



*SAINT MICHAEL COLLEGE OF ALLIED HEALTH*

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**CATALOG  
AND**

STUDENT HANDBOOK

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## SAINT MICHAEL COLLEGE OF ALLIED HEALTH

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### HISTORY

Saint Michael College of Allied Health (SMCAH) is incorporated in Virginia as an educational institution. The College is certified by the State Council of Higher Education for Virginia to offer an Associate of Applied Science Degree and a Practical Nursing Program. Saint Michael College of Allied Health's Associate of Applied Science Degree in Nursing is approved by the Virginia Board of Nursing. The College is accredited by the Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350. <http://www.council.org>. The College branch campus in the District of Columbia houses the Practical Nursing Program and the Associate of Applied Science Degree in Nursing, and both programs are licensed by the District of Columbia Higher Education Licensure Commission and approved by the District of Columbia Board of Nursing. Both programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd NE #850, Atlanta, GA 30326.

### OWNERSHIP

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#### COLLEGE OFFICERS

President/ CEO: Michael Adedokun, Ph.D., APRN, NEA-BC, CNE, PMHNP-BC, AGPCNP, AGNP-C  
Executive Vice President/Campus Administrator: Catherine Adedokun, MSN, RN

### MISSION, GOALS, AND VALUES

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#### MISSION

Saint Michael College of Allied Health's (SMCAH) primary mission is to provide nursing education to men and women from diverse backgrounds and cultures. Upon completing the College's educational programs, the Northern Virginia, Maryland, and District of Columbia communities will have a qualified and competent professional workforce 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 Board of Nursing and Accreditation Commission for Education in Nursing (ACEN) criteria to implement a defined program of learning based on stated philosophy, goals, and curriculum framework.
- To prepare graduates who are eligible for licensure and can practice competently in entry-level positions in various healthcare settings.
- To maintain a high level of successful first-time NCLEX test takers so that nursing needs in the community are met promptly.
- Provides a student-centered education model by incorporating various teaching styles, encourages active student learning, and uses technology to enhance student learning.
- Ensure learners and the environment are reciprocal in which each entity influences the other.

#### SMCAH VALUES

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- **Integrity:** Respect for the dignity, equality, diversity, and potential of self and others in personal and professional interactions.
- **Responsibility:** Accountability in personal, professional, community, and fiscal affairs and services provided.
- **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:** Facilitation of intellectual and technical growth through a commitment to continuous improvement, innovation, and appreciation of an individual's experience.

## SMCAH VISION

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

## PHILOSOPHY

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Saint Michael College of Allied Health's nursing faculty holds certain philosophical beliefs about the nature of a person, nursing, health, environment, the teaching and learning process, and nursing education. The following describes these concepts as they relate to healthcare delivery systems.

- **Person:** A biopsychosocial and spiritual being with health care needs continually develop from conception to death within a dynamic environment. A person is a living system and possesses the potential for free will in decision-making.
- **Nursing:** Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human responses, and advocacy in the care of individuals, families, communities, and populations. Nurses enhance **human thriving** by strategically applying evidence-based nursing knowledge and skills to meet their clients' communities' diverse healthcare needs throughout life.
- Health is a state of physical, mental, and social well-being and not merely the absence of disease or infirmity. Therefore, every human has a right to access healthcare, including resources that enable them to participate in patient-centred healthcare management and achieve their maximum health potential.
- **Environment:** The individual constantly interacts with the dynamic atmosphere in which they live. The environment includes social, physical, ethical, moral, cultural, and other influences that impact the client's ability to meet basic needs. The nurse recognizes environmental and personal conditions associated with clients' holistic well-being using **Nursing Judgment**. The nurse factors these conditions into plans that assist the individual in utilizing learned coping mechanisms while positively enhancing their ability to interact with the environment.
- **Teaching/Learning:** Educational competence requires faculty/instructors to incorporate art and science in structuring a learning environment that immerses students into meaningful experiences designed to achieve course, level, and program outcomes. The teacher is guided by their knowledge, skills, and abilities and actively seeks resources to respond to the adult learner's unique needs, attitudes, and motivations. It is the learner's responsibility to become actively involved in the educational process to build a spirit of inquiry and embrace learning across the life span. The faculty/instructor, staff, and College at large share in the individual and collective responsibility to create and facilitate the development of a **Professional Identity** within an environment where learners can positively experience and actualize success.
- **Nursing Education:** A process that integrates the knowledge of physical sciences, nursing concepts, and technical skills to encourage the nursing student to successfully meet competencies delineated by the nursing practice's professional and legal regulations. Through the **Spirit of Inquiry**, the student is an active participant in applying critical reasoning to practice. Critical reasoning in this context is derived from evidenced-based practice, which allows the student to respond autonomously and collaboratively with interdisciplinary teams to meet the ongoing challenges associated with the changing healthcare environment. **In teamwork**, the student must function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decisional making to achieve quality patient care.

## PROGRAMS OF STUDY

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Programs are offered at the Virginia Branch campus.

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Associate in applied science Degree in Nursing (A.A.S/ 24 months)

SMCAH Governing Board approved the Practical Nursing certificate and Associate of Applied Science Degree in Nursing offered at the DC branch campus. Credits and coursework earned at the DC campus are transferrable to Virginia's main campus.

Programs offered at the DC Main Campus

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Practical Nursing (Certificate Program): The program lasts 14 months during the day and evening is 15 months.

Associate in applied science Degree in Nursing (A.A.S/ 24 months).

### PRACTICAL NURSING PROGRAM

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Saint Michael College of Allied Health offers a Practical Nursing Program of 39 theory and clinical practicum credit hours. The program lasts 14 months during the day, and evening is 15 months.

### PROGRAM DESCRIPTION

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The Practical Nursing program exposes students to various classroom and clinical experiences to prepare them for employment in nursing homes, hospitals, and other healthcare settings. Upon program completion, the graduate will be eligible for the licensure exam for Practical Nurses (NCLEX - PN).

### PROGRAM MISSION

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The mission of the Practical Nursing Program is to provide entry-level nursing education to men and women from diverse backgrounds and cultures. Upon completion of the practical nursing program, the Northern Virginia and District of Columbia metropolitan areas will be provided with practical graduate nurses who are competent, qualified, dedicated, and caring to practice nursing in this culturally diverse environment.

### PRACTICAL NURSING END-OF-PROGRAM LEARNING OUTCOMES

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**Patient-Centered Care:** Integrate principles of effective communication with knowledge of quality and safety competencies.

**Evidence-Based Practice:** Initiate changes in approaches to care when new evidence warrants evaluating other options for improving outcomes or decreasing adverse events.

**Safety:** Use national patient safety resources:

- for own professional development
- to focus attention on safety in care settings.

**Teamwork/collaboration:** Function competently within own scope of practice as a health care team member.

**Quality Improvement:** Maintain confidentiality of any patient information used to determine outcomes of quality improvement efforts.

PRACTICAL NURSING GUIDING STANDARDS AND END-OF-PROGRAM STUDENT LEARNING OUTCOMES

<b>Patient-Centered Care (QSEN)</b> <b>Definition:</b> Integrate the best current evidence with clinical expertise and patient/family preferences and values to deliver optimal health care.		
<b>Student Learning Outcomes</b> The student will:	<b>Student Learning Outcomes</b> The student will:	<b>Student Learning Outcomes</b> The graduate will:
<b>Level 1:</b> Provide patient-centered care with sensitivity, empathy, and respect for the diversity of human experience.	<b>Level 2:</b> Demonstrate respect for the dignity and uniqueness of others, value diversity, integrity, mutual trust, civility, self-determination, and regard for personal preferences and desires	<b>Level 3:</b> Integrate principles of effective communication with knowledge of quality and safety competencies.
<b>Evidence-Based Practice (EBP) (QSEN)</b> <b>Definition:</b> Integrate the best current evidence with clinical expertise and patient/family preferences and values for the delivery of optimal health care		
<b>Student Learning Outcomes</b> The student will:	<b>Student Learning Outcomes</b> The student will:	<b>Student Learning Outcomes</b> The graduate will:
<b>Level 1:</b> Describe evidence-based practice to include the components of research evidence, clinical expertise, and patient/family values	<b>Level 2:</b> Demonstrate knowledge of evidence-based practice and processes.	<b>Level 3:</b> Initiate changes in approaches to care when new evidence warrants evaluation of other options for improving outcomes or decreasing adverse events
<b>Safety (QSEN)</b> <b>Definition:</b> Minimizes risk of harm to patients and providers through both system effectiveness and individual performance		
<b>Student Learning Outcomes</b> The graduate will:	<b>Student Learning Outcomes</b> The graduate will:	<b>Student Learning Outcomes</b> The graduate will:
<b>Level 1:</b> Describe the benefits and limitations of selected safety-enhancing technologies (such as barcodes, Computer Provider Order Entry, and electronic prescribing)	Participate as a team member to design, promote, and model the effective use of technology and standardized practices that support safety and quality.	<b>Level 3:</b> Use national patient safety resources: <ul style="list-style-type: none"> <li>• for own professional development</li> <li>• to focus attention on safety in care settings</li> </ul>
<b>Teamwork and Collaboration (QSEN).</b> <b>Definition:</b> Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.		
<b>Student Learning Outcomes</b> The student will:	<b>Student Learning Outcomes</b> The student will:	<b>Student Learning Outcomes</b> The graduate will:

<b>Level 1:</b> Describe the scope of practice and roles of all health care team members.	<b>Level 2:</b> Demonstrate awareness of strengths and limitations as a team member.	<b>Level 3:</b> Function competently within your scope of practice as a member of the health care team
<b>Quality Improvement (QSEN)</b> <b>Definition:</b> Use data to monitor the outcomes of care processes and use improvement methods to continuously design and test changes to improve the quality and safety of health care systems.		
<b>Student Learning Outcomes</b> The student will:	<b>Student Learning Outcomes</b> The student will:	<b>Student Learning Outcomes</b> The graduate will:
<b>Level 1:</b> Describe strategies for improving care outcomes in the setting in which one is engaged in clinical practice.	<b>Level 2:</b> Participate in quality improvement by providing input into developing policies and procedures and effectively using resources to achieve patient care outcomes.	<b>Level 3:</b> Maintain confidentiality of any patient information used to determine outcomes of quality improvement efforts

## ADMISSION POLICIES

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### GENERAL ADMISSION STATEMENT

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

### ADMISSION REQUIREMENTS

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Application forms can be obtained at Saint Michael College of Allied Health at 8305 Richmond Highway, Unit 10A, Alexandria, VA 22309. After completing the following requirements, applicants will be considered for admission to the Saint Michael College of Allied Health Practical Nursing Program.

- Submit proof of high school education: diploma, transcript, or GED
- Obtain a minimum score of 76% on Reading Comprehension and 70% on Math on the Entrance Exam.

### CANDIDATE ACCEPTANCE PROCEDURE

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The Admissions Committee is responsible for reviewing all applications and documents for admission. Successful applicants granted admission into the Practical Nursing Program are notified in writing. In addition, successful applicants must return a signed copy of the application form and \$75.00 application fees to the school's admissions office two weeks before classes start. Admission is granted to qualified applicants who have met all the admission criteria and standards published in the catalog.

PRACTICAL NURSING PROGRAM CURRICULUM PLAN

Level 1	Credits	Level 2	Credits	Level 3	Credits
BIO 201: Anatomy and Physiology I	4	PN116: Medical/Surgical Nursing II	5	PN 119: Mental Health Nursing	2
BIO 202: Anatomy and Physiology II	4	PN 117: Maternal Health Nursing	2	PN 120: Gerontology Nursing	3
PHR 110: Pharmacology	3	PN 118: Pediatric Nursing	2	PN 121: Nursing Transitions	2
NURT110: Nutrition	3				
PN 114: Fundamentals of Nursing	4				
PN115: Medical/Surgical Nursing I	5				

Level 1 Courses	Professional Competencies Level Outcomes
PHR 110: Pharmacology NURT110: Nutrition PN 114: Fundamentals of Nursing PN115: Medical/Surgical Nursing I	<p><b>Patient-Centered Care:</b> Provide patient-centered care with sensitivity, empathy, and respect for the diversity of the human experience.</p> <p><b>Evidence-Based Practice:</b> Describe evidence-based practice to include the components of research evidence, clinical expertise, and patient/family values.</p> <p><b>Safety:</b> Describe the benefits and limitations of selected safety-enhancing technologies (such as barcodes, Computer Provider Order Entry, and electronic prescribing).</p> <p><b>Teamwork/collaboration:</b> Describe scopes of practice and roles of all health care team members.</p> <p><b>Quality Improvement:</b> Describe strategies for improving care outcomes in the setting in which one is engaged in clinical practice.</p>
Level 2 Courses	Professional Competencies Level 2 Outcomes
PN116: Medical/Surgical Nursing II PN 117: Maternal Health Nursing PN 118: Pediatric Nursing	<p><b>Patient-Centered Care:</b> 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><b>Evidence-Based Practice:</b> Demonstrate knowledge of evidence-based practice and processes.</p> <p><b>Safety:</b> Participate as a team member to design, promote, and model effective use of technology and standardized practices that support safety and quality.</p> <p><b>Teamwork/collaboration:</b> Demonstrate awareness of strengths and limitations as a team member.</p> <p><b>Quality Improvement:</b> Participate in quality improvement by providing input into developing policies and procedures and effectively using resources to achieve patient care outcomes.</p>
Level 3 Courses	Professional Competencies Level 2 Outcomes
PN 119: Mental Health Nursing PN 120: Gerontology Nursing PN 121: Nursing Transitions	<p><b>Patient-Centered Care:</b> The graduate will Integrate principles of effective communication with knowledge of quality and safety competencies.</p> <p><b>Evidence-Based Practice:</b> Initiate changes in approaches to care when new evidence warrants evaluating</p>

	<p>other options for improving outcomes or decreasing adverse events.</p> <p><b>Safety:</b> The graduate will Use national patient safety resources:</p> <ul style="list-style-type: none"> <li>• for own professional development</li> <li>• to focus attention on safety in care settings.</li> </ul> <p><b>Teamwork/collaboration:</b> The graduate will function competently within their scope of practice as a health care team member.</p> <p><b>Quality Improvement:</b> The graduate will maintain confidentiality of any patient information used to determine outcomes of quality improvement efforts.</p>
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**Practical Nursing Summary of contact hours**

<b>Courses</b>	<b>Credits</b>	<b>Theory Contact Hours</b>	<b>Skills Lab Contact Hours</b>	<b>Simulation</b>	<b>Clinical Contact Hours</b>
BIO 201: Anatomy and Physiology I	4	135	45		0
BIO 202: Anatomy and Physiology II	4	135	45		0
NURT110: Nutrition	3	135	0		0
PHR 110: Pharmacology	3	135	0		0
PN 114: Fundamentals of Nursing	4	90	45		88
PN115: Medical/Surgical Nursing I	5	90	45	16	128
PN116: Medical/Surgical Nursing II	5	90	45	16	128
PN 117: Maternal Health /Pediatric Nursing	4	90	45	16	64
PN 119: Mental Health Nursing	2	90	0		32
PN 120: Gerontology Nursing	3	90	0		128
PN 121: Nursing Transitions	2	90	0		0
<b>Total</b>	<b>39</b>	<b>1170</b>	<b>270</b>	<b>48</b>	<b>600</b>

## **ACADEMIC STANDING, PROGRESSION, AND RETENTION (PRACTICAL NURSING)**

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### **ACADEMIC STANDING AND PROGRESSION IN THE PROGRAM**

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Students are considered to be in good academic standing if they maintain at least a 76% (“C”) pass mark for all courses during the program. A student receiving a grade of less than 76% must repeat the course theory, earn at least a grade of 76%, and pass the clinical component. Students may repeat a failed course once.

- A student with two failures in the same course will be asked to withdraw from the program.
- A student who fails two courses will be placed on academic probation and cannot progress until they pass the failed courses.
- A student who fails two courses is not meeting Satisfactory Academic Progress (SAP); therefore, such a student’s hours cannot be updated for financial aid until the failed courses are passed.
- A student who fails three courses will be asked to withdraw from the program.
- The instructor will see a student failing a course to discuss procedures to improve grades. In addition, tutorials will be offered for each course from 3:30 pm to 4:30 pm at the students' request.

### **PRACTICAL NURSING RETENTION/ACADEMIC PROBATION POLICY**

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

- Maintain a 76% pass for all courses during the program.
- Maintain a passing grade for all clinical courses during the program.
- Adhere to all the college’s academic and general policies.
- Demonstrate a pattern of safe clinical practices commensurate with their educational experience.
- Meet all financial obligations.
- A student will be asked to withdraw from the program if they have remained in the program for more than 24 months or 150% of its published length.
- A student who fails two courses will be placed on academic probation, and the student will be removed from the academic probation after passing the failed courses.
- A student who fails three courses will be asked to withdraw from the program.
- A student with two failures in the same course will be asked to withdraw from the program.
- The instructor will see a student failing a course to discuss procedures to improve grades. There is a re-evaluation at mid-course. Tutorials will be offered for each course from 3:30 pm to 4:30 pm at the students' request.
- A student may not be allowed to be on probation for more than two semesters.

### **GRADUATION REQUIREMENTS FOR PRACTICAL NURSING PROGRAM**

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- Eligibility for graduation requires that all students complete all course requirements and maintain a passing grade of 76%.
- The student must also fulfill all academic and financial requirements.
- Complete Virtual ATI NCLEX-PN Review before taking the Exit Exam.
- Sit for the HESI Exit Exam and earn a 900 composite score or ATI Exit Exam with a passing score of 76 %. SMCAH may also use other standardized Norm-Referenced tests, and students will be informed of the passing score before the exam.

### ADMISSION STATEMENT FOR ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING

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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 college or have obtained their GED. Students must be 18 years old before 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, or national origin.

### PROGRAM DESCRIPTION

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The Associate of Applied Science Degree in Nursing (A.A.S.N) begins with basic education courses such as math, English composition, science, humanities, and social science. The curriculum includes 70 credits to prepare graduates for entry-level nursing and qualify for a registered nurse license in Virginia, Maryland, and The District of Columbia. The program focuses on nursing practice within the current health care delivery system by introducing the nursing process and basic nursing concepts as a framework for organizing care delivery. Emphasizes foundational knowledge of nursing practice, skills acquisition, and the basic care of diverse patient populations. The length is 24 months for the day program and 36 months for the evening program. Upon completing the Associate of Applied Science degree (A.A.S) in nursing, graduates can sit for the National Council Licensure Examination (NCLEX-RN) for Registered Nurses.

### PROGRAM MISSION

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To provide the healthcare community and the District of Columbia with professional nurses who are competent, qualified, caring, and dedicated to practicing professional nursing in a culturally diverse population.

### ADMISSION REQUIREMENTS

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Application forms can be obtained at Saint Michael College of Allied Health, 1106 Bladensburg Road, NE, Washington, DC 20002.

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

- Provide an official 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 the Evolve Reach Admission Assessment Exam.
- The program admission assessment is administered after the students have completed the 27 general education credits.

In order to be admitted directly to the nursing program, students must provide an official transcript of 27 credit hours of pre-nursing courses listed below from the US Department of Education regionally or nationally accredited institutions.

Courses	Credit Hours
Anatomy and Physiology, I with Laboratory	4
Anatomy and Physiology II with Laboratory	4
Microbiology with Laboratory	4
English Composition I	3
Research and Literature	3
General Psychology	3
Developmental Psychology	3
College Mathematics	3

- Transfer students must maintain a 2.5 GPA from previous colleges/universities. The completion time of science courses such as Anatomy and Physiology, College Math, and Microbiology courses must not be older than five years at the time of admission to the college. Advanced standing will not be granted to an applicant who has withdrawn from other nursing programs.

- Applicant must submit an official transcript of 27 college credits, exempting an applicant from providing an official high school transcript, but must show proof of high school diploma completion for Financial Aid Eligibility.
- Applicant must submit a completed application form and application fee.
- Have all foreign credentials and transcripts 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](mailto:eval@ece.org) Web: [www.ece.org](http://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](http://www.wes.org)

#### **CANDIDATE ACCEPTANCE PROCEDURE**

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The Admissions Committee is responsible for reviewing all applications and documents for admission. SMCAH admissions committee consists of 3 to 4 nursing faculty members who work together to decide who is accepted as part of the next matriculating class.

The Selection Process includes the applicant's academic history, such as prerequisite and college-level coursework, pre-admission test results, and references. To be seriously considered, applicants must:

- Achieve a Reading Comprehension Score of 75% and a math score of 70% on the Evolve Reach Admission Assessment Exam (*higher scores carry more weight in the selection process*).
- Earn A's and B's in all prerequisite coursework Exams (*higher grades carry more weight in the selection process*).
- Earn A's and B's in academic courses relevant to the Nursing program curriculum (*especially A&P, Microbiology, and College Mathematics*).
- Evaluate recommendations from individuals who know the applicant's strengths, particularly those related to becoming a nurse.

Successful applicants granted admission into the Associate of Applied Science (Nursing) are notified in writing. In addition, successful applicants must return a signed copy of the application form and \$75.00 application fees to the school's admissions office two weeks before classes start. Admission is granted to qualified applicants who have met all the admission criteria and standards published in the catalog.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING CURRICULUM PLAN

Name of Class/Course	General Education Course	Core course	Credit Hours	Theory Hours	Laboratory Hours	Student Preparation Hours	Clinical Hours
BIOL 201: Anatomy and Physiology I with Laboratory	x		4	45	45	120	0
BIOL 202: Anatomy and Physiology II with Laboratory	x		4	45	45	120	0
BIOL 203: Microbiology with Laboratory	x		4	45	45	120	
ENGL 111: English Composition I	x		3	45	0	90	0
ENGL 112: Research and Literature	x		3	45	0	90	0
PSYC 201: General Psychology	x		3	45	0	90	0
PSYC 202: Developmental Psychology	x		3	45	0	90	0
MATH 111: College Mathematics	x		3	45	0	90	0
NUTR 110: Nutrition	X		3	45	0	90	0
PHR 110: Pharmacology		x	3	45	0	90	0
NURS111: Fundamentals of Nursing		x	3	45	0	90	0
NURS112: Techniques of Clinical Nursing		x	3	0	90	60	110
NURS 113: Critical Thinking in Nursing		X	2	30	0	60	0
NURS 211: Medical-Surgical Nursing I		x	5	45	0	90	120
NURS 212: Gerontology/Community Health Nursing		X	3	15	0	30	120
NURS 213: Maternal Health/Pediatric Nursing		X	6	45		90	120
NURS 214: Mental Health in Nursing		x	4	45	0	90	60
NURS 215: Medical-Surgical Nursing II		x	5	45	0	90	120
NURS 216: Nursing Leadership		x	3	45	0	90	0
NURS 217: Capstone		x	3	45	0	90	0
Total Hours			70	810	225	1770	650

**Semesters:** SMCAH semester-length, including summer, consists of 15 calendar weeks of instructional and clinical time.

**Lecture:** Ratio 1:1; one (1) lecture hour and 2 hours of student preparation time per week x 15 weeks semester is one credit hour. This means 45 hours of class time and 90 hours of student preparation is required for three credit hours per semester.

**Laboratory:** Ratio 1:3; three (3) supervised laboratory work hours and 2 hours of student preparation time per week x 15 weeks semester= 1 credit hour. This means 45 hours of laboratory time and 30 hours of student preparation is required for one credit hour per semester.

**Clinical:** Ratio 1:4; four (4) hours supervised student clinical teaching per week x 15 weeks semester= 1 credit hour). This means 60 hours of supervised student clinical teaching is required for one credit hour per semester.

*SMCAH COURSE SEQUENCE/ A.A.S. N*

Spring (Semester)	CREDIT HOURS
MATH 111: College Math	3
ENGL 111: College Composition	3
PSYC 201: General Psychology	3
BIOL 201: Anatomy & Physiology I	4
Total	13
Summer (15 Weeks Semester)	CREDIT HOURS
BIOL 203: Microbiology	4
PSYC 202: Development Psychology	3
BIOL202: Anatomy & Physiology II	4
ENGL 112: Research & Literature	3
Total	14
Fall (Semester)	CREDIT HOURS
PHR 110: Pharmacology	3
NURS 110: Nutrition	3
NUR 111: Fundamentals of Nursing	3
NURS 112: Techniques of Clinical Nursing	3
NURS 113: Critical Thinking in Nursing	2
Total	14
Spring (Semester)	CREDIT HOURS
NURS 211: Medical-Surgical Nursing I	5
NURS 212: Gerontology /Community Health Nursing	3
NURS 213: Maternal Health/ Pediatric Nursing	6
Total	14
Summer (15 Weeks Semester)	CREDIT HOURS
NURS 214: Mental Health Nursing	4
NURS 215: Medical-Surgical Nursing II	5
NURS 216: Nursing Leadership	3
NURS 217: Capstone Course	3
Total	15
<b>Total Credit Hours</b>	<b>70</b>

The following NLN broad program outcomes and competencies, along with QSEN Core Competencies, are described in the following visual:

Student Learning Outcomes	NLN. Competencies for RNs	QSEN Competencies
<p><b>1. NLN. Human Flourishing (Outcome)</b> Promote the dignity, self-determination, and personal growth of diverse patients, their families, and themselves to provide individualized, culturally appropriate relationship-centered nursing care.</p>	<p>The graduate will collaborate with the health care team to decrease patient/family distress caused by financial and healthcare risks during transitions in care.</p>	
<p><b>2. NLN. Nursing Judgment (Outcome)</b> Make judgments in practice, substantiated with evidence, that integrate nursing science in providing safe, quality care to diverse patients and their families in collaboration with the health care team.</p>	<p>The graduate will provide safe, quality care based on evidence and standards of care that promote patients' health within the context of the family and community.</p>	
<p><b>3. NLN. Professional Identity (Outcome)</b> Articulate a unique role as a health care team member, committed to evidence-based practice, caring, advocacy, and safe quality care to provide optimal health care for diverse patients and their families.</p>	<p>The graduate will function to the full scope of safe nursing practice, including management/leadership opportunities dictated by the District of Columbia and Virginia board of nursing regulations.</p>	
<p><b>4 QSEN.: Teamwork and Collaboration (Definition)</b> Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.</p>		<p>The graduate will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.</p>

<p><b>5. NLN. Spirit of Inquiry (Outcome)</b> By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status.</p>	<p>The graduate will function ethically according to the scope of practice requirements as a registered nurse, collaborating and communicating successfully with patients' families and members of the interprofessional standards.</p>	
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**PROGRESSION POLICY-A.A.S. N**

Nursing education builds on prior learning. It is necessary to complete certain required courses before taking advanced courses. The following courses must be completed with a C and above grade before proceeding to the next more advanced course; a 2.5 GPA is needed to graduate.

Level 1	Level 2	Level 3
NURS 111: Fundamentals NURS 112: Techniques of Clinical Nursing PHR 110: Pharmacology NUTR 110: Nutrition NURS 113: Critical Thinking in Nursing	NURS 211: Medical-Surgical Nursing NURS 212: Gerontology Nursing NURS 213 Maternal Health/Pediatric Nursing NURS 214: Mental Health Nursing	NURS 215: Medical-Surgical Nursing II NURS 216: Leadership in Nursing NURS 217: Nursing Capstone

Associate of Applied Science Degree in Nursing – End of Program Learning Outcomes

**Human Flourishing**

The graduate will collaborate with the health care team to decrease patient/family distress caused by financial and healthcare risks during transitions in care.

**Nursing Judgment**

The graduate will provide safe, quality care based on evidence and standards of care that promote patients' health within the context of the family and community.

**Professional Identity**

The graduate will function to the full scope of safe nursing practice, including management/leadership opportunities dictated by the District of Columbia and Virginia board of nursing regulations.

**Teamwork and Collaboration**

The graduate will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

**Spirit of Inquiry**

The graduate will function ethically according to the scope of practice requirements as a registered nurse, collaborating and communicating successfully with patients' families and members of the interprofessional standards.

**Associate of Applied Science in Nursing Student Learning Outcomes**

<b>Human Flourishing</b>		
<b>AAS-N Student Learning Outcomes: T</b>		
<b>Level 1 Outcome:</b> Students will examine personal beliefs, values, and biases about respect for human dignity, equality, and justice.	<b>Level 2 Outcome-</b> Students will practice civility when communicating with patients, families, and the health care team regarding controversial issues.	<b>Level 3 Outcome-</b> The graduate will collaborate with the health care team to decrease patient/family distress caused by financial and healthcare risks during transitions in care.
<b>Nursing Judgment</b>		
<b>AAS-N Student Learning Outcomes:</b>		
<b>Level 1 Outcome-</b> Students will Report data to assist in formulating healthcare goals/outcomes in collaboration with patients, their families, and healthcare team members.	<b>Level 2 Outcome-</b> Students will Use the nursing process and evidence-based practice to prioritize and provide safe, quality, client-centered care for varied client populations.	<b>Level 3 Outcome-</b> The graduate will provide safe, quality care based on evidence and standards of care that promote patients' health within the context of the family and community.
<b>Professional Identity</b>		
<b>AAS-N Student Learning Outcomes:</b>		
<b>Level 1 Outcome-</b> Students will Identify the practice scope and professional standards governing registered nurse practice.	<b>Level 2 Outcome-</b> Students will apply legal, ethical, and practice standards to care for varied client populations and advance their professional identity.	<b>Level 3 Outcome-</b> The graduate will Function to the full scope of safe nursing practice, including management/leadership opportunities as dictated by the District of Columbia and Virginia board of nursing regulations.
<b>Spirit of Inquiry</b>		
<b>AAS-N Student Learning Outcomes:</b>		
<b>Level 1 Outcome-</b> Students will describe evidence-based practice in nursing, including the rationale for its use.	<b>Level 2 Outcome-</b> Students will apply evidence-based practice standards to guide the care of varied client populations.	<b>Level 3 Outcome-</b> The graduate will function ethically according to the scope of practice requirements as a registered nurse, collaborating and communicating successfully with patients' families and members of the interprofessional standards.

<b>Teamwork and Collaboration</b>		
<b>AAS-N Student Learning Outcomes:</b>		
<b>Level 1 Outcome-</b> Students will describe their strengths, limitations, and values in functioning as a member of a team	<b>Level 2 Outcome-</b> Students will: a. Demonstrate awareness of own strengths and limitations as a team member. b. Initiate a plan for self-development as a team member. c. Act with integrity, consistency, and respect for differing views	<b>Level 3 Outcome-</b> The graduate will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

*Description of the college activities that may take students away from the college campus*

The college's practical nursing and the associate of applied science nursing programs consist of three components: Classes and lectures, Lab sessions, and on-site clinical rotations; students learn theory in classes and practice nursing skills in simulation labs. Clinical components occur at patient care facilities, such as hospitals, physicians' clinics, or nursing homes.

## *STUDENT PROGRESSION/PROBATION FOR ASSOCIATE OF APPLIED SCIENCE IN NURSING*

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- All students need a minimum GPA of 2.5 to progress or be placed on academic probation.
- Students who received a D or lower in any nursing course must repeat it and obtain a C or better grade. If a student fails three courses in the program or a repeated course, they will be dismissed.
- A student may take a leave of absence for up to six months. If a student fails to contact the college or goes beyond six months, they must reapply to the program.
- Probation will be continued if the student fails to achieve a 2.5 cumulative grade point average (GPA) for the number of hours attempted. The probation status will be determined at the end of each semester, and the student shall not be on academic probation for more than two semesters.
- Any student on academic probation will be limited in course load to a maximum of 9 semester hours during academic probation.
- Students on academic probation must meet with an academic advisor before registering for the subsequent semester. Academic advisors are authorized to limit the hours and courses students take on academic probation. Academic probation is noted on the student's permanent record.
- A student will be placed on probation for demonstrating behavior inconsistent with ethical, legal, or professional standards determined by each program's faculty.
- If a student takes a leave of absence after being placed on probation, they will be on probation for the semester until they return to the program.
- A student receiving a grade below a C in any course must repeat the course to receive credit. Grades for the initial and repeated courses 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 two nursing courses 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 111, NURS 112, NURS 113, NURS 211, NURS 212, NURS 213, NURS 214, NURS 215, NURS 216, and NURS 217.
- Removal from probation: A student will be removed if they receive a grade of C or better in all courses with a cumulative GPA greater than 2.5.
- 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 try to offer nursing courses at least once a year; however, enrollment numbers predict whether the course will run as scheduled. A minimum of 6-8 enrolled students is needed for continuous class enrollment.
- A student may not be allowed to be on probation for more than two semesters.
- The program length or cohort may be changed or extended due to circumstances beyond the college's control, including natural disasters, clinical placement, inability to meet the minimum number of students for continuous class enrollment, etc.
- Exit Examination: Achievement of a minimum grade of 900 composite scores on standardized achievement tests such as HESI is needed to graduate from the Associate of Applied Science in Degree Nursing program.
- External NCLEX-RN Review shall be recommended after completing the Capstone Course (A.A.SN) as part of the NCLEX exam preparation.
- Students may be required to complete clinical experience at sites other than their residences, including urban or rural settings.
- Clinical placements and class schedules may be scheduled on days other than school days, including evenings, nights, and weekends.
- Nursing students are responsible for all travel, parking, and accommodation costs related to clinical practicums.

- Students who have failed exit exams two times will not be eligible to sit for the 3rd exit exam; such students must be tested on Fundamentals of Nursing and Medical Surgical Nursing using a norm-referenced test such as HESI and must achieve a passing score on both exams.

#### [ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING 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.
- Complete the Virtual ATI NCLEX-RN Review before taking the Comprehensive Exit Exam.
- Sit for the HESI Exit Exam and earn a 900 composite score or 76 % on the ATI Exit Exam.
- SMCAH may also use other standardized Norm-Referenced tests, and students will be informed of the passing score before the exam.

#### [ADMISSION RECORDS](#)

- Applications and documents submitted by an applicant for admission remain the property of SMCAH. Therefore, they will not be returned to the applicant whether or not they are admitted.

#### [Admission Procedures for the Practical Nursing and Associate of Applied Science Degree in Nursing](#)

- Complete a personal interview with the Program Director, designee, and/or the school Financial Advisor.
- After the candidate has passed the entrance exam, an application for admission to the program can be obtained.
- Submit the completed application form and payment of the application fee.
- Submit two personal references from previous teachers, employers, or coworkers.
- Submit a current American Heart Association Basic Life Support (BLS) 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 and evidence of having received a physical exam, immunization for Tdap (tetanus, diphtheria, and pertussis), Mumps, Measles, and Rubella (MMR), and varicella, Hepatitis B series, and COVID-19 Vaccination with boosters.
- Supply proof of a Negative QuantiFERON Gold Test (TB TEST) or Negative Chest-Xray if the QuantiFERON Gold test is positive.
- These records must be submitted before the first day 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.
- Submit a drug screening result before the first day of classes. In addition, students must abide by the drug screening policies of each clinical agency to 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 before admission to the nursing program. If a student is found to have a criminal background after enrollment in the nursing program, the student will be dismissed from the nursing program due to their inability to progress.
- Students may be denied access to clinical facilities based on offences appearing on their criminal records, which may have occurred more than seven years ago.
- Students should also know that criminal backgrounds may hinder future employment opportunities in healthcare facilities or home care.

## FINANCIAL AID

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Financial Aid is available for those who qualify. To apply for Financial Aid, a student must be enrolled and complete an 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.
- **SMCAH summer semester is 15 weeks and mandatory; it is covered by financial aid.**

## REGISTRATION AND ORIENTATION

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- Registration and Orientation activities are held for each newly admitted class on the first day of the semester.

### Registration procedure:

- Students must complete all paperwork required for their records at the admissions office.
- Students must complete and obtain financial clearance from the accounting office.

## TRANSFER OF STUDENTS FROM OTHER INSTITUTIONS (NURSING PROGRAMS)

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Coursework transferred or accepted for credit toward the nursing program must be from a nationally or regionally accredited institution. Course content and instruction level must be equivalent to students enrolled in the SMCAH nursing program.

Advanced standing may be granted to an applicant who has withdrawn from an approved RN program or has passed the National Licensure Examination for Practical Nurses (NCLEX-PN). To be granted advanced standing, applicants must meet the course requirements and receive a satisfactory score on a written comprehensive examination such as ATI or HESI. No credit will be given for work or life experience. Transfer credits shall not exceed 36 credit hours, including general education courses in which students have received a "C" grade or above from a nationally or regionally accredited institution. However, SMCAH reserves the right to require validation examinations, especially for professional programs, before granting transfer credits or rejecting credit earned at other institutions. Similarly, SMCAH does not guarantee that other institutions will accept its credits. **GPA from transfer courses shall not be factored into the College's program GPA calculation.** Transfer students must maintain a 2.5 GPA from the previous institutions. In addition, the completion time of science courses such as Anatomy & Physiology, College Math, and Microbiology must not be older than five years at the time of admission to the college.

## READMISSION POLICY

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- A student must have left the program/college in good standing to be eligible for readmission.
- 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 take and pass required exams, including skills specific to the re-entry level determined by the Program Director. This will ensure returning students have retained the information needed to move forward in the program.
- Readmission students in the A.A.S. program must maintain a 2.5 GPA if readmitted to the college. In addition, the completion time of science courses such as Anatomy & Physiology, College Math, and Microbiology must not be older than five years at the time of readmission.
- Students granted readmission are subject to the policies, tuition rate, and fees in effect when re-entry into the program.
- **All returning students are subject to the current college policies irrespective of the student handbook they signed during their first admission.**

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## TRANSFER OF CREDITS OR COURSES WITHIN THE COLLEGE

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Students wishing to transfer from one program to another within the college 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 college.

## TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS

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

## LIFE OR WORK EXPERIENCE

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No credits will be awarded for life or work experience at Saint Michael College of Allied Health.

## The Associate of Applied Science Degree (Terminal Degree)

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The Associate of Applied Science degree is a terminal degree, which means the credits earned in this program cannot be applied to a higher degree.

## CURRICULUM ORGANIZING FRAMEWORK

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Saint Michael College of Allied Health (SMCAH) Nursing Curriculum Organizing Framework was built on the core values of Saint Michael College of Allied Health; the Vision and Philosophy are based partly on the recommendation from the National Academy of Medicine that transforming nursing education is vital to the health and health care of Americans. The Saint Michael College of Allied Health nursing faculty has conceived a framework incorporating the Quality and Safety Education for Nurses (QSEN) and the National League for Nursing Educational competencies to guide the Associate of Applied Science in nursing and Practical Nursing program. The four NLN-inspired program outcomes (Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry) are sequenced throughout nursing programs. As students progress through the programs, the QSEN competencies (Safety, Informatics, Teamwork, Collaboration, Evidenced-based Practice, Patient-Centered Care, and Quality Improvement) provide a framework to focus the program of study. Additionally, the nursing process is used as the basis to deliver individualized, client-centered care throughout the curriculum. These guiding forces drive the curriculum outcomes, program implementation, and evaluation.

## NURSING PROCESS

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The nursing process is the unifying concept that binds the concepts into a meaningful, holistic entity. 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 their optimal level of health. The nurse functions as an accountable healthcare team member in an independent, interdependent, or dependent role.

## PROGRAMS OUTCOMES FOR THE ASSOCIATE OF APPLIED SCIENCE IN NURSING AND PRACTICAL NURSING

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**Program Completion Rate** – Student academic achievement is measured by graduation rate. The graduation rate is based on the number of admitted students attending after the add/drop date. The goal of the Practical Nursing Program and the Associate of Applied Science in Nursing (A.A.S.N) is that 65% of students will graduate on time, within 150% of the time allowed to complete the program.

**Licensure Pass Rates** - Students' ability to pass the NCLEX-RN/PN on the first try indicates the success of educational preparation. Therefore, the goal of the Saint Michael College of Allied Health Associate of Applied Science in nursing and the Practical Nursing Program is that the program's first-time NCLEX pass rate will be 80% or above.

**Job Placement Rate**- Graduates having a job in healthcare six to twelve months post-graduation indicates the appropriate number of students prepared and the job demand in the area. The goal of the Saint Michael College of Allied Health Associate of Applied Science degree in nursing and the Practical Nursing Program is that at least 90% of graduates seeking employment as professional nurses will report placement in a nursing position at six to twelve months post-graduation.

## Employer Satisfaction

The goal of the Saint Michael College of Allied Health Associate of Applied Science degree in nursing and the Practical Nursing Program is that employers will strongly agree or agree (Likert scale) that at least 80% of graduates demonstrate proficiency in student learning outcomes.

### [ELIGIBILITY FOR LICENSURE \(NCLEX-RN/PN\)](#)

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- The National Council Licensure Examination for Registered /Practical Nurses [NCLEX-RN/PN] is administered locally by the NCLEX throughout the year.
- Students approved by Saint Michael College of Allied Health for the licensure examination must submit an application for licensure with their official transcript to the board of nursing.
- **Any student approved by SMCAH to sit for the NCLEX must submit the educational verification letter to the board of nursing within 180 days.**
- **Failure to submit the educational verification letter to the board of nursing within 180 days means the students must retake and pass the Exit Exam, including clinical skills evaluation, for the letter to be reissued.**
- Students are reminded that official transcripts will only be issued when all academic and financial requirements are met.
- A criminal Background Check must be completed as the Board of Nursing requires.
- Students must also register and pay for the NCLEX examination with Pearson VUE.
- Remember to use the college's program name and code number in the application form.

### [ASSESSMENT TECHNOLOGY INSTITUTE VIRTUAL ATI NCLEX REVIEW POLICY](#)

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At the end of the program, each student will be assigned an ATI Review Counselor and required to take an online ATI assessment for competency in all components of the program, such as 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:

- Complete pre-assessment assignment
- Take online assessments.
- A complete, individualized, focused review
- Complete individualized post-assessment assignment sent by a mentor.
- Review weekly tips email sent by the mentor.
- The program director will email the weekly report with student progress reports.
- The College uses the ATI report to identify students who have completed their assignments and received the 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 must be current to be eligible for the on-campus proctored NCLEX-RN/PN Exit Examination.

It is estimated that the Virtual ATI Review program will require students to spend about 5-8 hours per week (1-2 hours per day) reviewing, depending on individuals' knowledge levels. Students are also required to take online ATI assessments weekly. Each student will be given six weeks to complete the review and receive a green light.

### [SMCAH EXIT EXAMINATION POLICY](#)

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A Comprehensive Exit Examination covering all program course material will be scheduled at the end of NURS 207: Capstone Course (A.A.S.N) or PN 110: Transitions in Nursing Course (Practical Nursing). To be eligible to sit for the Exit Exam, the student must:

- Fulfill their financial obligations to the College.
- Complete NCSBN's Review for the NCLEX-RN/PN and submit a certificate of completion.
- Complete all the coursework satisfactorily with a minimum GPA of 2.5 (A.A.S.N).
- Complete all the coursework satisfactorily with a minimum OF 76% (Practical Nursing).
- Complete Virtual ATI NCLEX-RN/PN Review and achieve a "green light" status within six weeks of the Virtual ATI enrollment.

- Complete an online Study.com NCLEX -RN/PN Review Course within six weeks.
- Achieve 85% on a quiz administered by faculty from Pocket Prep NCLEX-PN software.
- Attend the NCLEX-RN/PN Review before sitting for the Comprehensive Exit Exam if you cannot achieve green light status simultaneously with other students in the cohort.
- Achieve a passing grade on Nursing in Transition Critical Thinking Clinical Competency.

**Students who cannot pass the Comprehensive Exit Exam on 1<sup>st</sup> attempt must meet the following conditions for a retake:**

- 2<sup>nd</sup> Attempt: students will be asked to Attend an approved NCLEX -PN Review Course or remediation as instructed by faculty within six weeks before another retake.
  - 3<sup>RD</sup> Attempt students will be asked to withdraw from the program unless they are eligible to repeat the Capstone (ADN)/Nursing Transition Course (PN).
1. Comprehensive Exit Exam is a standardized normed reference exam such as HESI after completing the Virtual ATI.
  2. Students will be asked to withdraw from the program if they have remained for more than 24 months, or 150% of the published length for the practical Nursing Program and 36 months for the associate degree in the nursing program.
  3. If you have any questions regarding ATI Registration, please get in touch with Ms. Catherine at info@smcah.edu or call (202)710-9283.

#### ORGANIZATION AND GOVERNANCE

Saint Michael College of Allied Health enjoys a strong tradition of shared governance. In addition to the President and Vice President, the college's governance includes the Board of Governors and committees 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/CEO.

#### Faculty Committees

Committees at SMCAH are part of the decision-making process and are also formed as needed for continuous improvement and the completion of work on specific tasks. Any faculty of SMCAH may establish committees with the approval of the President /Program Director.

#### President

The President is the Chief Executive Officer of the College and the official adviser/executive agent of the Board of Governors. The President is the educational and administrative head of the College. They exercise general superintendence over all the affairs of the institution. They bring such matters to the attention of the Board of Governors as are appropriate to keep the Board fully informed to meet its policy-making responsibilities. The President may compose standing and special committees for the advancement of the affairs of the College. The President has the power, on behalf of the Board of Governors, to perform all acts and execute actions of the Board. The President formulates, revises, amends, monitors, and presents to the Board annually for its review and approval of long-range plans for the College.

#### Vice President/Campus Director

The President appoints the Vice President of the College after consultation with the Board of Governors. The Vice President has such powers and performs such duties as the President of the College may be assigned. In the case of the absence of the President, the duties of that office are performed by the Vice President Campus Director.

#### The Board of Governors

The Board of Governors is the ultimate governing body of Saint Michael College of Allied Health. In its fiduciary role, the board holds title to the College's properties and manages and allocates funds to fulfill its educational mission and provide for its future. In addition, the board is responsible for determining the broad policies under which Saint Michael College of Allied Health operates, approving operating plans proposed by the president, granting degrees, and, through delegated authority, appointing the faculty. The board members are drawn from

healthcare/community leaders across the country; the appointment is a five-year term renewable every five years. The president holds a permanent seat on the board.

#### Faculty Governance

Faculty Committees at SMCAH are part of the decision-making process and are also formed as needed for continuous improvement and the completion of work on specific tasks. Any faculty of SMCAH may establish committees with the approval of the President /CEO.

#### Student Government Association (SGA)

A representative of the Student Government Association represents the student body. At Saint Michael College of Allied Health, students participate in several committees, except those involving personnel decisions and promotion matters. Student Government Association provides recommendations to the President or Program Director for matters affecting student interests. Also, student representation is encouraged on academic committees, 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 directly affecting students. It also serves as a channel for the expression of student opinion and encourages personal and academic development through their participation in student activities. SGA promotes unity among the college's entire academic community, enhances the academic community's relationships, and maintains an active relationship with SMCAH.

#### LEAVE OF ABSENCE

- SMCAH can approve up to six (6) months' leave of absence. A student who does not return within six (6) months of an approved leave of absence will be dismissed from the college.
- A student who does not return after six months and does not complete withdrawal paperwork will not be in "good standing" to return to the college and, therefore, will not be eligible for readmission to the college.
- A student who has missed seven (7) consecutive instructional days and has not obtained an approved leave of absence will be asked to withdraw from the 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 information for each course to be dropped in the Drop section.
- Students and instructors must sign the form.
- Submit the completed form to the Program Director.

A student who withdraws after completing 75% of the course will receive an "F," and any student who withdraws before completing 75% will receive a grade of "W." For eligibility for a refund, see Tuition Refund Policy page 43 in the Student Catalog/Handbook.

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

##### *WITHDRAWAL FROM THE COLLEGE*

To withdraw from SMCAH, a student must:

- Secure the proper form, "Withdrawal from College Form," from the Administrative Office.
- Complete the Withdrawal from College Form (employment information, if applicable, should be provided on the form)
- Sign and date the form
- Submit the form to the Program Director for approval.
- Complete the exit interview if you received financial aid via studentloan.gov.

Equipment or books belonging to the college must be returned. The college is not responsible for any personal items left after withdrawal.

Students who stop attending but do not complete and submit the proper forms to the Student Program Director may remain on the roster and be assigned a grade of "F" by the instructor. Students who officially withdraw from

the college on or before the last date will receive a grade of “F.” The course and grade of “F” will be posted to the student’s official transcript but will not be included in calculating the semester/session or cumulative grade point average. It is the student’s responsibility to withdraw from college.

Withdrawal in Good Standing with “W.” Students must pass and meet all program requirements to withdraw from a good-standing course or program (“W”).

For eligibility for a refund, see Tuition Refund Policy page 43 in the Student Catalog/Handbook.

#### ACADEMIC CALENDAR 2023/2024

Application Deadlines for Enrollment	August 15, 2023
Classes Begin	September 6, 2023
Last Day for Schedule Adjustments with Tuition Refund	September 20, 2023
Commencement Ceremony	June 26, 2023
Christmas Break start	December 24, 2023
Application Deadlines for Enrollment	December 17, 2023
Classes Begin	January 8, 2024
Last Day for Schedule Adjustments with Tuition Refund	January 22, 2024
Application Deadlines for Enrollment	April 15, 2024
Classes Begin	May 8, 2024
Last Day for Schedule Adjustments with Tuition Refund	May 22, 2024
Application Deadlines for Enrollment	August 15, 2024
Classes Begin	September 4, 2024
Last Day for Schedule Adjustments with Tuition Refund	September 18, 2024
The student's academic year varies according to the student's month of entry into each program.	

#### CLASS HOURS

##### *Morning and Evening Classes*

##### *Monday – Friday*

- Classroom hours are from 8:00 AM to 4:00 PM for the day program.
- Classroom hours from 4:30 PM-9:30 PM for the evening program
- Clinical hours may vary per clinical site.
- Clinical Site hours are from 7:00 AM to 3:30 PM for the day program and 3:00 to 11:30 PM for the evening program.
- A short one-week break is usually 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.’s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

#### CLASS SCHEDULES

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

#### BUSINESS OFFICE HOURS

*Monday – Friday 8:00 am-4:30 pm*

#### ATTENDANCE

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

- Ninety percent [90%] of attendance is required for all classroom time and ninety-five [95%] of clinical time. Any missed classroom and clinical time, excused or unexcused, will be included in the allowed time of 10% for classroom and 5% for clinical. If a student misses more than 10% of any course, the student will be required to repeat the course.
- Students will arrive on time for classes and clinical sites and be there for the entire length of the session, as stated in the course or clinical schedule. Students must be at the designated place and unit at the clinical site five minutes before the beginning of the assignment. Students must remain on the units for the entire

clinical time. Students will not leave for the day until all assignments and documentation are completed, and the instructor dismisses them.

- Missing more than 10% of class time will affect the student's grade, and excessive absence or tardiness may result in the student's inability to complete the program.
- Any clinical time missed in any area will require clinical makeup unless the student has met the required clinical hours.
- Examinations, quizzes, and return demonstrations of clinical practicum missed due to absence or tardiness will not be made up. However, exceptions will be made for officially documented illnesses or emergencies.
- No makeup for Individual/Group Assignments/Homework/Pop quizzes is given when a student is absent from class due to lateness or leaving early.
- Attendance will be read at the beginning of class and at other times at the instructor's discretion. **Three tardy appearances are equal to one unexcused absence.**
- Students **cannot** make up assignments, quizzes, and/or examinations missed due to unexcused absences or tardiness.
- 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. A student may achieve no higher than 76% on any make-up quiz or exam.
- The college's determination that a faculty fails to attend a lecture due to unforeseen circumstances is determined one hour before the start of class. After confirmation of the faculty's absence, students will be asked to watch instructional videos in the classroom.
- The college determines that a clinical faculty fails to show up for clinical due to unforeseen circumstances one hour before the start of clinical. After confirmation of the faculty's absence, students will be asked to report to the campus to watch clinical videos in the classroom.
- The college's determination that a student is no longer at college for unofficial withdrawal is determined after 14 days of non-attendance.

**Tardiness or Absence:** If a student must be tardy or absent, these procedures must be followed:

- Every student is responsible for informing the college or Instructor of impending absences from class or clinical.
- When you are absent or late, call the instructor's office (202 388 5500) no later than one hour before the scheduled class or clinical begins.
- If a student is 15 minutes late to the clinical site, the student may be sent home and be given an absence for that day. The program director will refer a second tardy to the clinical site for appropriate action.

## **DOCUMENTATION OF ATTENDANCE RECORD**

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### **CLASSROOM ATTENDANCE RECORDS**

Instructors shall maintain attendance records during classroom sessions and clinical experiences. At the beginning of each class session, the instructor will allocate a few minutes for the students to sign in on the attendance record or conduct a roll call. Before the end of each class session, the instructor will again allocate a few minutes for the students to sign out on the attendance record or conduct a roll call. In addition, the instructor must ensure that the attendance record sheets are turned in daily to the administration. A student is considered absent if the sign-in or sign-out attendance record sheets are not signed or the roll call sheet is not checked.

### **CLINICAL ATTENDANCE RECORDS**

The instructor will record the student's attendance at the beginning of each clinical session and again at the end. The clinical instructor must ensure that the attendance record sheets are turned over to the administration as early as possible. A student is considered absent if either sign-in or sign-out attendance record sheets are not signed. *In addition, clinical absences must be reported daily to the college administration as they occur.*

### **ATTENDANCE AUDIT**

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The attendance record for each student will be audited at the end of each course to determine whether this requirement has been met. In addition, the attendance record is also used for tuition audits. Any student who does not meet this 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 THEIR ATTENDANCE CONTINUOUSLY.*

#### ELIGIBILITY TO PARTICIPATE IN CLINICAL ROTATION

- Student health documentation requirements must be current.
- Student CPR certification must be current.
- The student must be physically and mentally fit.
- The student must adhere to the clinical dress code.
- The student must be financially up to date.

#### GRADING POLICY FOR PRACTICAL NURSING

*Program courses: The quality of student work in most core program courses is measured by a four-letter grade system. A student must earn 76% (“C”) to pass. A student earning less than 76% of a course has failed that course. Instructors will, therefore, assign a percentage grade according to the letter system using the following scale:*

<b>A</b>	<b>Superior</b>	<b>90% - 100%</b>
<b>B</b>	Above Average	80% - 89%
<b>C</b>	Average	76% - 79%
<b>D</b>	Below Average	65%-- 75%
<b>F</b>	Below Average	Below 65%

- Written examinations, quizzes, class participation, clinical experiences, laboratory competence, return demonstrations, and assignments determine the academic rating of each student. In addition, ATI or HESI PN *Specialty* standardized exams are used in the nursing program, and they are 10% of each nursing course grade.
- The course requirements and the computation of course grades and scores will be included in each course syllabus and given to students at the start.
- 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 of that particular course.

#### GRADING POLICY FOR ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING

A system of four-letter grades measures the quality of student work in most core program courses. To pass a course, students must earn 76% (“C”). **Please note a student must maintain a 2.5 GPA to remain in the nursing program.**

A student earning Less than 76% of 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

Written examinations, quizzes, class participation, clinical experiences, laboratory competence, return demonstrations, and assignments determine the academic rating of each student. In addition, ATI or HESI RN *Specialty* standardized exams are used in the nursing program, and they are 10% of each nursing course grade. 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 of that course.

The program shall use various strategies to assess and evaluate cognitive, psychomotor, and affective learning.

#### *RETENTION FOR ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING*

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

- Maintain a 2.5 GPA and a 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 the college's academic and general policies.
- Demonstrate a pattern of safe clinical practices commensurate with their educational experience.
- Meet all financial obligations.
- Students may be asked to withdraw if they remain in the program for over 150% of the enrollment agreement's length or fail three courses.

#### **ACADEMIC STANDARDS AND INTEGRITY POLICY**

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##### **THE HONOR CODE**

To prepare students for the high ethical standards of nursing, the college 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 college's disciplinary procedures. The student's case will be referred to as 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. For example, 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 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 students with clear explanations of their expectations regarding completing assignments and examinations, including permissible collaboration.
- (c) Instructors are encouraged to choose assignments and examination methods that promote academic honesty. Examples include careful proctoring of examinations and the constant creation of new exams. In addition, collaborative projects and un-proctored examinations do not violate the promotion of academic integrity.

##### **Plagiarism**

Plagiarism is submitting a paper in which the language, ideas, or thoughts 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 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 paraphrasing or direct quotation of another person's published or unpublished work without full and clear acknowledgment. It also includes the unacknowledged use of materials from another person or agency selling 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 hearing for consideration of dismissal from the nursing program. Additionally, any student found to know actual or potential dishonesty and who fails to report it will be required to attend a departmental hearing to consider 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 considered academic dishonesty.

#### **Electronic Devices/social media:**

An audio tape recording of the lecture is acceptable. Reproduction and distribution of recorded lectures via social media, e.g., Facebook and YouTube, is prohibited.

All media/communication devices other than audiotape 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 patient care areas 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 using electronic devices while in the clinical area.

#### **Academic Integrity due process steps**

- A. Sanctions for the first-time violation of the Academic Integrity Policy are at the instructor's discretion, including no credit for an assignment or assessment.
  - B. Notification of violation will be sent to the Program Director, who may impose additional sanctions.
- After due process, students who violate academic integrity shall be subject to college sanctions, including failure on assignments and examinations, course failure, and suspension or expulsion. Established Academic Integrity policies, procedures, and sanctions are communicated in classes and in the Student Handbook.

#### **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 and at other times by appointment. The Program Director is also available for student guidance and advisement.

The college will assist students in job placement but does not guarantee job placement to graduates upon program completion or graduation.

#### **ACADEMIC COUNSELING FOR STUDENTS WHO ARE STRUGGLING**

Saint Michael College of Allied Health is committed to providing all students various services and support to help them succeed academically. Faculty members are available daily from 3:30 PM to 4:30 PM 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 college maintains students' permanent records and has a policy and procedure that students must follow to access their current records or obtain a transcript (official or unofficial).

All student records relating to assessment, admissions, financial records, and enrollment are secured in fireproof cabinets in the Admissions Office. Access to student records is restricted to authorized personnel. However, students who wish to see their records may do so through 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 official records as follows:

- Inspect and review the education records.
- Request the amendment of the student's education records to ensure they are not misleading, inaccurate, or violating privacy or other rights.

- Contest the disclosures of personally identifiable information in the education records, except 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 directory information: name, address, telephone number, date and place of birth, date of enrollment, program enrolled, classification, major, degree earned, awards, participation in officially recognized activities, and most recent previous educational agency or institution attended.

It is not assumed that all students are independent in compliance with this Act. Therefore, parents of dependent students must prove such dependence by presenting 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 is released for any purpose.

Current and former students who have met their financial obligations to the college may submit written requests for their academic transcripts or financial records.

- These must include the student's social security number, graduation date, last date attended, and \$10.00 payment for a transcript request. There is no payment required for financial records. A student has the right and shall be allowed to inspect, review, and receive copies of their 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 receiving the request. 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 their 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 personally identifiable information about students without their permission, except to certain college and governmental officials, as provided by law.
- Student records are maintained for five years after graduation or the date of last attendance.
- Complete the Exit Interview via studentloan.gov if the student has received financial aid.

## EVALUATION METHODS

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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
- Return demonstrations.
- Knowledge and demonstration of nursing practice are critical elements.
- Quizzes and tests
- Unit examinations
- Prep U Adaptive Testing
- Final examinations
- ATI, HESI, or SMCAH course and comprehensive examinations

## PROCESSES OF STUDENT EVALUATION

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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: At least one quiz must be given after each unit in any course.

*The quiz must be graded, and raw scores must be given within 72 hours.*

Unit Examinations: In all courses, every unit shall be concluded with a unit examination. A unit may comprise 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 are given within seventy-two hours (72 hours) or three working days.*

Final Examinations: Every course shall be concluded with an end-of-course final examination.

*Final examinations must be graded, raw scores given, and Final grades reviewed by students within five (5) working days.*

Review of grade scores for accuracy: A student who wishes to double-check their scantron for accuracy must do so within 72 hours of receiving graded exams or quizzes.

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.

Exit Examination: Achievement of a minimum grade of 900 composite scores on standardized achievement tests such as HESI is needed to graduate from the Practical Nursing and Associate of Applied Science in Degree Nursing programs.

External NCLEX-RN/PN Review shall be recommended after completing the Capstone Course (A.A.SN) or Transition in Nursing Course (PN) 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, QUIZZES, AND MAKE-UP

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- Examinations must be taken at the scheduled times.
- Excused Absences include illness, accidents, family death, court dates, or immigration appointments, which cannot be avoided or changed.
- Absences must be supported by official documentation before a make-up quiz or exam will be given.
- A student may not receive more than 76% on any make-up quiz or exam.
- A day will be assigned for a make-up examination, quiz, and assignment at the end of each course.
- A student who does not take the exam as scheduled will receive a zero percent (0%) for the exam.
- It is more difficult to make up missed clinical time due to the availability of clinical sites and rotation schedules; please note that missed clinical time will delay your graduation.
- An additional clinical fee will be levied for clinical experience make-up for a student who missed a scheduled clinical experience.
- The student must pay the clinical fee before the experience. However, it may not be possible to make up clinical time, even with the clinical fee, if excessive absences exist. Therefore, it would be necessary to repeat the course/clinical.
- Quizzes may be given at the start or end of class or during school hours.
- Students must be on time and in attendance to take quizzes. There are no make-up quizzes for students who are late.

#### GRADE "I" -- INCOMPLETE

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- The grade "I" may be assigned by an instructor after consulting with the program director if the student's coursework has been of passing quality but is incomplete for reasons beyond the student's control.
- In this situation, there must be official documentation of the cause, including a 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 GPA and will not appear on the transcript.

- The grade “I” can be changed to the earned grade, provided the coursework is completed no later than 30 days after completion.
- If, after 30 days, the coursework is not completed, the grade “I” will be changed to “F.”
- **Failure to earn a minimum weighted exam average of 76% (C) will result in a non-passing grade for the course.**

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#### *SAINT MICHAEL COLLEGE OF ALLIED HEALTH STUDENTS’ EVALUATION AND TESTING POLICY*

The policy of Saint Michael College of Allied Health is that formal evaluation processes are recognized as opportunities for the students to grow and develop, thereby providing a reward-challenge motivating factor in acquiring knowledge. Therefore, student performance shall be evaluated by faculty using a variety of methods based on the college philosophy and conceptual framework, the program and course objectives, and applicable professional standards and guidelines of the educational program. In addition, faculty members shall use formative and summative evaluation methods to determine 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 assist the college in achieving these objectives, students are encouraged to participate in ongoing curriculum and course evaluations.

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#### **GENERAL POLICIES AND INFORMATION**

##### *STATEMENT OF EQUAL OPPORTUNITY*

Saint Michael College of Allied Health is an equal opportunity institution committed to the principle that access to its educational program and activities be afforded to each person solely by merit, whether student or member of faculty or staff. 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 District of Columbia.

##### *CONDUCT WITHIN THE COLLEGE AND 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 college’s policies and regulations 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 upholds students' rights, liberties, and freedoms. Therefore, establishing an atmosphere conducive to pursuing educational goals and development is necessary. To that end, it is, therefore, necessary to institute regulations and procedures. Accordingly, college disciplinary action will be limited to addressing conduct that adversely affects pursuing 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.

##### **GRIEVANCE POLICY**

Any student with a grievance they feel 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 Campus 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.
- Within one week, the Campus Director 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 Campus Director.
- The academic committee shall be activated for a hearing within two weeks of the Campus Director's receipt of the appeal letter.
- The Campus Director will notify the student and the faculty or staff member involved in the time and place of the hearing.

#### HEARING PROCESS

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- The Campus Director shall notify the student and the faculty member involved in the hearing 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 process of the grade appeal hearing outlined in the catalog.
- The Campus Director shall write the committee's decision to the student making the appeal and the faculty member.
- The student may appeal the decision of the academic committee to the President/Program Director, which will be referred to the governing board. The decision of the board of governors will be final.
- A student will not be subjected to unfair actions due to initiating a complaint proceeding.
- Suppose the student complaint cannot be resolved after exhausting the college's grievance procedure. In that case, the student may file a complaint with the District of Columbia Higher Education Licensing Commission, 1050 First Street, NE, 5th Floor, Washington, DC 20002.
- A written complaint may also be submitted to the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Tel: 770 396 3898. <http://council.org>.

#### INFRACTIONS

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Infractions include but are not limited to the following:

- Vandalizing college property and premises
- Stealing or conspiring to steal property belonging to the college, 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 college activities
- Failure to obey instructions of college officials in discharging their normal responsibilities.
- Presenting false documentation or filing a false accusation against another person

#### PROCEDURE FOR DEALING WITH MISCONDUCT OR INFRACTIONS

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- In consultation with the Campus Director, faculty members handle cases regarding infractions and student misconduct.
- Unresolved cases may be referred to the academic committee for further investigation and review.
- Students dissatisfied with a faculty member's case determination may appeal the matter to the academic committee.
- Cases regarding infractions and misconduct referred to the academic committee are handled like grade appeal cases outlined above.

#### STUDENT DISMISSAL POLICY

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Saint Michael College of Allied Health promotes a safe environment for its students, faculty, staff, and the public. Therefore, a student whose conduct violates and threatens the college's policies and regulations may be dismissed.

#### PROCEDURE FOR DISMISSAL

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When a faculty member considers a student's conduct to warrant dismissal, the faculty member shall consult with the Campus Director and notify the student in writing to cease attendance of classes and clinical rotations. The faculty member shall then send a copy of the letter to the Campus Director to activate the academic committee about a hearing process. The Campus Director shall ensure that the academic committee meets within 14 days of receiving the notification. The Campus Director shall forward the outcomes of the hearing or the decision of the

academic committee to the President/Program Director for review before student notification if the student complaint cannot be resolved after exhausting the college's grievance procedure. In that case, the student may file a complaint with the District of Columbia Higher Education Licensing Commission, 1050 First Street, NE, 5th Floor, Washington, DC 20002.

#### APPEAL FOR GRADES IN COURSES AND EXAMINATIONS

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

(a) ACCEPTABLE GROUNDS FOR APPEAL:

Students have grounds for appeal if they feel:

- Considerations of race, politics, religion, gender, or sexual harassment are considered.
- Student work was evaluated by criteria that did not reflect performance on the course requirements.

(b) APPEAL PROCESS:

- Before filing an appeal of a grade assigned in a course, the student must first address their 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 using the "GRADE CHANGE FORM." If the grade assigned did not result from a computational or procedural error, the student will request an appeal hearing in writing, stating the reasons for the appeal. The request must be submitted to the Vice President of Academic Affairs, the academic committee chair, no later than one week after the student officially receives the course examination/clinical result.
- Upon receipt of the request for an appeal hearing, the Campus Director shall notify the faculty member involved. The Campus Director shall convene a meeting of the academic committee at an agreed time and place no later than three weeks after receiving the request. The Campus Director shall notify the student and the instructor.
- Before and no later than two weeks before the hearing date, 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 shall be submitted to the academic committee chair (Campus Director), who will send a copy to the instructor assigned the grade. If the instructor chooses to respond, the response must be submitted in writing to the academic committee chair no later than one week before the appeal hearing. A copy of the instructor's response will be sent immediately to the student.
- The academic committee will hold a closed-door hearing with the Campus Director in attendance. At the beginning of the hearing, the Campus Director shall 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 their case to the appeal board by stating facts and offering 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 shall remain to deliberate until a simple majority decision is reached.
- The Campus Director shall notify the instructor and the student of the academic committee's decision in writing. The decision of the academic committee is final.
- If the decision favors the student, the Campus Director will take the necessary steps to initiate the grade change.

#### DRUG AND ALCOHOL POLICY

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- 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 are prohibited on the college 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 according to established standing orders, procedures, and guidelines. Any student found to violate these standards will be asked to leave the college premises or clinical site immediately. In addition, after a review of the case, the academic committee may expel any student found to violate these standards from the college.

#### SEXUAL ASSAULT AND HARASSMENT POLICY

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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 where all persons may pursue their studies, careers, and other activities in an atmosphere free of all threats 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 a civil suit for damages.

##### SEXUAL HARASSMENT POLICY

- Sexual harassment is unacceptable and unacceptable at Saint Michael College of Allied Health. Sexual harassment in all its forms is strictly prohibited in this educational atmosphere.

#### WEAPONS POLICY

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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

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

#### FIRE POLICY

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- The fire department will be immediately notified in the event of a fire. Students, faculty, and staff are to leave the immediate area of the fire and the college building, if necessary, in an orderly manner through the doors marked EXIT. No one is to re-enter the 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 is to acquaint students, faculty, and staff with what to do during 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 eyewash 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 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.

#### **SICKNESS, ACCIDENTS, AND EMERGENCIES**

- Report the injury/illness immediately.
- Call or come to the administrative office.
- For minor injuries, first aid will be provided immediately at the campus.
- The Administrative Assistant shall call for emergency medical services and transportation to local healthcare 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 OSHA recommends, i.e., wearing rubber gloves and disposing of supplies properly.
- Complete the 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.

#### **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 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 on the status of College operations. The college shall be closed during normal operating hours under emergency or threatening conditions.

#### **Tornadoes**

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

#### **Winter Storm**

Listen to appropriate media for information on college closing.

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 require attention, they will contact the Administrative Assistant at 202 388 5500

### *PLUMBING FAILURE / FLOODING*

If anyone notices a problem with plumbing or flooding, they immediately notify the Administrative Assistant at 202 388 5500.

### *GAS LEAKS/ VENTILATION PROBLEMS*

Unusual odors that may indicate gas leaks or a compromised environment will be immediately reported to the Administrative Assistant at 202 388 5500

### *MINOR SPILLS:*

- Alert people in the immediate area of the spill.
- Avoid breathing vapors or particulate material such as copy toner.
- Use the BB Pathogen spill kit in the administrative building for body fluid spills and follow universal precautions as OSHA recommends.
- 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 202 388 5500
- Alert people to evacuate.
- If spilled 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. In addition, an identification card must be worn on the students' uniforms while on the clinical site.
- Driver's licenses or other forms of identification may be used to establish student identity.

### *UNIFORM POLICY*

*Saint Michael College of Allied Health's official uniform shall consist of the following:*

FEMALE – a plain white top (no lace, ruffles, embroidery, or culottes) with SMCAH crest patch sewn on the left sleeve two inches below the shoulder seam and hunter green pants.

MALE– a plain white top (no lace, ruffles, embroidery, or culottes) with SMCAH crest patch sewn on the left sleeve two inches below the shoulder seam and hunter green pants.

SHOES– shoes must be white and comfortable; all-white leather tennis shoes are acceptable, as are the traditional oxford or loafer.

A student ID is required to be worn with uniforms.

Miscellaneous items:

- The white lab coat with SMCAH crest patch is sewn on the left sleeve two inches below the shoulder seam.
- Bandage scissors
- Watch with second hand
- Pen (black ink)
- Stethoscope
- Small pocket calculator (optional)

### *General Guidelines for Classroom Dress Policy*

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Clothing and personal appearance should be neat and appropriate. However, a distinction should be made between the proper attire for class, relaxation, or play.

The following are considered inappropriate attire:

- Sheer garments without proper undergarments to cover their transparency
- Tank tops
- Flip flops
- Shorts
- Micro-mini dresses and skirts
- Midriff blouses
- T-shirts with profane language or indecent messages
- Cut-out or torn jeans
- T-shirts without sleeves
- Any clothing that shows a visual display of underwear

### *General Guidelines for Uniform Policy:*

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- **School uniforms:** Uniforms are to be worn only when students are functioning under the auspices of Saint Michael College of Allied Health.
- **Tattoo:** All tattoos must be covered during a clinical experience.
- **Hair:** Hair must be neat and clean. Extreme hair colors, hairstyles, and ornaments should not be worn in a professional healthcare setting. Beards and mustaches must be well-groomed and kept clean. If you have long hair, be prepared to hold it back or to wear a surgical cap for certain clinical procedures.
- **Nails:** Nails must be kept short enough to avoid injuring the patient. Clear or light-colored nail polish may be worn as long as it is neat. However, be aware that some institutions do not allow nail polish.
- **Jewelry:** Jewelry must be conservative and kept to a minimum. Visible pierced body jewelry is limited to one to two earrings in each ear lobe. Visible body piercing, including tongue stud/ring, nasal stud/ring, or brow jewelry, is prohibited at clinical sites.
- **No chewing gum or tobacco:** These products are prohibited during clinical experiences or in classrooms. Note that smoke odors embedded in clothing can harm patients and staff.
- **Technology:** Using computers or smartphones during the clinical day is restricted to researching databases or health-related sites. At NO time is gaming or accessing social media accounts acceptable. Taking pictures of patients with your personal phone is forbidden. You cannot accept personal calls or texts in the patient room or while working with your clinical instructor. You may make or respond to calls or messages on break.

***Clinical: Failure to comply with the College Uniform Policy & Behavior Code will result in potential dismissal from the clinical setting. If there are repeated clinical violations, the student will receive an Academic Warning for unprofessional behavior and may fail the clinical portion of the course.***

**Classrooms:** Students violating this policy will be warned for the first offense. A second offense shall result in the student not being permitted to be in the classroom. Further violations can lead to suspension.

### *SIMULATION POLICY*

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Clinical learning using simulation-based activities is a pedagogical approach to reaching common goals of effective decision-making, advancing critical thinking skills, and competency in the psychomotor execution of skills. In addition, simulation-based activities are an extension of clinical fieldwork experiences and contribute to students' preparation for clinical practice and professional role performance.

### *SCHEDULING AND TRANSPORTATION TO CLINICAL SITES*

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Clinical will be scheduled with consideration of facility and staff availability. Clinical experiences may be scheduled on non-student class days, and sometimes, it may be on weekends or evenings to meet the required clinical hours.

## DOCUMENTATION OF HEALTH REQUIREMENTS

- Students in the healthcare professions are at increased risk of exposure to infectious diseases and should review their immunization status. In addition, the health status of healthcare workers affects their performance, and the quality of patient care they provide. Therefore, students must report any temporary or ongoing health concerns affecting their performance.
- A student under the care of a physician must have 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 can return to classes and clinical rotation (Physical examinations are required yearly).
- Supply complete documentation that health requirements are met and evidence of having received a physical exam, immunization for Tdap (tetanus, diphtheria, and pertussis), Mumps, Measles, and Rubella (MMR), and varicella, Hepatitis B series, and COVID-19 Vaccination with boosters.
- Supply proof of a Negative QuantiFERON Gold Test (TB TEST annually) or Negative Chest-Xray if the QuantiFERON Gold test is positive.
- Students must maintain current AHA /BLS 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. In addition, SMCAH provides malpractice insurance 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/COLLEGE CLOSING POLICY

Saint Michael College of Allied Health's website is updated daily for college closing, opening, or delay schedules. Students must log in to [www.smcah.edu](http://www.smcah.edu) for college closing, opening, or delay schedule. If inclement weather occurs late in the day, students should refer to the SMCAH office for advice.

## 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. In addition, 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 full registration is canceled if payments or arrangements are not made in full by the due date. A cancellation fee will be assessed.
- Tuition and fees are subject to change upon approval of the board of governors of Saint Michael College of Allied Health. All changes are announced before the beginning of the semester, during which the changes are to take effect.
- Saint Michael College of Allied Health reserves the right to change tuition, fees, and other necessary charges.
- Students shall be notified of changes in fees or tuition increases in case of any changes.

## TUITION

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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 student's responsibility is the cost of books, uniforms, clinical supplies, and equipment.

## FEES

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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 the registration at the beginning of the program.

## FINANCIAL OBLIGATION

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

## FINANCIAL COUNSELING

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Eligibility for financial counseling:

- A student admitted to the SMCAH Associate of Applied Science (Nursing) Program.
- Students who have met the eligibility criteria for financial counseling and need to explore payment plan options will request a session with the SMCAH President.

## PAYMENT METHODS

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- 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 that are negotiable in the United States of America are acceptable for payment. However, personal checks and cash are not acceptable forms of payment.

## FINANCIAL PENALTIES

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

## PAYMENT PLAN Policy

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Every enrolled student must pay their tuition in full by the first day of class. The monthly payment plan lets students pay semester tuition in three equal payments.

Students must adhere to the following criteria:

- The monthly payment is due on the 5<sup>th</sup> of each month.
- The monthly payment plan option is interest-free as long as monthly payments are made on time and in full.
- A fifty (\$50.00) dollar late payment fee will be assessed if a monthly payment is made after the 5<sup>th</sup> of the month.
- Students who fail to pay their monthly tuition by the 5<sup>th</sup> of the month shall not be allowed to remain in class or attend clinical; exceptions will not be made for any reason.
- Failure to make payment for two consecutive months will result in the plan's cancellation.

## REFUND POLICY

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

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within (3) business days of executing the enrollment agreement, excluding weekends and holidays, is entitled to a 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 before the add/drop deadline, as stated in the student handbook, is entitled to a 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 college the day after the commencement of classes is to provide written notice to the director of the college. The notice must include the expected last day of attendance and 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 for the leave of absence 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 refunds must be submitted within 45 days of the determination of the withdrawal date.

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

PROPERTY DAMAGE FEES

Students will be charged for damage to property or equipment. The student will be billed if the responsibility for the damage can be fixed. Where responsibility cannot be fixed, the cost of repairing the damage or replacing the equipment will be prorated among all individuals held responsible. For example, gum chewing is prohibited in the class if the gum is found under a student's desk; the student will be billed \$50.00 for cleaning the gum.

PAYMENT OF TUITION FOR REPEATED COURSES

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

PAYMENT OF TUITION FOR READMITTED STUDENTS

Students granted readmission into the program are subject to the tuition and fees in effect at the time of readmission. In addition, the readmitted students must meet all prior financial obligations to the college before continuing the program.

GROUNDS 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 that might result in actual harm to the client will be reviewed individually.
- While an accident may be a traumatic experience for the student, it must be recognized that accidents happen. Therefore, most incidents will not be cause for dismissal but may affect the clinical evaluation.
- Attitudinal factors may precipitate dismissal; for example, students antagonize clients, doctors, and hospital personnel.
- If students do not improve after adequate counsel, caution will be deemed unsuitable for nursing.
- 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 Campus Director for action. The reasons for dismissal will be reviewed with the student involved. The accepted procedure for warnings, probation, suspension, and dismissal is subject to SMCAH policy as outlined in this handbook.

### Financial Responsibilities

Disputes over the student's debts to the College for tuition, financial aid, or other charges are not subject to this Student Judicial Code of Conduct. Instead, they are resolved through administrative and, if necessary, legal processes.

### TUITION AND FEES

Associate of Applied Science in Nursing Degree	530.00/Credit
Application Fee (Non-Refundable)	\$ 75.00
Practical Nursing Program	\$ 20,670.00
Aptitude Test Fee	\$ 60.00
Registration Fee	\$ 50.00
Technology Fee	\$ 150.00
Laboratory Fee	\$ 150.00
Comprehensive Exit Examination and Diploma Fee	\$ 164.00
Return Check Fee	\$ 25.00
Late Payment Fee	\$ 50.00
Student ID Card	\$ 25.00
ATI Materials	\$ 1400.00

### STUDENT RIGHTS AND RESPONSIBILITIES

The following statements of rights and responsibilities are not viewed as a final accomplishment of a completed institution but rather as themes of a direction for a growing and changing educational environment.

Students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all citizens. Therefore, Saint Michael College of Allied Health considers individuals as students upon receipt of a deposit for admission.

As a citizen, the student has the rights of freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence, and personal abuse.

As a citizen, the student has a right to be considered equally for admission to, employment by, and promotion within the campus by the provisions against discrimination in the general law.

#### **EDUCATIONAL**

All students have other responsibilities and rights based on the nature of the educational process and the requirements of the search for truth and its free presentation. These rights and responsibilities include the following:

1. Each student has the freedom, dependent on the level of competence, to teach, learn, conduct research, and publish findings in the spirit of free inquiry.
2. Each student has the right to pursue normal and core curricular activities, including freedom of movement.
3. Students have the right to expect that their student records contain only information reasonably related to the educational purposes or the health and safety of the individual or others. Furthermore, it is assumed that the student has the right to protection from unauthorized disclosure of confidential material contained in College records.
4. Students have the right to reasonable and impartially applied regulations that reflect the institution's educational purposes and protect the campus's safety.

5. Students have the right to recourse if another campus member is negligent or irresponsible in their responsibilities or if another member of the campus represents the work of others as their own.
6. Students who hold opinions about basic policy matters of direct concern to them have the right to have their concerns heard and considered at appropriate levels of the decision-making process. It should be noted that students who have a continuing association with the institution and substantial influence have an especially strong obligation to maintain an environment supportive of the rights of others.
7. Students are responsible for acting in a manner conducive to learning by being prepared, prompt, attentive, and courteous in all academic settings. These include classrooms, laboratories, clinics, libraries, advising centers, departmental and faculty offices, etc., and complying with requests made by a faculty or staff member in an academic setting.

### **Student Responsibilities**

All Saint Michael College of Allied Health students share the following responsibilities:

- To read, comprehend, and adhere to the Code.
- To respect the personal and property rights of others and to act responsibly at all times, on or off-campus.
- To protect and foster the College's intellectual, academic, research, cultural, and social missions.
- Observe the laws of the Commonwealth of Virginia, the District of Columbia, and federal governments and agencies.

### **Academic Responsibility**

The responsibility of students for academic achievement is specified in the College catalog. Student grievances over this responsibility are resolved through academic rather than judicial system proceedings. Complaints involving grades, plagiarism, cheating, or other academic issues are also resolved through the college's grievance process, which can be found in the College catalog.

The faculty ruling reviewing academic dishonesty may refer the case to the academic committee if suspension or expulsion is indicated. Each referred case will follow the college's grievance process.

## **FACULTY AND ADMINISTRATIVE STAFF**

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### *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 college over the short and long term. The president/ Program Director is responsible for academic policies, accreditation, curriculum development, and student affairs. This individual coordinates 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. President/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 college 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. They also develop/revise curricula and participate in accreditation-related tasks. Along with appropriate certifications, a baccalaureate degree is required, though a master's degree is preferred.

## **STUDENT SERVICES**

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Saint Michael College of Allied Health provides students with academic guidance, tutoring, career advising, and personal counseling. The college has relationships with the business community to assist students with job placement after graduation but cannot guarantee employment. In addition, SMCAH provides emergency health

services to students at its campus. SMCAH does not provide residential facilities; most students are recruited from the DC Metropolitan area and adjacent communities.

Student Services Available at SMCAH	Person Responsible
Pre-admission testing	Administrative Assistant
Advising prospective students	Program Director/Administrative assistant
Advising 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

Governing Board
Michael Adedokun, Ph.D
Mr. Benjamin Brookman, BS, MS
Godwin K Quartey, BA, MBA
Maria Kim McCaughey, MS, PhD
Mr. John S. Amissah, BS
Ben Davis, BS

#### PHYSICAL FACILITY

Saint Michael College of Allied Health District of Columbia Branch Campus is 1106 Bladensburg Road, NE, Washington DC 20002. Saint Michael College of Allied Health purchased the 10,000 sq ft. building in 20002. The facility has eight classrooms and a library/computer center. Each classroom is equipped with new 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, 8 ft x 4 ft vinyl blackboards for erasable markers and a retractable screen.

The facility has one water fountain and nine restrooms, five for ladies and four for men. The physical plants are adequate to support the proposed instructional programs. The facility is regularly inspected to ensure the safety of students, personnel, and guests. The college has a detailed Safety Plan, emergency procedures, and policies to ensure the routine and emergency health and safety of the college's employees, students, and guests. The plans, procedures, and policies will be introduced during student and faculty orientation and widely distributed, regularly evaluated, and revised as necessary.

#### Nursing Skill Laboratory

The Nursing Skill Laboratory is located on the college premises. It houses four patient beds for student practice with a sink and storage area to secure equipment and sharps. SMCAH's Nursing Skill laboratory is equipped with the following supplies and equipment: wound care supplies; thoracic torso model for wound care, central line kits, wound drains; medication cart, pulse oximetry; 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 stand, linen hamper, bed pads, anatomical models, tracheostomy model, surgical arm, Seymour buttocks for wound care, a thoracic model for central suction catheter, sterile gloves, upright scale & pediatric scale, isolation and infection control supplies, electric thermometers, chest tube/water seal suction, model breast and testicles for teaching assessment. In addition, the Nursing Skill laboratory has an AED for simulated code response, one Arm for IV insertion, one Germinie IV Pump, and one Sigman spectrum IV Pump.

All nursing beds are equipped with low-fidelity mannequins and other necessary equipment for teaching nursing skills, such as wall suction and oxygen. In addition, the faculty identifies and adopts laboratory textbooks that are organized with the program outcomes. The digital ATI resources and textbooks are portable classroom and laboratory resources for case studies, simulations, animations, and companion internet resources to assist the student in developing laboratory skills and critical thinking. The program utilizes various high and low-fidelity simulation equipment, including Noelle S550.

#### LIBRARY AND LEARNING RESOURCES CENTER

Saint Michael College of Allied Health Library and Learning Resource Center is on the college's premises. The library contains approximately 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 8:00 am – 4:30 pm when there are only day classes. Hours may vary during term breaks and holidays. The Library/Learning Resources Center (LRC) is a major component of the Saint Michael College of Allied Health, which supports the institution's goals of providing instructional support services to 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 reliable healthcare information covering allied nursing health, alternative and complementary medicine, and much more. The database is designed to meet the needs of researchers at healthcare facilities and nursing and allied health programs at academic institutions. All students are oriented to computer learning in the fundamentals course. Students use computers to take online 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 unproctored practice tests and do remediation work, including math proficiency. Students and faculty use the Internet to supplement resources and do research.

#### OCCUPATIONAL CAREER PATHS

The nursing profession is unique; as a nurse, you can work in many different settings, including hospitals, clinics, nursing homes, colleges, corporations, home health, and public health. A nurse can also advance to higher managerial roles, taking on more responsibility as a healthcare organization's head nurse, director, and vice president. These management roles require a graduate degree in nursing or health services administration. Also, if you further your education, you can become an instructor at hospitals and colleges. You can also move into business positions in the healthcare industry, using your expertise to help manage healthcare services and assist with corporate development, marketing, and quality assurance.

#### PRACTICAL NURSING PROGRAM COURSE DESCRIPTIONS

##### **BIO 201 Anatomy and Physiology I - 4 Semester 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.

##### **BIO 202 Anatomy and Physiology II - 4 Semester Hours**

It continues studying the human body's tissues, organs, and systems. BIO 201 and 202 are needed for a complete study of the anatomy and physiology of all human systems. The format includes laboratory work.

##### **NUTR 110 Nutrition - 3 semester hours**

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

##### **PHR 110 Pharmacology – 3 Semester Hours**

Introduces some of the basic principles of drug actions and gives the student the foundations of dosage calculations. Major classifications of drugs and their actions, adverse effects, and application to the nursing process are addressed in this course.

**PN 114 Fundamentals of Nursing – 4 Semester Hours -88**

The course introduces the student to the Practical Nursing Program and the general health and nursing fields. The student is introduced to selected developmental concepts, people's physiological and psychological needs, effective communication skills, the principle of psychological nursing, and the nursing process. In addition, 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 healthcare facilities.

**PN 115 Medical/Surgical Nursing I- 5 Semester Hours-128**

This course is designed to build on prior learning experiences gained in Fundamentals of Nursing and Basic Sciences courses to help the student develop knowledge and skills to address the needs of clients and families with acute- and chronic health problems. Using Orem's Theory of Self-Care Deficits, the student will apply the nursing process to patients with medical-surgical conditions to assist clients in meeting their physiological and psychosocial needs in various clinical settings.

**PN 116 Medical/Surgical Nursing II- 5 Semester Hours-128**

This course is a continuation of Medical-Surgical Nursing I and is designed to build on knowledge gained in that course. The student will continue to use the nursing process within the self-care framework to assist clients in meeting their physiological and psychosocial needs in various healthcare settings. 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 continues in this course.

**PN 117 Maternal Health - 2 Semester Hours-64**

This course is designed to provide comprehensive discussions of family-centered care, including wellness, health promotion, 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. The student will continue to use the nursing process within the self-care framework to provide childbearing family care.

**PN 117 Pediatric Nursing -2 Semester Hours-64.** Child health theory is presented within the self-care framework utilizing the nursing process to implement effective nursing intervention based on identified problems. Principles of nutrition, pharmacology, and communication are correlated throughout the course.

**PN 119 Mental Health Nursing - 2 Semester Hours-64**

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. The course content includes concepts and applications of therapeutic communication, current and evolving principles in mental health care, legal and ethical guidelines, and human development needs.

**PN 120 Gerontology Nursing - 3 semesters Hours-128**

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. It aims to assist the student in achieving the program objectives. Emphasis is placed on the concept of body image in the older adult, the family in an urban community, the family's role in health maintenance, and the effect of illness on older adults.

**PN 121 Nursing Transitions - 2 Semester Hours**

The course is designed to "bridge the gap" between the role of a nursing student and a graduate. Content emphasizes the ethical and legal responsibilities of the Licensed Practical Nurse, current legislation and regulations that affect the LPN, and the leadership and management role of the LPN in the nursing profession. The course also prepares students for National Council Licensure Examination. During this course, the faculty emphasized many concepts applicable to nursing practice, such as environment context, knowledge and nursing science, personal and professional development, quality and safety, relationship-centered care, and teamwork.

## **COURSE DESCRIPTIONS**

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

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Saint Michael College of Allied Health associate degree in nursing program plans to enroll students twice a year, in fall and spring.

**All nursing courses are offered at Saint Michael College of Allied Health at least twice a year.**

#### **ENGL 111: 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 incorporating sources into essays with appropriate documentation.

#### **ENGL 112 Research and Literature (3 credit hours)**

Provides instruction in the writing process focusing on persuasive and argumentative essays and includes practice in developing a distinctive style, methods of effective reasoning, and library and online research. A formal research project is required. This course is composed of 135 hours of class.

#### **BIOL 203: Microbiology (4 credit hours)**

The course explores microbes' structure, function, and taxonomy, 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 and the infection control measures used in the work setting are also emphasized.

#### **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.

#### **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.

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

It continues studying the human body's tissues, organs, and systems. BIO 201 and 202 are needed for a complete study of the anatomy and physiology of all human systems. The format includes laboratory work.

#### **NUTR 110: Nutrition (3 credit hours)**

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

#### **PSYC 201: General Psychology (3 credit hours)**

This course overviews psychology, the scientific and systematic inquiry about behavior and experience. Emphasis is on the complex and 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 consists of ten units presented over sixteen weeks.

#### **PSYC 202: Developmental Psychology (3 credit hours)**

The course presents research and theories regarding human growth and changes throughout the lifespan. Students explore factors that affect personality, cognitive, and physical development from psychological and socio-cultural perspectives.

#### **PHR 110: Pharmacology (3 credit hours)**

Introduces some of the basic principles of drug actions and gives the student the foundations of dosage calculations. Major classifications of drugs and their actions, adverse effects, and application to the nursing process are addressed in this course.

**NURS 111: Fundamentals of Nursing (3 credit hours)**

The course introduces the basic foundations of professional nursing. The development of critical thinking, nursing process, and fundamental skills will be taught in this class to provide students with the nursing skills and theory necessary to provide safe, basic client care. In addition, basic skills, concepts, models, and information related to health, nursing, communication, and aging are addressed. The course is to be taken concurrently with NURS 112. The course contains 45 hours of theory and 90 hours of student preparation. Prerequisites: All science courses, English 111 and Developmental Psychology, all with a minimum grade of "C").

**NURS 112: Techniques of Clinical Nursing (3 credit hours)**

This clinical course provides lab and clinical experience and gives the student hands-on clinical experience supporting the theory taught in NUR 111. Techniques move from simple to complex and will parallel the instruction students have learned in theory. It is presented concurrently with N101. Therefore, this course may be a transition course for those students with a current practical nursing license. The course contains 90 hours of laboratory and 60 hours of student preparation. (Prerequisites: All science courses, English 111, Developmental Psychology, and NURS 111, all with a minimum grade of "C").

**NURS 113: Critical Thinking in Nursing (2 credit hours)**

This course is designed to assist the nursing student in developing the critical thinking ability necessary to succeed in the nursing program. Critical thinking strategies will be presented in context (assignments will be based on current nursing content) for easy transferability and application of nursing knowledge. The course contains 30 hours of theory and 60 hours of student preparation. Focus is given to developing the caring attitudes of nursing students by applying critical thinking strategies specific to problem-solving related to human response patterns. (Prerequisites: All science courses, English 111, Developmental Psychology, and NURS 111, all with a minimum grade of "C").

**NURS 211: Medical-Surgical Nursing I (5 credit hours)**

This course is designed to build on prior learning experiences gained in Fundamentals of Nursing and Basic Sciences courses to help the student develop knowledge and skills to address the needs of clients and families with acute- and chronic health problems. Emphasis is on the pathophysiology, clinical manifestations, medical and surgical treatment, and nursing process used to promote the fulfillment of needs in various clinical and community settings. Health problems studied include digestion, nutrition, elimination, problems of regulation, and metabolism. Care of clients pre- and postoperatively and those experiencing multi-system, hematologic, and immune system deviations will be studied. The expected outcome is that each student will demonstrate theoretical proficiency and skills in laboratory and clinical settings. Principles of nutrition, pharmacology, and communication are correlated throughout the course. The student will spend time in the clinical care area and will be expected to assume more responsibilities for their nursing actions. Clinical experiences will occur in hospitals, outpatient settings, long-term care, and sub-acute healthcare facilities. The course contains 45 hours of theory, 90 hours of student preparation, and 120 hours of clinical. (Prerequisites: All science courses, Developmental Psychology, Nutrition, Pharmacology, ENG 111, NUR 111, 112, and 113, all with a minimum grade of "C")

**NURS 215: Medical-Surgical Nursing II (5 credit hours)**

This course is a continuation of Medical-Surgical Nursing I and is designed to build on gained in that course. Principles of nutrition, pharmacology, and communication are correlated throughout the course. Emphasis is on the pathophysiology, clinical manifestations, medical and surgical treatment, and nursing process used to promote the fulfillment of needs in various clinical and community settings. Care for those experiencing cardiovascular and respiratory deviations will be studied. Health problems include excretion, mobility, cognition, sensation, and reproduction. The student will spend time in the clinical care area and will be expected to assume more responsibilities for their nursing actions. Students must demonstrate theoretical proficiency and skills in laboratory and clinical settings. The course contains 45 hours of theory, 90 hours of student preparation, and 120 hours of clinical. (Prerequisites: All science courses, Developmental Psychology, Nutrition, Pharmacology, ENG 112, NUR 111, 112, 113, and NUR 211, all with a minimum grade of "C")

**NURS 213: Maternal-Child Nursing (6 credit hours)**

It begins with a theoretical focus on maternity and women's and family health. Instruction in gynecology, obstetrics, and newborn care will lead to 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. Promoting wellness, illness prevention, and care of clients with acute and chronic illnesses throughout childhood will be taught. The course contains 45 hours of theory, 90 hours of student preparation, and 180 hours of clinical experience in various pediatric and obstetric settings. (Prerequisites: NUR 111, 112,113 with a minimum grade of "C")

**NUR 214: Mental Health Nursing (4 credit hours)**

Students in this course will learn the process of psychiatric nursing. The theory of mental illness, psychotherapeutic medications, therapeutic milieu, and current trends will provide the foundation for caring for a client with acute and chronic psychiatric illnesses. Content will be presented related to clients demonstrating anxiety, rituals, dissociative patterns, somatization, withdrawal from reality, depression or mania, aggression, pathological suspicion, abuse of food and chemical substances, and people with characteristic behaviors of borderline or antisocial personality disorder. The course contains 45 hours of theory, 90 hours of student preparation, and 60 hours of clinical experience in a mental health setting. (Prerequisites: NURS 111,112,113, 211, with a minimum grade of "C")

**NUR 216: 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 that impact the Registered Nurse as a professional. Basic concepts of nursing informatics are presented. The RN's role in the delegation of responsibilities will be explored. Emphasis is placed on the student's transition into a professional role. The course contains 45 hours of theory and 90 hours of student preparation. (Prerequisites: NUR 111, 112, 211,212 with a minimum grade of "C")

**NURS 212: Gerontology/Community/Health Nursing (3 credit hours)**

The course presents concepts and skills related to the nursing care of older adults with common health problems in the community and long-term care facilities. Emphasizes physiological changes and disease processes associated with aging, as well as clinical manifestations, medical and surgical treatment, and the use of the nursing process. Health problems related to aging 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 various settings. The course contains 15 hours of theory, 30 hours of student preparation, and 120 hours of clinical. Clinical will focus on caring for the elderly client in a residential or community-based setting. (Prerequisites: NUR 111, 112, 113, 211, all with a minimum grade of "C")

**NUR 217: 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 is provided. Hands-on practice with the computer adaptive test-taking method is provided. This course will use a standardized RN comprehensive exam as the final exam. VATI-RN and NCLEX RN 10,000 help students review for the RN Exit Exam, which is part of this course. The course contains 45 hours of theory and 90 hours of student preparation.

**Semesters:** SMCAH semester-length, including summer, consists of 15 calendar weeks of instructional and clinical time.

**Lecture:** Ratio 1:1; one (1) lecture hour and 2 hours of student preparation time per week x 15 weeks semester is one credit hour. This means 45 hours of class time and 90 hours of student preparation is required for three credit hours per semester.

**Laboratory:** Ratio 1:3; three (3) supervised laboratory work hours and 2 hours of student preparation time per week x 15 weeks semester= 1 credit hour. This means 45 hours of laboratory time and 30 hours of student preparation is required for one credit hour per semester.

**Clinical:** Ratio 1:4; four (4) hours supervised student clinical teaching per week x 15 weeks semester= 1 credit hour). This means 60 hours of supervised student clinical teaching is required for one credit hour per semester.

**(Prerequisites: Students must have passed all level two courses with a minimum of 2.5 GPA before enrolling in NURS 217: Capstone and meet their financial obligations).**

**The Student Catalog/Student Handbook policies can be changed during the program to reflect current situations and practices in education and healthcare. The administration is responsible for promptly informing Saint Michael College of Allied Health students of the changes. 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.**