composition	3
PSYC 201: General Psychology	3
BIO 201: Anatomy & Physiology	4
ENGL 102: Research & Literature	3
Total	16
TERM II	CREDIT HOURS
BIO 203: Microbiology	4
PSYC 202: Development Psychology	3
BIO202: Anatomy & Physiology II	4
Total	11
TERM III	CREDIT HOURS
PHR 101: Pharmacology	3
NURS 102: Techniques of Clinical Nursing	3
NURS 101: Nutrition	3
NUR 101: Fundamentals of Nursing	3
Total	12
TERM IV	CREDIT HOURS
NURS 201: Medical Surgical Nursing I	5
NURS 206: Maternal Health/ Pediatric	8
Total	13
TERM V	CREDIT HOURS
NURS 204: Mental Health Nursing	4
NURS 202: Medical Surgical Nursing II	5
Total	9
TERM VI	CREDIT HOURS
NURS 207: Capstone Course	3
NURS 203: Gerontology /Community Health Nursing	3
NURS 205: Nursing Leadership	3
Total	9
Total Credit Hours (Term I-VI)	70

REGISTRATION AND ORIENTATION

1. Registration and Orientation activities are held during the first week of the term for each newly admitted class.
2. Registration procedure:
 - Students must complete all paperwork required for their record at the admissions office.
 - Students must complete and obtain financial clearance from the accounting office.
 - Academic and general orientation activities are held before the start of classes for the newly admitted class.

LATE REGISTRATION

Provision of a late registration period to be determined by the Admissions and Academic Committees is made for students who are not able to register during the normal registration period. Students who must register during this late registration period will be assessed a late registration fee.

TRANSFER OF STUDENTS FROM OTHER INSTITUTIONS (NURSING PROGRAM)

Saint Michael College of Allied Health will consider only courses completed at a degree-granting institution of higher education that has been fully accredited by one of the national or regional accrediting agencies. For courses completed outside the United States, it must be evaluated by one of the approved credential evaluation agencies in the USA. No clinical nursing courses except Fundamentals of nursing will be accepted for the nursing program. To grant credit for Fundamentals of Nursing, Pharmacology and Nutrition applicants must have received a minimum of "C" grade from the previous college or University and receive a satisfactory score on a written comprehensive examination such as ATI or HESI administered by SMCAH. No credit will be granted for work, life experiences or clinical hours completed in other nursing programs. Licensed Practical Nurses transitioning into ADN are awarded 150 clinical hours. Transfer credits that may be accepted for the associate degree in nursing program will not exceed 36 total credit hours, which may include science courses and English classes in which students have received a "C" grade or above from an accredited college or university. Similarly, SMCAH can make no guarantee that its credits will be accepted by other institution. **GPA of transfer credits will not be factored into the College's program GPA calculation.**

Transfer of Credits or Courses within the College

Students wishing to transfer from one program to another within the school may do so only if they are in good standing in their current program. Any student dismissed for academic progress cannot transfer to another program within the school.

Transferability of Credit to other Institutions

Saint Michael College of Allied Health does not imply, promise or guarantee transferability of its credits or courses to any other institution. The fact that a college is licensed and accredited is not necessarily an indication that another college will accept courses taken or credit earned at that college.

ELIGIBILITY FOR LICENSURE (NCLEX-RN)

- The National Council Licensure Examination for Registered Nurses [NCLEX-RN] is administered locally by the NCLEX throughout the year.
- Students certified by Saint Michael College of Allied Health for the licensure examination must submit an application for licensure with their official transcript to **the Virginia, District of Columbia or Maryland Board of Nursing.**
- **Students must present SMCAH Board of Nursing certification to sit for NCLEX within 90 days, failure to do so will require a recertification.**
- **Students must retake and pass Comprehensive Exit Exam, including clinical skills evaluation in order to be recertified after the expiration of the initial certification.**

- Students are again reminded that official transcripts will only be issued when all academic and financial requirements are met.
- Students must also register and pay for the NCLEX examination with Pearson VUE.
- Remember to use the school's program name and code number in the application form.

COMPREHENSIVE COURSE ASSESSMENT TECHNOLOGY INSTITUTE (ATI) POLICY

Each student will be assigned an ATI Review Counselor and required to take online ATI assessment for competency in all components of the program, Fundamentals, Pharmacology, Medical-Surgical, Maternal Newborn, Nursing Care of Children, Mental Health, Community, and Leadership. In the review, each week, students will focus on a different content area moving through the following each week:

- Complete pre-assessment assignment
- Take online assessments
- Complete individualized, focused review
- Complete individualized post-assessment assignment sent by mentor
- Review weekly tips email sent by mentor
- The weekly report will be emailed to the Program Director with student's progress reports.
- The College uses ATI report to identify students who have completed their assignments and received green light status

Once the review is completed, and the completion requirements are met, each student will receive a green light status from ATI. The green light status must be current in order to be eligible for on campus proctored NCLEX-RN Comprehensive Exit Assessment.

It is estimated that the program will require students to spend about 5-8 hours per week (1-2 hours per day) reviewing depending on individuals' knowledge level. Students are also required to take online ATI assessment weekly. Each student will be given a total period of 6-8 weeks to complete the review and receive a green light status.

COMPREHENSIVE EXIT EXAMINATION POLICY

A Comprehensive Exit Examination covering all program course material will be scheduled at the end of NURS 207: Capstone Course.

To be eligible to sit for the Comprehensive Exit Exam, the student must:

1. Fulfill his/her financial obligations to the College.
 2. Complete NCSBN's Review for the NCLEX-RN and submit a certificate of completion.
 3. Complete all the course work satisfactorily with a minimum GPA of 2.5
 4. Complete Virtual ATI NCLEX-RN Review and achieve a green light status within 8 weeks of the Virtual ATI enrollment.
- If a student fails the Comprehensive Exit Examination on the first attempt, the student must complete an online Kaplan review course and then repeat the Exam on the 2nd attempt within six weeks.
 - If a student fails the Comprehensive Exit Exam on the 2nd attempt, the student will be asked to attend an external NCLEX-RN Review class recommended by the College and then repeat the Exam on the 3rd attempt within six weeks.
 - If the student fails on the 3rd attempt, the student will be asked to withdraw from the program or repeat NURS 207: Capstone Course if eligible.
 - The College administers its own Comprehensive Exam using ATI online software, and the passing score on this exam is 76%. If the College uses HESI Exam, the passing score is 900 Composite Score.

GRADUATION REQUIREMENTS

To be eligible for graduation, students must complete all course requirements (70 credits).

Students must also:

- Maintain a minimum of 2.5 GPA
- Meet all other academic and financial requirements
- Obtain a passing score of 76% on the Comprehensive Examination or 900 Composite Score on HESI
- Complete all clinical course work with a passing grade

GENERAL ACADEMIC POLICIES

ACADEMIC COMMITTEE

The governing board of Saint Michael College of Allied Health shall appoint the Academic Committee.

PURPOSE:

- The principal functions of the academic committee are administration and implementation of the school's academic and general policies.

COMPOSITION:

- The academic committee consists of four full-time faculty members, including the Program Director/President, who serves as the chair. Other committee members serve on a rotating basis.

ADMINISTRATION

Saint Michael College of Allied Health actively develops its human, financial, physical, and administrative resources in service of the following objectives:

1. Academic Scholarship and Partnership

SMCAH strives for high standards in teaching, research, and working with the community, business and educational partners for the success of our learners and our college.

2. Quality

Saint Michael College of Allied Health strives to create an environment of teamwork and collaboration in which, through continuous performance improvement, faculty and staff pursue excellence, take pride in their work and the college, maintain their dedication to the advancement of knowledge through student learning, contribute to their profession, and serve the public.

3. Respect

SMCAH provides an environment that fosters mutual respect, student support, faculty, and staff to assist or encourage students to develop to their maximum potential intellectually, socially, and physically as well as spiritually. SMCAH provides an environment that enhances and stimulate learning for students.

4. Integrity

The college consciously integrates ethical values, openness, fairness, and transparency into all courses and activities.

5. Accountability

The college meticulously implements outcome-based accountability measures to meet the expectations of the accrediting agencies, the State Council of Higher Education for Virginia, and other stakeholders.

ORGANIZATION AND GOVERNANCE

Saint Michael College of Allied Health operates under shared governance, which is evidenced in meeting agendas, minutes, and committee assignments. SMCAH maintains a committee structure to provide a mechanism for faculty, staff, and students to be involved in the decision-making process by acting in an advisory capacity to the President/Program Director. Committees at SMCAH are formed as needed for continuous improvement and the completion of work on specific tasks. Committees may be established by any employee of SMCAH with the approval of the President /Program Director.

The Student body is represented by having a representative of Student Government Association. At Saint Michael College of Allied Health, students are participating members of the several committees of the College, except those involving personnel decisions, and faculty tenure and promotion matters. Student Government Association (SGA) provides recommendations to the President/Program Director for matters affecting student interests. Also, student representation is encouraged on college ad hoc committees, task forces, and work teams involving or affecting student interests. The purpose of Student Government Association is to represent the students in the decision-making process directly affecting students. It also serves as a channel for the expression of student opinion; to encourage the personal and academic development of students through their participation in student activities. SGA promotes a feeling of unity among the entire academic community of the college; to enhance the relationship between the academic community and its service area, and to maintain an active relationship with the SMCAH.

ACADEMIC CALENDAR

Classes Begin	January 9
Last Day for Schedule Adjustments with Tuition Refund.....	January 23
Class begins	May 7
Last Day for Schedule Adjustments with Tuition Refund	May 21
Classes Begin.....	September 3
Last Day for Schedule Adjustments with Tuition Refund.....	September 17
Commencement Ceremony.....	June 23
Last Day of Class for Christmas Break	December 21

The student academic year varies according to the student’s month of entry into the program. The program consists of a total of 3402 hours to be completed in twenty-four months.

CLASS HOURS

Monday – Friday

- Classroom hours are from 8 AM to 4 PM for the day program and 5 PM to 10 PM for the evening program.
- Clinical Site hours are from 7 AM to 3:30 PM for the day program and 3 PM to 11:30PM for evenings. Clinical hours may vary per clinical site.
- A short break of usually one week is scheduled at the end of the year between Christmas and New Year’s Day.
- The following holidays are observed: New Year’s Day, Dr. Martin Luther King Jr. Birthday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

CLASS SCHEDULES

Students have the opportunity to check class schedules any time. Each student will be given a class schedule at the beginning of each course.

ATTENDANCE

SMCAH requires all students to adhere strictly to the following class and clinical attendance guidelines:

- A minimum attendance rate of 90% is required for each class and 95% for each clinical rotation. Any missed classroom and/or clinical time, excused or unexcused, will be included when figuring attendance rates. Missing more than 10% of class time will result in the assignment of a failing grade for the course subsequent to an attendance audit. Excessive absence or tardiness will result in the student's inability to complete the program. Missing more than 5% of the clinical time in any area will require clinical make-up.
- Students will arrive on time for classes and at clinical sites and remain for the entire length of the session as stated in the course or clinical schedule. Students must be at the designated place and/or unit at the clinical site five minutes prior to designated time. Students must remain on the assigned unit for the entire clinical time. Students will not leave for the day until they have completed all assignments and documentation and have been dismissed by the instructor.
- Examinations, quizzes, and return demonstration of clinical practicum missed due to absence or tardiness may not be made up. Exceptions will be made for illnesses or emergencies that are officially documented by an attending physician or other appropriate authorities.
- Tardiness or Absence: If a student must be tardy or absent, these procedures must be followed:
 - The student must inform the Saint Michael College of Allied Health office, the instructor, and/or the clinical facility no later than one hour before the beginning of the scheduled class or clinical.
 - At the end of each course, a day will be assigned for make-up examination, quiz, and/or assignment. It is more difficult to make-up missed clinical time due to the availability of clinical sites and rotational schedule; please note that missed clinical time will delay your graduation.
 - If a student is 15 minutes tardy to the clinical site, the student may be sent home and given an absence for that day. A second tardy to the clinical site will be referred to the program director for appropriate action.

EXAMS MAKE-UP POLICY

Excused Absences include illness, accidents, family death, court dates or immigration appointments which cannot be avoided or changed. These absences must be supported by official documentation before a make-up quiz or exam will be given. Makeup exam may not be more than 25 questions and a student can only achieve a 76% or lower grade on any make-up quiz or exam. At the end of each course, a day is assigned for make-up exams. A student who does not take the exam as scheduled will receive a zero percent (0%) grade for the exam.

DOCUMENTATION OF ATTENDANCE RECORD

CLASSROOM ATTENDANCE RECORDS

Instructors shall be responsible for maintaining attendance records during classroom sessions and clinical experiences. At the beginning of each class session (8:00am-9:00 am for the day program, the instructor will allocate a few minutes at a set time for the students to sign in on the attendance record or to conduct a roll call. Before the end of each class session, (3:30 pm – 4:00 pm, for day program) or 9:30pm-10:00 pm for the evening program), the instructor will again allocate a few minutes at a set time for the students to sign out on the attendance record or to conduct a roll call. The instructor must ensure that the attendance record sheets are turned over daily to the

administration. A student is considered absent if the sign-in or sign-out attendance records are not signed, or the roll call sheet is not checked.

CLINICAL ATTENDANCE RECORDS

At the beginning of each clinical session, the instructor will record student attendance, and do so again at the end of the clinical session (2:30 pm – 3:00 pm for the day program and 10:30-11:00 pm for the evening program). The clinical instructor must ensure that the attendance record sheets are turned over to the administration as soon as possible. A student is considered absent if either the sign-in or sign-out attendance record sheet is not signed. **CLINICAL ABSENCES MUST BE REPORTED DAILY TO THE SCHOOL ADMINISTRATION AS THEY OCCUR.**

ATTENDANCE AUDIT

The attendance record for each student will be audited at the end of each course to determine whether the attendance requirement has been met. The attendance record is also used in the tuition audit. Any student who does not meet the attendance requirement will receive an “F” grade for that course regardless of the actual grade score and will be required to repeat the course. **IT IS THE RESPONSIBILITY OF THE STUDENT TO SELF-AUDIT HIS OR HER ATTENDANCE ON A CONTINUING BASIS.**

ELIGIBILITY TO PARTICIPATE IN CLINICAL ROTATION/INTERNSHIP

Before beginning each clinical rotation/internship, students are responsible for submitting certain paperwork & completing required preparatory activities. Below is a summary of required activities & documents needed to participate in clinical/internship placement.

Student Checklist of Pre-Clinical Requirements

- Students shall provide evidence of having received; a physical exam within the past year, and immunization for Rubella, Tetanus, and Hepatitis B series (or sign a waiver of decline for Hepatitis B immunization).
- Students shall supply proof of an annual negative tuberculin skin test or a negative chest x-ray within an acceptable time frame. These records must be on file within the first two weeks of classes. It is the student’s responsibility to keep this information current.
- Submit a current American Heart Association (AHA) CPR Certification card: Current certification is required for all clinical courses. It is the student’s responsibility to keep the certification current
- Saint Michael College of Allied Health assumes no responsibility for any injuries and/or illnesses incurred while performing one’s duties as a student nurse.
- Malpractice Insurance is provided by Saint Michael College of Allied Health for nursing students when performing duties on behalf of or under the direction of the College.
- Students shall submit to a drug screening before beginning classes and abide by the drug screening policies of each clinical agency in which they are assigned for clinical placement.
- Saint Michael College of Allied Health (SMCAH) maintains a drug-free environment.
- Students who test positive for illicit drugs shall be excluded from the program.
- Criminal background checks shall be conducted on all students before beginning classes
- Students may be denied access to clinical facilities based on offenses appearing on their criminal records which may have occurred more than seven years ago.

GRADING POLICY

The quality of student work in most core program courses is measured by a system of grades consisting of four letter grades. To pass a course, students must earn a 76% ("C"). **Please note a student must maintain 2.5 GPA to remain in the nursing program.** A student earning less than 76% in a course has failed that course. Instructors will, therefore, assign a percentage grade according to the letter system using the following scale:

A	(Superior)	90%-100%	GPA= 4.00
B	(Above Average)	80%-89%	GPA=3.00
C	(Average)	76%-79%	GPA=2.00
D	(Below Average)	70%-75%	GPA=1.00
F	(Below Average)	Below 70%	GPA=0.00

The academic rating of each student is determined by written examinations, quizzes, class participation, clinical experiences, laboratory competence, return demonstrations, and assignments. ATI or HESI RN *Specialty* standardized exams are used in the nursing program, and it is 10% of each nursing course grade except Medical Surgical Nursing II, which is 20%.

Course requirements and the basis of computation of course grades and/or scores will be included in each course syllabus and given to students at the start of each course.

Clinical rotations will be graded on a pass or fail basis. Evaluation of the clinical component of a course will be made based on the stated objectives for that particular course.

The Student will be allowed to double check their grades within 48 hours of the exam or quiz, any request after 48 hours will be denied.

GRADE "I" -- INCOMPLETE

- The grade "I" may be assigned by an instructor after consulting with the Program Director if a student's work in a course has been of passing quality but is incomplete for reasons beyond the student's control.
- For an "I" grade to be assigned, there must be official documentation of the circumstances meriting the incomplete. Circumstances may include but are not limited to, major illness, the death of a close family member, or a major catastrophe.
- A course graded "I" may not be included in the calculation of grades and will not appear on the transcript.
- The grade "I" can be changed to the earned grade provided the course work is completed no later than 30 days after the course is completed.
- If after 30 days the course work is not completed, the grade "I" will be changed to an "F".

ACADEMIC STANDING, PROGRESSION, AND RETENTION IN THE PROGRAM

ACADEMIC STANDING AND PROGRESSION IN THE PROGRAM

Students are considered to be in good academic standing if they maintain at least 2.5 GPA in the nursing program. Any student receiving a grade less than 76% (C) must repeat the course theory, earn at least a grade of 76%, and pass the clinical/internship component.

The following policies apply to the nursing program:

- A Student with two failures in the same course will be asked to withdraw from the program.
- Students who fail the 3rd clinical course will be asked to withdraw from the program.
- Students will be evaluated periodically, and instructors will discuss procedures to improve grades.
- Tutorials will be offered for each course at the request of the student.

RETENTION

For students to remain in the program, a student needs to meet several conditions. These include the following:

- Maintain a 2.5 GPA and minimum of 76% pass mark for all courses during the program
- Maintain a passing grade for all clinical courses during the program
- Complete each course; may repeat a failed course only once
- Adhere to all school's academic and general policies
- Demonstrate a pattern of safe clinical practices commensurate with their educational experience to date
- Meet all financial obligations
- May not remain in the program more than 150% of the length of their enrollment agreement.

STUDENT PROGRESSION/PROBATION

- A student whose grade point average (GPA) falls below a 2.5 in any semester will be automatically placed on probation for the following semester (Nursing Program only).
- A student will be placed on probation for demonstrating behavior inconsistent with ethical, legal, or professional standards as determined by each program's faculty.
- If a student takes a leave of absence after being placed on probation, she/he will be on probation for the semester until she/he returns to the program.
- A student receiving a grade below C in any course must repeat the course to receive credit. Grades for the initial and repeated course will appear on the student's transcript, and both will be used in calculating the cumulative GPA. Students may repeat a given course only once.
- Any student who has failed one nursing course will be placed on Academic Probation and failure on the 3rd nursing course will result in automatic dismissal from the nursing program.
- Clinical nursing courses are NURS 101, NURS 102, NURS 201, NURS 202, NURS 203, NURS 204, NURS 205, NURS 206, and NURS 207.
- Students should maintain continuous enrollment in nursing courses. If enrollment is interrupted, skill competency testing may be required before enrollment in the subsequent nursing course.
- The college will make every effort to offer nursing courses at least once a year, however, enrollment numbers predict whether the course will run as scheduled. Minimum of 6-8 enrolled students is needed for continuous class enrollment.
- The program length may be extended due to circumstances beyond the control of the college, which may include natural disasters, inability to meet the minimum number of students for continuous class enrollment, etc.
- Students are required to pass a comprehensive exit examination taken at the end of the program to qualify for graduation from the Associate degree in nursing program.
- Removal from probation: A student will be removed from probation if she/he receives a grade of C or better in all courses with a cumulative GPA greater than 2.5.

LEAVE OF ABSENCE/EXCLUSION.

EXCLUSION

- A student will be removed from the program if she/he is on probation during more than two semesters over the course of obtaining the degree.
- A student will be removed from the program if she/he fails to obtain a grade of C or better in a repeated course.
- A student will be removed from the program for demonstrating behavior that is grossly or consistently illegal, unethical, or unprofessional as determined by program faculty.
- A student will be removed from the program if she/he verbally or physically threatens a member of the College administration, faculty or staff; or another student; or a client in the practice setting.
- A student has the right to appeal the faculty's decision regarding academic standing.
- The Program Director shall be consulted concerning the appropriate procedures for appeal.
- Students should refer to the policy and procedures about grievances in this Handbook.
- All applications for readmission from students who have been removed from the program are referred to the Program Director for appropriate action.
- A student who has been removed from the program is considered not in good standing and will not be readmitted to the nursing program.

WITHDRAWAL

WITHDRAWAL FROM A COURSE

To withdraw from a course, the student shall complete the following steps:

- Get a course drop form from the Administrative Office.
- Complete the course information for each course to be dropped in the Drop section.
- Student and instructor must sign the form.
- Submit the completed form to the Program Director.

A student who wishes to withdraw from a course must do so before completing 50% of the course. A student who is withdrawing will receive a withdrawal grade based on tests and assignments at the time of withdrawal. For eligibility for a refund see Tuition Refund Policy page 36 in the Student Catalog/Handbook.

A student who does not withdraw and does not complete the course will receive a grade of "F".

WITHDRAWAL FROM THE COLLEGE

To withdraw from SMCAH, a student must:

- Obtain a withdrawal form from the Administrative Office and have it completed.
- Sign and date the form
- Submit the form to the Program Director for approval
- Complete Exit interview on www.studentloan.gov if received federal loans.

Equipment or books belonging to the School must be returned. The School is not responsible for any personal items left after withdrawal. Students who stop attending, but do not complete and submit a withdrawal form to the Program Director may remain on the roster and will be assigned a grade of "F" by the instructor. It is the student's responsibility to withdraw from the School.

Withdrawal in Good Standing: In order to withdraw from either a course or program in good standing, a student must be passing and meeting all requirements of the program.

For eligibility for a refund see Tuition Refund Policy page 36 in the Student Catalog/Handbook.

READMISSION POLICY

- A student must have left the program/school in good standing to be eligible for readmission.
- A student that fails a course may come back and take that course with the next cohort provided there is space available.
- A student who does not wish to return with the next cohort must submit a written request to the admissions committee.
- A student who has been out of the program for longer than six months must meet all admission requirements before re-entering the program and must take and pass required exams specific to the re-entry level as determined by the Program Director. This will ensure that returning students have retained the information needed to move forward in the program.
- Students granted readmission is subject to the policies, tuition rate, and fees in effect at the time of re-entry into the program.
- **All returning students are subject to the college current policies and tuition irrespective of the student handbook they signed during their first admission.**

NURSING PROGRAM READMISSION POLICY

A readmission student is a student who has withdrawn for over six months and was in good standing before withdrawal. A readmission student will be tested and must receive a passing score of at least 76% on all completed courses before dropping from the college. Norm reference test such as ATI or HESI may be used to assess readmission students, passing score will depend on the exam used, and students will be informed about passing score before the test. Readmission students will also be tested on their clinical and the grade for clinical skills is pass or fail. Re admission students must also maintain a 2.5 GPA if readmitted to the college.

ACADEMIC STANDARDS AND INTEGRITY POLICY

THE HONOR CODE

To prepare students for the high ethical standards of nursing, the school expects absolute integrity both in the classroom and the clinical setting. Therefore, cheating, plagiarizing, stealing academic work, including tests and related materials, submitting papers written by others, or failing to report an occurrence of academic dishonesty will make the student subject to the school's disciplinary procedures. The student's case will be referred to the academic committee. Students who are found to have breached the honor code may be expelled from the program.

Cheating

Cheating in the instructional setting is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Copying from another student's examination; submitting work for an in-class examination that has been prepared in advance; representing material prepared by another as one's own work; submitting the same work in more than one course without prior permission of both instructors; violating rules governing administration of examinations; violating any rules relating to academic conduct of a course or program.

Assignments and Examinations

(a) Instructors are solely responsible for establishing academic assignments and methods of examination.

(b) Instructors are encouraged to provide to students' clear explanations of their expectations regarding the completion of assignments and examinations, including permissible collaboration.

(c) Instructors are encouraged to choose assignments and methods of examination believed to promote academic honesty. Examples of these include careful proctoring of examinations and the constant creation of fresh exams. Collaborative projects and unproctored examinations do not violate the promotion of academic integrity.

Plagiarism

Plagiarism is the act of submitting a paper in which the language, ideas or thought are identical to published or unpublished material from another without correctly giving credit to that source.

Academic Dishonesty: Per the SMCAH Student Code of Conduct Policy:

Engaging in forms of dishonesty, such as cheating and plagiarism is prohibited. The term 'cheating' includes but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or 3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff. The term 'plagiarism' includes but is not limited to the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Any evidence of dishonesty on the part of a student or aiding (defined by Webster's dictionary as "to render assistance or help") or abetting (defined by Webster's dictionary as "to encourage and support especially a wrongdoing or wrongdoer") on the part of another student in the clinical or academic area will result in a departmental hearing for consideration of dismissal from the nursing program. Additionally, any student found to have had knowledge of actual or potential dishonesty and who fails to report it will be required to attend a departmental hearing for consideration of dismissal from the program. Any exam material disclosure by students including the nature or content of examination items, before, during, or after the examination is prohibited and is considered academic dishonesty.

Academic Integrity due process steps

- a. Sanctions for the first-time violation of the academic integrity Policy are at the discretion of the instructor up to and including no credit for an assignment or assessment.
- b. Notification of violation will be sent to the Program Director who may impose additional sanctions.

Students who violate academic integrity shall, after due process, be subject to College sanctions that may include failure on assignments and examinations, failure in courses, and suspension or expulsion. Established Academic Integrity policies, procedures, and sanctions are communicated in classes and Student Handbook.

Electronic Devices/Social Media:

Audio tape recording of lecture is acceptable. Reproduction and/or distribution of recorded lecture via social media e.g. Facebook, YouTube is prohibited.

All media/communication devices other than audio tape recording devices, e.g. cameras, video players, etc. are prohibited during class and scheduled lab sessions.

Cell phones are to be powered off during class and scheduled lab sessions.

Cell phone use for students is permitted during assigned break/lunch periods outside of patient care areas while in the clinical area. Cell phones are to be powered off during all interactions with faculty i.e. pre and post conferences while in the clinical setting unless instructed by the faculty member. Students will follow the assigned clinical facility's policy regarding use of electronic devices while in the clinical area.

GUIDANCE AND ADVISEMENT COUNSELING SERVICES

Faculty members are available for student advisement five hours per week, with open office hours from 3:30 PM- 4:30 PM daily as well as at other times by appointment. Program Directors are also available for student guidance and advisement.

ACADEMIC COUNSELING FOR STUDENTS WHO ARE STRUGGLING

Saint Michael College of Allied Health is committed to providing all students with a wide array of services and support to help them succeed academically. Faculty members are available from 3:30 PM to 4:30 PM daily to all students enrolled in the College, and the college offers some programs to assist students with academic difficulties. These services and programs include, but are not limited to, help with: study skills, test-taking skills, testing anxiety, and student life planning. The college also offers support services for students with disabilities and one-to-one tutoring.

STUDENT RECORDS

The school maintains students' permanent records and has a policy and procedure in place which students must follow to access their current record or obtain a transcript (official or unofficial) All student records relating to assessment, admissions, and enrollment are secured in fireproof cabinets in the Admissions Office. Access to student records is restricted to authorized personnel. Students who wish to see their records may do so by the Administrative Office personnel.

By the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, Section 513, amending the General Education Provisions Act, Section 438) (FERPA), students have the right to their personal official record as follows:

Inspect and review the education records;

- Request the amendment of the student's education records to ensure that they are not misleading, inaccurate, or otherwise in violation of privacy or other rights;
- Contest the disclosures of personally identifiable information contained in the education records, except to the extent that the Act and the regulation authorized disclosure without consent;
- File with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of the Act and the regulations; and FERPA includes the following as regards to directory information: name, address, telephone number, date and place of birth, date of enrollment, program enrolled, and classification, major, degree earned, awards, participation in officially recognized activities, and most recent previous educational agency or institution attended.
- In compliance with this Act, it is not assumed that all students are independent. Parents of dependent students must prove such dependence through the presentation of the most recent 1040 form filed with the IRS before they will be granted access to any student record of their dependent.
- Should the student require records to be released outside the College,, a release of information form must be completed before the information being released for any purpose.
- Students and former students who have met their financial obligations to the school may submit written requests for their academic transcripts.
- These must include the student's social security number, admission number, date of graduation or last year attended and payment of \$10.00. A student has the right and shall be accorded the opportunity to inspect, review, and/or receive copies of his or her educational records upon written request to the appropriate record custodian, except as provided below. SMCAH must comply with the student's request within a reasonable period, not to exceed 15 days after the request is received. Such copies will be provided at the student's request and expense.
- A student who is financially indebted to the College will not be allowed to receive a copy of his or her academic transcript, nor will a request to transmit the academic transcript to another person or agency be honored as long as the debt remains. However, the student will be permitted to review the academic transcript by the provisions of this policy.
- SMCAH will not release any personally identifiable information about any students without their permission, except to certain school and governmental officials as provided by law.

EVALUATION METHODS

ATTENDANCE (CLASSROOM AND CLINICAL ROTATION)

Instructors may evaluate students regarding their level and quality of participation in any of the following:

- Homework, workbook/study guide/ internet assignments
- Individual/group projects
- Classroom participation
- Laboratory procedure participation and return demonstrations
- Knowledge and demonstration of nursing practice critical elements
- Quizzes and tests
- Unit examinations
- Passpoint Adaptive Testing
- Final examinations
- ATI, HESI or SMCAH course and comprehensive examinations

PROCESSES OF STUDENT EVALUATION

Attendance: Student attendance (classroom and clinical) is continuously monitored throughout the entire program.

Homework, Internet and Workbook/Study Guide Assignments: All homework and workbook or study guide assignments given to students in a unit of any course will be discussed and/or reviewed before the start of the next unit.

Quizzes: A minimum of one quiz must be given at the completion of each unit in any course. *The quiz must be graded and raw scores given within 72 hours.*

Unit Examinations: In all courses, every unit shall be concluded with a unit examination. A unit may consist of one to four chapters, depending on the syllabus or course outline. For clarification and details, please refer to the specified course syllabus or outline. *Unit examinations must be graded and raw scores given within seventy-two hours (72hrs) or three working days.*

Final Examinations: Every course shall be concluded with an end-of-course final examination. *Final examinations must be graded and raw scores given and Final grades reviewed with students within five (5) working days.*

ATI/HESI Specialty Standardized exams: External specialty standardized examination from ATI or HESI shall be administered as part of the end-of-course final examination, this exam is 10% of each nursing course grade except the Medical Surgical Nursing II, which is 20%.

Passpoint adaptive testing shall be used throughout the nursing curriculum.

Learning Ext: The National Council State Board of Nursing NCLEX-RN Review shall be used during the Capstone Course as part of the NCLEX exam preparation.

Class/Clinical Lab Component: Each Nursing course contains a class and/or clinical laboratory component. The student-to-instructor ratio in every lab/clinical is no greater than 10:1/8:1. Students must pass the laboratory component to receive a passing grade in the course. Students must pass all skills in the laboratory before performing them in the clinical arena. Students must satisfy the attendance requirement and complete the clinical objectives of a course before moving to the next nursing course.

EXAMINATIONS AND QUIZZES

- Examinations must be taken at the scheduled times. In the event of an excused absence resulting from illness or death of a close family member, a day will be assigned for make-up examination, quiz, and/or assignment at the end of each course.
- It is more difficult to make-up missed clinical time due to the availability of clinical sites and rotation schedule; please note that missed clinical time will delay your graduation.
- Quizzes may be given at the start or close of class, or at any time during it.
- Students must be on time and in attendance to take quizzes. There are no make-up quizzes for students who are late.

SAINT MICHAEL COLLEGE OF ALLIED HEALTH STUDENTS EVALUATION AND TESTING POLICY

It is the policy of Saint Michael College of Allied Health that formal evaluation processes are recognized as opportunities for the students to grow and develop and thereby provide a reward-challenge motivating factor in the acquisition of knowledge. Student performance shall be evaluated by faculty using a variety of methods based on the school philosophy and conceptual framework, the program and course objectives, and pertinent professional standards and guidelines of the educational program. Faculty members shall use both formative and summative evaluation methods as described below in determining student performance.

PROGRAM EVALUATION

The program is designed to provide opportunities for students to achieve program objectives and acquire knowledge, skills, values, and competencies necessary for nursing practice. To provide vital assistance to the college in achieving these objectives, students are encouraged to participate in ongoing curriculum evaluation and course evaluation.

APPEAL OF GRADES IN COURSES AND EXAMINATIONS

If you have a grievance about grades, you may appeal. The academic committee is responsible for hearing and resolving all appeals of grades and examinations

(a) ACCEPTABLE GROUNDS FOR APPEAL:

- Students have grounds for appeal if they feel:
- Considerations of race, politics, religion, or gender, or sexual harassment, affected the grade.
- Student work was evaluated by criteria that did not directly reflect performance on the course requirements.

(b) APPEAL PROCESS:

- Before filing any appeal of a grade assigned in a course, the student must first address his or her concerns in writing to the instructor who assigned the grade. If the grade assigned resulted from a computational or procedural error, the instructor will take steps to amend the grade through the use of the "GRADE CHANGE FORM." If the grade assigned did not result from a computational or procedural error, the student will request in writing an appeal hearing stating the reasons for the appeal. The request must be submitted to the program director who is the chair of the academic committee, no later than one week after the student officially received the result of the course examination/clinical.
- Upon receipt of the request for an appeal hearing, the Program Director will notify the faculty member involved. The Program Director will convene a meeting of the academic committee at an agreed time and place no later than three weeks after the receipt of the request. The Program Director will notify the student and the instructor involved.
- Before and no later than two weeks before the date of hearing, the student involved must submit a written account supporting the grounds of the appeal and setting forth the facts and circumstances upon which the student relies for the appeal. This written account will be

submitted to the chair of the academic committee (Program Director) who will send a copy to the instructor who assigned the grade. If the instructor chooses to respond, the response must be submitted in writing to the chair of the academic committee no later than one week before the date of hearing of the appeal. A copy of the instructor's response will be sent immediately to the student appealing.

- The academic committee will hold a closed-door hearing with the Program Director in attendance. The Program Director, if available, may also be in attendance. At the beginning of the hearing, the Program Director will outline the rules and procedures of the hearing. The hearing will focus solely on the grounds of the appeal submitted by the student. The burden of proof will be on the student to make his or her case to the appeal board by a statement of facts and the offer of clear and convincing evidence.
- Following the hearing, the instructor and the student appealing will leave the premises after stating their cases, and the academic committee members will remain to deliberate until a simple majority decision is reached.
- The Program Director will notify the instructor and the student appealing in writing of the academic committee's decision. The decision of the academic committee is final.
- If the decision is in favor of the student, necessary steps will be taken by the Program Director to initiate the grade change.

GENERAL POLICIES AND INFORMATION

STATEMENT OF EQUAL OPPORTUNITY

Saint Michael College of Allied Health is an equal opportunity institution that is committed to the principle that access to its educational program and activities be afforded each person, whether student or member of faculty or staff, solely by his or her merit. SMCAH does not discriminate against students by gender, sexual orientation, age, ethnic background, political affiliation, or disability. In accordance with the Americans with Disabilities Act of 1990 (ADA), SMCAH makes every effort to provide reasonable accommodations for all individuals with disabilities. SMCAH shall comply with all applicable laws and regulations of the State of Virginia.

CONDUCT WITHIN THE SCHOOL, AND/OR CLINICAL SITE

Saint Michael College of Allied Health respects and protects the dignity and integrity of its students, faculty, and staff. All members of the SMCAH community must comply with the school's policies and regulations that are necessary to maintain order, protect individuals and property, and fulfill its purposes. The SMCAH governing board is responsible for disciplinary matters involving faculty and staff.

RULES AND REGULATIONS FOR CONDUCT

Saint Michael College of Allied Health is dedicated to upholding the rights, liberties, and freedoms of students and others. It is, therefore, necessary to establish an atmosphere that is conducive to the pursuit of educational goals and development. To that end, it is, therefore, necessary to institute regulations and procedures. College disciplinary action will be limited to addressing conduct which adversely affects the pursuit of institutional objectives. Short of that, and where possible, every effort will be made by faculty in consultation with the president to dispose of misconduct cases.

PROCEDURE FOR DEALING WITH DISRUPTIVE STUDENT BEHAVIOR IN THE CLASSROOM OR CLINICAL AREA

Purpose: The purpose of this policy is to provide a procedure that the instructor may follow in dealing with disruptive student behavior in instructional areas.

Definitions:

Disruptive behavior refers to any behavior that willfully disturbs the orderly conduct of the learning environment. There are two levels of disruptive behavior.

Level, I Disruptive behavior includes, but is not limited to, unwarranted talking or noise making, or any discussion or demonstration concerning matters not relevant to the subject matter of the class or activity. Interrupting the instructor or other students; unnecessary physical activity or movement in an instructional area, or persistent tardiness that disrupts instructional activity. **Level II** disruptive behavior is that which, in addition to disrupting an instructional area, presents a threat to the safety of others present. This type of behavior may also include, but is not limited to, being under the influence and/or in possession of alcohol or illicit drugs, fighting, assault, battery, threatening others with assault or physical harm, carrying a gun or other deadly or dangerous weapon, or engaging in other verbal or physical conduct that creates an intimidating, hostile, or threatening educational environment. Any student whose behavior falls into the Level II category will automatically be subject to a charge of violating the Code of Conduct.

Instructional area refers to any area of SMCAH where instructional activities take place. Places thus designated include, but are not limited to, classrooms, laboratories, library facilities, faculty offices, or clinical practice facilities.

Instructor refers to any person performing an instructional function for the school. Such persons include but are not limited to, instructors, tutors, counselors, advisors, librarians, and mentors.

Interim suspension refers to exclusion from all classes, for a limited period, pending investigation of charges.

1. Nondiscrimination

The procedure outlined below is to be applied in a nondiscriminatory manner, without regard to a person's gender, race, age, color, religion, veteran's status, disability, ancestry, marital status, sexual orientation, or national origin.

• **Election**

If a disruption occurs in an instructional area, the instructor may elect to take either or both of the following actions:

Proceed under this rule as described in the following procedures, and/or

File a charge with the Program Director, in which event the handling of the matter will proceed under the SMCHA student misconduct policy.

• **Procedure for Dealing with Disruptive Behavior:**

Level II: If a student's behavior, in addition to disrupting the instructional area, presents a threat to the safety of those present, in any way, including, but not limited to, being under the influence and/or in possession of alcohol or illicit drugs, fighting, assault, battery, threatening others with assault or physical harm, carrying a dangerous weapon, or engaging in verbal or physical conduct that creates an intimidating, hostile, or threatening educational environment, the instructor should:

Order the student to stop the disruptive behavior and leave the area;

Notify the Program Director and file a charge under the SMCAH Student Misconduct Policy.

INFRACTIONS

Infractions include but are not limited to the following:

- Vandalizing school property and premises
- Stealing or conspiring to steal property belonging to the school, students, faculty, or staff
- Physical abuse or threat of physical abuse or harm to property or person
- Disruption or obstruction of classes, assembly, or other school activities
- Failure to obey instructions of school officials in the discharging of their normal responsibilities
- Presenting false documentation or filing a false accusation against another person

PROCEDURE FOR DEALING WITH MISCONDUCT OR INFRACTIONS

- Cases regarding infractions and misconduct by students are handled by faculty members in consultation with the Program Director.
- Unresolved cases may be referred to the academic committee for further investigation and review.
- Students dissatisfied with the determination of a case by a faculty member may appeal the matter to the academic committee.
- Cases regarding infractions and misconduct referred to the academic committee are handled in the same way as grade appeal cases, outlined above.

STUDENT DISMISSAL POLICY

Saint Michael College of Allied Health promotes an environment that is safe for its students, faculty, staff and the general public. A Student whose conduct violates and threatens the school's policies and regulation that are necessary to maintain order protect individuals and property may be dismissed.

PROCEDURE FOR DISMISSAL

When the conduct of a student is considered by a faculty member to warrant dismissal, the faculty member will consult with the faculty student coordinator and after that notify the student in writing to cease attendance of classes and clinical rotations. The faculty member will then send a copy of the letter to the Program Director to activate the academic committee about a hearing process.

HEARING PROCESS

- The Program Director will notify the student and the faculty member involved in the dismissal process of the time and place for a hearing to determine whether the student's conduct has warranted dismissal. The academic committee will follow the same process as set forth for the grade appeal hearing, outlined above.
- The Program Director will communicate the decision of the committee in writing to the student making the appeal and the faculty member.
- The student may appeal the decision of the academic committee to the SMCAH governing board. The decision of the board of governors will be final. If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the state Council of Higher Education for Virginia. A student will not be subjected to unfair actions as a result of initiating a complaint proceeding. Students may submit their written complaint to The State Council of Higher Education for Virginia (SCHEV), Private and Out-of-State, Postsecondary Education, 101 N. 14TH Street, 9th Floor, James Monroe Building, Richmond, VA 23219. Tel: 804 225 2600. Witten complaint may also be submitted to Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Tel: 770 396 3898.

DRUG AND ALCOHOL POLICY

- The abuse and/or use of drugs and alcohol by students, faculty, and staff of Saint Michael College of Allied Health is strictly prohibited.
- Use and possession of illegal drugs and alcohol paraphernalia is prohibited on the school premises and clinical sites. Violation of this standard will be considered a very serious offense.
- All applicable local, state and federal laws will be enforced in accord with established standing orders, procedures, and guidelines. Any student found to be in violation of these standards will be asked to leave the school premises or clinical site immediately. The academic committee may, after a review of the case, expel from the school any student found to be in violation of these standards.

SEXUAL ASSAULT AND HARASSMENT POLICY

The following policy applies to all students, faculty, and staff of SMCAH.

SEXUAL ASSAULT POLICY:

- Saint Michael College of Allied Health is committed to providing an educational environment in which all persons may pursue their studies, careers and other activities in an atmosphere free of all threat of unwelcome and unwanted sexual actions. Sexual offenses are highly condemned and will not be tolerated. Sexual offenders will be subject to applicable local, state, and federal laws, and such actions are also subject to civil suit for damages.

SEXUAL HARASSMENT POLICY:

- Sexual harassment is unacceptable conduct and is not tolerated at Saint Michael College of Allied Health. Sexual harassment in all its forms is strictly prohibited in this educational atmosphere.

WEAPONS POLICY

The unauthorized possession, storage, display, or use of any ammunition, firearms, fireworks, explosives, air rifles, air pistols, or other lethal instruments is prohibited on Saint Michael College of Allied Health premises.

SMOKING POLICY

Saint Michael College of Allied Health maintains a smoke-free environment. Smoking of any lighted tobacco or other material is prohibited on the school premises and clinical sites.

FIRE POLICY

- In the event of a fire, the fire department will be immediately notified. Students, faculty, and staff are to leave the immediate area of the fire and the school building if necessary in an orderly manner through the doors marked EXIT. No one is to re-enter a building involved in a fire incident until an all-clear instruction is received from a faculty member and/or security personnel. Elevators are not to be used in the event of a fire.
- Fire drills will be conducted from time to time. The primary reason for these is to acquaint students, faculty and staff with what to do in the event of a fire.
- Fire extinguishers will be located at strategic locations in the buildings.

HEALTH SAFETY AND EMERGENCY PLAN AND PROCEDURE

GENERAL SAFETY

- All guests will sign in with the administrative assistant and be oriented to the safety floor plan of the college.
- OSHA and MSDS books will be kept up to date and in a convenient location
- First Aid kits and the eye wash station will be checked bi monthly to ensure they are adequately stocked.

- All accidents and/or serious illnesses occurring on the campus must be reported to the administrative office immediately
- Safety procedures and policies are incorporated into student facility evaluations and are reviewed at least annually by faculty.

BOMB THREAT

- Report the information to the administrative office immediately. Call 911.
- Warn everyone and evacuate the building immediately.
- Follow the fire evacuation plans.
- Count heads.
- Verify that everyone is out of the building.
- Do not return to the building.
- Stay clear, get at least 500 feet away from the building.
- Stay in a safe area.
- Until the building is declared safe by the proper authorities, remain out of the building.

SICKNESS, ACCIDENTS, AND EMERGENCIES

- Report the injury/illness immediately.
- Call or come to the administrative office.
- For minor injury: First Aid will be provided immediately at the campus.
- The Administrative Assistant shall call for emergency medical services and/or transportation to local health care facilities.
- In an emergency: call 911, stay with the injured party and have someone inform the Administrative Assistant Immediately
- In case of injury or illness, the Program Director or his designee shall notify the involved person's family.
- Faculty and staff shall follow the Universal Precautions in Handling Body Fluids as recommended by OSHA; i.e. wearing rubber gloves and disposing of supplies properly
- Complete incident/accident report and submit it to the Program Director

FIRE PREVENTION

- Ensure fire extinguishers and exits are well marked
- Evacuation Plans are posted in each building and classroom
- Fire extinguishers are up to date
- Smoke detectors are checked monthly to ensure they are working
- Fire safety reviewed in Student and Faculty orientation

RESPONSE TO FIRE

- Report the information immediately to the administrative office and Call 911.
- Warn everyone and evacuate the building immediately.
- Follow the fire evacuation plans.
- Count heads.
- Verify that everyone is out of the building. Do not return to the building.
- Stay clear; get at least 500 feet away from the building.
- Stay in a safe area.
- Until the building is declared safe by the proper authorities, remain out of the building.

CIVIL DISTURBANCE

A civil disturbance is any set of circumstances that in the judgment of the administration would cause a disruption of normal college activities and would potentially jeopardize the safety of students, faculty or staff.

- Call 911 and report the situation to the Program Director.

HAZARDOUS WEATHER

When the weather conditions are enough to warrant limited activities, students and employees shall be advised by local television and radio stations and e-mail messages issued by the appropriate college personnel; instructions shall be given as to the status of College operations. Only under emergency or threatening conditions shall the college be closed during normal operating hours.

- **Tornadoes**

1. Students, faculty staff, and guests will be directed to immediately move to an interior room or hallway. Stay away from glassed areas.

- **Winter Storm**

1. Listen to appropriate media for Information on school closing
2. The Building custodians handle snow and ice removal from the parking lots.

ELECTRICAL / LIGHT FIXTURES

If anyone notices any problems with lighting or outlets that requires attention, they will contact the Administrative Assistant at 703 746 8708.

PLUMBING FAILURE / FLOODING

If anyone notices a problem with plumbing or flooding, they will notify the Administrative Assistant at 703 746 8708 immediately.

GAS LEAKS/ VENTILATION PROBLEMS

Unusual odors which may indicate gas leaks or a compromised environment will be immediately reports to the Administrative Assistant at 703 746 8708.

MINOR SPILLS:

- Alert people in the immediate area of the spill.
- Avoid breathing vapors or particulate material such as copy toner.
- For body fluid spill uses BB Pathogen spill kit located in the administrative building and follow Universal Precautions as recommended by OSHA.
- Begin to clean up immediately.

MAJOR SPILLS:

- Immediately call 911.
- Do not enter the contaminated area.
- Close doors to the affected area.
- Contact the Administrative Assistant at 703 746 8708.
- Alert people to evacuate.
- If spill material is flammable, turn off ignition and heat sources.
- Locate Material Safety Data Sheets (MSDS) for emergency personnel.
- Have the person with knowledge of the area assist emergency personnel.

STUDENT IDENTIFICATION

- Students of Saint Michael College of Allied Health will be issued a picture I.D. during the clinical phase of the program. Identification Card must be worn on the student's uniform while students are on the clinical site.
- Driver's licenses or other forms of identification students normally may be used to establish student identity.

UNIFORM POLICY

The Nursing Faculty believes that a professional appearance reflects positively on the college and the Nursing Program as well as the Nursing profession. The purpose of the clinical dress code is to maintain a professional image based on safety requirements and infection control.

Students are not permitted to wear scrubs on campus unless they are participating in simulation in the nursing lab.

Students may wear their SMCAH Nursing uniform only in the clinical area. A student shall appear at his/her clinical facility in the appropriate uniform.

1. General Uniform Requirements:

Identification shall be worn at all times.

Uniforms are impeccably clean and neat.

Soiled and/or wrinkled uniforms are inappropriate.

A white plain top (no lace, ruffles, embroidery or culottes) with hunter green pants or skirt are the only colors allowed as uniform.

Pants must be ankle length. The following are not allowed: jeans, leggings, capris, jumpsuits, stirrup, stretch, or ankle-cuffed pants.

Footwear must be all white, clean shoes or sneakers; nursing shoes are preferred.

If laces are worn, they must be white.

Females:

The uniform is to be the pre-selected SMCAH style. The SMCAH insignia will be placed on the left sleeve.

Uniform may be dress, skirt or pants.

Dress or skirt is to be no shorter than the back of the knee or longer than the mid-calf.

With dress or skirt plain white nylons/pantyhose are to be worn; with pants white socks/stockings are to be worn. No socks are to be worn over hose with dress uniforms.

Slips are worn with dresses and skirts.

Males:

The uniform is to be the pre-selected SMCAH style. The SMCAH insignia will be placed on the left sleeve.

White socks shall be worn.

2. General Appearance Requirements:

The uniform is to fit loosely and appropriately. Uniforms that cling or are too tight will not be permitted.

Undergarments are to be worn and should not be visible through the uniform.

Sweatshirts are not allowed.

White, unadorned, round-neck, t-shirts may be worn under the uniform shirt.

The pre-selected, SMCAH style, scrub jacket may be worn over the uniform.

Shoes with high tops, high heels, open toes, or open backs are not approved. Brand names on shoes should be inconspicuous.

Hair should be appropriately arranged off the face and secured for the duration of the clinical. If shoulder length or longer, the hair must be secured to avoid falling forward. Hair should be groomed prior to entering the healthcare agency and should remain secure until leaving the agency. Plain hair barrettes are appropriate

Bangs are above the eyebrows. Dreadlocks or swinging/unsecured pony tails, pigtails or braids are not acceptable. Highlights and dyes should be natural colors only; there should be no stripes, no fluorescent colors, and no extreme colors.

Beards, mustaches, and sideburns are kept clean and neatly trimmed. In areas requiring asepsis, beards, mustaches, and sideburns should be properly covered in accordance with aseptic principles.

Jewelry, Cosmetics, and Nails:

Visible jewelry is limited to:

A watch that measures seconds.

Simple band and/or engagement ring that does not present a hazard in the clinical setting.

One pair of small stud and/or small ($\leq \frac{1}{2}$ inch) hoop earrings. No other earrings or body (e.g. tongue, eyebrow, nose, chin, etc.) jewelry is acceptable.

Make-up worn during clinical must be subtle.

Fragrances should not be worn in the clinical setting. Students may not enter the clinical setting smelling like cigarettes and/or other tobacco products.

All fingernails shall be no longer than the fingertips. Nails shall be well groomed. Clear polish without adornment is acceptable, if not chipped. Artificial nails/overlays and jewelry adornment may not be worn. Tattoos are to be covered or unobtrusive.

SCHEDULING AND TRANSPORTATION TO CLINICAL SITES/INTERNSHIPS

Clinical will be scheduled with consideration to facility and staff availability. Clinical experiences may be scheduled on weekends or evenings for students to meet the required clinical hours.

DOCUMENTATION OF HEALTH REQUIREMENTS

- Students in the health care professions are at increased risk of exposure to communicable diseases and should review their immunization status. The health status of a health care worker affects not only his or her performance but also the quality of patient care he or she gives. It is the duty of students to report any temporary or ongoing health concerns that may affect their performance.
- A student under the care of a physician must have a medical clearance from the attending physician before returning to class and clinical rotation. This statement of clearance from the physician must be presented to the Program Director before the student will be allowed to return to classes and clinical rotation. (Physical examinations are required yearly.)
- Students must provide evidence of having received immunizations for rubella, tetanus, and hepatitis B series or have a signed waiver of decline for hepatitis B vaccine. The student must also have proof of negative tuberculin skin test or chest x-ray. These records must be current during clinical courses (TB/PPD tests yearly, CXR every two years).
- Students must maintain current AHA CPR certification during clinical courses.
- Health and Malpractice Insurance: Students are highly encouraged to carry their health insurance coverage during the program. Saint Michael College of Allied Health assumes no responsibility for any injuries suffered or illnesses contracted while students are performing their duties as student nurses. Malpractice insurance is provided by SMCAH for nursing students performing duties on behalf of or under the direction of SMCAH. Students are responsible for keeping their health file information current. A student may be removed from clinical if such information is not current.

INCLEMENT WEATHER/SCHOOL CLOSING POLICY

Saint Michael College of Allied Health website is updated daily for school closing, opening or delay schedule. Students are advised to log in to www.stmichaelcollegeva.edu for school closing, opening or delay schedule. If inclement weather occurs late in the day, students should refer to the SMCAH office for advice.

GRIEVANCE POLICY

Any student who has a grievance he or she feels has not been covered under the procedures for appeal of a grade, misconduct/infractions, and dismissal policies may appeal to the academic committee for resolution.

PROCEDURE FOR GRIEVANCE POLICY

- The aggrieved student must first request in writing a conference with any faculty or staff member involved and the program director.
- This request must state the grievance and why the student feels it is not covered under the appeal of a grade, misconduct/infractions, and dismissal policies.
- The program director, within one week of the receipt of the letter, must arrange a conference and notify the student and faculty or staff member of the time and place of the conference.
- If there is no resolution after this conference, the student may appeal in writing to the academic committee by submitting an appeal letter to the program director.
- The academic committee will be activated for a hearing within two weeks of the program director's receipt of the appeal letter.
- The Program Director will notify the student and the faculty or staff member involved in the time and place of the hearing.
- The student may, within one week of said hearing, appeal the decision of the academic committee of the SMCAH governing board, the decision of which will be final.
- If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia.
- A student will not be subject to unfair actions as a result of initiating a complaint proceeding.
- Students may submit their written complaint to The State Council of Higher Education for Virginia (SCHEV), Private and Out-of-State, Postsecondary Education, 101 N. 14TH Street, 9TH Floor, James Monroe Building, Richmond, VA 23219. Tel: 804 225 2600.
- A written complaint may also be submitted to Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Tel: 770 396 3898.

FEDERAL RIGHT TO KNOW AND CAMPUS ACT

The Student Right to Know Act requires an institution that participates in any student financial assistance program under Title IV of the Higher Education Act of 1965 (as amended) to disclose information about graduation rates to current and prospective students. Institutions that award athletically-related student aid are also required under the Student Right to Know Act to disclose data related to the institution's student population and student-athlete graduation rates to potential student-athletes, their parents, coaches, and counselors. The college complies with the other reporting requirements of the Federal Right to Know and Campus Security Act. The following information is reported through the appropriate offices listed below: Campus Crime Statistics – Office of the Program Director.

FINANCIAL POLICIES

GENERAL GUIDELINES AND STUDENT RESPONSIBILITIES

By registering for classes, students accept responsibility for charges for the entire program.

- Registration shall not be completed unless all outstanding balances due to SMCAH are paid in full.
- The student's entire registration is cancelled if payments or payment arrangements are not made in full by the due date. A cancellation fee will be assessed.
- Tuition and fees are subject to changes upon approval of the board of governors of Saint Michael College of Allied Health. All changes are announced in advance before the beginning of the semester during which the changes are to take effect.
- Saint Michael College of Allied Health reserves the right to make such changes in tuition, fees and other charges as may be deemed necessary.

TUITION

Saint Michael College of Allied Health tuition covers classroom and clinical instruction only. A tuition deposit is due on or before registration and must be paid before the start of classes. The cost of books, uniforms, clinical supplies, and equipment is the responsibility of the student.

FEES

Non-refundable fees:

- Application fee due upon application
- Aptitude test fee due upon application
- Payment plan contract fee
- Late payment fee

One-time fees:

- Application fee: This one-time fee is collected during registration at the beginning of the program.
- Late registration fee: Students registering late will be assessed a late registration fee in addition to the normal application fee.

TUITION AND FEES

A.A.S (Nursing) Tuition	500.00/Credit
Application Fee (Non-Refundable)	\$ 75.00
Aptitude Test Fee	\$ 60.00
Registration Fee	\$ 20.00
Technology Fee	\$ 20.00
Laboratory Fee	\$ 150.00
Graduation Fee	\$ 150.00
Return Check Fee	\$ 25.00
Late Payment Fee	\$ 50.00
Student ID Card	\$ 25.00
ATI Materials A.A.S (Nursing)	\$ 950.00
HESI Online NCLEX-RN Review	\$ 70.00
Learning Ext (NCSBN-RN Review	\$ 110.00

FINANCIAL OBLIGATION

A student who has not met the financial obligations will not be allowed to attend classes or clinical, obtain a transcript, or have any other services provided by SMCAH until all financial obligations have been met.

FINANCIAL COUNSELING

Eligibility for financial counseling:

- Student duly admitted to the SMCAH Associate of Applied Science (Nursing) Program.
- Payment of tuition deposit
- Financial counseling sessions
- Students who have met the eligibility criteria for financial counseling and needed to explore payment plan options will request a session with the SMCAH President.

PAYMENT PLAN OPTIONS

- PREPAID TUITION
- Students on admission may, if they wish, prepay the entire program tuition. This option is encouraged but not required.
- MONTHLY PAYMENT PLAN

PAYMENT METHODS

- CREDIT CARD
- Payments may be made by credit card using the following major credit cards: Visa, MasterCard, and Discover. No fees are charged to students for using credit cards.
- MONEY ORDER
- Money Orders negotiable in the United States of America are acceptable for payment. Personal checks and cash are not acceptable forms of payment.

Financial Aid Options

Financial Aid is available for those who qualify.

To apply for Financial Aid, a student must be currently enrolled and complete annual free application for Federal Student Aid (FAFSA). Students must meet the following requirements:

- Be enrolled in an eligible program of study
- Maintain satisfactory academic progress
- Not already in federal student loan default
- Must be a United States citizen or permanent residency or refugee status.

FINANCIAL PENALTIES

Failure to make payment on or before the due date will result in a late fee charge.

TUITION PAYMENT

Every enrolled student must pay his/her tuition in full by the first day of class. If a student is not able to pay his/her tuition in full for the semester or quarter, the tuition may be divided into four equal monthly payments based on the length of the semester. Any student on a payment plan must pay each month's tuition between the 1st and 5th of the month. Fifty (\$50.00) dollars late payment fee will be assessed if a monthly payment is made after the 5th of the month.

Each monthly tuition payment must be made in full; no balance may be carried over to the next month. A student who fails to pay his/her monthly tuition by the 5th of the month shall not be allowed to remain in class or attend clinical; exceptions will not be made for any reason. Students may pay all or more than one month's tuition at a time if they so choose.

CANCELLATION REFUND POLICY

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to refund of all monies paid, excluding the \$100 non-refundable registration fee.

Other Cancellations: An application requesting cancellation more than three days after executing the enrollment agreement and making an initial payment, but prior to the add/drop deadline as stated in the student handbook is entitled to refund of all monies paid, less the maximum tuition fee of 15% of the stated cost of the course or \$100, whichever fee is less

Withdrawal Procedure:

- A. A student choosing to withdraw from the school the day after the commencement of classes is to provide written notice to the Director of the school. The notice must include the expected last day of attendance and to be signed and dated by the student.

- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date with the date the student is scheduled to return to for the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 45 days of the determination of the withdrawal date.

Tuition refunds will be determined as follows: *(Please note that the following text provides the maximum refund policy pursuant to 8VAC 40-31-160 (N) of the Virginia Administrative Code; the school may exceed these standards and be more generous to students. If the school is eligible to participate in the federal financial aid programs, the school's refund policy must also comply with the federal guidelines and be described in the enrollment agreement.):*

Portion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost per semester
25% up to but less than 50%	50% of program cost per semester
50% up to but less than 75%	25% of program cost per semester
75% or more	No Refund

PROPERTY DAMAGE FEES

Students will be charged for damage to property or equipment. Where the responsibility for the damage can be fixed, the student will be billed. Where responsibility cannot be fixed, the cost of repairing the damage or replacing the equipment will be prorated among all individuals held responsible.

PAYMENT OF TUITION FOR REPEATED COURSES

Students who are repeating a course anytime during the program will pay for the repeated course separately. The payment for the course to be repeated may be required in advance. Repeated courses will not be factored into payment plan options.

PAYMENT OF TUITION FOR READMITTED STUDENTS

Students who are granted readmission into the program are subject to the tuition and fees in effect at the time of readmission. The readmitted students must meet all prior financial obligations to the school prior to continuing the program.

GROUND FOR DISMISSAL RELATED TO NURSING PROFESSIONALISM

- Negligence: frequently omitting, not finishing or improperly completing assignments in the clinical area
- Incidents (accidentally doing something wrong) in the clinical area, which might result in actually caused harm to the client, will be reviewed on an individual basis. While an accident may be a most traumatic experience for the student, it must be recognized that accidents happen. Most incidents will not be cause for dismissal but may affect the clinical evaluation.
- Attitudinal factors may precipitate dismissal. Students who antagonize clients, doctors, hospital personnel, instructors and who demonstrate personality traits incompatible with harmonious interpersonal relationships, and who do not improve after adequate counsel and cautions, will be deemed unsuitable for the nursing vocation.
- Cheating on exams or written assignments and/or plagiarizing will not be tolerated and will be grounds for dismissal.
- Falsifying records will be grounds for dismissal.

DUE PROCESS LEADING TO DISMISSAL

In every case a written recommendation will be filed, with anecdotal backup, with the program director for action. The reasons for dismissal will be reviewed with the student involved. The accepted procedure for warnings, probation, suspension, and dismissal are subject to SMCAH policy as outlined in this handbook.

STUDENT GOVERNMENT ASSOCIATION (SGA)

At Saint Michael College of Allied Health, students will be participating members of several committees of the College, except those involving personnel decisions and faculty tenure and promotion matters. The Student Government Association will provide recommendations to the President/Program Director for matters affecting student interests. In addition, student representation will be encouraged on college ad hoc committees, task forces, and work teams involving or affecting student interests. The purpose of the Student Government Association is to represent the students in the decision-making process concerning matters directly affecting students and to serve as a channel for the expression of student opinion; to encourage the personal and academic development of students through their participation in student activities; to promote a feeling of unity among the entire academic community of the college; to enhance the relationship between the academic community and its service area; and to help students maintain an active relationship with the SMCAH community.

FACULTY AND ADMINISTRATIVE STAFF

PRESIDENT/PROGRAM DIRECTOR

The Program Director is responsible for the day-to-day running of the college, including general administration, fiscal planning, and budgeting for the school over the short as well as the long term. The Program director is responsible for Academic policies, accreditation, curriculum development, and student affairs. This individual coordinate instructional activities through planning, coordinating, and delivering instruction to students. This individual is also involved in facilitating the learning process, scheduling faculty assignments, orienting new faculty members, completing curricular development projects, evaluating faculty performance, and participating in all required administrative activities. Program Director reports to the governing board, and while a master's degree in an appropriate field is a minimum requirement, doctoral qualifications are preferred.

ADMINISTRATIVE STAFF

The Administrative Staff is responsible for all administrative matters of the school and reports to the President/Program Director.

FACULTY

Instructional/Clinical Faculty report to the Program Director, this individual is responsible for academic advisement and registration, maintains office hours, participates in committee assignments and performs other related administrative duties. He/she also develops/revises curricula and participates in accreditation related tasks. Along with appropriate certifications, a baccalaureate degree is required, though a master's degree is preferred.

STUDENT SERVICES

Saint Michael College of Allied Health provides academic guidance, tutoring, career advising, and personal counseling to students. The college has relationships with the business community to assist students with job placement after graduation but cannot guarantee employment. SMCAH provides emergency health services to students at its campus. SMCAH does not provide any residential facilities; the majority of students are recruited from the Northern Virginia area and adjacent communities.

Student Services Available at SMCAH	Person Responsible
Pre-admission testing	Administrative Assistant
Advising for prospective students	Program Director/Administrative assistant
Advising for enrolled students	College Faculty, Program Director
Child Care	Not available on site; referred to community resources
Health Care	Not available on site; referred to community resources
Financial Aid	Program Director, Administrative Assistant
Library Services	Faculty/Administrative assistant
Job Placement/employment	Faculty/Administration
Computer lab/Internet access	Administration
NCLEX preparation	Faculty, Program Director

INSTITUTIONAL FACILITIES FOR EDUCATIONAL USE

LIBRARY AND LEARNING RESOURCES CENTER

Saint Michael College of Allied Health Library and Learning Resource Center are located on the college's premises. The Library contains approximately about 100 books to support each instructional area covered in the curriculum. Eleven CD-ROM/Internet workstations provide computerized access to magazines, newspapers, and additional reference materials. The library is open from 8 am until 8:00 p.m. when evening classes are in session and 8 – 4:30 when there is only a day session attending classes. Hours may vary during term breaks and holidays. The Library/Learning Resources Center (LRC), a major component of the Saint Michael College of Allied Health that supports the institution's goal of providing instructional support services that enhance teaching and learning. The LRC aims to achieve this goal by selecting, acquiring, and circulating appropriate learning resource materials and providing the skills necessary to access and evaluate information. The college also subscribes to Wolter Kluwer OVID Database: OVID Nursing Community College Basic Journal Collection

<http://ovidsp.ovid.com> Login: smcah999/ Password: richmond) this online allied health library provides users with reliable healthcare information covering nursing allied health, alternative and complementary medicine, and much more. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. The College also subscribes to Medcom Trainex Nursing series videos available 24/7 to all enrolled students with individual's login/password access.

All students are oriented to computer learning in the fundamentals course. Students use computers to take on-line exams, including the HESI and ATI achievement and comprehensive exams, which give immediate feedback and rationales concerning incorrect answers. Students can use computers to take un-proctored practice tests and does remediation work, including in math proficiency.

NURSING SKILLS LABORATORY

The Nursing Skill Lab is located on the school premises. It houses four patient bed units for student practice, and a sink and storage area to secure equipment and sharps. SMCAH's Nursing Skill laboratory is equipped with the following supplies and equipment:

- Wound supplies
- Thoracic torso model for wound care
- Central line kits
- Wound drains
- Medication cart
- Pulse oximeter
- Urinary catheter kits, male or female catheterization trainers
- Nasogastric tubes, tube feeding equipment
- Headwall with simulated oxygen, compressed air and suction outlets
- Assessment equipment
- Bedside stands
- Linen Hamper, bed pads
- Anatomical models:
 - Trach model
 - Surgical arm
 - Seymour buttocks for wound care,
 - Thoracic model for central
- Suction catheter
- Sterile Gloves
- Upright Scale & Pediatric scale
- Infection control supplies
- Electric thermometers
- Chest tube/Water seal suction
- Model breast and testicles for teaching assessment

A baby mannequin and a pregnancy model to use in maternity are also available in the laboratory. The students have access to three (3) adult patient mannequins. In addition to NOELLE® S550 Maternal and Neonatal Birthing Simulator for labor and delivery simulation, the faculty is currently discussing and looking at the use of simulation to increase student exposure to other variety of clinical experiences such as medical surgical nursing situations. The faculty utilizes different teaching scenarios to aid in student learning, an IV Pump, NG feeding pump, suction equipment, tracheotomy heads, and medication cart, as well other equipment and supplies, are kept current and are used for practice to gain competency.

All students are oriented to computer learning in the fundamentals course. Students use the computers to take on-line exams such as HESI, ATI achievement and comprehensive exams which give immediate feedback and rationales for incorrect answers. Students can use computers to take unproctored, practice tests and do remediation work, including math proficiency. Students and faculty use the Internet to supplement resources and do research. Students have access to computers in the computer lab.

PHYSICAL FACILITIES

Saint Michael College of Allied Health Campus is located at 8305 Richmond Highway, Unit 10A, Alexandria VA 22309. The 3,300 sq. ft. the building is leased by Saint Michael College of Allied Health. The facility has 3 classrooms and a library/computer lab. Each classroom is equipped with state-of-the-art equipment, including student chairs with declinable over-board, instructor desks equipped with computer space and storage, projectors capable of image and letter display in a lighted or non-lighted atmosphere, and 8 ft. x 4 ft. vinyl blackboards for erasable markers. The facility has a well-equipped library and Nursing Laboratory equipped with state-of-the-art medical and nursing teaching materials. There are three offices and two reception areas in the facility. Telephones are located in every classroom, office, lounge, library, nursing laboratory, and reception areas in the building. The facility has two water fountains. There are 3 restrooms with toilet facilities in the building, one restroom for ladies, one restroom for men and one for faculty and staff.

FACILITIES LIST

- Classrooms (3)
- Laboratory (2)
- Pantry
- Offices (3)
- Library/Computer Room with internet access (1)
- Security and Reception (1)
- Three bathrooms
- Water Fountain (2)
- Wash hand basin
- Central Air-Conditioning System and Heat
- Clearly marked Exits
- Emergency Lighting
- Fire Extinguishers (3)
- Smoke Detectors (2)
- First Aid Box (3)
- Eye Wash station
- Blood spill kit (1)

OCCUPATIONAL CAREER PATHS

Nursing profession is unique because as nurse you can work in many different settings, including hospitals, clinics, nursing homes, schools, corporations and even patient homes. Home health and public health nurses travel more than other nurses, to patients' homes, schools, and other sites. You can also advance to higher managerial roles, taking on more responsibility as head nurses, director, and even vice presidents. These types of management roles generally require a graduate degree in nursing or health services administration. In addition, if further your education, you can become an instructor at hospitals and schools. You can also move into business positions in the healthcare industry, using their expertise to help manage healthcare services, and assist with development, marketing and quality assurance for corporations.

COURSE DESCRIPTIONS

Associate of Applied Science (A.A.S.) Nursing

All nursing courses are offered at Saint Michael College of Allied Health a minimum of twice a year. Prerequisites may be taken at the student's convenience to be completed before or at the completion of the Nursing Program.

ENGL 101: English (3 credit hours)

Provides instruction in the writing process with a focus on self-expressive and expository essays and includes practice in the conventions of standard written English, reading responses, and incorporation of sources into essays with appropriate documentation. This course is composed of 144 hours of class.

ENGL 102 Research and Literature (3 credit hours)

Provides instruction in the writing process with a focus on persuasive and argumentative essays, and includes practice in developing a distinctive style, methods of effective reasoning, and library and on-line research. A formal research project is required. This course is composed of 144 hours of class.

BIOL 203: Microbiology (4 credit hours)

Explores the structure, function, and taxonomy of microbes, including bacteria and viruses, and their relationships to health and disease. The format includes substantial laboratory work and written reporting. Microbiology students are introduced to the major microorganisms and their effects on the human body. The infectious process with the application of infection control measures used in the work setting is also emphasized. This course is composed of 192 hours of class and laboratory.

MAT 111: Basic College Mathematics (3 credit hours)

Provides practical applications of mathematics and includes selected topics from consumer math to algebra. Topics include integers, percentages, interest, ratios and proportions, the metric system, probability, linear equations, and problem-solving. This course is composed of 144 hours of class.

BIOL 201: Human Anatomy & Physiology I (4 credit hours)

Introduces students to the fundamental principles of human anatomy and physiology and the relationships of all the body systems and their functions. The structure and functions of each system of the human body are emphasized with an emphasis on how the body maintains homeostasis. This course is composed of 192 hours of class and laboratory.

BIOL 202: Human Anatomy & Physiology II (4 credit hours)

Continues the study of tissues, organs, and systems of the human body. Both BIO 201 and 202 are needed for a complete study of the anatomy and physiology of all human systems. The format includes laboratory work. This course is composed of 192 hours of class and laboratory.

NUTR 101: Nutrition (3 credit hours)

This course studies the relationship between human nutrition and health. Topics include digestion and absorption of nutrients, carbohydrate, fat, protein, vitamin, and mineral requirements, additives, food fads, diets, and world hunger. Nutrition, food as nutrients and the nutritional needs of the human body to maintain optimum health is accentuated. The role of the nurse in diet modification is also contained in this course. This course is composed of 144 hours of class.

PSYC 201: General Psychology (3 credit hours). This course is an overview of the field of psychology, the scientific and systematic inquiry about behavior and experience. Emphasis is on the complex and the diverse processes that direct and influence human activities. Students will gain an understanding of theoretical frameworks and methodologies that are employed in the study of behavior. This course is composed of 144 hours of class.

PSYC 202: Developmental Psychology (3 credit hours). Presents research and theories regarding human growth and changes throughout the life span. Students explore factors that affect personality, cognitive, and physical development from psychological and socio-cultural perspectives. This course is composed of 144 hours of class.

PHR 201: Pharmacology (3 credit hours)

Introduces some of the basic principles of drug actions and provides the student with the foundations of dosage calculations. This course is composed of 160 hours of class and laboratory. Major classifications of drugs and their actions, adverse effects, and application to the nursing process are addressed in this course.

NURS 101: Fundamentals of Nursing I (3 credit hours)

Introduces the basic foundations of professional nursing. The development of critical thinking, nursing process, and fundamental skills will be taught in this class in order to provide students the nursing skills and theory necessary to provide safe basic client care. Basic skills, concepts, models, and information related to health, nursing, communication, and aging are addressed. This course is composed of 144 hours of class hours and to be taken concurrently with N102. (Prerequisites: All science courses, English 101, and Developmental Psychology, all with a minimum grade of "C").

NURS 102: Techniques of Clinical Nursing (3 credit hours).

This clinical course provides lab and clinical experience and gives the student hands-on clinical experience in support of the theory taught in NUR 101. Techniques move from simple to complex and will parallel the instruction students have learned in theory. It is presented concurrently with N101. This course may be used for the transition course for those students with a current practical nursing license. The course contains 64 hours of laboratory and 100 hours of clinical skills experience (164 hrs.). (Prerequisites: All science courses, English 101, Developmental Psychology, and NURS 101, all with a minimum grade of "C".)

NURS 201: Medical Surgical Nursing I (5 credit hours)

Presents concepts and skills related to the nursing care of adults with common acute and chronic health problems. A Basic foundation of health promotion and illness and practice as well as the foundations of medical, surgical nursing will be presented. Physiologic and psychosocial foundations of care will be presented in this course. These concepts, as well as those presented in nutrition and pharmacology, will be built upon as students study the management of clients with specific system disorders. Students are expected to demonstrate proficiency in theory and skills both in the laboratory and clinical setting. This course is composed of 170hours of class/laboratory and 128 clinical hours (298 hrs.). (Prerequisites: All science courses, Developmental Psychology, Nutrition, Pharmacology, ENG 101, NUR 101 and102, all with a minimum grade of "C").

NURS 202: Medical Surgical Nursing II (5 credit hours)

Presents further concepts and skills related to the nursing care of adults with common acute and chronic health problems. Emphasis is placed on pathophysiology, clinical manifestations, medical and surgical treatment, and the use of the nursing process to promote needs fulfillment in a variety of clinical and community settings. Health problems for specific system disorders as well as multisystem disorders and disorders which require intensive or emergency care are covered. Students are expected to demonstrate proficiency in theory and skills both in the laboratory and clinical setting. This course is composed of 170hours of class/laboratory and 128 clinical hours (298 hrs.). (Prerequisites: All science courses, Developmental Psychology, Nutrition, Pharmacology, ENG 101, NUR 101 and102, and NUR 201, all with a minimum grade of "C")

NURS 206: Maternal-Child Nursing (8 credit hours)

Begins with a theoretical focus on maternity and women's and family health. Instruction in gynecology, obstetrics and care of the newborn will lead in to instruction in holistic care for pediatric clients. Students will build on concepts taught throughout the course and the program and be able to apply these to the care of a pediatric client. Promotion of wellness, illness prevention, and care of clients with acute as well as chronic illnesses throughout childhood will be taught. This course is composed of 202 hours of class/laboratory, 8 hours simulation Laboratory and 56 clinical hours in a variety of pediatric and obstetric settings (266 hrs.). (Prerequisites: NUR 101, 102, 201 with a minimum grade of "C").

NUR 204: Mental Health Nursing (4 Credit hours)

Students in this course will learn the process of psychiatric nursing. Theory on mental illness, psychotherapeutic medications, therapeutic milieu and current trends will provide the foundation for care of the client with acute and/or chronic psychiatric illness. Content will be presented related to clients demonstrating anxiety, rituals, dissociative patterns, somatization, withdrawal from reality, depression or mania, aggression, pathological suspicion, and abuse of food, chemical substances; and people with characteristic behaviors of borderline or antisocial personality disorder This course is composed of 160 hours of class/laboratory and 40 hours of clinical in a mental health setting (200hrs). (Prerequisites: NURS 101,102,201, with a minimum grade of "C").

NUR 205: Leadership in Nursing (3 credit hours)

This course provides the student with knowledge concerning the new graduate's entry into the workplace as an RN. Current leadership and management techniques are examined, as are management skills, and the legal, economic and ethical issues which impact the Registered Nurse as a professional. This course is composed of 144 hours of class. Basic concepts of nursing informatics are presented. The RN's role in delegation of responsibilities will be explored. Emphasis is placed on the student's transition into a professional role. (Prerequisites: NUR 101, 102, 201, with a minimum grade of "C")

NURS 203: Gerontology/Community-Based Nursing (3 credit hours)

Presents concepts and skills related to the nursing care of older adults with common health problems being cared for in the community as well as in various facilities. Emphasizes physiological changes and diseases processes associated with aging, as well as clinical manifestations, medical and surgical treatment, and the use of the nursing process. Health problems related to the aging process and their effects on various body systems are emphasized. Students are expected to apply theory from medical surgical nursing and adapt it to health problems in the elderly population being cared for in a variety of settings. This course is composed of 144 hours of class and 40 clinical hours (184hrs.). Clinical will focus on caring for the elderly client in a residential or community-based setting. (Prerequisites: NUR 101, 102, 201, all with a minimum grade of "C")

NUR 207: Capstone Course (3 credit hours)

This course is set up to meet the specific needs of the student preparing to take the Comprehensive Examination and the NCLEX-RN. The NCLEX-RN Test Plan and application process are explained. A review of nursing theory and test-taking strategies are provided. Hands-on practice with the computer adaptive test-taking method is provided. This course is composed of 144 hours of class. A standardized RN comprehensive exam will be used as the Final Exam in this course. VATI-RN and NCLEX RN 10,000 are used to help students review for the RN Comprehensive Exit Exam which is part of this course. (Prerequisites: **Students must have passed all program courses with a minimum of 2.5 GPA before enrolling in NURS 207: Capstone and met their financial obligations.**)

PROGRAM/COURSE DESCRIPTIONS OFFERED AT DC BRANCH CAMPUS

PRACTICAL NURSING PROGRAM

PN 101 BASIC SCIENCES FOR NURSING 208 Hours

This is the foundation of the Practical Nursing Program. Content includes Anatomy and Physiology, Basic Nutrition, and Microbiology with special emphasis on infection control.

In Part I, Anatomy and Physiology, the physical and life sciences are introduced to serve as a basis for understanding the human body. The structure and functions of each system of the human body is emphasized and how the body maintains homeostasis (128 Hours).

In Part II, Basic Nutrition, food as nutrients and the nutritional needs of the human body to maintain optimum health is accentuated. The role of the nurse in diet modification is also contained in this unit (40 Hours).

In Part III, Principles of Microbiology, students are introduced to the major microorganisms and their effect on the human body. The infectious process with the application of infection control measures used in the work setting is also stressed (40 Hours).

These principles of basic sciences, nutrition, and microbiology will be reinforced and expanded during subsequent courses. Teaching methods include lecture, discussion, projects and laboratory sessions supported by appropriate audio-visual materials. The competency-based format of instruction is utilized.

PN 102 INTRODUCTION TO PHARMACOLOGY 80 Hours

The course is designed to provide the Student with an understanding of the classifications and actions of commonly used drugs. Emphasis is placed on the nurse's responsibility to anticipate, observe and report the effects of drugs on the patient. Calculation of accurate medication dosages is also included. The basic principles of administration of medications are included as well as the policies and methods of administration. Further study of medications is integrated throughout the curriculum.

PN 103 FUNDAMENTALS OF NURSING 200 Hours

The course is designed to introduce the student to the Practical Nursing Program, and to the broad fields of health and nursing. The student is introduced to selected developmental concepts; the physiological and psychological needs of people, effective communication skills, the principle of psychological nursing and the nursing process. Historical developments, the health care delivery system, legal and ethical aspects of nursing, and care of the elderly are also included.

The course provides clinical experience and laboratory practice in basic nursing principles and skills necessary to render safe and therapeutic care to patients with non-complex nursing problems in hospitals, long- term care and sub-acute health care facilities.

PN 104 MEDICAL-SURGICAL NURSING I 318 Hours

This course is designed to place emphasis on the application of the nursing process and Orem's self-care Deficit theory as a framework to organize, plan and implement an effective nursing intervention based on identified problems. Principles of nutrition, pharmacology, and communication are correlated throughout the course. The concept of total care is introduced in order that the student recognizes that nursing is concerned with individuals as a whole and family unit. A study of selected acute-chronic health care problems is investigated by focusing on the pathophysiology, treatments, including medications, behavioral, and socio-economic interrelationships

Attention is given to the effects of poverty on the health of the individual, the family, and the community. Particular emphasis is given to health problems and cares to clients in an urban community setting. Changes in body systems related to aging are integrated as disease processes are discussed. Experience is provided in the delivery of nursing interventions to adults with minimal physiological alterations in hospitals, outpatient surgical units and long-term care facilities. Emphasis is directed toward assisting with the formulation and implementation of a nursing care plan reflecting the clinical application of the nursing process. Further study and practice of the preparation and administration of medications is integrated throughout the curriculum.

PN 105 MEDICAL-SURGICAL NURSING II 318 Hours

This course is designed for the student to build on prior learning experiences to further knowledge and skills required in the practical nursing field. Students will continue to use the nursing process, within the self-care framework, to assist clients in meeting their physiological and psychosocial needs in both sub-acute and acute care settings. The Learning experience is provided in delivering nursing care to patients and families with multiple medical-surgical nursing problems, which require specialized skills. The student is guided in the application of previous learning experiences to gain insight into the problems of families and the role of nursing and other health-allied occupations. Guidance on this level of progression is expected to lead to more self-confidence, self-direction as a nursing team member in the delivery of health care to individuals, patients, and family groups. Community hospitals, outpatient, long-term and sub-acute health care facilities are utilized for clinical experience.

PN 106 MATERNAL HEALTH NURSING 64 hours

This course is designed to provide comprehensive discussions of family-centered care, wellness, health promotion and illness prevention, women's health issues, and the growth and development of the newborn and the parent. The information will form a continuum of knowledge that flows from conception to adulthood. Focus on the systems approach will be used to address physiological illnesses. The student will continue to use the nursing process within the self-care framework in providing care to the childbearing family. Further emphasis is on the application of the nursing process and the implementation of an effective nursing intervention based on identified problems. Principles of nutrition, pharmacology, and communication are correlated throughout the course. The student will spend time in the client care area and will be expected to assume more responsibilities for his/her nursing actions. Clinical experiences include care of mothers and newborns and are held in in-client and/ or ambulatory maternal/child health settings

PN 107 PEDIATRIC NURSING 104 hours

This combined course is designed to provide discussions of family-centered care, wellness, health promotion and illness prevention, and the growth and development of the child. The information will form a continuum of knowledge that flows from conception to adulthood. Focus on the systems approach will be used to address physiological illnesses. Child health theory is presented within a self-care framework of nursing process and the implementation of an effective nursing intervention based on identified problems. Principles of nutrition, pharmacology, and communication are correlated throughout the course. The student will spend time in the Client care area and will be expected to assume more responsibilities for his/her nursing actions. Related clinical experiences will take place in the hospital and out-client health care facilities

PN 108 MENTAL HEALTH NURSING 104 Hours

In this course, the student will explore the role of the Practical Nurse as a member of a multidisciplinary team caring for clients with mental health deviations. Students are introduced to the field of mental health nursing and clients in need of psychiatric or chemical dependency services. The focus is placed on rehabilitating clients to the least restrictive environment utilizing a range of psychiatric and medical services, which reflect the accepted standard of care and are in compliance with statutory and regulatory guidelines. The course content includes concepts and application of therapeutic communication, current and evolving principles in mental health care, legal and ethical guidelines, and human development needs. Clinical focus is directed toward a client centered communication interaction incorporating theoretical mental health nursing principles and attainment of self-care requisites. Clinical experiences are provided in in-patient mental health settings, with observation at a substance abuse program.

PN 109 GERONTOLOGY 128 hours

This course is designed to give the student a broader and deeper understanding of the complex needs of older adults and families with multiple health problems. Its ultimate aim is to assist the student in achieving the program objectives. Emphasis is placed on the concept of body image, the family in an urban community, its role in health maintenance and on the effect of illness on older adults. The student is guided in the application of previous learning experiences of a self-care framework of the nursing process to gain insight into the problems of families and the role of nursing and other helping occupations. Long-term and sub-acute health care facilities are utilized for clinical experience.

PN 110 TRANSITIONS IN NURSING 80 Hours

This course is designed to “bridge the gap” between the role of a nursing student and graduate. Content places emphasis on the ethical and legal responsibilities of the Licensed Practical Nurse, current legislation and regulation that affect the LPN and the leadership and management role of the LPN in the nursing profession. Theory related to career management, job interviewing, and job retention skills will be included. Learning experiences include lecture, class discussions, independent study and projects, and job search which include identifying appropriate job opportunities, writing a resume and demonstrating an understanding of the interview process.

The policies in the Student Catalog/Student Handbook can be changed at any time during the program to reflect current situations and practice in education and healthcare. The administration is responsible for informing the students at Saint Michael School of Allied Health of the changes promptly. The new policy will be distributed to the students. The student will keep a copy of the changed policy, and a signed copy will be kept on each student’s record.

FACULTY PROFILE

Faculty Name	FT/PT	Degree (s)	Area of Clinical Expertise	Academic Teaching and Other Areas of responsibility
Michael Adedokun	Full-Time	BSN - University of the State of New York MSN-University of Phoenix, AZ Ph.D. – Northcentral University, Phoenix, AZ	Administration	Administration
Catherine Adedokun	Full-Time	BSN – West Virginia Weleyan, Buckhannon, WV MSN - Indiana State University, Terre Haute, IN	Medical-Surgical Nursing/Fundamentals of Nursing/Techniques of Clinical Nursing	Skills Lab Instructor Fundamentals of Nursing
Frida Yem Yem	Part-Time	BS - Christian Albrecht Medical School, Kiel, Germany MD - Christian Albrecht Medical School, Kiel, Germany	Basic Sciences	Basic Sciences including Pharmacology & Nutrition
Peter Tumenta	Full-Time	BSN - Howard University, Washington, DC	Medical Surgical Nursing/Mental Health	Medical-Surgical Nursing Clinical Instructor
Sheila <u>Beander</u>	Part-Time	BSN - University of Phoenix, AZ MSN-University of Phoenix, AZ	Fundamental of Nursing/Mental Health/Maternal-Child Nursing/Leadership/Gerontology	Fundamental of Nursing/Mental Health/Maternal-Child Nursing/Leadership/Gerontology
Chuks Nwaulu	Part-Time	BSN - Western Governors University, Utah MSN - Western Governors University, Utah	Mental Health Nursing	Mental Health Nursing
Alexander Ukaoma	Part-Time	Howard University Washington, DC (BSN, MSN-FNP)	Medical Surgical Nursing	Medical Surgical Nursing
Patrick Harris	Full-Time	Liberty University, Lynchburg, VA (BSN), Saint Joseph's College of Maine (MSN)	Maternal Health/ Pediatric nursing/ Capstone	Maternal Health/ Pediatric nursing/ Capstone