Signature Healthcare
BROCKTON HOSPITAL
SCHOOL OF NURSING

STUDENT HANDBOOK

2011-2012
Signature Healthcare/Brockton Hospital

Accredited by:
Joint Commission on Accreditation of Healthcare Organizations
American College of Radiology (Mammography and Ultrasound Imaging Services)
American College of Surgeons (Cancer Services)
American Society of Therapeutic Radiologists (Cancer Services)
Medical, Surgical, and other Residency Programs approved by the American Council of Graduate Medical Education and the American Medical Association
College of American Pathologists (Laboratory Services)
American Association of Blood Banks (Laboratory Services)
Intersocietal Commission for the Accreditation of Vascular Laboratories

Affiliated with:
Bay State College for Medical Assisting Internship (BGPMA)
Boston College (William F. Connell School of Nursing) for Clinical Placement Program
Bridgewater State College for Exercise Science Students
Bridgewater State College for Social Work
Bunker Hill Community College for Diagnostic Medical Sonography
Community College of Rhode Island for Diagnostic Medical Sonography
Ithaca College for Health Sciences & Human Performance
Mass College of Pharmacy for Radiologic Technology
Massasoit Community College for Computerized Tomography
Massasoit Community College for Clinical Nursing Education Program
Massasoit Community College for Clinical Radiologic Technology
Massasoit Community College for Clinical Respiratory Care
Massasoit Community College for Phlebotomy Training
Quincy College for Clinical Nursing Education Program
Quincy College for Surgical Technology Program
Regis College for Graduate Nursing Practitioner Students
Southeastern Technical Institute for Medical Assistant Program
UMass Dartmouth for Medical Laboratory Science Education
UMass Boston College of Nursing for Nursing and Health Sciences (WHA)

The Hospital is also affiliated with Boston Higashi School: The International School for Autism; Brockton High School: Life Skills Program; North River Collaborative (Abington High School): STEP Program; South Shore Regional Vocational Technical High School: Health Careers Technology Program and Whitman-Hanson Regional High School: Partners in Business: Student placement: High School Internships

Member of:
American Hospital Association
Massachusetts Hospital Association

Licensed by:
Signature Healthcare Brockton Hospital is licensed by the Massachusetts Department of Public Health
The Psychiatric Service is licensed by the Department of Mental Health
The Transitional Care Unit is licensed by the Department of Public Health
Nuclear Medicine Department is licensed by the Nuclear Regulatory Commission
Signature Healthcare Brockton Hospital's Maternal-Newborn Suite is licensed by the Department of Public Health
Signature Healthcare Brockton Hospital’s Cardiac Catheterization Lab is licensed by the Department of Public Health
The Outpatient Care Center at Quincy Avenue and the Hospital’s Outpatient Radiology Service at 110 Liberty Street is licensed by the Depart of Public Health

Certified for: Participation in Medicare Programs
Signature Healthcare/Brockton Hospital School of Nursing

Approved by:
Commonwealth of Massachusetts Board of Registration in Nursing

Accredited by:
National League for Nursing Accrediting Commission (NLNAC)*
3343 Peachtree Road N. E. Suite 500
Atlanta, GA 30326
Telephone: 404-975-5000
Web site: www.nlnac.org
Fax: 404-975-5020

Member of:
National League for Nursing, Council of Diploma Programs
Massachusetts/Rhode Island League for Nursing, Council of Associate Degree and Diploma Programs
Massachusetts/Rhode Island League for Nursing,
New England Association of College Admissions Counselors
National Association of College Admissions Counselors
Massachusetts School Counselors’ Association
Massachusetts Association of Student Financial Aid Administrators
National Association of Student Financial Aid Administrators

Affiliated with: Fisher College

* The NLNAC serves as a repository for information about curricula, tuition and fees for the nation’s nursing programs. It also serves as gatekeeper for the Title IV – HEA Student Loan Program.

NONDISCRIMINATION NOTICE
In accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. ss 2000d et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. ss 794), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. ss 1681), The Americans With Disabilities Act, the Civil Rights Act of 1991 and the Age Discrimination Act of 1975, as amended (42 U.S.C. ss 6101 et seq.), to the extent that they may be applicable, Brockton Hospital School of Nursing does not, on the basis of race, color, sex, religion, national origin, handicap, or age, discriminate in admission or access to, or treatment or employment in, its programs or activities that receive Federal financial assistance or in its granting of scholarships or other financial aid. The person whose name appears below has been designated to coordinate the efforts of the School to comply with the US. Department of Health and Human Services regulations lawfully and validly implementing these Federal laws. (Department regulations promulgated pursuant to Title VI, Section 504, Title IX, and the Age Discrimination Act appear at 45 CFR Parts 80, 84, 86 and 91, respectively. The regulations promulgated pursuant to the Americans with Disabilities Act appear at 29 CFR 1630.) For further information about the regulations and the School’s grievance procedures for resolution of discrimination complaints, contact the Coordinator of Counseling and Student Services, Signature Healthcare Brockton Hospital School of Nursing, 680 Centre Street, Brockton, MA 02302. Telephone (508) 941-7050.

Brockton Hospital formally changed its name in December 2007 to Signature Healthcare. For purposes of this Catalogue, Signature Healthcare Brockton Hospital School of Nursing is hereinafter referred to as Brockton Hospital School of Nursing or BHSN.
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This is an official publication of Signature Healthcare/Brockton Hospital School of Nursing (SH/BHSN). SH/BHSN reserves the right to change requirements regarding admission, course prerequisites, tuition and fees, curriculum, graduation requirements and other regulations affecting the student body. Such regulations govern both incoming and matriculating students and will be effective as determined by SH/BHSN.
History
Brockton Hospital, founded in 1896, is a private, non-profit community teaching hospital with 253 beds serving 20 communities in southeastern Massachusetts. The Hospital offers graduate medical education programs in medicine, surgery, emergency, newborn and pediatrics, ENT and neurology. The Hospital also provides a transitional year residency program through an affiliation with Tufts Medical Center.

Signature Healthcare/Brockton Hospital recently completed a number of facility improvements, including doubling the size of the emergency department; creating new pre-admission testing, patient registration and outpatient laboratory areas; designing a transitional care unit; renovating the Department of Medicine to include a cardiac catheterization suite and two state-of-the-art cardiac catheterization laboratories; renovating the Department of Radiology to feature a nuclear medicine area, Tomo Therapy, a Women’s Imaging Center and a new on-site fixed magnetic resonance imaging suite; and constructing the Maternal-Newborn Pavilion which also houses a level II special care nursery. In 2007, the Dr. Burton J. Polansky Outpatient Care Center was created to provide local patients an ambulatory care center offering 25 primary and specialty care clinics.

In December 2007, Brockton Hospital became a regional institution, acquiring a system of primary care physicians and medical centers to create a new and larger healthcare provider. Brockton Hospital changed its name to Signature Healthcare Brockton Hospital. The new system maintains the same network of patients and doctors. However, as a regional, multi-specialty provider, it provides the people of the Brockton Hospital community a seamless, locally governed healthcare delivery system.

Mission
Signature Healthcare/Brockton Hospital’s mission is to be a private, not-for-profit community-based hospital that is recognized as the “hospital of choice” by staff, patients and the community it serves. It will operate within the following principles:

- Signature Healthcare/Brockton Hospital in collaboration with its medical staff will provide care that is known for its excellence, both from a human and medical perspective, through the development of a local health network.
- Signature Healthcare/Brockton Hospital will take an active leadership role in assessing the health care needs of Metro South and will commit itself to a hospital-community partnership and will collaborate with other providers and community members to offer a broad range of preventive education, health services, and other activities for underserved and disadvantaged populations to improve the health status of the community.
- Signature Healthcare/Brockton Hospital will develop new services/programs and participate in alternative delivery/regional health care systems to respond to community needs and enhance access to health care.
- Signature Healthcare/Brockton Hospital will participate in the education of new health care professionals for the purpose of enhancing the Hospital’s access to medical expertise and assuring the most up-to-date approaches for providing health care.
- Signature Healthcare/Brockton Hospital is an equitable employer, which values and rewards excellence in its associates.
- Signature Healthcare/Brockton Hospital will aggressively manage its financial matters to make it cost effective and fiscally sound.

Signature Healthcare/Brockton Hospital School of Nursing (SH/BHSN)

History
Brockton Hospital School of Nursing (BHSN), a private institution of higher education, is an integral part of Signature Healthcare Brockton Hospital. Originally established in 1897, BHSN has long had a prestigious reputation in nursing education. Considered a venerated asset to both the Hospital and the community, BHSN has a history of attracting high caliber students. The School has been in the forefront of nursing education for over a century and has graduated over 2,500 nurses mainly from southeastern Massachusetts.

BHSN was originally two years in length and expanded in 1911 to three years to comply with state regulations. During the Depression, many small schools throughout the nation closed. BHSN was no exception. BHSN closed its doors in 1935 only to reopen eight years later due to the great nursing shortage created by WWII. In 1979, BHSN responded to trends in nursing education and began an affiliation with Bridgewater State College. This enabled students to earn college credits toward a baccalaureate degree in nursing.
In 1986, BHSN shortened its three-year curriculum to two years and began an affiliation with Stonehill College.

In 1988, BHSN implemented a weekend/evening nursing division designed specifically for the working adult. It is identical to the two-year day division, with the exception of taking four years to complete. During that same year, Stonehill College discontinued its upper division nursing program and BHSN re-established its affiliation with Bridgewater State College.

In 1990 BHSN changed its collegiate affiliation to Fisher College to conduct a cooperative two-year day and four-year weekend/evening nursing program. The program awards students a diploma in nursing from BHSN. In addition, for eligible students, an Associate in Science degree from Fisher College is awarded. This is the only hospital-based diploma nursing program in Massachusetts.

A new Computer Lab was completed in 2009 with sixteen computers, printer and Power Point access. The front parlor, formerly known as the “Blue Room” was completely restored to its original architecture with the assistance of the Alumni Association. The space was renamed the Mary Cruise Kennedy Room to honor our oldest living graduate. In 2010, the Nursing Simulation Lab was moved to the first floor and the renovated space accommodates our simulated mannequins.

Mission
For over a century SH/BHSN has distinguished itself as a leader in educational excellence. SH/BHSN offers its students a quality education made possible by an excellent faculty dedicated to teaching, advanced facilities, and resources for learning. A concern for the welfare of the individual student is an integral part of the student experience at SH/BHSN.

As a result of a strong program in nursing, science, liberal arts and humanities, SH/BHSN prepares a nurse generalist and educates its students to think critically, communicate effectively and act responsibly within a context of personal and professional ethics. Essential to this mission is the SH/BHSN’s emphasis on life-long learning, which serves as a basis for a lifetime of intellectual and professional growth.

SH/BHSN recognizes that its diversity is an important source of its strength and responds creatively to the needs of a variety of populations. SH/BHSN generates and replenishes, whenever appropriate, resources essential to the social, cultural, economic and civic well-being of the communities it serves. As SH/BHSN adjusts to the challenges of contemporary society, it remains firmly committed to the growth and success of all those within its sphere of influence.

Philosophy
The philosophy of SH/BHSN is derived from and is in accord with the mission of Signature Healthcare, of which it is a part.

Faculty at Signature Healthcare/Brockton Hospital School of Nursing believe that people are bio-psycho-social beings who have great potential for self-actualization and are active participants in their own destinies. Student’s are valuable both as individuals and as members of groups within a dynamic society. They constantly strive to cope with a changing world through innate and acquired mechanisms, which are biological, psychological and social in origin. To respond to environmental changes, people must adapt through four modes of adaptation: physiological needs, self-concept, role function and interdependent relationships.

Health and illness are one inevitable dimension of peoples’ lives and are viewed on a continuum from maximum wellness to death. Life is characterized by constant dynamic movement through periods of health, crisis, illness, return to health or death. Health refers to a person’s ability to respond positively or to adapt to changes in the environment. Stimuli come from the environment and adaptation and coping refer to the concept of health.

Nursing is a scientifically-based, goal-oriented profession that promotes consumer adaptation in all four modes during health and illness. The purpose of contemporary nursing practice is to maintain health, prevent illness, promote recovery, restore wellness and maximal function and provide support for a peaceful death. The profession utilizes a dynamic nursing process, which includes assessment, diagnosis, planning, implementation and evaluation in relation to nursing management of the ill or potentially ill person/family.
Adult learning is a process that increases knowledge and understanding, broadens attitudes, allows for self-growth and leads to the continuing development of the individual. Student perception is enhanced when encouragement for self-directed learning is fostered. Learning can only be done by an individual who is responsible for his/her own knowledge. The student comprehends more effectively when planned classroom and clinical experiences are correlated and concurrent and progress from simple to complex.

Awareness is a dynamic process and occurs more readily when there is active participation in all aspects of learning. Faculty members assume roles of facilitators in the educational process, in a setting where there is mutual commitment between the teacher and the student, both of whom are accountable for their actions. Faculty members have a profound respect for the dignity and worth of individuals and accept their students as they are, without reservation. Responsibilities of faculty to students include creating environments conducive to self-improvement and enjoying introspection along with their students.

An educational institution should be responsive to the changing health needs and general welfare of the community of which it is a part. The healthcare concerns of the community have implications for the educational process to the end that both the individual and the community are served.

**Goals**

Consistent with its philosophy, the goals of SH/BHSN are to provide access to nursing education for qualified students in order to enable them to:

- Assume entry level nursing positions in acute care hospitals, post acute care settings, chronic care facilities and community health care agencies.
- Attain a love of learning so that they may take the initiative to seek further knowledge, formally or otherwise.
- Grow intellectually and emotionally through their educational experiences so that they may live full and meaningful personal and professional lives as contributing members of society.

**Educational Outcomes**

The educational outcomes emerge out of the philosophy and goals of SH/BHSN and are used as a basis for program evaluation. Upon completion of the nursing program, a graduate is prepared to:

- Integrate knowledge from the physical, social, applied sciences and nursing in caring for individuals and families across the life span.
- Collaborate with individuals and groups in promotion, maintenance and restoration of health.
- Use the nursing process in the management of patient care to assist individuals and families toward an optimal level of wellness.
- Assume responsibility for growth as an individual, a member of the nursing profession and a member of society.
- Provide comprehensive nursing care as a beginning staff nurse in acute care hospitals, post acute care settings, chronic care facilities and community health care agencies.
- Demonstrate accountability for own nursing practice which is congruent with professional standards and ethical-legal guidelines.

**Accreditation**

SH/BHSN is approved by the Commonwealth of Massachusetts Board of Registration in Nursing and accredited by the National League for Nursing Accreditation Commission (NLNAC). Students are welcome to review the most recent copies of the Board and National League for Nursing Accreditation Commission approvals/school status and self-study reports. These reports are located in the Office of the Dean and are accessible by appointment.

**Relationship Between the Hospital Mission Statement and SH/BHSN Mission Statement, Philosophy and Goals**

*Mission of Signature Healthcare:* Signature Healthcare in collaboration with its medical staff will provide care that is known for its excellence—both from a human and medical perspective—through the development of a local health network.

*Mission of SH/BHSN:* For a century SH/BHSN has distinguished itself in the tradition of educational excellence.
**SH/BHSN Philosophy:** Health and illness are inevitable dimensions of people’s lives and are viewed on a continuum from maximum wellness to death. Life is characterized by constant dynamic movement through periods of health, crisis, illness, return to health or death. Health refers to a person’s ability to respond positively or to adapt to changes in the environment. Stimuli come from the environment and adaptation and coping refer to the concept of health.

**Mission of Signature Healthcare:** Signature Healthcare will take an active leadership role in assessing the health care needs of Metro South and will commit itself to a hospital-community partnership and will collaborate with other providers and community members to offer a broad range of preventive education, health services, and other activities for underserved and disadvantaged populations to improve the health status of the community.

**Mission of SH/BHSN:** SH/BHSN recognizes that its diversity is an important source of its strength and responds creatively to the needs of a diverse population. SH/BHSN generates and replenishes, whenever appropriate, resources essential to the social, cultural, economic and civic well-being of the communities it serves.

**SH/BHSN Philosophy:** An educational institution should be responsive to the changing health needs and general welfare of the community of which it is a part. The health need concerns of the community have implications for the education process to the end that both the individual and the community are served.

**SH/BHSN Goal:** To grow intellectually and emotionally through their education experiences so that they may live full and meaningful personal and professional lives as contributing members of society.

**Mission of Signature Healthcare:** Signature Healthcare will develop new services/programs and participate in alternative delivery/regional health care systems in order to respond to community needs and enhance access to health care.

**Mission of SH/BHSN:** Through a strong program in nursing, science, liberal arts and humanities, SH/BHSN prepares a nurse generalist and educates its students to think critically, communicate effectively and act responsibly within a context of personal and professional ethics. Essential to this mission is the SH/BHSN’s emphasis on life-long learning.

**SH/BHSN Philosophy:** Nursing is a scientifically-based, goal-oriented profession that promotes consumer adaptation in all four modes during health and illness. The purpose of contemporary nursing practice is to maintain health, prevent illness, promote recovery, restore wellness and maximal function and provide support for a peaceful death. The profession utilizes a dynamic nursing process which includes assessment, diagnosis, planning, implementation and evaluation in relation to nursing management of the ill or potentially ill person.

**Mission of Signature Healthcare:** Signature Healthcare will participate in the education of new health care professionals for the purpose of enhancing the hospital’s access to medical expertise and assuring the most up-to-date approaches for providing health care.

**Mission of SH/BHSN:** SH/BHSN offers its students a quality education made possible by an excellent faculty dedicated to teaching, advanced facilities and resources for learning, and a concern for the welfare of the individual student.

**SH/BHSN Philosophy:** Adult learning is a process that increases knowledge and understanding, broadens attitudes, allows for self-growth and leads to the continuing development of the individual. Student perception is enhanced when encouragement for self-directed learning is fostered. Learning can only be done by an individual who is responsible for his/her own knowledge.

The student comprehends more effectively when planned classroom and clinical experiences are correlated and concurrent and progress from simple to complex. Awareness is a dynamic process and occurs more readily when there is active participation in all aspects of learning. Faculty members assume roles of facilitators in the educational process, in a setting where there is mutual commitment between the teacher and the learner, both of who are accountable for their actions. Responsibilities of faculty to learners include creating environments conducive to self-improvement and enjoying introspection along with their learners.
**SH/BHSN Goal:** To assume entry level nursing positions in acute care hospitals, post acute care settings, chronic care facilities and community health care agencies.

**Mission of Signature Healthcare:** Signature Healthcare is an equitable employer that values and rewards excellence in its associates.

**Mission of SH/BHSN:** As SH/BHSN adjusts to the challenges of contemporary society, it remains firmly committed to the growth and well-being of all those within its sphere of influence.

**SH/BHSN Philosophy:** People are bio-psycho-social beings who have great potential for self-actualization and are active participants in their own destinies. They are valuable both as individuals and as members of groups within a dynamic society. They constantly strive to cope with a changing world through innate and acquired mechanisms which are biological, psychological and social in origin. To respond to environmental changes people must adapt through four modes of adaptation: physiological needs, self-concepts, role function and interdependent relations.

**SH/BHSN Goal:** To attain a love of learning so that they may take the initiative to seek further knowledge, formally or otherwise.

**Educational Effectiveness**
One standard SH/BHSN uses to measure the achievement of its educational outcomes is the success rate of its graduates who sit for the NCLEX-RN examination. Nursing students at SH/BHSN have achieved above the state and national NCLEX average for the past 5 years.

**Students and SH/BHSN**
SH/BHSN is an adult community in which codes of academic and personal conduct are based upon individual responsibility and respect for others. SH/BHSN restraints are minimal and students have a great deal of personal freedom. Policies are contained in the Student Handbook, Catalogue, Financial Aid Manual, Curriculum Guide and Media Software Guide.

SH/BHSN, as part of Signature Healthcare, is an equal opportunity institution. SH/BHSN is publicly committed to a policy of nondiscrimination against any person on the basis of race, color, sex, religion, national origin, disability, or age. These commitments apply not only to employment, but also to admission to, access to, and treatment in all SH/BHSN programs and activities.

SH/BHSN has an obligation to maintain the educational process in an orderly fashion. All members of the SH/BHSN community are bound by the statement of rights and responsibilities which appears in the Student Handbook. Furthermore, SH/BHSN affirms the importance of free intellectual inquiry and freedom of speech.

Under Federal law, students have a number of rights concerning their records at SH/BHSN. The confidentiality of student records policy contained in the Student Handbook outlines student rights concerning records, one of which is the right to inspect and review almost all of the material in their files. Certain material is not available to students, such as medical and professional counseling records used only for treatment purposes, or financial information furnished by parents in support of an application for financial aid.

Access to the information in student records is not allowed to outsiders without student consent and within certain guidelines. For example, academic records are available to academic advisors and authorized professional people, but not to parents or other academic institutions without student permission. The same is true for medical records at the Hospital health services. Medical records are completely confidential. The Manager of Health Services will not release any information from medical records to anyone, including parents, significant others and employers unless authorized in writing by students. The only exceptions are where the law requires information for public health and safety. For more information on gaining access to files, students are encouraged to go to the office that holds the records.

SH/BHSN has standards of academic conduct. It is the student’s responsibility to know and fulfill all graduation requirements. Students will be disciplined for plagiarism, cheating, and falsification in any area of performance. Ignorance of these standards is no excuse.
Students may appeal certain supposed unfair acts of an academic or non-academic nature through the SH/BHSN judicial system. Grievance procedures are outlined in the Student Handbook. Inquiries concerning SH/BHSN’s grievance procedure may be addressed to the Coordinator of Counseling and Student Services.
Admissions

Admission Policy Statement
SH/BHSN seeks to admit students who give evidence of intellectual capacity, motivation, good health and who have a record of scholastic achievement. An effort is made to attract candidates of diverse academic, economic, racial, age and social backgrounds. Admission requirements and procedures are designed to help the Admission, Retention and Scholarship Committee select a freshman class from those applicants who can benefit from the educational opportunities at SH/BHSN.

Enrollment is contingent upon completion of educational, financial, and health records, Criminal Offender Record Information (CORI), Sexual Offender Records Information (SORI), and current American Heart Association Health Care Provider certification (BCLS). Any CORI Open Case and/or conviction of a serious offense may result in denial of enrollment or dismissal from SH/BHSN. Students dismissed from SH/BHSN forfeit any tuition and fees that have been paid. No refunds will be given. Tuition, fees, and other assessed charges will not be adjusted. Any financial obligation to SH/BHSN will stand.

In order to successfully complete the School of Nursing program, certain physical and behavioral capabilities are required in course work and as part of the clinical experience. Please see Program Technical Standards under Academic Policies.

Veteran’s Affairs Eligibility
Signature Healthcare Brockton Hospital School of Nursing has been approved by the Massachusetts Department of Higher Education to provide training for eligible persons under the Montgomery GI Bill Program for Chapter 30, Chapter 35, Chapter 1606 and Chapter 1607 only. Signature Healthcare Brockton Hospital School of Nursing has not been approved for the Post 9/11 Chapter 33 GI Bill. Please contact our Registrar’s Office at 508-941-7042 for further information.

Application Procedure: Complete and submit the application form along with a non-refundable application fee. A completed application is required for review by the Admission Committee. To be considered complete an application must be filled out fully and contain the following:

• Required Essay
• Official High School transcripts – applicants must graduate form an accredited high school with at least 2.5 overall Grade Point Average (GPA) and must rank in the upper 1/3 of their graduating class. Proof of a High School Equivalency certificate (GED) will be accepted in lieu of a high school diploma. An official copy of the equivalency certificate with scores is required as well as the candidates official high school transcripts.
• S.A.T./MCAS scores, if applicable
• Official college transcripts if applicable,
• Official documentation of Algebra and Biology with C or above, high school courses are acceptable
• Official TOEFL Results – required if an applicant did not complete grades K-12 in the United States of America
• Letters of Recommendation, not required but suggested

Application Deadline:
November 1
January 3

Notification Date of Acceptance Status
Mid to late November
Mid to late January

Late Acceptance
March 1
Mid to late March

Refusal or Annulment of Admission
Refusal of Admission. Applicants may be refused admission when:
• they do not meet the standards prescribed for any admission category and/or if
• they submit transcripts of records found to be fraudulent.
Annulment of Admission. Admission status may be cancelled or annulled when:

- students do not meet the conditions for continuing enrollment.
- the admission status was based on documents later found to be fraudulent.
- students do not present evidence of own health insurance.

Admission Requirements

- A Permanent Resident must provide a copy of a Resident Alien Registration Card with the application form.
- English Language Proficiency Requirement for Applicants whose First Language is not English: Applicants whose primary education (grades 1-12) was not in the United States must take the Test of English as a Foreign Language (TOEFL). A minimum score of 550 on the paper test, 213 on the computer and on the internet 79-80 total with the minimum of 18 on each section is required. (Code # 3112).

Student may access practice test at www.toefl.org.

- Scholastic Aptitude Test (SAT) scores: Candidates for admission to the freshman class must take the SAT of the College Entrance Examination Board. A combined total score of 1350 for the verbal, math and critical writing sections is required. The SH/BHSN code number for score reports to be sent to SH/BHSN is 3112. Candidates who graduated from high school three or more years prior to their planned entrance date are exempt from the SAT requirement. SH/BHSN does not accept SAT waiver requests.

- Prerequisite courses for admission: High school biology and algebra with grades of ‘C’ or better.

- Immunizations and Physical Examinations: According to Massachusetts law, all new students are required to have a record of a completed physical examination, including DT and MMR vaccines with titres, Hep B and Varicella titres and an annual tuberculosis screening. This must be provided by your personal physician.

- Medical Clearance Guidelines: The following guidelines are established to guide you through the medical clearance portion of your enrolment. These are the established requirements for entrance into the school of nursing.

  - Hepatitis B
    - Documentation of complete immunization or
    - Documentation of lab confirmed immunity for Hepatitis B
  - Tetanus
    - Documentation of last Tetanus immunization
  - Measles, Mumps, and Rubella
    - Documentation of two immunizations for measles, mumps, and rubella
    - Documentation of lab confirmed immunity to measles, mumps, and rubella
  - TB
    - Documentation of negative TB test (mantoux) in the past twelve months
    - If PPD is positive, students are required documentation of a clear chest X-ray.

These are the standard recommendations for all associates at Signature Healthcare Brockton Hospital. If you have any questions about this please see the Assistant Dean, Elizabeth Favreau, or contact her at (508)941-7051 or lfavreau@signature-healthcare.org.

- Health Insurance: All day and evening division students are required to have health insurance. If students do not have health insurance, they may purchase individual health insurance plans through Fisher College. During freshmen Orientation and through the first week of classes in the fall semester, all students complete a Health Insurance Statement on which they provide the name of their insurance carrier and the policy number. Failure to comply with the preceding health insurance stipulation will result in cancellation of classes, and those students will no longer be considered enrolled at SH/BHSN. Additionally, all students are required to sign an agreement of understanding, which states that they are responsible for payment of any hospital or health care expenses incurred by them. Contact the Registrar for information or questions regarding health insurance.
• **High School Record**
  - An official high school transcript is required. For applicants graduating from a public Massachusetts high school in 2003 or later, official notification of passing the MCAS examination must also be sent by the student.
  - Candidates must graduate from an accredited high school with at least a 2.50 overall Grade Point Average (GPA).
  - Candidates must rank in the upper one third of their high school graduating class.
  - A High School Equivalency Certificate (GED) will be accepted in lieu of a high school diploma. An official copy of the equivalency certificate with scores is required. Candidates must also have all high school transcripts sent to SH/BHSN.
  - Candidates must show evidence of completion of a secondary course of study, or equivalent preparation, which includes: 4 units of English; 2 units of Science of which one unit must be one year of biology with a grade of ‘C’ or better. One year of chemistry is recommended. Science courses should include laboratory work; 2 units of Mathematics of which one unit must be one year of Algebra with a grade of ‘C’ or better and; 2 units of Social Studies.

Upon acceptance to SH/BHSN enrollment is contingent upon successful completion of the following:
  - Satisfactory CORI (Criminal Offender Record Information)/SORI (Sexual Offender Record Information). Conviction of a serious offense may result in denial of enrollment or dismissal from SH/BHSN. Please contact Tanya Ross, Coordinator of Counseling and Student Services, 508-941-7050, for further information.
  - A physical exam, immunizations Pettiter health documentation
  - A current American Heart Association Health Care Provider certification. Students will be given the opportunity to qualify for this certification during Orientation Week
  - Proof of current student enrollment in a health insurance plan. Once accepted students will be given the opportunity to purchase individual health insurance plan through Fisher College
  - Attendance at SH/BHSN Information Session and completion of the HESI Exams
  - Attendance at mandatory Orientation

**Transfer Credits**
SH/BHSN welcomes applicants who have attended other accredited institutions of higher education. Official transcripts must be received at SH/BHSN, for transfer credits to be evaluated, no later than the 2nd week of the student’s freshman fall semester. Students may transfer any number of credits. However, to be eligible for the Fisher College Associate in Science Degree, the student is required to complete a minimum of 30 credits through Fisher College (see Associate in Science Degree Candidate section). Students may be required to submit a catalogue and/or course syllabus from each college attended. **Online courses will not be accepted. Once a student has been accepted to SH/BHSN and has paid their Registration Fee, no additional courses from other institutions will be acceptable for transfer unless student enrolled prior to paying the Registration Fee.**

College-level courses with a C+ grade or higher, an equitable course credit and the academic equivalents of the following Fisher College Courses will be considered for transfer:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Anatomy and Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>Human Anatomy and Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>Introductory to Pharmacology*</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology*</td>
<td>4</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>College Mathematics for Nursing Applications**</td>
<td>3</td>
</tr>
</tbody>
</table>

*To be eligible for transfer, the above asterisked science courses must have been completed no more than 3 years prior to enrollment at SH/BHSN.
College Mathematics for Nursing Application - to be eligible for transfer, the student must complete the following requirements:

1. Achieve an 85% on the math portion of the HESI Exam given at SH/BHSN
2. Have completed an equitable college math course with a final grade of C+ or higher
3. Achieve a 90% on the College Mathematics for Nursing Application Challenge Exam offered at SH/BHSN

Students who wish to transfer from other nursing schools will be evaluated on an individual basis. Students who transfer a nursing course are required to complete the Transition into Nursing Course prior to enrolling in their first SH/BHSN nursing course.

Transfer students are required to fulfill the same diploma requirements as any other student.

Associate in Science Degree Candidates
Students seeking a Fisher College Associate in Science in General Studies degree must complete a minimum of 30 credits through Fisher College. In addition, the student must transfer into Fisher College, the 33 credits from their SH/BHSN curriculum. The student may only transfer in 6 credits form another accredited educational institution and still be eligible for the Associate in Science Degree.

CORI Policy (Criminal Offender Records Information)
SORI Policy (Sexual Offender Records Information)
A Criminal Offender Record Information (CORI) evaluation and a Sexual Offender Record Information (SORI) evaluation are requirements for all incoming students, upon admission and re-admission. A follow-up CORI check may be required of some students and by some clinical agencies. Depending upon the results of a CORI or SORI check, a person’s eligibility to participate in the SH/BHSN program may be affected.

The Criminal History Systems Board has authorized Signature Healthcare Brockton Hospital (and SH/BHSN) to receive criminal history information regarding prospective employees working with vulnerable populations, and for training students who will need a CORI clearance for clinical placements. A conviction may prevent students from being placed in a clinical agency. An open case may result in annulment of admission or dismissal from Signature Healthcare Brockton Hospital School of Nursing. Conviction of a serious offense may result in denial of enrollment or dismissal from SH/BHSN. A conviction may prevent students from being placed in a clinical agency. An open case may result in annulment of admission or dismissal from SH/BHSN. No refunds will be given. Tuition, fees, and other assessed charges will not be adjusted. Any financial obligations to SH/BHSN will stand.

Compliance with licensure laws in the state of Massachusetts requires all RN applicants to furnish satisfactory proof of “Good Moral Character” (GMC) (M.G.L. Chapter 112, Section 74, 74A and 76 and Board regulations at 244 CMR 8.00). All initial applicants have the burden to demonstrate compliance with the GMC licensure requirement. A history of conviction may delay and may prohibit eligibility to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN) for more information. Applicants and students should consult The Commonwealth of Massachusetts Board of Registration in Nursing for the most recent revisions of the GMC Policy www.mass.gov/dpl/boards/rn/, or call (617) 973-0900.

Basic Life Support Policy (BLS)
SH/BHSN requires all students to have a current American Heart Association Health Care Provider certification (BLS). SH/BHSN schedules an American Heart Association Health Care Providers course for new students each year as part of Orientation and re-certifies returning students between the spring and summer sessions.

Educational Mobility
Educational mobility is the means by which individuals gain new knowledge and skills through formal and informal education. It facilitates a transition from one educational level to another, building on previous learning without unnecessary duplication.

Applicants with current Licensed Practical Nurse (LPN) licenses automatically transition into the second nursing course following completion of the SH/BHSN Transition into Nursing course. LPNs may transition into the third nursing course after passing a challenge examination for the second nursing course. Applicants presently or
previously enrolled in a professional nursing program may be granted advanced placement upon review of their transcripts and nursing course syllabi following completion of the SH/BHSN Transition into Nursing course. In addition, SH/BHSN has an articulation agreement with Curry College. SH/BHSN graduates automatically receive 34 nursing credit transfers after successfully completing an RN Transition to Baccalaureate Nursing course.

**Licensed Practical Nurse Educational Mobility**

**LPN Applicants to SH/BHSN**

Licensed Practical Nurses (LPN) may advance placement at the time of their acceptance to SH/BHSN. LPNs who have graduated from an approved LPN school and have passed the State Boards will automatically advance into NU 102 or NU 2102A, Family Health, bypassing NU 101, NU 1101A/B, Nursing Fundamentals.

LPNs may choose to take a challenge exam for NU 102/NU 2102A/B, Family Health. The challenge exam includes both theory and medication/math components. The request to take the Advanced Placement Challenge Exam must be submitted to the Registrar’s Office 30 days prior to the start of the LPN’s fall semester of their freshman year. All preparatory materials may be obtained from the Registrar’s office. Challenge exam fees of $300 are payable to SH/BHSN prior to sitting for the exam.

Prior to enrolling in any nursing course, all LPNs must participate in a Transition Into Nursing courses that includes, but is not limited to, topics such as Roy’s adaptation model, professional nursing, nursing process, physical assessment, fluid and electrolyte balance, intravenous infusion and the administration of medications. The Transition into Nursing Course is offered in August, May and December. As with all other students transferring into SH/BHSN, LPNs are expected to meet the same academic requirements as any other student. One hundred percent attendance at the Transition course is required.

**Current SH/BHSN Licensed Practical Nursing (LPN) Licensure by Reciprocity or Examination**

Eligibility criteria for SH/BHSN students interested in taking the LPN Boards (NCLEX-PN) are as follows:

- The Massachusetts Board of Nursing requires that all NCLEX-PN applicants be withdrawn from their current RN Program. This would require that all NCLEX-PN applicants who attended SH/BHSN must official withdraw from the program before submitting a Determination of Eligibility for Practical Nurse Reciprocity or to Write the NCLEX-PN by Form RN Student Withdrawn in Good Standing request. Withdrawn students must reapply to SH/BHSN. Applications will be reviewed according to usual and customary application deadlines.

- NCLEX-PN applicant must have completed a program of study equivalent to that required for graduation from an approved practical nurse program. Practical nurse program requirements include a minimum of 1080 hours and completion of a minimum of 945 hours in theoretical and clinical nursing practice in medical, surgical, pediatric, and obstetrical, as well as mental health nursing concepts, of which a minimum of 540 hours will be allocated to clinical practice. Both theoretical and clinical components of the nursing courses must be successfully completed.

- The Massachusetts Board of Nursing requires the course work to have completed within the five (5) years prior to submitting a completed Determination of Eligibility for Practical Nurse Reciprocity or to Write the NCLEX-PN by Form RN Student Withdrawn in Good Standing request.

- Instructions and all required documents needed for the NCLEX-PN examination are available on the Massachusetts Board of Nursing’s website at www.mass.gov/dph/boards/rn.
Academic Policies

Academic Year
*Day Division:* The regular academic year consists of two semesters (fall and spring) of approximately sixteen weeks each, with a summer session of approximately eight weeks between the first and second years. The curriculum is planned so that a student will be able to complete the requirements for graduation in two years, or four semesters and one summer session.

*Evening/Weekend Division:* The regular academic year consists of two semesters (fall and spring) of approximately sixteen weeks each, and two summer sessions of approximately eight weeks. The curriculum is planned so that a student will be able to complete the requirements for graduation in four years, or eight semesters and two summer sessions.

Professional Behavior In and Out of the Classroom
Students are expected to conduct themselves in a professional and respectful manner at all times:

- in the classroom, laboratory and clinical areas;
- with faculty, clinical and lab instructors, staff, peers, clients, family and allied health staff

Disrespectful and unprofessional behaviors or communication (verbal, written, e-communication) will result in disciplinary action. Profanity will not be tolerated.

Conduct in the Classroom
As an adult attending school, the faculty expects that students will conduct themselves in the classroom as an adult. Faculty interprets adult behavior to include, but not be limited to showing respect and consideration for faculty and classmates by:

- attending all classes and arriving on time
- paying attention in class or lab, not talking to classmates
- not leaving during class except at breaks or end of class
- being prepared for class/lab by reading and completing assignments prior to class
- notifying instructors by phone or email if unable to attend class

Students are expected to adhere to the American Nurses Association Code of Ethics. The American Nurses Association (ANA) developed this code in 2001, consisting of nine provisions, each with an interpretive statement. Every student nurse has an obligation to be familiar with and to conduct themselves in accordance with the ANA Code and its provisions:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by consideration of social or economic status, personal attributes or the nature of health problems.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining and improving healthcare environments and conditions of employment conducive to the provisions of quality healthcare and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

SH/BHSN Dress Code

Class Room Attire:
Appropriate attire is required when attending classes. The following types of clean and neat clothing are acceptable attire:

dresses, skirts, skorts, slacks, capris, jeans, denims,
sweatpants, sweat suits, appropriate length shorts,
sweaters, sweatshirts, appropriate cut blouses and tops/T-shirts

Unacceptable classroom attire:
 inappropriate length shorts (short shorts), tops with plunging necklines, low cut blouses, halters,
crop tops, sheer/see through tops, clothes that are too tight or revealing

Students are expected to come properly attired. If a student is deemed to be inappropriately dressed, the student may be asked to leave and a classroom absence will be recorded.

Clinical Attire:
Buying Uniforms: Students are required to wear the SH/BHSN uniform during clinical experiences and must purchase uniforms from the SH/BHSN designated uniform company. Uniform requirements, costs and fitting dates are e-mailed to students in May. Students pay the uniform company directly. During clinical patient-centered experiences, all students are required to wear the SH/BHSN uniform, white nursing shoes (no clogs) or white low top (leather look-alike) sneakers, with white socks, name pin, student ID badge and a watch with a second hand. A stethoscope is required.

Fingernails: Any student providing direct care to patient shall be prohibited from wearing any artificial fingernails or extenders, and their natural nails may not exceed ¼ inch beyond the end of their fingertip

Tattoos and body piercing: Jewelry that interferes with the safe delivery of patient care, or can be an infection risk or pose a safety risk to patients is not permitted. Wedding bands are permitted. No rings with stones or ornamentation are allowed. A maximum of two small earrings in each ear are the only pierced jewelry permissible to wear. Tongue, facial and other visible piercing are not allowed. A tattoo considered to be offensive (as defined by SH/BHSN) must be completely covered. Visible body piercings must be limited to 2 per ear.

Hair (including facial hair): Hair must not interfere with the delivery of patient care. Hair must be clean, neat and off the collar. Hair must be of a “natural” color (one that could be naturally grown), although not necessarily the student’s original color.

Perfume and the odor of cigarette smoke should not be noticeable. Sweaters and vests may be worn in transit to Hospital units and in designated areas, but are not allowed to be worn when administering patient care. Only SH/BHSN approved scrub jackets may be worn when administering patient care. Stained or ill fitting uniforms are unacceptable.

During other patient-centered experiences where the SH/BHSN uniform is not required, students must dress in professional attire. Jeans, shorts, sweat pants, sweat shirts, stretch pants, leggings, crop tops, and logo T shirts are unacceptable types of dress. The instructor will outline other particular agency requirements. When students are in clinical areas preparing for assigned clinical experiences, they must be in either full uniform or wearing a lab coat over professional attire with a name pin and student ID badge prominently displayed.

Students are expected to come properly attired to all clinical placements. If a student is deemed to be inappropriately clothed, the student will be asked to leave the unit to correct the situation. If the student cannot remedy the problem within one hour, it will result in a clinical absence.
Cell Phone/Beeper Policy
Use of cell phones and beepers are prohibited in the classroom, nursing lab and clinical settings. No texting and/or calls are to be answered during class, lab or clinical times. During all examinations, no electronic devices are allowed in the classroom; only a basic calculator is allowed.

Personal Contact Information Responsibility Agreement
Signature Healthcare Brockton Hospital School of Nursing (SH/BHSN) maintains student’s personal contact information. This personal contact information consists of the student’s name, address, phone numbers and e-mail. All communication from SH/BHSN is done via e-mail. All official SH/BHSN notifications are published via e-mail, including addendums to SH/BHSN official publications as well as the availability on NursingNet of the Tuition Statements and Grade Reports. It is very important that a student’s e-mail address, as well as all personal contact information is current in the SH/BHSN Registrar’s Office.

The student is responsible for informing SH/BHSN of any changes to their personal contact information. If any change occurs, the student will submit the change to the SH/BHSN’s Registrar’s office in writing (e-mail will be sufficient). Personal information will only be updated if the change is submitted in writing to the Registrar’s Office, no verbal updates will be accepted. Please use the SH/BHSN Change of Contact Information Form.
Signature Healthcare  
Brockton Hospital School of Nursing  
Change of Contact Information Form

Signature Healthcare Brockton Hospital School of Nursing (SH/BHSN) maintains student’s personal contact information. This personal contact information consists of the student’s name, address, phone numbers and e-mail. All communication from SH/BHSN is done via e-mail. All official SH/BHSN notifications are published via e-mail, including addendums to SH/BHSN official publications as well as the availability on NursingNet of the Tuition Statements and Report Cards. It is very important that a student’s e-mail address, as well as all personal contact information is current in the SH/BHSN Registrar’s Office.

The student is responsible for informing SH/BHSN of any changes to their personal contact information. If any change occurs, the student will submit the change to the SH/BHSN’s Registrar’s office in writing (e-mail will be sufficient). *Personal information will only be updated if the change is submitted in writing to the Registrar’s Office, no verbal updates will be accepted. Please print legibly. If the information can’t be read, it can’t be changed.*

Student Name: ________________________________
(please print)

Student ID# or last 4 digits of SS#: ________________________________

I wish to update the following contact information:

New/Updated Student Name: ________________________________________
* A Social Security Card with the new/updated name must be shown and copied by the Registrar’s Office for a name change. *

New Address: ______________________________________________________

New Home Phone #: _________________________________________________

New Cell Phone #: _________________________________________________

New Emergency Contact: ___________________________________________

New Emergency Contact Phone #: __________________________________

New E-mail Address: _______________________________________________
_________________________________________________________________

Student Signature ___________________________ Date _____________________
Program Technical Standards
The following information is being provided as required by the Federal Government Section 504 of the Rehabilitation Act of 1973 in response to the American with Disabilities Act. In order to successfully complete the School of Nursing program, certain physical and behavioral capabilities are required in course work and as part of the clinical experience. These include the following:

Physical capabilities necessary to communicate effectively independently or with corrective devices:
1. Communicate in English orally and in writing to instructors, clinical staff, patients, families, and all members of the health care team.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Hear all alarms on technical and supportive equipment set at a normal tone at a distance of 20 feet.
4. Listen and respond to distress sounds from patients.
5. Hear oral directions/requests from health care workers, patients, voice pages and telephone messages.
6. Accurately monitor blood pressure readings with a stethoscope.
7. Accurately distinguish breath, heart, and bowel sounds.

Visual Acuity
1. Clearly visualize all written medical information pertaining to the patient.
2. Clearly visualize in order to assess all readings and functions of technical equipment pertaining to patient care.
3. Clearly visualize all calibrated containers for the accurate measurement of body fluids, specimens, medication administration devices (syringes, pumps, etc.).

Physical strength, gross motor control
1. Maintain sufficient strength to lift 50 pounds safely, protecting yourself and the patient, as well as those surrounding you.
2. Bend or stoop to assist patient with activities of daily living.
3. Crouch to plug in or manipulate electrical equipment.
4. Lift to safely transfer or position all patients in various situations.
5. Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
6. Reach 6 feet above the floor to relocate or attach equipment (oxygen, suction, IV’s, etc.)
8. Walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement)
1. Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for all patient related equipment.
2. Accurately administer sterile solutions without contaminating syringes, needles, solutions, etc.
3. Accurately administer all types of medications.
4. Safely and effectively perform complex dressing procedures without contamination to supplies, patient, and surroundings.
5. Successfully put on and remove protective apparel to maintain various isolation guidelines.

Behavioral/Mental
1. Function safely, effectively and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Exhibit social skills necessary to interact therapeutically with patients, families, all healthcare personnel, and faculty.
4. Maintain personal hygiene consistent with dress code guidelines.
5. Display ethical attitudes and actions consistent with professional behavior in the healthcare and classroom settings.
6. Display the necessary social skills to behave with courtesy, tact and sensitivity toward others in all settings.
7. Exhibit social skills necessary to respect cultural and ethnic differences of patients, co-workers, and all individuals in clinical and classroom settings.
8. Remain free from chemical impairment in classroom and clinical settings at all times.
**Class Attendance Policy**

Students are expected to attend all scheduled meetings of courses in which they are enrolled. In nursing courses, this includes class, laboratory, and clinical. The class attendance includes lectures, exams, and exam reviews. The class attendance policy is as follows:

- **Nursing classes that have a total of 51 class hours or more:**
  - If a student’s absence is 10 hours or more, faculty may withdraw the student from the course.
  - If a student’s absence is 5 hours or more, faculty may withdraw the student from the course.

  Attendance will be taken in each nursing class. If a student arrives after attendance is taken, it is the student’s responsibility to check in with the faculty to record their presence in class. Failure to do so will indicate an absence.

  Students are fully responsible for any material covered in their absence.

  Students receiving veterans’ financial assistance are required to inform the Registrar of class and clinical attendance on a daily basis.

**Class Tardiness Policy**

Students are expected to be on time for classes. A student who is late for any nursing class will not be allowed to enter that class, except following a break. This can be disruptive to other learners. Please see Fisher College attendance policies for additional information.

**Clinical Attendance Policy**

All scheduled clinical/lab hours can be found on course outlines. Students must complete 100% of all scheduled clinical/laboratory hours in each nursing course. **Clinical hours are defined as clinical, conference, and laboratory.** Students in satisfactory clinical standing may be allowed to make-up the missed clinical/lab in the week following regularly scheduled clinicals.

- Students absent from a clinical/lab must call 1) the assigned clinical unit at least one hour prior to the scheduled arrival time and 2) the SH/BHSN front desk for all day division students (508-941-7040); or the clinical faculty for all evening/weekend division students.
- Adequate preparation and promptness for clinical experiences are required. If a student comes unprepared, and/or is more than one hour late for a clinical experience, the student will be asked to leave the unit. This will result in a clinical absence.
- If a student is tardy 4 times in one semester, a clinical warning notice will be issued. Tardy is defined as less than one hour late. The student’s educational plan will outline consequences of clinical warnings due to tardiness. Every student must complete the on line clinical placement orientation annually.

Students who have absences due to extenuating circumstances should submit a written statement to the Assistant Dean within 2 school days of their return to class. All such situations will be dealt with on an individual basis. Students exceeding the allowable absent times will be placed on clinical warning, pending the outcome. It may be recommended that students request a leave of absence from SH/BHSN, withdraw, or receive an unsatisfactory for the clinical portion of the nursing course.

**Examination Policy**

Examinations are given at the instructor’s discretion. Scantron sheets will be used by all students to record their answers and those submitted will be considered the final answer and will not be subject to change. Exceptions to this includes students who have documented accommodations on file with the Coordinator of Counseling and Student Services.

Grades for final exams will be posted within one week of final exam completion for those students who have met the course requirements. This will provide time for clinical evaluations, make-up time and review by the team faculty. Students are expected to be present and on time for each unit and final examination; however, students who are unable to be present, must notify the team leader prior to the scheduled examination. The following policy applies:

- A tardy student may be seated at the discretion of an instructor; however, no additional test-taking time will be allowed.
- Unit examinations must be made up on the first class or clinical day of the student’s return.
- A grade of ‘0’ will be given for this part of the course requirements if a student fails to follow this policy.
- No retake examinations are allowed in nursing courses.
ATI Testing Policy/NCLEX Practice
ATI Testing is provided by Assessment Technologies Institute, LLC. It includes online NCLEX-RN style practice examinations. Students will be required to complete course appropriate tutorials and/or practice and proctored tests throughout the semester. These are a requirement. For the assigned practice tests, students must achieve a score of 80% or more and may remediate (retake the tests until a score of 80% is achieved) as many times as needed. Proctored content mastery test will be administered at the end of each course. If a benchmark score is achieved, 0.5 points will be added to the student’s final grade. Individual course syllabi will delineate specific ATI requirements. If a student fails to submit appropriate ATI documentation, mid-term grades will be held until completed. If at the end of a course the student is not in compliance with submitting ATI documentation, they will be given an incomplete (I) course grade.

Medication Administration Policy
A. Nursing Students will:
- Administer medication under direct supervision of faculty only after they have received the theoretical content Math for Medications. (NU 101, NU 1101B)
- Achieve a passing grade on the Math for Medications test which is given in the nursing courses. Failure to achieve a passing grade on this test will result in a course failure. (see Course Outline for number of times students have to pass math exam).
- Adhere to the Hospital department of nursing/clinical agencies’ policies and procedures for the administration of medications.
- Have all divided doses checked by his/her instructor.
- Have the medication, IV solution, and/or vial of IV medication, as well as prepared dosages checked with an instructor/designated registered nurse before administering medications, until deemed proficient by his/her instructor.
- Have combinations of drugs mixed in one syringe, all insulins and heparins checked by an instructor/designated registered nurse before administration.

B. Under the direct supervision and the discretion of the faculty, Nursing Students may:
- Administer IV boluses/pushes.
- Administer blood and blood products after they have received the theoretical content.
- Administer central TPN after they have received the theoretical content.
- Administer and document controlled substances according to Hospital policy.
- Instructor must co-sign for controlled substances if narcotic sheets are used.

C. Nursing Students will not:
- Administer any medications independently until deemed proficient by instructor.
- Administer IV antineoplastic medications or any experimental medications.

D. Nursing Students will:
- Review the eMAR with an instructor prior to the end of the shift to assure accuracy of documentation.
- Receive access to the following application: Scan Med, Full Doc to facilitate full documentation of medications, View Comments, View Order, Drug Information, and Edit Doc.
- Have no access to: “acknowledge” or approve medications for administration on the electronic medication administration records (eMAR) and will not have access to documentation on unacknowledged medications.

Clinical Exclusion Policy: Dismissal or Suspension from Clinical Practice
SH/BHSN reserves the right to exclude a student from clinical practice at any time during a semester when a student has demonstrated unsafe clinical practice. Unsafe clinical practice is behavior that potentially places the patient in either physical or emotional harm. Unsafe clinical practice may also be an occurrence or a pattern of behavior resulting in the inability of the student to meet clinical objectives.
Examples of unsafe clinical practice may include, but are not limited to the following:
- Abandonment of patient
- Falsification of patient information
- Substance abuse
- Breaches of patient confidentiality
Signature Healthcare Brockton Hospital Confidentiality Policy

Students must abide by the Signature Healthcare Brockton Hospital Confidentiality Policy.
- Discussing a patient’s medical condition or providing information about a patient’s needs to anyone other than Hospital personnel who need the information and other authorized persons will have serious consequences for a student.
- Students should not discuss patients outside the Hospital or with the students’ families.
- Any unauthorized release or access to medical records should be reported to a SH/BHSN faculty.
- The Hospital prohibits unauthorized access to its computer system either directly or by network or telephone.

Annually students are asked to sign a SH/BHSN confidentiality statement.

HIPAA Policy

HIPAA (The Health Insurance Portability and Accountability Act of 1996) was created to protect patient information in all forms (written, electronic, verbal). Protected Health Information (PHI) is not just the medical record. It also includes verbal and written communication, the patient’s chart, the patient’s bill, information on the computer or a worksheet or care plan that contains any pertinent patient information, messages left on a patient’s home answering machine, and more. Any piece of information, whether it is printed, hand written, spoken, on a computer, or faxed is considered PHI. Such confidential information left in accessible areas or inappropriate areas is a risk that Signature Healthcare Brockton Hospital is a violation of HIPAA.

It is the responsibility of everyone at Signature Healthcare Brockton Hospital School of Nursing to follow the standards set by the law. Sanctions for students cover the entire time a student is enrolled at SH/BHSN. A record of HIPAA violations continues from semester to semester. Records are not erased at the end of each semester. All violations must be reported to the Signature Healthcare Brockton Hospital Privacy Officer.

Sanctions for students in violation of HIPAA are as follows:

First offense: Any student found violating patient confidentiality will be given a written warning to be kept in the student record. The student will have to be retrained regarding HIPAA policy. If the violation is found to be blatant, intentional, or severe, the student may be dismissed from Signature Healthcare Brockton Hospital School of Nursing.

Second offense: The second violation of patient confidentiality by a student will be documented in the student record and the student will be dismissed from the nursing course in which he/she is enrolled. This will be considered a failure in the nursing course. The student may continue taking academic courses in which he/she is enrolled. If the violation is found to be blatant, intentional, or severe, the student may be dismissed from Signature Healthcare Brockton Hospital School of Nursing.

Third offense: This is the final offense. The student will be dismissed from Signature Healthcare Brockton Hospital School of Nursing.
Grading System

<table>
<thead>
<tr>
<th>Designation</th>
<th>Letter grade</th>
<th>Numerical Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior</td>
<td>A</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td></td>
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<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
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<tr>
<td></td>
<td>B</td>
<td>3.0</td>
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</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td></td>
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<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>2.3</td>
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<tr>
<td></td>
<td>C</td>
<td>2.0</td>
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<td>C-</td>
<td>1.7</td>
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<td></td>
<td>D</td>
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<td></td>
</tr>
<tr>
<td>Failure</td>
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<td>0</td>
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</tr>
<tr>
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<td></td>
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<tr>
<td>Withdrawn</td>
<td>WP</td>
<td></td>
<td>WP = withdrew passing</td>
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</tr>
<tr>
<td>Audit</td>
<td>AU</td>
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</tbody>
</table>

77 (C+) is the minimum theory passing grade for nursing courses. Each nursing course has two components, class and clinical, both of which must be successfully completed to pass the course. Clinical components are evaluated on a pass/fail basis and include successfully passing medication examinations. C is the minimum passing grade for all Fisher courses taught at SH/BHSN. Fisher College Pharmacology course can be repeated only once.

Final Nursing Course Grades
Each nursing course has two components, class and clinical (which includes lab), each of which must be successfully completed to pass the course. All course objectives must be met in order to pass the course. Clinical components of nursing courses are evaluated on a Pass/Fail basis. A passing grade for the course and exams is 77 or C+. All course objectives must be met in order to pass the course.

Calculation of Grade Point Average
Semester grade point averages are based on all courses taken in that semester. Calculation is done by (1) multiplying credits for each course by the numerical value assigned to each grade earned, (2) totaling points earned for all courses, and (3) dividing all points by the number of credits attempted.

Graduation with Honors
Academic excellence in the nursing program is recognized by awarding diplomas with high honors (cumulative GPA of 3.65 or higher) and honors (cumulative GPA 3.3 to 3.64). The cumulative GPA is based on all course requirements completed at SH/BHSN.

Course Audit
A student may audit (AU), with approval of the Assistant Dean, a nursing course to gain knowledge in a particular subject area without earning credit or a grade. Under no conditions may a clinical or laboratory component of a nursing course be audited. Students auditing a course attend and participate in classes; however, they are exempt from examinations. Audited courses are not used to fulfill graduation requirements. A student must register for the course and pay one-third of the course fee at the time of registration. Financial aid is not awarded for any audited course.

Incomplete Grades
An incomplete grade may be given for the following reasons: (1) when a student has missed a final examination, an ATI practice exam, or an ATI achievement test; (2) when a student has not completed a major assignment which can be finished within a short time, (3) when all financial obligations have not been met, and (4) when a student fails to return overdue library materials.

A student’s request for an incomplete grade must be made in writing and must have the Registrar’s and/or Bursar’s office written approval. An incomplete grade must be made up within six weeks of the regularly scheduled academic session following that in which an incomplete was recorded. A grade of ‘F’ will automatically be entered on the transcript of any student who fails to meet this requirement. Candidates for graduation should note, however,
that all work must be completed prior to graduation, including resolution of any incomplete grades. No numerical value is assigned to an incomplete grade and it is not computed in the quality point average.

**Dean’s List**
The Dean’s List is published at the end of the fall, summer and spring semesters to honor the academic achievement of both day and weekend/evening students. To be considered for honors, a student must have a 3.3 to 3.64 average; high honors 3.65 or higher for the semester with a minimum of one nursing course completed and no grades of incomplete (I) or failure (F).

**Warning Notices**
Students whose academic achievement in nursing courses falls below 77% and/or whose clinical performance is unsatisfactory will be issued an academic/clinical warning notice from the Registrar. Clinical warning notices may be issued at any time during a semester when a student’s performance falls below acceptable standards. Academic grade warnings will be issued within one week after posting of the second exam grades. If a student withdraws from SH/BHSN and are on clinical and/or academic warning, the student will earn a “WF” – withdrawn failure for their nursing grade. This constitutes as a failure in nursing.

Every student who receives a warning notice is expected to discuss with course faculty and faculty advisor an educational plan that identifies available academic or clinical resources and the student behavior necessary for success.
Each student is also encouraged to contact the Coordinator of Counseling and Student Services to discuss other support services.

**Repeated Courses**
Grades for repeated courses are computed in student’s GPAs but do not replace the original grade. The repeated course(s) is indicated as such on students’ transcript. No course for which a passing grade was received may be repeated for credit. Students who fail any course may continue to take courses for which they are eligible, if there is space available. Students must meet with the Registrar’s Office to design an individualized curriculum plan to complete the course of study. A copy of the curriculum plan is given to the Bursar, the Fisher College Program Director and to the Financial Aid Office to assist in the awarding process. Repetition of courses may affect financial aid eligibility.

**Repeated Nursing Courses, Study Skills Course and Transition Course**
Repeated nursing courses must be taken within one year of the original failure. Only one nursing course may be failed, and only repeated once.

Students who have failed one nursing course are required to take a study skills/test taking course at Signature Healthcare/Brockton Hospital School of Nursing. In order to successfully complete the Study Skills Course at Signature Healthcare/Brockton Hospital School of Nursing, a student must attend all hours that are scheduled. There is a fee for the SH/BHSN Study Skills Course.

Students who are repeating a nursing course are also required to take the Transition into Nursing Course at SH/BHSN before being allowed to enroll in the next nursing course. Students who are repeating NU101 or NU1101A and 1101B are not required to take the Transition Course. The Transition into Nursing Course is offered three times a year, and students must attend the 3-day course in its entirety. The course provides a review of contemporary nursing and the nurse’s role in health care delivery systems. It includes a summary of SH/BHSN philosophy and objectives, and the importance of strong study skills. Using critical thinking skills for nursing practice, students review a variety of nursing interventions. A laboratory practice component is included. There is a fee for this course.

A second failure in any nursing course constitutes program dismissal.
A second failure in Math or Pharmacology constitutes program dismissal.

**Withdrawal from Nursing Courses**
Students who wish to withdraw from a nursing course must submit a letter of intent to the Registrar. Whenever students withdraw from a nursing course, the student’s status will be recorded on their transcript according to the grade at the time of withdrawal: ‘WP’ (Withdrawn Passing) indicates that students are passing both the academic and
clinical portions of a nursing course; or ‘WF’ (Withdrawn Failing) indicates that students are on clinical warning and/or are failing academically. A ‘WF’ constitutes a nursing course failure.

An Individualized Curriculum Plan must be completed with the Registrar’s Office before enrolling in the next upcoming semester. The Individualized Curriculum Plan allows students to request courses, however please note: SH/BHSN does not guarantee space availability for courses taken out of sequence.

Students who have withdrawn failing from a nursing course must take a study skills course. All students who have withdrawn from a nursing course must take the Transition into Nursing Course at SH/BHSN before being allowed to enroll in the next nursing course. The Transition into Nursing Course is offered three times a year, and students must attend the course in its entirety. Students who are repeating NU101 and NU1101A and 1101B are not required to take the Transition Course.

Prior to withdrawal, students are strongly urged to consult with their instructors, advisor, Assistant Dean, Bursar, Registrar, and Financial Aid Officer to consider academic and financial consequences. If the withdrawal affects course sequencing, students must meet with the Registrar’s Office to design a curriculum plan to complete the course of study and with the Financial Aid Officer to determine how the withdrawal affects financial aid.

Satisfactory Academic Progression
Day division students must achieve a quality point average of 2.0 in Fisher College and 2.3 in nursing courses at the end of the first year (summer term) in order to proceed to the second year. Weekend/evening division students must achieve a quality point average of 2.0 in Fisher College and 2.3 in nursing courses at the end of the second year (summer term) in order to proceed to the third year. Any course failures in the day division must be made up before progressing to the second year. Any course failures in the weekend/evening division must be made up before progressing to the third year.

In order for a student to qualify for financial aid, federal regulations require that a qualitative measure (cumulative grade point average, 2.0 GPA) and a quantitative measure (credits earned) be used as yardsticks to assess satisfactory academic progress. SH/BHSN assesses students’ qualitative and quantitative progress once every academic year to determine if the students are progressing at a rate that will allow them to complete their course of study within the maximum allowed time frame (150% the normal time for completion). This is true for all programs offered at SH/BHSN.

Evaluation Policy
At the beginning of each semester, students receive course outlines which detail evaluation and grading policies. At the end of each semester, students receive a grade in every course in which they were enrolled. These grades represent various levels of accomplishment upon which promotion is based.

Students receive clinical evaluation tools, which include course objectives to be met by the end of each semester. Students’ performances in clinical areas are evaluated according to those course objectives. Following each objective are behavioral guidelines, which assist students to meet course objectives. Students use these evaluation tools as guideposts to assess their progress. Students are required to complete self-evaluations at mid-term and final and/or end of each clinical rotation. Clinical components of courses are evaluated on Pass/Fail bases. All course objectives must be met in order to pass the course. Each nursing course has two components, class and clinical, each of which must be successfully completed to pass the course.

Grade Review
Only course faculty may assign course grades or change assigned grades given. Student questions concerning accuracy of grades should first be raised with the team leader. If students are not satisfied, questions may then be asked of the Assistant Dean. Such questions must be addressed before mid-semester following the one in which the grade was given. If the faculty member and Assistant Dean agree that the grades are fair, decisions are final.

Cancellation of Classes and Clinicals
Classes scheduled as day classes and clinical will be cancelled at 5:30 am. Weekend/evening classes starting at 5:30 pm or later will be cancelled at 2:00 pm. Clinicals starting at 2:00 pm or 3:00 pm will be cancelled at 11:00 am. Cancellations will be announced on the following radio/TV stations: WRKO AM 680, channel 56(CW56), and channel 7(NBC).
In the event of inclement weather, students are advised to use their own discretion in making traveling plans.

*Academic semesters may be extended due to excessive school closings.*

**Day/Weekend/Evening Transfers**
Transfers between the day and the weekend/evening division are possible for a very limited number of students and are approved on a space-available and first come first served basis. To request a transfer a Program Transfer Request form must be completed with the Registrar’s Office. Students who wish to transfer their course of study are strongly advised to speak with their faculty advisor, the Coordinator of Counseling and Student Services, the Financial Aid Office and the Bursar’s Office the purpose of this communication which is to get a better understanding of how such transfers will affect academic and fiscal future at Signature Healthcare/Brockton Hospital School of Nursing. Notification of transfer will be done after the proceeding Summer Semester has been completed and enrollment status and student numbers have been confirmed. Student will be contacted by the Registrar’s Office if they have been accepted as a transfer.

Students are strongly advised to speak with their faculty advisor to discuss how such a change will impact their academic career at Signature Healthcare/Brockton Hospital School of Nursing.

**Transfer from Full Time to Part Time Program**
At the beginning of the fall semester, students may transfer from a day division nursing course to a comparable evening division nursing course PRIOR to the first unit exam or quiz in the course in which the student is enrolled. The following rules apply:

- A written request for transfer must be submitted by the student to the Registrar.
- Granting of transfer is contingent on space availability.
- Students must meet with the Registrar to design a curriculum change.
- Math grades will be transferred.
- Clinical absences will be transferred.
- A student on clinical warning prior to transfer will continue on clinical warning after transfer.
- Upon transfer, the student must abide by the course attendance policy.
- Immediately upon transfer, students are required to meet with new course faculty (clinical, theory, team leader) to obtain the following: course written materials, theory handouts, assignments, clinical schedules, clinical placements, etc.
- Faculty reserves the right to ask a student to redo written clinical assignments from either course.

Please be aware that after the first day of classes there is no transfer from the part time to full time.
Signature Healthcare Brockton Hospital School of Nursing
Program Transfer Request

I ________________________________ wish to request transfer from the Part time Weekend Evening Program to the Full time Day Program.

I understand that the granting of this request is contingent upon space availability and is in no way guaranteed. Notification of transfer will be done after the proceeding Summer Semester has been completed and enrollment status and student numbers have been confirmed. Notification will be sent via e-mail to your e-mail address on file.

I also understand that I have been strongly advised to speak with my faculty advisor, the Coordinator of Counseling and Student Services, the Financial Aid Office and the Bursar’s Office. The purpose of which is to give me a better understanding of how such a transfer will affect my academic and fiscal future at Signature Healthcare Brockton Hospital School of Nursing.

_____________________________________________     ______________________________
Student Signature and Student ID #             Date

_____________________________________________     ______________________________
Registrar’s/Registration Clerk’s Signature       Date
Signature Healthcare Brockton Hospital School of Nursing  
Program Transfer Request

I ________________________________ wish to request transfer from the Full time Day Program to the Part Time Weekend Evening Program.

I understand that the granting of this request is contingent upon space availability and is in no way guaranteed. Notification of transfer will be done after the proceeding Summer Semester has been completed and enrollment status and student numbers have been confirmed. Notification will be sent via e-mail to your e-mail address on file.

I also understand that I have been strongly advised to speak with my faculty advisor, the Coordinator of Counseling and Student Services, the Financial Aid Office and the Bursar’s Office. The purpose of which is to give me a better understanding of how such a transfer will affect my academic and fiscal future at Signature Healthcare Brockton Hospital School of Nursing.

_____________________________________________     ______________________________
Student Signature and Student ID #                                      Date

_____________________________________________     ______________________________
Registrar’s/Registration Clerk’s Signature                                  Date
Exit Surveys
The Dean schedules mandatory exit surveys for graduating students during the spring semester of the senior year. During this process, students will evaluate their overall educational experiences at SH/BHSN.

Withdrawal/Readmission from SH/BHSN
Students who withdraw or in any way sever their education at SH/BHSN are required to file a new application, including application fee, to be reviewed by the Admissions, Retention and Scholarship Committee. The student will be considered according to new admissions criteria in effect for the date they would expect to enroll. If accepted, a non-refundable registration fee must be paid to SH/BHSN within three (3) weeks of receiving acceptance letter.

The new application following withdrawal from SH/BHSN must be sent directly to the Registrar by February 1 for fall semester, September 1 for spring semester, and January 1 for summer term. Applications submitted after the above deadlines may not be reviewed.

Readmission after a year’s severance will be reviewed by the Admission, Retention and Scholarship Committee and placement of students in the program will be decided on an individual basis.

Exit without Official Withdrawal
If students leave without a formal letter of withdrawal and are absent from SH/BHSN for two weeks, they are considered to have abandoned SH/BHSN. As such, students will be withdrawn from all courses and a failing grade will be given for nursing courses currently being taken. Fisher College’s policy regarding abandonment also applies.

Tuition reversal will be calculated based on the official date of last attendance. Please see SH/BHSN Withdrawal Policy for the reversal schedule. Students who abandon may not be eligible for readmission.

Leave of Absence
Students who sever their relationship with SH/BHSN must formally reapply for admission. However, if a student has to leave because of personal or health reasons, (s)he may request to take a Leave of Absence (LOA), and formal re-application is not necessary. A person requesting a LOA must submit a letter to the Assistant Dean for approval. The leave will be granted only if the student is passing all courses and is in good financial standing, unless significant extenuating circumstances are documented. The Dean and Assistant Dean reserve the right to grant or deny the LOA depending on the provided documented extenuating circumstances. If the leave of absence is granted, the Assistant Dean and the student will agree upon a specific return date. The student must return from the LOA within three (3) years from the date of their last nursing class. If not, the student will be required to return to SH/BHSN at the freshman level (NU 101/NU 1101A).

The student must schedule a meeting with the Registrar to complete an Individualized Curriculum Plan and is encouraged to meet with the Financial Aid Officer, the Student Service Coordinator and the Bursar. Upon returning from a LOA, a student must adhere to new policies including taking the Transition into Nursing Course and Study Skills Course, if applicable.

Students who interrupt their studies for health reasons must demonstrate full recovery. Before resuming their course of study, these students must have their doctor complete a medical clearance form indicating the applicant can return to the academic and clinical program with no restrictions. A student can obtain this form from the Registrar’s Office. The completed form must be returned to and approved by the Assistant Dean.

Dismissal
Students are admitted to SH/BHSN with the expectation they will accept and abide by high standards of conduct and academic policies established by administration, faculty and the Student Government Association/NSNA. SH/BHSN reserves the right to dismiss any student who does not maintain acceptable academic standing. SH/BHSN also reserves the right to dismiss a student who does not meet the requirements of conduct and order, or whose behavior is inconsistent with the standards of SH/BHSN. Students dismissed from SH/BHSN are requested to schedule an exit interview with the Assistant Dean and are required to meet with the Financial Aid Officer; the School Bursar to insure that all tuition and fees obligations have been met; the Front Desk secretary to return identification badges; and the Manager of Library Services if there are any unpaid library charges. Students dismissed from SH/BHSN...
will have their tuition charges reversed based on the official date of last attendance. Please see the Financial section for Tuition Adjustment Policy.

**Status of Students who have been Dismissed from SH/BHSN**

Students who have been dismissed from SH/BHSN are not eligible for re-admission. This includes students who have failed nursing courses, pharmacology or math twice.

If the student has previously failed two SH/BHSN nursing, pharmacology or math courses and have graduated from an accredited LPN program and passed the LPN Boards, the student will be allowed to re-apply to SH/BHSN, completing the application process in full. Applications will be reviewed according to usual and customary application deadlines. If accepted, the returning student will enter the last unsuccessful nursing, math or pharmacology course attempted at SH/BHSN. If the student is not successful in this entry course or any following course the student will be dismissed from SH/BHSN. **Reapplying as a LPN must occur within three (3) years of withdrawal/failure from SH/BHSN.**

**Graduation Requirements**

SH/BHSN diplomas will be awarded to candidates who have fulfilled the following:

- All course requirements.
- A minimum cumulative quality point average (QPA) of 2.3 from SH/BHSN and 2.0 from Fisher College.
- Payment of all financial obligations to SH/BHSN.
- Completion of a Federal Student Loan Exit Interview, if required.
- Return of Hospital identification badge, outstanding library books and audiovisual materials.

After the official graduation ceremony, students are eligible to apply for the National Council Licensure Examination (NCLEX) for Registered Nurses.

**Graduation Ceremony**

SH/BHSN conducts a commencement exercise annually in May. Conferral of a Diploma in Nursing and an Associate in Science Degree, if applicable, occurs when the Registrar finalizes the academic record of students and confirms that all requirements have been satisfied. Participation in the commencement ceremony does not constitute conferral of the diploma/degree. Similarly, inclusion of a student’s name in such publications as the commencement program does not confirm eligibility for the diploma/degree.

**Graduation with Honors**

Academic excellence in the nursing program is recognized by awarding diplomas with high honors (cumulative QPA of 3.65 or higher) and honors (cumulative QPA 3.3 to 3.64). The cumulative QPA is based on all course requirements completed at SH/BHSN.

**Graduation Awards**

The following awards are presented at graduation. Award recipients are approved by the Admissions, Retention, and Scholarship Committee and voted on by Faculty Organization.

**The Dr. Fred F. Weiner Memorial Award:** Established by Dr. Alan D. Weiner and his family in memory of their father, Dr. Fred F. Weiner, the annual memorial award provides a pin to a graduating student who is academically and clinically qualified and has a quality point average of 3.7 or higher.

**The Dr. Joseph Berkowitz Memorial Award:** Established in memory of Dr. Joseph Berkowitz, the annual memorial award provides a plaque to a graduating student who is academically and clinically qualified and has a quality point average of 3.3 or higher.

**The Dr. William Arnone Memorial Award:** Established by Signature Healthcare/Brockton Hospital Medical Staff in memory of Dr. William Arnone, the annual memorial award provides $100 to a graduating student who demonstrated excellence in pediatric nursing.

**The Faculty Recognition Awards:** Established by SH/BHSN Faculty Organization, the annual awards provide $100 to graduating students from both the day and weekend/evening divisions who demonstrate outstanding contributions to the School, their class, and Student Government Association.
**Student Government Association (SGA) Awards**: Established by the Student Government Association, the annual awards provide $100 to 2 graduating students, one from the day and one from the weekend/evening divisions who have shown consistent academic and clinical competence and who have been active in student activities. Recipients are recommended by the SGA advisor to the Admission, Retention and Scholarship Committee.

**Fisher College Commencement Awards**: Established in 2004 by Fisher College, the annual award of $500 provides $250 each to a day student and to a weekend/evening student who are graduating with an Associate in Science degree from Fisher College. Each student must show excellence in academic and clinical performance and demonstrate the qualities of character that are essential for success in nursing. Award recipients will be recommended by the Fisher College Campus Director, approved by the Admission, Retention and Scholarship Committee.
Fisher College has a rich tradition in which all members of the community teach and learn in an environment conductive to intellectual and moral development. All members of the Fisher College community must take responsibility for their actions and be willing to accept the consequences of those actions.

**Academic Integrity**

All students are responsible for maintaining high standards of honesty and integrity when completing assignments for their courses. Fisher College considers any type of academic dishonesty a serious offense that can result in severe sanctions including dismissal from the College. Forms of academic dishonesty include plagiarism and cheating:

- Plagiarism consists of passing off the words or ideas of another as one’s own and is a serious form of academic dishonesty. The College expects that every assignment, such as essays, research papers, lab reports, oral presentations, and examinations, be the product of the student whose name appears on the work. Every assignment must credit the sources from which information is obtained. To review correct formats visit the Fisher College Library at [http://www.fisher.edu/library](http://www.fisher.edu/library). Under "Library Services” click "Research Assistance". The section called "Citing Sources” reviews how to:
  1. set up a Works Cited page
  2. cite sources within a paper

- Cheating is defined as the use of notes, slips, copying or other illegal means to give or receive answers during examinations. As with plagiarism, students found guilty of this form of academic dishonesty subject themselves to severe academic sanctions, including dismissal from the College. Additionally re-using research papers for different courses is another form of cheating and will be subject to appropriate academic sanctions.

**Alcohol and Drug Policy**

- Attending class under the influence of alcohol is forbidden. Massachusetts state law prohibits the possession and consumption of alcoholic beverages by anyone under 21 years of age. At Fisher College, no student, regardless of age may possess, consume, or transport alcohol onto a Fisher College site. Students, as adults, are expected to obey the law and take personal responsibility for their conduct. Any student who uses alcohol will be held accountable for his or her behavior, including such acts as disorderly conduct, public disturbance, exposure of himself or herself or others to personal injury, and damage to property.

- Under Massachusetts and federal laws, possession of dangerous drugs and narcotics, including marijuana, is regarded as a misdemeanor or felony. If a student has a problem with alcohol or drugs, the College will try to help, but will not interfere with the legal prosecution of any member of the community who is apprehended for possessing or using drugs.

- Each student must be aware of his/her responsibility for upholding these laws. Infractions should be reported to the College administration. The College takes drug/alcohol abuse very seriously; therefore, any infraction makes a student liable to immediate dismissal from Fisher College.

- The College reserves the right to examine any student's belongings if it has a reasonable belief that illegal or illicit activity is taking place. The College also reserves the right to dismiss immediately a student from the College if there is any infraction of the Alcohol and Drug Policy.

**Professional Conduct**

Fisher College expects students to demonstrate appropriate language, courtesy, and demeanor in class. Professional conduct allows all students the opportunity to experience an optimal learning environment. Certain disruptive actions can distract from teaching/learning. The list below includes examples of student actions that could obstruct the learning environment.

1. Arriving late or leaving early without a valid cause/prior permission from the instructor.
2. Inadequate preparation for class
3. Making or receiving cell phone calls during class. This includes leaving class to use phones
4. Using cell phones/laptops/tablets to read/send messages, email, link to Facebook, surf the web, play games, etc.
5. Unnecessary discussions with fellow students during classroom instruction
6. Inappropriate and/or loud disruptive talking
7. Making harassing comments to faculty/other students
8. Failing to meet agreed-upon responsibilities within learning groups

If your actions distract from the learning environment, you may be asked to leave the classroom. If the disruptive behavior does not change after the instructor has addressed his/her concerns with you, the instructor may request that you be withdrawn from the class. You will be required to take the class at another time.

Attendance Policy

- Fisher College expects you to attend regularly and promptly all lectures and laboratory sessions. Because the College recognizes that you may need to miss class for illness, appointments, travel, family events, religious holidays or other causes, the Fisher College instructors at Signature Healthcare Brockton Hospital School of Nursing have established an attendance policy permitting two (2) absences each semester. One letter grade will be subtracted from your final course grade for each absence following your second absence.

- In the event that there are extenuating circumstances that result in your absence from class, you may submit an Excessive Absence Appeal Form with all necessary documentation.
  - This form is provided by Fisher College and it is your responsibility to complete the appeal process before the last class of the semester.
  - The instructor and the Director of the Fisher College program at BHSN will consider the appeal.
  - You will be notified in writing when the appeal has been accepted or denied.
  - If you fail to submit an appeal or your appeal is denied, you will receive the grade that you earned with the grade reduction penalty.
  - If you are absent for 5 classes (including the class that was appealed and accepted) you will receive a failing grade for the course and will be required to take the class at another time.
  - Your academic progress is your responsibility. Please keep track of your attendance, including arriving late and/or leaving early. If you choose to be absent, you are responsible for all material presented during your absence. In the event of an absence, arrangements may be made with your instructor for the make-up.

- Please be sure that you are familiar with the make up policy that your instructor has included in your course outline/syllabus. It may be in your best interest to withdraw from your course if you are not able to complete the course successfully. It is your responsibility to follow the appropriate procedure if you choose to withdraw from a course.

PLEASE NOTE:
- A student who is absent for the first 2 class meetings of the semester will be removed from the class roster and will be required to take the class at another time.
- Fisher College policy states that instructors may record as ‘absent’ students who are not present for the entire class.

Course Withdrawal

- A student who wishes to withdraw from a Fisher College course must submit an email or handwritten letter of withdrawal to Marlene Bohn, Registrar (mbohn@signature-healthcare.org). You are not officially withdrawn from the course until the Fisher College Office at BHSN has received notification of your intent and the College has processed the official course withdrawal forms.
- You may withdraw from a 16 week semester course through the 11th week. At this point in the semester, academic progress is your responsibility. If you choose to miss a class, you are responsible for all material presented during your absence (lecture notes, quizzes, exams, labs). Missed work will be assigned a grade of ‘0’. At the end of the semester, you will
receive the grade that you have earned.

Examination Make Up Policy
- Any student who, for whatever reason, misses a scheduled exam must notify the instructor before the exam (508 941 7652). Failure to notify the instructor about missing the exam will result in a grade of “0” for the exam.
- You will be allowed to make up a maximum of two (2) exams per semester.
- Carol Wilcox (508 941 7652 or cwilcox@fisher.edu) is to be contacted to arrange for makeup exams. Exams must be made up before the next class meeting.
- If you miss a scheduled make up exam, you will not be given further opportunity for make up and will receive a grade of “0” for the exam.

Final Examination Make Up Policy
- Any student who, for whatever reason, misses a final examination must notify Carol Wilcox (508 941 7652 or cwilcox@fisher.edu) before the final exam. A make up date will be arranged and a $25.00 make up fee may be due at the time of the make up exam.
- Failure to notify the Fisher College representative will result in the grade of “0” for the final exam.
- If you miss a scheduled final exam make up, you will not be given further opportunity for make up and will receive a grade of “0” for the exam.

Minimum Grade
- The minimum grade for ALL Fisher classes in the BHSN curriculum is a “C” (73). Students who do not achieve the minimum grade must repeat the class.
In addition, failure to achieve a “C” average in a Fisher class may impact your advancement in the nursing program.

PLEASE NOTE:
- HE221 Pharmacology and MA130 College Mathematics with Nursing Applications may be repeated once.
- If you miss a scheduled final exam make up, you will not be given further opportunity for make up and will receive a grade of “0” for the exam.

Incomplete Grade
- Rarely, for extenuating circumstances such as illness or accident, a student cannot complete all course work on time. In such cases, the student can request from the Program Director that an Incomplete (INC) be granted. If the request is approved, the student, the faculty member, and the Registrar will be notified of that decision in writing.
- It is your responsibility to make arrangements with the faculty member to complete all course work and to submit it to him or her within 30 days of the end of the term in which it was granted. At the end of the 30-day period, if the course work has been submitted, the instructor will submit to the Registrar or Program Director a Grade Change report with the received grade. If not, the Incomplete is converted to an “F” grade and duly recorded on the student's transcript.

Grade Review
If serious questions arise as to the determination of a final course grade, the student must first reference the syllabus for the course and discuss the matter directly with the faculty member. If no solution is found, a written request for a review should be made to the Chief Academic Officer. The request for a review of a semester grade must address the process followed in calculating the final grade and not the instructor's evaluation of your work. The following process must be adhered to:
- A written request for a review of a semester grade must be sent to the Chief Academic Officer no later than 30 days after the date semester grades become available to students online at MyFisher. The student also sends a copy of this request to the faculty member and the Program Director.
- The Program Director shall forward the following to the Chief Academic Officer:
  1. A copy of the course syllabus outlining assignments, tests, and examinations, along with their respective percentage weights, used for the final grade calculation.
  2. Your grades for all tests and assignments.
  3. A demonstration of the calculations by which the final grade was determined.
- After reviewing the information from the faculty member, the Chief Academic Officer will notify the student of the review decision. The decision is final.

**Grade Changes**

Student requests for grade changes must be made directly to the specific faculty member teaching the course. All grade changes must be made in writing by the faculty member and approved by the Program Director.

**Repeating a Course**

- Courses in which a C+ or lower grade has been earned can be repeated at the normal tuition rate. The following conditions apply:
  1. Both the original and repeated grades will appear on the transcript.
  2. The repeated grade, whether higher or lower, is used to determine the cumulative grade-point average.
  3. Veterans Administration educational benefits are not available for students repeating a course previously passed with a grade of "D" or better. Students receiving other types of financial aid should contact the Financial Aid office for entitlement.

**Credit by Examination**

- Any student accepted by Fisher College may be awarded credits toward his or her degree by demonstrating his or her knowledge and competency through the nationally recognized College Level Examination Program (CLEP) or Advanced Placement (AP) examinations. Credit will not be awarded if equivalent coursework has been completed either prior to, or later than the examination. Credit by examination will be awarded based on the recommendations from the American Council on Education (ACE). Please note that credits awarded through examination are categorized as "transfer" and are, therefore, subject to transfer credit policies outlined in this catalog.
  - The College also recognizes that there are many different credit-by-examination programs available throughout the country. Credit may be awarded for other programs if the exam is recognized by the American Council on Education, and the Council has published recommendations for the awarding of credit.
  - The College Registrar and Program Director maintain a list of available examinations and their Fisher College equivalencies.

**Auditing Courses**

Auditing is allowed on a space-available basis and only with the permission of the Program Director and the Instructor. Students who audit a course register in the usual manner for the course, pay the specified charges, and you are expected to fulfill all course requirements with the exception of exams. Students may receive a grade of AU and will not receive credit. No change from audit to credit, or credit to audit, is allowed after the Drop/Add Period.

**Communications Reminder**

- Proper English and grammar should be used in all communications with the College. These communications include email messages as well as written assignments and Blackboard discussion board postings. It is not appropriate to use text/instant message short hand (i.e. using numbers in place of letters, such as 2 and 4). Emails, assignments, discussion board postings, etc. sent to instructors and college administrators should exhibit the utmost professionalism at all times.

*All students enrolled in Fisher College courses are held to Fisher College policies outlined in the College catalog. The catalog is available on the Fisher College website [www.fisher.edu](http://www.fisher.edu) and on Blackboard /Student Information Site/Course Documents. Print versions of the catalog can be obtained through Carol Wilcox. It is the student’s responsibility to ensure that they have a current copy of the Fisher College catalog.*
The Academic Experience and Services to Students

Overview
SH/BHSN has a commitment to the success of its students. Faculty and staff strive to help each student achieve his or her potential. SH/BHSN’s long tradition of academic excellence is built upon a foundation of integrated studies, a stimulating atmosphere and a spirit of community and partnership. The nursing program aims to develop independent and critical learners who will be prepared for the world they will encounter and the demands and expectations they will confront. SH/BHSN envisions that such a program will both enrich students and benefit society.

Information Sessions/Orientation to SH/BHSN
All new students will be required to attending a mandatory Informational Session during which students will meet with the Coordinator of Counseling and Student Services, Registrar, Financial Aid Officer, the Bursar and the Fisher College Campus Director. Students will also be required to take a HESI Reading Comprehension and Math exam. The results will determine if the student is encouraged to participate in a Fisher College/SH/BHSN offered remediation course.

There will be numerous Informational Sessions offered. An initial appointment will be set for the student and if necessary changed to best suit the student’s schedule.

Freshman, transfer students and students returning to SH/BHSN will be required to attend a mandatory Orientation, which will be scheduled during the week preceding the start of the fall classes. The goal of the Orientation program is to provide new students with a comprehensive program that promotes academic and social transition into the Hospital and SH/BHSN community. The Orientation will include an introduction to the SH/BHSN environment, safety education, academics, Health Insurance Portability Accountability Act (HIPAA) regulations, and student services. Students will also be given their Student Handbooks and will have the opportunity to secure CPR certificates.

Academic Advising
As an incoming student you are assigned to a faculty member for advising and this faculty will remain your advisor throughout your academic career. We appreciate your interest in Academic Advising here at the School of Nursing and look forward to being a part of your ongoing growth and success.

Mission Statement
Academic Advising in the School of Nursing is an on-going, intentional educational partnership dedicated to the academic success of all students. The goal is to help students define and develop their own academic and career goals, understand the demands and expectations of the School of Nursing and make increasingly independent decisions toward their goals and toward graduation.

As Academic Advisors we believe that all students:

- can be successful
- can be responsible for their own behavior
- have a desire to learn and want a meaningful and relevant education
- bring their own experiences, values, beliefs and opinions to the school and they are to be respected
- deserve dependable, accurate, respectful, honest, confidential and welcoming advising
- can become engaged, self-directed, life-long learners and competent decision makers

Academic Advising in the School of Nursing is committed to:

- guiding students to discover and pursue life goals
- supporting diverse and equitable educational, cultural and social experiences
- advancing students’ individual development
In order to assist students in realizing their full potential at Signature-Healthcare Brockton Hospital School of Nursing, faculty advisors embrace the following concepts about academic advising:

- Students are often unaware of the demands and expectations of the School of Nursing and therefore need to learn the culture of higher education. Academic advising plays a key role in their understanding of the collegiate environment.
- Academic advising is not an isolated event but an ongoing communication between the student and advisor in which mutual trust and respect must be established.
- Academic advisors recognize and accept that all students are unique and enter the learning process at varying points, learning at different rates and through a variety of methods.
- At the heart of all academic advising is the development of an educational plan that will enhance each student's intellectual and personal growth. While advisors help students define their educational goals, the primary responsibility for decision-making rests with the student.

**Primary Goals and Objectives of Academic Advising**

A primary goal of academic advising is to help students define and develop educational and career goals that are consistent with their personal values, interests and talents. During this process, it is desirable that students will develop a rapport with their advisors that will enhance their academic performance.

It is expected that students will become familiar with and utilize school resources that support their educational development and that they will develop an understanding of school policies, procedures and requirements.

The desired outcome of academic advising is that students learn to make informed and increasingly independent decisions about their educational plans and other academic issues. Accordingly, as students become more knowledgeable about curriculum, policies and procedures, the content of advising may change but the frequency of meeting will remain at least once per semester.

**Students' Responsibilities in the Advising Process**

- Give careful thought to your academic and career goals and openly share this information with your advisor.
- Take responsibility for your learning by reviewing the student handbook, the schedule of classes, your course requirements and becoming fully aware of the School of Nursing policies, procedures and requirements.
- To ensure quality time, make an official advising appointment according to your advisor's scheduled office hours each semester. If you are unable to keep a scheduled advising appointment, remember to notify your advisor in advance.
- Prepare a list of questions before meeting with your advisor.
- Ask questions! If you are unclear about a policy or procedure, get clarification from your advisor.
- Know the academic calendar and be aware of important deadlines.
- Contact your advisor at times other than scheduled semester appointments, if needed. It is important to inform your advisor about any academic or personal changes and/or challenges as soon as they arise because your advisor can refer you for any needed school resources.
- Make an advising file and retain in it copies of all your school documents so if questions arise you have appropriate documentation.
- Accept responsibility for your education by making your own decisions. Advisors will provide you with guidance and options, but you must choose. Your goal is to assume primary responsibility for educational planning, course scheduling and the successful completion of all graduation requirements.

**Advisors' Responsibilities in the Advising Process**

- Be accessible and responsive to students' needs.
- Meet with advisees at least once per semester or more frequently as needed.
• Document each student contact including attempted contact and file documentation in the student’s file in faculty’s office.
• Demonstrate a genuine interest in students' success by helping them develop realistic educational goals.
• Assist students in academic planning by explaining information about course requirements.
• Review each student's academic record prior to or during the advising appointment and identify high risk students.
• Learn about school resources/support services available to students and refer appropriately when needed.
• Provide contact information including email address, office hours and office telephone number.
• Be knowledgeable about school policies/procedures, and all general graduation requirements for each advisee.
• Know the academic calendar and be fully aware of important deadlines.
• As the advising relationship develops, assist students in developing decision-making skills and encourage them to take responsibility for their decisions.
• Encourage student participation in student organizations.
• Communicate with other involved faculty and or administration in an effort to assist the student.

**Academic Support for Students with Learning Disabilities**

Documentation of a learning disability is required if a student would like to have academic accommodations provided.

SH/BHSN policy is based on recommendations of the Association for Higher Education and Disability (AHEAD).

Students with learning disabilities face difficulties not experienced by their classmates. Some modifications are possible to help students with a documented disability to have equal access to the SH/BHSN program. These accommodations do not change the nature or content of a course.

All students requesting academic accommodations must submit current documentation to the Coordinator of Counseling and Student Services. All documentation must be received by SH/BHSN within 30 days after the most current evaluation. Students must also schedule a meeting with the Coordinator of Counseling and Student Services to review the documentation and the necessary accommodations. There are no accommodations for the clinical component of any nursing course.

Students will not be granted accommodations in the classroom unless they have followed the procedure outlined in the policy. Students will be responsible for providing a copy of the signed, completed SH/BHSN Accommodation Request Form to the Team Leader in each course.

Testing must be administered by a professional diagnostician trained in the assessment of learning disorders. The written assessment must include his/her name, title, address, telephone number, and professional credentials, including any licensing or certification information.

Testing must be recent (within three years of entrance to SH/BHSN). The report must include date(s) of the diagnostic interview and administration of tests. An individual education plan (IEP) alone is insufficient.

The psycho-educational evaluation must include the following:

I. Diagnostic interview: Academic history, history of learning process; presenting problem; developmental, medical, and psychosocial history; relevant family history, especially regarding learning difficulties; discussion of dual diagnosis where relevant; self-report by individual being tested.

II. Assessments of the following:

1. **Aptitude**: A formal intellectual assessment with all subtests and standard scores reported. Examples of acceptable measures are the Wechsler Adult Intelligence Scale (WAIS III) and the Stanford Binet. The abbreviated version of the Wechsler Adult Intelligence Scale (WASI) is not accepted.

2. **Academic achievement**: An assessment indicating current levels in reading comprehension and decoding ability, written language, and mathematics (calculation and problem solving). Scores must be reported as percentiles and standard scores. Grade level scores are acceptable only if accompanied by percentiles and standard scores.
3. **Information processing**: Assessments of long and short-term memory, auditory and visual perception, processing speed, executive function and motor ability. This information may be addressed in the discussion of results on the WAIS, or through such measures as the Woodcock Johnson Tests of Cognitive Ability.

III. **Clear statement of diagnosis**: Quality documentation includes a clear statement that describes how the condition was diagnosed, provides information on the functional impact, and details the typical progression or prognosis of the condition. DSM IV diagnostic codes are helpful and must be accompanied by a clinical description of the diagnosis. Terms or phrases as “learning difference”, “learning style”, “academic problems”, or “test anxiety” do not themselves constitute a learning disability.

IV. **Clinical summary** must include the following:
   1. Description of how the patterns in testing reflect the presence of a learning disability.
   2. Indications of a substantial limitation to learning, or other major life activity, and the degree to which it impacts the individual in nursing school.
   3. Record of prior accommodations and statement as to why current accommodations are requested.

V. **Recommendations for accommodations**: Must be tied directly to diagnosis, be clearly supported by the data in the tests administered, and relevant to participation in the SH/BHSN nursing program.

*Note: Similar documentation will be necessary to obtain accommodations while taking the NCLEX-RN examination.*

Examples of classroom accommodations: Permission to tape lectures; preferential seating.
Examples of exam accommodations: Extended time; separate, reduced distraction classroom; not using Scantron.
Students will not be granted accommodations for exams in the classroom unless they have followed the procedure outlined in the policy listed in the Student Handbook titled, Academic Support for Students with Learning Disabilities.

Students will be responsible to provide a copy of the completed SH/BHSN Accommodation request Form to the Team Leader in *each course*.

**Counseling**

SH/BHSN seeks total development of students. While this is a main responsibility of the academic community, the Coordinator of Counseling and Student Services acts as a catalyst for integrating intellectual growth with social and emotional development of students. Guidance and counseling services support SH/BHSN's goals and help students to achieve academic and personal growth while making progress toward their career goals. Nursing preparation years are times of rapidly expanding self-awareness, and students may experience difficulties coping with emotional, intellectual and interpersonal issues.

Counseling may be academic or personal in nature and may be initiated by a faculty member or student. Questions and concerns are explored with students by sensitive and dedicated professionals involved in areas of student development. Students are encouraged to seek out their faculty advisors for academic problems. Personal problems are usually discussed with the Coordinator of Counseling and Student Services. The type of guidance will be determined by the situation involved, the nature of the problem and the student’s needs. Certain problems may require an ongoing relationship between the Coordinator of Counseling and Student Services and students which will be so conducted as to encourage self-evaluation, self-responsibility, and personal and professional growth.

Referrals to other agencies may be made when appropriate. All contacts with referral agencies are held in strictest confidence. No information concerning a student, including the fact of his/her participation in counseling, will be revealed to any person without permission of that student.

**Buying Books**

All textbooks can be purchased through www.fisherbookstore.com.

**Health Services**

Mantoux (TB) screening is required from students at the beginning of every fall semester. Students who react positively to the test will be sent for a chest x-ray and will be referred to the tuberculosis clinic for evaluation. If clinical agencies have additional health specifications, students assigned to those agencies are required to meet them.
All medical information is confidential and is maintained in secured files in the Health Services office. Health records are sent to students at the time of withdrawal or graduation from SH/BHSN.

A full medical clearance, free of restrictions, must be submitted to the Assistant Dean from an attending physician prior to return to SH/BHSN (classroom, laboratory and/or clinical) in these instances: following surgery, and an absence of three consecutive clinical days, an injury, or anytime health or safety issues are raised. Medical forms may be secured from and returned to the Assistant Dean one week prior to the anticipated return date.

Course requirements and educational outcomes serve as the criteria for reviewing health-related accommodation requests. SH/BHSN administrators and the Manager of Health Services review the request. The student is notified of the decision in writing. Additional time should be anticipated for processing accommodation requests. With respect for the uniqueness of each situation, all requests will be of a provisional nature, subject to revision at any time based on the student’s physical/mental capacity and course responsibilities and requirements. SH/BHSN retains the right to request medical updates at its discretion to determine an ongoing need for accommodation.

*Emergency Department:* Students have access to 24-hour emergency department services. Fees for these services must be processed through the student’s own health insurance. Students who have HMO coverage should contact their primary physicians for approval before going to the Hospital Emergency Department.

**Student School-Related Injuries**

If a student should be injured while on the Signature Healthcare/Brockton Hospital campus or on any clinical rotation, he/she will be directed by faculty to be seen in the Emergency Room. Student’s medical insurance will be applied to the ER bill; however, students are responsible for the co-payment. Students can choose to see their primary care physicians, instead, and must return to BHSN with a clearance from the primary care physician. Please note: All incidents involving exposure to blood or body fluids requires immediate evaluation in the emergency department.

**Identification Badges**

SH/BHSN requires all students to wear a SH/BHSN identification badge at all times at the Hospital, SH/BHSN and clinical affiliations. Identification badges are issued by SH/BHSN. Students must report lost or stolen identification badges to the Front Desk Secretary. A fee is charged for replacement.

**Learning Resources**

The Health Services library, located on the first floor of the hospital, welcomes students to a collection of books, print journals and specific nursing holdings. The library also offers access to several electronic databases; including Nursing @Ovid and TDNET. This database includes access to full text articles related to nursing and Medicine.

*Identification badges must be worn to receive services.*

The library is staffed Monday through Friday from 7:00 am to 3:00. Staff is available to instruct students on the use of electronic databases and reference searching. Students may contribute to library services through a work-study program or through representation on the Learning Resources Committee.

*Interlibrary Cooperation:* Library services are supplemented by the Hospital’s participation in several consortia of health sciences libraries and colleges. Interlibrary loans for all students will be requested if they can be obtained free of charge. If they are loans for which a charge will be assessed by the lending library, the student must reimburse the Hospital library for the cost of the loan.

*Borrowing Policy:* Books and journals do not circulate.

*Copy Policy:* Students are allowed to copy free of charge any and all materials from within the holdings of the Signature Healthcare Health Services Library. Double sided copying is encouraged to reduce costs. Students are asked to bring their own paper if they intend to print or copy documents over 15 pages in length. Staff is available to assist in setting up the copier in the copying mode.
Computer Room Access Policy
In 2009 a Computer Lab was created housing 10 computers and 6 desktop PC’s. The room also contains an overhead projection unit and white board for viewing internet/powerpoint materials.

Students will be given a temporary username and password as freshman. The student will then change the username and password and will keep this information confidential in accordance with Signature Healthcare Brockton Hospital Confidentiality Policy. This allows the student access to the hospital computer systems. If a student requires assistance logging onto the computers contact the hospital’s Information Systems Help Desk at extension #4357 (HELP). In house telephone is available by the school’s front desk, on the wall.

Food Services
A variety of food service areas is located throughout SH/BHSN and the Hospital for the convenience of both day and evening/weekend division students. Food may be purchased on a cash basis by students, staff and guests in the Hospital cafeteria and coffee shop during normal operating hours. For information on the hours of operation, please consult the cafeteria and coffee shop bulletin board. A self-serve kitchen and vending machines in the Rosa Field building are available for student use.

Communication
Bulletin Boards: Bulletin boards for day and weekend/evening division students are located on the street level of the Rosa Field building. Notices posted on these bulletin boards include, but are not limited to, information regarding meetings, BHSN events, policy changes, jobs and course information. Only official notices from SH/BHSN Administration and Faculty are endorsed by the School for accuracy and quality. Guidance and counseling information is located on the student services bulletin board.

Email and Mail Service : Students are required to have an e-mail address and must submit their e-mail address to the Registrar’s office. All official SH/BHSN notifications will be sent via email to students. Each student is assigned a mailbox which is used for notices as well as incoming mail. Hospital mail service provides postal delivery and pickup for nursing students. Stamps may be purchased from the Gift Shop. Students also have access to the Hospital email services.

Telephone Service: SH/BHSN switchboard number is 508-941-7040, and all SH/BHSN telephones are connected through the switchboard. The telephone system is intended for business use only and is not available for personal calls. Pay phones are located on the first floor of the Rosa Field building.

All Administration, Staff and Faculty have voicemail and email access.

Transportation and Parking
Students must provide their own transportation to and from all learning experiences at SH/BHSN and cooperating agencies. All students must park their automobiles in the Adams Street parking lot. If the lot is full, you may drive to the Quincy Street lot (off Quincy Street behind the hospital) and take the shuttle back to the parking lot in front of the School of Nursing. During the orientation program, students receive a parking sticker which should be affixed on the driver’s side rear window of the automobile. Policy infractions are handled in this way: first offense, students receive a written parking violation notice; second and subsequent offenses, students receive a parking violation fee of $25.00. If the violation fee is not paid, class suspension will occur, and return to all classes will resume upon payment of said fee. Security carefully monitors parking and will notify us that they have found your vehicle to be in violation of the parking rules of the Signature Healthcare/Brockton Hospital and the School of Nursing. You must abide by all the school’s rules and regulations to remain a student at Brockton Hospital School of Nursing.

Security Services
The Department of Security Services at Signature Healthcare/Brockton Hospital administers a highly professional system for the enforcement of rules and regulations designed to promote the general safety and security of persons and properties on its campus.
Smoking Policy
Signature Healthcare Brockton Hospital does not allow tobacco use of any kind inside our buildings, in our parking lots (including inside a car) or anywhere on the grounds of any of our facilities, whether leased or owned. This policy is an effort to create a healthier community and address a serious public health issue.

Voter Registration
All BHSN students who are eligible to vote will have the opportunity to learn about Voter Registration. Students may request registration forms over the Internet at the following web site: www.state.ma.us/sec/ele/elestu/studi.htm. Registration forms will also be available through the Student Services.

Office of the Registrar
Academic Records: The permanent academic records (transcripts) of students enrolled at SH/BHSN are maintained in the office of the Registrar. Clinical evaluation tools for each course are filed while students are matriculated. When requested, reference forms are added to student files prior to graduation. Following graduation, clinical evaluation tools are destroyed. Questions concerning graduate records should be directed to the Registrar.

    Academic Reports: Grades are not considered official until published by the Registrar. Grades are published to Nursing net at the end of each academic session and are emailed to students after semester closure.
    Student Records: It is important for you to keep your official records at SH/BHSN current and accurate. The following is a summary of what to correct and update on your record.
    Name: Name changes must be reported to the Registrar.
    Address: Permanent addresses must be updated so that you may be reached in an emergency. You will be held responsible for communication from SH/BHSN sent to the last permanent address given and may not claim indulgence on the plea of having moved and, therefore, of not having received the communication.
    Transcripts: It is the student’s responsibility to make certain that his/her official academic record is a true reflection of the courses taken and the grades received.

Transcripts
Student transcripts may be obtained from the Registrar upon completion of a Transcript Request form. Each student or graduate is entitled to one transcript without charge. A transcript fee of $5.00 must be paid in advance for each subsequent official or unofficial transcript. Current students are not charged for official or unofficial transcripts. No transcript of a student, former student or graduate will be furnished for any person whose financial obligations to SH/BHSN have not been satisfied. High school records are not included and only transfer credits accepted by SH/BHSN appear on the transcript. Two weeks are required for processing transcript requests. Unofficial transcripts may be requested and will be stamped “Unofficial Student Transcript”. SH/BHSN accepts no responsibility for accuracy of such transcripts once they have been issued. Official Transcripts will be furnished upon request in a sealed Registration Stamped envelop, which is stamped indicating that an Official Transcript is enclosed and is void if open.
Signature Healthcare Brockton Hospital School of Nursing
Transcript Request Form

Name:

Current Address:

Phone #:

Graduation Date:

Dates of Attendance:

Name when attending SH/BHSN:
(If different than current name)

Program Attended:  
(please circle one)  
Day Program  
Weekend/Evening Program

Transcript Requested:  
(please circle one)  
Official Transcript  
Unofficial Transcript

Transcript is to be mailed to:  
(If different than current address)

Signature:

Date:

Transcript Fee is $5.00 per transcript – official or unofficial. No fee for current SH/BHSN students.

SH/BHSN accepts no responsibility for accuracy of unofficial transcripts once they have been issued. Official Transcripts will be furnished upon request in a sealed Registration Stamped envelop, which is stamped indicating that an Official Transcript is enclosed and is void if open.

*Two weeks are required for processing transcript requests*
Signature Healthcare/Brockton NCLEX-RN Information
An overview of the NCLEX-RN application, examination process, test plan and accommodation verification is presented in March of the senior year by the Operations Administrator and staff.

Note: If an individual has ever been convicted of a crime, the criminal record will be subject to review by the Commonwealth of Massachusetts Board of Registration in Nursing upon application to take the registered nurse licensure examination.

Judicial Procedures and SH/BHSN-Related Policies
Overview
Within a community of scholars, failure by community members to behave within community standards may result. Each situation is contextual and individualized and must be dealt with accordingly. Sanctions, such as warning, probation, suspension or restitution, may result after an administrative investigation of the issue.

Students at SH/BHSN are liable to other members of the academic community for their conduct if it affects the well being of the SH/BHSN community. Responsible conduct cannot be easily and comprehensively described. Student Government Association and Faculty Organization present the following statement of rights and responsibilities as a guide in making determinations of appropriate behavior.

Due Process Statement and Procedures
In any alleged violation of SH/BHSN policy, every reasonable effort will be made to insure fairness, objectivity and appropriate due process. However, no SH/BHSN persons or committees constitute courts of law. In cases which fall within jurisdiction of the grievance review process described subsequently, a student will have the right to be assisted in his/her defense by an advisor of his/her choice who is a student, a faculty member or SH/BHSN administrator. The grievance review board likewise may be assisted by an advisor having similar qualifications.

Statement of Rights and Responsibilities
Students at SH/BHSN have certain rights which include the following:

- The right to organize one’s personal life and behavior and to pursue normal activities except when these interfere with the rights of others.
- The right of privacy of personal information. Students’ beliefs and views shared with faculty and staff shall be kept confidential.
- The right to carry on individual or organized activity that expresses concerns or changes desired at SH/BHSN. Students and student organizations have the right to examine and discuss all questions of interest to them.
- The right to due process. No student shall be subjected to disciplinary procedures or found guilty of charges made under this statement without due process. Due process includes the right of the accused to know the charge made against him/her and to state his/her own version of events in respect to the charge made, the right to confront witnesses and the right to know the content of any other factual basis for the charge, and the right to have the matter settled by an impartial person or body.
- The right to institute the grievance procedure when students believe that their rights and responsibilities derived from this statement have been violated.
- The right to have the following information at the beginning of each course: course, theoretical and clinical unit objectives; course grading system; class and clinical assignments.
- The right to be represented on Curriculum, Learning Resources, Research and Evaluation, and Grievance review committees of Faculty Organization. Each class shall elect student representatives to these committees.
- The right to be protected from unauthorized search or seizure.
- The right to make constructive criticism concerning course content.
- The right to academic advising.

Students at BHSN have certain responsibilities which include:

- The responsibility to refrain from actions which deny other students of SH/BHSN their rights as enumerated.
- Responsibility to fully read and comprehend the student handbook.
The responsibility to adhere to established academic and all other SH/BHSN-related policies, rules and regulations found in the Catalog, Student Handbook, Curriculum Guide, Instructional Media Guide and Financial Aid Manual.

The responsibility to refrain from use of force against a person or group, the forcible interference with another person’s freedom of movement or verbal abuse of another person.

The responsibility to preserve the right of privacy of other individuals and groups, and to respect the right of property of individuals, groups and SH/BHSN itself.

The responsibility to refrain from sexual assault and harassment of another individual.

The responsibility to refrain from racial or ethnic harassment.

The responsibility to abide by HIPAA regulations.

The responsibility to maintain professional conduct in academic and clinical areas and to accept responsibility for own actions.

The responsibility to maintain academic standards and course objectives of SH/BHSN.

The responsibility to arrange and attend mid-term and end-of-term conferences with instructors and other conferences as deemed necessary by either party.

The responsibility to maintain a patient’s right to confidentiality.

The responsibility to refrain from stealing, damaging, defacing or deliberate destruction of SH/BHSN property or of any student’s property.

The responsibility to refrain from disorderly conduct or lewd, indecent, or obscene conduct while on Brockton Hospital property or at SH/BHSN supervised activities.

The responsibility to refrain from smoking on Signature Healthcare Brockton Hospital property.

The responsibility to refrain from unauthorized entry into or use of SH/BHSN facilities.

The responsibility to refrain from consumption of alcoholic beverages and drugs in buildings on SH/BHSN or Hospital grounds or sale or dispensing of alcoholic beverage or drugs at functions sponsored under the name of SH/BHSN or Signature Healthcare/Brockton Hospital.

The responsibility to refrain from use, production, possession, distribution, or being under the influence of narcotics or dangerous drugs, except as permitted by law.

The responsibility to refrain from the crime of hazing.

Sanctions
Sanctions are decisions made by SH/BHSN agents and applied to a student or a group of students alleged to have violated stated policies of SH/BHSN. A SH/BHSN agent is a member of the faculty, administration or staff of SH/BHSN who is charged with the responsibility of supervising and enforcing particular SH/BHSN policies. Sanctions that may be applied for violations of student responsibilities or BHSN policies are listed below.

- **Not Guilty**: Decision that the accused student has been found not guilty and that the charges made against him/her be dismissed with no record of the case.
- **Admonition**: A warning or advice that certain conduct has been offensive and in violation of policy.
- **Censure**: A written reprimand. The writing will also state that further occurrence of the given offense may be considered with prejudice in making future decisions.
- **Restitution**: Compensation for damage or offense committed through payment of money related to the offense.
- **Fines**: A fine of up to three times the value of property taken from rightful owner without authorization, or property willfully damaged, destroyed or abused.
- **Disciplinary Probation**: A period of time during which a student’s actions are subject to close examination. Offenses committed during this time period will be considered in making future decisions.
- **Academic Probation**: A period of time during which the student’s academic progress is subject to close examination. Terms of academic probation will be determined by the student’s faculty advisor and the Assistant Dean.
- **Alcohol/Drug Suspension Policy**: Students who violate the drug policy are subject to disciplinary action including immediate temporary suspension from SH/BHSN facilities.
- **Disciplinary Suspension**: Dismissal from SH/BHSN for a stated period of time after which readmission may be sought.
- **Expulsion**: Permanent removal from SH/BHSN. Readmission may not be sought.
Academic Honesty

Academic honesty is expected of all students; plagiarism and cheating are not condoned and are subject to academic penalty which may be failure for the course or a part thereof, in which the violation took place. A record of the violation is kept, and an offense may result in suspension or dismissal from SH/BHSN. SH/BHSN defines academic dishonesty as follows:

- **Plagiarism:** The presentation of another’s words, ideas, data, film or art work, computer programs, or laboratory results as if they were one’s own, failing to acknowledge the real sources.
- **Cheating:** The act of giving or receiving (or attempting to give or receive) unauthorized assistance or information in an examination, term paper, homework assignment, laboratory report, etc.

The procedure for implementing an academic penalty for academic misconduct, which includes, but is not limited to plagiarism, cheating, disruption of teaching, dishonest practices in connection with examinations, and disruptive classroom behavior, is as follows:

- The instructor will notify the student of the alleged violation and the proposed penalty, and advise the student of a right to appeal if he/she believes the charge to be unjust. Documentation of notification to the student will be maintained.

- **If the student does not appeal:** The instructor will impose the penalty and notify the Assistant Dean in writing of the incident and the penalty. The Assistant Dean will notify the student that he/she has received notification of the offense and penalty and that both are being kept on record in the office of the Registration Clerk.

- **If the student wishes to appeal the charge:** The student will, within one week following notification by the instructor, inform the instructor that he/she wishes to appeal. The instructor will notify the Assistant Dean in writing of the incident, the proposed penalty and the student’s desire to appeal. The Assistant Dean will investigate the case which will include interviews with the student and with the instructor involved. The Assistant Dean will report his/her decision in writing to both the instructor and student.

If a charge of academic dishonesty has been sustained, the instructor’s penalty is imposed and a record of the incident is kept in the student’s file. Any record of offense will be destroyed when a student graduates from BHSN. If the student withdraws or is dismissed from BHSN, the record of offense will be maintained as long as the student’s file is maintained.

Student Grievance Procedure

**Definitions:** A “grievance” shall mean a complaint which has been filed by a grievant alleging a violation of student rights. A “grievant” shall mean a student or groups of students enrolled in SH/BHSN at the time the grievance is filed.

**Purpose:** A student who has a problem related to rights and responsibilities which has not been resolved to his/her satisfaction has the opportunity to have this problem reviewed by a higher authority. The primary purpose of this procedure is to secure prompt and equitable resolution of a grievance. Customary channels of communication shall be used wherever feasible in seeking clarification of questions or concerns. Every effort shall be made to maintain confidentiality at each level of the procedure.

**Procedure:**
- **Step 1:** If a grievant has a problem with faculty or staff, he/she should attempt to resolve the conflict between them. Mutual times should be set aside for communication. The grievant shall first present his/her grievance orally and informally to the person against whom a grievance exists. This should be done within five school days from the date of the grievance act or from the date that the grievant knew of the grievable act.
- **Step 2:** If the grievance is not resolved in the grievant’s favor within five school days, the grievant must present, in writing, a statement of the grievance, including all of the relevant facts to either the Assistant Dean, or Operations Administrator. The above SH/BHSN agents will discuss the grievance with the grievant and will provide a written response to the grievant and SH/BHSN agent involved within five days following discussion.
Step 3: If the grievance is not resolved in the grievant’s favor within five school days, the grievant must present, in writing, a statement of the grievance, including all of the relevant facts to the chairperson, grievance review committee. The grievance review committee has the responsibility to investigate any alleged violation of policy which may occur in the classroom or which relates to the teaching and learning process in SH/BHSN, its affiliations and Hospital and its immediate grounds or at a sponsored SH/BHSN event and to recommend sanctions.

- Students have the right to a pre-hearing conference with the chairperson, grievance review committee, for the purpose of reviewing hearing procedures and related aspects of the review system. In addition, students may use this opportunity to waive their right to a hearing and appeal and accept disciplinary action from the faculty/staff member.

- The grievance review board shall set a reasonable meeting time. The student involved in the case will receive in hand or by return receipt requested, addressee only mail, the following information from the chairperson, grievance review board: the specific rule or regulation allegedly violated; the time and place of the alleged violation and such information as needed to prepare a proper defense; the name(s) of the person(s) reporting the alleged violation; explanation of the right of appeal and; the time and place of the meeting.

- Hearing and Evidence: All evidence and argument pertaining to questions or fact, procedure, interpretation of rules and regulations and any other questions which may come before the review board in the course of the meeting will be presented with the knowledge of the student(s) against whom the allegations have been made.

- Witness and Evidence: Each party in a disciplinary meeting will be given the opportunity to testify and present evidence and witnesses, and an opportunity to hear and question adverse witnesses. In no cases shall a board consider statements against a student unless he/she has been given the opportunity to rebut unfavorable inferences which might be drawn from them.

- Burden of Proof: The burden of proof shall rest upon the persons bringing charges or upon their representatives.

- Deliberation and Decisions: Immediately following the meeting, the review body shall meet in executive session. A majority of the members must concur first with the facts of the case and thereafter with a resolution to the problem. The chairperson shall forward the recommendation, in writing, within 24 hours to either the Academic or Operations Administrator. SH/BHSN agent(s) can accept or modify the recommendation and subsequently will notify the grievant of the decision in writing.

Step 4: If the grievance is not resolved in the grievant’s favor within five school days following notification of the decision of the grievance review board, the grievant may file a petition of appeal with the Dean. Appeal letters must also include a rationale, one or two paragraphs in length, for the reasons stated. The Dean may schedule a meeting with the student, support person, and faculty member involved and attempt to resolve the alleged grievance. A written decision is required, normally within thirty (30) days, on any grievance presented to the Dean. When the Dean rules on an appeal, the case shall be considered closed.

Other: Filing a grievance in accordance with the procedure set forth above shall not affect the student’s right to file complaints with appropriate state and federal agencies or courts.

All written responses shall be served by delivering, in hand, a copy to the appropriate person or by the mailing of a certified letter to that person addressed to his/her residence as recorded in the office of the Registration Clerk.

Specific policies related to the conduct of members of the SH/BHSN community are outlined in the Catalogue, Student Handbook, Curriculum Guide, Audiovisual Manual and Financial Aid Handbook. Subsequent changes in policy are posted on student bulletin boards, distributed in student mailboxes and on student email.
Grievance Review Committee:

Faculty: Two faculty team leaders, one from the day and one from the evening/weekend division, elected by the faculty from a ballot prepared by Faculty Organization based on faculty preferences in May of each academic year; two faculty class advisors, one from the day and one from the evening/weekend division; and the Student Government Advisor.

Students: Three student representatives, one from the evening/weekend and two from the day division from each class; three class presidents, one from the day and two from the evening/weekend division.

Grievance Review Board: A board shall consist of eight members of equal dispersion of faculty and students plus a chairperson of the grievance review committee for a term of one year. If any student or faculty at the grievance review committee is biased or might have an interest in the outcome or has previous knowledge of the grievance, he/she will withdraw from the board and be replaced by the next available member.

General Grievance Review Committee/Board Procedures

- The committee shall annually select a chairperson who shall preside at hearings.
- The committee shall select a secretary who shall keep records and all correspondence.
- The committee shall determine quorum at the first organizational meeting.
- Meetings shall be conducted in accordance with due process.
- Recommendations shall be made in writing citing the violation(s), a brief statement of the facts upon which the finding is based and the disciplinary sanction recommended.
- Adequate time (48 hours) must be given to the accused person(s) to prepare the appropriate defense. The student shall be provided with a copy of the incident report 24 hours prior to the hearing.
- Hearings shall be conducted openly, unless the student(s) involved, at any time, requests a closed hearing. In an open hearing, the chairperson may limit the number of spectators in an effort to maintain order and decorum.
- Decision of the board shall be made with the concurrence of not less than two-thirds of the members present.
- All records of grievance board hearings and of the final determination in each case shall be confidentially maintained.
- All members of the board shall keep in strict confidence all information that relates to any case heard by the board.
- Cases occurring just prior to examination and/or lengthy vacation periods shall be referred by the chairperson to the appropriate administrative officer to ensure timely adjudication.

Disability Discrimination Grievance Procedure

Purpose: The following is the official mechanism by which disabled persons may file a grievance with SH/BHSN (the “School”).

Associates: Any employee who believes that he or she has a legitimate complaint of disability discrimination covered by Title VI of the Civil rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and/or the Americans With Disabilities Act may file a grievance by using the Associate Grievance Procedure of Signature Healthcare/Brockton Hospital.

Non-Associates (other than applicants for employment): Any person who believes that he or she has a legitimate complaint concerning accessibility or services, architectural barriers or other situations covered by Section 504 of the Rehabilitation Act of 1973 or the American With Disabilities Act is urged to bring it to SH/BHSN’s attention via this grievance procedure. Any such grievance should be initiated within 15 days of the incident giving rise to it. Depending upon the nature of the complaint, the grievant should follow Step I as follows:

Step I - Contact the Assistant Dean who shall attempt to resolve the grievance in a fair and timely manner.

Should the attempt to resolve the issue at Step I fail, the grievance may be advanced to Step II, within five days of the Step I response. The designated representative shall assist the grievant in pursuing the matter further by assisting the grievant in submitting his or her written complaint and notifying SH/BHSN’s compliance officer that a Section 504 grievance has been received.
Step II - The compliance officer shall forward the grievance and his/her findings, together with any additional information provided by the grievant, in writing, to the Assistant Dean. Normally within seven days, the Assistant Dean shall make a final decision, based on all available information, and will forward his or her final written decision to the grievant, normally within 45 days of the original written grievance.

Appointment of Compliance Officer: The Coordinator of Counseling and Student Services is appointed the SH/BHSN’s compliance officer.

Rehabilitation Act of 1973: A grievant may also have rights under Section 504 of the Rehabilitation Act of 1973, 39 U.S.C. 794, which is administered by the Office for Civil Rights of the Department of Health and Human Services. Regulations have been promulgated by the Department, 45 C.F.R. Part 84, and further information may be obtained from the Department.

A grievant may also have right under the Americans With Disabilities Act, 42 U.S.C. §12101-12212, which is administered by the Equal Employment Opportunity Commission (EEOC) and the Department of Justice. Regulations have been promulgated by the EEOC, 29 CFR 1630 and the Department of Justice, 28 CFR §36, which address specific subject areas. Utilization of this grievance procedure shall not preclude any grievant who has a right to do so from filing a complaint under Section 504 with the Department or under the American With Disabilities Act with the EEOC or courts.

Alcohol and Drug Free SH/BHSN Policy
It is the policy of SH/BH and SH/BHSN to prohibit in the workplace and educational setting (SH/BHSN, Hospital, affiliations, and sites for program activities) the unlawful possession, use, dispensation, distribution, sale, or manufacture of controlled substances and to prohibit the use and/or abuse of alcohol. Violation of this policy shall result in disciplinary action up to, and including expulsion from SH/BHSN. Depending upon the circumstances, other actions, including notification of appropriate law enforcement agencies may be taken against any violator of this policy. In accordance with the Drug Free Workplace Act of 1998, as a condition of enrollment at SH/BHSN, students must comply with this policy and notify SH/BHSN administration within five (5) days of a conviction for any criminal drug violation occurring in the workplace and educational setting. Any student violating this policy shall be immediately suspended from SH/BHSN and could face expulsion pending the outcome of any legal investigation and/or conviction.

Drug Abuse Education Program
The Higher Education Amendments of 1986 require schools that receive Title IV funding to provide alcohol and drug abuse prevention programs. SH/BHSN makes the following available to any student, administrator and staff at SH/BHSN:

- Professional counselors available to all students and associates seeking assistance with alcohol or drug related problems. Contact the Coordinator of Counseling and Student Services for access to confidential counseling and referral services.
- Literature on substance abuse, its prevention and effects is available at SH/BHSN and the Associate/Student Health Services.
- Notices of programs on substance abuse and its prevention are posted as received on faculty and student bulletin boards.
- Substance abuse and its prevention, including the effects of drugs and alcohol on the physical, psychological and social functioning of the individual is taught and integrated into the nursing curriculum. Nursing courses include guidelines related to assessment and management of substance abusers. Addiction, dependency, physical and emotional consequences, stress and death are topics highlighted.
- Audiovisual materials on substance abuse are available to students, administrators and staff at SH/BHSN.
- AA and NA meet on a regular basis in accessible locations to SH/BHSN. Locations and times of meetings are available from the Coordinator of Counseling and Student Services and the manager of Associate/Student Health Services.

Cause for Corrective Action:
The following list describes the types of infractions that may result in corrective action. Corrective actions may include, but are not limited to, verbal warning, written warning, suspension, termination of any other measure deemed appropriate by SH/BHSN under the circumstances. This list is not meant to be all-inclusive but serves to describe the types of infractions that are unacceptable at SH/BH and SH/BHSN.
- Drinking alcoholic beverages at any SH/BSHN-related activity.
- Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on Hospital and/or affiliating agency property.
- Reporting to SH/BSHN and affiliating agencies under the influence of drugs or alcohol.

Students are expected to arrive on clinical areas alcohol and drug free and to maintain that status during the clinical day. If a student arrives on a clinical area demonstrating behavior suggestive of chemical impairment or becomes chemically impaired while there, he/she shall immediately be removed from the clinical area. If the student is in possession of alcohol or removes any drugs from the clinical area or obtains illegally any legal or illicit drugs, he/she shall immediately be removed from the clinical area. Actions taken by the faculty in response to any of the above instances shall focus on education and rehabilitation of the student. The faculty member shall conduct a confidential conference with the student and focus on previous instances of chemical impairment by the student, the type of chemical involved, acknowledgment of error and explanation by student, and harm done to patient/clinical area staff/peers/self.

Following the confidential conference, depending on the seriousness of the situation, one or more of the following steps may be taken:
- Report of incident to Assistant Dean
- Report of incident placed in student’s folder in the office of the Registrar
- Report of incident to the Dean
- Referral to Coordinator of Counseling and Student Services
- Referral to Health Services
- Referral to a substance abuse treatment center
- Recommended leave of absence
- Dismissal from SH/BSHN/semester/year

If a student is referred to a treatment center, he/she must provide confirmation of attendance at the treatment program and be drug and alcohol free for a period of six months before being considered for continuation or re-admission to SH/BSHN.

Hazing
In accordance with M.G.L. c.269 §17, 18, 19 and the hazing reporting regulation 610 C.M.R.: 5.00, BHSN is required to file an annual compliance report with the Board of Higher Education. Chapter 269, Sections 17 through 19 are printed below:

**Massachusetts General Laws, Chapter 269, Sections 17-19: Hazing**

269.17 *Hazing organizing or participating: hazing defined.*

*Section 17.* Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269.18 *Failure to report hazing.*

*Section 18.* Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report
such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269.19  Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided however; that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and all forthwith report to the attorney general any such institution which fails to make such report.

Signature Healthcare/Brockton Hospital Sexual Harassment Policy

Students must abide by the Hospital Sexual Harassment Policy. It is the policy of the Hospital to provide an environment free from sexual harassment. Sexual harassment is not only against Hospital policy, but is also illegal. Any retaliation against an individual who has complained about sexual harassment or who is cooperating with an investigation of a sexual harassment complaint is similarly illegal and will not be tolerated.

The Hospital prohibits sexual harassment by any of its associates, students, officers or agents. There is a procedure by which allegations may be filed, investigated and resolved. If it is determined that inappropriate conduct has occurred, the Hospital will act promptly to eliminate the conduct and impose such action as necessary including disciplinary action where appropriate, up to and including dismissal.

While it is not possible to list all circumstances, the following are some examples of conduct which, if unwelcome and/or interfere with an individual’s work performance, may constitute sexual harassment:

- Unwelcome sexual advances, whether they involve touching or not
- Requests for sexual favors
- Sexual jokes, written or verbal references to sexual conduct, comment on an individual’s body, comment or inquiry about an individual’s sexual activity, deficiencies or prowess
- Displaying sexually aggressive objects, pictures or cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
Confidentiality of Student Records
The Family Educational Rights and Privacy Act of 1974 applies to “Education Records” defined as “records, files, documents and other materials which contained information directly related to a student” and “are maintained by an educational institution or agency.” The term “education record” does not include the personal files of faculty and administrative personnel, law enforcement records, and medical, psychiatric or psychological records created and used only for the treatment of a student and available only to those providing the treatment.

Public Information: SH/BHSN does make public the following information about a student unless the student specifically requests in writing that the information is not to be released. “Directory Information” includes a student’s name, address, telephone listing, electronic mail address, date and place of birth, school or college, major field of study, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Requests made by students not to release such information for public distribution are to be made in writing to the registrar and filed prior to the drop/add in any given semester.

Access Rights of Students: Parents’ financial records and related parental financial information shall not be released to students.

Access Rights of Persons or Agencies Other Than Students:
Except for those stated below, no one will have access to educational records without the written consent of the student concerned. (Disclosure Forms available in Admission Office)

- Faculty and staff members determined by the Operations Administrator to have legitimate educational interests in seeing the record in question.
- Authorized federal officials auditing federally-supported educational programs
- Persons processing a student’s financial aid application
- Recognized accrediting organizations carrying out accrediting functions
- Parent(s) of a student who is listed, pursuant to I.R.C. Section 152, as a dependent on Federal Income Tax return of said parent(s) for the calendar year immediately prior to the year in question
- Persons in an emergency situation, as determined by the Operations Administrator, if the knowledge of information from a student’s record is necessary to protect the health and safety of the student or other persons

Procedure to Follow to Access a Record: A request by a student or agency to inspect a record shall be made in writing to the Registrar. The Registrar will inform the student or agency when the requested record will be made available. The Registrar maintains a record of the persons or agencies who have had access to the record. Students must properly identify themselves (student ID) before being shown their records, must not interfere with the operations of the Registrar and must examine the record during reasonable hours in the office of the Registrar. The examination of the record shall be supervised. Copies of records shall be given to the student upon payment of established fees. (Disclosure Forms available in Admission Office)

Reviewing and Expunging Records: The academic record (transcript) of a student is officially designated as a permanent record and is maintained in perpetuity by BHSN. No other records are officially designated as permanent records. All non-permanent records will be destroyed one year following graduation.

Identity Theft Prevention
Signature Healthcare Brockton Hospital School of Nursing (BHSN) has implemented these policies August 2009. These policies have been designed to detect, prevent and mitigate identity theft at Signature Healthcare Brockton Hospital School of Nursing. The policies will include procedures to:

1. Identify relevant red flags for student accounts.
2. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft.
3. Ensure that the policies and procedures are reviewed annually.

Examples of Red Flags:
1. A warning of suspicious activity from law enforcement personnel or a consumer reporting agency.
2. Suspicious documents provided by the student for identification purposes.
3. Application for enrollment or service that appears to have been altered or forged.

Procedure to Follow to Access a Record:
A request by a student or agency to inspect a record shall be made in writing to the Registrar. The Registrar will inform the student or agency when the requested record will be made available. The Registrar maintains a record of the persons or agencies who have had access to the record. Students must properly identify themselves (student ID) before being shown their records, must not interfere with the operations of the Registrar and must examine the record during reasonable hours in the office of the Registrar. The examination of the record shall be supervised. Copies of records shall be given to the student upon payment of established fees. (Disclosure Forms available in Admission Office)
4. Identification document or card on which a student’s photograph is not consistent with the appearance of the person presenting the documentation.
5. Discrepancies in identity information reported to different BHSN offices.

The three areas in the School that have the greatest risk for identity theft are the application for enrollment, the application for financial aid and the disbursement of credit balances from the Bursar’s Office.

Application for Student Enrollment
To mitigate and identify any relevant red flags during the application for enrollment, the following is required for the School’s official application:

a. common application with personally identifying information
b. high school transcript or GED
c. official SAT scores, where required
d. academic and employment histories
e. official college transcripts, where required

Upon acceptance to the School, the following is required:

a. CORI/SORI background check
b. entrance medical exam
c. entrance interview with designated School personnel
d. student’s driver’s license or official Massachusetts ID will be reviewed and scanned into the student’s Blackbaud account

The School’s policy for acceptance and enrollment of new students allows the Registrar’s Office the opportunity to review and if necessary verify all student documentation. If a suspicious document is found, this red flag will be brought to the immediate attention of the School’s Administrative Team for review of possible identity theft. The Administrative Team will review the suspicious activity and have one or more of the appropriate responses:

1. Deny the student access to their School account until other information is available to eliminate the red flag.
2. Contact the student to discuss the possibility of discrepancy of personally identifying information.
3. Notify law enforcement.
4. Determine no response is warranted under the particular circumstances.

All of this will be documented in the student’s official file located in the Registrar’s Office.

Financial Aid Application
During the application for financial aid, the students are required to fill out online a Free Application for Federal Student Aid (FAFSA) as well as in-house financial aid documentation. Our financial aid officers are in a unique position to spot any discrepancies since they receive student information from various sources, for example, the Department of Education’s Central Processing System for financial aid application and the National Student Loan Data System as well as our own Registrar’s Office. Since each student’s application for financial aid is reviewed manually, any such red flags, such as different personally identifying information that has been reported to our Registrar’s Office and listed under the student’s Blackbaud file, will be isolated and attempted to be resolved in a satisfactory manner by the Financial Aid Officer and the Registrar. If no such resolution is achieved, this red flag will be brought to the immediate attention of the School’s Administrative Team for review.

Two very common examples of personally identifying information that does not match between the Registrar’s Office and the Financial Aid Office are married vs. maiden name and changes in home address.

To resolve the last name discrepancy, any name changes made must originate with the Registrar’s Office and supporting documentation will be required. The only such acceptable documentation is a new Social Security Card documenting the student’s name change. This new card will be scanned into the student’s official BlackBaud file.

To resolve the address discrepancy, any address changes made must originate in the Registrar’s Office. The address change will be made in writing (e-mail is acceptable) by the student, and must include their full name, date of birth, student ID number (or last four digits of their social security number), previous address and telephone number and
their new address and telephone number. If for any reason the address change is suspected to be fraudulent, supporting documentation may be required. These supporting documents can be, but are not limited to, a new driver’s license or official Massachusetts ID listing the new address, utility bills listing the student’s name and new address or if a student moves into a home where they are not required to be listed on a utility bill, a letter from their new landlord/roommate. These supporting documents will be reviewed and if necessary verified.

Disbursement of Student Credit Balances

Student Credit Balances disbursed via paper check to students will be picked up at the Bursar’s Office and an official ID will be required. This ID can be either the student’s official school ID, their driver’s license or official Massachusetts ID. Refund checks may be mailed to a student’s home address, but to do so a request must be made in writing (e-mail is acceptable) to the Bursar’s Office. The request must include their full name, date of birth, student ID number (or last four digits of their social security number) and address. These personally identifiable points will be verified against the student’s bio information listed in their Blackbaud student accounts. If any discrepancies are found, the student will be contacted to attempt a resolution. If no satisfactory resolution is achieved, the matter will be brought to the School’s Administrative Team for review.

Occasionally credit balances disbursed have been generated by a Parent Plus Loan. These checks are made out to the parent not the student. A phone call will be placed to the parent when such a check has been generated. Permission must be given by the parent for the student to pick up the check. Since the call was initiated by the Bursar’s Office, verbal permission is acceptable as long as the student’s and parent’s identifying points have been made and permission granted has been noted on the student’s Blackbaud account. If the parent wishes the check to be mailed, then a written request (e-mail is acceptable) is required. This request must include their student’s full name, date of birth, student ID number (or last four digits of their social security number) and address. These personally identifiable points will be verified against the student’s bio information listed in their Blackbaud student accounts. If any discrepancies are found, the student will be contacted to attempt a resolution. If no satisfactory resolution is achieved, the matter will be brought to the School’s Administrative Team for review.

Tuition Payment Plan

Please note that according to the Red Flag Rules, a deferred tuition payment plan is considered a covered account and as such is covered by these new federal guidelines. However since Payment Plan requests are initiated by the student and each request is reviewed manually by the Bursar there is no likelihood of any red flag discrepancies. The student must contact the Bursar’s Office to start enrollment in a payment plan. Upon contact the Bursar verifies the student’s personally identifying information. Once that has been done a Budget Payment Plan form is filled out and signed by the student. Their payment plan has now commenced. Funds are not disbursed from the Payment Plan unless a student withdraws from the School and if such a case occurs the rules for disbursing credit balances will apply.

Protect Student Identifying Information

In order to further prevent the likelihood of Identity Theft, BHSN will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information.
2. Ensure that office computers with access to student’s account information are password protected.
3. Avoid use of full social security numbers as identifying information (use of partial social security number is acceptable)
4. Ensure computer virus protection is up to date.
5. Require and keep only pertinent student information that is necessary for enrollment and financial aid purposes.

Red Flag Policies Administration

Responsibility for developing, implementing and updating these policies lie with the Operations Administrator. The Operations Administrator will ensure that the Bursar will review annually any pertinent changes to the Red Flag Rules and adjust our School’s policies accordingly. Our policies will then be brought to our School’s Administrative Team for review and approval. The Operations Administrator will ensure that all School personnel are trained in accordance with our policies and that an annual review will be required.
Fire Emergency Procedures

SH/BHSN safety is of prime importance. Students are expected to be well oriented to locations and use of fire fighting equipment and rules and regulations regarding fire prevention and accidents. Tampering with fire alarms or turning in false alarms or tampering with fire fighting equipment will result in disciplinary action. Fire drills are held at the Rosa Field building, periodically and unannounced, under the direction of the Operations Administrator. A steady alarm ring signifies fire in the Rosa Field building.

In case of fire:

- Sound the nearest alarm, dial 2233 and state “Code Red,” give exact location of fire, and notify the Front Desk staff. Do not use the word “fire.”
- Close all windows and doors.
- There are fire extinguishers located throughout the building. If you believe that the fire is extinguishable and you have been trained in the operation of fire extinguishers, use the nearest extinguisher. If the fire does not appear to be readily extinguishable, evacuate the building immediately.
- Leave the building by the nearest exit and proceed to the front entrance of the radiation therapy building. Report any locked doors.
- Remain outside the building until given permission to enter by the appropriate official.
Finances

Application and Registration Fees
A nonrefundable application fee is required of all applicants. Upon acceptance to SH/BHSN, a nonrefundable registration fee must be paid by the date indicated on the acceptance letter. Failure to do so within the specified time may result in cancellation of acceptance. Upon receipt of the registration fee, an entrance interview is scheduled with the Coordinator of Counseling and Student Services.

Semester Charges
Students are billed three times a year, prior to the start of each semester and summer session. Bills are sent to students email address. Payment arrangements must be made by the due date specified on the bill.

Exit without Official Withdrawal
If students leave without a formal letter of withdrawal and are absent from SH/BHSN for two weeks, they are considered to have abandoned SH/BHSN. As such, students will be withdrawn from all courses and all failing grades will be given for nursing courses currently being taken. Fisher College’s policy regarding abandonment also applies. Tuition reversal will be calculated based on the official date of last attendance. Please see SH/BHSN Withdrawal Policy for the reversal schedule. Students who abandon may not be eligible for readmission.

Registration and Payment
Tuition and fees are payable by mail or in person. Any tuition payment not received by the due date may be subject to a late fee. Payment must be by check or money order (payable to Signature Healthcare/Brockton Hospital School of Nursing) or by debit or credit card. Payments by credit or debit cards must be done by 4:00 PM. All charges are subject to change. Cash is not accepted. Please contact the Bursar’s Office for any questions.

The Registrar’s Office conducts registration and provides registration information to all students prior to each semester. Students registering for classes must be in good financial standing. Any prior balance must be cleared before a student will be allowed to register. Release of grades, academic transcript and diploma will be denied if all financial obligations are not met. A fee will be charged for any check that does not clear for payment.

Students are required to pay their bills in full in order to continue at SH/BHSN. Students awarded aid after the statement due date may be reimbursed for tuition they have already paid. Any changes in course enrollments or credit status may affect financial aid eligibility and/or loan repayment schedules. Financial aid recipients should inform the Financial Aid Director and the Registrar of any course changes. If a balance is due as a result of such an adjustment, the student is responsible for this amount and will be given a deadline by which full payment must be made.

Students who fail to meet their financial obligations, will not be allowed to attend class and/or clinical. Students who have not attended to their financial obligations will receive written notification that they have been placed on Hold and/or will be unenrolled from classes.

Tuition Adjustment Policy
The SH/BHSN Withdrawal Policy applies to all full and part-time students enrolled in classes at SH/BHSN. This policy applies to all tuition, fees, and other assessed charges (except application and registration fees when applicable). There will be no refunds after the tenth week of classes in the fall and spring semesters. Tuition reversal will be calculated based on the official date of last attendance. All withdrawals from SH/BHSN must be communicated by the student in writing to the Registrar’s Office.

<table>
<thead>
<tr>
<th>Week</th>
<th>% of Charges to be reversed Upon Student Withdrawal from SH/ BHSN*</th>
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<tr>
<td></td>
<td>Fall &amp; Spring</td>
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<tr>
<td>1</td>
<td>100%</td>
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<td>2</td>
<td>90%</td>
</tr>
<tr>
<td>3</td>
<td>80%</td>
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<td>75%</td>
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<td>5</td>
<td>70%</td>
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<tr>
<td>6</td>
<td>65%</td>
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Class Drop Policy
The Class Drop Policy applies to all full and part-time students enrolled in classes at SH/BHSN. This policy applies
to tuition charges only. Prior to the first day of school, a student receives a refund of 100%. There will be no
refunds for classes dropped after the second week. The date and time that the drop notice is received will be the
official date and time of the drop.

All class drops from SH/BHSN must be communicated by the student in writing to the Operations Administrator.

Note: The Withdrawal Policy refers to a student who has ceased taking all classes at SH/BHSN. The Class Drop
Policy refers to a student who has stopped taking one class but is still enrolled in one or more classes.

<table>
<thead>
<tr>
<th></th>
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<th>60%</th>
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<tr>
<td>8</td>
<td></td>
<td>50%</td>
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<tr>
<td>9</td>
<td></td>
<td>45%</td>
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<td>10</td>
<td></td>
<td>40%</td>
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<td>11-16</td>
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Fall and Spring Semesters

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<th>Classes Begin</th>
<th>Drop Deadline</th>
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<tr>
<td>2 weeks</td>
<td>August 22nd</td>
<td>September 3rd</td>
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<tr>
<td>2 weeks</td>
<td>January 3rd</td>
<td>January 14th</td>
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Summer Term

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<tr>
<th></th>
<th>Classes Begin</th>
<th>Drop Deadline</th>
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<tbody>
<tr>
<td>1 week</td>
<td>May 15th</td>
<td>May 22nd</td>
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Financial Aid: Mission and Goals
The mission of the Financial Aid Office at SH/BHSN is to assist students, parents and significant others in financing
their pursuit for higher education. The main goal is to ensure access for all who desire an education. Students are
encouraged to apply for financial aid to help meet the cost of education. Specific financial aid information and
policies can be found in the Financial Aid Handbook, which is published annually by the Financial Aid Officer
office. Further, it should always be considered the final source as it contains the most recent policies and
procedures.

Determination of Financial Need
Financial aid award packages may be comprised of a combination of resources such as grant, scholarship and/or
loan. The packaging of an award offer is always dependent on the availability of funds from federal, state, and
institutional sources. Awarding of funds is based on the “need” determined from the analysis derived from the Free
Application for Federal Student Aid (FAFSA) and the SH/BHSN institutional application, as well as a student’s
enrollment status.

Simply stated, the need is the difference between the total expenses of attending SH/BHSN (including not only
tuition and fees but also estimated costs of books and supplies, room (rent/mortgage), food, insurance, uniforms,
transportation, and personal expenses) and the estimated family contribution (EFC) figure. The EFC can be found
on the first page of the Student Aid Report (SAR). The formula is as follows:

\[
\text{Financial Need} = \text{Total Expenses} - \text{Estimated Family Contribution}
\]

Required Forms
All students who wish to participate in federal, state, and institutionally based programs must file a paper FAFSA or
the FAFSA online and the SH/BHSN Financial Aid Application. (Other documents may be required on an
individual basis.) The above-mentioned forms may be obtained from the Financial Aid Office at SH/BHSN. These
forms should be mailed directly to the SH/BHSN Financial Aid Office or completed online for processing.

To receive optimal level of consideration for all financial aid programs eligibility, the student is encouraged to file
all forms by May 1st each year. Applications for financial aid are accepted after the May 1st date but awards will be
made on a funds available basis. Applications for students who begin enrollment with the School in the spring semester are accepted on a funds available basis.

Students must reapply for financial aid each year they attend SH/BHSN. The same application procedure applies for each year. Although the amount and type of aid offered may change due to funding availability and the dictates of program guidelines, applicants will continue to be eligible for financial aid as long as the following factors exist:

- The student demonstrates financial need,
- The student maintains the same level of enrollment, AND
- The student maintains satisfactory academic progress.

**Verification**
Approximately (30%) or more of all financial aid applicants are randomly selected each year by the United States Department of Education to complete a process called Verification. Some students are selected every year; some are never selected at all. Regardless of how or why you were selected for Verification, you must complete the process in full if you want to receive any financial aid. Note: you will not receive an award letter from Brockton Hospital School of Nursing until this process is considered completed.

*What forms are required if a student is selected for Verification?*
- Completed Verification Document
- Copy of student’s 2010 *signed* Federal Tax returns with all schedules and 2010 W-2’s
- Copy of parent(s)’ or spouse’s (if applicable) 2010 *signed* Federal Tax returns with all schedules and 2010 W-2’s

SH/BHSN has strict guidelines regarding refunds of tuition and the distribution of financial aid funds for students who withdraw from SH/BHSN. Please refer to the refund section of the Financial Aid Handbook. Students who withdraw from SH/BHSN and who wish to be reinstated, must see the Financial Aid Officer/Business Administrator.

**Entrance and Exit Counseling**
All students receiving any form of financial aid are required to attend an Entrance Counseling session with the Financial Aid Officer/Business Administrator upon entering SH/BHSN to learn about their rights and responsibilities as a student loan borrower. Similarly, every student who received any federal loan is required to attend an Exit Counseling session with the Financial Aid Officer/Business Administrator upon graduating, withdrawing or dropping below half-time status. A financial aid summary sheet is provided to students at this time.

**Types of Financial Aid**
Financial Aid is an umbrella term for grants, scholarships, loans, and work programs. Signature Healthcare/Brockton Hospital School of Nursing (SH/BHSN) participates in all of these. Grants and scholarships are types of financial aid you do not have to pay back. Loans are borrowed money that you usually repay with interest.

SH/BHSN offers the following forms of financial aid to eligible students:

- **Federal Pell Grant**
- **MASSGrant**
- **Massachusetts Gilbert Grant**
- **Massachusetts Part-Time Grant**
- **Massachusetts No Interest Loan (NIL)**
- **Federal Subsidized Stafford Loan**
- **Federal Unsubsidized Stafford Loan**
- **Federal Parent Plus Loan**
- **Educational Rewards Grant**

In addition, SH/BHSN participates in *Alternative Loan Programs*. These programs are designed to assist independent students and/or families of dependent students who may not receive sufficient financial aid from other sources. Eligibility is not based on financial need. Demonstration of adequate credit is required in most cases. The total amount of the alternative loan along with all other grants, loans, and scholarships cannot exceed the cost of attendance.
Undergraduate Annual Scholarships
Scholarship recipients are approved by the Admission, Retention and Scholarship Committee. SH/BHSN offers the following institutional scholarships to eligible students:

- Brockton Hospital Medical Staff Scholarship
- Lillian and Arthur Epstein Memorial Scholarships
- Women’s Guild of the Brockton Hospital Scholarships
- Harry and Corrine Rosen Memorial Scholarship
- Geraldine Gould Memorial Scholarships
- Alice Keene Sheehan Memorial Scholarship
- Christos G. Tsaganis Scholarships
- The Dr. Harvey Neitlich Scholarship
- Elsie M. Burgeson Memorial Scholarship
- BHSN Alumni Scholarships
- Student Government Association (SGA) Scholarships
- Janice Dubois Clancy Memorial Scholarship
- Sylvia Bailet Memorial Scholarship
- Dr. Francis Freccero Scholarship
- Patricia M. and John W. Taylor, Sr Scholarship
- The Dr. Fred F. Weiner Memorial Scholarship
- Roger Keith & Sons Insurance Agency Scholarship
- Virginia A. Billings Memorial Scholarship

Additionally, the following institutional awards and scholarships are granted to graduating students and are presented to the students at the graduation ceremony:

- Dr. Fred F. Weiner Memorial Award
- Dr. Joseph Berkowitz Memorial Award
- Dr. William Arnone Memorial Award
- Faculty Recognition Awards
- Student Government Association (SGA) Scholarships
- Fisher College Commencement Award

SH/BHSN offers numerous work study positions.

The SH/BHSN Financial Aid Handbook lists each of the above-mentioned awards in detail. Please also inquire in the Financial Aid Office for more information if needed.
The Campus

Overview
SH/BHSN is housed in the three level Rosa Field building is situated on 14.7 acres of land, part of the Signature Healthcare/Brockton Hospital complex. This 22,826 square foot structure houses the educational areas of SH/BHSN as well as the Staff Education and Information Technology Departments of the Hospital.

Daily maintenance of the building and surrounding grounds is provided by a well-staffed custodial crew under the direction of the director of plant maintenance of the Hospital. There are walkways connecting SH/BHSN to the Hospital. Hospital security guards scan the building and grounds periodically and provide escort service for students. Security can be reached by a request to a Hospital operator.

SH/BHSN has classrooms, laboratories, conference rooms, faculty and student lounges, computer laboratories, photocopy and storage areas, lavatories, and offices for administrators, faculty and SH/BHSN supportive personnel. Three classrooms, student lounge and bookstore are on the lower level of the building. The nursing practice laboratory simulates a hospital unit, and is a fully equipped fundamentals laboratory including three simulated mannequins.

On the ground floor are faculty and administrative offices, the Mary Cruise Kennedy Room, Computer Room, self-serve kitchen, and the faculty lounge. The offices of the Dean, Operations Administrator, and Financial Aid Officer have sufficient space and furniture for small conferences and meetings. The offices of the Fisher College Campus Director, the Registrar, the Bursar and the Coordinator of Counseling and Student Services are also located on the ground floor. A central phone service, located in the offices of the Operations Administrator and at the front desk, assures that messages are appropriately received and relayed. A Hospital wide e-mail system is available for faculty, administration and students, and voice-mail is available for administration, faculty and staff. The Staff Education Department occupies space on the second level, but is geographically separated from SH/BHSN.

The first floor mezzanine contains a classroom and an adjacent science laboratory for anatomy and physiology and microbiology. Closets house moveable equipment and hardware and software.

The second floor mezzanine includes two classrooms, the office of the Assistant Dean and four faculty offices. The classrooms are primarily used for small group discussions, student conferences and workshops. There are four other faculty offices on the second floor which are in close proximity to the second floor mezzanine. The remainder of this floor holds the Information Technology Department, a self-enclosed area.

SH/BHSN has a commitment to make the Rosa Field building much more than just a place to go to school. Getting nursing education here includes not only classroom learning, but also becoming part of a community. Students use the Rosa Field building for classes, study, social events and recreation.

Getting Involved
Whatever a student’s interest may be, there are probably other students or a community group that share that interest. At SH/BHSN, a diversity of ideas and concerns are represented and extracurricular opportunities are many.

Students are urged to develop outside concerns and take advantage of social and cultural opportunities available in the community. A wide variety of activities are sponsored by SH/BHSN, Fisher College and student organizations. These groups meet different needs and interests of students. Participation in social and cultural activities helps students develop understanding and skills which enrich and extend classroom learning.

Alumni Association
From its beginnings in 1911, the Alumni Association of BHSN has grown with each successive class. BHSN alumni have a long history of support and loyalty to SH/BHSN. Their personal and professional achievements have given SH/BHSN its outstanding reputation. Their gifts of time, money and their personal involvement in SH/BHSN activities over the years have helped to make SH/BHSN the respected institution it is today.

Membership is open to all graduates. The alumni association promotes alliances between SH/BHSN and alumni, supports professional endeavors and sponsors scholarships to graduating seniors. The Alumni Association maintains address files of graduates to facilitate networking, meetings and special reunions. SH/BHSN offers an annual reception at the School prior to the Alumni Banquet.
**Student Government Association (SGA)**
Student Government Association (SGA) is the official student organization of SH/BHSN. As such, it initiates, promotes and sanctions student programs and activities and responds to issues and concerns relative to student life. SGA promotes collegiality among students and provides a medium for social, educational and cultural activities. The SGA provides students opportunities for self-government and for developing personal abilities and leadership potential. Students have input into many aspects of SH/BHSN through representation on various student and faculty committees.

During freshmen year, every entering class elects a class committee comprised of four members, who are the class officers. A class advisor is appointed by the Dean. Class advisors are SH/BHSN faculty who serve as resource persons to class committees.

Each class committee is comprised of a president, vice-president, secretary and treasurer. These officers oversee all specific class activities and provide student representation on Faculty Organization committees. Committee (Research and Evaluation, Curriculum, Admissions, Retention and Scholarship, Learning Resource, and Grievance) vacancies are filled as necessary.

The presidents of all the classes the SGA advisor form the SGA Committee. This committee meets monthly during the school year to address larger concerns pertinent to the whole student body. A secretary is elected by the membership.

**National Student Nursing Association (NSNA)**
Founded in 1952, the National Nursing Students Association (NSNA) is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs. The association mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Each nursing school has their own NSNA organization. Here at Signature Healthcare Brockton Hospital School of Nursing every student is a member of the local and national chapter of NSNA. There is a president, vice president, and secretary for the local organization who interface with the state and national organization. Meetings are held every month, in conjunction with the SGA, to discuss and facilitate programming that is in the best interests of the student body and the school of nursing.

**SH/BHSN STUDENT GOVERNMENT ASSOCIATION (SGA) BYLAWS:**

**Section I. Name, Location, Purpose and Functions**
1.1 Name. The name by which the body shall be known is the Student Government Association (SGA) of Signature Healthcare/Brockton Hospital School of Nursing (SH/BHSN).
1.2 Location. The principal office of the SGA shall be located at the School of Nursing, Signature Healthcare/Brockton Hospital, Brockton, Massachusetts.
1.3 Purposes. The purposes for which the SGA is formed are as follows: The establishment, operation and maintenance of the SGA of SH/BHSN provides (i) opportunities for students to express themselves in a democratic environment, (ii) participatory leadership in self-government, (iii) participation in activities which promote personal and professional growth and (iv) a forum for understanding and cooperation among the classes in the School and between the SGA and the Faculty Organization.
1.4 Functions. The SGA of SH/BHSN shall have the following functions:
   (a) Provide social and recreational activities that will encourage group relationships and promote school spirit.
   (b) Coordinate and approve all SGA activities and class activities.
   (c) Maintain communication among the classes in SH/BHSN and between the SGA, NSNA and Faculty Organization.
   (d) Participate in designated standing committees of the Faculty Organization.
   (e) Make recommendations to the Faculty Organization regarding changes and/or revisions in policies and regulations identified in the student handbook.
   (f) Recommend graduation award scholarship recipients to the Admission, Retention and Scholarship Committee.
   (g) Maintain accurate financial records of SGA monies.
   (h) Accept responsibility for own behavior through the maintenance of an active SGA.
Section II. Members

2.1 Membership. All students enrolled in SH/BHSN are eligible for membership in the SGA and the SGA Committee. The Dean appoints a student government advisor.

2.2 Relationship to Faculty Organization. Student membership on standing committees of the Faculty Organization (Research and Evaluation, Curriculum, Admissions, Retention and Scholarship, Grievance Review, Learning Resources) are through each individual class.

2.3 Student Government Association Committee. The presidents of each class and the SGA advisor comprise this committee.

2.4 Meetings. The SGA committee meets monthly during the school year. Special meetings of the SGA committee may be called by the SGA advisor or at the request in writing from two or more students. Notice of special meetings will be posted one week prior to the convening of the meeting.

2.5 Attendance. Attendance at SGA committee meetings is mandatory. If unable to attend, the class officers must appoint a delegate and have that person attend the meetings.

2.6 Dues. The student activity fee payable with tuition at the beginning of each semester is considered SGA dues.

Section III. Officers

3.1 Number and Qualifications. The SGA committee is comprised of presidents from each class (6 persons) and the SGA advisor.

3.2 Election. The members of the SGA committee elect a secretary each year.

3.3 Term of Membership. Students hold class membership and membership in the SGA committee as long as they remain officers of their class committee.

3.4 Secretary. The secretary of SGA committee shall record the minutes of the meetings of the SGA Committee; send a copy of the minutes to the SGA advisor; post a copy of the minutes on the student bulletin board; post the calendar of meetings for the year on the student bulletin board; write and send all correspondence required by the SGA such as: acknowledgments of gifts received and courtesies extended and cards, flowers or gifts as the need arises; keep on file all minutes, letters and records of all transactions; write and send all recommendations from the SGA to the Faculty Organization; consult with advisor as needed.

3.5 Advisor. The advisor to SGA shall be present at all meetings of the SGA committee; serve in an advisory capacity to the class committees and their advisors; serve as liaison between the SGA committee and Faculty Organization; hold signature authority for SGA bank account(s) and serve as treasurer of same; secure at least two faculty members to attend SGA functions; procure from the Hospital the student activity fees at the beginning of each semester by requesting same through the office of the business administrator; recommend graduation award scholarship recipients to the credentials committee; work with the Coordinator of Counseling and Student Services to design programs that meet student needs.

3.6 Removal of Officers. The SGA Committee, the class (by majority vote), the class advisors, and the SGA Advisor have the right to ask for a class officer’s resignation or to remove that class officer from office if any of the following occurs: 1) The officer fails to attend most scheduled class meetings or meetings with advisors; 2) The officer is not fulfilling the responsibilities of the office as prescribed in the bylaws; 3) The officer engages in conduct which the SGA Committee, class members, class advisor, and SGA advisor determine to be unprofessional.

Section IV. Standing committees

4.1 Student representation on standing committees of the Faculty Organization include the learning resources, research and evaluation, grievance review and curriculum committees and are determined by class committees. Students are full voting members on the grievance committee, while they have ex-officio status with voting privileges on curriculum, research and evaluation and learning resources committees. In addition, students participate in student-related and recruitment activities sponsored by the Admissions, Retention, and Scholarship Committee.

Section V. Class Organization

5.1 Class Committees and Representatives. Each class elects a class committee of four members to represent the class interests. Each class committee chooses the following officers: president, vice-president, secretary and treasurer. Class committees are responsible to secure student representation on the learning resources, research and evaluation, curriculum and grievance review committees of Faculty Organization as well as recruitment representatives for the Admissions, Retention, and Scholarship Committee. Vacancies in student representation will be filled as necessary.

5.2 Class Elections. Elections for class officers will take place in October. Vacancies will be filled as necessary either by class vote or by appointment by the class or SGA advisor.

5.3 Duties of Class Committee Officers. All class officers must communicate with class advisors, the SGA Advisor, and other class officers. The President and/or Vice-President direct all class activities, preside over all
class meetings, and serve as a member of the SGA Committee. The Secretary records accurate minutes of all class meetings and assumes responsibility for class correspondence. Copies of minutes shall be posted on class bulletin board and given to class advisor in addition to being filed in a class book. The Treasurer maintains accurate financial records and class moneys and submits such to the SGA advisor for deposit in the SGA account. In order to be reimbursed for any class expenses, the student must have the Faculty class advisor sign all receipts before submitting to the SGA advisor for remittance.

5.4 Duties of the Faculty Class Advisor. Each class has an appointed faculty class advisor who remains as the faculty class advisor until that class graduates. Faculty class advisor vacancies are filled as necessary. Faculty class advisors provide guidance to the class concerning their activities and facilitate the democratic process for expressing the group needs. Duties of the Faculty class advisor are as follows: participate in elections; assist own class to elect officers when vacancies occur; attend class meetings; attend SGA functions; keep copies of class meeting minutes and approve student purchases; report class activities at Faculty Organization meetings; submit, in writing, class report to the secretary of Faculty Organization at each meeting; submit requests for class activities to SGA advisor; coordinate senior week activities (day and weekend/evening divisions senior class advisors); work as a liaison between the SGA advisor, NSNA and class; briefly address class at senior breakfast; lead the senior class graduation procession.

5.5 Meetings. Class meetings are held at least once every two months. Monthly meetings are encouraged. All notices to be posted should be dated, signed and checked by the Faculty class advisor. Class meetings are conducted in accordance with the principles of parliamentary procedure.

5.6 Class Dues. The amount and payment schedule of class dues are determined by class vote. Financial obligations must be fulfilled in order to graduate (refer to graduation requirements). Class dues are non-refundable and non-transferable.

5.7 Student Activity Fees (SGA)

SGA money is procured from the Operations Administrator at the beginning of each semester and deposited in the SGA bank account. A percentage (to be determined) of these monies is kept in the SGA General Fund. General Fund money may be used for, but not limited to, the following: SGA scholarships, charity donations, student emergencies, freshmen welcome, student incentive prizes, and tokens for National Nurses Week and Student Appreciation Day.

The remainder of Student Activity Fees are proportionately distributed to each class fund according to the student numbers for each class. Funds for each class may be used for, but not limited to, the following: class activities such as class gift, Senior Sendoff, Senior Banquet, flowers, cards, student emergencies. Use of class monies is by consensus vote of each class. Each class treasurer shall work with both the class and SGA advisor and keep records of financial transactions.

Dispersion of General Fund money is at the discretion of the SGA advisor and the class officers. A record of dispersion can be found in the SGA treasury log. Any class balance shall be kept in the SGA account for no less than 2 months following graduation. This shall ensure that all student debts are reconciled. Any remaining balance shall be sent by the SGA advisor, at the request by either the class president or treasurer who shall, in turn, refund remaining money to class members.

5.8 NSNA *All students are members of the National Nursing Students Association. The purpose, by law, roles and function of the organization will be developed during the 2010-2011 academic year. Part of the students’ SGA Activities Fee will be allocated to pay for their membership in the NSNA. This amount will be determined by the NSNA Advisor.

Section VI. Amendments

These bylaws shall be reviewed annually by the SGA committee and updated as necessary. Adopted by student body vote on May 6, 1985

APPENDICES
SIGNATURE HEALTHCARE
Brockton Hospital School of Nursing
Calendar 2011 – 2012

Fall Semester 2011

August
10 (Wednesday) Day Transition Students Orientation and Study Skills 9am to 4pm
11 (Thursday) Weekend/Evening Transition Students Orientation and Study Skills 3pm to 9pm
15 through 17 Day Division Freshmen Orientation
15 through 17 Weekend/Evening Division Freshmen Orientation
15 through 17 Transition into Nursing Skills, Day & Weekend/Evening Students 12pm to 8pm
19 (Friday) Faculty Day 8:30am-3:30pm
22 (Monday) All classes begin

September
3 (Saturday) Last Day for Add/Drop of Classes
5 (Monday) Labor Day - No Classes
22 (Thursday) Undergraduate Scholarship Reception 4pm to 5:30pm
28 (Wednesday) Open House/Information Night 6pm to 8pm

October
10 (Monday) Columbus Day observed - No Classes

November
11 (Friday) Veterans' Day observed - No Classes
16 (Wednesday) Open House/Information Night 6pm to 8pm
23 (Wednesday) Thanksgiving Recess begins at 3pm
28 (Monday) All Classes Resume
28 through Dec 2nd Clinical Makeup and Evaluations

December
3 (Saturday) First Semester Classes End
5 through 9 Final Examinations
12, 13, 14 Transition into Nursing Skills

Spring Semester 2012

January
3 (Tuesday) All Classes Begin
14 (Saturday) Last day for Add/Drop of Classes
18 (Wednesday) Open House 6pm-8pm

February
20 (Monday) Winter Recess begins
27 (Monday) All Classes Resume

April
16 (Monday) Patriots' Day - No Classes
17 through 22 Fisher College Alumni Reception, date TBA
17 through 22 Clinical Makeup and Evaluations
21 (Saturday) Second Semester Classes End
23 through 27 Final Examinations

Summer Session 2012

May
1, 2, 3 Transition into Nursing Skills
Week of 14th Graduation – Confirmed Date TBA
15 (Tuesday) All classes begin
22 (Tuesday) Last Day for Add/Drop for Classes
28 (Monday) Memorial Day observed – No Classes

June
12 (Tuesday) Alumni Reception 2pm to 4pm, Tentative, Confirmed Date TBA
18 through 22 Clinical Makeup and Evaluations
23 (Saturday) Summer Session Nursing Classes End
25 through 29 Nursing Final Exams

July
4 (Wednesday) Independence Day observed-No classes
5 (Thursday) Summer Session Fisher Classes End
9 through 13 Final Examinations, Evaluations for Fisher College
10, 11, 12 Annual Program Evaluation
Administration, Nursing Faculty, and Support Staff  
2011-2012

Administration and Support Staff

Susan L. Taylor, Dean  
Diploma, Lawrence Memorial Hospital SON  
BSN, University of South Alabama  
MSN, University of Alabama in Birmingham

Elizabeth Favreau, Assistant Dean  
BSN, West Virginia Wesleyan College  
MSN, University of Phoenix

Joan Ambroceo Baum, Operations Administrator  
Diploma, Pierce Secretarial School

Tanya C. Ross, Coordinator of Counseling and Student Services  
BA, University of Massachusetts, Boston  
MS, Springfield College

Jeanne Gonzales, Financial Aid Director  
AAS, Newbury College

Christine Murphy, Manager of Health Services  
Diploma, Brockton Hospital SON  
BSN, Curry College  
MSN, University of Massachusetts, Boston  
Family Nurse Practition/Infant Massage Instructor

Michelle MacNeil, Bursar  
BS, Bridgewater State College

Marlene Bohn, Registrar  
Diploma, Kenyon College

Carol Wilcox  
Fisher College Program Director General Studies  
BA, Emmanuel College  
Post-Baccalaureate Work,  
Biology, Bridgewater State University

Faye Cugno, Assistant Registration Clerk

Jane Natches, Library Manager  
BA, Pennsylvania State University  
MPS, New York University  
MS, Simmons College

Deborah A. English, Department Secretary

Susan Wade, Faculty Secretary

Faculty

Christiana O. Akanegbu, BSN, MSN  
BSN, Regis College  
MSN, Regis College

Judith Gaudiano, RN, MSN  
Diploma, Geisinger Medical Center  
BSN, Bloomsburg University  
MSN, Pennsylvania State University  
Carline Louis Letang, RN BS, MSN/MHA  
BS, Curry College  
MSN/MHA, University of Phoenix

Lori Banning, RN, MSN,  
BSN, St. Joseph’s College  
MSN, University of Massachusetts  
Dartmouth

Jean Marie Gouveia, RN, MSN  
BSN, Fitchburg State College  
MSN, University of Massachusetts,  
Boston  
Susan A. Lowans, RN, MSN  
BSN, Georgetown University  
MSN, Hunter College

Carol A. Berube, RN, MSN  
BSN, Northeastern University  
MSN, Anna Maria College

Charlotte Stowe Hamill, RN, MSN  
BSN, University of Maine  
MSN, Boston University  
Certified Childbirth Educator  
Rosemarie Marks, RN, BSN  
BSN, University of Massachusetts,  
Amherst  
MSN, University of Massachusetts,  
Dartmouth (in progress)
Mary Ellen Croft-LaFrance, RN, MSN
ASN, Northern Essex Community College
BSN, University of Massachusetts, Lowell
MSN, University of Massachusetts, Lowell
Gregg W. Davis, RN, MS
Diploma, Brockton Hospital SON
BSN, Salve Regina University
MS, Salve Regina University
Maureen Eisenstein, RN, MSN
BSN, Salem State College
MSN, Boston University

Mary Herbowy, RN, MSN
ASN, Laboure Junior College
BSN, Curry College
MSN, University of Massachusetts, Dartmouth
Lucky C. Lgbokwe
BSN, Northeastern University
MSN, Northeastern University

Maureen McDonald, RN, MSN
Diploma, Boston City Hospital SON
BSN, Curry College
MSN, University of Massachusetts, Boston
Eileen Pohl-Domaldo, RN, BSN
Diploma, Brockton Hospital SON
BSN, Curry College

Gregg W. Davis, RN, MS
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MS, Salve Regina University
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Diploma, Brockton Hospital SON
BSN, Curry College

Lucky C. Lgbokwe
BSN, Northeastern University

Eileen Pohl-Domaldo, RN, BSN
Diploma, Brockton Hospital SON
BSN, Curry College

Theresa Smith, RN, BSN, MSN PMH, NP
Diploma, Quincy City Hospital SON
BSN, University of Massachusetts, Boston
Psychiatric Mental Health Nurse Practitioner

Mary Federico, RN, BSN
ASN, Laboure Junior College
BSN, Curry College
MSN, University of Massachusetts, Dartmouth (in progress)

Peter Keenan, BSN, MS
BSN, Northeastern University
MS, Northeastern University

Kim Spatola, RN, MSN
ASN, Massasoit Community College
BSN, University of Massachusetts, Boston
MSN, Simmons College
Certified Pediatric Nurse Practitioner

Mary Federico, RN, BSN
ASN, Laboure Junior College
BSN, Curry College
MSN, University of Massachusetts, Dartmouth (in progress)

Terry Khoury, RN, Med.
MEd, Framingham State College

Claudette Kistner, RN, MSN
BSN, University of Massachusetts, Boston
MSN, University of Massachusetts, Boston

Kim Spatola, RN, MSN
ASN, Massasoit Community College
BSN, University of Massachusetts, Boston
MSN, Simmons College
Certified Pediatric Nurse Practitioner
Consistent with SH/BHSN mission and goals, the objectives of the recruitment program are as follows:

- Provide ways of making and maintaining contact with high school counselors and other professionals who assist students in making career decisions
- Interest non-traditional students and members of minority groups in nursing
- Publicize SH/BHSN as widely as possible in the geographical areas of our student population
- Attract the greatest number of applicants as possible to SH/BHSN
- Recruit LPN’s actively in accordance with LPN advanced placement criteria by attending LPN Transfer Days
- Hold open houses for potential applicants in September, November and January
- Attend senior high school career and college days/night
- Maintain membership in the Massachusetts/Rhode Island League for Nursing (MARILN)
- Maintain membership in the National Association of College Admission Counselors (NACAC)
- Maintain membership in the Massachusetts School Counselors’ Association
- Design and evaluate recruitment materials
- Develop and implement an advertising strategy
- Advertise in newspapers including, but not limited to, the (Brockton) Enterprise, The Patriot Ledger, and Fall River Herald
- Make catalogs, pamphlets and applications publicly accessible
- Distribute public relations materials, to school counselors and others who assist persons with career decisions
- Circulate invitations to open houses in local newspapers and to those who request information about SH/BHSN
- Maintain contact with area high school counselors and science teachers
- Arrange mini-lectures on health-related topics for area high school classes, as requested
- Engage the volunteer services of faculty and students to represent SH/BHSN at designated recruitment functions
- Place recruitment materials in high schools and libraries and similar places frequented by prospective students
- Hold periodic meetings throughout the school year to re-evaluate recruitment priorities
- Maintain contact with area directors of adult education programs
- Develop contact with administrators of area nursing homes and hospitals to publicize our program
- Remain active in nursing education and health related organizations
- Maintain Membership in the Metro South Chamber of Commerce
## Tuition and Fees 2011 - 2012

**Signature Healthcare/Brockton Hospital School of Nursing**  
**Day Division**  

### First Year

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### Second Year

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### Other Fees for Day and Weekend/Evening Divisions

* Tuition and fees are subject to change

Note: A $25 fee will be assessed to each returned check.

- Transcript / Copy: $5
- Competency Evaluation: $300
- NU 102 (2102 A & B): $25
- Budget Payment Plan Fee: $25
- Study Skills: $100
- Transition Course Fee: $325
- Late Fee: $50
- Re-enrollment: $100
- Returned Check Fee: $25
Signature Healthcare/Brockton Hospital School of Nursing  
Weekend / Evening Division  
* Tuition and Fees 2011- 2012

<table>
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* Tuition and fees are subject to change
Note: A $25 fee will be assessed to each returned check.