Marion S. Whelan
School of Practical Nursing

Academic Catalog / Student Handbook
2025 -2027

Graduating Class of 2025

Student Handbook/ Academic Catalog
2025-2027

Marion S. Whelan School of Practical Nursing (MSWSPN)
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http://mswspn.com/

Information in this catalog/handbook was current on the date of publication; however, MSWSPN reserves the right to change programs, course descriptions, faculty, tuition, and fees, and/or School policies as directed by the Board of Trustees of MSWSPN without prior notice. Any such changes, additions, deletions, etc. will be published separately and will be disseminated to students.

MSWSPN does not discriminate based on race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, disability, or veteran status in its educational programs, admissions, activities, or employment policies.

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Message from the Director

Welcome to Marion S. Whelan School of Practical Nursing. Finger Lakes Health is home to the Marion S. Whelan School of Practical Nursing, which offers an LPN certificate. We are one of only three hospital-based nursing programs in New York State. Founded in 1956, we have graduated over 1,600 nurses. We look forward to welcoming you to our school with its proud traditions.

As a nurse who began my career as an LPN, I understand the importance of having a career pathway that allows for continued personal and professional growth. UR Medicine Finger Lakes Health provides an opportunity for career advancement through various degree/certificate offerings, including second semester admission to the RN program with a valid New York State LPN license or the Finger Lakes Health College of Nursing and Health Sciences/Marion S. Whelan School of Practical Nursing 1+1 program.

Marion S. Whelan School of Practical Nursing is privileged to be a part of Geneva General Hospital, an affiliate of UR Medicine Finger Lakes Health located in Geneva, New York. As part of UR Medicine Finger Lakes Health, we share the mission to partner with our communities to improve health and promote well-being. There is a strong dedication on the part of UR Medicine Finger Lakes Health to promote employment of our graduates within UR Medicine Finger Lakes Health. To that end, UR Medicine Finger Lakes Health makes available generous reimbursement and loan forgiveness programs to graduates from our programs who obtain employment at UR Medicine Finger Lakes Health.

We have knowledgeable and caring faculty, in addition to professional staff. The School faculty and staff embody the Finger Lakes Health organizational values of:

Health
Exceptional care and service
Acts of kindness
Responsibility and respect
Teamwork

The Marion S. Whelan School of Practical Nursing has a distinguished reputation throughout the Finger Lakes Region for the quality of our graduates. We focus on preparing students to join a workforce community of healthcare professionals who provide exemplary service and care to a diverse population. Our faculty and staff are innovative, creative and engaged in advancing the knowledge and skills to improve the delivery of health care. We expect our students and our graduates to continue in the tradition of providing a *Healing Environment*. The Healing Environment is our organization's model of customer service, our philosophy of patient care. By focusing on patient safety and the relationships we develop with our patients, we achieve measurable success in the quality of care and patient satisfaction.

I encourage you to explore our website at **http://mswspn.com/** or to contact us at: (315) 787-4005 for more information or to come for a tour.

Sincerely,

Kathleen Mills EdD, MSN, RN

Kathleen Mills EdD,
MSN, RN Director
Marion S. Whelan School of Practical Nursing

Welcome to
Marion S. Whelan School of Practical Nursing
(MSWSPN)

The educational experience at MSWSPN is stimulating, rigorous, and a fulfilling challenge that presents a great reward. The academic curricula fosters the development of individuals to deliver quality holistic health care in a healing and caring way. An individual's responsibility to professional and personal lifelong learning is also emphasized. Students graduate with a wide-range of empirical and theoretical knowledge gained through general education courses. Critical thinking skills, guided by research, are fostered and transferable to professional practice.

The faculty is integral to the academic strength of MSWSPN and are experienced professional educators with advanced degrees and national certifications. They are committed to student learning and maintaining high academic standards. Students are attracted to the programs of study because of small classroom size, faculty to student ratios, and flexibility of the programs. The ratio of faculty to student will not be greater than **1:10** in clinical and lab.

Student Handbook /Academic Catalog Overview

The Director, faculty, and Support Services staff have compiled this Student Handbook /Academic Catalog. Its purpose is to provide specific information concerning institutional policies and regulations.

As a current student, you have a responsibility to read and become familiar with the contents of the Student Handbook/Academic Catalog and all other publications deemed required. Faculty, and staff of the School and collaborative partner institutions strive to create and maintain an environment that is safe, friendly, and conducive to learning.

It is the responsibility of all students to:

- **Read the Student Handbook/Academic Catalog, official announcements, and bulletin boards**
- **Be informed regarding their program of study and its requirements**
- **Be familiar with School policies**

The information is subject to change or modification; therefore, all students should stay in touch with advisors, faculty, staff, and administrators to receive the most up-to-date information.

Mission

Marion S. Whelan School of Practical Nursing (MSWSPN) is dedicated to produce graduates at the practical nurse level who are competent and caring professional nurses functioning within their identified scope of practice.

Graduates of Marion S Whelan School of Practical Nursing will value the profession of nursing by exhibiting professional behaviors in a healing and caring way and by promoting lifelong learning and living to create healthy relationships with the people they care for and work with.

Philosophy

The philosophy of the LPN program is based on the foundational concepts of UR Medicine Finger Lakes Health. As a partner of the health system, the philosophy of the nursing program is consistent with the nursing philosophy that governs nursing practice and care delivery at UR Medicine Finger Lakes Health.

We believe that society is composed of unique individuals with common basic needs. Each individual, throughout the life process, is influenced by internal and external environmental factors. In response to these factors, individuals are constantly striving to achieve equilibrium in order to fulfill their needs. The individual and society can benefit as the individual adapts to changing situations in order to meet these needs.

We believe education is an active, on-going lifelong learning process which evolves from the individual's life experiences and formal schooling. Active participation in education enables the individual to develop his or her potential in a continually changing society. Educational programs should provide for growth and mobility. This program is a stepping stone for furthering development. Opportunities for continuing education must be sought to increase knowledge and skill.

We believe nursing is an art and science with its own rapidly growing body of knowledge. Nursing, by addressing the basic human needs, helps the individual to attain their optimal level of wellness. Nursing education prepares individuals to utilize facts, principles, and concepts from the arts and sciences. The nurse's primary commitment is to the patient, whether an individual, family, group or community and the nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient. Practical nursing education, with a strong clinical component, utilizes select facts, principles and concepts from the arts and sciences to prepare practical nurses to give quality bedside nursing care. We further believe a sound program is based on its continual evaluation. Although this responsibility rests with the faculty, the student has the right and opportunity to evaluate the curriculum and instruction. The faculty is open to student and/or graduate suggestions toward improving the program.

We believe that the practical nurse is an integral part of the nursing profession and is accountable for their nursing practice within an ethical-legal framework. The practical nurse assists with

providing direct nursing care toward meeting the needs of the individual in a variety of health care settings. The practical nurse is a responsible and accountable member of the health team, who, under the direction of the registered professional nurse or licensed physician or dentist, performs tasks and responsibilities within the framework of case finding, health teaching, health counseling and provision of supportive and restorative care.

We believe our school contributes to the profession of nursing by providing an education for qualified individuals to render safe, skilled nursing care as a licensed practical nurse. Our program also provides an opportunity for educational mobility in nursing.

The philosophy of the nursing program serves as the foundation for the program of study and articulates the faculty's belief in nursing, nursing education, and continuous quality improvement in instruction, nursing care, and academic performance.

Ownership

Marion S. Whelan School of Practical Nursing (MSWSPN) is located within the Geneva General Hospital Campus of UR Medicine Finger Lakes Health. UR Medicine Finger Lakes Health is a not-for-profit health system that provides a full range of acute and long term care health services to residents of the Finger Lakes region in Upstate New York.

History

In the late 1800's the Training School for Nurses at the Geneva General Hospital opened. The School educated nurses in order to meet the healthcare needs of the community until its closure in the mid-1930's. In 1956, Geneva General Hospital partnered with the Geneva City School District to establish a practical nurse program, now called the Marion S. Whelan School of Practical Nursing.

MSWSPN is accredited by the Accreditation Commission for Education in Nursing (ACEN). The program is in compliance with the regulations of the U. S. Department of Education as well.

Location

MSWSPN is located in the heart of the Finger Lakes Region in Geneva, New York. You may contact us at the following address:

Marion S. Whelan School of Practical Nursing
196 North Street, Geneva, NY 14456
Phone: 315.787.4005
Fax: 315.787.4275
Attendance Hotline: 315.787.4005
(If no answer, leave a message with date, time, your name and your instructor's name)

You are also welcome to call us for information by contacting our Student Services personnel at **315-787-4005**. Should you wish to stop by, our administrative offices are open Monday through Friday from **8:00 a.m. to 4:30 p.m**. During the summer, the hours are variable, and students should call to inquire about open hours.

Institutional Policies

Acceptance/Admission/Readmission Policy

To be considered for admission, applicants must submit all qualifying documents before the end of the application period; i.e., by **June 1st** for fall admission. **November- Monday before Thanksgiving** for spring admission.

Qualifying documents for the admission include:

- Official proof of high school graduation or GED
- Proof of completion of ***either*** Biology **or** Anatomy & Physiology I. The course must be completed within five **(5)** years of application deadline ***and*** a final grade of **"C"** or higher achieved

Applicant transcripts are evaluated for:

- Required coursework that has been completed
- Admission points which are awarded for various criteria. Please see current ranking sheet for details http://mswspn.com/admissions/
- Applications are ranked highest to lowest with acceptance into the program based on total admission points and number of available seats
- Former students applying for readmission will need to follow the current new student process to apply, unless they qualify for reinstatement (see Reinstatement Policy below)
- Applicants who do not receive an offer of acceptance are encouraged to contact Marion S. Whelan School of Practical Nursing to discuss an academic plan for future application

Reinstatement Policy

- Students that repeat specific courses more than one time or reenter the program multiple times are less likely to be successful. To support student success the following reinstatement policies have been instituted:
    - Students may only be reinstated one time into the same program. A second failure in any nursing course will result in academic dismissal. If a student fails the same course twice, they forfeit the opportunity to return to the program
    - Students that have been dismissed from Marion S. Whelan School of Practical Nursing due to a safety concern are not eligible to reapply.
    - If a student is reinstated, the student will be held to the current catalog/handbook and admission criteria. At the time of reinstatement, the student will need to ensure their sciences are still within the five **(5)** year eligibility timeframe, and that they have received a grade of **C** or greater. The student must follow all current reinstatement policies
    - Student must meet acceptable criteria for placement agencies and demonstrate current AHA CPR at the health care provider level
    - If a student is reinstated they are also required to obtain all current Textbooks.

Process to Reinstate

- To be considered for reinstatement all clinical hours, classroom attendance, and clinical makeup fees but be must be completed and paid in full. This does not apply to students that withdraw by the withdraw date listed on the academic calendar.
- Once the student is notified that they will not progress they must meet with their advisor within **30** days to determine next steps
- After meeting with their advisor, and the student chooses to proceed with the reinstatement process the student must complete appropriate School forms, which can be obtained online
- Prior to applying for reinstatement into the program, applicants will be required to submit a Plan of Action and schedule to meet with their advisor to review the proposed Plan of Action
- To be considered for reinstatement a student must have a GPA of at least 2.0. Additional information may be requested or requirements may be set as a condition for reinstatement. These conditions are designed to enhance the student's chances for academic success. Documentation of the plan will be provided to the student, advisor and involved faculty. A copy will be signed and placed in the student's file
- Students will be screened and ranked for reinstatement into the program along with all other applicants
- Please note reinstatement is not guaranteed and is contingent on ranking and availability
- Any student granted reinstatement will be placed on probation for at least the following semester
- If more than one year (school calendar year) has lapsed, the applicant must reapply through the general admissions process

Request for Reinstatement Form

I have not been successful by achieving a "C+" or greater in the following nursing course _____and wish to attempt this course again. I understand the inability to achieve a "C+" or greater on the second attempt will result in my dismissal from the nursing program.

Please attach a typed letter to this form addressing the following two statements:

- Discuss the barriers which prevented you from completing the course successfully
- Outline a specific plan to be successful in the nursing program

After meeting with your advisor please contact the admissions office to ensure all of your qualifications are current and you are eligible for reinstatement

_____ _____
Student Signature Date

_____ _____
Advisor Signature Date

Please print:

Name: _____

Email: _____

Phone number: _____

How to Apply

All applicants are required to apply online at http://mswspn.com/ For questions related to the admission process, please contact the office at **315-787- 4005**. Please note that enrollment in the program does not promise or guarantee employment to any student or graduate.

For more information regarding NYS licensure, contact:
The Office of Professions
New York State Education Department
89 Washington Ave, Albany NY 12234

Academic Dishonesty Policy

Academic dishonesty is defined as:

- Cheating
- Plagiarizing, including self-plagiarism
- Fabricating of information or citations
- Facilitating acts of academic dishonesty by others
- Having unauthorized possession of an examination
- Discussing the examination
- Making copies, in any manner, of exams or papers
- Submitting work of another person
- Submitting work previously used without informing the faculty
- Tampering with the academic work of other students

A student charged with academic dishonesty will receive notification of the charge by faculty. If the student believes they have been falsely accused, they should seek redress through discussion with their faculty. In the event, faculty deem the infraction sufficient to warrant dismissal or a final course grade of "F", the student may choose to initiate the grievance process.

Suspected Acts of Dishonesty

When a student is suspected of committing an act of dishonesty, the faculty will inform the student of the accusation and review the evidence with the student. The student will have an opportunity to respond and present evidence regarding the accusation. If the accusation is upheld the faculty will inform the student of the consequences.

A student may not withdraw from a course to avoid possible academic and disciplinary sanctions. If a student is suspected of committing an act of academic dishonesty, the case must be resolved before the student can initiate a withdrawal. In addition to any academic sanction, a student found to have committed an act of academic dishonesty may be immediately dismissed.

Plagiarism

MSWSPN is committed to academic excellence. Plagiarism, which is a form of academic dishonesty, is a serious offense that affects the integrity of the School and will not be tolerated.

What is plagiarism?

Plagiarism is using another person's ideas, processes, results, or words taken or borrowed, and using them as if they were your own without giving the appropriate credit.

Plagiarism is any of the following:

- Using direct quotes without citing the source
- Paraphrasing an author's work or copying text without citing the source
- Summarizing an article or another form of information without citing the source
- Copying statements, paragraphs, or entire documents
- Cutting and pasting material directly from the internet without crediting the source
- Using art, photos, statistics, charts, or graphs without permission
- Putting your name on a document that someone else, including another student, wrote
- Using essays or other materials copied from the web and used as your own (cyber-cheating)
- Purchasing a paper and using it as your own
- Self-plagiarizing, meaning repeating or copying work done in another course or at an earlier time

What does <u>not</u> constitute plagiarism?

Plagiarism does not include personal opinion or common knowledge. If you are unsure whether something is common knowledge, always err on the side of caution and cite it. Common knowledge is generally something that appears in five or more independent sources and is commonly known by everyone, e.g., George Washington was the first president of the United States.

How do I cite appropriately?

In nursing, the APA style of writing is used and includes specifics on how to format in-text citations and reference lists. It also specifies how to format different sections of a research paper. References are available to assist you in citing correctly:

- The *Publication Manual of the American Psychological Association, 7th ed.* (2020)
- OWL Purdue writing lab (https://owl.english.purdue.edu/owl/section/2/10/) https://owl.english.purdue.edu/

Sanctions

Students who are found guilty of plagiarism will face disciplinary actions, which may result in dismissal from the program.

Academic Integrity Policy

MSWSPN recognizes the impact of enhanced learning through a collaborative student/teacher partnership. As an academic community, faculty, staff, and students work together to acquire and extend knowledge and develop skills and competencies to serve the healthcare needs of our community. Furthermore, academic integrity is the pursuit of scholarly activity free from fraud and deceptions and is an educational objective of this school.

Integrity is one of the foundations of the School's core concept of professional behavior. The philosophy emphasizes a holistic approach to nursing care for the individual. Inherent in this holistic approach is that the integrity of the individual has an impact on self, others, the school, and the community at large. Therefore, all members of the academic community are expected to commit themselves to personal and academic integrity inside and outside the classroom through the following Honor Code.

Honor Code

As a student enrolled at MSWSPN:

- I will be honest in actions and words and expect honesty from others
- I will demonstrate only behaviors that reflect personal integrity by not giving or receiving aid on examinations or individually graded coursework at any time during my education. This includes discussing the examination content, questions, topics or answers at any time
- I will trust others and be worthy of trust
- I will forthrightly oppose any instance of academic dishonesty
- I will leave cell phones, paper, and calculators outside the testing area to avoid the temptation to violate my honor code
- I will not remove anything that is the property of the School without prior permission
- I will not discuss/text any component of the exams as this may lead to disciplinary action
- I will treat others with respect and expect respect for myself, my views, and my abilities
- I will observe silence during testing
- I will treat others fairly and expect fairness in return

- I will take an active part in ensuring that my peers and I uphold the integrity and spirit of the honor code
- I will discourage bigotry while striving to learn from differences in people, ideas, and opinions
- I will demonstrate open, honest, and tolerant behavior at all times, while refraining from behaviors which may threaten the freedom and respect of others
- I will demonstrate concern for others, their feelings, and their need for an environment to support their work and development
- I will recognize that my positive actions today may have benefit and influence not only on myself and my peers but the School and the community, at large
- I will keep the School and Hospital environment safe and clutter free by cleaning up after myself

Academic Progression Policy

The Academic Progression policy states that students may only be reinstated one time into the same program. A second failure in any nursing course will result in academic dismissal. If a student fails they forfeit the opportunity to return to the program.

Achievement Testing Policy

After certain courses, students are scheduled to take standardized tests. Students pay for this in program fees. Each test relates to content taught during the current and previous courses. Students taking the tests should receive scores from the faculty before progressing. Students need to understand the importance of these tests because they help to identify deficit areas, prepare students for the type of questions on the National Council Licensure Exam (NCLEX) as well as predict successful completion of the licensure exam. The student will receive a grade of "I" until required tests are completed in individual courses. Remediation is available and highly recommended.

Attendance Policy

The development of good work ethics, including attendance, begin in school. Students are expected to attend **all** classes, labs, and clinical. The administration and faculty feel strongly that attendance is critical to success in school. There is a direct relationship between performance and attendance. Abuse of the attendance policy will result in departmental action up to and including administrative dismissal. Attendance behaviors also relate to the professional expectations of employers after graduation.

Class Attendance

Class attendance is required. If a student misses **two** classes, the student will receive the following:

- First Violation: (2 missed classes) Coaching
- Second Violation: (3 missed classes) Counseling
- Third Violation: (4 missed classes) Probation

Leaving early will be documented. Two early departures from class before dismissal will equal one absence from class. Above policy will then take effect.

Class Tardiness

Tardiness is defined as arriving at any time after the scheduled start time of class.

- First Violation: (2 tardy)Coaching
- Second Violation: (3 tardy)Counseling
- Third Violation: (4 tardy)Probation

Clinical Attendance

Clinical attendance is mandatory in order to meet the goals and outcomes of each program and for student performance to be evaluated. Each student is expected to complete the required academic and clinical hours identified in the curriculum plan. The program schedule allows time for all appointments for doctors, dentists, etc., to be made when school is not in session.

Any missed clinical/lab time is required to be made up and fees will be assessed. Clinical/lab make-up time will be scheduled according to faculty availability. **A fee of $120 will be charged for a full day of make-up time, anything less than 10 hours will be pro-rated at $10 per hour.**

We recognize that it is important for patient safety that students refrain from attending scheduled clinical days when they are ill. Make-up fees **will not** be assessed for students who have seen a physician and provide appropriate documentation of their illness **within 24 hours of their missed clinical.** Students who are sent home ill by clinical faculty will be required to make up the time missed and pay a fee unless a physician note is provided.

Special situations will be considered on an individual basis at the discretion of the Director and the faculty. All missed clinical time must be made up, and clinical makeup fees paid before final grades will be released.

Clinical Tardiness/Absence Policy

- If the student is going to be late or absent from clinical, the student must email or use Remind App to update their clinical faculty. In the case of absence, an email or remind message must be received by 0600
- It is an expectation in health care professions that professionals are present and ready to begin work at their assigned time. Tardiness shows a lack of respect for your colleagues and the value of their time, as well as a lack of professional accountability
- Every student must be present for a scheduled number of clinical hours to progress to the next level
- Every student will be present and ready to begin their assignment at the assigned time including returning from break and lunch
- Students need to anticipate drive time, weather, and preparation time in the planning of their clinical day
- Tardiness is defined as arriving at any time after the scheduled start time of clinical
- The clinical faculty will make a note of the tardiness and the student may receive a score of less than **"3"** in professionalism

Procedure

- If the student is more than **30 minutes** late for clinical, they will be sent home and must make-up the clinical day and pay the associated fee
    - First Violation: student will receive a coaching
    - Second Violation: Dismissed from clinical, must make-up the day, pay the associated fee and will be placed on clinical probation
    - Third Violation: Dismissed from clinical, must make-up the day, pay the associated fee, and must appear before the faculty for violation of clinical probation. This may warrant dismissal from the program

- If less than 30 minutes' late
    - First Violation: student will receive a coaching
    - Second Violation: Dismissed from clinical, must make-up the day, pay the associated fee and will be placed on clinical probation
    - Third Violation: Dismissed from clinical, must make-up the day, pay the associated fee, and must appear before the faculty for violation of clinical probation. This may warrant dismissal from the program

Failure to comply with this policy shows a lack of responsibility on the student's part and also demonstrates a lack of understanding of the importance of patient care

- Records of the student's attendance are kept on file in **Empower**
- Throughout the year, the faculty may arrange supplemental learning experiences such as guest speakers, required clinical rotations, or in-service programs that are scheduled in addition to the set curriculum hours. It is the expectation that students make arrangements to attend

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ATI Policy

What is ATI?

Assessment Technologies Institute® (ATI) offers an assessment-driven review program designed to enhance student NCLEX-PN success. The comprehensive program offers multiple assessment and remediation activities. These include an assessment indicator for various components of academic success through online tutorials and practice/proctored testing.

These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with the nursing content. Data from student testing and remediation is used for the program's quality improvement and outcome evaluation.

ATI information and orientation resources can be accessed from the student home page. It is highly recommended that you spend time navigating through these orientation materials.

Active Learning/Remediation

Active Learning/Remediation is a process of reviewing content not fully understood, as determined by an assessment. Its purpose is to assist the student in reviewing information deemed important to success in both their nursing courses and on the NCLEX exam. The student's individual performance profile will contain a listing of the topics to be reviewed. The student can remediate, using the Focused Review, which contains links to ATI books, media clips and active learning templates.

The faculty have online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work has been completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

ATI proctored tests will be administered during the semester. The test will count for a percentage of your course grade. It is vital that you prepare and take these exams seriously. See your course syllabus for details.

Modular Study

ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement coursework. Faculty may assign these during the course as part of active learning/remediation assessments.

Tutorials

ATI offers unique Tutorials (Nurse Logic) that teach students how to think like a nurse; how to complete a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. The Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, Talking Glossary, and a Critical Thinking Guide.

Assessments

Standardized Assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice and proctored assessments that may be scheduled during courses.

Missed ATI Exam

- **Prior** to the scheduled examination the student must notify the faculty of the inability to test in order to make appropriate arrangements for a make-up opportunity. It is the student's responsibility to arrange with the faculty in a timely manner
- If the student does not notify the faculty and does not complete a required ATI examination, they will not receive the points assigned
- If a student receives accommodations, it is the student's responsibility to schedule the ATI test with the student services office three business days prior to exam

Bullying Policy

Bullying activity is strictly prohibited at MSWSPN. Instances of bullying should be reported immediately to faculty or the Director by either the individual affected or those who observed the behavior.

- Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression of a physical act or gesture directed at another individual that:
    - Causes physical or emotional harm to that individual
    - Damage to that individual's property
    - Places that individual in reasonable fear of harm to themselves
    - Creates a hostile environment at the School for the targeted individual
    - Infringes on the rights of the targeted individual at the School
    - Disrupts the educational process or orderly operation of the School

Class Assignment Policy

- Students are expected to participate fully in the classroom, group projects, and all homework assignments
- Students are expected to complete all assignments on time to receive a grade in the course
- A four **(4)** credit/clock hour course constitutes approximately twelve to sixteen **(12-16)** hours of outside coursework per week
- All homework submissions are to be made using the most current APA guidelines unless specified otherwise
- Per the assignment rubric, APA errors will result in a reduction in your grade for each assignment
    - Wikipedia is not considered a proper reference
    - Social networks such as YouTube may be appropriate, in some cases. Please contact your faculty for approval before citing a social network as a reference in your courses
- Correct grammar is expected on all assignments. Per the assignment rubric, any grammar errors will result in a reduction in your grade for each assignment
- It is the student's responsibility to ensure assignments are successfully submitted on time

Extra credit work IS NOT allowed.
No extra credit will be given on any assignment or exam or to any student at any time

Cell Phone Use Policy

MSWSPN encourages students to use time designated breaks and free time for cell phone use. As a student at MSWSPN the expectation is that a cell phone may be on your desk, silenced and/or used for classroom activities.

- In the event, you need to use your phone; you are permitted to step out of the classroom to attend to the phone call
- It is the student's responsibility to communicate with the faculty any urgent need for cell phone use
- Cell phone use in the clinical setting is restricted and may not be used in patient care areas including the operating room

Community Service Policy

Each student is required to complete four **(4)** hours of Community Service before the end of each trimester. (Approval of site by Clinical faculty is required before participating). Appropriate attire (business casual: no jeans, no t-shirts with graphics) and nametag must be worn.

Community Service Assignment

Providing voluntary services to a community promotes a sense of well-being and contributes to a greater common goal for improvement. In an effort to demonstrate our commitment as nurses to the community, students will be required to complete four **(4)** hours of community service each trimester while an enrolled student. Students may conduct this assignment in a variety of locations including their own towns or neighborhoods. This assignment is meant to be meaningful and joyful but with a focus of "service". Students must have this completed by the date listed in their course syllabus.

The assignment includes the following:

- Prior approval of community event by clinical faculty
- Completed event form with appropriate signatures verifying completion (this is to be given to Clinical Instructor). Form found in Examsoft.
- A brief verbal report of the experience to student's clinical group
- Proper attire and name tags **MUST** be worn
- Students must complete four hours each trimester. Students may only carry over up to 4 hours for the next trimester.

NOTE: Students will not earn additional "points or a grade" for the assignment. However, each student must complete all of the above as assigned. Students are encouraged to research options early on in the trimester and seek approval prior to the community service event. A guide listing examples of volunteer opportunities is available and can be provided to assist you in making your selection. Some examples of opportunities might be:

- Cubby Chase or other fundraising type races
- Local soup kitchen or community lunch program
- BP clinic
- Hospice homes

- After School programs
- ARC Organizations for persons with disabilities

Disciplinary Process Policy

Failure to follow procedures, policies, or insubordinate conduct will result in disciplinary proceedings. Disciplinary actions may include:

- Coaching
- Counseling
- Probation with a documented plan for improvement or immediate dismissal

Examples that may require disciplinary actions include but are not limited to:

- An unacceptable occurrence in the clinical area
- Engaging in unsafe clinical practice
- Lab performance which does not meet competency expectations
- Bullying (see Bullying Policy)

Probation is defined as the final step in a student's improvement plan. Should the student deviate from the approved plan they will be dismissed from the program. The student will be given an opportunity to read the completed documents and comment. The student will receive a copy of all documents. A copy will also be placed in the student's file.

Students that receive more than three **(3)** disciplinary actions in any given trimester may be dismissed from the program. Please note that the offense or action determines the level of discipline and in some cases, such offense/action may warrant immediate probation or dismissal.

Email Policy

Email is an official method of communication between faculty/staff and students at MSWSPN. These communications may include, but are not limited to information about courses, activities, changes, and/or administrative business.

The purpose of this policy is to ensure that students understand that email is a primary method of communication for the School. It is the student's responsibility to check email daily. You will be held responsible for any information communicated via email.

Faculty/Staff will make an effort to respond to emails within **two (2)** School business days. Response time may vary based on faculty/staff schedule.

Exam Policy

It is the policy of MSWSPN that all students be present for exams. Exam dates are listed in the course syllabus. Please see procedure below if student must miss an exam. Students **MAY** only miss one exam without penalty.

- If a student must miss an exam the student **MUST** email their faculty member. If they do not receive a response then they **MUST** call the schools main number prior to the exam start time. If the student is a No-call/ No-show, they will receive a **zero** for the exam
- If a student misses a scheduled exam for any reason (call in/late etc.), they **MUST** complete the exam within **24 hours**. A written warning will also be issued
- If a student misses a second exam (call in/late etc.), they are placed on probation (see probation definition) and will receive a **5-point** reduction on that exam
- If a student misses' subsequent exams (call in/late etc.), they will receive an additional **5-point** reduction for each exam missed. Repeated infractions may warrant dismissal for violation of probation
- Students must be in the classroom and signed in before the exam door closes. Student computers are to be updated and ready to go prior to the start of the test.
- Exam remediation is completed immediately following each exam. Students are encouraged to use this time effectively to remediate incorrect answers and rationales
- Exam questions are developed from multiple sources, including:
    - Reading assignments
    - Video content
    - Classroom discussions
    - Activities and group work
    - Clinical/lab experiences
- Evidence based rationales are cited and provided
- Grades that are displayed during remediation are not the final exam grade
- Final exam grades will be posted via **Empower** after faculty conduct a rigorous test analysis.
- Exams are not available for review after the testing date unless an individual appointment is made with your advisor

Fatigue Policy

- Fatigue in the healthcare setting leads to errors, a decline in the quality of patient care, and a decrease in the ability to provide a safe environment. The student is responsible to ensure they are caring for themselves as well
- Proper nutrition, exercise, and an appropriate amount of sleep are needed to be successful in the program
- Students should monitor the impact of outside factors (such as working full time, family, illness, financial burdens) on their fatigue level, and do what is necessary to remain healthy
- Students are encouraged to seek the advice and counsel of faculty or their advisor should resources be needed
- At no time should a student work a night shift prior to a clinical rotation

Financial Aid

We believe that any student who is accepted and wants to attend Marion S. Whelan School of Practical Nursing (MSWSPN) should be able to do so. We work hard to help students find the financial resources they need. Our Financial Aid Administrator provides information and advice to help students and their families apply for federal and state aid, student loans and scholarships.

- **MSWSPN** participates in a number of federal and state financial aid programs. All financial aid programs (federal, state or private) can be divided into three categories:
  - **Grants** - these financial aid programs are gift-type aid not requiring repayment
  - **Scholarships** - these are funds you may have received from outside sources Generally, scholarships do not have to be repaid, however, under certain circumstances they may require you to agree to certain service obligations
  - **Loans** - Loans are awarded to students with the agreement that they will be repaid
- **Financial Aid Application Process** begins with two applications:
  - Free Application for Federal Student Aid (FAFSA) or renewal FAFSA
  - New York State Tuition Assistance Program (TAP) Application (a link to this application is provided on the FAFSA confirmation page)

The FAFSA and TAP application are available online at www.fafsa.gov and www.hesc.ny.gov. These forms should be filed with the appropriate parties as soon as possible after **October 1st.** The FAFSA Processing System (FPS) sends the student a FAFSA Submission Summary (FSS), which explains generic eligibility for federal financial aid. The FPS also sends the financial aid office an electronic copy of this report.

This information is used, along with the NYS Tuition Assistance Program Application and enrollment record, to determine how much financial assistance the student may be eligible to receive. Once all applicable applications are on file, the Financial Aid Administrator sends a "financial aid award letter" notification stating the sources, types, and amounts of assistance available to help the student afford their education; students are also notified of the availability of the Financial Aid Shopping Sheet, which conforms to the New York State Financial Aid Award Information Sheet. The Financial Aid Shopping Sheet and Award letters are accessed through Empower at https://gen.empower-xl.com.

Verification

Verification is the process of confirming the accuracy of student reported data on financial aid applications. Only a portion of the student population is selected for verification. The Financial Aid Office verifies those applicants identified by the Department of Education (DOE). In addition, Aid Administrators are required to select a student for verification if there is a discrepancy or a condition, which is unusual and warrants investigation. Students selected by FPS receive a notification in the text of their FSS. Additionally, students selected for verification are notified electronically by MSWSPN through the Empower system and provided with a list of required documents that must be submitted. Students are asked to submit verification documents within two **(2)** weeks of notification they have been selected.

MSWSPN verifies data elements required by the federal government, including, but not limited to, AGI, taxes paid, wages earned, and untaxed income. Additionally, Aid Administrators are free to ask for additional information if further investigation is needed to resolve a discrepancy. To complete verification, MSWSPN requires students to submit a verification worksheet, copies of IRS tax transcripts (if applicable), W2's and any other requested information.

Students selected for verification are not eligible for Financial Aid until verification is completed.

Cost of Attendance

The cost of attendance is the estimated cost of attending the program full-time for a full academic year, including estimated amounts for tuition and fees, books and supplies, housing, transportation, plus a modest allowance for personal/miscellaneous expenses.

Tuition and fees are direct expenses billed by the bursar. All other expenses are indirect expenses that the student may or may not incur during the course of their enrollment at MSWSPN. The following are the estimated expenses only. An additional allowance for dependent care may be added on a case-by-case basis.

Your actual expenses may be more or less depending on your personal situation and liberal arts course load.

	Dependent	*Independent*
Tuition & Fees	$10,845	$10,845
Books & Supplies*	$2,350	$2,350
Transportation*	$4,240	$4,240
Living Allowance*	$2,200	$8,972
Personal/Miscellaneous*	$1000	$1444
Student Loan Fees*	$70	$115
TOTAL	**$20,705**	**$27,996**

**These items are indirect expenses. Indirect expenses are not billed by the School but rather are expenses that you might expect to pay to outside entities while attending School.*

Definition of Financial Need

Students are packaged for financial aid based on the student's financial need. Financial need is determined by a student's Student Aid Index (SAI), computed from information provided on the Free Application for Federal Student Aid, as compared to MSWSPN's Cost of Attendance (COA). Those who have a positive number remaining after the SAI is subtracted from the Cost of Attendance may qualify for some need-based aid sources.

To meet with federal regulations, MSWSPN defines the neediest students as those whose SAI is lowest.

Financial Aid Packaging Methodology

Financial aid packages are awarded as follows in this order:

- TAP, Part-Time TAP, Aid for Part-Time Study and any award provided by NYS HESC earmarked for tuition is awarded to those students who qualify for the program as determined by NY State HESC and the FA Counselor
- The Pell Grant is awarded to students who meet the federal criteria as determined by SAI levels and enrollment status. The amounts of the award vary as the federal government determines
- The SEOG is first awarded to Pell Grant eligible students with lowest SAI to help ensure that the neediest students receive financial assistance. If there are SEOG funds available after all students with lowest SAIs have been awarded, then awards are given to students according to federal guidelines using $200 increments.
- Student Loans are awarded last. Students are offered their maximum loans based on dependency status (dependent or independent) and by level in School (first year or second year). Those who have completed less than 35 credits (either at MSWSPN or through accepted transfer credit) are first year students. Students are offered subsidized or unsubsidized loans in amounts based on need, dependency status and year in School
- These are the only programs that MSWSPN includes as part of a student's financial aid package initially

Resources Not Included in Initial Award Packaging:

- MSWSPN may be informed from campus or external agencies regarding other financial aid programs requiring an adjustment to a student's aid package.
- These may include:
    - WIA funding
    - VA Benefits
    - Outside Grants/Scholarships
    - Employer Tuition Benefits.
    - These aid sources when added may require that other aid originally offered be adjusted (i.e. student loan)

Method and Frequency of Disbursement

In order to assist students in purchasing necessary books and supplies for School, MSWSPN disburses, after all eligibility requirements have been met (see below), federal funds on or about the first day of classes in the payment period. Funds are credited to the students account until all tuition and fees are paid in full. If disbursement generates a credit balance on the students account, refunds of federal student aid are made available within 7 days and are available from the Student Services Coordinator.

NYS TAP, Part-Time TAP and certain HESC awards are disbursed after School certification of enrollment following the census date (see School calendar). When payment is remitted from the State, awards are credited to the students account.

NYS Aid for Part-Time Study is disbursed following the Schools certification that the student successfully completed the term for which the award was made. Upon receipt of funds from the State, they are credited to the students account.

Sources of Financial Aid

The following sources of financial aid are available to students enrolled in the Licensed Practical Nursing program.

- **Federal Student Financial Aid Eligibility Requirements**
  The federal government is the primary source of financial aid for MSWSPN students. Students must meet several requirements in order to be eligible to receive federal aid. The following requirements are common to most federal (and many other) financial aid programs. **All** recipients of federal student aid must meet the following requirements:
    - Be a US citizen or permanent resident
    - Have earned a high school diploma or GED
    - Make "Satisfactory Academic Progress" toward completion of your program
    - Not be in default on any federal student loan or owe a refund on a federal grant or loan
    - Complete the *Free Application for Federal Student Aid (FAFSA)*
  - Provide all required documents to the Financial Aid Administrator by specified deadlines.
- **Other common eligibility requirements may include:**
  - Students **must have financial need** (defined above) and demonstrate it through their financial aid application materials. (Note, however, that some loan programs are available to students who do not have financial need.)
  - Students must be matriculated in a FA eligible program in order to *receive* financial aid. Students may apply for aid before being accepted for admission or enrolled.
  - Students receiving federal student aid may use it only for educational purposes.

- **Enrollment at More than One Institution:**
  - Students who are enrolled at more than one School or university at the same time may receive Pell Grant from only one institution, not both
  - Students may borrow a Direct Loan from more than one institution for the same term. However, students may not borrow more than their annual loan limit, and

Geneva General Hospital will determine loan eligibility by reviewing the student's borrowing record with the National Student Loan Data System (NSLDS)
    - For more information, contact the Financial Aid Office by email finaid@flhcon.edu or telephone 315-787-4591
- **Federal Grants**
    - ***Federal Pell Grant -***This federally sponsored, need-based grant program is for enrolled undergraduate students who have not earned a bachelor's or professional degree
        - ***Amount:*** Up to maximum allowed by Department of Education regulations for award year, based on SAI, cost of attendance, enrollment status (full-time, part-time, one semester, two semesters, etc.), and federal appropriations
    - ***Federal SEOG Grant -***This federally sponsored, need-based grant program is for enrolled undergraduate students who are Pell eligible and demonstrate substantial financial need. Students must be meeting Standards of Academic Progress at the time of estimated award determination
        - ***Amount:*** Up to maximum allowed by Department of Education regulations for award year. Funding preference given to those who demonstrate the financial need (lowest SAI). Funds are limited. Awards subject to change based upon availability of funds.
- **Federal Loans**
    - ***Direct Loans*** are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education, though the entity the borrower deals with, the loan servicer can be a private business. The Borrower Rights and Responsibilities Statement issued by the Department of Education with the Master Promissory Note includes information regarding use of the loan money
    - ***A Disclosure Statement*** is issued to the borrower by the Department of Education once the Department receives a loan origination record from the School. A Notice of Disbursement(s) Made Letter is issued to the borrower by the Department of Education once the Department receives a disbursement that was made to the borrower.
    - ***MSWSPN*** notifies the borrower by e-mail of the anticipated date and amount of the loan disbursement and the student's (or parent's) right to cancel all or part of the loan or disbursement and procedures and time by which the student (or parent) must notify the School that they wish to cancel the loan or disbursement.

- **Federal Direct Subsidized Loan**
    - ***This federally sponsored, need-based loan program (which must be repaid) is for students enrolled at least half time. Awards may not exceed financial need as defined above. The federal government pays fixed interest while the student is in School. The Department of Education sends the loan proceeds to the School via Electronic Funds Transfer (EFT). Origination fees may be deducted proportionately from each disbursement. Repayment begins six months after the student graduates, leaves School, or drops below half-time enrollment***
    - **Limitations of Subsidized Loans*:*** As of July 1st, 2013, any first-time borrower, (which is defined as someone who has no outstanding balance on a FFELP or Direct loan when receiving a Direct loan on or after July 1, 2013), will only be able to obtain federal Direct Subsidized loans for a maximum of 150% of the published program length in which they are enrolled
        - Additionally, the subsidized loans that had been borrowed up to the 150% point will lose further government subsidy and interest will begin to become the student's responsibility if they do not graduate by the 150% point (and continue to be enrolled in the same or a shorter undergraduate program). From that point forward, these subsidized loans will become *unsubsidized* loans.
        - This regulation was designed to encourage students to obtain undergraduate degrees within a reasonable time frame. Students who change majors multiple times, drop classes excessively or retake classes excessively are most likely to be impacted. This does not necessarily mean that you will be ineligible for loans, but rather once you have received loans for 150% of your program's published length, will only be eligible for unsubsidized loans.
        - **Amount***:* Up to maximum allowed by Department of Education regulations for award year
- ***Federal Direct Unsubsidized Loan***
    - ***This federally sponsored loan program is for students enrolled at least halftime. Terms are the same as described above for the federal direct subsidized loan except that:***
        - Unsubsidized loans are not based on need
        - Students must either pay the interest while in School or capitalize the interest (which is added to the principal to be repaid)
        - Origination fees may be deducted proportionately from each disbursement
        - **Repayment begins six months** after the student graduates, leaves School, or drops below half-time enrollment
        - **Amount***:* Up to maximum allowed by Department of Education regulations for award year
- **Additional Federal Direct Unsubsidized Loan**
    - Independent undergraduate or dependent students whose parents are unable to get a federal PLUS loan (see Federal Parent Loan for Undergraduate Students) may borrow additional funds under this program

- Terms are the same as described above under the federal direct unsubsidized loan program
- ***Amount:*** Up to maximum allowed by Department of Education regulations for award year

- **Federal Parent Loan for Undergraduate Students (PLUS)**
  - This federal loan program is for credit-worthy parents of dependent, undergraduate students who enroll at least half-time, regardless of need
  - Repayment typically begins within **60 days** of the final loan disbursement, but it may be deferred until **six** months after the student ceases to be enrolled at least half time. The loan proceeds are sent to MSWSPN by the Department of Education
  - Origination fees may be deducted proportionately from each disbursement.
  - ***Amount:*** The yearly limit is equal to the student's cost of attendance minus any other financial aid received

- **Terms of Loans Received, Repayment Schedules and Repayment**
  - Student borrowers are provided an opportunity to view and choose from available repayment plans when they complete Exit Counseling at the end of their enrollment
  - Generally, borrowers will have **10 to 25 years** to repay their loan, depending on the repayment plan they choose
  - The loan servicer will notify the borrower of the date the first payment is due
  - If a repayment plan is not chosen by the borrower during the Exit Counseling, the borrower will be placed on the standard repayment plan, with fixed monthly payments for up to **10 years**
  - Repayment plans can be changed at any time by contacting the loan service
  - Information about repayment can be found at www.studentloans.gov
  - Terms and conditions of Direct Loans are included in the **Borrower's Rights and Responsibilities Statement,** which the borrower receives upon completion of a Master Promissory Note with the Department of Education.
  - The borrower may request another copy of their Borrower's Rights and Responsibilities Statement at any time by contacting the Direct Loan Servicing Center or by visiting https://ifap.ed.gov/dlbulletins/attachments/DLB0815AttachDSubUnsubMPNBRR.pdf

- **Loan Counseling**
  - ***Loan Entrance Counseling*** -The Federal Government requires first-time student borrowers to complete loan entrance counseling to ensure that the student borrower understands the responsibilities and obligations they are assuming.
    - MSWSPN goes beyond the federal minimum and requires all students to complete Entrance Counseling prior to their first loan disbursement at MSWSPN.

        - In order to provide the required comprehensive information on the terms and conditions of the loan and the borrower's responsibilities, student loan borrowers at MSWSPN are required to complete online entrance counseling at www.studentloans.gov
    - ***Loan Exit Counseling*** –MSWSPN is required to provide counseling to federal student loan borrowers when the student ceases at least half-time study at MSWSPN.
        - Student borrowers who withdraw or fall below half-time are sent an email directing them to www.studentloans.gov to complete exit counseling and to receive information on monthly repayment amounts, repayment plan options, options to prepay or pay on a shorter schedule, debt management strategies, use of the Master Promissory Note, the seriousness and importance of student's repayment obligation, terms and conditions for forgiveness or cancellation, terms and conditions for deferment or forbearance, consequences of default, options and consequences of loan consolidation, and tax benefits available to borrowers, as well as other necessary information
        - Students who graduate from MSWSPN are provided information and opportunity for an in-person exit counseling in addition to completing the online exit counseling module provided by the Department of Education at www.studentloans.gov
        - In compliance with 34 CFR 685.304, the online Exit Counseling tool provided by the Department of Education collects current information concerning name, address, social security number, references, and driver's license number and State of issuance, as well as the student borrower's expected permanent address, the address of the student borrower's next of kin, and the name and address of the student borrower's expected employer (if known)
- **Submittal of Records to the National Student Loan Data System (NSLDS)**
    - The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student financial aid records
    - Federal loans disbursed to students or parents will be submitted to NSLDS and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system
    - Student and parent borrowers can track and manage their federal student loans and grants online at www.nslds.ed.gov The secured site displays information on loans and grants, including amounts, outstanding balances and status
    - Student and parent borrowers can also find contact information for their loan servicer
- **Federal Student Loan Deferments**
    - Information regarding the various deferments available to student and parent loan borrowers is available at the Department of Education web site www.studentloans.gov

- **Federal Student Loan Consumer Information**
  - All borrowers must participate in "Entrance Counseling" before their first loan disbursement is made
  - All borrowers must participate in "Exit Counseling" before graduation
  - **You must repay student loans** with all accrued interest plus any origination fee charged
  - The minimum monthly repayment amount is **$50** and the maximum repayment period is ten years; a sample repayment schedule appears above
  - You should read and retain **all** loan documents you receive
  - To remain eligible for subsequent student loan disbursements, you must maintain Satisfactory Academic Progress as described in this handbook
  - If you withdraw you may be entitled to a tuition refund, and part or all of that refund may need to be returned to the US Department of Education, as described in this handbook
  - It is your responsibility to inform your lender of any change in your School attendance status, address, name, or phone number
  - Before you borrow any loan, you should seriously and honestly consider your future ability to repay
  - There are alternative repayment options available to you, such as prepayment without penalty, graduated payments, loan consolidation, deferments when you are in School, postponement (called "forbearance") when you are unable to pay because of financial hardship, etc. You must request these from the loan servicer
  - There are student loan deferments available while serving in the Peace Corps, under Domestic Volunteer Service Act, or as a volunteer for a tax-exempt organization with demonstrated effectiveness in the field of community service. Other deferments are also available

You must repay your loan even if ….

- **You do not complete your education**
- **You are not satisfied with your education**
- **You cannot find employment in your field**
- **You fail to apply for deferment or forbearance (or you apply but are not eligible)**

IF you do not repay this student loan, it will go into default status, the consequences of which are described below

- **Consequences of Student Loan Default**
  - To default means you failed to make your payments on your student loan as scheduled according to the terms of your ***promissory note***, the binding legal document you signed at the time you took out your loan
  - Your loan becomes ***delinquent*** the first day after you miss a payment. The delinquency will continue until all payments are made to bring your loan current
  - Loan servicers report all delinquencies of at least **90 days** to the three major credit bureaus

- A negative credit rating may make it difficult for you to borrow money to buy a car or a house (you will be charged much higher ***interest*** rates)
- You also may have trouble
  - Signing up for utilities
  - Getting homeowner's insurance
  - Getting a cell phone plan
  - Getting approval to rent an apartment (credit checks usually are required for renters)
- It is important to begin repaying as soon as you receive a bill. Keep track of your student loan and learn how to manage your loan repayments

- **Additional consequences of student loan default:**
  - You can be sued for the entire amount of your loan
  - Your credit rating can be severely damaged, making it difficult to borrow money for a car or home, or to receive credit cards. The default status can remain on your credit report for several years after you pay the loan in full
  - Your federal Treasury payments (including federal tax refunds) and state income tax refunds may be withheld
  - Your wages can be garnished
  - You won't be eligible to receive any more federal financial aid (and possibly state aid) unless you make acceptable arrangements to repay what you already owe
  - You may be ineligible for assistance under most federal benefit programs
  - You will be ineligible or deferments or forbearance
  - You will be liable for the costs associated with collecting your loan, including court costs and attorney fees
  - You may not be able to renew a professional license you hold or may jeopardize your chances for certain types of employment
  - Your loan may be assigned to a professional collection agency
- **New York State Financial Aid**
  - The following is a list of New York state programs for which students enrolled at Geneva General Hospital may qualify
  - Unless indicated, students apply by submitting a FAFSA (or renewal FAFSA) and a New York State Electronic TAP Application. NYS HESC determines initial student award eligibility pending School enrollment certification
  - Based on School enrollment certification, HESC may determine that a student no longer qualifies for an award (if the award requires a specific enrollment standard that is not met)
  - Generally, after all eligibility requirements have been met, funds are credited (one payment per term) to the student's account.
  - Additional information and criteria specific to each program (See Financial Aid Section below)
- **Eligibility Requirements**
  - To be eligible for NYS financial aid, you must be a New York State resident for 12 consecutive months before the term for which assistance is sought and attend an eligible school or college located in New York State

- You must file a Free Application for Federal Student Aid (FAFSA), New York State Electronic TAP Application and list a New York State College or School on the form
- Additionally, you must:
  - Be a United States citizen or eligible non-citizen
  - Be a legal resident of New York State
  - Have graduated from high school in the United States, earned a GED, or passed a federally-approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department
  - Have at least a cumulative "C" average after receipt of two annual payments
  - Not be in default on a student loan guaranteed by HESC or on any repayment of state awards
  - Meet income eligibility limitations
  - Be meeting New York State "Satisfactory Academic Progress and Pursuit of Program" standards

- **New York State Tuition Assistance Program (TAP)**
  - This entitlement program is based on New York state net taxable income for New York state residents and tuition liability
  - To be eligible, student must be attending school full-time (12+ credits per semester) in New York State
  - *Maximum Annual Award:* Depending on the academic year in which you begin study, an annual TAP award can be up to $5,665
- **New York State Aid for Part-Time Study (APTS)**
  - This grant program is for New York state residents enrolled for 3-11 credits per semester, with awards based on New York state net taxable income
  - In addition to the FAFSA and New York State Electronic TAP Application, submit an Aid for Part-Time Study Application
  - Contact the financial aid office for an application
  - *Maximum Annual Award:* Varies; limited funding available
- **Part-Time TAP**
  - This grant program is for students who were first-time freshman after June 2007 that are taking **6-11** credits in the current semester
  - Students must have successfully completed **12** credits per semester in the previous two and maintained a **"C"** average
  - *Maximum Annual Award:* Varies
- **Additional Programs Available Through New York State**
  - Vietnam Veteran
  - Flight 587 Memorial Scholarship
  - Flight 3407 Memorial Scholarship
  - NYS Leaders of Tomorrow Scholarships
  - World Trade Center Memorial Scholarship
  - War on Terrorism

- **Veterans Administration Educational Benefits**
    - This grant program is for eligible veterans and children of deceased veterans or service-connected disabled veterans
    - Applicants must apply for benefits by completing a **22-1990** and submitting it to the VA
    - Additionally, students must submit copy of their **DD-214** or **Notice of Basic Eligibility (NOBE**) to the Office of Financial Aid
    - Benefits are paid monthly in accordance with VA regulations and enrollment status
    - *Application:* Contact any regional Veterans Administration Office, or call **1-800-827-1000**
    - *Maximum Annual Award:* Varies
- In accordance the Title 38 US Code 3679 subsection (e), this School adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This School <u>will not</u>:
    - Prevent nor delay the student's enrollment
    - Assess a late penalty fee to the student
    - Require the student to secure alternative or additional funding
    - Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities
    - However, to qualify for this provision, such students may be required to:
        - Produce the Certificate of Eligibility by the first day of class
        - Provide written request to be certified
        - Provide additional information needed to properly certify the enrollment as described in other institutional policies
        - Provide payment for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement
- **Outside Scholarships**
    - Outside scholarships are forms of aid that help students pay for their education. They are administered independently from the Financial Aid Office. It is the student's responsibility to seek out and apply for outside scholarships. There are several free scholarship databases available online. We encourage you to pursue these sources of assistance actively
    - There are a number of outside scholarship resources that our students have had success with in the past. The ***Workforce New York*** initiative provides funding to income eligible students enrolled in programs that lead to a certificate or degree in a field that is considered to have a high need for employees. For more information on these programs, contact your county Workforce Office or visit ***www.fingerlakeworks.com* or *www.rochesterworks.org***
    - The Health Resources and Services Administration offers a scholarship program for students accepted or enrolled in diploma, associate or baccalaureate nursing programs

- The ***Nurse Corps Scholarship Program*** covers tuition, fees and other education costs in addition to providing a living stipend. Applications for the Nurse Corps Scholarship Program are accepted once each year, usually during the spring. For more information visit **www.hrsa.gov**

- **Private Student Loans**
  - Private Student Loans are available from lenders and credit unions for students whose education expenses have not been met with other financial aid.
  - Private student loans are generally more expensive than Direct Federal Student Loans and should only be used when federal loan eligibility has been exhausted. Private student loan programs differ from Direct Federal Loans and Parent PLUS loans in several important ways:
    - Loan approval and interest rate are based on credit approval and approval is not guaranteed
    - Loans are not federally guaranteed; therefore, they do not have the same deferment, cancellation and consolidation options as Direct Federal Loans
    - MSWSPN does not recommend any particular lender, but encourages students to compare lenders and loan terms to select the lender that best fits your Contact the lenders directly for detailed information on individual loan products

- **School Loan Code of Conduct**
  - This code of conduct is applicable to all officers, employees and agents of MSWSPN with responsibilities (directly or indirectly) with respect to private student loans
  - MSWSPN officers, employees and agents subject to this policy are prohibited from doing any of the following, either on their own behalf or on behalf of MSWSPN:
    - Prohibition on Revenue Sharing Arrangements with Lenders
    - No officer or employee of the Marion S. Whelan School of Practical Nursing (hereinafter the "School") who has responsibilities for student lending will enter into any revenue sharing agreement with any lender
    - For purposes of definition, revenue sharing arrangement means an agreement between the School and a lender under which:
      - ❖ A lender provides or issues a loan that is made, insured, or guaranteed under Title IV to students attending the School or to the families of students attending the School
      - ❖ The School recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the School, an officer, or employee of the School
    - Prohibition on Gifts from Lenders, Guaranty Agencies and Loan Servicers
      - ❖ No officer or employee of the School who has responsibilities with respect to education loans shall solicit or accept any gift from a lender, guarantor, or servicer of education loans

- ❖ Gift means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a minimum amount. The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred
- ❖ The term "gift" does not include
  - ✓ A brochure, workshop, or training using standard materials relating to a loan, default aversion, or financial literacy, such as a brochure, workshop or training
  - ✓ Food, training, or informational material provided as part of a training session designed to improve the service of a lender, guarantor, or servicer if the training contributes to the professional development of the School's officer, employee, or agent
  - ✓ Favorable terms and benefits on an education loan provided to a student employed by the School if those terms and benefits are comparable to those provided to all students at the School
  - ✓ Entrance and exit counseling as long as the School's staff are in control of the counseling and the counseling does not promote the services of a specific lender
  - ✓ Philanthropic contributions from a lender, guarantor, or servicer that are unrelated to education loans or any contribution that is not made in exchange for advantage related to education loans
  - ✓ State education grants, scholarships, or financial aid funds administered by or on behalf of a State
- ❖ For purposes of this paragraph, a gift to a family member of an officer, employee, or any other individual based on that individual's relationship with the officer or employee shall be considered a gift to the officer, or employee if
  - ✓ the gift is given with the knowledge and acquiescence of the officer or employee
  - ✓ The officer or employee has reason to believe the gift was given because of the official position of the officer or employee

- o Consulting Arrangements with Lenders Prohibited
  - ▪ No officer or employee of the School's financial aid office or individual who otherwise has responsibilities with respect to education loans shall accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of

consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to educational loans

- Prohibition Against Steering Student Borrowers to Particular Lenders
  - The School will not:
    - ✓ For any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender
    - ✓ Refuse to certify, or delay certification of, any loan based on the borrower's selection of particular lender or guaranty agency
- Prohibition of Offers of Funds for Private Loans
  - The School shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan to students in exchange for the School providing concessions or promises to the lender for:
    - ✓ A specified number of Title IV loans made, insured, or guaranteed
    - ✓ A specified loan volume of such loans
    - ✓ A preferred lender arrangement for such loans
  - An opportunity pool loan is defined as a private education loan made by a lender to a student (or the student's family) that involves a payment by the School to the lender for extending credit to the student
- Ban on Staffing Assistance
  - The School shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
  - Permitted assistance will include:
    - ✓ Professional development training for financial aid administration
    - ✓ Providing educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials
    - ✓ Staffing services on a short term, non-recurring basis during emergencies and disasters
- Educational Lender Advisory Board Compensation & Reimbursement
  - Any School employee who is employed in the financial aid office of the School, or who has responsibilities with respect to education loans or other student financial aid of the School, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be

prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group

- The School will report any reasonable expenses paid for employee participation on such Advisory Boards to the Department of Education as required
- The Schools of Nursing at Geneva General are members of the National Association of Student Financial Aid Administrators (NASFAA) and subscribes to that organization's Statement of Ethical Principles and Code of Conduct
- Geneva General Hospital is also a member of the New York State Financial Aid Administrators Association (NYSFAAA)
- Geneva General Hospital has also adopted the New York State Attorney General's School Code of Conduct and adheres to the standards outlined in that document

Terms & Conditions of Financial Aid Awards

- By accepting the funds on your award letter, you agree that any funds received under any federal, state or institutional student aid programs will be used solely for expenses related to your attendance at MSWSPN
- Additional assistance such as scholarships, tuition assistance or veterans benefits, can result in an adjustment of aid offered by MSWSPN. Adjustments can include cancellation and repayment of aid. Any funds received in excess of need or your estimated cost of attendance as determined by the MSWSPN Financial Aid Office will require an adjustment to your awards:
    - You may have your financial need recalculated if there has been a significant change in your family's financial situation. However, this may not necessarily result in an increase in aid
    - The Financial Aid Office reserves the right to review, adjust or cancel awards at any time due to changes in student finances, residency or academic status or because of adjustments in federal or state regulations, funding, computation error or receipt of additional aid or scholarships
    - You ***may not*** receive assistance from any other institution of higher education while you are receiving financial assistance at MSWSPN
    - Financial aid is not automatically renewable; you must apply every year to be considered
- **Rights & Responsibilities of Accepting Financial Aid Awards**
    - *You have the right to…*
        - Receive factual information about costs, aid opportunities, program policies, etc., through publications, correspondence, and online services

- Confidentiality**.** All financial aid information submitted to the Financial Aid Office will remain confidential according to the School's policy regarding the release of information from student records pursuant to the Family Educational Rights and Privacy Act of 1976
- An answer. Any questions concerning the determination of your award can be answered by the Financial Aid Administrator
- Accept all or part of the assistance offered. Award of one type of aid is not dependent upon acceptance of another
- Have your financial need recalculated if there has been a significant change in your family financial situation. This may not necessarily result in an increase in your award
- Examine your financial aid records. You may request an appointment with the Financial Aid Administrator. Parents/spouses cannot view a student's information without written consent
- Fair treatment. MSWSPN does not discriminate on the basis of race, color, sex, national or ethnic origin, physical or mental disability, veteran status, or age
- Other consumer information. See the Financial Aid Administrator.

- *You are responsible…*
  - Along with your parents, if you are a dependent student, for meeting your School costs. Financial aid may be available when your resources are not sufficient to meet those costs
  - For supplying complete and accurate information on all forms submitted. Funds obtained on the basis of false or misleading information must be repaid, could result in criminal prosecution, prison sentence, and/or fine pursuant to U.S. Criminal Code
  - For reporting any assistance received from sources other than the Financial Aid Office
  - For submitting all requested documentation in a timely manner or by the date indicated
  - For reporting any change in circumstances that might affect your eligibility for financial aid. These changes include residency, enrollment status (withdrawing from a class or from School), class standing, increase or decrease of financial resources and marital status
  - For using financial aid funds for educational expenses related to your attendance at MSWSPN
  - For repaying all types of loan assistance. You must inform lenders of any changes in your name, address or enrollment status while you are attending School or after you leave or graduate
  - For being aware of all conditions that relate to the receipt of your financial aid

        - For meeting the Standards of "Satisfactory Academic Progress" outlined in this handbook

- **Maintaining Financial Aid Eligibility – Satisfactory Academic Progress**
    - When you accept financial aid, you are agreeing to meet the terms and conditions of your awards. One of the most important and misunderstood conditions of receiving aid is the requirement to make "Satisfactory Academic Progress"
    - U.S. Department of Education regulations require that MSWSPN establish satisfactory academic progress standards for federal and state financial aid recipients. Students receiving Federal Pell Grants, SEOG Grants, Loans through the Direct Loan Programs, and/or any other Federal or State aid must meet the following standards to ensure that only those students demonstrating satisfactory academic progress towards the completion of their educational programs continue to receive financial aid

- **Federal Aid (Title IV) SAP**

    - To be eligible to receive federal financial aid (Federal Pell Grant, Federal SEOG Grant, and/or Federal Student Loans), you must be maintaining progress toward your degree. Maintaining academic progress at Geneva General Hospital means you must:
        - Maintain a cumulative grade point average of at least 2.2 on a 4.0 scale.
        - Satisfactorily complete at least 67% of the credits/hours you attempt each payment period. You complete a course when you earn credit by receiving a passing grade. The following grades do not count toward your completed units (however, they do count toward attempted units): F, W, I.
        - Complete your educational program within a reasonable timeframe. The maximum number of credits/hours you may attempt cannot exceed 150% of the credits/hours required to complete your program. Transfer credits that are accepted toward a student's educational program are counted as both attempted and completed hours for SAP. If at any point, the financial aid office determines it is no longer mathematically possible to achieve graduation requirements by the end of the maximum timeframe; the student becomes ineligible for Title IV aid
        - Satisfactory academic progress is reviewed at the end of each payment period. Students who fail to meet the satisfactory academic progress standards will be placed on a one-time, one-payment period financial aid warning status. While on financial aid warning status, students will be eligible to receive federal financial aid. During the warning term, students must earn ALL credits attempted and achieve a minimum 2.2 GPA on a 4.0 scale for the payment period. If the student fails to meet these standards while in a warning status, they are placed on financial aid probation and will be ineligible for their next disbursement of financial aid
        - If a student fails to make SAP while on warning, they will be placed on financial aid suspension and receive notice from the Financial Aid Office. While on suspension, the student is not eligible for financial aid. If there are mitigating circumstances that contributed to the student's inability to achieve SAP in prior periods of enrollment, a student may request reinstatement of their financial aid eligibility for the payment period by submitting an appeal form to the Financial Aid Office within two weeks of notification. Examples of mitigating circumstances include personal or family illness or injury, death of a

family member, emotional distress, natural disaster, legal proceedings, or other unforeseeable circumstances outside of the student's control. An appeal must address the specific reason you did not make satisfactory academic progress in the past, explanation as to how the circumstances that contributed to your being placed on suspension have been resolved, and steps taken to ensure your successful academic progress in the future. You must attach documentation to support your appeal (examples: medical claims/statements; copy of official death certificate/obituary; signed statement from an involved third party such as a counselor, priest, rabbi, minister; court documentation; etc.)

- An appeal will only be granted if a student can demonstrate they will be able to meet SAP standards after the subsequent payment period.
- A student with a successful appeal will be placed on a one-time, one payment period Financial Aid Probation. Financial Aid Probation is a status assigned to a student who fails to make satisfactory academic progress and who has appealed and has had their eligibility for aid reinstated for one payment period. At that point, the student must meet the SAP standards to maintain Title IV eligibility
- If you are not making Satisfactory Academic Progress, in the absence of mitigating circumstances, you can regain eligibility for federal student aid only by making up your academic deficiencies through attendance without the benefit of financial aid

- **Changing Programs/Majors**

  - Students are permitted to make changes to their program of study in accordance with their academic goals. So long as students are meeting all other SAP standards, changes of program alone will not disqualify them for financial aid eligibility. Students who change programs while failing SAP maintain their previous SAP status until the completion of the first payment period of their new program. Subsequent SAP evaluations are based only on coursework applicable to the new program of study

- **New York State SAP**
  - Students who receive any NYS financial awards are required to maintain good academic standing as defined by the regulations of the NYS Commissioner of Education in order to remain eligible for state financial aid. The regulations define a student in good academic standing as one who:
    - Pursues the program of study in which s/he is enrolled (pursuit of program),
    - Makes satisfactory academic progress toward the completion of their program's requirements (satisfactory academic progress)
    - In addition, New York State Education Law requires grading with evaluation option, the student maintains a grade point average (GPA) of 2.0 or better after having received four full-time New York State financial aid payments or the equivalent in part time funds
    - Students who do not meet the requirements for pursuit of program, satisfactory academic progress and grade point average (GPA is waived for students in the narrative-only option) lose their eligibility for NYS financial aid. To remain eligible for NYS financial aid, a student must satisfy all three criteria

- To receive NYS-sponsored grants or scholarships, the student much be in good academic standing. For NYS financial aid purposes, good academic standing consists of two components:
    - ✓ Pursuit of Program – a requirement that a student receive a passing or failing grade (A-F letter grade) in a certain percentage of courses each trimester, depending on the number of state awards the student has received
    - ✓ Satisfactory Academic Progress – a requirement that students accumulate a specified number of credits and achieve a specified cumulative grade point average each trimester
    - ✓ GPA- Students must maintain a 2.0 or better after receiving four full-time New York State financial aid payments. All NYS aid payments are counted regardless of when they were made or what institution the student attended. A student who is new to Geneva General Hospital is assumed to meet the minimum GPA requirement

The table below provides the minimum criterion to maintain eligibility for New York State financial eligibility after each payment

To receive this:						
• Number of TAP Payment	1	2	3	4	6	6
• Number of APTS/PT payment	1 / 2	3 / 4	5 / 6	7 / 8	9 / 10	11 / 12
• Number of payment points	3 – 6	9 – 12	15 – 18	21 – 24	27 – 30	33
The student must have completed* this percentage of credit hours attempted the last semester s/he received a NYS grant	0%	50%	75%	75%	75%	100%
With at least this cumulative GPA	0	0.5	.75	1.3	2.0	2.0

- *Completed means attended through the end of the semester, including grades A through F. A grade of W indicates the class was not completed. An INC will be treated as a W unless it is completed by the first day of attendance in the next semester for which the student is seeking federal student aid
- Students who lose good academic standing in a semester when they received a NYS grant or scholarship are not eligible for an award for the next semester
- Students who have lost good academic standing may restore this standing in one of the following ways:
    - Make up past academic deficiencies by completing one or more semesters of study without receiving any NYS grants or scholarships ***or***
    - Be readmitted to the institution after an absence of at least one calendar year (and without receiving State student aid at another institution) ***or***
    - Transfer to another institution ***or***
    - Be granted a one-time waiver of the standards
- Waiver information:
    - NYS regulations permit students to receive a one-time waiver of the good

academic standing requirements as an undergraduate if there are extenuating circumstances

- The student may request evaluation of such extenuating circumstances to determine whether the standard may be waived and the student allowed to retain their aid. Examples of extenuating circumstances include personal or family illness or injury or death of a family member
- Any student who wishes to request a waiver must apply in writing to Director.
- You must describe the condition that existed that prevented you from meeting the above standard, and discuss how this condition has changed to enable you to now progress satisfactorily toward completion of your program
- Attach supporting documentation from your physician or other appropriate person

- **Treatment of Title IV Federal Funds When a Student Withdraws**

    - A student wishing to withdraw must complete an official withdrawal form with the Dean, their Academic Advisor, or the Registrar
    - Per federal regulations, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date they cease attendance. The amount of Title IV assistance earned is based on the amount of time the student spent in academic attendance. Up through the 60 percent point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student has earned 100 percent of the Title IV funds disbursed. In accordance with federal regulations, a College must return Title IV funds to the programs from which a student received aid during the payment period or period of enrollment as applicable, in the following order; up to the net amount disbursed from each source:
        - Federal Unsubsidized Direct Student Loan
        - Federal Subsidized Direct Student Loan
        - Federal PLUS Loan
        - Federal Pell Grant
        - Other assistance under this Title for which a return of funds is required
        - Other federal, state, private, or institutional sources of aid
        - In accordance with federal regulations, all R2T4 calculations are completed within 30 calendar days of the Colleges determination that the student has withdrawn. Refunds, where applicable, are made within 14 days of the R2T4, or 45 days after the date of the institutions determination that the student withdrew, whichever is earlier o For students enrolled in clock-hour programs, the withdrawal date (regardless of the type of withdrawal) for R2T4 purposes is always the last date of attendance in an academically related activity. For credit-hour students, the withdrawal date for R2T4 purposes is the date the student begins the School's official withdrawal process or otherwise provides notification. If official notification is not provided by the student, the withdrawal date for R2T4 purposes is the date the College administratively withdraws the student

- **Treatment of NYS Financial Aid When a Student Withdraws**
    - Students with TAP eligibility who withdraw before the census date (10-weekdays after the start of classes) will be de-certified with tuition liability. NYS HESC will calculate s student's TAP eligibility, if any, and notify both the student and School. Students who withdraw after the census date are not subject to award recalculation
    - Students who were awarded APTS may have their awards reduced or cancelled if they do not successfully complete the term for which the award was made

Disclosures

- ***Private Education Loan Disclosure***
    - Student applying for a private education loan at MSWSPN are advised to complete a FAFSA (Free Application for Federal Student Aid) and NYS TAP Application with the School in order to ensure that all available grants are available to the student, as well as to encourage students to make use of low-interest loans available through the Department of Education (subsidized if eligible). Student borrowers at MSWSPN are counseled to compare the terms and conditions of Department of Education loans with the terms and conditions of private education loans to determine the more favorable borrowing option
    - Upon request, MSWSPN will provide the self-certification form for private education loans required under Sec. 128(e)(3) of the Truth in Lending Act (15 U.S.C. 1638(e)(3) and the information required to complete the form, to the extent that MSWSPN possesses the information
- **Student Rights under the Family Educational Rights and Privacy Act (FERPA)**
    - The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:
        - **The right to inspect and review the student's education records within 45 days of the day MSWSPN receives a request for access**
        - A student should submit to the registrar, director, academic advisor, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The MSWSPN official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the MSWSPN official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed
        - **The right to request amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA**
            - ✓ A student who wishes to ask for an amendment of a record should write the MSWSPN official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed

- If the official decides not to amend the record as requested, the official will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing
    - ✓ **The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent**
    - ✓ MSWSPN discloses education records without a student's prior written consent under the FERPA exception for disclosure to School officials with legitimate educational interests. A School official is a person employed by MSWSPN in an administrative, supervisory, academic , research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom MSWSPN has contracted as its agent to provide a service instead of using MSWSPN employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing their tasks
    - ✓ A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the university
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by MSWSPN to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:**
    - ✓ Family Policy Compliance Office
      U.S.
      Departmen
      t of

Education
400
Maryland
Avenue,
SW
Washingto
n, DC
20202-
5901

- **Amendments to the Family Educational Rights and Privacy Act (FERPA)**
  - In response to the terrorist attacks on the United States that took place on September 11, 2001, Congress has made changes to the FERPA. Section 507 of the USA PATRIOT ACT amended FERPA, which now contains 16 exceptions to the general rules
- **Ex Parte Orders**
  - The recent amendment to FERPA permits educational agencies and institutions to disclose - without consent or knowledge of the student or parent - personally identifiable information from the student's education record to the Attorney General of the United States or his designee in response to ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b (g) (5) (B) and 2331 of title 18, U.S. Code. An ex parte order is an order issued by a court of competent jurisdiction without notice to an adverse party

- **Lawfully Issued Subpoenas and Court Orders**
  - FERPA permits educational agencies and institutions to disclose, without consent, information from a student's education records in order to comply with a "lawfully issued subpoena or court order" in three contexts. These three contexts are:
    - Grand Jury Subpoenas - Educational agencies and institutions may disclose education records to the entity or persons designated in a Federal Grand Jury subpoena
    - Law Enforcement Subpoenas - Educational agencies and institutions may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose
    - Ex parte orders - Educational agencies and institutions may disclose, without consent or knowledge of the student or parent, personally identifiable information to the Attorney General of the United States or his designee in response to an *ex parte* order in connection with the investigation of a crime of terrorism. An *ex parte* order is an order issued by a court without notice to the adverse party

- **Health or Safety Emergency**
    - The health or safety exception permits educational agencies and institutions to disclose personally identifiable information from a student's educational record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals. Typically, law enforcement officials, public health officials, and trained medical personnel are the types of parties to whom information may be disclosed under this FERPA condition
    - The Department of Education consistently has limited the health and safety exception to a specific situation that presents imminent danger or to a situation that requires the immediate need for information from education records in order to avert or diffuse serious threats to the safety and health of a student or other individuals. Any release must be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency. Moreover, this exception is temporarily limited to the period of the emergency and generally will not allow for a blanket release of personally identifiable information from a student's education records
    - Disclosures to the Department of Homeland Security formerly Immigration and Naturalization Service (INS)
    - An educational institution may release personally identifiable information of a student who has signed a Form I-20 and any student attending on an M-1 or J-1 visa to the INS

William D. Ford Federal Direct Loan Program
Direct Subsidized Loan and Direct Unsubsidized Loan Borrower's Rights and Responsibilities Statement

ABOUT THE BORROWER'S RIGHTS AND RESPONSIBILITIES STATEMENT (BRR)
This BRR provides additional information about the terms and conditions of the loans you receive under the accompanying Master Promissory Note (MPN) for Direct Subsidized Loans and Direct Unsubsidized Loans. Please keep this BRR for your records. You may request another

copy of the BRR at any time by contacting your loan servicer. You can also obtain a complete copy of the MPN that you signed, including the BRR, on StudentAid.gov.

Throughout this BRR, the words "we," "us," and "our" refer to the U.S. Department of Education or our servicers. The word "loan" refers to one or more loans made under the accompanying MPN.

1. LAWS THAT APPLY TO THIS MPN AND OTHER LEGAL INFORMATION

The terms and conditions of loans made under this MPN are determined by the Higher Education Act of 1965, as amended (the HEA), and other federal laws and regulations. We refer to these laws and regulations as "the Act" throughout this BRR. Under applicable state law (unless federal law preempts a state law), you may have certain borrower rights, remedies, and defenses in addition to those stated in the MPN and this BRR.

Any notice we are required to send you related to a loan made under this MPN, even if you do not receive the notice, will be effective if it is sent by first-class mail to the most recent address that we have for you, sent by electronic means to an email address you have provided, or sent by any other method of notification that is permitted or required by the Act. You must immediately notify your servicer of a change in your contact information or status (see BRR Item 14).

If we do not enforce a term of this MPN, that does not waive our right to enforce that term or any other term in the future. No term of this MPN may be modified or waived, unless we do so in writing. If any term of this MPN is determined to be unenforceable, the remaining terms remain in force.

NOTE: Amendments to the Act may change the terms of this MPN. Any amendment to the Act that changes the terms of this MPN will be applied to your loans in accordance with the effective date of the amendment. Depending on the effective date of the amendment, amendments to the Act may modify or remove a benefit that existed at the time that you signed this MPN.

2. THE WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

The Direct Loan Program (formally known as the William D. Ford Federal Direct Loan Program) includes the following types of loans, known collectively as "Direct Loans":

- Direct Subsidized Loans (formally known as Federal Direct Stafford/Ford Loans)
- Direct Unsubsidized Loans (formally known as Federal Direct Unsubsidized Stafford/Ford Loans)
- Direct PLUS Loans (formally known as Federal Direct PLUS Loans)
- Direct Consolidation Loans (formally known as Federal Direct Consolidation Loans)

Direct Loans are made by the U.S. Department of Education. We contract with servicers to process Direct Loan payments, deferment and forbearance requests, and other transactions, and to answer questions about Direct Loans. We will provide you with information about how to contact us or our servicers after your school notifies us that the first disbursement of your loan has been made. It is important to keep in contact with your servicer.

If we transfer one or all of your loans to a new servicer, we will notify you of who your new servicer is, how to contact your new servicer, and when your loans will be transferred. A transfer of the servicing of your loan does not affect any of your rights and responsibilities under that loan. You can find the name of your servicer in the National Student Loan Data System (NSLDS) (see BRR Item 19).

3. DIRECT SUBSIDIZED LOANS AND DIRECT UNSUBSIDIZED LOANS

Direct Subsidized Loans and Direct Unsubsidized Loans are made to students to help pay for the cost of education beyond high school.

Direct Subsidized Loans are available only to undergraduate students. Direct Unsubsidized

Loans are available to both undergraduate students and graduate or professional students.
To receive a Direct Subsidized Loan, you must have financial need. Except as explained in BRR Item 8, we do not charge interest on Direct Subsidized Loans while you are in school on at least a half-time basis, during the grace period, during deferment periods, and during certain periods of repayment under the Revised Pay As You Earn Repayment Plan (REPAYE Plan), the Pay As You Earn Repayment Plan (PAYE Plan), and the Income-Based Repayment Plan (IBR Plan).
You can receive a Direct Unsubsidized Loan without showing that you have financial need. Except during certain periods of repayment under the REPAYE Plan, we charge interest on Direct Unsubsidized Loans during all periods. For more information on periods when we charge interest, see BRR Item 8.

4. TIME LIMITATION ON DIRECT SUBSIDIZED LOAN ELIGIBILITY FOR FIRST-TIME BORROWERS ON OR AFTER JULY 1, 2013

If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans.
You are a first-time borrower on or after July 1, 2013 if you had no outstanding balance on a Direct Loan or on a Federal Family Education Loan Program (FFEL Program) loan on July 1, 2013, or if you have no outstanding balance on a Direct Loan or FFEL program loan on the date you obtain a Direct Loan after July 1, 2013.
In general, if you are a first-time borrower on or after July 1, 2013 you may not receive Direct Subsidized Loans for more than 150% of the published length of your program of study. This is called your "maximum eligibility period." For example, if you are enrolled in a 4-year bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is 6 years (150% of 4 years is 6 years).
Your maximum eligibility period is based on the published length of the program in which you are currently enrolled. This means that your maximum eligibility period can change if you change programs. If you receive Direct Subsidized Loans for one program and then change to a different program, the period of time for which you received Direct Subsidized Loans for the earlier program will generally count against your new maximum eligibility period.
After you have received Direct Subsidized Loans for your maximum eligibility period, you are no longer eligible to receive additional Direct Subsidized Loans, and if you are enrolled in school, you may become responsible for paying interest on your Direct Subsidized Loans. You may continue to receive Direct Unsubsidized Loans.
With certain exceptions as provided under the Act (for example, if you graduate from your program of study before or at the time you receive Direct Subsidized Loans for your maximum eligibility period), we will charge interest on your Direct Subsidized Loans during all periods if you—

- Continue to be enrolled in any undergraduate program after you have received Direct Subsidized Loans for your maximum eligibility period, or
- Enroll in another undergraduate program that is the same length as or shorter than your previous program.

If either of the above events occurs, we will charge interest during all periods, beginning on the date of the enrollment that causes you to become responsible for paying the interest. You will become responsible for paying all of the interest that accrues on your Direct Subsidized Loans based solely on your enrollment as described above, regardless of whether you apply for, request, or receive federal student financial aid. We will notify you if you become responsible for paying all of the interest that accrues on your Direct Subsidized Loans.

Additional information about the limitation on Direct Subsidized Loan eligibility for first-time borrowers on or after July 1, 2013 will be provided to you during entrance counseling (see BRR Item 12). You may also obtain additional information from your school's financial aid office, or at StudentAid.gov.

5. USE OF THE MPN TO MAKE MORE THAN ONE LOAN

You may receive more than one loan under this MPN over a period of up to 10 years to pay for your educational costs, as long as the school you are attending is authorized to use the MPN in this way and chooses to do so. At any school, you can receive more than one loan for the same academic year under this MPN.

If your school is not authorized to use the MPN for multiple loans or chooses not to do so, or if you do not want to receive more than one loan under this MPN, you must sign a new MPN each time you receive a loan for a new academic year. If you do not want to receive more than one loan under this MPN, you must notify your school or your servicer in writing.

If the school you are attending is authorized to use the MPN for multiple loans and chooses to do so, no additional loans will be made under this MPN after the earliest of the following dates:

- The date we or your school receive your written notice that you do not want to receive any additional loans under the MPN;
- One year after the date you sign the MPN or the date we receive the MPN, if no loan disbursements have been made under the MPN; or
- Ten years after the date you sign the MPN or the date we receive the MPN.

6. AMOUNT YOU MAY BORROW

The charts that follow show the maximum amounts of Direct Subsidized Loans and Direct Unsubsidized Loans that you may borrow for a single academic year (annual loan limits), and the maximum amounts that you may borrow in total for undergraduate and graduate study (aggregate loan limits). The actual amount you are eligible to borrow for an academic year may be less than the maximum annual amounts shown in the charts.

If you are enrolled in a program that is less than a full academic year in length, or if the remaining portion of the program you are enrolled in is less than a full academic year in length, the annual loan limits may be lower than those shown in the chart.

If you are enrolled in certain graduate level health professions programs, you may qualify for higher annual and aggregate limits on Direct Unsubsidized Loans.

Your school will determine the actual loan amount you are eligible to receive based on your academic level, dependency status, and other factors such as:

- Your cost of attendance;
- Your Expected Family Contribution;
- Other financial aid you receive; and
- Your remaining eligibility under the annual or aggregate loan limits.

The amount of Direct Subsidized Loans and Direct Unsubsidized Loans you are eligible to receive may increase or decrease based on changes in your financial circumstances. Your school will notify you of any changes in your eligibility.

ANNUAL LOAN LIMITS

Dependent Undergraduate Students (unless your parent is unable to obtain a Direct PLUS Loan)	
First Year Total	$5,500

Dependent Undergraduate Students (unless your parent is unable to obtain a Direct PLUS Loan)	
	(not more than $3,500 can be subsidized)
Second Year Total	$6,500 (not more than $4,500 can be subsidized)
Third Year & Beyond (Total Each Year)	$7,500 (not more than $5,500 can be subsidized)
Independent Undergraduate Students (*and* dependent students, if your parent is unable to obtain a Direct PLUS Loan)	
First Year Total	$9,500 (not more than $3,500 can be subsidized)
Second Year Total	$10,500 (not more than $4,500 can be subsidized)
Third Year & Beyond (Total Each Year)	$12,500 (not more than $5,500 can be subsidized)
Graduate and Professional Students	
Total Amount (Each Year)	$20,500 (unsubsidized only)

AGGREGATE LOAN LIMITS

Dependent Undergraduate Students (unless your parent is unable to obtain a Direct PLUS Loan)	
Total Amount Cumulative	$31,000 (not more than $23,000 can be subsidized)
Independent Undergraduate Students (and dependent students, if your parent is unable to obtain a Direct PLUS Loan)	
Total Amount Cumulative	$57,500 (not more than $23,000 can be subsidized)
Graduate and Professional Students	
Total Amount Cumulative	$138,500 (not more than $65,500 can be subsidized; includes subsidized and unsubsidized loans received for undergraduate study only)

7. INTEREST RATE

The interest rate on Direct Subsidized Loans and Direct Unsubsidized Loans is a fixed rate (meaning that the rate for each loan you receive will never change). The rate is determined according to a formula specified in the Act, and is calculated each year. When the rate is calculated, it applies to all Direct Subsidized Loans and Direct Unsubsidized Loans that have a first disbursement date during the period beginning on July 1 of one year and ending on June 30 of the following year. If you receive more than one loan under this MPN, each loan may have a different fixed interest rate, depending on when the loan is first disbursed, and whether you are an undergraduate student or a graduate or professional student when the loan is made.

The interest rate for any loan you receive under this MPN cannot be more than the maximum rate set by the Act. The maximum interest rate for Direct Subsidized Loans and Direct Unsubsidized Loans made to undergraduate students is 8.25%. The maximum interest rate for Direct Unsubsidized Loans made to graduate or professional students is 9.5%. We will notify you of the interest rate for each loan you receive in a disclosure statement that we send to you.

Servicemembers Civil Relief Act

If you are in military service, you may qualify for a lower interest rate on your loans. Under the Servicemembers Civil Relief Act, the interest rate on loans you received before you began your military service may be limited to 6% during your military service. We will determine if you are eligible for this benefit based on information from the U.S. Department of Defense. If you are eligible and have qualifying loans with an interest rate greater than 6%, we will automatically reduce the interest rate on those loans to 6% during your military service. If you think you qualify for the 6% interest rate but have not received it, contact your servicer.

Interest rate reduction for automatic withdrawal of payments

You will receive a 0.25% reduction in the interest rate on your loan if you choose to repay the loan under the automatic withdrawal option. Under the automatic withdrawal option, we automatically deduct your monthly loan payment from your checking or savings account. In addition to lowering your interest rate, automatic withdrawal ensures that your payments are made on time. We will provide you with information about the automatic withdrawal option.

8. PERIODS WHEN WE CHARGE INTEREST

In general, we do not charge interest on Direct Subsidized Loans during certain periods, but we charge interest on Direct Unsubsidized Loans during all periods, as explained below.

Direct Subsidized Loans

We **charge interest** on Direct Subsidized Loans—

- During most periods when you are repaying your loans;
- During forbearance periods; and
- During all periods, if you become responsible for paying all interest on your Direct Subsidized Loans (see BRR Item 4).

We **do not charge interest** on Direct Subsidized Loans—

While you are enrolled in school at least half-time;

- During your grace period;
- During deferment periods;
- During some periods of repayment under the REPAYE, PAYE, and IBR plans; and
- During periods of active duty military service that qualify you for the no accrual of interest benefit for active duty service members (see below).

Direct Unsubsidized Loans

We **charge interest** on Direct Unsubsidized Loans, starting on the date of the first disbursement—

While you are enrolled in school at least half-time;

- During your grace period;
- During most periods when you are repaying your loans;
- During most deferment periods; and
- During forbearance periods.

You will pay more interest on a Direct Unsubsidized Loan than on a Direct Subsidized Loan.

We **do not charge interest** on Direct Unsubsidized Loans—

- During some periods of repayment under the REPAYE Plan;
- During periods of active duty military service that qualify you for the no accrual of interest benefit for active duty service members (see below); and
- During periods of deferment for cancer treatment (see BRR Item 20).

No accrual of interest benefit for active duty service members

We do not charge interest on any type of Direct Loan Program loan first disbursed on or after October 1, 2008 during periods while you are on qualifying active military duty in an area of hostilities where your service qualifies you for special pay (for up to 60 months).

Interest capitalization

If you do not pay the interest as it accrues on either a Direct Subsidized Loan or a Direct Unsubsidized Loan, we will add the accrued interest to the unpaid principal balance of your loan. This is called "capitalization." Capitalization increases the principal amount you owe on the loan and the total amount of interest you will pay. We capitalize unpaid interest when your grace period ends and when you start making payments again after periods of deferment or forbearance. We may also capitalize unpaid interest that has accrued since the first disbursement of a Direct Unsubsidized Loan when you enter repayment for the first time.

The chart below shows the difference in the total amount you would repay if you pay the interest as it accrues during a 12-month deferment or forbearance period, compared to the amount you would repay if you do not pay the interest and it is capitalized at the end of the deferment or forbearance period.

The example illustrated in the chart assumes the following—

- You owed $30,000 in Direct Unsubsidized Loans when your loans entered repayment at the end of the 6-month grace period;
- The interest rate on your loans is 6%;
- You are repaying your loans under the Standard Repayment Plan; and
- You received a 12-month deferment or forbearance that began on the day after your grace period ended.

	If you pay the interest as it accrues...	**If you do not pay the interest and it is capitalized...**
Loan principal amount owed at beginning of deferment or forbearance	$30,000	$30,000
Interest for 12 months at an annual interest rate of 6%	$1,800 (paid as accrued)	$1,800 (unpaid and capitalized)
Loan principal amount to be	$30,000	$31,800

repaid at end of deferment or forbearance		
Monthly payment	$333	$353
Number of payments	120	120
Total repaid	$41,767*	$42,365

*The total repaid includes $1,800 in interest that was repaid as it accrued during the 12-month deferment or forbearance period.
In this example, you would pay $20 less per month and $598 less altogether if you pay the interest as it accrues during the 12-month deferment or forbearance period.

Federal income tax deduction for student loan interest payments

You may be able to claim a federal income tax deduction for interest payments you make on Direct Loans. For further information, refer to IRS Publication 970, available at https://irs.gov/publications/p970.

9. LOAN FEE

For each Direct Subsidized Loan or Direct Unsubsidized Loan you receive under this MPN, we charge a loan fee that is a percentage of the amount you initially borrowed. The loan fee will be subtracted from each disbursement of your loan. This means that the actual disbursement amount you receive will be less than the disbursement amount you must repay. However, you are required to pay the full amount of the loan, including the amount that was taken for the loan fee. The amount of the loan fee may be different for different loans you receive under the MPN, depending on when the loans are first disbursed. The specific loan fee you are charged will be shown on a disclosure statement that we will send to you.

10. LATE CHARGES AND COLLECTION COSTS

If you do not make any part of a payment within 30 days after it is due, we may require you to pay a late charge. This charge will not be more than 6% of each late payment. We may also require you to pay other charges and fees involved in collecting your loan.

11. YOUR RIGHT TO CANCEL ALL OR PART OF A LOAN

Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying your school. After your loan money is disbursed, there are two ways to cancel all or part of your loan:

- Within certain timeframes you may notify your school that you want to cancel all or part of your loan. The timeframes for notifying your school are different depending on whether your school requires you to confirm in writing the types and amounts of loans you want to receive. These timeframes range from 14 days to 30 days after your school notifies you of your right to cancel all or part of your loan. Your school will tell you the specific cancellation timeframe that applies to you. If you tell the school that you want to cancel all or part of your loan within the applicable timeframe, your school is required to process your cancellation request.

  If you ask your school to cancel all or part of your loan outside the applicable timeframe, your school may process your cancellation request, but it is not required to do so.
- You may return all or part of your loan to us. Within 120 days of the date your school disbursed your loan money, you may cancel all or part of your loan by returning all or

part of the loan money to us. Contact your servicer for instructions on how and where to return your loan money.

You do not have to pay interest or the loan fee on the part of your loan that is cancelled or returned within the timeframes described above. We will adjust your loan amount to eliminate any interest and loan fee that applies to the amount of the loan that is cancelled or returned.

12. HOW YOU WILL RECEIVE YOUR LOAN MONEY

Generally, your school will disburse (pay out) your loan money in more than one installment. Each installment is called a disbursement.

If your school uses academic terms (for example, semesters or quarters), it will usually make a loan disbursement at the beginning of each academic term.

If your school does not use academic terms or does not have academic terms that meet certain requirements, it will generally pay out your loan in at least two disbursements, one at the beginning of the period of study for which you are receiving the loan, and one at the midpoint of that period of study. Your school determines the schedule for disbursing your loan money in accordance with the Act.

In most cases, if the Direct Subsidized Loan or Direct Unsubsidized Loan that you are receiving is your first student loan under the Direct Loan Program, you must complete entrance counseling before your school can make the first disbursement of your loan. Your school will tell you if entrance counseling is required, and will provide instructions for completing entrance counseling.

Your school may disburse your loan money by crediting it to your account at the school, or may give some or all of it to you directly by check or other means. We will notify you in writing each time the school disburses part of your loan money.

If your school credits your loan money to your account and the amount credited is more than the amount of your tuition and fees, room and board, and other authorized charges, the excess amount is called a credit balance. Unless you authorize your school to hold the credit balance for you, your school must give you the credit balance within 14 days after the credit balance occurred or 14 days after classes began, whichever is later.

13. USE OF YOUR LOAN MONEY

You may use the loan money you receive only to pay for your authorized educational expenses for attendance at the school that determined you were eligible to receive the loan. Authorized expenses include the following:

- Tuition
- Room
- Board
- Institutional fees
- Books
- Supplies
- Equipment
- Dependent care expenses
- Transportation
- Commuting expenses
- Rental or purchase of a personal computer
- Loan fees
- Other documented, authorized costs

14. INFORMATION YOU MUST REPORT TO US AFTER YOU RECEIVE YOUR

LOAN

You must notify your servicer and/or the financial aid office at your school about certain changes.

While you are still in school, you must notify your school's financial aid office if you:

- Change your address or telephone number;
- Change your name (for example, maiden name to married name);
- Do not enroll at least half-time for the period of study that your loan is intended to pay for;
- Do not enroll at the school that determined you were eligible to receive your loan;
- Stop attending school or drop below half-time enrollment;
- Transfer from one school to another school; or
- Graduate.

At any time after you receive your loan, you must notify your servicer if you:

- Change your address or telephone number;
- Change your name (for example, maiden name to married name);or
- Have any other change in status that would affect your loan (for example, if you receive a deferment while you are unemployed, but you find a job and therefore no longer meet the eligibility requirements for the deferment).

15. GRACE PERIOD

You do not need to begin making payments on your loan until 6 months after you stop attending school or drop below half-time enrollment. This 6-month period is called your grace period.

If you are a member of a reserve component of the U.S. Armed Forces and you are called to active duty for more than 30 days while you are enrolled in school on at least a half-time basis or during your grace period, the period of your active duty service and the time necessary for you to re-enroll in school after your active duty ends (up to a maximum of three years) are not counted as part of your grace period. We can provide more information about this benefit.

16. REPAYING YOUR LOAN

The repayment period for each Direct Subsidized Loan and Direct Unsubsidized Loan that you receive begins on the day after your grace period ends. We will notify you of the date your first payment is due.

You must make payments on your loan even if you do not receive a bill or repayment notice.

You must repay the principal amount of your loan, plus any interest charged on the loan in accordance with the Act. The principal amount that you owe, and are required to repay, is the total of all loan disbursements that are made (except for any disbursements that you reduce or cancel), plus any unpaid interest that is capitalized and added to the principal balance, as authorized under the Act.

You must generally repay all of your Direct Loans under the same repayment plan.

There are two types of repayment plans: traditional repayment plans and income-driven repayment plans. We will ask you to choose a repayment plan before your loans enter repayment. If you do not choose a repayment plan, we will place you on the Standard Repayment Plan, which may require you to make a higher monthly payment than other repayment plans.

If you choose a repayment plan that reduces your monthly payment amount by extending the period of time you have to repay your loans or by basing your payment on your income, you will likely pay more in interest over time than you would pay on another repayment plan.

TRADITIONAL REPAYMENT PLANS

Under a traditional repayment plan, your required monthly payment amount is based on the loan

amount that you owe, the interest rate on your loans, and the length of the repayment period.

Standard Repayment Plan

Under the Standard Repayment Plan, you will make fixed monthly payments and repay your loan in full within 10 years (not including periods of deferment or forbearance) from the date the loan entered repayment. Your payments must be at least $50 a month, and will be more, if necessary, to repay the loan within the required time period.

Graduated Repayment Plan

Under the Graduated Repayment Plan, you will make lower payments at first, and your payments will gradually increase over time. You will repay your loan in full within 10 years (not including periods of deferment or forbearance) from the date the loan entered repayment. Your scheduled monthly payment must at least be equal to the amount of interest that accrues each month. No single scheduled payment will be more than three times greater than any other payment.

Extended Repayment Plan

You are eligible for the Extended Repayment Plan only if (1) you have an outstanding balance on Direct Loans that exceeds $30,000, and (2) you did not have an outstanding balance on a Direct Loan as of October 7, 1998 or on the date you obtained a Direct Loan on or after October 7, 1998.

Under this plan, you will repay your loan in full over a period not to exceed 25 years (not including periods of deferment or forbearance) from the date the loan entered repayment. You may choose to make fixed monthly payments or graduated monthly payments that start out lower and gradually increase over time. If you make fixed monthly payments, your payments must be at least $50 a month and will be more, if necessary, to repay the loan within the required time period. If you make graduated payments, your scheduled monthly payment must at least be equal to the amount of interest that accrues each month. No single scheduled payment under the graduated option will be more than three times greater than any other payment.

INCOME DRIVEN REPAYMENT PLANS

Under an income-driven repayment plan, your required monthly payment amount is based on your income and family size, instead of being based on your loan debt, interest rate, and repayment period, as under a traditional repayment plan. Changes in your income or family size will result in changes to your monthly payment amount. If you choose an income-driven plan, you must certify your family size and provide documentation of your income (and, if you are married, your spouse's income) each year so that we can recalculate your payment amount.

Your required monthly payment amount under an income-driven repayment plan is generally a percentage of your discretionary income. For all of the income-driven repayment plans except for the Income-Contingent Repayment Plan, discretionary income is defined as the difference between your adjusted gross income and 150% of the poverty guideline amount for your state of residence and family size, divided by 12. For the Income-Contingent Repayment Plan, discretionary income is defined as the difference between your adjusted gross income and the poverty guideline amount for your state of residence and family size, divided by 12.

Revised Pay As You Earn Repayment Plan (REPAYE Plan)

Under the REPAYE Plan, your monthly payment amount is generally 10% of your discretionary income.

If you are married, the income used to determine your REPAYE Plan payment amount will generally be the combined income of you and your spouse, regardless of whether you file a joint or separate federal income tax return. However, your payment amount will be reduced if your spouse also has federal student loans.

Under the REPAYE Plan, any remaining loan amount will be forgiven after you have made the equivalent of either 20 years of qualifying monthly payments over a period of at least 20 years (if all of the loans you are repaying under the plan were obtained for undergraduate study) or 25 years of qualifying payments over a period of at least 25 years (if any of the loans you are repaying under the plan were obtained for graduate or professional study). You may have to pay federal income tax on the loan amount that is forgiven.

Pay As You Earn Repayment Plan (PAYE Plan)

Under the PAYE Plan, your monthly payment amount is generally 10% of your discretionary income, but it will never be more than the Standard Repayment Plan amount.

If you are married and file a joint federal income tax return, the income used to determine your PAYE Plan payment amount will be the combined adjusted gross income of you and your spouse, but your payment amount will be reduced if your spouse also has federal student loans.

If you are married and file a separate federal income tax return from your spouse, only your individual adjusted gross income will be used to determine your PAYE Plan payment amount.

To initially qualify for the PAYE Plan, the monthly amount you would be required to pay under this plan, based on your income and family size, must be less than the amount you would have to pay under the Standard Repayment Plan.

Under the PAYE Plan, if your loan is not repaid in full after you have made the equivalent of 20 years of qualifying monthly payments over a period of at least 20 years, any remaining loan amount will be forgiven. You may have to pay federal income tax on the loan amount that is forgiven.

Income-Based Repayment Plan (IBR Plan)

Under the IBR Plan, your monthly payment amount is generally 15% of your discretionary income, but it will never be more than the Standard Repayment Plan amount.

If you are married and file a joint federal income tax return, the income used to determine your IBR Plan payment amount will be the combined adjusted gross income of you and your spouse, but your payment amount will be reduced if your spouse also has federal student loans.

If you are married and file a separate federal income tax return from your spouse, only your individual adjusted gross income will be used to determine your IBR Plan payment amount.

To initially qualify for the IBR Plan, the monthly amount you would be required to pay under this plan, based on your income and family size, must be less than the amount you would have to pay under the Standard Repayment Plan.

Under the IBR Plan, if your loan is not repaid in full after you have made the equivalent of 25 years of qualifying monthly payments over a period of at least 25 years, any remaining loan amount will be forgiven. You may have to pay federal income tax on the loan amount that is forgiven.

Income Contingent Repayment Plan (ICR Plan)

Under the ICR Plan, your monthly payment amount will be the lesser of—

20% of your discretionary income, or

A percentage of what you would repay under a Standard Repayment Plan with a 12-year repayment period.

If you are married and file a joint federal income tax return, the income used to determine your ICR Plan payment amount will be the combined adjusted gross income of you and your spouse.

If you are married and file a separate federal income tax return from your spouse, only your individual adjusted gross income will be used to determine your ICR Plan payment amount.

Until we obtain the information needed to calculate your monthly payment amount, your

payment will equal the amount of interest that accrues monthly on your loan unless you request a forbearance.

Under the ICR Plan, if your loan is not repaid in full after you have made the equivalent of 25 years of qualifying monthly payments over a period of at least 25 years, any remaining loan amount will be forgiven. You may have to pay federal income tax on the loan amount that is forgiven.

Additional repayment information

Under each plan, the number or amount of payments may need to be adjusted to reflect capitalized interest and/or new loans made to you. We may also adjust payment dates on your loans or may grant you a forbearance (see BRR Item 20) to eliminate a past delinquency that remains even though you are making your scheduled monthly payments.

If you can show to our satisfaction that the terms and conditions of the repayment plans described above are not adequate to meet your exceptional circumstances, we may provide you with an alternative repayment plan.

You can use the Loan Simulator at StudentAid.gov/Loan-Simulator to evaluate your eligibility for the PAYE and IBR plans and to estimate your monthly and total payment amounts under all of the repayment plans. The Loan Simulator is for informational purposes only. We will make the official determination of your eligibility and payment amount.

Generally, you may change from your current repayment plan to any other repayment plan you qualify for at any time after you have begun repaying your loan.

Unless you are required to pay late charges or collection costs, when you make a payment on your loan, we apply the payment first to outstanding interest. If the payment amount is more than the amount of outstanding interest, we apply the remainder of your payment to your loan principal.

If you are required to pay late charges or collection costs, we apply your payment differently depending on your repayment plan. If you are repaying under a traditional repayment plan or the ICR Plan, we apply your payment first to late charges and collection costs, then to outstanding interest, and then to loan principal. If you are repaying under any income-driven repayment plan other than the ICR Plan, we apply your payment first to outstanding interest, then to late charges and collection costs, and then to loan principal.

You can prepay your loans (that is, make loan payments before they are due, or pay more than the amount due in a month) at any time without penalty. We apply any prepayments in accordance with the Act. Your servicer can provide more information about how prepayments are applied.

When you have repaid a loan in full, your servicer will send you a notice telling you that you have paid off your loan. You should keep this notice in a safe place.

17. DEFAULTING ON YOUR LOAN

Default (failing to repay your loan) is defined in detail in the Terms and Conditions section of your MPN. If you default:

- We will require you to immediately repay the entire unpaid amount of your loan (this is called "acceleration").
- We may sue you, take all or part of your federal and state tax refunds and other federal or state payments as authorized by law, and/or administratively garnish your wages so that your employer is required to send us part of your salary to pay off your loan.
- You will have to pay reasonable collection fees and costs, plus court costs and attorney fees in addition to the amount of your loan.

- You will lose eligibility for other federal student financial aid and for assistance under most federal benefit programs.
- You will lose eligibility for loan deferments, forbearances, and repayment plans.
- We will report your default to nationwide consumer reporting agencies (see BRR Item 19). This will harm your credit history and may make it difficult for you to obtain credit cards, home or car loans, or other forms of consumer credit.

If you default on your loan, you will not be charged collection costs if you respond within 60 days to the initial notice of default that we send to you, and you enter into a repayment agreement with us, including a loan rehabilitation agreement, and fulfill that agreement.

18. CONDITIONS WHEN WE MAY REQUIRE YOU TO IMMEDIATELY REPAY THE FULL AMOUNT OF YOUR LOAN

We may require you to immediately repay the entire unpaid amount of your loan (this is called "acceleration") if you:

- Receive loan money, but do not begin attendance in any classes at the school that determined you were eligible to receive the loan;
- Use your loan money to pay for anything other than expenses related to your education at the school that determined you were eligible to receive the loan;
- Make a false statement that causes you to receive a loan that you are not eligible to receive; or
- Default on your loan (see BRR Item 17).

19. INFORMATION WE REPORT ABOUT YOUR LOAN

We will report information about your loan to nationwide consumer reporting agencies (commonly known as "credit bureaus") and to the National Student Loan Data System (NSLDS) on a regular basis. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments). The information in NSLDS will also identify the servicer of your loan. Your loan will be identified as an education loan. Schools may access information in NSLDS for specific purposes that we authorize.

If you default on a loan, we will report this to nationwide consumer reporting agencies. We will notify you at least 30 days in advance that we plan to report default information to a consumer reporting agency unless you resume making payments on the loan within 30 days of the date of the notice. You will be given a chance to ask for a review of the debt before we report a default. If a consumer reporting agency contacts us regarding objections you have raised about the accuracy or completeness of any information we have reported, we are required to provide the agency with a prompt response. We respond to objections submitted to consumer reporting agencies using the methods established by those agencies.

20. DEFERMENT AND FORBEARANCE (POSTPONING PAYMENTS)

General

If you meet certain requirements, you may receive a deferment that allows you to temporarily stop making payments on your loan. If you cannot make your scheduled loan payments, but do not qualify for a deferment, we may give you a forbearance. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments.

Deferment

You may receive a deferment:

- While you are enrolled at least half-time at an eligible school;

- While you are in a full-time course of study in a graduate fellowship program;
- While you are in an approved full-time rehabilitation program for individuals with disabilities;
- While you are unemployed and seeking work (for a maximum of three years);
- While you are experiencing an economic hardship, including serving in the Peace Corps (for a maximum of three years);
- While you are serving on active duty or performing qualifying National Guard duty during a war or other military operation or national emergency and for an additional 180-day period following the demobilization date for your qualifying service;
- For a maximum of 13 months following your active duty service, if you are a current or retired member of the National Guard or reserve component of the U.S. Armed Forces and you are called or ordered to active duty while you are enrolled at least half-time at an eligible school or during your grace period; or
- For Direct Loans that were first disbursed on or after September 28, 2018, or for Direct Loans first disbursed before that date that entered repayment on or before September 28, 2018, while you are receiving treatment for cancer and for an additional 6 months after your treatment has ended.

In most cases, you will automatically receive a deferment based on your enrollment in school on at least a half-time basis based on information that we receive from the school you are attending. If we process a deferment based on information received from your school, you will be notified of the deferment and will have the option of canceling the deferment and continuing to make payments on your loan.

For all other deferments, you (or, for a deferment based on active duty military service or National Guard duty, a representative acting on your behalf) must submit a deferment request to your servicer, along with documentation of your eligibility for the deferment.

Forbearance

We may give you a forbearance if you are temporarily unable to make your scheduled loan payments for reasons including, but not limited to, financial hardship and illness.

You may also receive a forbearance if:

- You are serving in a qualifying medical or dental internship or residency program;
- The total amount you owe each month for all of your federal student loans is 20% or more of your total monthly gross income (for a maximum of three years);
- You are serving in an AmeriCorps position;
- You are performing service that would qualify you for loan forgiveness under the Teacher Loan Forgiveness program (see BRR Item 21);
- You qualify for partial repayment of your loans under a student loan repayment program administered by the Department of Defense; or
- You are called to active duty in the U.S. Armed Forces.

To request a forbearance, contact your servicer.

Under certain circumstances, we may also give you a forbearance without requiring you to submit a request or documentation (for example, while we are determining your eligibility for a loan discharge, or during periods when you are affected by a local or national emergency).

21. DISCHARGE (HAVING YOUR LOAN FORGIVEN)

General

If you meet certain conditions as described below, we may discharge (forgive) some or all of your loans.

For a discharge based on your death, a family member must contact your servicer. To request a loan discharge based on one of the other conditions described below (except for a discharge due to bankruptcy), you must complete a loan discharge or forgiveness application and send it to your servicer. Your servicer can tell you how to apply.

We do not guarantee the quality of the academic programs provided by schools that participate in federal student financial aid programs. You cannot have your loan discharged solely because you do not complete the education paid for with your loan, are unable to obtain employment in the field of study for which your school provided training, or are dissatisfied with, or do not receive, the education you paid for with your loan.

Death, total and permanent disability, and bankruptcy

We will discharge (forgive) your loan if:

- You die. We must receive acceptable documentation (as defined in the Act) of your death.
- You become totally and permanently disabled; or
- Your loan is discharged in bankruptcy after you have proven to the bankruptcy court that repaying the loan would cause undue hardship.

School closure, false certification, identity theft, and unpaid refund

We may also discharge all or a portion of your loan if:

- You could not complete a program of study because your school closed;
- Your loan eligibility was falsely certified by the school;
- A loan in your name was falsely certified as a result of a crime of identity theft; or
- The school did not pay a refund of your loan money that it was required to pay under the Act.

Teacher Loan Forgiveness

We may forgive a portion of eligible student loans you received under the Direct Loan Program if you teach full time for five consecutive years in certain low-income elementary or secondary schools, or for certain low-income educational service agencies, and meet certain other qualifications.

Eligible teachers of math, science, or special education may receive up to $17,500 in loan forgiveness. Other teachers may receive up to $5,000 in loan forgiveness.

Public Service Loan Forgiveness

A Public Service Loan Forgiveness (PSLF) program is also available. Under this program, we will forgive the remaining balance due on your Direct Loans after you have made 120 payments (after October 1, 2007) on those loans under certain repayment plans while you are employed full-time by a qualifying employer. The required 120 payments do not have to be consecutive. Qualifying repayment plans include the REPAYE Plan, the PAYE Plan, the IBR Plan, the ICR Plan, and the Standard Repayment Plan with a 10-year repayment period.

Note: Although the Standard Repayment Plan with a 10-year repayment period is a qualifying repayment plan for PSLF, to receive any loan forgiveness under this program you must enter the REPAYE Plan, the PAYE Plan, the IBR Plan, or the ICR Plan, and make the majority of the 120 payments under one of those plans.

Borrower defense to repayment

We may discharge all or a portion of your loan if your school did something or failed to do something related to your loan or to the educational services that the loan was intended to pay for.

The specific requirements to qualify for a borrower defense to repayment discharge vary

depending on when you received your loan. Contact your servicer for more information.

22. LOAN CONSOLIDATION

A Direct Consolidation Loan Program is available that allows you to combine one or more of your eligible federal education loans into a new loan with a single monthly payment, and may allow you to extend the period of time that you have to repay your loans. This may make it easier for you to repay your loans.

If you have loans that were made under the FFEL Program, consolidating those loans into the Direct Loan Program can make them eligible for benefits that are only available for Direct Loans, such as Public Service Loan Forgiveness and certain repayment plans.

Although consolidation can provide certain benefits, it can also cause you to lose benefits on the loans that you consolidate. Contact your servicer for more information about loan consolidation and for help determining whether consolidation is a good option for you.

END OF BORROWER'S RIGHTS AND RESPONSIBILITIES STATEMENT

Financial Aid Dishonesty

- **Dishonesty and Fraud**
    - As stewards of Federal and State funds, MSWSPN is obligated to assure that processes are developed to protect against fraud by either applicants or staff. The Financial Aid Administrator is responsible for detecting and reporting potential fraud. If, in the financial counselor's judgment, the applicant and their family has provided a fraudulent application or documentation, it must be reported immediately to the D and may warrant dismissal from the program
    - The Office of Financial Aid must identify and resolve discrepancies in the information received from different sources with respect to a student's application aid. Some of these areas include but are not limited to:
        - All student aid applications (e.g., federal, state, institutional, etc.)
        - Need analysis documents [e.g., Institutional Student Information Records (ISIRs) and FAFSA Submission Summary (FSS)]
        - Copies of federal and state income tax transcripts
        - Information regarding a student's citizenship
        - Previous educational experience (e.g., School credentials such as a high school diploma)
        - Documentation of the student's Social Security Number (SSN)
        - Other factors relating to the student's eligibility for funds under Title IV aid programs
- In the context of the financial aid office, fraud is the willful misrepresentation or falsification of information for the purpose of securing financial aid that the individual is not eligible for or not eligible to the extent received. Fraud can take many forms, including but not limited to the following:
    - Falsified documents or forged signatures on an application, verification documents, or loan promissory notes
    - False statements of income
    - False statements of citizenship
    - Use of false or fictitious names or aliases, addresses, or SSNs, including the deliberate use of multiple SSNs
    - False claims of independent status
    - Patterns of misreported information from one year to the next
- If the School suspects that a student, employee, or other individual has misreported information and/or altered documentation to increase student aid eligibility or to fraudulently obtain financial aid funds, the School must report those suspicions and provide any evidence to the Department of Education's Office of Inspector General, NYS Higher Education Services Corporation, or both

Students should **email finaid@flhcon.edu or call (315) 787-4591** with questions regarding Financial Aid

Grade Appeal Policy

You may appeal a grade based on:

- A perceived error in the calculation of the grade
- Conflicting answers to an exam question
    - The challenge to the exam question must be provided in writing to the course faculty and included two professional sources that support the challenge

Informal Appeal

- See Grievance Policy – Informal Appeal Process for details
- You must initiate your informal appeal within **five (5)** school business days of your grade posting in Empower
- Should no resolution occur, you may choose to file a formal appeal

Formal Appeal

- See Grievance Policy – Formal Appeal Process for details
- A formal appeal must be filed within **five (5**) school business days of the conclusion of an informal appeal

Grievance Policy

Informal Process

- If a student believes they have a grievance, they should immediately discuss the matter with the individual(s) involved. If help is required to facilitate a discussion, please contact a faculty member
- If the student is not satisfied with the results of the conversation, or is not comfortable having a direct conversation with the individual(s) involved, they may bring the matter to the attention of a faculty member for guidance
- The student is encouraged but is not required to provide a written statement of the issue. The statement should include any attempts to resolve the issue, the outcome of those efforts, names of witnesses or other individuals who may have relevant information, and the student's proposed solution
- The Program Coordinator or their designee will meet with the student within five **(5)** school business days of receiving the complaint
- The Program Coordinator will issue a written decision, usually within five **(5)** school business days of meeting with the student. This period may be extended to investigate the complaint. The Program Coordinator will make every effort to provide a response within five **(5)** school business days

Formal Process

Grievance Committee Hearing

- If the student is not satisfied with the results of the informal process, the student may make a request to the Program Coordinator to move the matter forward to the Grievance

- Committee. A Grievance Committee decision will be issued within five **(5**) school business days of the informal decision. A student dismissed for a safety concern cannot grieve the dismissal.
- Students wishing to grieve a dismissal from the program should contact the Program Coordinator within five **(5)** school business days to request a hearing
- The student shall present their grievance in writing to the Grievance Committee. It should include:
    - The nature of the grievance
    - Summarize the actions taken to resolve the grievance
    - Explain why they are dissatisfied with the outcome of the informal process
    - Specify a proposed solution(s)
    - A copy of the written response issued from the informal process
    - The Grievance Committee has the discretion to ask questions of the student during the hearing and/or to obtain information from additional individuals concerning the grievance
- The Chair of the Grievance Committee shall be required to issue a written ruling in response to the student's complaint within five **(5)** school business days of the Grievance Committee hearing

Review by the Director

- If the student is not satisfied with the Grievance Committee ruling, the student may request, in writing, a review of the decision by the Director
- A request for review must be made in writing, within five **(5)** school business days of the Grievance Committee ruling
- The student's written statement must include:
    - The nature of the grievance
    - Summarize the actions taken by the student to resolve the grievance
    - Explain why the student is dissatisfied with the ruling of the Grievance Committee
    - Specify the student's proposed solution(s)
- Barring unusual circumstances, the Director is required to meet with the student within five **(5)** school business days of receiving the written request
- At the invitation of the Director or the student, any/all parties involved in the grievance may be included in the discussion
- The Director, at their discretion, may invite other relevant parties to be present
- The Director will issue a written ruling within five **(5)** school business days of meeting with the student

Appeal Procedure

- If the student is not satisfied with the Director's ruling, they may appeal the decision, in writing, to the School President
- The student must submit the appeal to the President within five **(5)** school business days of receiving the Director's ruling

    - The appeal must describe specifically why the results of the previous steps were not satisfactory
    - This statement should specify the student's proposed solution(s)
- The student must include the written rulings from the previous steps of the process
- The President shall decide if the appeal has merit and whether to reverse the decision
- If additional time is required, the President will notify the student in writing.
- The President will notify the student and Director, in writing, of the decision within ten **(10)** school business days of the receipt of the appeal
- The President's decision will be final

Hazing Policy & Procedure

Anti-Hazing Policy Statement
Hazing is abusive, degrading, psychologically damaging, and may be life-threatening. It is unacceptable in all forms and has no place in the Marion S. Whelan School of Practical Nursing community. Student groups, organizations, and athletic teams are important contributors to a vibrant and positive campus life and are expected to act in accordance with the Student Code of Conduct and to treat others with respect. Hazing by individuals and student organizations is prohibited in any form both on campus and off campus.

1. **Hazing**

Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

· Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and

· Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury. The following are non-exhaustive examples of conduct that causes or creates such a risk:

- Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- Causing, coercing, or otherwise inducing another person to perform sexual acts;

- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- Any activity against another person that includes a criminal violation of applicable local, New York State, Tribal, or Federal law; and
- Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

This definition is compliant with New York State law. Under New York State Penal Law, a person may be charged with hazing if, during another person's initiation into or affiliation with any organization, they intentionally or recklessly engage in conduct that creates a substantial risk of and/or causes physical injury to another person. A criminal charge of hazing may result in a violation or misdemeanor.

2. **Student Organization**

An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Reporting Incidents of Hazing

Marion S. Whelan School of Practical Nursing encourages the reporting of incidents of hazing and takes every such report seriously. It will investigate all reports diligently and thoroughly in accordance with the Student Code of Conduct. Individuals found responsible for committing, soliciting, encouraging, directing, aiding, or recklessly permitting hazing to occur will be subject to disciplinary sanction that could include suspension or expulsion.

Any person may report hazing in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator.

Title IX Coordinator:
Jocelyn Cinamella
315-787-4008
Jocelyn.cinamella@flhcon.edu

Investigation Process

After a report is received, Jocelyn Cinamella will quickly review the submission and determine the next appropriate actions. If a report is criminal in nature, University Police and/or local law enforcement will be contacted. Marion S. Whelan School of Practical Nursing will also conduct its own investigation to prevent a recurrence of the alleged hazing and to determine if there are potential violations of the Student Code of Conduct and/or any other applicable processes depending upon the nature of the complaint.

Retaliation

No person may intimidate, threaten, coerce or discriminate against any individual because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Hazing Policy and Procedure. Complaints alleging retaliation may be filed with the Office of Student Conduct

and/or Human Resources. Any reports of retaliation involving an employee covered by a Collective Bargaining Agreement will be addressed through the appropriate processes

Hazing Prevention and Awareness Programs Policy
All students will receive education regarding hazing prevention through computer-based learning modules.

Model Code Charge
Hazing – Individual and Organizational
An individual student or group of students that intentionally, knowingly, or recklessly causes or creates an unreasonable risk of harm to another student as a requirement for initiation into, affiliation with, or continued membership of a recognized or unrecognized student organization, regardless of whether a student willingly participates.

Examples of hazing include but are not limited to:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements,
- confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, New York State, or Federal law.

In the case of students participating in a student organization unrecognized by the campus that contains two or more members that are students enrolled at the campus, such individual students may be subject to a charge or charges of hazing on an individual basis.

Math Policy for Nursing

To assure that students are prepared to administer medications safely in a clinical setting. Accurate calculation of medication doses is an essential competency in medication administration.

Policy

- During NSG I, students are taught the basics of drug dosage calculations during class, lab, and clinical to prepare for the dosage calculation exams
- Math test #1 will be administered during clinical orientation each trimester
- Students may use the back button on the computer **and** are allotted **30** minutes for a 10-question exam
- All students must pass a medication calculation competency exam at the beginning of
    - NSGII - with a score of 90% or greater
    - NSGIII - with a score of 90%
- All medication calculation competency exams will be proctored; students may use only calculators and scrap paper supplied by the School
- Each exam will reflect the content and complexity of the level in which the student is enrolled
    - NSG II - basic math for adult and pediatrics and IV drip rate calculations
    - NSG III - drug dosage calculations, measurement conversions and IV drip rate calculation and pediatric dosage calculations
- A student is given **3** attempts to achieve a passing score and, must have completed at least **3** validated practice tests with each unsuccessful attempt
- Remediation is given after each attempt and may include attendance at a math lab, practice exams on ATI, peer tutoring, 1:1 help from their advisor, etc.
- After an unsuccessful attempt, the student must report to the Clinical Lead
- Clinical Lead will notify the student's advisor of the unsuccessful attempt
- The student will develop an action plan for subsequent exams and sign a student contract
- Clinical Lead will notify the Progression Committee

- Should the student be unsuccessful in **3** attempts, the Progression Committee will meet to determine if the student should be allowed one more attempt or be dismissed from the program
- A student may be granted a fourth attempt only once during their program

Name_____

Competency_____ Date_____

You have been unsuccessful on your Math exam. Please contact your Clinical Lead to determine your next course of action. Should you be unsuccessful on the Math test three times you have an additional opportunity to sit for a fourth attempt to pass your competency. However, you must complete a written "plan for success" to be submitted to the Clinical Lead within 48 hours of your third unsuccessful attempt.

You must have completed at least **3** validated practice tests with each unsuccessful attempt. If you are unsatisfactory on your fourth attempt, you will not be able to meet the Clinical requirement. Unsuccessful completion of the required Math exam will result in unsuccessful completion of the course clinical component; this may result in inability to complete the program.

I acknowledge that this fourth attempt is only offered once during the entirety of the program.

Student Signature_____

Clinical Lead Signature_____

It is highly recommended that you take a Math course prior to the Math exam administered at the beginning of the next Semester/Trimester

Medical Illness Policy

Any change in physical condition must be reported to MSWSPN Student Services Coordinator. To continue in clinical, a student must provide documentation from their provider clearing them to attend clinical without restrictions.

Should the student have restrictions, the School will determine if reasonable accommodations can be made. Documentation from the student's provider is required to return to the clinical area. The School may or may not be able to accommodate the student's restrictions or limitations.

Students must meet all clinical outcomes by the end of the trimester. Due to the nature of nursing programs at MSWSPN, a student missing more than three **(3)** weeks of a semester, is encouraged to withdraw from the program and return at the next course offering. Should a student wish to seek re-admission to the program, they must continue to meet current admission requirements. The student must notify MSWSPN admissions in writing, of their desire to return to the program **and** submit documentation from their provider, to the Student Services Coordinator, clearing them to attend clinical without restrictions.

Non-Discrimination Policy/Disability Accommodation

MSWSPN complies with federal and state law prohibiting discrimination against any applicant or enrolled student on the basis of race, color, religion, national origin, sexual orientation, military status, sex, age, marital status, or disability. MSWSPN does not discriminate in administration of its educational and admission policies, scholarship and loan programs or other school-administered programs.

This obligation includes ensuring that students are free from harassment at the School based on any of these statuses. It ensures that students are not retaliated against for asserting their right to be free from discrimination or harassment, for opposing discrimination or harassment, or for participating in an investigation of discrimination or harassment.

In accordance with Title III of the Americans with Disabilities Act of 1990 (the "ADA") and Section 504 (Subpart E) of the Rehabilitation Act of 1973 ("Section 504"), MSWSPN does not discriminate against qualified individuals with disabilities.

A person with a disability is an individual with a physical or mental impairment that substantially limits one or more major life activities; who has a record of such an impairment; or who is regarded as having such an impairment. MSWSPN will provide auxiliary aids and services and/or grant other requests for reasonable accommodations, as required by federal and state law, to ensure that students with disabilities have equal access to programs, services, and activities and an equal opportunity succeed. http://mswspn.com/current-students/consumer-information/

Students who wish to receive accommodations must self-disclose their disability and self-advocate for accommodations. Each student's accommodation(s) is decided on a case-by-case basis. Students seeking accommodations must make an appointment to meet with the Disability Services Coordinator who will engage in an interactive discussion with the student and review appropriate, current documentation. Documentation requirements are in the Disability Handbook (link above).

A student, who has a concern about accommodations, or about disability harassment, discrimination, or retaliation, may utilize the School's Grievance Policy to address the concern.

Record Retention Policy

All student documents relating to admission requirements are scanned upon receipt and kept in password-protected, individual electronic folders to prevent risk of loss. Paper copies are also secured in a separate locked fire-resistant file cabinet.

Graduate records are kept for three (3) years. After three years, the electronic file is deleted and the document file is destroyed. Academic transcripts are kept indefinitely.

Records for student withdrawals are maintained electronically for 2 years and then destroyed.

Refund Policy

The Student Services Coordinator will automatically process a refund check whenever there is a credit balance on the student's account, unless the student's Title IV authorization indicates otherwise. Payments, including financial aid, are applied to the student's account until current term charges are paid in full. Overpayments will be refunded to the student by check.

On the first day of each term, provided all required paperwork is completed, federal financial aid awards will be disbursed to the student's account. Students with Title IV credit balances will be issued refund checks within **7-10 days** of the start of classes. Subsequent disbursements resulting in a credit on the student's account will be refunded within **14 days** of disbursement. (See Student Financial Services).

Smoking Policy

As an entity of Finger Lakes Health, MSWSPN is committed to promoting health, wellness, prevention and treatment of diseases within the community we serve; as well as providing a clean, safe and healthy environment. Finger Lakes Health and thus MSWSPN, is a tobacco-free environment.

MSWSPN does not permit use of any tobacco products, including e-cigarettes, on School property. All building entranceways, sidewalks, driveways, green spaces, and parking lots are considered smoke free areas. Therefore, there may be no smoking in any personal vehicle parked on Finger Lakes Health/MSWSPN property.

Social Media Policy

Social media is a powerful communication tool that has significant impact on personal, professional and the organization's reputation. Examples of social media include LinkedIn, Twitter, Facebook, YouTube, Instagram, and Snapchat etc.

Students are liable for anything they post to social media sites. The same laws, professional expectations, and guidelines for interacting with students, faculty, parents, alumni, and others apply online. Students should be aware that posting inappropriate content online may result in disciplinary actions including dismissal from the program.

Student Health Records Policy

All students must have a health history, physical, and latex allergy screening. Immunization certificate signed by a licensed provider or a record of immunizations must be submitted prior to date published in the student acceptance packet.

The student's health record must include, proof of an annual PPD and influenza immunization (flu shot). For students who are unable to receive the PPD due to an allergy or previous reaction, evidence of a negative chest x-ray must be submitted in its place. All health records are screened for completeness and signed off by an RN. Failure to comply with current health requirements will result in the inability to participate in clinical.

Health records must be kept current during a student's entire program. All forms are to be submitted to Student Services Coordinator, not to faculty.

Student Employment While Enrolled Policy

Students will not be considered as staff, nor shall they receive monetary payment while performing clinical duties. Clinical faculty will be present to assist and answer student questions. Should an emergency arise, the student should seek guidance from clinical faculty and/or hospital staff. All students will have a co-assigned RN who is accountable and ultimately responsible for all patient care.

Should a student's Finger Lakes Health (FLH) employment status change (become an employee or termination) they must notify the Student Services Office immediately as a status change could impact their NetLearning account.

Student Refusal of Clinical Assignment Policy

Clinical assignments are designed to meet the minimum professional standards as outlined in the clinical objectives. Safety is a primary concern when clinical assignments are made. Students having limitations must inform their clinical instructor and see the Student Services Office. Students who are concerned about an assignment must review the relevant Code of Ethics (See Code of Ethics this manual), universal precautions, and/or relevant hospital policies prior to discussion of the assignment with their clinical faculty.

Discussions will be documented and include:

- The nature of the assignment, including data that indicates the assignment is appropriate for the student
- The student's reason(s) for concern

- If the risk to the student appears to outweigh the patient's benefit, the faculty may alter the care that the student will provide. If altering patient care does not solve the problem, the faculty may reassign the student
- If the risk to the student does not outweigh the benefit to the patient, the faculty will discuss the nature of the student concern
- A student must meet the minimum professional standards as stated in the clinical evaluation. Failure to meet clinical expectations will be reflected on the student's evaluation, and may result in a student being unsuccessful in clinical therefore being unable to progress.
- Documentation of the above will be given to the student and placed in the student's file

Student Responsibility Policy

Students enrolled at MSWSPN have the following responsibilities:

- Class/Clinical/Lab Attendance
- Routinely meet with advisor(s) or faculty
- Complete all assignments and skills as assigned by the deadline
- Complete all surveys and requests for information
- Review and follow all student policies/procedures noted in the Student Handbook/Academic Catalog and course syllabi

Student Substance Use Policy

Purpose

This policy applies to all students admitted to MSWSPN and is effective immediately. MSWSPN is committed to the safety of all students, faculty, staff, and patients. Additionally, MSWSPN is dedicated to promoting the health of members of the MSWSPN community, which fosters safety and well-being. Recognizing that substance abuse is both a medical condition and a professional hazard, MSWSPN has incorporated substance abuse topical content areas into its curriculum.

All students admitted to MSWSPN are required to complete clinical course work at a hospital, clinic, nursing home, or other health care facility in order to complete their program requirements. Accordingly, students must be fully capable, at all times, of accurate perception, sound judgment, and the ability to carry out instructions from clinical staff. Impairment by alcohol or drugs interferes with students' ability to fulfill this important obligation and puts patients and other caregivers at risk.

It is the policy of MSWSPN to maintain a drug-free learning environment and to ensure that the ability of students to provide care to patients is not compromised by the use of alcohol, illegal drugs, or the misuse or abuse of prescription medication or other substances. MSWSPN recognizes that students who are under the influence of alcohol or drugs may present a serious

health and safety hazard to themselves and others. The School seeks to uphold the highest standards of safety and of quality in our programs and in the care we provide to patients.

With a focus on health and safety, it is the policy of MSWSPN to assist students who voluntarily disclose a substance abuse problem by providing them with referrals to treatment resources. Also in keeping with health and safety, it is the policy of MSWSPN to remove a student from providing clinical care and/or to dismiss a student from the program if the student is determined to be impaired and/or unable to safely perform the role of a student at the school, including providing patient care.

A fitness assessment shall be initiated through the good faith decision of a faculty member or administrator who reasonably concludes that a student may be impaired and/or unable to safely perform their role as a student.

Elements

Prohibited Conduct

Students are prohibited from:

- Attending classes, performing patient care, or engaging in other School programs or activities while under the influence of alcohol, illegal drugs or other substances that may impair functioning. For purposes of this policy, any detectable amount of alcohol or illegal drugs is considered to be "under the influence"
- For purposes of this policy, the term "other substances that may impair functioning" includes inhalants, chemicals, and other similar substances, and may include prescription drugs and over-the-counter medications under some circumstances, as described below. Students are prohibited from misusing or abusing prescription drugs or over-the–counter medications while on MSWSPN property or while performing patient care
- This policy does not prohibit a student from attending classes, performing patient care, or engaging in other School programs or activities while using prescription drugs, provided such drugs:
    - Are prescribed for the student
    - Are being used in the manner and in the dosage prescribed by a licensed health care provider
    - Do not prevent or substantially impair the student from performing patient care or present a direct threat to health or safety
- This policy also does not prohibit a student from attending classes, performing patient care, or engaging in other School programs or activities while using over-the-counter medications, provided the use of such medication does not prevent or substantially impair the student from performing patient care or present a direct threat to health or safety
- Students should be mindful of the effects of prescription and over-the-counter medications on perception, judgment, memory, vision, coordination, balance,

dexterity, and other senses and functions. Students should consult with their health care provider about the effects of any prescription or over-the-counter medication on their ability to provide safe patient care

- Any student who believes they may be impaired by a lawful prescription or over-the-counter medication should speak with a faculty member **before** engaging in patient care activities. Students who are not in a condition to safely perform patient care due to proper use of prescription or over-the-counter medication will be excused from clinical activities on that day and will be expected to make up the missed clinical in accordance with the clinical absence policy
- Using, possessing, manufacturing, distributing, selling, transferring, diverting, soliciting, purchasing, or receiving alcohol, illegal drugs, or other substances that may impair functioning while participating in courses and programs, while on MSWSPN property, or while performing patient care

In an effort to promote safety and to facilitate early identification and intervention for students with substance use and related disorders, it is the policy of MSWSPN to conduct drug and/or alcohol testing of students upon "reasonable suspicion." Any student whose academic or clinical performance and/or behavior when reporting to the School, while on the premises, or while engaging in clinical care suggests the influence of alcohol, illegal drugs, or other substances that may impair functioning will be asked to submit to drug and/or alcohol testing.

Drug and Alcohol Testing

Testing for the presence of alcohol, illegal drugs, or other substances that may impair a student's functioning is a part of the School's program to maintain a drug-free learning and clinical environment. MSWSPN reserves the right to require testing pursuant to this policy.

"Reasonable Suspicion" Testing

This procedure refers to the use/misuse of, or being under the influence of alcohol, illegal drugs, or other substances that may impair functioning while in the classroom, in any program or activity of the School, or while on duty to provide patient care in any health care facility, School, institution, or other care location as a representative of MSWSPN.

The student will be asked to submit to an alcohol and/or drug screen at a designated facility if the nursing faculty, clinical instructor, or staff at a clinical facility where the student is assigned has reasonable suspicion that the student is impaired by or under the influence of alcohol, illegal drugs, or other substance that may impair functioning. "Reasonable suspicion" exists in the following types of situations. This is not an all-inclusive list:

- Physical evidence of drugs or alcohol or other intoxicants, including drug paraphernalia
- Physical signs and symptoms of substance use, such as unsteady gait, smell of alcohol, slurred speech, confusion, bloodshot or glassy eyes, inability to

concentrate, aggressive or combative behavior, or other physical or behavioral changes, alone or in combination, that suggest possible use of drugs or alcohol
- Accidents or bodily injury requiring more than first aid
- Excessive or unacceptable patterns of absenteeism or tardiness
- Unexplained changes in performance or conduct
- In a clinical setting: after discovery of missing controlled substances, unexpected access to drug cabinets or drug dispensing equipment, or other unusual event or behavior that indicates a potential violation of this policy or a diversion or mishandling of a controlled substance

A staff member of the School, or a staff member at a clinical facility where the student is assigned, who suspects that a student may be in violation of this policy must report the situation immediately to a School faculty member or clinical instructor, so that a prompt assessment may be made of the student's condition and the circumstances prompting the suspicion.

Any faculty member or School administrator has authority to initiate the evaluation and testing process under this policy. Two faculty members and/or administrators must observe and assess the student before determining that the student should be tested. Both faculty/administration members must document their observations and the bases for reasonable suspicion, which may include the student's responses to questions from the faculty/administrator.

Testing Procedure

MSWSPN has contracted with a certified laboratory to conduct drug and/or alcohol screening tests. A faculty member who has reasonable suspicion that a student is in violation of this policy shall immediately arrange for the student to be tested at the certified laboratory.

A faculty member shall transport or accompany the student to the testing site to ensure the integrity of the sample. Students will have a breath, blood and/or urine specimen collected according to current procedures and will have the opportunity to self-disclose any prescription medications or over-the-counter drugs that may affect the test results. The collection site personnel will be responsible for collecting the sample and ensuring the chain of custody of the sample. Initial positive test results will be reviewed and confirmed by the medical review officer before being reported to the School.

The faculty member who accompanied the student to the test site shall be responsible for ensuring the student has safe transportation home following the testing. Students who have been tested for possible impairment by alcohol or drugs will not be permitted to drive themselves home. Students must arrange for a ride home or call a taxi or car service. The student will be removed from patient care assignments, pending results of the test(s). Test results will be sent confidentially to the Director of the School or designee.

Positive Screening Test

If the confirmed result of the screening test is positive and the student provides documentation of a prescription for the substance, the Director and/or designee will consider the case in collaboration with the student and their health care provider. The student may be required to provide documentation from their health care provider that the student is fit to provide safe patient care while using the prescribed medication.

If the test result is positive for alcohol, illegal substances, or medications not prescribed for that student, or if the test result indicates prescription medication taken in excessive amounts beyond what has been prescribed for the student, the student will be dismissed from the program.

Negative Screening Test

If the results of tests indicate a negative drug screen for alcohol or drugs, the student will be returned to the clinical setting. The student shall meet with the Director or designee within two **(2)** school business days of the test results to discuss the circumstances that prompted the reasonable suspicion. Additional follow-up may be requested, as circumstances require.

The student must make up clinical absences incurred for testing according to the clinical absence policy.

Confidentiality

All confirmed test results will be sent only to the Director or designee. All results will be kept separate from students' regular files and will be handled in accordance with the Family Educational Rights and Privacy Act (FERPA). The Director or designee may consult with faculty and medical experts, as needed, for appropriate assessment and follow-up.

- **Inability or Refusal to Submit to Screening**
    - If a student is unable to submit to a drug or alcohol screening test in a timely manner, unless due to a documented emergency situation or documented medical condition, or refuses to submit to screening, the student will be removed from the program
    - Tampering with a test, attempting to dilute or substitute a testing sample, or other interference with the integrity of the testing process also will result in dismissal from the program
- **Reports to Law Enforcement**
    - Violations of this policy that involve selling or distributing illegal drugs or other potentially unlawful conduct may be reported to the appropriate law enforcement agency
- **Readmission to the Program**
    - A student who has been dismissed from the program for a positive drug/alcohol test may be eligible to apply for readmission to the program. (A student who was dismissed from the program for refusing to be tested or for tampering with or interfering with the testing protocol or testing sample is not eligible for readmission)
- **Readmission** will be considered under the following conditions – the student **must:**

- Meet the MSWSPN eligibility requirements and admission standards. Readmission for returning students is contingent on space available in the class
- Provide documentation of evaluation by a professional trained in substance abuse (such as an addiction counselor or physician) and their determination as to whether the student has a substance abuse dependency or addiction. If the substance abuse professional has identified a substance abuse problem, the student must provide evidence of having successfully completed an appropriate rehabilitation or treatment program, as recommended by the substance abuse professional. Evidence of successful completion includes:
    - Documentation of having completed a recognized alcohol or substance abuse treatment program
    - Documentation of evidence that the student has completed, or is successfully participating currently in, an after-care program as recommended by the treatment program or other substance abuse professional
    - Detailed letter or evaluation from the treatment program, a physician, or an appropriately-trained counselor or therapist stating that the student is able to function effectively in a clinical setting and is able to provide safe and therapeutic care for patients, with or without reasonable accommodation
    - If the student is currently participating in an after-care program, quarterly written reports confirming that the student continues to participate successfully in the after-care program. Continued successful participation in such program is an ongoing condition of participation in the School's programs and services. A student who tests positive in any drug or alcohol test that is part of the after-care program will be dismissed from the School
- Have a repeat screening for alcohol and/or drugs immediately prior to readmission, with negative test results.

Following readmission to the program, the student will be required to submit to periodic random drug/alcohol screening upon request of the School, at the student's expense. If a student, after being readmitted to the School, has a positive result on any alcohol or drug screening test, they will be permanently dismissed from the program and will not be eligible for readmission.

Referrals to Drug/Alcohol Treatment Programs

MSWSPN can provide appropriate referrals to rehabilitation and treatment resources to students who voluntarily seek assistance **before** abuse of alcohol or drugs affects the student's performance. Students seeking assistance should speak confidentially with the Director. A student who needs to withdraw from the program due to substance abuse treatment will be eligible for readmission under the same standards as above. Questions concerning this policy should be directed to the Director.

Purpose

This policy applies to all admitted students. Recognizing that substance use is both a medical condition and a professional hazard, MSWSPN has developed the following Substance Use Policy. Impairment by alcohol or drugs interferes with students' ability to fulfill important obligations, and puts patients and other caregivers at risk. MSWSPN is a drug free environment therefore, the use, misuse, abuse or sale of alcohol, illegal drugs, prescription medication or other substances will not be tolerated.

It is the policy of MSWSPN to assist students who voluntarily disclose a substance abuse problem by providing them with referrals to treatment resources. It is the policy of MSWSPN to remove a student from clinical. Violation of this policy may lead to dismissal from the School.

Title IX and Sexual Misconduct Policy

Marion S. Whelan School of Practical Nursing (School) is committed to providing a positive emotional and physical environment for all students, faculty, staff, administrators, and guests. The health, safety, and well-being of all members of the School community are the School's primary concerns. In accordance with Title IX of the Education Amendments of 1972 (Title IX), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Act/Campus Sexual Violence Act (Campus SaVE Act), and Article 129-B of the New York State Education Law, the School is committed to providing a safe community, free from all forms of sex discrimination, including sexual misconduct.

Sexual misconduct can occur in many forms and will not be tolerated in the School's educational programs or activities. Sexual harassment and sexual violence, including the offenses of sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking are all forms of sexual misconduct and are strictly prohibit by the School and Title IX.

The School is committed to creating and maintain an educational environment free from sexual misconduct through coordinated education and training efforts; procedures for the adequate, reliable, prompt, and impartial investigations and resolution of incidents of sexual misconduct; and eliminating, preventing, and addressing the effects of sexual misconduct. Any individual who is found in violation of this policy may face disciplinary action up to and including expulsion or termination of employment.

The School does not permit discrimination or harassment in its programs and activities on the basis of (but not limited to) race, color, ethnic or national origin, religion, creed, age, disability, sex, gender, gender identity or gender expression, sexual orientation, familial status, pregnancy, medical condition, predisposing genetic characteristics, military status, veteran status, domestic violence victim status, or criminal conviction.

The School has designated the Student Service Coordinator, Jocelyn Cinamella to serve as the School's Title IX Coordinator.

Michelle Brown

Title IX Coordinator
Marion S. Whelan School of Practical Nursing
196 North Street
Geneva, NY 14456
315-787-4008
Michelle_brown@flhcon.edu

Marion S. Whelan School of Practical Nursing is committed to protecting the privacy of all individual's involved in a report of sexual misconduct. All faculty, and faculty who are involved in the School's Title IX response, including the Title IX Coordinator and hearing officers, receive specific instruction about respecting and safeguarding all private information. The School values the privacy of its students and understands that, for many victims of sexual misconduct, confidentiality is a primary concern. However, certain School employees are required by state and federal laws to share information from a report of sexual misconduct with the School and/or governmental agencies.

For more detailed information see the Sexual Misconduct Policy Handbook located on your student website: http://mswspn.com/current-students/students-right-to-know/

Transcript Policy

Our MSWSPN transcript is the official, permanent record of all the undergraduate courses a student has taken while attending. In accordance with the Family Education Rights and Privacy Act (FERPA), a student's transcript can only be released with that student's written authorization. The School has partnered with Parchment Exchange to manage the ordering, processing, and secure delivery of official transcripts. More information about ordering official or unofficial transcripts can be found on the student website at https://mswspn.com/transcript-request/.

Vaccination Policy

A certificate of immunization signed by a licensed provider (physician, nurse practitioner, or physician assistant) or an immunization record is required that shows the dates of immunization. New York State Department of Health establishes requirements for vaccinations for students born after January 1, 1957, Vaccinations must include:

- Two MMR vaccines or proof of immunity by blood titers
- Proof of two vaccination or evidence of immunity by blood titers to varicella (chickenpox). History of disease is not accepted.
- Proof of complete COVID-19 vaccination. Booster not required but encouraged.
- Proof of vaccination or evidence of immunity for Hepatitis B- not required but encouraged
- TdaP vaccine is highly recommended
- Each student must provide a signed vaccination record specifically for a meningococcal disease, which indicates the student and their parent, or guardian if under the age of 18, has received information about meningococcal disease and its risks, and has received or declined the vaccine.
- PPD – proof of negative PPD reading. If a past positive PPD reading a student may submit proof of negative chest x-ray
- Annual influenza vaccine is offered to students free of charge.
  If a student elects not to receive the vaccine, a statement of declination must be signed and, in accordance with NY State Health Department, they must wear a mask when in patient care areas

Programs of Study

Nursing Program

MSWSPN offers a program that is conducive to the learner seeking a career as a licensed practical nurse. Students attend during the day, Monday – Friday. This academic program will lead to a Certificate of Practical Nursing.

Students in the program attend classes and start participating in clinical rotations in the first trimester. This allows for immediate application of knowledge and skills obtained in the classroom and laboratory by caring for actual patients.

Students apply to MSWSPN via the website.

Traditional Option

Students enter annually in the Fall and complete three trimesters.

High school Admission Requirements:

- High school diploma/GED (High school seniors may apply prior to their actual graduation)
- Completion of ***either*** Biology **or** Anatomy & Physiology I, The course must be completed within five **(5)** years of application ***and*** a final grade of "C" or higher achieved

Traditional Student Admission Requirements (graduated high school/ GED greater than five years ago)

- High school diploma/GED (High school seniors may apply prior to their actual graduation)
- Completion of ***either*** Biology **or** Anatomy & Physiology I, The course must be completed within five **(5)** years of application ***and*** a final grade of "C" or higher achieved.

Second Trimester Admission

Students enter in Trimester II (November) and complete two trimesters.

High School Admission Requirements:

- High school diploma/GED (High school seniors may apply prior to their actual graduation)
- Completion of ***either*** Biology **or** Anatomy & Physiology I, The course must be completed within five **(5)** years of application ***and*** a final grade of "C" or higher achieved

Traditional Student Admission Requirements (graduated high school/ GED greater than five years ago)

- High school diploma/GED (High school seniors may apply prior to their actual graduation)
- Completion of ***either*** Biology **or** Anatomy & Physiology I, The course must be completed within five **(5)** years of application ***and*** a final grade of "C" or higher achieved.

*** These courses must be completed prior to the application deadline**

MSWSPN/FLHCON (1+1)

The MSWSPN/FLHCON (1+1) program is **only** available to currently enrolled Marion S. Whelan School of Practical Nursing students. There are two options available for enrollment in the 1+1 program.

- **Option One**
  - Successful completion of the challenge exam, with a grade of **"C+" or greater**
- **Option Two**
  - Completion of the MSWSPN program with a GPA of **85%** or greater in core nursing courses; NSGI, NSGII, and NSGIII
  - **And** a satisfactory grade in all clinical components of the MSWSPN program

Process/Procedure - current MSWSPN students interested in the MSWSPN/FLHCON (1+1) program must:

- File a **Traditional RN** application for FLHCON admission by February 1st
- Meet all application requirements by the published application deadline (available on the FLHCON website)
- **Admission into the MSWSPN/FLHCON (1+1) program is based on the following:**
  - Successful completion of the MSWSPN program with a grade of **85%** or higher in each of the three trimesters
  - Successful completion of the 1+1 Challenge exam with a grade of

"C+" (77%) or higher
- Availability of NS III slots in the FLHCON Registered Nurse program

Requirements for All Program Options
- Physical examination
- Required immunizations
- Current CPR

Credits from Previous Course Work

Transfer Credits
Transfer credit may be awarded for courses that were previously taken at an accredited institution if passed with a grade of **"C"** or greater, and are similar in content and credit hours to those required by the program of study at MSWSPN. Transferred courses are not included in the computation of the cumulative GPA.

Credit by Examination
MSWSPN accepts college credits from AP and CLEP. Course credit varies by performance on the exam.

Advanced Placement (AP)
MSWSPN recognizes the Advanced Placement program and will grant transfer credit for courses required for our programs to those students who have completed the Advanced Placement Test with a score of **3** or higher. A score of **4** or **5** is required on the Composition I or Composition II exam in order for a student to be granted credit for both Freshman English and English Composition II. Advanced Placement credit is accumulated with transfer credit.

College-Level Examination Program (CLEP)
MSWSPN accepts credits earned by students completing the subject examinations for courses required for our programs taken through the College Level Examination Program (CLEP). A minimum score of **50** must be achieved for transfer credit to be granted.

Core Performance Standards for Admission and Progression
Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. For admission and progression, the following core performance standards must be performed independently.

If you are unable to meet one or more of these standards without accommodations or modifications, you may request reasonable assistance from Disability Services. Through an

interactive process, Disability Services will make a case by case determination. Recent documentation (within 3 years) is required.

Requirements	Standard	Examples (Are not all inclusive)
Critical Thinking	• Ability to perform effective clinical reasoning and judgment consistent with level of educational preparation	• Identify cause/effect relationships in clinical situations • Use of the scientific method in the development of a plan of care • Evaluation of the effectiveness of nursing interventions
Analytical Thinking	• Cognitive skills sufficient to perform deductive/inductive reasoning when formulating nursing decisions • Analytical thinking, which allows for the transfer of knowledge from one situation to another • The ability to: o Process information o Evaluate outcomes o Problem solve o Prioritize tasks o Use long and short term memory	• Evaluate different sources of diagnostic information to help arrive at a nursing diagnosis for a patient • Evaluate priorities in order to provide the most appropriate care • Evaluate data to notify nursing, physicians and other healthcare team members when necessary
Reading	• Ability to sufficiently read and comprehend the written word at a tenth grade level or above	• Read and understand provider's orders • Read and understand medical information in patient charts and care plans • Read and comprehend information presented in textbooks/online
Arithmetic	• Ability to sufficiently perform arithmetic at a tenth grade level or above. Including: o **Counting**: the act of enumerating or	• Able to calculate drug dosages requiring fractions and decimals • Able to calculate IV drip rates • Use formulas for calculations

	determining the number of items in a group ○ **Measuring**: the act or process of ascertaining the extent, dimensions or quantity of something ○ **Computing:** the act or process of performing mathematical calculations such as addition, subtraction, multiplication and division using fractions and decibels	• Convert to metric measurements
Interpersonal	• Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. • Establish and maintain supportive relationships with patients and other healthcare providers	• Able to respect differences in patients and co-workers and establish rapport • Negotiate interpersonal conflict appropriately • Communicate therapeutically with providers, nurses, patients, co-workers and others • Ability to work effectively within a team
Communication	• Communication abilities sufficient to interact with others in both verbal and written form	• Explain treatment procedures • Initiate health teaching • Document • Interpret actions and patient responses
Mobility	• Physical abilities sufficient to move from room to room and maneuver in small spaces • Ability to lift, position, push, or transfer patients • Ability to reach, stoop, bend, kneel, and crouch • Prolonged standing/walking • Push, pull, or move/lift equipment/supplies (up to 35 pounds)	• Administer cardiopulmonary resuscitation • Assist patient from bed to chair • Transport equipment • Respond quickly to patient emergencies • Make rapid adjustments when needed to ensure patient safety
Motor Skills (Gross and Fine Motor)	• Gross and fine motor abilities sufficient to provide safe and effective nursing care	• Calibrate and use equipment • Prepare and administer medications including use of a syringe

		• Type on a keyboard • Position patients and residents
Hearing	• Auditory ability sufficient to monitor and assess health needs • Ability to hear monitors and equipment alarms, emergency signals, auscultatory sounds, cries for help	• Able to hear patient breath and heart sounds even when faint • Able to hear through a stethoscope • Hear device alarms and emergency signals • Able to hear cries for help
Visual	• Near and far visual acuity sufficient for observation, assessment, and implementation of care regimen	• Able to distinguish color and intensity • Visually assess patient's color • Able to observe changes in patient condition • Able to read monitors, equipment displays, gauges, dials, etc.
Tactile	• Tactile ability sufficient for assessment of physical health status • Performs palpation, functions of physical assessment (take a pulse and perceive temperature) and/or those related to therapeutic intervention	• Feel vibrations • Detect temperature • Feel difference in sizes, shapes, surface characteristics (i.e. palpate an artery or vein) • Detect environmental temperature
Smell	• Olfactory ability sufficient to detect environmental and client odors	• Smell smoke, gas leak, noxious odors • Detect change of odor in wound drainage
Self-Care	• Ability to present a professional appearance and implement measures to maintain own health and not place patients in jeopardy	• Get sufficient rest • Maintains good personal hygiene • Observes universal precautions
Emotional Stability	• Emotional stability sufficient to assume responsibility/accountability for actions	• Able to establish therapeutic boundaries • Provide patients emotional support • Able to monitor own emotions • Handle strong emotions • Deal with the unexpected • Exhibit compassion to others

Physical Endurance	• Physical stamina sufficient to perform full range of required client care activities	• Able to stand and move for 10 – 12 hours • Able to respond quickly in an emergency
Environment	• Ability to work in healthcare settings. Work in an environment with: o Temperature changes o Frequent contact with water or other liquids o Sufficient noise to cause a distraction o Hazards where there is a danger to body or health	• Able to adapt to surroundings

Conceptual Framework

The Theory of Nursing Knowledge and Nursing Practice is a systematic view of the phenomena of practice invented to describe, explain, predict and prescribe care (Meintz, S. L., 1994; Van Sell, 2000). An adaptation of this theory provides the conceptual framework for the certificate program

The conceptual framework for the nursing program is based on the principles of the Theory of Nursing Knowledge and Nursing Practice. The theory places extreme emphasis on the individual's accountability and responsibility to participate in the attainment of knowledge and to develop their practice based on that knowledge which is supported by research and evidence.

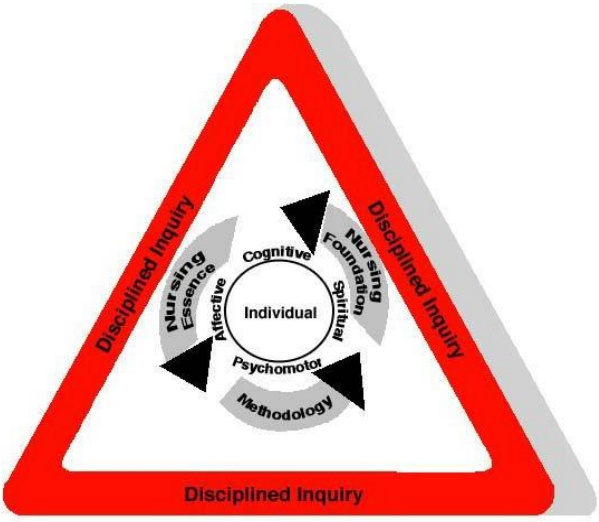
The theory delineates factors, which constitute professional practice, explains relationships between elements of practice and knowledge, predicts practice patterns, identifies methods to evaluate practice, and examines identified variables.

Learning is enhanced by a collaborative, student/faculty partnership, which is characterized by active and responsible student involvement strategies and by faculty who function as facilitators of the learning process. Education provides a foundation of theoretical knowledge and technical skills, which are common to the practice of nursing. Education at each level builds on previous knowledge to facilitate educational advancement and career mobility.

The curriculum is both an organized, competency-based sequence of learning for preparing individuals for entry-level positions in practice employing a variety of teaching/learning strategies to ensure student success. The faculty facilitation enables the students to become competent beginning practitioners who use effective critical thinking and demonstrate humanistic values and caring.

In addition, the faculty subscribes to the concept of differentiated nursing practice, which "describes the system of sorting roles, functions, and work of nurses according to education, clinical experience, and defined competence and decision-making skills required by different client needs and settings in which nursing is practiced." (NLNAC, 1999).

- **Nursing Foundation (NF)** is the knowledge from general education courses
- **Methodology (M)** is a method for problem-solving, critical thinking, and utilization of the process to support judgment
- **Nursing Essence (NE)** includes the core values and integrated concepts and standards identified by the faculty, regulatory agencies, and professional as essential to the foundation to practice the art and science of healthcare
- **Disciplined Inquiry (DI)** is the investigation, participation, and implementation of research and evidence-based practice at the appropriate level
- **Nursing Knowledge (NK)** is the understanding of nursing as a science and an art. Nursing Knowledge is the result of integrating Nursing Foundation, Methodology, Nursing Essence, and Disciplined Inquiry
- **Nursing Knowledge (NK) may be expressed in the equation** NF + M + NE + DI = NK. The depth and breadth of Nursing Practice (NP) is determined by the individual nurse's (I) integration and synthesis through cognitive, affective, psychomotor, and spiritual domains of self, times Nursing Knowledge (NK).. Nursing practice may be expressed in the equation (NK) (I) = (P). The individual's practice is directly related to the degree of integration and synthesis of knowledge. The faculty believes that the curricula based on this philosophy, conceptual framework, and theory meets the needs of the rural communities of the Finger Lakes Region. The philosophy and conceptual framework allows, encourages, and promotes the upward educational and career mobility.



Glossary

Core Values defined as the underpinnings and threads that are fundamental to the health professions and practice. There are seven values included in the curricula at Marion S. Whelan School of Practical Nursing

- **Caring** defined as a way to promote healing and health addressing the concern for the individual, family and community. The patient is the center of the caring relationship and care is provided with the idea that there is a commitment to the wellbeing of the common good and those who are vulnerable
- **Diversity** defined as the uniqueness of each individual, family, or community in which we provide care and practice nursing. Diversity includes dimensions of race, ethnicity, gender, sexual orientation, religion, political beliefs, age, socioeconomic status, geographical differences, and physical abilities
- **Excellence** is not a definition but rather an aspiration. At MSWSPN, the goal of excellence is to challenge the status quo, strive for continuous growth and improvement, and to gain a greater understanding of best practices
- **Integrity** defined as not only doing things right but doing the right thing at the right time and for the right reasons. In short, this means practicing with honesty, dignity, respect, humility and open communication all the time, not just when someone is watching
- **Ethics** defined by the professional conduct and values role modeled by a healthcare professional while also considering the patient's values, beliefs, and worthwhile providing care
- **Holism** defined as the consideration of the whole person and their uniqueness when providing care
- **Patient-Centeredness** defined as an approach to patient care that incorporates the uniqueness of the individual's background, preferences, values, traditions, and family considerations. A patient-centered approach means including the patients and significant others in the decisions about their care
- **Course Student Learning Outcomes** defined as an expected culmination of learning experiences at the end of a course and involves the mastery of essential content and competencies relevant to that course

Integrating Concepts

Integrating concepts are elements in nursing that must be mastered by all students regardless of degree level. The National League for Nursing (NLN) defines six concepts (context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork) that must be achieved through the apprenticeships of knowledge, practice and ethical comportment.

The apprenticeships include knowledge, which includes theory and science, practice which is the mastery of skills, notions of situated thinking, and use of knowledge to engage in practice in a thoughtful, deliberate way, and ethical comportment, which is the differentiation of "good practice" and "boundaries of practice".

- **Context and Environment** defined by the organizational climate, the policies and procedures, the patient characteristics, leadership, quality improvement efforts, safety culture, and other attributes that influence interactions

- **Knowledge and Science** defined by knowledge gained from disciplines outside of the field of nursing that serves as a foundation for developing and understanding nursing as a science and the importance of evidence-based practice
- **Personal and Professional Development (Professional Identity)** defined as lifelong learning, refining, and integrating the values consistent with a profession
- **Quality and Safety** defined as delivering of health care services including care that is consistent with best practices decreases the risk of negative outcomes, increases the achievement of positive outcomes, and considers all elements including individual, unit, and organizational perspectives
- **Relationship Based-Care** defined as core to practice and involves relationships with patients, families, and communities, as well as professional relationships with interdisciplinary health care team members
- **Teamwork:** defined as functioning within the interdisciplinary team with respect, collegiality, professional behaviors, and shared decision-making in the best interest of practice, patient safety, and organizational concern

National League for Nursing (NLN) Outcomes for Nursing Graduates

- **Human Flourishing** defined as the ability to achieve self-actualization and self-fulfillment within the larger context of the community. In the profession of nursing, it is the responsibility of the LPN to help patients, families, the community and general population to reclaim or achieve this
- **Nursing Judgment** defined as using critical thinking, clinical judgment, and evidence to base decisions of practice, care and research on
- **Professional Identity** defined as internalizing the core values established for the profession of nursing, recognizing nursing as an art and science, and embracing these fundamental beliefs to develop as a Licensed Practical Nurse continuously
- **Spirit of Inquiry** defined as a curiosity of nursing practice and the learning environment. Having a spirit of inquiry in nursing means challenging the status quo and seeking creative solutions to problems based on best practices and evidence

Program Outcome

- Defined as a performance measurement of the program and includes but is not limited to pass rates, attrition, satisfaction rates, job placement rates, etc.

Nursing Program Goals

The goal of the nursing program is to prepare students with the knowledge, skills, and attitudes necessary to function safely, efficiently, and competently in the clinical setting as a graduate nurse. This will be accomplished by

- Meeting or exceeding the criteria outlined in the current accreditation standards, evidence-based practice recommendations from the National League for Nursing (NLN), Institute of Medicine (IOM), Quality and Safety Education for Nurses (QSEN), and other regulatory agencies
- Preparing competent graduates in the cognitive, psychomotor, and affective learning domains who

- Build on knowledge gained from the general education courses
- Function as nurses who provide and participates in the coordination of patient care as a member of the interdisciplinary team
- Make sound clinical decisions supported by evidence and theoretical knowledge, critical thinking, and technical skills
- Deliver compassionate, competent, holistic patient-centered care
- Gain knowledge and skills from lifelong learning and educational advancement while promoting and supporting the profession of nursing
- Serve the needs of the community by responding to a changing healthcare environment

End of Program Student Learning Outcome (EPSLO)

- Defined as an expected culmination of all learning experiences from the Licensed Practical Nursing Program. This culmination will result in expected graduate behaviors
- Defined as a performance measurement of the program and includes but is not limited to pass rates, attrition, satisfaction rates, job placement rates, etc.
- Upon completion of the program, the graduate will:
    - Integrate learning built on the foundation of the general education courses into their nursing practice to serve the community healthcare needs of the Finger Lakes region (Nursing Foundation)
    - Use nursing judgment to make sound clinical decisions based on theoretical knowledge, critical thinking, nursing skills, and available technology within the scope of practice of the Licensed Practical Nurse (Methodology)
    - Deliver compassionate, competent, relationship-based care in a healing environment to support human flourishing (Nursing Essence)
    - Serve the rural communities health needs of the Finger Lakes Region by responding to a changing healthcare environment through the spirit of inquiry and evidence-based practice (Disciplined Inquiry)
    - Gain knowledge and skills through continuing education and educational advancement, while promoting and supporting the role of the Licensed Practical Nurse (Professional Identity)

Nursing Curriculum

Finger Lakes Community College (FLCC), one of our educational partners, provides general education courses at both the Geneva and Canandaigua campuses. All students have the option of taking general education course through FLCC.

Clock Hours and Credits

The conversion from clock hours to credit hours is as follows:

- 1 clock hour of lecture x 15 weeks = 1 credit hour
- 2 clock hours of lab x 15 weeks = 1 credit hour
- 3 clock hours of clinical x 15 weeks = 1 credit hour

Nursing Clinical Component

Students complete a total of **490** clinical hours throughout the 10 month program. Each student rotates through various clinical areas including, but not limited, to the Urgent Care Center, long term care, occupational health care, medical/surgical units, family birth, inpatient mental health, and physician practice. The combination of classroom and clinical content prepares students to achieve the end of program student learning outcomes.

Nursing Course Descriptions

Nursing I

Nursing I introduces the student to fundamental skills, principles related to patient/resident care and concepts of critical thinking in a blending learning experience. Nursing knowledge builds on the foundation gained from general education courses. Introduction of core values and integrated concepts of nursing essence which includes the members of the health care team, nursing and developmental theories, therapeutic communication, health/illness continuum, infection control measures, provisions for meeting basic physical needs, integumentary system, end-of-life/ oncological care, nutrition, physical assessment, vital signs, and includes skills/procedures related to the nursing care of patients/residents across the lifespan.

Emphasis is placed on defining methodology such as the nursing process, critical thinking, problem solving and nursing judgment. In addition, discipline inquiry is introduced as the basics of evidence based practice to promote the spirit of inquiry.

Supervised clinical experiences allow each student to demonstrate basic skills associated with the role of the practical nurse. Practice of fundamental skills is provided in the school lab and through patient/ resident care assignment selection and is planned with concurrent theory. The practical nurse will work in congruence with the inter-professional health care team members providing safe, quality, and individualized patient/resident care thus defining their professional role in nursing.

At times, students may be required to attend educational programs outside of regularly scheduled classes and/or clinical assignments.

Nursing II

Nursing II builds on nursing foundations as it relates to the principles, concepts, and skills introduced in Nursing I as well as the general education courses. Students deliver care with special emphasis on the core values of the curriculum through the essence of nursing. Evidenced based practice as it relates to disease processes and interventions will be explored through disciplined inquiry, while critical thinking, the nursing process, and the integration of pharmacological and community health standards are evaluated through a methodological approach. The complex needs of the Medical/Surgical population as well as continued care of the long-term care resident are explored with the deliberate focus on providing holistic and culturally sensitive care with a focus on integrating the neurological, gastrointestinal, respiratory, cardiac and musculoskeletal systems.

Diabetes and fluid and electrolyte imbalances are also explored. Evidenced based practice as it relates to disease processes are studied with respective intervention through disciplined inquiry.

At times students may be required to attend educational programs outside of regularly scheduled classes and /or clinical assignments.

Nursing III

Nursing III evaluates the knowledge acquired in previous nursing courses as it relates to principles, concepts, and skills in addition to general education courses. The complex needs of the patient in the community setting, mental health and maternity patient including holistic care and cultural considerations for all populations of patients, will be developed through the essence of nursing. Continuance of evidenced based practice as it relates to the disease processes and interventions will be utilized through disciplined inquiry, while critical thinking, delegation and the nursing process are evaluated through a methodological approach.

The continued complex needs of the community population are evaluated, focusing on providing holistic and culturally sensitive care specific to the mental health, renal, sensory, hematology, immunology, endocrine, reproduction, maternal/newborn, and communicable diseases and disaster preparedness are also explored.

Ethical – legal and vocational aspects of Practical Nursing acquaints the student nurse with responsibilities, as well as the limitations of their role as a graduate nurse.

At times students may be required to attend educational programs outside of regularly scheduled classes and/or clinical assignments.

Students must meet the General Education Requirements

General Education Course Descriptions

All courses are taught by our partner institution, Finger Lakes Community College.

Human Anatomy & Physiology I - 4 credits (4 credits = 90 Clock Hours)

This course provides an in depth analysis of the structure and function of the human body dealt with at the following levels of organization: chemical, biochemical, cellular, tissue, organ and organ system. Students discuss anatomical and physiological interrelationships and homeostatic mechanisms as they pertain to normal health and disease. Organ systems covered include the integumentary, skeletal, muscular, nervous and closely related special senses. A laboratory component in included and involves analysis done at both microscopic and macroscopic levels. Students obtain hands-on experience with disarticulated bones, muscle models, and selected dissections. **Prerequisite**: Successful completion of all required remedial courses.

Human Anatomy & Physiology II - 4 credits (4 credits = 90 Clock Hours)
This course is a continuation of BIO 171, providing an in depth analysis of the systems not covered in Human A&P I (ie. cardiovascular, respiratory, digestive, urinary, reproductive and endocrine systems, along with genetics, fluid, electrolyte and pH balance). Students further develop their explanations of anatomical and physiological interrelationships and homeostatic mechanisms as they pertain to normal health and disease. The laboratory component will reinforce skills introduced in A&P I (eg. microscopic and macroscopic levels of analysis, and mammalian dissection) while adding additional physiological experiments (eg. cardiovascular, digestive, and hematological). **Prerequisite: BIO 171**.

Composition I - 3 credits (3 credits = 45 clock hours)
The goals of Composition I are to develop students' abilities to write at a college level and to think critically. Students will learn to make decisions based on rhetorical concerns of a writer's purpose, the readers' needs, and the context in which documents are read. As using sources effectively is one of the goals in the course, research will be interwoven into documents as a way to support ideas and connect with the audience. The course emphasizes process-based writing, student reflection of their learning progress, and it culminates in a learning portfolio.

Introductory Psychology - 3 credits (3 credits = 45 clock hours)
This course is a comprehensive overview of the scientific study of behavior and mental processes. It will familiarize students with the scientific methods used in the field of psychology. It will also introduce various topics within the field, such as consciousness, motivation, learning, memory, cognition, development, personality, psychological disorders and their treatments, social psychology, and the biological bases of behavior.

Life Span Development - 3 credits (3 credits = 45 clock hours)
This course is an overview of the study of the development of human behavior and mental processes over the life span from conception through late adulthood including death and dying. The emphasis in the course is on the complex interaction of the principles of physical, social, cognitive and personality development. **Prerequisite:** PSY 100

Code of Ethics Nursing Program

The nursing program incorporates the **ANA Code of Ethics** into the curricula. Adherence to this code is every student's responsibility both to the profession and to the patient. The code is followed in both classroom and clinical practice.

- **Provision 1 -**The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person
- **Provision 2 -** The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population
- **Provision 3 -** The nurse promotes, advocates for, and protects the rights, health, and safety of the patient
- **Provision 4 -** The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care
- **Provision 5 -** The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth
- **Provision 6 -** The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality healthcare
- **Provision 7 -** The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy
- **Provision 8 -** The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities
- **Provision 9 -** The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy

(Source: American Nurses Association. (2015). Code of ethics with interpretative statements. Silver Spring, MD: Author. Retrieved from https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/)

Professional Licensing and Eligibility for New York State Licensing Exam

All obligations, financial or otherwise, must be cleared for students to receive grades or graduate. Graduates of the nursing program are eligible to take the National Council Licensing Examination **(NCLEX)** to become licensed as a practical nurse. Requirements for licensure include graduation from an accredited nursing program, passing the licensure exam and being at least 18 years of age.

New York State requires all applicants for **NCLEX**, as stated in the *Nursing Handbook*, published by the University of the State of New York Education Department, to answer whether they have:

- Been charged with a crime (felony or misdemeanor) in any state or country, the disposition of which was other than by acquittal or dismissal
- Been convicted of a crime (felony or misdemeanor) in any state or country
- Ever surrendered their license or been found guilty of professional misconduct, unprofessional conduct, incompetence or negligence in any state or country
- Charges pending against them for professional misconduct, unprofessional conduct incompetence or negligence in any state or country

If the answer to any of the above is **"yes,"** students must submit, in writing, a complete explanation, copies of any court records and a copy of the "**Certificate of Relief from Disabilities"** or "**Certificate of Good Conduct."**

Following a review of these documents, eligibility for licensure will be determined on an individual, case-by-case basis by the New York State Education Department. These forms are **not** submitted to MSWSPN.

Clinical Information

CPR

Students are required to be certified in Professional Rescuer Cardiopulmonary Resuscitation (CPR) [American Heart Association or American Red Cross, health care provider, adult/child/infant]. They must provide evidence of current certification. It is the student's responsibility to maintain current certification. Students will not be allowed to go to the clinical area without completion of preclinical education and CPR documentation. CPR certification must include a clinical competency assessment (skill demonstration component). Students are required to provide CPR and preclinical documentation to the Student Services Coordinator by the designated due date. Please note Heartsaver First Aid does not fulfill this requirement

Professional Confidentiality

The importance of confidentiality cannot be overemphasized. It is mandatory that you adhere to all HIPAA (Health Insurance Portability and Accountability Act) standards. Discussion of patients must be limited to pre- and post-conferences. At no time are patients to be discussed at breaks, on elevators, in the cafeteria, or other inappropriate settings. Only patient's initials may be used on written work. Patient charts are confidential records and may not be photocopied.

PPD

The student's health record must include, proof of an **annua**l PPD and influenza immunization (flu shot). For students who are unable to receive the PPD due to an allergy or previous reaction, evidence of a negative chest x-ray must be submitted in its place. Students will not be allowed to go to the clinical area without proof of current PPD on file.

Clinical Enrollment

Enrollment in each of the programs is limited due to the availability of clinical facilities. The ratio of faculty to student will not be greater than **1:10** in clinical and lab.

Liability Insurance

Student liability insurance for the clinical area is required of each student prior to beginning the clinical experience and every year thereafter. This is provided and included in student fees.

Standards of Professional Practice

In all situations, students are expected to demonstrate responsibility and accountability as healthcare professionals, with the ultimate goal being health promotion and prevention of harm to others. The faculty of the MSWSPN programs believe that this goal will be attained if each student's daily clinical practice and behaviors are guided by the Standards of Professional Practice.

An infraction occurring in any setting will be assigned and documented in the student's record. A violation of the Professional Practice Standards includes, but is not limited to, the following behaviors:

- Any action that jeopardizes patient safety
- Any action that compromises patient confidentiality
- Any action in which a student functions outside the scope of practice
- Any action or behavior violating agency policies and procedures
- Any action that does not uphold standards of health care professions or MSWSPN policies

Students who do not successfully meet all of the above-stated criteria will not be allowed to participate in either the pinning or the graduation ceremonies. Graduation from MSWSPN does not guarantee employment

The severity of a violation may warrant dismissal from the program at any time

Uniform Code

In clinical areas, students are to be in full uniform and must conform to this code. The only exception is when an agency's policy differs, then the student must adhere to the affiliating agency's policy. Affiliating agencies require students to wear full uniform when gathering data. Picture IDs are to be worn during all clinical experiences.

Uniform

The uniform consists of a combination of gray scrub top and navy blue scrub pants, purchased through the school website with school logo. Nursing students are allowed to wear navy blue or matching gray scrub (lab) coats while in clinical or while in the lab. If long sleeved undershirts are worn they must be navy blue. Matching shoes and socks are to be worn. Shoes are to be clean and polished. No open toe shoes are allowed in any clinical setting.

Student may not visit friends or family in the hospital while in student uniform or during scheduled clinical time.

Students are not allowed to wear their uniform while working as an agency employee.

Personal protective equipment, such as face and eye protection may also be required.

The following uniform accessories may be required and are dependent on the program the student is enrolled in:

- Photo ID badge
- Watch displaying seconds or that has a second hand
- Bandage scissors
- Stethoscope
- Blood pressure cuff
- Gait belt
- Pulse oximeter

Cosmetics
Cosmetics are to be worn in moderation.

Fingernails
Fingernails are to be clean and short; no nail polish or artificial nails is/are permitted.

Hair
The hair is to be clean and groomed, pulled back close to the head, away from the face and off the neck. No bows, ornamental clips, or ribbons are to be worn in the hair. Over the ear, styles are permissible for males provided it remains within a moderate length. Sideburns are to be no longer than the tip of the earlobe with basic straight-line style and should be neatly trimmed. Hair is to be a natural color.

Jewelry
Only the wedding band may be worn unless a ring guard is worn. Wearing of earrings must be limited to the small stud for nasal piercings or pierced ears and only one **(1)** earring per ear. No gauges, facial, tongue, or body jewelry is permitted. However, a space saver is allowed for a tongue piercing.

Mustaches
Mustaches should be conservatively styled and neatly trimmed. The student should follow the policy of the affiliating institution concerning beards.

Perfume
Perfumes, after-shave lotions, colognes, and scented deodorants may cause allergic reactions in some individuals and are not to be worn.

Standards of Academic Progress

Academic Standing/Probation

Students are in good academic standing when they have a GPA of **2.33** or better. A student is considered on academic probation when they have a cumulative GPA of less than a **2.33** throughout the trimester. This must be raised by the end of a course to **2.33** to be promoted to the next level. Faculty members systematically evaluate students' progress throughout the program.

This evaluation includes both theory and clinical practice. It is also the responsibility of the student to monitor their performance and progress throughout the program. Students have access

to their grades 24/7. All obligations, financial or otherwise, must be cleared for students to receive grades, be promoted or graduate.

Clinical Failure

A clinical failure may result when a student consistently

- Demonstrates a pattern of unsafe execution of psychomotor skills
- Fails to consistently apply theory to practice
- Does not distinguish between normal and abnormal data, or fails to take action based on data
- Does not demonstrate critical thinking
- Fails to seek guidance in uncertain situations
- Fail to act on constructive feedback
- Fails to meet the student learning outcomes
- Excessive tardiness or absenteeism

Dismissal/Termination

A student may be dismissed when there is sufficient evidence to show the following:

Academic Dismissal:

- Violations of the School of Nursing code (See section on ***Academic Integrity*** **and** ***Code of Ethics Policy***)
- Academic failure; academic failure is defined as a course grade below a **"C+" (77%)** average (See section on ***Academic Progress*** **and** ***Grading*** **policy**)
- Cheating (See section on **A*cademic Dishonesty* policy**)
- Plagiarism/self-plagiarism (See section on ***Academic Dishonesty*** **and** ***Plagiarism*** **policy**)
- Submitting other peers work (See section on ***Academic Dishonesty*** **policy**)
- Fabricating information/citations (See section on ***Academic Dishonesty*** **policy**)
- Unauthorized possession of an examination, including the discussion of an examination **(**See section on ***Academic Dishonesty*** **policy)**

Clinical/Lab Dismissal

- Clinical failure **(**See section on ***Clinical Failure*** **policy)**
- Unsafe clinical practice **(**See section on ***Clinical Failure*** **and** ***Standards of Professional Practice)***
- False documentation
- Taking agency documents off the clinical site (patient charts, lab results, medication summaries) under any circumstance
- Attendance; excessive absences with failure to initiate a plan for make-up experiences, or absences; exceeding the School's ability to accommodate the make-up experiences **(**See section on ***Clinical Failure*** **and** ***Attendance*** **policy)**
- HIPAA Violation **(**See section on ***Professional Confidentiality*** **policy**)

- Does not meet minimal competency; minimal competency is defined as a three **(3) on all five criterion** of the final clinical evaluation tool **(**See section on ***Standards of Professional Practice*** **policy)**
- Failure to complete any assigned lab skills and/or assignments

Behavioral Dismissal

- A failure to comply with School/Hospital/Agency policies and procedures
- Behavior which is unprofessional/inappropriate **(**See section on ***Academic Integrity*** **policy)**
- Conduct that jeopardizes the safety of self, students, patients or others
- Failure to meet financial obligations or health requirements
- Violation of the Substance Use policy
- Inappropriate use of social media
- Bullying **(**See section on ***Bullying*** **Policy)**

Students who are accepted and are unsuccessful can be readmitted one time. Students who are accepted for readmission and subsequently are unsuccessful a second time are not eligible to return into the same program

If a student is unsuccessful in a core course due to mental or physical illness documentation from the student's provider is required to return to the program. This documentation must be submitted before the student will be considered for readmission (See section on ***Medical Illness Policy***).

Student Dismissal/Withdrawal Notifications

When a student is dismissed or withdraws from the program, for any reason, it is necessary to notify the following staff/departments. For security reasons privileges to the following databases will be removed/restricted:

- **Meditech, Outlook, Active Directory** - Informational Services (IS)
- **NetLearning** - Database Specialist
- **Examsoft/Examplify, One Call Emergency Text Alerts** - Faculty/Student Support Specialist
- **ATI** - ATI Administrator
- **Empower -** Student Services Coordinator

Students enrolled in the program that are withdrawn, will be responsible for 100 percent of tuition and fees for the enrolled term by 25 days from the start of the term.

Grading Policies

Course grade is based on a point system—see individual course requirements for course grade. Letter grades are based on quality points:

A = 96-100% (4.0)	**A-** = 90-95% (3.67)	**B+** = 87-89% (3.33)	**B** = 83-86%(3.0)
B- = 80-82% (2.67)	**C+** = 77-79% (2.33)	**C** = 73-76% (2.0)	**C-** = 70-72% (1.67)
D+ = 67-69% (1.33)	**D** = 63-66% (1.00)	**D-** = 60-62% (.67)	**F** = 0-59% (0 quality points)

Any student receiving below a **"C+"** in any major course or below a **"C"** in any general education course will be dismissed from the program and must submit to reapply to the program.

INC: Incomplete indicates the student has failed to complete course requirements. It is a temporary grade assigned by faculty and must be resolved within the time period specified in writing by faculty. Failure to do so results in the grade of **"F"**.

W: Withdrawal indicates that the student is in good academic/clinical standing before designated drop date.

AD: Administrative Dismissal due to failure to meet School obligations, including financial, moral, ethical or any School policies. A student who receives an administrative dismissal **(AD)** from a course will receive an **"F"** for that course, which will appear and be calculated as a grade of **"F"** on the transcript.

A **"P"** (pass) or **"F"** (fail) shall be used in final grading of clinical practice. An **"F"** (fail) in clinical practice results in failure of the course.

Grade point averages (GPA) will be computed at the end of each trimester.

In the event a student fails a course and later retakes it, both grades will be recorded. If the student retakes a course at another institution, the course will revert to a transfer status credit. Transfer credit may only be given for courses with a final grade of **"C"** or better.

Remediation

Remediation is available to any student needing assistance with lecture material or clinical skills. Faculty are available by appointment for one-on-one or group remediation. Remediation is required with some courses if scores (i.e. unit exams, standardized exams) fall below specific levels. Students are encouraged to seek guidance from academic advisors concerning remediation needs.

Advisement Assignment

Each student will be randomly assigned an academic advisor before the beginning of the program. Faculty members encourage each student to make an appointment for student advisement. Faculty meets with their advisee once at the beginning of the semester to develop/review the degree audit for academic progress and advancement.

An evaluation meeting to review academic, clinical and attendance progress is suggested at the midterm point of the semester. The student will also meet with their clinical faculty for clinical progress as needed. Students may make an appointment with their advisor at any time during the

program by emailing them. In addition, the students may take advantage of external academic support programs and tutoring assistance.

Student Responsibilities for Registration

The student is responsible for seeking academic advisement from their advisor prior to registering each trimester. The student will register for all courses, including the general education courses in collaboration with their advisor and student services at MSWSPN.

Withdrawal

If a student wishes to withdraw from any course or the program for personal, medical or academic reasons, a written request identifying the reason for the withdrawal must be submitted to the Director. A meeting will then be scheduled. A student withdrawing prior to the designated drop date (identified on the academic calendar) will receive a "W" on their transcript. All financial and School obligations must be cleared in order to be eligible for an official transcript and/or letter of recommendation.

Students may be administratively withdrawn as of their last date of attendance due to excessive absence from academically related activity, or for failure to satisfy a balance on the students account. A students last date of attendance is defined as the last day a student had academically related activity, which includes class, clinical experience, lab, remediation, or examination. Students who are absent from all periods of instruction for ten **(10)** calendar days and fail to provide the appropriate notification as outlined in the attendance policy will be administratively withdrawn.

Students who are in good academic standing at the time of administrative withdrawal will be assigned a grade of "W" unless the last day to withdraw from courses and receive a "W" (as outlined on the School Calendar) has passed. If the Administrative Withdrawal is processed after the last day to withdraw and receive a "W" (as outlined on the School Calendar) or the student is not in good academic standing, a grade of "F" will be assigned. An "F" will be calculated into the student's grade point average as an "F". Please note a "W" may affect future financial aid. The date of determination that the student withdrew is the last day of attendance.

Graduation Requirements

Participation in the graduation/pinning ceremony is an earned honor. To be eligible to participate in the pinning /graduation ceremony, a student must meet all of the following conditions:

- Successful completion of all required coursework as outlined in the curriculum
- Proof of successful completion of all general education courses by **June 1st** of the graduation year
- Satisfactory clinical evaluation
- All tuition and fees paid in full
- All borrowed library materials returned
- Completion of ATI Review Course

Students who do not successfully meet all of the above-stated criteria will not be allowed to participate in the pinning/graduation ceremony. Graduation from MSWSPN does not guarantee employment

Promotion and Continuance

Criteria for promotion

- A cumulative grade point average of 2.33 or above for all nursing courses
- A minimum grade of "C" in all other courses
- A satisfactory clinical grade for each nursing course
- Completion of all required lab validation skills

Review of each student's completion status regarding general education classes is done at the end of each trimester by both the Student Services Coordinator and the student's academic advisor. Results of this review are communicated to the student to make them aware of unfulfilled requirements so that students have the opportunity to seek out and register for needed courses in the next trimester.

Students are expected to meet with their academic advisor at least once per trimester to review their degree audit status. Students may also review their degree audit status via their **Empower** account.

FERPA

Access to student records in compliance with the Family Education Rights and Privacy Act (FERPA) of 1974 (PL 93-579), students have the right to review their records. These records include the following: academic folder which is maintained in the Office of the Student Services. In order to access the records, a request must be made in writing by the student to the Student Services Coordinator seventy two **(72)** hours in advance.

Students must give written permission before educational information (including health records), transcripts or references will be released to another educational institution. If a student believes any portion of their file is false or misleading, they may request an amendment to their record and challenge the contents through a formal grievance.

FERPA Waiver

The Family Educational Rights and Privacy Act (FERPA) of 1974 (The Buckley Amendment) insures students of the right to privacy and confidentiality with respect to their educational records. With a student's written consent, the Registrar (or designee) may disclose any confidential information on file to any individual or agency named by the student.

This form is provided as a means for students to give the Registrar (or designee) permission to discuss their academic records with someone other than themselves (i.e. with a parent, guardian, etc.).

Written consent will be kept permanently on file, and the Office of the Registrar (or designee) will release information regarding the student's academic record to those person(s) who have been designated on this form. If for any reason a student decides to cancel this release, they must submit a letter withdrawing the consent, indicating the person(s) affected, and send or deliver the written notice to Marion S. Whelan School of Practical Nursing, Office of the Registrar, 196 North Street, Geneva, NY 14456.

I hereby authorize the Registrar (or designee) to release information regarding my academic record to the person(s) whose name(s) appear below:
Student's Name (print):_____ Disclose to: (print name): _____ Relationship to student: _____ Disclose to: (print name): _____ Relationship to student: _____

Academic Records consist of grades, transfer information, academic transcript and related records of academic standing.

_____ _____

Student signature Date

Please return completed document to:
Marion S. Whelan School of Practical Nursing, Office of the Registrar
196 North Street
Geneva, NY 14456

Our Facilities

All facilities are ADA accessible

Classrooms

MSWSPN has classroom space to facilitate the operations of its academic programs. Classrooms accommodate between **12** and **84 students**. Each classroom has a computer station with internet access, large monitors for PowerPoint lectures, and a large viewing screen used during instruction.

Laboratory

The nursing lab on campus contains eight simulated hospital rooms where students can practice newly acquired skills. Two high fidelity simulation manikins and three moderate fidelity manikins, two adult and one new born can be programmed to model real-life clinical situations for student learning. Adult, newborn, infant, and pediatric low fidelity manikins utilized to model real life across the life span situations for students. The Operating Room suite contains a real-life OR room with equipment and supplies that allows the student to practice as if they are in a real OR suite. A community room is setup for home learning experiences.

Computers

The computer training lab, where technology training takes place, seats **32.** The lab and its printer are available for student use when classes are not in session. There are several other computer areas on campus equipped with printers that are available for student use. All computers have a high-speed internet connection and relevant clinical learning programs. Students experiencing technical difficulties with a School computer may contact the **IS Help Desk 315-787-4040** for assistance.

Library Services

- **The FLCON/MSWSPN library** houses health-related books and journals, to aid in student learning and is open **Monday-Friday from 6:00 am –10:00 pm**
- Additionally, students have access to the online Library Program, which is accessible through the Guthrie Health System at no cost to the student

Study Areas/Lounges

Several study areas and lounges are available on campus. All areas are open and available to students when they are on campus and are ADA accessible.

Student Services

Change of Personal Information

If a student changes their name, address, or phone number while enrolled at the School, the student must notify the Student Services Coordinator immediately and update via **Empower.**

English as a Second Language (ESL)

MSWSPN welcomes diversity. Please contact your advisor for resources within the School. If you find you, need assistance with writing, speaking or reading contact Ontario County Literacy Volunteers. They will perform an assessment to assure you are connected with a volunteer who best suits your needs.

Housing

Currently, the available facilities do not support housing. However, often community residents may have housing available. Please contact Student Services Coordinator for further information.

Inclement Weather

To reduce potential travel hazards for students, the nursing programs may be closed for class and clinical experiences at the discretion of the Director in conjunction with the hospital organization. Students are responsible to check electronic means of notification, such as email/ text/**Typhon**/and/or listen to television/ radio reports on School closings. Faculty will notify the clinical areas if the nursing programs are canceled or closed.

Job Placement

MSWSPN is committed to helping students with job placement opportunities. Employment opportunities at Finger Lakes Health (FLH) are shared via the FLH website, and advertised available jobs are posted on respective program bulletin boards or emailed to enrolled students by the Faculty & Student Support Specialist. Employment opportunities through Finger Lakes Health are shared through the Finger Lakes Health Website as well as the recruitment office. HR specialists are invited to the classroom to share job opportunities with students in both programs. MSWSPN does not guarantee employment for any graduate.

Transportation and Parking

The student will be responsible for their own transportation to and from agencies utilized for clinical experiences. It is necessary for students to have reliable transportation. Parking is available on campus free of charge. There is a designated student parking area. All vehicles parked on campus must be registered and display a parking sticker. The student parking lot is monitored by security.

The hospital parking areas are reserved for patients and staff. Adhering to parking policy is part of professional responsibility. Violation of the policy may result in a ticket, or for repeated occurrences disciplinary action.

Veterans

The "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at www.benefits.va.gov/gibill

Student Development Campus Life

Emergency Fund Policy and Procedure

MSWSPN provides emergency funds to support student success, retention and completion by assisting with financial barriers students may encounter. Funding is on a first come, first serve basis, limited by available fund. Emergency funds can be used once per calendar year for unforeseen financial challenges that could impede academic success

Student Eligibility Guidelines

- Completed Financial Aid worksheets (FAFSA/TAP)
- Please note this award is not intended to substitute for Financial Aid (FAFSA/TAP)
- Must be currently enrolled as a part time or full-time student in any program
- Must have completed one trimester of courses to be eligible
- Show evidence of financial need

Application and Awarding Process

- The student is required to bring their financial needs to the attention of the Director, Faculty or Staff members. Their advisor will refer the student's request to the Director
- The student must complete an application and provide supporting documentation
- If awarded, the student must provide receipts to the Director supporting expenditures per the agreement

Fundraising

Students may be involved in fundraising for their class. Monies raised will be used to support the emergency students' fund, class gift, and graduation/pinning celebration. All activities are on a volunteer basis.

Student Activities

Student activities are planned and organized throughout the year. Faculty and students recognize accomplishments, celebrate milestones, and support colleagues through their educational journey. Activities are open to any student who wishes to participate. Students may assist with organizing an activity, or may wish to sponsor an activity themselves. For student-sponsored activities, a faculty member will serve as an advisor.

Technology

Computers

All students must have access to a computer while a student in either program. Because we use many different software programs to enhance your learning, it is helpful if your computer meets the recommended PC configuration.

Recommended PC Configuration

Any PC or Laptop that will meet the minimum requirements for **Windows 10 or Apple macos X 10.12 or higher.**

- **Storage:** at least 256Gb
- **RAM:** 4ГВ

Internet Explorer 9 or higher or the latest version of Firefox is preferred and recommended. Chrome, Safari for Windows, Opera and other browsers **MAY** work with our applications but functionality could be reduced or inoperable.

- Latest versions of Microsoft Silverlight, Adobe Acrobat Reader, Adobe Flash and Adobe Shockwave are required for most of our applications
- Microsoft Silverlight: http://www.microsoft.com/silverlight/
- Adobe Reader, Flash and Shockwave: http://www.adobe.com/
- Any office productivity software capable of producing MS Word, Excel and

PowerPoint documents (.doc, .docx, xls, xlsx, .ppt and .pptx) or Rich Text Format (.rtf) is required for submitting assignments

- Some products known to work:
  - MS Office: 2007, 2010 or 2013 (Office 365): http://office.microsoft.com/en-us/
  - Latest version of Libre Office: http://www.libreoffice.org/
  - Google Docs – will require additional steps to convert: http://docs.google.com/

Choice of Anti-Virus software is highly recommended. We do not recommend a specific product. Some Anti-Virus products that are known to be effective are:

- Norton Antivirus products; fee based: http://us.norton.com/products/?inid=us_hho_topnav_products_services
- McAfee Antivirus products; fee based: http://home.mcafee.com/Default.aspx?rfhs=1&CID=MFEen-usMHP001
- AVG products; free and fee based: http://www.avg.com/us-en/homepage
- Avast! products; free and fee based: http://www.avast.com/en-us/index

Computer Configurations

If a student finds that they are having trouble connecting to one or more systems from their home computer, lap top, or other device, there is an AV Tech who can help troubleshoot concerns. The IS help desk and AV support may be reached at **315-787-4040 option 1.**

IDs and Passwords

Students will be provided with IDs and passwords for each of the systems they will be expected to use. The IDs and passwords are intended to keep student and patient information safe and private. IDs and passwords should never be shared as they are considered your legal signature onto the system. If you forget a password, there is usually a link to have one reset or, for hospital programs, the help desk in the IS department may be of assistance. They can be reached at **315-787- 4040**.

Software Programs

Students will be expected to use the following software programs that will enhance the learning experience. These programs include:

- **DocuShare** a Finger Lakes Health searchable database of policies and procedures
- **ExamSoft/Examplify** online testing software
- **Outlook** the health system's e-mail service
- **ATI** a testing service that allows for practice and proctored exams to help prepare you for the NCLEX; also provides for NCLEX review
- **Meditech** the electronic medical record used by all staff on the clinical units
- **NetLearning** an e-learning program for mandatory class work and access to power point lectures as well as video programs of clinical laboratory skills

Students will be oriented to all systems they will be required to use. The systems are available on all computers throughout MSWSPN. They are also accessible from the student's home computer and may be accessed through the School's system's website, http://mswspn.com/

Instructions to add the student links page of the website to the student's home computer are distributed during orientation.

Program Approvals & Administrative Personnel

Accrediting Agencies or Organizations

- The New York State Education Department
  Professional Education Program Review
  Albany, New York 12230
  Phone: (518) 486-2967
  - The Nursing Program is registered by:
    - The University of the State of New York
      The State Education Department
      Office of the Professions, Division of Professional Licensing Services
      89 Washington Ave., Albany, NY 12234-1000
      www.op.nysed.gov
      518-474-3817, ext. 280
      RN Program HEGIS Code: 5208.10
- Accreditation Commission for Education in Nursing
  3390 Peachtree Road NE, Suite 1400
  Atlanta, Georgia 30326
  Phone: 404-975-5000
  Nursing Program Accreditation
- MSWSPN is approved by the NYS Division of Veterans Affairs for the training of veterans and other eligible persons (GI Bill)

School Administration

- Jose Acevedo, MBA, MD – President, San Juan Bautista College of Medicine, San Juan, Puerto Rico New York Institute of Technology, New York, NY
- Kathleen Mills EdD, MSN, RN – Director, Capella University, Minneapolis, MN
- Deanna Mills EdD, MSN, RN – Program Coordinator, Capella University, Minneapolis, MN

Faculty

Faculty – Full Time:

- Nichole McDermott, MS, RN, CNE – SUNY Empire College, Saratoga Springs, NY
- Deanna Mills EdD, MS, RN – Capella University, Minneapolis, MN
- Evelyn Doan, MS, RN – College, City, NY

Faculty – Part Time:

- Melissa Garcia – MSN, RN, University of Texas, Arlington, TX

Student Success Program

- Barbara Mellor – MS, RN, CNE, College, City, NY

Student Services

- Nathan Dingy – Student Admissions Specialist – Roberts Wesleyan College, Rochester, NY
- Julie Charles – Database Administrator – Taylor University, Upland, IN
- Jocelyn Cinamella – Registrar-Bursar, Finger Lakes Community College, Geneva, NY
- Michelle Brown – Student Affairs & Alumni Coordinator, University of Mary Washington, Fredericksburg, VA
- Amanda Howell – Administrative Assistant, Community College of Baltimore County, Catonsville, MD

Advisory Board Membership

LPN Program

- Kathleen Mills EdD, MS, RN, Director, MSWSPN
- Shayna Turner-Johnson, MS RN, Associate Professor of Nursing, FLCC
- Ashley Schultz, MSN, RN, Health Centers Coordinator Wayne-Finger Lakes Boces
- Victoria Record, EdD, MS, AGPCENP-BC, RN, CNE – President Rochester General College of Health Careers
- Nichole McDermott, MS, RN, CNE, Associate Professor MSWSPN
- Joanne Weinschreider, Provost & VP of Academic Affairs at Rochester General College of Health Careers
- Marisol Molina, LPN, MSWSPN Alumni
- Deanna Mills EdD, MS, RN, MSWSPN Program Coordinator

2025-2026 ACADEMIC CALENDAR

2025	
August 25	**Trimester I Classes Begin**
September 1	**Labor Day Holiday**
September 19	**Course drop/withdrawal on or after this date generates "W" not refund.**
November 21	**Trimester I Ends**
November 24-29	**Thanksgiving Break**
December 1	**Trimester II (Part 1) Begins**
December 19	**Trimester II (Part 1) Ends**
December 22 –Jan 12	**Winter Vacation**
2026	
January 12	**Trimester II (Part 2) Begins**
January 23	**Last day to withdraw and receive a "W"**
March 13	**Trimester II (Part 2) Ends**
March 23-28	**Spring Break – No MSWSPN classes**
March 30	**Trimester III Begins**
April 24	**Last day to withdraw and receive a "W"**
May 25	**Memorial Day - MSWSPN closed**
June 12	**Last Day for Clinical/ Class**
June 15-17	**Mandatory ATI Review Course**
June 18	**MSWSPN Pinning and Graduation**

***THIS CALENDAR IS TENTATIVE. MSWSPN RESERVES THE RIGHT TO CHANGE CLASS AND CLINICAL SCHEDULES IF CIRCUMSTANCES WARRANT REVISION.**