

Phillips School of Nursing **Catalog**
2018-2019



**Mount
Sinai
Beth Israel**

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Mission Statement

The mission of Phillips School of Nursing, as a single-purpose institution, is to provide optimal academic and clinical experiences at the Associate and Baccalaureate levels in nursing.

The Associate in Applied Science and Accelerated Bachelor of Science Degrees lead to eligibility for licensure as a Registered Professional Nurse. The Baccalaureate degree program prepares nurses to assume advanced roles in the profession. The School is committed to serving a diverse student body with both students new to the college experience and adult learners returning to college for a degree in nursing. The education program prepares graduates to utilize the knowledge and skills necessary to problem-solve, think critically and collaborate with health care providers to manage the care of patients. The education program is

also designed to prepare graduates for entry into advanced degree programs in nursing. Graduates will demonstrate a commitment to lifelong learning through their own personal and professional growth.

The aim is to graduate nurses who will provide high quality, culturally sensitive and compassionate care in a variety of health care settings. The program prepares graduates to be flexible, accountable and maintain the highest moral and ethical standards of the profession.

The mission of the School has been established in cognizance of society's ongoing need for nurses who are able to provide care to diverse populations, and to meet the challenges of a complex health care system. To achieve our mission, the faculty and the leadership of the School provide an educational program that is responsive to societal changes and prepares graduates to practice in a changing world. The curriculum provides a foundation

upon which graduates can build leadership, educational and clinical expertise. The strong emphasis on critical thinking abilities and community service prepares graduates to become knowledgeable and involved global citizens.

Vision Statement

The vision of Phillips School of Nursing is:

- To actively respond to society's need for caring, knowledgeable, and skilled nursing professionals.*
- To use and develop evidence-based research as the foundation for contemporary education and clinical practice.*
- To be a leader in associate and baccalaureate nursing education.*

The School and its Resources

A Tradition of Excellence

For more than a century, Phillips School of Nursing (PSON) at Mount Sinai Beth Israel has been one of the leading schools of professional nursing education. Its story is closely intertwined with Mount Sinai Beth Israel (formerly Beth Israel Medical Center). In 1889, Beth Israel Hospital (now Mount Sinai Beth Israel) began as a small clinic and emergency room, established to meet the medical needs of the Lower East Side community. In 1891, a hospital was conceived to serve all of the people in the area. From the beginning, the hospital has played an important role in providing health care to New Yorkers. Shortly thereafter, the nursing School was created, and in 1904, the nursing School was officially registered with the Board of Regents of the State of New York as an educational institution.

A Program Designed to Keep Pace with the Times

Since its inception as a diploma program in 1904, the School has undergone significant transformations in response to an ever changing health care landscape. In 1978, PSON received approval to grant the degree of Associate in Applied Science in Nursing. In 2014, PSON received approval to offer the degree of Bachelor of Science in Nursing. The associate degree program is accredited by the Accreditation Commission for Education in Nursing

(ACEN) and the baccalaureate program is accredited by the Commission on Collegiate Nursing Education (CCNE). Also in 2014, PSON was designated a Center of Excellence in Nursing Education by the National League for Nursing for the years 2014-2018. The School received the designation in the "Student Learning and Professional Development" category.

The curriculum prepares graduates to respond to the re-conceptualized roles of nurses in today's complex health care system. Major health problems are taught using a humanistic framework based on meeting patient needs in the hospital, in the home and in a variety of community-based settings. In addition, the liberal arts and science curriculum is designed to enrich and expand the student's perspective on nursing and society.

Today, PSON offers

three nursing programs:

- **An Accelerated Associate in Applied Science Degree in Nursing (ADN).** A 15-month, hybrid program leading to eligibility for licensure as a Registered Professional Nurse;
- **A Bachelor of Science in Nursing Continuation Program (RN-BSN).** Open to registered nurses who wish to further their education at the baccalaureate level. The program is offered in a hybrid program format and may be completed in three to five semesters dependent upon prior college coursework and schedule.

• an Accelerated Bachelor of Science in Nursing (ABSN).

A 15-month, hybrid program leading to eligibility for licensure as a Registered Professional Nurse.

Note: At PSON, a hybrid format is defined as having some traditional face-to-face "in class" time replaced by online learning activities. The goal of hybrid coursework in an accelerated framework is to take advantage of the best features of both face-to-face and online learning experiences.

Students can:

- Obtain an education either on a full-time or part-time basis.
- Receive transfer credit for comparable courses.
- Receive financial aid including scholarships, if eligible.

Students will:

- Receive outstanding clinical learning experiences throughout the Mount Sinai Health System, as well as in various community organizations.
- Be exceptionally-well prepared for a wide variety of career opportunities in nursing.

Study at a Major Medical Health Care System

The Mount Sinai Health System is an integrated health care system providing exceptional medical care to our local and global communities. Encompassing the Icahn School of Medicine at Mount Sinai and seven

hospital campuses in the New York metropolitan area, as well as a large, regional ambulatory footprint, Mount Sinai is internationally acclaimed for its excellence in research, patient care, and education across a range of specialties. The Mount Sinai Health System was created from the combination of the Mount Sinai Medical Center and Continuum Health Partners, which both agreed unanimously to combine the two entities in July 2013.

The Health System is designed to increase efficiencies and economies of scale; improve quality and outcomes; and expand access to advanced primary, specialty, and ambulatory care services throughout a wide clinical network. The Health System includes more than 7,000 primary and specialty care physicians and 12 minority-owned free-standing ambulatory surgery centers. Mount Sinai also features a robust and continually expanding network of multispecialty services, including more than 45 ambulatory practices throughout the five boroughs of New York City, Westchester, and Long Island. It has more than 40 clinical and academic relationships with other local health care organizations. Mount Sinai physicians can be found in more than 300 community locations throughout the New York metropolitan area. With an extraordinary array of resources for the provision of compassionate, state-of-the-art care, the Mount Sinai Health System is poised to identify and respond to the health-related needs of the diverse populations it serves.

Extensive Academic Resources

PSON's Hillman Nursing Skills Center is designed to simulate the hospital and outpatient environment for nursing students. The Nursing Skills Center enables students to enhance their clinical skills and nursing knowledge in a safe learning environment through the use of computerized manikins, standardized patients, and other high-tech hospital equipment. The modern, well-equipped Suzanne Toor Karpas Science Laboratory seats 20 students and features a wide variety of anatomical models. There is also a spacious Karpas Study Center available for individual study.

PSON's Learning Resource Center has 44 high-speed computers available for computer assisted instructional resources, which supplement classroom instruction, enhance learning, and provide a means of independent study and research. Two dedicated Research Librarians staff the Center full-time. Students also have access to the Seymour J. Phillips Health Sciences Library, which serves the information needs of the student body as well as the staff of the Medical Center. The library collection contains approximately 12,000 books, over 950 journals and a significant number of audiovisual materials. Online databases are available for extensive research on health care topics.

A Diverse Student Body

We are proud of the diversity to be found at PSON. Women and men, from the

greater metropolitan area, are enrolled in the School and range in age from 18 to over 60. Our students reflect the multiplicity of race, religion, sexual orientation, ethnic origin, cultural and economic backgrounds that one finds in a large city.

Professional Development

Every student is a member of the Student Organization which coordinates School activities. Students are encouraged to serve on selected faculty committees which offer many opportunities for personal and professional growth. AAS and ABSN students hold active membership in the National Student Nurses Association, a non-profit organization dedicated to fostering the professional development of nursing students.

Services for Individuals with Disabilities

PPhillips School of Nursing is committed to the elimination of architectural and other barriers that prevent any qualified person from attending. The School will provide reasonable accommodations in the form of auxiliary aids and services for students with disabilities. The School will determine on a case-by-case and course-by-course basis whether a need exists, based on documentation, and what accommodation(s) is appropriate. Any individual with an inquiry or complaint related to Section 504 of the Rehabilitation Act of 1973 or the ADA should contact: Bernice Pass-Stern, Assistant Dean and 504/ADA and Title IX Compliance Coordinator in the Office

of Student Services, 776 Sixth Avenue, Suite 4A, New York, New York 10001 or call (212) 614-6114. Information shared is held in the strictest confidence.

If you have a disability, you are entitled to assistance and accommodation(s) through the School. This assistance includes evaluating your medical documentation, conducting the appropriate tests, making recommendations for accommodation(s) and contacting your professors to request accommodation(s). However, you must contact the 504/ADA and Title IX Compliance Coordinator, Mrs. Pass-Stern, (contact information listed above) at the beginning of the academic year to ensure that you receive these services. You also are required to complete a "Request for Accommodations" Form. If you fail to do so, accommodation(s) may not be provided to you.

Financial Assistance

A comprehensive program of financial assistance, including federal and state aid, is available to all eligible students. Scholarships and loans are also available and complement a student's full financial aid package.

A Tobacco Free Campus

The School maintains a 100% tobacco-free campus. No tobacco use of any kind is allowed anywhere on School property or within 25 feet of the School's entrance.



A Vibrant Neighborhood, Easy to Reach

Phillips School of Nursing is located in the Chelsea section of Manhattan. The Petrie Division of Mount Sinai Beth Israel is nearby, on East 16th Street, between First and Second Avenues. There are many cinemas, bookstores, shops, restaurants and hotels within a

few blocks. Religious institutions of all denominations are found in the area.

An Exciting City That Never Sleeps

There are a wide variety of cultural activities to enjoy in New York City. These include theater, movies, opera and numerous community functions. Visit the observation deck of the Empire State

Building, take a walk on the Highline, ride the Staten Island Ferry, or visit the Statue of Liberty and Ellis Island Museum. Take a guided tour of the United Nations or stroll and browse through Tribeca and Chelsea. The museums in the city are world renowned: the Metropolitan Museum of Art, the Guggenheim, the American Museum of Natural History,

the Whitney Museum of American Art, and many more.

Music is everywhere, from inside Carnegie Hall or Lincoln Center, to the free outdoor performances in plazas, parks, and even train stations. Theater and dance abound, both on and off-Broadway with special ticket booths offering many shows at half price the day of the performance. Movie theaters are plentiful in the city, showing first-run films and revival houses featuring film classics.

Alumni Association

Graduates of the School are encouraged to become members of the Alumni Association. Some of the Association's activities include: sponsoring student activities; providing students scholarships and awards on an annual basis; funding educational programs offering Continuing Education Units (CEUs); as well as Informal networking events to keep in touch with former classmates and friends.

Graduation Rates

The chart below shows graduation rates for students who completed the program within 4 years of entry.

Year of Entry	AAS% Graduated within 4 Years	RN-BSN% Graduated within 4 Years*
2014	82%	84%
2013	85%	
2012	86%	

Note: The RN-BSN program was introduced in Fall 2014 and the ABSN in Summer 2017.

NCLEX-RN Passing Scores

Over the past 110 years, the School has graduated over 4,000 licensed registered nurses who have significantly served the community and the nursing profession.

NCLEX Results

Class of	First Time Pass Rate
2017	81%
2016	74%
2015	87%

Campus Security Statistics

As required under subsection 6433 of Article 129-A of the Education Law, the School's Campus Crime Report is available for review through the Office of Student Services. The information contained in the report lists on-campus crime rates for robbery, assault, burglary, sex offenses, and arrests for violations of liquor and drug laws and illegal weapons possession, as well as other crimes. The School will provide a paper copy of this report upon written request to the Office of Student Services.

International Initiatives

The following represents the completion or graduation rate for the cohort of degree-seeking full-time, first-time students for which 150% of the normal time for completion elapsed for students entering the program between 2009 and 2013:

Years	# in Cohort Group	% Graduates
2014-15	1	100%
2013-14	3	100%
2012-13	1	100%
2011-12	5	100%
2010-11	1	100%

The chart below represents completion rates for the cohort group of 125 AAS students entering in 2014. Overall Completion Rate: 82%

4 Year Completion Rates by Scheduling Option

Scheduling Option:	# Students Began:	Graduated 2 Years	Graduated 3 Years	Graduated 4 Years	Total
Traditional	76	44	15	0	59
ATOP	23	17	4	0	21
Evenings	26	0	22	0	22
Total	125	61	41	0	102

- 3-year program



Faculty and Student Exchange 2017, National Taipei University of Nursing and Health Sciences

International Initiatives

PERSON provides students and faculty with an opportunity to visit other countries and experience other health care systems through two innovative programs:

- For the past eight years, the School has partnered with Diaspora Community Services, a social support service agency that serves the Haitian community in Brooklyn, New York. Diaspora's mission is to empower families and individuals to maximize their abilities to succeed through culturally sensitive health promotion, family support services and advocacy. During the spring intersession a group of students, along with a nursing professor from the School, have the opportunity to travel to Haiti as part of a cultural humility educational experience. Students are given the opportunity to visit and participate in health care related activities at clinics and ambulatory care sites. Many students have commented upon return that it was a life-changing experience.

- An Institutional Affiliation Agreement with the National Taipei University of Nursing and Health Sciences located in Taipei, Taiwan allows for student and faculty exchanges and other endeavors related to education, research, and scholarship. A two-week Complementary Therapy Summer Program is scheduled annually in the month of July. The Complementary Therapy Summer Program provides students with a unique opportunity to focus on learning traditional Chinese

medicine and complementary therapies through lectures, hands-on practices, and hospital visits. Students earn elective credits while gaining a global perspective on nursing care that they can apply in their future careers. In January 2018, twelve nurse practitioners from the Taiwan Nurse Practitioners Association participated in a one week immersion program at MSBI. During that same period, four nursing students and two faculty members from Dayeh University of Taiwan spent three weeks at the school where they had the opportunity to attend classes, lab, simulations, and clinical settings alongside our nursing students.

Hours of Operation

Administrative offices are open Monday through Thursday from 8:00 am to 4:30 pm and on Friday from 8:00 am to 2:00 pm. The School is open weekdays from 8:00 am to 10:00 pm (based on semester) and on some Saturdays from 8:00 to 1:00 pm when classes are in session.

Philosophy of Phillips School of Nursing

The philosophy of Phillips School of Nursing reflects the beliefs of the faculty regarding individuals, society, nursing, education and the role of the nurse within the health illness continuum.

The faculty's belief is embodied in the recognition that human beings possess physical, social, psychological, spiritual and cultural qualities. Inherent

in this belief is that human beings are endowed with self-worth and dignity and have a right to have their basic needs met. The human experience is dynamic throughout the life cycle and an individual's behavior reflects continuous interaction with the total environment.

Society is comprised of individuals, diverse in their cultures, customs and behaviors, whose interactions occur through membership in family and community groups. The School of Nursing, as part of the community, prepares graduates to make vital contributions to society. This is achieved through provision of care to individuals and groups of individuals in varied health care settings and by participation in health-related community activities.

Health is a dynamic state with levels of wellness existing along a continuum. Optimal health is a state of physical, mental and social well-being and not merely the absence of illness. Illness is manifested by compromised functioning and diminished capacity to meet one's needs.

Nursing is a dynamic, interactive process between the nurse, patient, family and significant others whereby goals are mutually established in order to meet compromised patient needs. Nursing practice is caring and humanistic, aimed at assisting patients to achieve their highest level of functioning.

Adult education is an interdependent process between teacher and learner.

The educator functions as a facilitator, resource person and role model who encourages students to develop the knowledge and critical thinking skills necessary to deal with challenges. The learner is a motivated individual who internalizes and applies new principles, concepts and skills as evidenced by modification of attitude, ideas and behavior. Inherent in this process is the development of the learner's self-awareness, independent decision-making and accountability. Optimal learning occurs in an interactive environment where mutual respect and freedom of inquiry are fostered.

Nursing education provides the graduate with the competencies necessary to implement nursing care based upon current knowledge and concepts of the biological, social and behavioral sciences, nursing concepts, current technology and health care trends. The ultimate goal is to graduate nurses who deliver competent and compassionate health care, both locally and globally, and who participate in professional activities and demonstrate a commitment to lifelong learning.

Graduates are prepared to function in a collaborative role with other health care practitioners when providing and

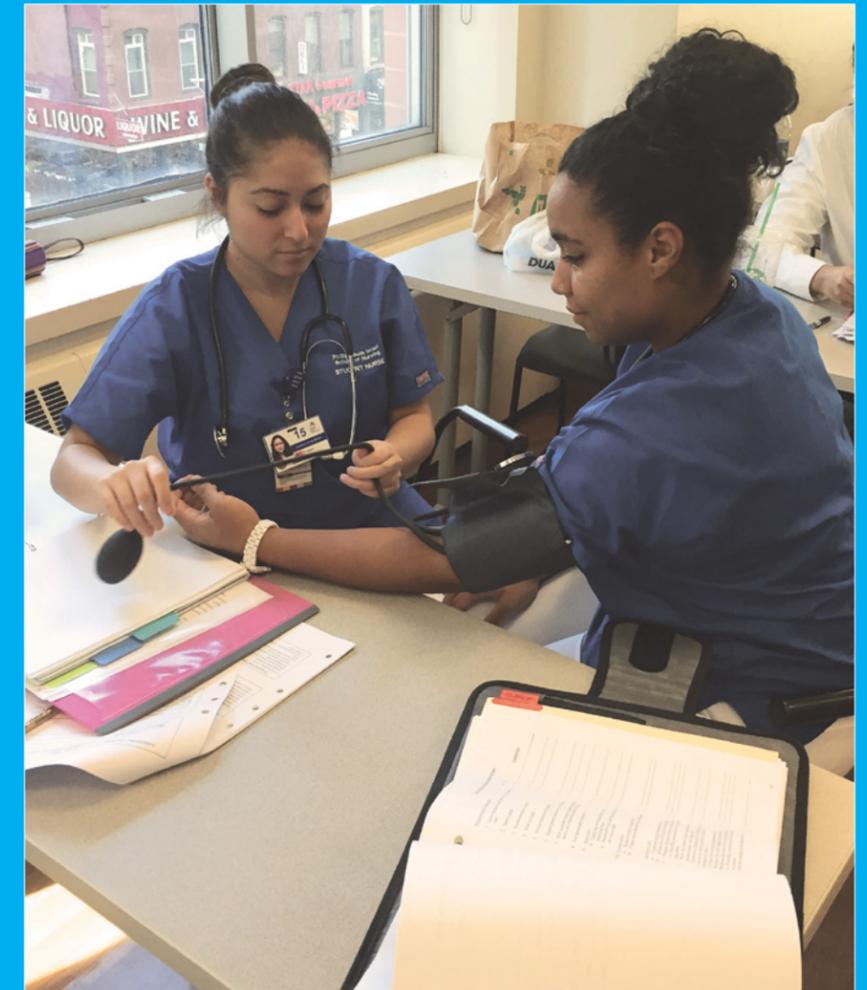
managing preventative, restorative and supportive care to individuals. They practice in a variety of health care settings utilizing established protocols within an ethical and legal framework.

For Further Information

The remainder of this publication is divided into three sections by program (AAS, RN-BSN, and ABSN) and provides detailed information on the curriculum, faculty, and admission procedures at PSON. For questions about nursing or about the School, please do not hesitate to attend one of the School's Information Sessions held during the winter and spring months. The programs are designed to answer your individual questions. For more information, or the Information Session schedule, please call the Office of Admissions at **(212)-614-6108** or visit our website at **www.pson.edu**.

We look forward to hearing from you.

ASSOCIATE IN APPLIED SCIENCE, NURSING



Program Description

Length of Program: 4 semesters

Application Open: September 1

Application Close: April 1

The Accelerated Associate in Applied Science in Nursing degree is designed to meet the ever-changing needs of today's nurses. The Accelerated AAS is a fast-track, hybrid program with a start date in late August and is perfect for students committed to earning their AAS in just 15 months. Graduates of the AAS program who meet admission criteria may seamlessly transfer into the School's RN-BSN program to continue their education at the baccalaureate level. The curriculum includes a blend of clinical and classroom education to ensure that our Accelerated AAS students are ready for NCLEX examination and clinical practice. Hands-on clinical care is an integral part of our curriculum.

Student Learning Outcomes

Upon completion of the program, the graduate will be able to:

1. Utilize a body of theoretical knowledge derived from nursing, the biological, behavioral and social sciences and other disciplines in meeting the needs of patients of varying cultures, ages and stages of development throughout the life span.
2. Utilize the nursing process, integrating critical thinking and information literacy, with an evidence-based approach to provide individualized care.
3. Manage the varied activities and technologies that are required to provide nursing care to groups of patients in a variety of settings.
4. Communicate effectively with patients, families, significant others and health care members to provide optimal health care.
5. Utilize teaching activities to restore and maintain health and to promote optimal functioning.
6. Maintain accountability for the practice of nursing within the profession's established ethical and legal standards.
7. Assume responsibility for professional development essential to meet the demands of a rapidly changing society.

Program Goals/Outcomes

1. 75% or more of students entering the program will successfully complete the program within six academic semesters (150% of the expected completion time).
2. Graduates' licensure exam pass rates (for first-time test takers) will be at or above the state and national means.
3. At least 85% of the graduates will obtain employment within twelve months following RN licensure.
4. At least 90% of graduates will be satisfied with the education they received as evidenced by responses on follow-up surveys.

AAS Actual Program

Program Outcome 1: At least 75% of students entering the program before Fall 2016 will successfully complete the program in four years. At least 75% of students entering the Accelerated AAS program (on/after Fall 2016) will successfully complete the program in two years (six semesters).

Year of Entry	% Graduated within 4 Years
2014	82%
2013	85%
2012	86%

Program Outcome 2: Graduates' licensure exam pass rates (for first time test takers) will be at or above the state and national means (averages).

Year	State Average	National Average	School Average
2017	83.8%	82%	81%
2016	82%	82%	74%
2015	80%	82%	87%

Program Outcome 3: At least 85% of the graduates will obtain employment within twelve months following RN licensure, as evidenced by responses on follow-up surveys.

Year	% Employed
2016	96%
2015	96%
2014	85%

Program Outcome 4: At least 90% of graduates will be satisfied with the education they received as evidence by responses on follow-up surveys.

Year	% Satisfied
2016	95%
2015	100%
2014	90%

Admissions Philosophy and Policy

Applicants are selected following a holistic review of their application, which includes but is not limited to their previous academic achievement and potential aptitude, standardized test scores, prior work experience, and recommendations. Students are admitted without regard to age, race, color, sex, religion, ethnic origin, marital status, sexual orientation, gender identity, gender expression, veteran status, qualified disability, or any other characteristic protected by law.

Admission Requirements

1. Completed portfolio: Apply on line through NursingCAS - create an account and log into your Nursing CAS application at: <https://nursingcas.liaisoncas.com/applicant-ux>.
2. Official transcript from each institution attended; must be mailed from the issuing institutions registrar's office directly to Nursing CAS.
 - Applicants are required to list all institutions attended on their application even if a degree was not awarded.
 - Applicants must input college-level course work, including courses currently in progress, from every institution previously attended.
 - Applicants with international transcripts should refer to the "Additional Requirements for International Transcripts" section below.

3. Minimum cumulative GPA of 3.25.

4. Minimum Prerequisite GPA 3.0 in the following courses:

- English Composition (3 credits)
- General Psychology (3 credits)
- Introduction to Sociology (3 credits)

– All prerequisite courses must be completed prior to admission with a grade of C or higher.

– Only one prerequisite course failure may be repeated (grade of C- or below).

– Applicants may be offered conditional admission while in the process of completing remaining prerequisite courses. However, all prerequisites must be completed prior to the start of the program.

5. Official high school transcript or copy of GED score.

6. Score of 80 composite or better on the HESI A² Admission Assessment Exam (Exam components: Reading comprehension, basic math skills, biology).

7. Two letters of recommendations - One from an academic source and one from a professional source.

8. Statement of purpose (250 – 650 words): discuss your reasons for applying to the AAS program and how it fits into your personal, educational and professional goals.

9. Current resume: Include work and volunteer experience, awards, professional organizations and academic history.

10. Current Basic Life Support (BLS) for Health Care Providers Certification: Only BLS certification from the American Heart Association is accepted and must be obtained prior to starting the AAS program.

11. Additional Requirements for Non-US citizens and Non-US residents.

- Submit copy of passport or permanent resident card (USCIS Form I – 551).

12. Additional Requirements for International Transcripts

All applicants who have attended a college or university outside of the United States must submit International transcripts or diplomas (if applicable) to one of the following approved evaluation services listed below:

- a) World Education Services (WES): <http://www.wes.org/students/>
- b) Educational Credential Evaluators, Inc. (ECE): <https://www.ece.org/>

Notes: It is the applicant's responsibility to verify the status of his or her application with NursingCAS to ensure that their portfolio is complete and verified.

All materials in student applications are the property of the School and will not be returned. Applications are retained for a period of two years.

Applicants with a U.S. High School Diploma

Graduation from an accredited U.S. high School is necessary, with satisfactory completion of 16 acceptable academic units (a unit represents one year of study). Academic average and class rank are strong considerations. A minimum average of 80 percent is required and rank in the top half of the class is preferred. Applicants lacking the requisite 16 academic units may substitute appropriate college level courses for each high School unit needed.

High School Units Must Include:

Course Units	Number of Units
English	4
Social Studies	2
Mathematics	2
Biology*	1
Chemistry:	1
Total	10
Other Courses	Number of Units
Elective academic subjects (mathematics, science, social studies, English, foreign language)	6
Total	16

**either one year at the high School level or one semester at the college level is required of all candidates, including those with a GED*

Note: Home economics, business, driver education, health education and similar courses are not acceptable.

Applicants with a High School Equivalency Diploma

A high School equivalency diploma (GED) is acceptable in lieu of high School graduation. Students who have earned the GED on the basis of college credits must present the GED and supporting college transcript(s). A minimum GED score of 275 is required for those candidates taking the equivalency diploma examination. The biology and chemistry prerequisites cited above apply to candidates with a GED.

Applicants Previously Enrolled in a Nursing Program

Candidates who were previously enrolled in nursing courses at another college/School of nursing must submit a letter from the Office of the Dean of that program (or his/her designee) documenting the circumstances under which the candidate withdrew/was withdrawn from the program. Individuals academically dismissed from another nursing program (including any nursing program at PSON) are not eligible for admission.

Essential Skills and Abilities for Graduation

These functions and standards include a representative listing of non-academic criteria essential to successfully complete the required nursing coursework. These standards are to be achieved with or without accommodation.

To successfully complete the program, the student must demonstrate:

- The ability to assess patients and their environment to safely deliver nursing care (examples include but are not limited to the following: detect changes in skin temperature and color, detect changes in patient's cognitive/psychological/physical condition).
- The ability/stamina to safely implement nursing care to patients of all ages (examples include but are not limited to the following: perform CPR, safely transfer patients in and out of bed, lift, move and position patients and equipment, hang IV bags at the appropriate level, maneuver in small spaces, move around in patient rooms, workspaces and treatment areas).
- The necessary manual dexterity to prepare and administer medications via the required route e.g., intramuscular, subcutaneous, intravenous.
- Possession of gross and fine motor abilities sufficient to provide safe and effective nursing care (examples include but are not limited to the following: ability to calibrate and use equipment, insert catheters, manipulate intravenous equipment).
- The ability to communicate clearly and effectively regarding treatments, procedures and patient teaching; the ability to record all information accurately.
- The ability to exercise ethical judgment and think critically in the delivery of patient care: (a) collecting, analyzing

and integrating information and knowledge; (b) processing information accurately and quickly to prioritize tasks; and (c) predicting possible outcomes, applying knowledge and using the nursing process in a systematic way.

7. The ability to allay patient fears and anxieties using self as a therapeutic tool (examples include but are not limited to the following: develop sensitive interpersonal relationships with patients/families, demonstrate flexibility to function effectively under stress and adapt to changing situations, handle strong emotions, demonstrate compassion, focus and maintain attention to tasks).

8. Sufficient hearing and vision to carry out necessary patient assessments and treatments (examples include but are not limited to the following: detect sounds related to bodily functions using a stethoscope, detect audible alarms, such as monitors or call bells, detect unsafe temperature levels in heat-producing devices, accurately read the volumes in fluid collection devices, detect fire in a patient care area and initiate emergency action).

9. The ability to function collaboratively with peers and other health care team members.

10. The ability to respond to clinical situations in a timely manner to ensure patient safety.

11. Proficiency in basic computer skills (including word processing, electronic mail and utilizing the Internet as a research tool).

Acceptance

1. Applicants are selected following a comprehensive assessment of their performance on the pre-admission exam, previous academic achievement, personal and professional experiences.
2. Based upon an evaluation of the candidate's academic credentials and past achievement, all candidates will receive a decision from the Admissions Committee in writing.

All accepted candidates must:

- Submit a \$500.00 non-refundable tuition deposit by the deadline stated in the decision letter; otherwise, acceptance will be canceled;
- Possess a laptop computer to be used during the program;
- Successfully complete a required health clearance from the Department of Employee Health at MSBI; and
- Successfully complete a background investigation and drug screening (separate fee).

Admission Deferment

Students unable to register for classes in the academic year for which they are accepted may opt to postpone their admission into the program. Admission deferment requests should be submitted in writing to the Chairperson of the Admissions Committee. Candidates who have been accepted for admission and deferred their entry into the program must reactivate their portfolios and submit a re-entry request in writing three

months prior to the start of the semester for which they admission.

Readmission

Former students seeking readmission are required to submit a written request to the Chairperson of the Admissions Committee requesting consideration for reacceptance into the program. A candidate applying for readmission must document that the reason(s) for withdrawal have been addressed. Each applicant seeking readmission will be evaluated on an individual basis, and the Admissions Committee will determine eligibility to re-enter the program. If reaccepted, the student must adhere to all current School policies and must successfully pass all subsequent courses.

Readmission will be denied to any student who has exhibited unprofessional behaviors, verbally or physically aggressive behaviors towards students, faculty or administration, and/or has had any violations of the PSON Code of Conduct.

A student dismissed for academic reasons will not be allowed to reapply.

Co-requisite Courses

(can be transferred into the program)

- Human Anatomy and Physiology I and II (4 credits each with labs) taken in the last 5 years.
- Human Growth and Development (3 credits)
- Ethics (3 credits)
- Microbiology (4 credits with lab) taken

in the last 5 years.

- Nutrition (3 credits) taken in the last 5 years.

(1) Successful completion of a comparable course from an accredited post-secondary institution of higher education with a grade of "C" or better. Science courses (Anatomy and Physiology I and II, Microbiology, and Nutrition and Diet Therapy) must be completed within the last five years. Liberal arts courses will be evaluated by the Admissions Committee on a case-by-case basis. A course description and/or syllabus may be requested for courses for which the student is requesting transfer credit.

OR

(2) Success on a challenge examination offered through one of these **three modalities:**

(i) Challenge Examinations offered through the College Board in:

- General Biology (Admission Pre-requisite)
- General Chemistry (Admission Pre-requisite)
- Introductory Psychology
- Introductory Sociology
- College Composition Modular arrangements must be made for the essay/composition component of the exam to be mailed to:

**Assistant Dean
Phillips School of Nursing
776A Sixth Avenue, Suite 4A
New York, NY 10001**

More information can be obtained by calling **(609)-771-7865** or logging on to **www.collegeboard.com/clep**

(ii) Challenge Exams offered through Excelsior College in:

- Anatomy and Physiology (I and II) 6* credits
- Microbiology 3* credits

* 1 credit for each science course will be granted by the School of Nursing for laboratory work completed in the prior course.

The School will allow students to take the Excelsior College challenge exam in anatomy and physiology and microbiology only if the student has successfully completed a comparable course (both lecture and lab components) more than five years ago. More information can be obtained by calling **(888)-647-2388, (518)-464-8500** or logging on to **www.excelsior.edu**

Note: Students who fail a science course at PSON may not take the Excelsior College challenge exam for subsequent course credit. They are required to pass a comparable course at another college or to repeat the course at PSON.

Further information relative to the College Composition Modular and Excelsior College exams may be received from the Admissions office.

(iii) Challenge Exams are offered by Phillips School of Nursing in:

- Nursing 100 - Math for Medications*
- Biology 110 - Nutrition**

*A challenge exam is offered if a comparable course has been successfully completed within the last five years.

**A challenge exam is offered if a comparable course was successfully completed more than five years ago.

Transfer Credit Policy

- Maximum number of liberal arts and science co-requisite credits transferable – 33 credits
- Pharmacology course accepted for transfer credit on a case-by-case basis — must have been taken within the last three years.

Official transcripts from all Schools attended must be submitted to NursingCAS for Admissions Committee review. A Transfer Credit Assessment Form will be generated for each student accepted into the program. Prior to enrollment, students must review the Transfer Credit Assessment Form, indicate any courses in progress, and sign off on the form, acknowledging that the form includes all of the transfer credits awarded to the student by PSON. The Transfer Credit Assessment Form will be revised accordingly when official, updated transcripts are received by PSON. Once a student is enrolled, it is expected that all courses required for the degree will be completed at the School.

Students should be aware of the financial aid implications of taking a challenge exam for course exemption. In addition, the results from CLEP, Excelsior College and School-offered challenge

examinations must be received by the Office of Student Services three (3) weeks prior to the beginning of the semester in which the course is required at the School of Nursing. If a student's CLEP exam result(s) are received later than three weeks before the first day of the course, the student will be registered for that course (by the Office of Student Services) and will be held liable for the cost of tuition.

Residency Requirements

Transfer students who have already successfully completed all liberal arts and science co-requisites are required to complete all nursing courses to be eligible for an AAS degree.

International Students

This School is authorized under Federal law to enroll non-immigrant international students into the AAS program only. After acceptance, students requiring the F-1 student visa should immediately contact the Office of Student Services so appropriate documents can be filed online with the Office of Immigration and Customs Enforcement (ICE) of the United States Department of Homeland Security.

Associate in Applied Science, Nursing

Curriculum

Curriculum Notes

- 15 hrs. Theory = 1 credit
- 30 hrs. Lab/Clinical = 1 credit
- Number of credits required for AAS degree = 68 credits
- Three liberal arts courses required for the degree (English Composition, General Psychology and Introduction to Sociology) are not offered by PSON and must be transferred in prior to enrollment in the program.

The curriculum is continuously updated to reflect changes in nursing education, practice and research. It is the student's responsibility to complete all courses necessary for the Associate Degree. In addition, the School may offer elective and/or enrichment courses on a

semester-by-semester basis. Students will be notified of the availability of such courses prior to registration deadlines.

Academic Calendar

The academic calendar is distributed under separate cover.

Accelerated AAS Master Curriculum Plan

Year I Courses	Credits
Fall Semester	
NSG101 Introduction to Nursing	6
BIO152 Anatomy & Physiology I	4
EDU130 Developmental Psychology	3
PHI120 Introduction to Bioethics	3
	16
Spring Semester	
NSG102 Nsg Care of Patients w/Common Health Problems	7
BIO110 Nutrition	3
BIO153 Anatomy & Physiology II	4
NSG205 Pharmacology	3
	17
Summer Semester	
NSG103 Principles of Psychiatric/Mental Health Nursing	3
NSG201 Nsg Care of Childbearing/Childrearing Families	8
BIO264 Microbiology	4
	15
Fall Semester	
NSG202 Nsg Care of Patients w/Complex Common Health Problems (August through November)	8
NSG203 Pathways to Practice (3 Weeks)	3
	11

Minimum Number of Credits for Graduation: 68 (59 credits at PSON and 9 credits in pre-requisites prior to admission)

Note: The school reserves the right to cancel a class due to insufficient enrollment.

Associate in Applied Science, Nursing

Course Descriptions

NSG 101 - Introduction to Nursing 6 Credits (Class 60 Hours; Clinical 60 Hours)

This course introduces students to the profession of nursing and its place within the health care delivery system. Students are assisted with the identification and application of basic facts, principles and concepts derived from the biological and behavioral sciences and nursing, in order to develop a sound foundation of nursing knowledge, skills, abilities and professional values. Clinical core nursing concepts include basic needs for health and commonly occurring variations throughout the life span with emphasis on adulthood including gerontology. The concepts of nursing practice are taught in laboratory/classroom settings. The student begins to apply these concepts in clinical settings. Students are encouraged to think critically. The Nursing Process is introduced as a framework for problem-solving and is used in meeting patients' needs. Clinical experiences are offered in acute care settings.

Co-requisites: BIO 152, EDU 130, PHI 201

NSG 102 - Nursing Care of Patients with Common Health Problems 7 Credits (Class 60 Hours; Clinical 90 Hours)

This course builds upon knowledge and skills from previous and concurrent courses. Principles of relevant therapeutic treatment modalities such as pharmacological, nutritional and surgical interventions are used by students in caring for patients with compromised basic needs arising from actual and/or potential common health problems

across the life span. Selected nursing diagnosis categories are introduced and the student is assisted in applying concepts when caring for patients in both acute and community settings. The student continues to use the Nursing Process in caring for patients who are experiencing unmet needs related to various physiological alterations in health status.

Pre-requisites: NSG 101, BIO 152, EDU 130, PHI 201

Co-requisites: BIO 153, BIO 110, NSG205

NSG 103 - Principles of Psychiatric/Mental Health Nursing 3 Credits (Class 30 hours; Clinical 30 Hours)

This course provides the student with knowledge related to alterations in psychological well-being and the subsequent behavioral responses of patients along the health-illness continuum throughout the life span. Students establish a therapeutic nurse patient relationship in both acute and community mental health settings. As a member of the health team, the student participates in assessing the needs of patients with common mental health problems.

Pre-requisites: NSG 101, NSG 102, BIO 152, BIO 153, EDU 130, PHI 201,

BIO 110, NSG 205

Co-requisites: NSG 201, BIO 264

NSG 201 - Nursing Care of Childbearing and Childrearing Families

8 Credits (Class 60 Hours; Clinical 120 Hours)

This course introduces the concepts essential to meeting the health care needs of childbearing women, their infants, children and families. Selected women's health problems and common health problems of children are also presented. Health promotion activities are emphasized. A variety of health care agencies are utilized. Students are guided by nurse mentors in selected community settings.

Pre-requisites: NSG 101, NSG 102, BIO 152, BIO 153, EDU 130, PHI 201, BIO 110, NSG 205

Co-requisites: NSG 103, BIO 264

NSG 202 - Nursing Care of Patients with Complex Common Health Problems

8 Credits (Class 60 Hours; Clinical 120 Hours)

In this course, the student integrates all previous knowledge and skills with emphasis on managing care to meet the complex needs of individuals with chronic illness. Students provide care to patients and their families in a continuum of settings from critical care and acute care units to home and community service agencies. The community experience includes health promotion activities with individuals and small groups of patients. Students are guided by nurse mentors in selected community settings.

Pre-requisites: All prior courses in the curriculum

NSG 203 - Pathways to Practice (3 Weeks)

3 Credits (Clinical 90 Hours)

This course facilitates the transition of the student to the role of staff nurse. Current parameters of nursing practice are discussed and students are encouraged through seminars to explore current issues that impact on the practice of nursing. The student selects a clinical experience in an acute or community-care setting, and functions in the role of a beginning practitioner of nursing. The student's clinical practice is coordinated by faculty and guided by a registered nurse mentor

Pre-requisites: All prior courses in the curriculum

NSG205 - Pharmacology

3 Credits (Class 45 Hours)

General principles of pharmacology, mechanisms of drug actions, biotransformation, drug characteristics and interactions are discussed. Major classifications of drugs are presented in relation to therapeutic use. This course may be offered as a blended online course.

BIO 110 - Nutrition

3 Credits (Class 45 Hours)

This course introduces current concepts, trends, issues and the role of normal nutrition throughout the life span. Also included are the dietary modifications needed when health is compromised. The goal of this course is to enable the student to apply theoretical knowledge to clinical nursing practice. This course may be offered as a blended online course

BIO 152 - Anatomy and Physiology I

4 Credits (Class 45 Hours; Lab 45 Hours)

This course begins with a general introduction to body organization and terms of reference, followed by a histological description of major tissue types and their distribution. The remainder of the course focuses on the basic structure and functioning of the following organ systems: skin, skeletal, muscular, nervous and endocrine.

Co-requisites: NSG 100, NSG 101, EDU 130, PHI 201

BIO 153 - Anatomy and Physiology II

4 Credits (Class 45 Hours; Lab 45 Hours)

This course is a continuation of the Anatomy and Physiology sequence. Basic structure and functional concepts and principles of the following organ systems are discussed: circulatory, immune system, respiratory, digestive, urinary and reproductive.

Pre-requisite: BIO 152

Co-requisites: BIO 110, NSG 205

BIO 264 - Microbiology

4 Credits (Class 45 Hours; Lab 45 Hours)

An in-depth study of micro-organisms, including classification, ecology, biochemistry, and genetics. Pathogenicity, epidemiology, and immunological responses are also considered.

Co-requisites: NSG 103, NSG 201

EDU 130 - Developmental Psychology

3 Credits (45 Hours)

This course represents a systematic study of behavior during childhood, adolescence and adulthood. Scientific methods of case study, constitutional and social factors contributing toward personality growth and problems of adjustment stemming from changes in human capacities, abilities and needs are studied. Emphasis will be on life span development from birth through old age.

Co-requisites: NSG 101, BIO 152, PHI 201

PHI 201 - Introduction to Bioethics

3 Credits (45 Hours)

A philosophical examination of such issues as abortions, homosexuality, prostitution, criminal punishment, euthanasia, medical ethics, civil disobedience, and just and unjust wars. Discussion of these issues will begin with reflection on the nature and meaning of good as discussed in appropriate readings from major thinkers in the history of philosophy. This course may be offered as a blended online course.

Co-requisites: NSG 101, BIO 152, EDU 130

Note: For progression, nursing courses must be successfully completed with a passing grade of C+ or better. Only Nursing 203 is graded on a Pass/Fail basis.



**THE BACHELOR
OF SCIENCE
IN NURSING
COMPLETION
PROGRAM**
(RN-BSN PROGRAM
FOR REGISTERED
NURSES)



Program Overview

Length of Program: 3 to 5 semesters (dependent upon transfer credits upon admission)

Application Open: September 1
(applications accepted year-round)

Application Deadlines:
October 15 (for Spring)
February 1 (for Summer)
April 1 (for Fall)

The RN-BSN program is designed to meet the ever-changing needs of today's nurses. The RN-BSN program is a fast-track, hybrid program with entry in the Fall, Spring and Summer semesters. The program is perfect for RN's committed to earning their BSN in just three to five semesters (based on the number of transfer credits approved upon admission and schedule of classes). This smooth and flexible model addresses the needs of working RNs and the health care systems they serve. The curriculum includes a blend of clinical, online, and classroom education with classes held onsite primarily on Wednesdays. Hands-on care (with preceptors) is as an integral part of the curriculum; students' clinical experiences enable them to learn how to provide unmatched patient care in a complex health care environment.

Student Learning Outcomes

Upon completion of the program, the graduate will be able to:

1. Develop nursing knowledge and clinical skills in a specialty practice setting in order to improve patient outcomes.
2. Apply evidence-based research.
3. Utilize technology and information literacy skills in the systematic process of inquiry, research and analysis to support evidence-based practice.
4. Communicate across disciplines to provide and maintain delivery of culturally-sensitive health care.
5. Demonstrate leadership and management skills that utilize critical and creative thinking, ethical decision-making and the ability to manage ambiguity in a rapidly changing health care environment.
6. Promote and maintain a culture of mutual respect, upholding the rights, beliefs, and values of all individuals in local or global communities in the delivery of accessible, cost-effective, safe and quality patient care.
7. Analyze the issues of an aging community and the impact on the provision of health care.
8. Analyze the provision of care across the health-illness continuum with attention to public policy and advocacy.
9. Demonstrate accountability for nursing practice and commitment to ongoing professional, educational and clinical development.

Program Goals/Outcomes

1. 75% of students will complete the RN-BSN program within four years of enrollment.

2. 95% of graduates will state that the program provided them with the knowledge for evidence-based, clinically competent professional practice in the care of individuals, groups and families in a specialty practice setting.

3. 95% of graduates will evaluate the leadership and management opportunities as positive learning experiences.

4. 95% of graduates will rate the opportunities for inter-professional activities positively.

5. 30% of graduates will continue their education to the graduate level at the masters-level within 5 years.

6. 10% of graduates will continue their education at the doctoral-level within 10 years.

RN-BSN Actual Program Outcomes

Program Outcome 1: 75% of students will complete the RN-BSN program within four years of enrollment.

Year of Entry	% Graduated within 4 Years
2014	80% (within 3 years)

Program Outcome 2: 95% of graduates will state that the program provided them with the knowledge for evidence-based, clinically competent professional practice in the care of individuals, groups and families in a specialty practice setting.

Year	% Satisfied
2017	95%
2016	100%

Program Outcome 3: 95% of graduates will evaluate the leadership and management opportunities as positive learning experiences.

Year	% Satisfied
2017	100%
2016	100%

Program Outcome 4: 95% of graduates will rate the opportunities for inter-professional activities positively.

Year	% Satisfied
2017	100%
2016	100%

Program Outcome 5: 30% of graduates will continue their education to the graduate level at the masters-level within 5 years.

Data not yet available; first cohort group graduated June, 2016.

Program Outcome 6: 10% of graduates will continue their education at the doctoral-level within 10 years.

Data not yet available; first cohort group graduated June, 2016.

Admissions Philosophy and Policy

Applicants are selected following a holistic review of their application, which includes but is not limited to their previous academic achievement and potential aptitude and recommendations. Students are admitted without regard to age, race, color, sex, religion, ethnic origin, marital status, sexual orientation, gender identity, gender expression, veteran status, qualified disability, or any other characteristic protected by law.

Admission Requirements

1. Completed portfolio: Apply on line through NursingCAS - create an account and log into your Nursing CAS application at: <https://nursingcas.liaisoncas.com/applicant-ux>.

2. Unrestricted and unencumbered current license and current registration to practice as a registered nurse in New York State. International applicants must validate credentials with the Commission on Graduates of Foreign Nursing Schools (CGFNS) before applying for RN licensure. New associate degree graduates will be admitted conditionally and must submit documentation of RN licensure on or before the completion of the first semester of attendance in order to remain in the program.

3. Official transcript from each institution attended must be mailed from the issuing institutions registrar's office directly to Nursing CAS.

- Associate in Science, Nursing, Associate in Applied Science, Nursing, or diploma in nursing.
- Applicants are required to list all institutions attended on their application even if a degree was not awarded.
- Applicants must input college-level course work, including courses currently in progress, from every institution previously attended.
- Applicants with international transcripts should refer to the "Additional Requirements for International Transcripts" section below.

4. Minimum cumulative GPA of 2.75; C+ or higher in all nursing courses.

- 5.** Minimum Prerequisite GPA 3.0 for science and math courses; minimum GPA OF 2.50 for all other prerequisites:
- English Composition
 - Ethics
 - General Psychology
 - Human Anatomy and Physiology I and II with lab (taken within 5 years).
 - Human Growth and Development
 - Microbiology with lab (taken within last 5 years).
 - Nutrition (taken within 5 years).
 - Pharmacology
 - Sociology

– All prerequisite courses must be completed prior to admission with a grade of C or higher.

– Only one prerequisite course failure may be repeated (grade of C- or below).

– Applicants may be offered conditional admission while in the process of completing remaining prerequisite courses. However, all prerequisites must be completed prior to the start of the program.

– Science prerequisite courses must be taken with the last 5 years.

6. Official high school transcript or copy of GED scores.

7. Two letters of recommendations - One from an academic source and one from a professional source.

8. Statement of purpose (250 – 650 words): discuss your reasons for applying to the RN-BSN program and how it fits into your personal, educational and professional goals.

9. Current resume: Include work and volunteer experience, awards, professional organizations and academic history.

10. Current Basic Life Support (BLS) for Health Care Providers Certification: Only BLS certification from the American Heart Association is accepted and must be obtained prior to starting the RN/BSN program.

11. Documentation of current professional liability (malpractice) insurance

12. Additional Requirements for Non-US citizens and Non-US Residents.

- Submit copy of passport or permanent resident card (USCIS Form I – 551).

13. Additional Requirements for International Transcripts: All applicants who have attended a college or university outside of the United States must submit International transcripts or diplomas (if applicable) to one of the following approved evaluation services listed below:

a) World Education Services (WES):

<http://www.wes.org/students/>

b) Educational Credential Evaluators, Inc. (ECE): <https://www.ece.org/>

Notes: It is the applicant's responsibility to verify the status of his or her application with NursingCAS to ensure that their portfolio is complete and verified.

All materials in student applications are the property of the School and will not be returned. Applications are retained for a period of two years.

Co-requisite Courses (can be transferred into the program)

- Upper Division English (3 credits)
- Geopolitics of Health Care (3 credits).
- Information Literacy & Technology (3 credits)
- Upper Division Language (3 credits)
- Pathophysiology (3 credits) – taken in last 5 years.
- Group Dynamics (3 credits)
- Abnormal Psychology (3 credits)
- Speech (3 credits).
- Statistics (3 credits)

Transfer Credit Policy

• 30 semester hours of nursing credit granted for prior learning validated

by the successful completion of the NCLEX-RN exam and RN licensure.

- Minimum residency requirement – 32 nursing credits.
- Maximum number of credits transferable – 90 credits.
- Comparable liberal arts and science courses accepted for transfer credit on a case-by-case basis.
- National Certification in a Specialty may be accepted in lieu of “Nursing in a Clinical Specialty,” (Elective Course/ NSG 404/5 credits). A list of eligible certifications follows later in this section. Note that certification must be documented on admission and prior to enrollment; otherwise the Nursing in a Clinical Specialty course (NSG 404) must be taken.

Official transcripts from all schools attended must be submitted to NursingCAS for Admissions Committee review. A Transfer Credit Assessment Form will be generated for each student accepted into the program. Prior to enrollment, students must review the Transfer Credit Assessment Form, indicate any courses in progress, and sign off on the form, acknowledging that the form includes all of the transfer credits awarded to the student by PSON. The Transfer Credit Assessment Form will be revised accordingly when official, updated transcripts are received by PSON. Once a student is enrolled, it is expected that all courses required for the degree will be completed at the School. Students should be aware of the financial aid implications of taking a challenge exam for course exemption.

Acceptance

1. Applicants are selected following a comprehensive assessment of their previous academic achievement and personal and professional experiences.
2. Based upon an evaluation of the candidate’s academic credentials and past achievement, all candidates will receive a decision from the Admissions Committee in writing.

All accepted candidates must:

- submit a \$500.00 non-refundable tuition deposit by the deadline stated in the decision letter; otherwise, acceptance will be canceled;
- enroll for a minimum of six credits per semester—and, once enrolled, complete all required courses for the degree at the School;
- possess a laptop computer to be used during the program;
- successfully complete a required health clearance from the Department of Employee Health at MSBI; and
- successfully complete a background investigation and drug screening (separate fee).

Admission Deferment

Students unable to register for classes in the semester for which they are accepted may opt to postpone their admission into the program. Admission deferment requests should be submitted in writing to the Chairperson of the Admissions Committee. Candidates who have been accepted for admission and deferred their entry into the program must reactivate their portfolios and

submit a re-entry request in writing at least three months prior to the start of the semester for which they seek admission.

Readmission

Former RN-BSN students seeking readmission are required to submit a written request to the Chairperson of the Admissions Committee requesting consideration for reacceptance into the program. A candidate applying for readmission must document that the reason(s) for withdrawal have been addressed. Each applicant seeking readmission will be evaluated on an individual basis, and the Admissions Committee will determine eligibility to re-enter the program.

If accepted for re-admission,

- The student must successfully pass all subsequent courses.
- The student is expected to follow the admissions process and meet admission requirements as delineated in the current catalog
- The student must adhere to all current school policies.

Readmission will be denied to any student who has exhibited unprofessional behaviors, verbally or physically aggressive behaviors towards students, faculty or administration, and/or has had any violations of the PSON Code of Conduct. A student dismissed for academic reasons will not be allowed to reapply.

International Students

The school does not enroll non-immigrant international students in its RN-BSN program.

The RN-BSN Program (Bachelor of Science for Registered Nurses) Curriculum

Curriculum Notes

Minimum Credits for Graduation: 122 Credits

- Courses may be completed on a full-or part-time basis.
- 15 hrs. Theory = 1 credit
- 30 hrs. Lab/Clinical = 1 credit
- Students are required to take a minimum of six credits per semester.
- Residency Requirement: 27-32 nursing credits in nursing.

*Eligible for Transfer Credit

**National Certification in a Specialty Area may be eligible for transfer credit

The curriculum is designed to be completed in three to five semesters. The curriculum is continuously updated to reflect changes in nursing education, practice and research. It is the student’s responsibility to complete all courses necessary for the Bachelor of Science in Nursing (RN-BSN) Degree. In addition, the School may offer elective and/or independent study courses on a

semester-by-semester basis. Students will be notified of the availability of such courses prior to registration deadlines. The School reserves the right to cancel a class due to insufficient enrollment.

Academic Calendar

The academic calendar is distributed under separate cover.

RN-BSN Master Curriculum Plan

Semester 1	Credits
NSG301 Nursing Research & Evidence-Based Practice	3
NSG302 Pathophysiology*	3
NSG303 Health Assessment	3
NSG406 Interprofessional Communication	3
INL302 Information Literary & Technology*	3
SPE201 Public Speaking*	3
Total = 9-18	
Semester 2	Credits
NSG401 Nursing Issues in Caring for At-Risk Communities	5
NSG205 Pharmacology*	3
NSG405 Applied Ethics in Nursing	3
MAT301 Statistics*	3
Total = 8-14	
Semester 3	Credits
NSG307 Geopolitics and Health Care Policy	3
ENG301 Professional Writing*	3
NSG404 Nursing in a Clinical Specialty**	5
Total = 3-11	
Semester 4	Credits
PSY200 Group Dynamics*	3
NSG402 Nursing Leadership and Management	4
PSY300 Abnormal Psychology*	3
SPA100 Spanish for Health care*	3
Total = 4-13	
Semester 5	Credits
NSG409 Nursing Capstone	3

Minimum Credits for Graduation: 122 credits

Nursing Elective Courses

Semester 1	Credits
NSG404 Nursing in a Clinical Specialty	5
NSG407 International Nursing	3
NSG501 Genetic Issues in Patient Care	3
NSG502 Using the Arts to Enhance Clinical Care	3
NSG503 Nursing Informatics in Clinical Practice	3
NSG504 Nursing Education: Approaches to Classroom & Clinical Teaching	3
NSG505 Leadership and Professional Development Strategies For Nursing	3



An Independent Study Project (of 1 to 3 credits) may be available to those students who: (1) have completed NSG301 (Nursing Research & Evidence-Based Practice) and INL302 (Information Literacy & Technology); and (2) have achieved a GPA of 3.00 or better. Independent study proposals should be discussed with the Program Coordinator, RN-BSN Program or the student's academic adviser. Proposals must be approved by the Program Coordinator, RN-BSN Program in the semester before the student expects to enroll in the course. Students may earn a maximum of 6 credits for independent study during their period of enrollment.

Credit for Experience

The School will award baccalaureate nursing degree credits for the following nursing certifications, up to a maximum of five credits. Credits earned by certification are accepted as the NSG 404 Nursing in a Clinical Specialty curriculum requirement. Evidence of successful national certification must be received by the Office of Student Services at the time of admission.

Phillips Beth Israel School of Nursing | Evaluating Professional Nursing Experience for Credit

Group	Certification Received	Credits Awarded
Academy of Medical-Surgical Nurses Comprehensive standardized exam and a minimum of two calendar years as a registered nurse (RN) in a medical-surgical setting and have accrued a minimum of 2,000 hours within the past three years of practice in a medical-surgical setting.	Certified Medical-Surgical Nurse	5
AACN Certification Corporation Comprehensive 3 hour exam and requires 1,750 hours in direct bedside care of acutely and/or critically ill patients during the previous two years, with 875 of those hours accrued in the most recent year preceding application.	Certification for Adult Critical Care Nurses (CCRN Adult)	5
	Certification for Neonatal Critical Care Nurse (CCRN Neonatal)	5
	Certification for Pediatric Critical Care Nurses (CCRN Pediatric)	5
	Certification for Progressive Care Nurses (PCCN)	5
American Association of Diabetes Educators Comprehensive standardized examination and minimum of 15 clock hours of continuing education activities applicable to diabetes within the two (2) years prior to applying for certification and a minimum of 1000 hours of DSME experience with a minimum of 40% of those hours (400 hours) accrued in the most recent year preceding application.	Certified Diabetes Educator	5
Association of Perioperative Nursing Comprehensive standardized exam and working full-time or part-time in perioperative nursing in the area of nursing education, administration, research or clinical practice and completion of a minimum of 2 years and 2,400 hours of experience in perioperative nursing, with a minimum of 50% (1,200 hours) in the intraoperative setting.	Certified Perioperative Registered Nurse	5
American Board of Neuroscience Nursing Comprehensive standardized exam and 2 years of full-time (or 4,160 hours) experience in either direct or indirect neuroscience nursing practice during the past 5 years.	Certified Neuroscience Registered Nurse Certification (CCRN)	5
American Board for Occupational Health Nurses, Inc. Comprehensive standardized exam and 3,000 hours in occupational health in the past five years; OR a completion of a certificate program in occupational health nursing for academic credit.	Occupational Health Nursing Case Management Specialty	5
	Extension of the COHN Certification	5
American Board of Perianesthesia Nursing Certification, Inc. ABPANC Comprehensive standardized exam and a minimum of 1,800 hours of direct perianesthesia clinical experience during the two (2) years prior to application.	Certified Post Anesthesia Nurse (CPAN)	5
	Certified Ambulatory Perianesthesia Nurse (CAPA)	5

Continued

Group	Certification Received	Credits Awarded
American Nurses Credentialing Center Comprehensive standardized exam and a minimum of 2,000 hours of clinical practice in the specialty area of nursing within the last 3 years and two of 2 years full-time as a registered nurse and have completed 30 hours of continuing education in the nursing specialty within the last 3 years.	Certified Gerontological (ADN) Nurse Psychiatric and Mental Health Nurse Generalist and other certifications that meet similar ANCC requirements	5
Association of Rehabilitation Nurses Comprehensive standardized exam and at least one of the following at the time of application: within the five years preceding the examination, completion of two years of practice as a registered professional nurse in rehabilitation nursing; OR within the five years preceding the examination, completion of one year of practice as a registered professional nurse in rehabilitation nursing and one year of advanced study (beyond baccalaureate) in nursing.	Certified Rehabilitation Registered Nurse (CRRN)	5
National Board for Certification of Hospice and Palliative Nurses Comprehensive standardized exam and at least 2 years of experience (recommended) in hospice and palliative nursing practice.	Certified Hospice and Palliative Nurse (CHPN)	5
Board of Certification for Emergency Nursing, Emergency Nurses Association Comprehensive standardized exam and two years of experience in emergency nursing (recommended).	Certified Emergency Nurse (CEN)	5
National Certification Corporation Comprehensive standardized exam and two years (24 months) of experience comprised of at least 2000 hours of practice time in one of the specialties offered.	Inpatient Obstetrics Nursing (RNC-OB) 5 Maternal Newborn Nursing (RNC-MNN) 5 Low Risk Neonatal Nursing (RNC-LRN) 5 Neonatal Intensive Care Nursing (RNC-NIC) 5	5
Oncology Nursing Certification Corporation Comprehensive standardized exam and a minimum of one year (12 months) of experience as an RN within the three years (36 months) prior to application, and a minimum of 1,000 hours of adult oncology nursing practice within the two-and-one-half years (30 months) prior to application, and completed a minimum of 10 contact hours of continuing nursing education or an academic elective in oncology nursing within the three years (36 months) prior to application.	Oncology Certified Nurse (OCN) 5 Certified Oncology Nurse (CPON) 5	5
Pediatric Nursing Certification Board Comprehensive standardized exam and 1800 hours of pediatric clinical practice within the past 24 month period in a pediatric nursing specialty.	Certification in Pediatric Nursing (CPN)	5

The RN-BSN Program (Bachelor of Science for Registered Nurses)

Course Descriptions

NSG205 Pharmacology - 3 credits (Class-45 hrs)

General principles of pharmacology, mechanisms of drug actions, biotransformation, drug characteristics and interactions are discussed. Major classifications of drugs are presented in relation to therapeutic use.

NSG301 Nursing Research and Evidenced-based Practice - 3 credits (Class-45 hrs)

The steps of the research process are presented to provide students with the basis for evaluating research, designing research projects and the application of research in clinical practice. Legal, ethical and political issues will be discussed as well as an overview of the role of institutional review boards and their role in protecting human participants. Special emphasis will be placed on quality initiatives, patient satisfaction and issues of diversity.

Co-requisites: INL302, MAT301

NSG302 Pathophysiology - 3 credits (Class-45 hrs)

This course focuses on the physiologic changes that participate in disease production. These alterations are examined at the cellular, organic and systemic levels. Emphasis is placed on the body's attempt to compensate for these changes.

NSG303 Health Assessment - 3 credits (Class-45 hrs)

Students will build on their basic physical assessment skills of adults to learn to conduct a thorough history and physical

exam, including recognizing normal variations, common abnormalities and potential problems. Class will be conducted in the nursing skills lab and include lectures, skills demonstration by faculty, and peer skills practice. Readings and audiovisual materials will be assigned to supplement class time.
Pre/co-requisite: NSG 302

NSG307 Geopolitics and Health Care Policy - 3 credits (Class-45 hrs)

This course examines the social, political, historical and economic events that have shaped health care from the late 1800's to the present in this country and internationally. It addresses the connections between a society's wellness (its physical, emotional, mental, spiritual, interpersonal and environmental state of being) and its ability to function and coexist amicably with other global citizens.

NSG401 Nursing Issues in Caring for At-Risk Communities - 3 credits (Class-45 hrs)

NSG401a Nursing Community Practicum – 2 credits (Clinical 60 hrs)

The course will provide an overview of the aged and other vulnerable residents in the community setting. Emphasis will be placed on identifying challenges within selected at-risk communities to seek methods to overcome such challenges as enhancing health promotion, disease prevention, illness care, restoration, rehabilitation, health counseling, education, spiritual care and client advocacy. The student will

assess a community and select an area identified as lacking in resources.

Pre/co-requisites: NSG301, NSG302, NSG303, NSG 205

NSG 402 Nursing Leadership and Management - 2 credits (Class 30 hours)

NSG 402a Clinical Practicum – 2 credits (Clinical 60 hours)

Students will explore theories, models and principles of nursing leadership and management in a variety of settings. The course utilizes Benner's framework of knowledge in comparing and contrasting the functions, responsibilities and expectations of the roles of leader and manager. Emphasis will be placed on professional practice issues, the current health care environment, the use of research and evaluation, and legal/regulatory issues. The clinical practicum experience will provide students with an opportunity to observe, reflect upon, assess and identify specific management/leadership issues in their assigned placement. Students will be required to develop an evidence-based project in collaboration with their clinical preceptor that relates to the course objectives.

Pre/co-requisites: NSG301, NSG302, NSG303

NSG 404 Nursing in A Clinical Specialty – 5 credits (Class 45 hours; Clinical 50 hours) - Elective

This course builds upon the nursing theory and practice learned in basic nursing education. The course provides an opportunity for students to advance their knowledge and clinical skills in the focused area of a clinical specialty. Specialty options may include: Critical Care/ED, Peri-operative Nursing; and Community/Home. Students provide direct patient care under the supervision of nurse preceptors who guide their development.

Pre-requisites: NSG205, NSG301, NSG302, NSG303

NSG 405 Applied Ethics in Nursing – 3 credits (Class 45 hours) - Elective

Students will expand their knowledge of theories, models and principles of ethical decision making in nursing situations across the lifespan, in a variety of settings. The course utilizes an epistemological framework based on the work of Bayliss Webber that incorporates nursing knowledge, meaning, values, skills, and experience (KMVSE). Selected ethical issues and dilemmas encountered in health care delivery systems and nursing practice will be explored.

Pre/co-requisite: NSG301

NSG406 Inter-professional Communication - 3 credits (Class 45 hours)

The course builds on inter-professional teamwork providing an overview of the history of inter-professional communication and practice from the establishment of the nursing profession to current times. The principles of collaboration, communication, and care coordination are explored in depth.

Pre/co-requisite: NSG301

NSG407 International Nursing – 3 credits (Class 45hours) - Elective

The course provides advanced theories and principles related to the delivery of nursing care in selected global settings and/or with selected patient populations. The student will gain an overview of global health in preparation to practice in a variety of settings. An overview of strategies that promote the health of nations will be examined including infectious diseases, chronic diseases, and the complex factors that affect the health of countries such as health care delivery systems, war, religion, politics, culture, and the environment.

Pre/co-requisite: NSG301

NSG409 Nursing Capstone - 3 credits (Class 45 hours)

The Capstone course requires the student to demonstrate the competencies consistent with the program outcomes. The student will have the opportunity to display his/her knowledge and expertise in selected areas of nursing, including but not limited to specialty clinical nursing practice,

nursing leadership, nursing education, and community health nursing. Course requirements will include an evidence-based project that is selected by the student. The completed project will be displayed as a poster presentation followed by a paper describing how the outcomes were attained

Pre-requisites: All other nursing courses in the curriculum

NSG501 Genetic Issues in Patient Care – 3 credits (Class 45 hours) Elective

This course introduces the student to advances in the field of genetics and genomics and the application and impact of these advances to patient care. Since many options for patient care now include genetics (the study of individual genes) and genomics (the study of all the genes in the human genome) information, the course will focus on the application of these for disease prevention, screening, diagnosis, selection of treatment, and monitoring of treatment effectiveness. The student will research anticipated future findings and its expected impact on patient care.

Pre/co-requisite: NSG301

NSG502 Using the Arts to Enhance Clinical Care – 3 credits (Class 45 hours) Elective

This course integrates concepts of nursing clinical care with interdisciplinary learning activities in the humanities, developed from the disciplines of history, literature, religion, philosophy, and the fine arts including music, painting, sculpture, drama and film. The course utilizes teaching/ learning strategies and

evaluation methods to hone reflective/ observational abilities of the student. It also allows student translation of their reflective and critical thinking abilities into sensitivity to patient concerns and enhanced clinical skills.

Pre/co-requisite: NSG301

NSG503 Nursing Informatics in Clinical Practice – 3 credits (Class 45 hhours) Elective

This course develops an understanding of the role of nursing information systems and technology within a health care organization. It examines the business and technical issues associated with the selection, deployment, and use of health informatics in the clinical and back office areas. For this course, Nursing Informatics is defined as the convergence of information technology, information management, and health care, at various levels, ranging from simple data gathering to the design and implementation of new nursing care information systems.

Pre/co-requisite: NSG301

NSG504 Nursing Education: Approaches to Classroom and Clinical Teaching – 3 credits (Class 45 hours) Elective

The focus of this course is the exploration of principles and the practice of teaching and learning integral to clinical nursing education. Identification of the role of the Nurse Educator with diverse learning styles and needs within a variety of clinical settings is incorporated.

Pre/co-requisite: NSG301

NSG505 Leadership and Professional Development Strategies for Nursing - 3 credits (Class 45 hours) Elective

This course will expose students to the principles of organizational culture, dynamics, mission, vision, values, and goals as it impacts nursing. Additionally, students will learn current theories of change management and resource management for nursing practice. They also will explore change agent roles in project management and processes.

Pre/co-requisite: NSG301

ENG301 Professional Writing- 3 credits (Class 5 hours)

This foundation course will fine-tune the nurses' basic writing skills and prepare them for the types of writing necessary for registered nurses. Writing as both a conceptual activity and a mechanical act will be jointly addressed.

INL302 Information Literacy and Technology - 3 credits (Class- 5 hours)

This course provides an overview of information literacy and explores the principles of fundamental research, evidence-based nursing practice and proper usage of appropriate citation style, as skills to be utilized by nurses. Information literacy skills will be integrated with strategic searching, evaluative research and communication endeavors.

Co-requisite: NSG301

**MAT301 Statistics- 3 credits
(Class 45 hours)**

This foundation course aims to equip students with the basic knowledge of the principles of statistical analysis. The concepts of data analysis including probability, hypothesis testing and regression intervals will be explored. Students will utilize these concepts to master statistical problems related to health care policy, genetics, bioinformatics and other related topics.
Co-requisite: NSG301

**PSY200 Group Dynamics- 3 credits
(Class 45 hours)**

This course provides an overview of the group dynamics inherent in small group interactions. Didactic and experiential techniques are used to explore the stages of group development, decision-making techniques, group problems and problem-solving, resolution skills, group norms, structures, leadership authority, cultural sensitivity and the intra- and interpersonal dynamics that occur within small groups.

**PSY300 Abnormal Psychology -
3 credits (Class 45 hours)**

This course provides an overview of various forms of psychopathology, including addictive, anxiety, childhood, dissociative, impulse control, mood, organic, personality, psychophysiological, schizophrenic and sexual disorders. Based on a review of contemporary research findings, discussion will focus on relevant theories and approaches for understanding, diagnosing and treating psychological disorders.

**SPA100 Spanish for Health care
Professionals – 3 credits
(Class 45 hours)**

This course empowers nursing students with Spanish literacy skills so that they may communicate with Spanish-speaking patients, their families, and other health care providers. Organized by medical systems addressing patients' chief complaints, the course content will integrate Spanish grammar and vocabulary knowledge into communicatively-focused activities. The stress, intonation, rhythm, and articulation patterns of Spanish will also be highlighted.

**SPE201 Public Speaking– 3 credits
(Class 45 hours)**

This course focuses on the development of public speaking skills in general with an emphasis on conducting presentations in the health care setting. Students will strengthen their abilities in speaking in front of a group and learn how to tailor their oral message for different audiences. Issues related to the delivery of speech, such as pitch, articulation, pauses, and volume will be highlighted. Non-verbal communication, clarity, repetition, and simplicity of expression will also be incorporated.



The Accelerated Bachelor of Science in Nursing (ABSN)



Program Overview

Length of Program:
4 semesters

Application Open:
September 1

Application Close:
January 15 (Summer)
and
April 1 (Fall)

The Accelerated Bachelor of Science in Nursing (ABSBN) is designed to meet the ever-changing needs of today's nurses. The ABSBN is a fast track, hybrid program with start dates in the Summer and Fall semesters. The program is perfect for students committed to earning their BSN in 15 months of full-time study. The curriculum includes a blend of clinical and classroom education to ensure that our ABSBN students are ready for their NCLEX examination and clinical practice. Hands-on care is an integral part of the curriculum.

Student Learning Outcomes

Upon completion of the program, the graduate will be able to:

1. Achieve a liberal education by applying principles from the sciences, arts and humanities to patient-centered nursing practice.
2. Apply knowledge and skills in basic organizational and systems leadership, quality improvement and patient safety, to provide high quality health care.
3. Demonstrate scholarship for evidence based practice by integrating best current evidence with clinical expertise in delivering safe, quality care to diverse individuals, families and communities.
4. Implement health care information technologies in the management of quality patient care.
5. Define the current health care policy, finance and regulatory environments and how these entities influence the nature and functioning of health care systems and consideration for practice.
6. Demonstrate effective interpersonal communication and collaboration with inter-professional teams to improve patient health outcomes.
7. Demonstrate health promotion and disease prevention interventions at the individual and population levels in order to improve patient health outcomes.
8. Demonstrate professionalism and professional values that include altruism, autonomy, human dignity, integrity, social justice and lifelong learning.
9. Practice as a baccalaureate nurse generalist with patients across the lifespan and across the continuum while respecting the variations, complexity and resources needed for care of patients.

Program Goals/Outcomes

1. 75% or more of students entering the program will successfully complete the program within six academic semesters (150% of the expected completion time).
2. Graduates' licensure exam pass rates (for first-time test takers) will be at or above the state and national means.
3. 80% or more of the graduates will obtain employment as registered nurses within twelve months of graduation.
4. 90% or more of graduates will be satisfied with the education they received in terms of opportunities for evidence-based research and scholarship derived from a community-based curriculum that follows the continuum of health care for diverse populations.

ABSBN Actual Program Outcomes

The program was introduced in Summer 2017; outcomes data is not yet available.



Admissions Philosophy and Policy

Applicants are selected following a holistic review of their application, which includes but is not limited to their previous academic achievement and potential aptitude, standardized test scores, prior work experience, and recommendations. Students are admitted without regard to age, race, color, sex, religion, ethnic origin, marital status, sexual orientation, gender identify, gender expression, veteran status, qualified disability, or any other characteristics protected by law.

Admission Requirements

1. Completed portfolio: Apply on line through Nursing CAS - create an account and log into your Nursing CAS application at: <https://nursingcas.liaisoncas.com/applicant-ux>.
2. Bachelor's degree in a field other than nursing from a nationally or regionally accredited institution:
 - Official transcript from each institution attended; must be mailed from the issuing institutions registrar's office directly to Nursing CAS.
 - Applicants are required to list all institutions attended on their application even if a degree was not awarded.
 - Applicants must input college-level course work, including courses currently in progress, from every institution previously attended.
 - Applicants with international transcripts should refer to the "Additional Requirements for International Transcripts" section that below.
3. Minimum cumulative GPA of 3.25.
4. Minimum Prerequisite GPA of 3.0 in the following courses:
 - Chemistry with lab (taken within last 5 years)
 - Ethics
 - General Psychology

- Human Anatomy and Physiology I and II with labs (taken within last 5 years)
 - Human Growth and Development.
 - Microbiology with lab (taken within last 5 years)
 - Nutrition (taken within last 5 years)
 - Statistics
- All prerequisite courses must be completed prior to admission with a grade of C or higher.
- Only one prerequisite course failure may be repeated (grade of C- or below).
- Applicants may be offered conditional admission while in the process of completing remaining prerequisite courses or degree requirements. However, all prerequisites and degree requirements must be completed prior to the start of the program.
- Science prerequisite courses must be taken within the last 5 years.

5. Official high school transcript or copy of GED score.

6. Two letters of recommendations - One from an academic source and one from a professional source.

7. Statement of purpose (250 – 650 words): discuss your reasons for applying to the ABSN program, and how it fits into your personal, educational, and professional goals.

8. Current resume: Include work and volunteer experience, awards, professional organizations and academic history.

9. Current Basic Life Support (BLS) for Health Care Providers Certification: Only BLS certification from the American Heart Association is accepted and must be obtained prior to starting the ABSN program.

10. Additional Requirements for Non-US citizens and Non-US Residents:

a) Submit copy of passport or permanent resident card (USCIS Form I – 551).

b) All applicants who have attended a college or university outside of the United States must submit International transcripts or diplomas (if applicable) to one of the following approved evaluation services listed below:

• World Education Services (WES): <http://www.wes.org/students/>

• Educational Credential Evaluators, Inc. (ECE): <https://www.ece.org/>

11. Comparable Pathophysiology and Pharmacology courses are accepted for transfer credit on a case-by-case basis; Pharmacology must have been taken within the past three years.

Note: It is the applicant's responsibility to verify the status of his or her application with NursingCAS to ensure that their portfolio is complete and verified.

All materials in student applications are the property of the School and will not be returned. Applications are retained for a period of two years.

Transfer Credit Policy

- 32 credits granted for prior bachelor's degree

- Maximum number of pre-requisite credits transferable – 34 credits

- Minimum residency requirement – 48 nursing credits (comparable pathophysiology and pharmacology courses are accepted for transfer credit on a case-by-case basis)

Official transcripts from all Schools attended must be submitted for Admissions Committee review. A Transfer Credit Assessment Form will be generated for each student accepted into the program. Prior to enrollment, students must review the Transfer Credit Assessment Form, indicate any courses in progress, and sign off on the form, acknowledging that the form lists all of the transfer credits awarded the student by the School of Nursing. (Once updated transcripts are received by the School for courses recently completed, the Transfer Credit Assessment Form will be revised accordingly.)

Once a student is enrolled, it is expected that all courses will be completed at the School. The results from CLEP, Excelsior College and School-offered challenge examinations for pre-requisite courses must be received by the Office

of Student Services three (3) weeks prior to the beginning of the program. (See pages 18-19 for full instructions.)

Acceptance

1. Applicants are selected following a comprehensive assessment of their performance on the pre-admission exam, previous academic achievement, personal and professional experiences.

2. Based upon an evaluation of the candidate's academic credentials and past achievement, all candidates will receive a decision from the Admissions Committee in writing.

All accepted candidates must:

- Submit a \$500.00 non-refundable tuition deposit by the deadline stated in the decision letter; otherwise, acceptance will be canceled;
- Possess a laptop computer to be used during the program;
- Successfully complete a required health clearance from the Department of Employee Health at MSBI; and
- Successfully complete a background investigation and drug screening (separate fee).

Admission Deferment

Students unable to register for classes in the semester for which they are accepted may opt to postpone their admission into the program. Admission deferment requests should be submitted in writing to the Chairperson of the Admissions Committee. Candidates

who have been accepted for admission and deferred their entry into the program must reactivate their portfolios and submit a re-entry request in writing at least three months prior to the start of the semester for which they seek admission.

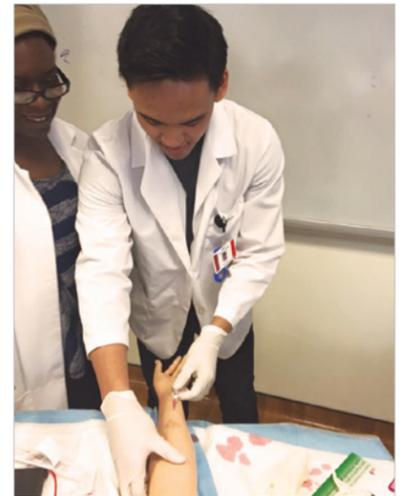
Readmission

Former ABSN students seeking readmission are required to submit a written request to the Chairperson of the Admissions Committee requesting consideration for reacceptance into the program. A candidate applying for readmission must document that the reason(s) for withdrawal have been addressed. Each applicant seeking readmission will be evaluated on an individual basis, and the Admissions Committee will determine eligibility to re-enter the program.

If accepted for re-admission,

- The student must successfully pass all subsequent courses.
- The student is expected to follow the admissions process and meet admission requirements as delineated in the current catalog.
- The student must adhere to all current school policies.

Readmission will be denied to any student who has exhibited unprofessional behaviors, verbally or physically aggressive behaviors towards students, faculty or administration, and/or has had any violations of the PSON Code of Conduct. A student dismissed for academic reasons will not be allowed to re-apply.



Official transcripts from all Schools attended must be submitted to NursingCAS for Admissions Committee review. A Transfer Credit Assessment Form will be generated for each student accepted into the program. Prior to enrollment, students must review the Transfer Credit Assessment Form, indicate any courses in progress, and sign off on the form, acknowledging that they agree the form includes all of the transfer credits awarded to the student by PSON. The Transfer Credit Assessment Form will be revised accordingly when updated, official transcripts are received by PSON. Once a student is enrolled, it is expected that all courses required for the degree will be completed at the School.

International Students

The school does not enroll non-immigrant international students in its ABSN program.

The Accelerated Bachelor of Science in Nursing (ABSN)

Curriculum

Curriculum Notes

Minimum Credits for Graduation: 120 Credits

- 15 hrs. Theory = 1 credit
- 30 hrs. Lab/Clinical = 1 credit
- Number of credits required for ABSN degree = 54 credits

The ABSN curriculum is designed to be completed in 15 months of full-time studies. The curriculum is continuously updated to reflect changes in nursing education, practice and research. It is the student's responsibility to complete all courses necessary for the Bachelor of Science Degree. The School reserves the right to cancel a class due to insufficient enrollment.

Academic Calendar

The academic calendar is distributed under separate cover.

ABSN Master Curriculum Plan

Year 1	Courses	Credits
Semester 1		
NSG204	Introduction to Professional of Nursing	3
NSG301	Nursing Research & Evidence-Based Practice	3
NSG302	Pathophysiology	3
NSG303	Health Assessment	3
NSG 303A	Health Assessment and Basic Skills Lab	1
		Total = 13
Semester 2		
NSG205	Pharmacology	3
NSG304	Adult Health Nursing I	6
NSG306	Mental Health Nursing	4
		Total = 13
Semester 3		
NSG307	Geopolitics and Health care Policy	3
NSG308	Adult Health II	7
NSG309	Pediatric/Maternal and Newborn Nursing	6
		Total = 16
Year 2	Courses	Credits
Semester 4		
NSG401A	Nursing Issues in Caring for At-Risk Communities	4
NSG402A	Nursing Leadership and Management	2
NSG403	Transition to Practice	4
NSG409A	Scholarship Synthesis	2
		Total = 12

Overall Total Credits: 54

The Accelerated Bachelor of Science in Nursing (ABSN)

Course Descriptions

NSG204 Introduction to the Profession of Nursing – 3 credits (Class 45 hours)

This course introduces students to the history and development of nursing as a profession. Key leaders will be studied, including those who address the theoretical basis for nursing research and patient care as well as those who pioneered the development of organizations that provide oversight and standards of nursing. Key aspects of the nursing profession will be discussed including: code of ethics, scope of practice, professionalism, role requirements, and nurses as members of inter-professional communities to achieve optimal patient care outcomes
Co-requisites: NSG301, NSG302, NSG303, NSG303A

NSG205 Pharmacology - 3 credits (Class 45 hours)

General principles of pharmacology, mechanisms of drug actions, biotransformation, drug characteristics and interactions are discussed. Major classifications of drugs are presented in relation to therapeutic use.

NSG301 Nursing Research and Evidence-Based Practice – 3 credits (Class 45 hours)

This course provides an overview of how evidence is developed from research, clinical expertise, inter-professional perspectives and patient input. The steps of the research process are presented to provide students with the basis for evaluating research, designing research projects and applying research in clinical practice. Legal, ethical and political issues will be discussed as well

as an overview of the role of institutional review boards and their role in protecting human participants. Special emphasis will be placed on quality initiatives, patient satisfaction and issues of diversity
Co-requisites: NSG204, NSG302, NSG303, NSG303A

NSG302 Pathophysiology – 3 credits (Class 45 hours)

This course focuses on the physiologic changes that participate in disease production. These alterations are examined at the cellular, organic and systemic levels across all body systems. Emphasis is placed on the body's attempt to compensate for these changes.
Co-requisites: NSG204, NSG301, NSG303, NSG303A

NSG303 Health Assessment– 3 credits (Class 45 hours)

Students will be introduced to basic nursing and health assessment skills through identifying and applying basic facts, principles and concepts. Students will develop basic assessment skills and learn to conduct a thorough health history and physical exam, including recognizing normal variations, common abnormalities and potential problems. Class will be conducted in the nursing skills lab and include lectures, skills demonstration by faculty, and peer skills practice. Readings and audiovisual materials will be assigned to supplement class time.
Co-requisites: NSG204, NSG301, NSG 302, NSG 303A

**NSG 303A Basic Skills Lab – 1 credit
(Campus Lab – 30 hours)**

This course introduces students to Basic Nursing Skills and assists them with identification and application of basic facts, principles, and concepts. Nursing concepts include basic needs for health and commonly occurring variations, including the aging adult. Students are encouraged to use critical thinking and the Nursing Process as a framework for problem solving. Class will be conducted in the nursing skills lab and include lectures, skills demonstrated by faculty, and peer skills practice. Reading and audiovisual materials will be assigned to supplement class time.

Co-requisites: NSG204, NSG301, NSG 302, NSG 303

**NSG304 Adult Health Nursing
1 – 6 credits
(Class 60 hours; Clinical 60 hours)**

This course builds upon knowledge and skills derived from previous and concurrent courses. Principles of relevant therapeutic treatment modalities including pharmacological, nutritional and surgical interventions are used by students in caring for patients with compromised basic needs, arising from actual and/or potential common health problems. Selected nursing diagnosis categories are introduced, and the student is assisted in applying core concepts when caring for patients in both acute and community settings. Nursing concepts include basic needs for health and commonly occurring variations throughout adulthood, including the aging adult.

Pre-requisites: NSG204, NSG 301, NSG302, NSG303, NSG 303A

Co-requisites: NSG306

**NSG306 Mental Health Nursing –
4 credits
(Class 45 hours; Clinical-30 hrs)**

This course focuses on alterations in psychological well-being and the subsequent behavioral responses of patients along the continuum of mental health. Application of the nursing process, critical thinking and caring behaviors are stressed. Emphasis is placed on self-awareness, the therapeutic communication process, ethical-legal issues, theoretical and practice advances in the etiology and treatment of mental illness, and contemporary trends in the practice of psychiatric nursing through the lifespan.

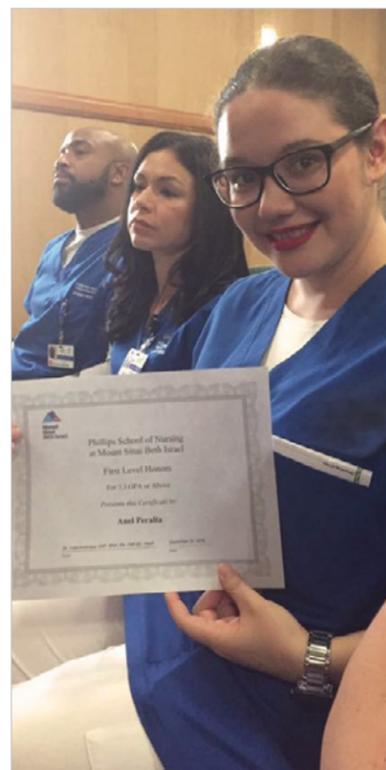
Students assess patients' behaviors and interactions in order to identify specific threats to psychological well-being. Students establish, maintain and terminate a therapeutic nurse-client relationship in a mental health setting. Clinical experiences are in both acute care settings and community mental health agencies.

Pre-requisites: NSG204, NSG 301, NSG302, NSG303, NSG 303A

Co-requisites: NSG304

**N307 Geopolitics and
Health Care Policy – 3 credits
(Class 45 hours)**

This course focuses on the application of geopolitical knowledge and ethical decision making for the student to develop an understanding of policy and politics in nursing and health care. Past and current evidence will be used to evaluate health care policy in such areas as global health concerns, health care financing, quality and safety. Ethics, as



a value system inherent in health care policy and decision-making, is threaded throughout the course addressing issues such as beneficence, distribution of resources and determining the greater good. Building on a framework of critical thinking, learners will explore aspects of the history of nursing, health care, and research and will be exposed to simple and complex geopolitical forces and structures at local, state, national and international levels.

**NSG308 Adult Health II – 7 credits
(Class 60 hours; Clinical 90 hrs)**

This course focuses on the care of selected patients experiencing increasingly complex medical-surgical conditions. The physiological, socio-cultural, developmental and spiritual dimensions of health are considered in prioritizing and implementing nursing interventions to promote health and well-being. The nursing process is used to guide the care of patients and their families along the health-illness continuum from critical care to acute care units to home and community settings. Critical thinking, communication, interdisciplinary collaboration, cultural awareness and patient teaching are woven throughout the course. Pharmacological and nutritional principles are also integrated into this course.

Pre-requisites: NSG204, NSG 205, NSG 301, NSG302, NSG303, NSG 303A, NSG304, NSG306

Co-requisites: NSG309

**NSG309 Pediatric/Maternal and
Newborn Nursing – 6 credits
(Class 60 hours; Clinical 90 hours)**

This course focuses on the care of women and children across the life span. The concepts essential to meeting the health care needs of childbearing women, infants, children, families and the LGBT community are introduced. Principles of growth and development are emphasized throughout. Integrated into the course are health care disparities and health care policies as they relate to the individual, family, local community and the global population. Students provide care to women during the normal and high-risk childbearing process. They also provide care to well children and those who have common health problems. Students use the nursing process to provide care in a continuum of acute, ambulatory and other community settings. Simulation experiences are used to enhance clinical learning and develop inter-professional communication and collaboration with the health care system.

Pre-requisites: NSG204, NSG 205, NSG 301, NSG302, NSG303, NSG 303A, NSG304, NSG306

Co-requisites: NSG308

**NSG401A Nursing Issues in Caring
for At-Risk Communities – 4 credits
(Class 45 hrs; Clinical 30 hours)**

This course focuses on the role of community health nurses in utilizing concepts from nursing and public health to develop strategies to provide comprehensive, continuous, preventive health care, thereby promoting health for communities, populations at risk, groups,

families and individuals. Emphasis will be placed on identifying challenges within selected at-risk communities in order to seek methods to overcome these concerns such as enhancing health promotion, disease prevention, illness care, restoration, rehabilitation, health counseling, education, spiritual care and client advocacy. The framework of primary, secondary, and tertiary levels of prevention is utilized in the provision of community and population based care. Students will use critical thinking skills to formulate health care strategies, which consider the bio-psychosocial, cultural, ethical, legal and economic issues impacting the community as a client. The clinical practicum focuses on community as client for individuals, families, groups and populations with diverse needs in a variety of community-based and community-oriented settings.

Pre-requisites: NSG204, NSG 205, NSG 301, NSG302, NSG303, NSG 303A, NSG304, NSG306, NSG 307, NSG308, NSG309

Co-requisites: NSG402A, NSG403, NSG409A

**N402A Nursing Leadership and
Management – 2 credits
(Class 30 hours)**

This course will provide the student with knowledge of leadership and management theories and processes that are critical to the creation of a work environment that is efficient, cost-effective, and committed to quality nursing care. The focus is on understanding the key attributes and skills of highly successful nurse leaders/managers such as effective

intra-disciplinary and inter-disciplinary communication, critical thinking, conflict resolution, successful delegation, team building, resource utilization, quality improvement, and leading change in a variety of community and health care settings. The goal of the course is to integrate leadership concepts and theories into the various roles of the professional nurse, and to promote professional development.

Pre-requisites: NSG204, NSG 205, NSG 301, NSG302, NSG303, NSG 303A, NSG304, NSG306, NSG 307, NSG308, NSG309

Co-requisites: NSG401, NSG403, NSG409A

NSG403 Transition to Practice/ Internship – 4 credits (Class 30 hours; Clinical 60 hours)

This course facilitates the transition of the student to the role of staff nurse by building on the knowledge and skills obtained in the nursing curriculum and integrating these concepts in a variety of diverse practice settings. Principles of management, organizational culture and interpersonal relationship are applied in the development of independence. The student's clinical practice is coordinated by faculty and guided by a registered nurse preceptor. There is emphasis on critical thinking, team building, communication, priority setting, collaborative decision-making and advocacy. Legal and ethical aspects of nursing care are addressed along with issues and trends in nursing practice affecting the delivery of health care and the discipline of the professional practice of nursing. The practicum provides an

opportunity for the student to enact professional practice and demonstrate competency in standards of care, application of evidence, professionalism, and safe and legal practice.

Pre-requisites: NSG204, NSG 205, NSG 301, NSG302, NSG303, NSG 303A, NSG304, NSG306, NSG 307, NSG308, NSG309

Co-requisites: NSG401, NSG402, N409A

NSG409A Scholarship Synthesis – 2 credits (Class 30 hours)

Following the completion of all required theoretical and clinical nursing courses, the Scholarship Synthesis Course requires the student to demonstrate competencies consistent with program outcomes. This course provides the student with an opportunity to display his/her knowledge in a final creative project designed by the student. Projects include, but are not limited to, clinical nursing practice with special populations, nursing leadership, effecting change within a system, patient/family education, prevention approaches across the continuum of care, interdisciplinary collaboration, and community health nursing. The synthesis project builds on knowledge gained from all previous courses to allow students to apply knowledge and skills attained through the program of study. The student project is based on the student's interest and professional goals.

Pre-requisites: NSG204, NSG 205, NSG 301, NSG302, NSG303, NSG 303A, NSG304, NSG306, NSG 307, NSG308, NSG309

Co-requisites: NSG401, NSG402, NSG403

Special Programs

Pre-Nursing Institute

Applicants applying to or accepted by PSON may enroll as non-matriculated students in PSON's Pre-Nursing Institute prior to beginning the nursing curriculum. Courses offered may change by semester and may include:

- Math for Medications
- Anatomy and Physiology I and II
- Introduction to Bioethics
- Human Growth and Development
- Nutrition

Contact the Office of Admissions (maria.gallo@mountsinai.org) for further information regarding course offers and the Pre-Nursing Institute.

Pre-entry Immersion Program

A pre-entry program is offered free of charge to all interested incoming and continuing students. The immersion program consists of workshops that focus on topics including, but not limited to: study and note-taking skills; time management; professional writing; and medical terminology. Immersion programs have proven to be an effective way to support student success. Please contact the Office of Admissions (maria.gallo@mountsinai.org) for further information about when the next session will be offered or to enroll.

Tuition and Fees



Graduation Luncheon 2018, Spirit of New York Cruise Ship

Tuition and Fees

Accelerated Associate in Applied Science, Nursing (AAS)

Class of 2019

2018-19 Academic Year

	Fall 2018	Spring 2019	Summer 2019
Tuition	16 Credits @ \$650/Credit = \$10,400	17 Credits @ \$650/Credit = \$11,050	15 Credits @ \$650/Credit = \$9,750
Science Lab Fee	\$600	\$600	\$600
Clinical / Nursing Lab Fee (\$600/course)	\$600	\$600	\$600
Technology Fee	\$375	\$375	\$375
Student Activity Fee*	\$150	\$150	\$150
Health Service Fee	\$420		
	\$12,545	\$12,775	\$11,475
Year 1 total	\$36,795		

Fall 2019

Tuition	11 Credits @ \$700/Credit = \$7,700	<ul style="list-style-type: none"> Tuition Late Fee \$100/month • Makeup/Retake Written Exam - \$100 (Mandatory) • Makeup/Lab Practical Exam - \$100 (Mandatory) • Clinical/Lab Makeup- \$75/hour • Transcript \$8 • Course Audit- 50% of Lecture Credit
Clinical /Nursing Lab Fee (\$600/course)	\$600	
Technology Fee	\$375	
Student Activity Fees*	\$150	
Health Service Fee	\$375	
NCLEX Review Course	\$225	
Senior Fees	\$400	
	\$9,825	
Grand Total (15 Months)	\$46,620	

*Includes membership fee to the National Student Nurses Association (NSNA)
 Note: A 15% discount for tuition and fees is offered to Mount Sinai Health System employees, their spouses and/or children (must be employed at the time of admission- documentation of relationship required).

Tuition and Fees

RN-BSN Program (Bachelor of Science for Registered Nurses)

Class of 2019 or 2020

2018-20 Academic Year

Year 1	1st Semester	2nd Semester	Additional Fees	
Tuition	18 Credits @ \$700/Credit = \$12,600	14 Credits @ \$700/Credit = \$9,800	Tuition/Late Fee \$100/month	
Nursing/Clinical Fee (\$600/course)	\$600	\$600	Transcript \$7	
Technology Fee	\$200	\$200	Makeup/Retake Written Exam* \$100	
Student Activity Fees*	\$150	\$150	Makeup Lab/ Practical Exam - \$100 (mandatory)	
Health Service Fee	\$420		Clinical/Lab Makeup \$75/hour	
	\$13,970	\$10,750		
Year 1 total	\$24,720			
Year 2	3rd Semester	4th Semester	4th Semester	Additional Fees
Tuition	11 Credits @ \$700/Credit = \$7,700	13 Credits @ \$700/Credit = \$9,100	3 Credits @ \$700/Credit = \$2,100	Course Audit: 50% of Lecture Credit
Nursing/Clinical Fee (\$600/course)	\$600	\$600	\$600	
Technology Fee	\$200	\$200	\$200	Course Add/Drop (after 1st week): \$35
Student Activity Fees*	\$150	\$150		
Health Service Fee	\$375			
Senior Fees			\$400	
	\$9,025	\$10,050	\$3,300	
Year 2 total	\$22,375			
Grand Total	\$47,095			

*The RN-BSN may be completed in three to five semesters (with the Capstone course always in the last semester).

Note: A 15% discount for tuition and fees is offered to Mount Sinai Health System employees, their spouses and/or children (must be employed at the time of admission- documentation of relationship required).

Tuition and Fees

The Accelerated Bachelor of Science in Nursing (ABSN)

Cohort Entered Fall 2018

2018-19 Academic Year

	Fall 2018	Spring 2019	Summer 2019
Tuition	13 Credits @ \$800/Credit = \$10,400	13 Credits @ \$800/Credit = \$10,400	16 Credits @ \$800/Credit = \$12,800
Clinical/Nursing/Lab Fee (\$600/course)	\$600	\$1,200	\$1,200
Technology Fee	\$375	\$375	\$375
Student Activity Fees*	\$150	\$150	\$150
Health Service Fee	\$420		
	\$11,945	\$12,125	\$14,525

Year 1 total \$38,595

	Fall 2019	
Tuition	12 Credits @ \$850/Credit = \$10,200	• Tuition Late Fee \$100/month
Clinical/Nursing Lab Fee (\$600/course)	\$1,200	• Course Add/Drop (after 1st wk.) - \$35
Technology Fee	\$375	• Makeup/Retake Written Exam - \$100 (Mandatory)
Student Activity Fees	\$150	• Makeup/Lab Practical Exam - \$100 (Mandatory)
Health Service Fee	\$375	• Clinical/Lab Makeup- \$75/hour
NCLEX Review Course	\$225	• Transcript \$8
Senior Fees	\$400	• Course Audit- 50% of Lecture Credit
	\$12,925	
Grand Total (15 Months)	\$51,520	

* Includes membership fee to the National Student Nurses Association (NSNA)

* A 15% discount for tuition and fees is offered to Mount Sinai Health System employees and their spouse and/or children (must be employed at the time of admission- documentation of relationship required).

Tuition and Fees

The Accelerated Bachelor of Science in Nursing (ABSN)

Cohort Beginning Summer 2019

2019-20 Academic Year

	Summer 2019	Fall 2019	Spring 2020
Tuition	13 Credits @ \$800/Credit = \$10,450	13 Credits @ \$850/Credit = \$11,050	16 Credits @ \$850/Credit = \$13,600
Clinical/Nursing Lab Fee (\$600/course)	\$600	\$1,200	\$1,200
Technology Fee	\$375	\$375	\$375
Student Activity Fees*	\$150	\$150	\$150
Health Service Fee	\$420		
	\$11,945	\$12,775	\$15,325

Year 1 total \$40,045

	Summer 2020	
Tuition	12 Credits @ \$850/Credit = \$10,200	Tuition Late Fee \$100/month
Nursing Lab Fee	\$1,200	• Course Add/Drop (after 1st wk.) - \$35
Technology Fee	\$375	• Makeup/Retake Written Exam - \$100 (Mandatory)
Student Activity Fees*	\$150	• Makeup/Lab Practical Exam - \$100 (Mandatory)
Health Service Fee	\$375	• Clinical/Lab Makeup- \$75/hour
NCLEX Review Course	\$225	• Transcript \$8
Senior Fees	\$400	• Course Audit- 50% of Lecture Credit
	\$12,925	
Year II Total (15 Months)	\$52,970	

* Includes membership fee to the National Student Nurses Association (NSNA)

* A 15% discount for tuition and fees is offered to Mount Sinai Health System employees, their spouses and/or children (must be employed at the time of admission- documentation of relationship required).

Financial Aid

Federal School Code:

006438-00

State School Codes:

0045 for Associate's in Applied Science in Nursing

6445 for Baccalaureate Nursing Programs

Phillips School of Nursing offers a comprehensive financial aid program for eligible students. Financial aid is available in the form of scholarships, grants and loans. The basic premise in student financial aid is that the primary responsibility for meeting educational costs rests with the student and the student's family.

The School ensures that all regulations and requirements pertaining to Title IV Federal Family Education Loan and Federal and State Grant programs are rigorously followed. The School regularly refers to reference materials from the U.S. Department of Education, the Higher Education Services Corporation and their websites in order to ascertain that the procedures implemented satisfy program requirements.

Financial Aid Eligibility

To determine eligibility for financial aid, the Financial Aid Officer evaluates student data from the Free Application for Federal Student Aid (FAFSA). Federal regulations are followed to award students any aid. All appropriate verification rules and data match issues must be resolved before awarding any aid. All records are reviewed for any conflicting data and the appropriate corrections are made to the student's record to ensure an accurate Estimated Family Contribution (EFC). Needs analysis and determination of eligibility for funds are performed so that the packaging of student aid will be consistent with Federal and State regulations.

Financial assistance is awarded to students at Phillips School of Nursing based on demonstrated financial need and/or academic ability. Students who apply by the application filing date, and who demonstrate the highest financial need, are awarded aid before those with less need. Need is determined through the use of Federal methodology calculations, which are based on data submitted by the student on his/her Free Application for Federal Student Aid. As funds are limited, institutional aid will be based on availability.

Cost of Attendance

AAS First year/ Full-time

Average Cost for an Independent Student:

Tuition and Fees:	\$37,445
Books & Supplies:	\$2,400
Room & Board:	\$19,000
Transportation & Other Fees:	\$15,900

Total \$74,745

ASBN First year/ Full-time

Average Cost for an Independent Student:

Tuition and Fees:	\$38,595
Books & Supplies:	\$2,700
Room & Board:	\$19,000
Transportation & Other Fees:	\$16,200

Total \$76,495

RN-BSN First year/ Full-time

Average Cost for an Independent Student:

Tuition and Fees:	\$24,720
Books & Supplies:	\$2,700
Room & Board:	\$19,000
Transportation & Other Fees:	\$16,200

Total \$62,620

How to Apply or Renew Your Financial Aid

To be awarded financial aid at PSON, you must complete your financial aid application by the required due dates. Your application will be processed ONLY if all required documents are received by the deadline dates. If your application is not completed by the required deadline dates, your request for aid will be rejected. Please note that a Deferred Payment Plan may be arranged with the Bursar's Office.

Detailed information on all financial aid programs is available from the Office of Financial Aid on the 4th Floor. The School is not responsible for any changes in financial aid programs, eligibility or application processes made as a result of changes in legislation. In order for the Office of Financial Aid to process an application for aid, the following steps must be completed:

1. Students, parents, and borrowers are required to use an FSA ID, made up of a username and password, to ascertain U.S. Department of Education websites. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your federal student aid documents. To create a FSA ID, login to: **www.studentaid.gov**

2. Complete the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov/>.

The FAFSA is required for the Federal

and State grant application, including PELL, SEOG, TAP, APTS, Direct Loan Program, Direct Plus Loan Program, Nursing Loan Program and Phillips School of Nursing Scholarships Programs.

If you are a New York State resident, you will be linked from the online FAFSA to the New York TAP application or you can access the application online at:

<http://www.tapweb.org/>.

3. Check for your Student Aid Report (SAR)

If you provided an email address on your FAFSA, your SAR will be sent electronically within five days. Without an email address, a paper SAR will be mailed to you. Review the results for accuracy and make any corrections to **<http://www.fafsa.ed.gov/>.**

4. Check periodically for materials sent to you by the Financial Aid Office

Complete all forms and provide all information requested by the Financial Aid Office. All correspondences will be sent via email to your student email account. If requested information is not received, then your financial aid application will not be processed; therefore not eligible for any type of aid.

Award Notifications- the Financial Aid Office will process a student award package only when a student's file is complete and accurate. Students

are awarded federal and state grants, and school scholarships based on eligibility and the availability of funds. Students will be notified of awards by email. If a student is awarded money that he/she wishes to refuse, the Financial Aid Office should be contacted immediately.

5. Complete the Direct Loans process (You may skip this step if you do not plan to apply for loans)

If you plan to borrow a Federal Direct Loan or a PLUS loan, go to <http://www.studentloans.gov/>. Students must complete the entrance counseling and a "multi-year" MPN (Master Promissory Note) for Direct subsidized/unsubsidized loans. Parents must complete an e-MPN for PLUS loan.

The Direct Loan and Plus Loan are disbursed to the School in the form of electronic fund transfer and are applied directly to the student's tuition account. If financial aid is in excess of tuition due, a refund check will be made within 14 days to the student on a semester-by-semester basis.



Financial Aid Deadlines

Deadline Dates	Notification
After January 1, but before May 1	Complete the FAFSA (Free Application for Federal Student Aid). Complete the FAFSA online at: www.fafsa.gov
June 1	The Priority Processing Deadline for Returning Students to complete the FAFSA and submit all required documents for the Summer II and Fall semester.
June 11	Tuition for Summer II Term Due in Full.
July 1	State Deadline for Returning students applying for State Aid (TAP/ APTS) for Fall and Spring terms.
August 1	Deadline for New Students applying for Fall and Spring semesters. Complete the FAFSA online at www.fafsa.gov
August 20	Tuition for Fall Term Due in Full. If Financial Aid Applications are not completed by August 1 (for new and returning students), tuition must be paid in full by this date before classes start. Payment arrangements are available; see bursar's office.
September 1	Deadline for New Students to complete the FAFSA and submit all required documents for Fall and Spring semester. Priority Award Processing for New Students for Fall and Spring who completed the FAFSA and submitted all required documents by this date. Priority is given to registered students.
October 1	Due Date for New Students applying for state aid for Fall and Spring semesters. Deadline for Spring Enrollment. Students to apply for Financial Aid for Spring and Summer semesters. Complete the FAFSA online at www.fafsa.gov
November 1	Deadline for Spring Enrollment. Students to complete the FAFSA and submit all required documents for Spring and Summer semesters.
December 17	Tuition for Spring Term Due in Full. If financial aid does not cover tuition and fees in full, the difference must be paid in full before the start of classes.
April 22	Summer I Term Tuition Due. Payment arrangements are available; see bursar's office.

General Eligibility Requirements for Financial Aid

In general, to be considered for financial aid at Phillips School of Nursing, a student must be:

1. Enrolled for at least 6 credits (for spring and fall semesters);
2. In good academic standing and making satisfactory progress toward degree requirements; and
3. A U.S. Citizen or permanent resident with appropriate documentation for federal and state aid.

Eligibility for federal and state student aid is based on financial need. Need is defined as the difference between the cost of attendance and the student's (and/or parents') expected family contribution (EFC). The cost of attendance will include tuition, fees, rent, board, books, travel, personal expenses, and an allowance for dependent care, if applicable. The student's (and/or parents') contribution includes an expectation from the student's (and/or parents') income and assets that a student (and/or parent) may have as determined by the FAFSA, as well as a consideration of the number of household members and the number attending college at least half-time.

Types of Aid

The Office of Financial Aid is available to help students who require financial assistance to complete their nursing education. The office will provide personal and confidential counseling and answer all questions regarding the financial aid process. Financial aid data is available upon request; more specific information and applications are sent after acceptance into the program. Financial Aid available to students includes the following:

I. Federal Government Education Assistance Programs

A. Federal Pell Grant

1. Apply by filing out the FAFSA application online at www.fafsa.ed.gov.
2. Eligibility is based on student's financial need and is determined by using a Federal formula that evaluates the information reported on the FAFSA. The formula produces an Expected Family Contribution (EFC) which determines the amount of the award.
3. Available only to eligible students working on an Associates' Degree or their first Bachelor's Degree.
4. \$6,095 is the maximum award amount for the 2018-19 academic year.

B. FSEOG

1. Must complete a FAFSA application .
2. FSEOG (Federal Supplemental Educational Opportunity Grant) eligibility is based on student's financial need and is available to Federal Pell Grant recipients only.
3. The average award ranges between \$125.00 and \$250.00 for the 2018-19 academic year and based on availability.

C. Federal Nursing Loan (NSL) Must complete a FAFSA application

1. Eligibility is based on financial need.
2. Loans generally range from \$1,000.00 to no more than \$2,000.00 per

academic year depending upon program funding. Present interest rate is 5%.

3. Repayment begins 9 months after graduation or when the student ceases to be enrolled at least half-time. The maximum repayment period is ten years. A student who receives a Federal Nursing Loan is required to complete a Nursing Loan Master Promissory Note and an Entrance Interview before the loan is disbursed; as well as an Exit Interview before the student graduates or leaves school. The Entrance and Exit Counseling can be accessed online at: www.mappingyourfuture.org.
4. Download the NSL Request Form and NSL Master Promissory Note and return to Financial Aid Office for processing request.

D. Direct Loans and PLUS (Parent) Loan

1. Completion of a FAFSA and the Institutional Loan Request Form is required by the Financial Aid Office; a Master Promissory Note and Direct Loan Entrance Counseling session is required to be filed on-line at <http://studentloans.gov>.
2. **The Direct Subsidized Loan** is awarded based on financial need. No interest is charged during the in-school period and grace period because the

NOTE: Parents must complete a PLUS Master Promissory Note (MPN) for each PLUS loan borrowed.

federal government "subsidizes" the interest during these periods. The interest rate for the 2018-19 academic year is 5.045%.

3. **The Direct Unsubsidized Loan** is not based on need and is available to all students regardless of income. Interest will be charged from the time the loan is disbursed until it is paid in full. Payment may be deferred, but interest will accumulate throughout the life of the loan. Payment will be capitalized, meaning that interest will be added to the principle amount and then additional interest will be based on that higher principle amount. The interest rate for the 2018-19 academic year is 6.595% (the DOE sent two percentages for the unsub loan, the official rate will be posted July 1, 2018)
4. The annual loan limits for undergraduates are based on grade level and dependency status. A borrower who has reached his/her aggregate loan limit is not allowed to receive additional federal aid. For details on loan aggregate limits visit the following website: <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>.
5. The difference between subsidized and unsubsidized loans: there is no interest on the subsidized loan until the student has graduated or fallen below half time status (below 6 credits). The unsubsidized loan starts to build interest once received by the school.
6. The PLUS (Parent) Loan is available for parents to help pay for their

dependent children's education.

These loans are not based on need, and eligibility is based on the parent borrowers' credit history.

7. A parent with an adverse credit history is not qualified to get a PLUS loan. In this case, the dependent student is allowed to borrow additional monies from the Direct Unsubsidized Loan program. The amount for which a student qualifies for is determined by grade level.
8. There is an origination fee associated with Direct Loans and PLUS Loans which is deducted by the federal government before the loan amount is disbursed to the school.
9. Repayment of the Direct Loan generally begins six months from the time the student has graduated, left school or dropped below six credits .The PLUS Loan repayment will begin once the loan has been disbursed to the school. A parent borrower can request a deferment. For details on requesting a deferment visit: <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>.
10. Download Direct Loan or PLUS Loan Request Form(s) and return to Financial Aid Office for processing request.

For information on loan limits, interest rates and repayment please visit: <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>.

II New York State Financial Aid Assistance Programs

A. Tuition Assistance Program – (TAP)

1. Eligibility is based on student's (and/or spouse/parents') state tax information.
2. The TAP application process begins with the Free Application for Federal Student Aid (FAFSA). HESC will use the FAFSA as part of your online TAP application. Complete your online TAP application at <https://www.tapweb.org/totw/>.
3. The student must be a New York State resident who is enrolled for a minimum of 12 credits per semester (full-time status).
4. The maximum TAP award is \$5,165 for the 2018-19 academic year.

B. Aid for Part Time Study- (APTS)

1. Eligibility is based on student's (and/or spouse/parents') state tax information.
2. Must Complete FAFSA and TAP application; and a separate APTS application must be completed for APTS eligibility. Download the APTS Application Forms and return to Financial Aid Office for processing.
3. The student must be a New York State resident who is enrolled for 6-11 credits per semester.
4. The award ranges from \$250 to \$1,000 per semester. Maximum award per year is \$2,000.

III. Phillips School of Nursing Scholarships

Institutional scholarships are available at PSON. These scholarships include, but are not limited to: a General Scholarship based on academic achievement and/or demonstrated financial need; and the Sidney and Loretta Teich Foundation Scholarship, which is offered to minority students with substantial financial need. A packet of Institutional Scholarship Applications is sent to new and returning students before the start of classes.

Employees of the Mount Sinai Health System and their immediate family (spouse or children) are entitled to a 15% tuition discount upon submission of appropriate documentation (e.g., work ID or a letter from department/human resources).

- Local Programs such as Local 1199 Training and Upgrading Fund
- Veteran Benefits
The School is approved for training in accordance with the provision of Section 1775, Title 38, U.S. Code. Contact the Veterans Administration directly for specifics on individual qualifications.
- For a list of other types of federal student aid please visit: <https://studentaid.ed.gov/sa/types>.
- For information and /or resources on financial aid for Native Americans please visit: <https://studentaid.ed.gov/sa/sites/default/files/financial-aid-for-natives.pdf>.

IV. Important Points to Remember

1. **Fill out each form in its entirety**, according to the instructions provided. Incomplete forms of any sort will not be processed.
2. **Check student email account daily.**
3. Always keep copies of all forms/documents for your personal records.
4. After filing, any change or special conditions that significantly affect your financial situation should be communicated to the Financial Aid Office in writing as soon as possible.
5. Each semester you will receive a tuition bill reflecting the amount owed to the school after all financial aid awards have been deducted. Failure to pay tuition may result in removal from class, registration hold, transcript/document holds, collections.

V. Tuition Payment Procedures

Tuition bills are emailed to students approximately one month prior to the beginning of each semester. Appropriate tuition and fees are expected to be paid in full prior to the beginning of each semester, unless a payment plan is in place. Tuition and all other fees are to be paid at the Office of Financial Aid on the 4th Floor. Tuition may be paid via personal check, money order, bank cashier's check or credit card. NO CASH PAYMENTS WILL BE ACCEPTED. An insufficient funds fee will be applied for any returned checks. A late fee of \$35.00 is charged for bills not paid on or before the due date on the bill.

1. *Full payment* – this is the regular and preferred payment option.
2. *Deferred Payment Plan* – Deferred payment arrangements must be made with the bursar's office one week prior to the start of classes. A one-time fee of \$25 is charged to set-up a deferred payment plan. A \$50 late fee is charged for EACH installment paid after the due date.
3. A minimum payment of at least one third of tuition & fees is required on or before the start of classes. The tuition balance will be deferred if a payment plan has been established.

All financial aid paperwork, including loan applications, must be approved before the start of each semester. If financial aid does not cover the tuition charges in full, the student may combine above options to complete the payment obligation.

Cancellation of Classes for Non-Payment

In accordance with State law, payment for tuition and fees is due prior to the start of the term. Students registering in the billing period must pay tuition and fees or defer their bill by signing a Deferred Payment Agreement with the Bursar's Office. Accounts not paid or deferred by the due date may result in cancellation of registration. Past due prior term balances cannot be deferred or paid with financial aid for future terms.

Students whose schedules are canceled may find it difficult or impossible to re-register for the same courses because their seats may have been taken by

students on wait lists. Students who register after the billing period and students who have been cancelled who were originally registered during the early registration process must pay estimated tuition and fees or provide proof that they are financial aid recipients prior to being able to access registration.

Refunds Checks

Financial Aid Refunds: Refunds of credit balances caused by financial aid exceeding student account charges will be refunded to the student by check. When the refund check is ready at the Bursar's Office, an email notification will be sent to the student to pick up any refunds at the Bursar's Office. Refund checks cannot be disbursed until the first day of classes for the semester. Once the semester has begun, refund checks are usually available ten business days after the aid is placed on the student account.

Parent Plus Loans: Refunds of credit balances caused by parent plus loans exceeding student account charges will be refunded to the parent by check mailed to the address provided by the parent. If the student wishes to pick-up the Plus Loan refund check, the borrower must notify the Bursar's Office in writing.

Non-Financial Aid Refunds: If a student account has a credit balance for reasons other than financial aid, the refund will not be generated until after the Add/Drop period for the semester. This includes overpayments where personal payments combined with financial aid exceed the balance, credit balances

due to dropped classes, and other overpayments. In most cases, credit balances are refunded directly to the student. However some exceptions apply, for example when the credit is due to a potential over-award of financial aid, the credit may be held until the Office of Scholarships and Student Aid has reviewed the account. If financial aid is determined to exceed the federal definition of need, the over-award will be refunded to the appropriate financial aid fund. In the case of posting errors, the Financial Aid Office will reverse the error.

Holds/Stops/Financial Clear Holds

The Office of Student Accounts places holds on student accounts when they become past due. Holds are also placed on accounts of students scheduled to graduate to alert them to resolve any debts before graduation. These holds prevent registration and receipt of transcripts and diplomas. The past due amount (or amount due for those scheduled to graduate) must be paid in full for the hold to be lifted. Financial Holds preventing registration are placed on the term record of students who will be registering for classes in the upcoming semester. Financial Holds are manually lifted when the student pays the balance due.

Returned Check Fee

Any payments returned by the payer's bank because of insufficient funds are subject to a \$35.00 returned payment fee. In addition, a hold restricting registration and the receipt of diplomas and transcripts will be placed on the account. This hold will not be released until the returned payment is repaid. PSON reserves the right to observe a 30 day waiting period to ensure that any replacement payment clears. For immediate release of the hold, payment must be made by money order, certified check, or credit card. No cash will be accepted for payments.

Other Expenses

Students are responsible for all expenses related to travel to and from assigned clinical sites. Students are responsible for their housing, meals, textbooks and supplies, uniforms, and personal expenses.

Satisfactory Academic Progress

Federal Regulations require that students must meet certain academic criteria to continue receiving financial aid. Students' academic standing is reviewed at the end of every semester. For certain cases students not meeting the standard may be given a one term financial aid probation semester and receive aid. If the standard is not met at the end of that term no further aid will be awarded. Students should contact the Financial Aid Office for full details of the standard.

The following charts delineate the School's standards of satisfactory academic progress for the AAS, ABSN and the RN-BSN Programs for the purpose of determining eligibility for financial aid:

AAS Full Time Students - By the end of each term below, students are expected to have the following criteria met in order to receive financial aid for the next term:

1st Year of Program	Credits Earned	Required Cumulative GPA	2nd Year of Program	Credits Earned	Required Cumulative GPA
1st Semester	17	2.14	1st Semester	59	2.15
2nd Semester	34	2.14			
3rd Semester	49	2.14			

AAS Part-Time Students

1st Year of Program	Credits Earned	Required Cumulative GPA	2nd Year of Program	Credits Earned	Required Cumulative GPA
1st Semester	7	2.30	1st Semester	38	2.30
2nd Semester	17	2.30			
3rd Semester	28	2.30			

ABSN Full-Time Students

1st Year of Program	Credits Earned	Required Cumulative GPA	2nd Year of Program	Credits Earned	Required Cumulative GPA
1st Semester	13	2.30	1st Semester	54	2.30
2nd Semester	26	2.30			
3rd Semester	42	2.30			

RN-BSN Full-Time Students

1st Year of Program	Credits Earned	Required Cumulative GPA	2nd Year of Program	Credits Earned	Required Cumulative GPA
1st Semester	18	2.00	1st Semester	46	2.00
2nd Semester	32	2.00	2nd Semester	62	2.00

Part-time students must enroll for a minimum of six credits and must adhere to the above satisfactory academic progress guidelines.

Withdrawals and/or Grades of Incomplete

Students who withdraw from courses may impact their financial aid awards. Any student who totally withdraws and receives aid is subject to a different refund calculation. Students withdrawing from the School are required to file notice in writing with the Office of Student Services. The amount of tuition to be refunded will be determined based on the date notification of withdrawal is received.

If a student withdraws from a course or receives a grade of Incomplete, that student will still be expected to adhere to the quantitative and qualitative standards of the satisfactory academic progress policy stated above.

Maximum Time Frame to Complete the Program

Please refer to the Academic Policies section "Time Requirements for Program Completion and Continuous Enrollment."

Waivers for Special Circumstances

If a student does not meet the School's standard for satisfactory academic progress, he/she may not receive further financial aid. In cases of extenuating circumstances, the School may waive the satisfactory progress requirement, consistent with federal and state regulations.

Appeal Process

A student may appeal a financial aid decision by submitting a letter along with any requested documentation to the Director of Financial Aid. Decisions will be made on a case-by-case basis, and the student will receive the decision in writing, within ten working days following submission of the letter of appeal.

Reinstatement of Aid

If a student initially fails to make satisfactory progress but later meets the standards, his or her eligibility for aid will be reinstated for the semester in which he or she regains satisfactory progress. If a student is dismissed from the program for failure to maintain satisfactory progress, the sole means to reestablish eligibility for financial aid is to be readmitted to the School.

Necessity for Repaying Loans

Students are obligated to repay the full amount of their loan(s) even if they: (a) do not complete the program, (b) are unable to find subsequent employment or, (c) are otherwise dissatisfied with the education acquired from the School.

The School will process any Direct Loan program chosen by students. When students borrow money from the Direct Loan Program, they are required to repay that amount plus interest. Repayment will begin six months after graduation or immediately if the student fails to maintain a minimum half-time course load. Entrance and exit counseling services are required for students to receive their loans and to facilitate debt

management. A hold will be placed on a student's academic transcript, if that student fails to complete the Exit Interview Process or has a balance due in his or her tuition and fees account.

Tuition Refund Policy

Any student who withdraws during the semester is liable for all tuition charges and fees. Students who withdraw from courses may be entitled to a refund. The official date of withdrawal determines the refund based upon a pro rata refund policy consistent with federal regulations. Actual days of attendance are utilized in calculating the pro rata refund.

If the student receives less Title IV aid than the amount earned, the School will make a disbursement to the student of the earned aid that was not received (post withdrawal disbursement). If however, the student receives more Title IV aid than the amount earned, the School, the student, or both must return the unearned funds in the following order:

1. Unsubsidized Federal Stafford Loan Program
2. Subsidized Federal Stafford Loan Program
3. Federal PLUS Loan Program
4. Federal Pell Grant Program (for which a return of funds is required)
5. Any other Title IV Program

Students are expected to withdraw officially, in writing. Students who fail to notify the School and thus unofficially

withdraw, and whose withdrawal date cannot be ascertained, will be considered withdrawn effective on the midpoint day of the semester in question. This policy is consistent with federal regulations, effective October 7, 2000.

Further information relative to the School's official withdrawal policy can be found in the Academic Policies section of this catalog.

Tuition Liability Schedule for Fall, Spring and Summer Semesters:

- Week 1 and/or prior- 100% refund (no charge)
- Week 2- refund tuition only, no fees (charge all fees only)
- Week 3- 70% refund (charge 30%)
- Week 4- 50% refund (charge 50%)
- Week 5- 0 (full charge)

Health Requirements

A physical examination will be performed at Mount Sinai Beth Israel prior to enrollment and each year the student is in attendance at the School. Accepted students will receive a Comprehensive Packet of Information regarding health requirements. In addition, applicants must present evidence of all required immunizations or receive the needed vaccines. Accepted students must also pass a toxicology (drug) screening exam as part of the initial health assessment. The annual health service fee includes the cost of initial assessments, any required immunizations (including the meningitis vaccine) through the Department of Occupational Medicine, sick calls, annual compliance, and enrollment in the Student Health Services Network. The correction or stabilization of any existing physical condition requiring professional attention is the responsibility of the applicant and must be effected prior to enrollment.

Note: Students will not be allowed to attend clinical experiences or classes unless all health requirements are met. Students absent due to illness more than three consecutive days must be cleared by Employee Health Services prior to returning to class/clinical.

Health Insurance

Students are responsible for securing and maintaining their own health insurance to cover them for medical, emergency and hospital care. New York University's College of Dentistry's Kriser Dental Center also offers a limited dental

plan to students (contact [212] 998-9870 for details).

The Student Health Services Network provides:

- Vaccinations and screenings for immunity
- Acute injury/illness care for candidates, such as cold, cough, flu, and sprains/strains
- Wellness and health education
- Preventative medicine
- Referrals, alcohol and substance abuse counseling
- Confidentiality

The Student Health Services Network is located at Mount Sinai Beth Israel, 317 East 17th Street, 2nd Floor (between 1st and 2nd Avenues). You may call them toll free at **(877)-420-4209** or **(212)-420-2882**.

Hours of operation are:
Monday to Friday 8:00 am to 11:30 am
and 1:00 pm to 4:00 pm.

Immunization Against Influenza

All students must be vaccinated against influenza unless a student submits medical documentation of allergy to components of the vaccine or other medical contraindication to the vaccine. Students may be vaccinated in Mount Sinai Beth Israel Employee Health Services or by their private physician (documentation is required). A sticker will be placed on the student's photo ID indicating such vaccination. Those students with medical contraindication to the vaccine are required to wear a mask in the clinical areas. Those students who have not received an influenza vaccine

by October 31st of each academic year, or who do not have documentation of medical contraindication, will be suspended from the program.

Basic Life Support Program

All students are required to complete a basic life support (BLS) course for health care providers offered by the American Heart Association prior to enrollment. The required BLS course is offered by Mount Sinai Beth Israel. Please contact the CPR Office at **(212)-420-4503** for more information.



Academic Policies

The academic policies of the School are designed to ensure that all students meet the School's academic standards for successful program completion and eventual licensure for pre-licensure students. Students are advised to be

thoroughly familiar with these policies since they will be accountable for strict adherence to all academic policies, as well as the ethical and legal standards of the School.

Grading Criteria

Grades are based on a percentage system, as enumerated below. Students receive letter grades as final course grades.

Letter Grade	Numerical Percentage Equivalent	Quality Points
A	95 - 100	4.0
A-	90 - 94	3.7
B+	86 - 89	3.3
B	83 - 85	3.0
B-	80 - 82	2.7
C+	76 - 79	2.3
C	73 - 75	2.0
C-	70 - 72	1.7
D+	65 - 69	1.3
D	60 - 64	1.0
F	Below 60	0.0

P (Pass)	B is the minimum passing grade for Nursing 100
I (Incomplete)	
W (Withdrawal)	C+ is the minimum passing grade for all other nursing courses, as well as Pharmacology and Pathophysiology
WP (Withdrawal-passing)	
WF (Withdrawal-failing)	C is the minimum passing grade for all liberal arts and science courses
T (Transfer Credit) not included in calculation of grade point average	

How to Calculate the Grade Point Average

At the end of each term, GPAs (Grade Point Averages) are computed for each student. GPAs can be calculated as follows:

- Multiply the credit value of each course by the quality points corresponding to the letter grade achieved to obtain the course quality points.
- Follow the same procedure as in (A) for all courses taken and add these figures to obtain a total course quality point value.
- Divide this sum by the total number of credits taken to obtain the GPA.

Example: Student A received the following grades for courses taken in the Fall Semester:

Course	Grade	Quality Point Equivalent	X	# Credits/ Course	=	Quality Course Point
Bio 152:	B+	= 3.3	X	4	=	13.2
Eng 110:	A	= 4.0	X	3	=	12
Edu 130:	C	= 2.0	X	3	=	6
Nsg 101:	B-	= 2.7	X	6	=	16.2
Nsg 100:	A-	= 3.7	X	1	=	3.7
				Total:		17 credits
						51.1 Quality Points

51.1 course quality points ÷ 17 credits = 3.00 term GPA.

The cumulative GPA is called the cumulative index (CI) and represents all courses completed in the program.



Recording and Reporting of Grades

In recording the grade for a nursing course, the theoretical grade achieved is the grade recorded for the course, provided the student has passed the clinical component. A failure in the clinical component will result in a failure for the entire course and a grade of "F" will be recorded on the student's transcript. Grades for elective courses are reported and calculated on the student's transcript.

Upon successful completion of a repeated course, the grade achieved will be recorded in addition to the failing grade. The cumulative index (CI) will reflect the quality points for all completed courses, passed or failed.

Students contesting a recorded grade must do so within three months following the completion of the course in question.

Grade Reports can be downloaded by students at the completion of each semester from the School's Web Portal. Grade reports incorporate liberal arts and sciences as well as nursing grades. Transfer grades and challenge exam grades are not calculated in the GPA or CI.

Repeating Courses

A student may repeat no more than one course during the period of enrollment. A student may not enroll in any course for which the failed course is a pre-requisite until the failed course is repeated and passed.

A student who fails a nursing course will be re-registered in the course as soon as feasible. A student who has failed either the theoretical or clinical component of a nursing course must repeat the entire

course. **Only one nursing course may be repeated throughout the program.**

Grades of Incomplete

A grade of "I" (Incomplete), may be granted for extenuating circumstances by the instructor of the course. An incomplete grade indicates that the student has not met all course requirements. The incomplete grade must be removed within six weeks, unless the course is a pre-requisite for another course, in which case the student must complete the requirements within two weeks from the start of the next semester in order to remain in the current course. If the coursework is not completed within the designated time frame, the incomplete grade will be converted to a grade of "F" on the transcript.

Final Course Grades

Once a final course grade has been reported to the Office of Student Services it may not be changed unless an actual error was made in computation or recording of that grade. Except for grades of "Incomplete," submitted grades are final and may only be changed by the instructor to correct human error or fraud (plagiarism or cheating). Grades will not be changed for students submitting additional work or materials past the last day of the course (unless the student has a grade of "Incomplete" in the course).

Exam Make-Up Policy

Students are expected to take all course exams when scheduled. The official Request to Make-up an Exam procedure is delineated in the Student Handbook. Changes to the course grade are outlined

in the course syllabus. The process must be completed within three business days of absence. Failure to do so will automatically make the student ineligible for makeup. Once scheduled, make-up exams will not be rescheduled.

Permission to withdraw from a course must be requested in writing by the student to the Assistant Dean, Student Services and Institutional Effectiveness using the Enrollment Change Request Form. A student may not withdraw from a course until authorization is granted. Unauthorized withdrawal will be recorded as a "WF" on the student's transcript. If a student withdraws from a course before the second Friday after the first day of class, the student will not be academically penalized for that withdrawal, and the course will not appear on the transcript.

- Students withdrawing before the official "withdrawal without academic penalty" date (see academic calendar) will receive the grade of "W".
- Students who are passing a course and withdraw after the official "withdrawal without academic penalty" date will receive the grade of "WP".
- Students who are failing a course and withdraw after the official "withdrawal without academic penalty" date will receive the grade of "WF" which will be included in computation of the GPA. ("WF" is equivalent to -0- quality points)
- Students who do not officially withdraw from a course and who are absent from class and/or clinical for 4 consecutive weeks will be automatically withdrawn from the course. The course withdrawal policy, as specified above, will apply.

- Students may not withdraw from a course more than once.

School Withdrawal Policy

Students seeking to withdraw from the School of Nursing must inform the Assistant Dean, Student Services and Institutional Effectiveness in writing. Students who do not officially withdraw from the program, but are absent from classes for a period of one month, will automatically be withdrawn from the School and will receive a grade of "WF" for all courses in progress.

Time Requirements for Program Completion

Unless granted an official Leave of Absence by the Assistant Dean for Student Services and Institutional Effectiveness, students must register for consecutive semesters in their respective programs. Although students typically proceed towards their degree by enrolling in classes, they may apply for "Maintenance of Matriculation" status due to extenuating circumstances. Maintenance of Matriculation does not, however, extend the time specified for Program Completion. Program Completion is calculated as 150% of the standard completion time for each program:

- For the AAS program a maximum of six semesters
 - For the ABSN program a maximum of six semesters
 - For the RN-BSN program a maximum of eight semesters
- Students should be aware that

Maintenance of Matriculation status may affect their eligibility for financial aid and progression in the program. Maintenance of Matriculation will be limited to two semesters with a fee of \$50.00 per semester. Extensions beyond two semesters must be approved by the Assistant Dean for Student Services and Institutional Effectiveness. Otherwise, students will have to apply for readmission to their academic program in accordance with the procedures and policies stated in the School Catalog.

Leaves of Absence

Students requesting a leave of absence must complete an Enrollment Change Request Form, which must be submitted to and approved by the Assistant Dean, Student Services and Institutional Effectiveness. A leave of absence may be granted for health or personal reasons for no more than one hundred eighty (180) days. Only one leave of absence may be granted in a 12-month period. However, more than one leave of absence may be granted for limited, well-documented cases due to extreme, unforeseen circumstances. The student is expected to return from Leave of Absence the semester immediately following leave completion. Failure to follow these guidelines will result in dismissal from the program.

Upon return to the program, students must comply with all revised policies, curriculum, and health requirements. AAS and ABSN returning students must also demonstrate the level of competency required for enrollment in a course (see Audit Policy below). If the reason for the

leave of absence was medical, clearance from the student's personal physician must be obtained in writing prior to return. The student must then be deemed "Fit for Duty" by the Medical Center's Department of Occupational Medicine.

Attendance Policy

Students are expected to attend all clinical, laboratory and classroom sessions. However, the faculty recognizes that an emergency situation may arise which requires a student to be absent. Students should be aware that frequent, periodic absence or extended absence may result in withdrawal from course(s) and/or dismissal from the School. In courses that are blended/hybrid, it is important to be present during face-to-face sessions. Therefore, students who miss more than 30% of in-class sessions with unexcused absence will receive a grade of WF in the course. For example, if a class has seven face-to-face sessions of four hours each (total of 28 hours), then 30% of the 28 hours equal 8.4 hours; thus, students may miss two (2) full classes (8 hours) and still pass the course if there are no further absences or lateness. Students are responsible for knowing the policies in effect for each course.

Audit Policy

Students are expected to enroll in nursing courses in sequential order each semester. If a student withdraws from or fails a nursing course, or takes a Leave of Absence for at least one semester, there will be a hiatus in the sequencing of the nursing courses. AAS and ABSN students must then audit the nursing

labs prior to resuming their nursing coursework. They will be advised of this schedule before the beginning of the semester.

Progression

Progression from one semester to the next is based on the following:

- Achievement of a minimum grade point average (GPA) of 1.70 at the completion of the first semester of attendance, achievement of a minimum GPA of 1.85 at the end of the second semester and achievement of a cumulative index (CI) of 2.0 at the end of the first year or completion of three semesters, and for all semesters thereafter.
- To progress, students must meet all pre-requisite requirements.
- To progress from one nursing course to the next, students must complete all standardized testing requirements.
- Students may not be concurrently enrolled in two nursing courses if they meet at the same time with respect to lecture, laboratories, and/or clinical sections.
- Students must adhere to the current requirements and policies of their graduating class.

Probationary Status

At any point during the semester, a written warning is issued to a student who is at risk of failure for unsatisfactory performance or excessive absence. If substantial improvement does not occur, the student will fail the course(s) and may be withdrawn from the nursing program.

Academic Probation

When a student's GPA falls below the School's standards for academic progression, and that student has not accrued a sufficient number of credits to ascertain academic potential for success (less than three courses) that student may be placed on academic probationary status for up to two subsequent semesters. The student will receive a written notice that he or she is on academic probation. If, after that timeframe, the student's GPA is still below the minimum academic progression standard, that student will be dismissed. Rather than being placed on academic probation, if other negative factors are in place, that student may be dismissed from the program, at the discretion of the Academic Standards Committee, if his/her GPA falls below the School's standard for progression.

Dismissal

A student will be dismissed from the program for unsatisfactory academic performance which may result from any of the following situations:

- A student with two failures during a period of enrollment. A student with two course failures is not eligible for readmission.
- Failure to achieve the minimum required GPA of 1.70 at the completion of the first semester of attendance, 1.85 GPA at the completion of the second semester of attendance, and 2.0 C.I. at the end of the first year or completion of three semesters or any semester thereafter that the GPA falls below 2.0.

- Failure to return to repeat a course as scheduled.

- Unauthorized absence from the program.

- Failure to respond to official school notifications.

- A student with two failures during a period of enrollment, along with a GPA of 3.0 or above, may not be automatically dismissed. Dismissal will be addressed by the Academic Standards Committee on a case-by-case basis.

The faculty reserves the right to suspend or recommend the dismissal of a student at any time in the program for failure to maintain the safety of the patient.

School Standards and Code of Conduct

The School has adopted standards for student conduct that include the ANA Code of Conduct for Nurses and a Student Code of Conduct, Standards of Accountability, and a Code of Academic Integrity.

Students are expected to uphold the professional, legal and ethical standards of the School in any venue where they are identified as students of the School of Nursing. Behaviors such as falsification of records, cheating, plagiarism, theft, abusive language, substance abuse, sexual harassment and/or abuse, physical abuse, theft or intentional damage to School or individual property, inappropriate use of computer technology for other than School-related activities, violations of patient confidentiality, lack of respect for faculty

and staff and failure to regard the rights of others is expressly prohibited and will lead to disciplinary action by the School's administration.

Disciplinary action may include:

- *Probationary Status*—A written notice to the offender that continuation or repetition of a violation may be cause for further disciplinary action.

- *Suspension*—Exclusion from the program for a specific period of time.

- *Dismissal*—Termination of student status.

- *Legal action*—Report to authorities.

The Dean and faculty may dismiss, impose a mandatory leave of absence or require the resignation of any student for reasons pertaining to dishonest or immoral behavior; failure to develop the personal and professional qualifications for nursing; or unsafe conduct affecting either the student, patient or others.

Grievance and Appeal Process

A procedure with specific guidelines has been established by which students may appeal academic or disciplinary actions. The School's Grievance Procedure and Appeals process is clearly delineated in the Student Handbook, which each student receives annually.

First Level Honors for AAS Program

A student who achieves a cumulative grade point average of 3.3 or better at the end of the Nursing 100 level courses will receive First Level Honors.

Dean's List

Students will be placed on the Dean's List if they meet the following criteria:

- Enrolled in a minimum of 12 credits for the fall, spring or summer semesters.

- Grade point average of 3.3 or better in the semester.

- No "D" or "F" grade in the semester.

- No repeat of a failed course in the semester.

Dean's List designation will be placed on the student's academic transcript.

Graduation Requirements

Upon recommendation of the faculty, the degrees of Associate in Applied Science or Bachelor of Science with a major in Nursing is conferred upon all successful candidates at the graduation ceremony. The candidates must meet the following criteria:

1. Successfully complete the requisite number of credits.
2. Maintain a GPA of 2.0 or better.
3. Meet all course and program objectives and maintain the School's standards.
4. Fulfill all financial obligations to the School.
5. Satisfy the residency requirements.

Students in the AAS in Nursing and ABSN programs who meet the aforementioned requirements will be certified to sit for the NCLEX-RN (Registered Nurse licensing examination).

Graduation Honors

All students with a GPA of 3.30 or better will receive graduation honors. The following honors will be noted on the student's transcript:

Honor	GPA
Summa cum laude	3.77-4.00
Magna cum laude	3.54-3.76
Cum laude	3.30-3.53

Honor Society

In 2012, the school established an Honor Society for those students who achieve a GPA of 3.70 or better at the end of their final semester in the program.

Registered Nurse Licensure Requirements

In order to practice as a Registered Professional Nurse in New York State, a candidate must be:

- at least 18 years old
- graduate from a nursing program approved by the State of New York
- meet the requirements of the New York State Board of Nursing
- not be in default of a Title IV loan
- not owe a repayment to the School
- and pass the National Council Licensure Examination (NCLEX-RN).
- international students should check eligibility with the New York State Office of Higher Education and the Professions.

Any candidate for licensure who has been convicted of a felony will be referred to the New York State Education Department's Office of Professional Discipline for assessment of eligibility prior to the issuance of a license.

Student Activities and Services

Student Government Activities

The principal governing body for students of the School is the Student Organization. All students are members; officers are elected from each program and faculty members serve as Student Organization advisors. Students have input into policies of the School through their student representatives. Students are asked to volunteer for designated Faculty Organization committees.

The Student Organization also plans social activities and organizes subcommittees for special projects. These include the graduation party, fund-raising events and community service.

All AAS and ABSN students are encouraged to become members of the National Student Nurses Organization (NSNA). Students are also encouraged to become actively involved in NSNA activities on the State level and attend conventions. Students have often held high offices in the state organization.

Peer Advisement

The School offers a peer advisement program to assist new AAS and ABSN students. Incoming students are introduced to a panel of peer advisors who are senior students and resource persons, available to answer questions and make appropriate referrals within the School. The student advisors have experienced the nursing program firsthand and, therefore, are able to provide the support and insight necessary to assist the first level student in successfully adjusting to the nursing curriculum.

Academic Advisement and Plus Program

Upon admission, each student is assigned a faculty member who will serve as his/her academic advisor. Students who may require additional academic support to enhance their success in the program will be placed in the Plus Program. The assigned academic advisor will meet with these students on a regular basis for the duration of the program. Advisors will make referrals and recommend activities to improve learning outcomes.

Counseling and Wellness Services

One-on-one counseling services are available to assist students with adjustment to college life, as well personal issues and/or family problems. Outside referrals are also available. Contact Maria Gallo, Manager, Enrollment Services for a confidential referral.

New Graduate Services

Preparation of a professional résumé and job interview techniques, certifications and continuing education courses are offered to all graduating students. Graduates are contacted by e-mail regarding job opportunities as the School becomes aware of them. Follow-up employment data are gathered periodically on each graduating class, one year after graduation.

Availability of Student Services

The Office of Student Services will assist with matters related to course enrollment, immigration status, and

determination of transfer credit, progress reports and School-sponsored scholarships. A student should see his or her advisor for other academic issues.

Tutoring

Tutoring is offered by faculty and peer tutors in specific nursing and science subjects. Faculty members offer tutoring sessions as necessary. All tutoring services are free of charge.

Food Services

Students are responsible for their own meals. The School provides a lounge with a microwave oven and vending machines offering light snacks. Light meals and snacks may be purchased in the Linsky Lobby Café "What's on First". Hours of operation are posted at the Medical Center.



School Policies

Nondiscrimination Policy

Phillips School of Nursing, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990, does not discriminate on the basis of race, color, ethnic origin, age, sex, veteran status, religion, marital status, sexual orientation, gender identity, gender expression, qualified handicap, or any other characteristic protected by law in any of its policies, procedures or practices. This non-discrimination policy covers admission and access to School programs and activities, including but not limited to academic admissions, financial aid, educational services and student employment. Inquiries regarding this policy should be addressed to Bernice Pass-Stern, Assistant Dean and 504/ADA and Title IV Compliance Coordinator in the Office of Student Services, 776 Sixth Avenue, Suite 4A, New York, New York 10001 or call (212)-614-6114. Information shared is held in the strictest confidence

Teach Out Policy

Should it become necessary to close the School or a complete program, closure will be accomplished in such a way that the last students enrolled at that time will be able to continue to program completion. Closure plans provide for a "phase out" period during which faculty, staff, student services, and financial aid are available until all students have graduated.

Drug, Alcohol and Smoke Free School Environment

The School of Nursing maintains a drug, alcohol and smoke free environment. The use of alcohol, tobacco, and/or any controlled substance is strictly prohibited within the School area. Smoking is not permitted anywhere within the School facility or in close proximity to the School entrance. All who violate this rule will be subject to disciplinary action, which may lead to dismissal.

Campus Security Act and Title IX Regulations

In accordance with federal regulations, the School is required to collect data on all forcible or non-forcible sex offenses and other acts of sexual misconduct reported by students that occur on the campus. The campus is inclusive of 26th and 27th Streets between Sixth Avenue and Broadway. The Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. Student rights and responsibilities, as updated in 2017 by the Violence Against Women Reauthorization Act, and Title IX Article 129-B are delineated in the Student Handbook and on the School's website.

Sexual Harassment

Uninvited comments or actions of a sexual nature directed to another person are considered sexual harassment. This is unacceptable behavior that the School of Nursing will not tolerate. Prompt investigation of allegations will be made on a confidential basis to ascertain the

veracity of complaints. Appropriate corrective action will be taken. The full policy for Title IX is provided in the Student Handbook. Also please refer to the Student Handbook for information and the specific procedure to report violations and have alleged incidents investigated.

Minors on Campus

Students are responsible for arranging appropriate child care. Young children may not accompany students to School nor sit in classes or public areas while classes are in session.

Uniforms

AAS and ABSN Program students are required to wear the School uniform and white nursing shoes at all times when in the clinical environment. Students are responsible for purchasing their own uniforms prior to the beginning of the School year. Information for ordering uniforms is provided by the School upon admission.

Students are accountable for maintaining a professional appearance when in uniform. Excessive jewelry may not be worn in the clinical area. Students may wear regular street clothes in the classroom setting; however, a uniform or white lab coat is required for skills lab practice sessions. Specific policies relating to uniforms and dress code for all students are delineated in the Student Handbook and must be followed at all times.

Transcripts of Academic Record

Transcript requests must be made in writing to the Office of Student Services. There is a \$8.00 charge for each transcript. Transcripts may be ordered online through the school's website at **www.pson.edu**. A hold will be placed against issuance of a transcript for outstanding financial obligations to the School or for failure to respond to official School notices.

Access to Student Records

Students have the right to inspect and review their academic records by submitting a written request to the Office of Student Services. In addition, they have the right to request an amendment to their records and to request a hearing (if the request for amendment is denied) to challenge the contents of the educational records on the grounds that the records are inaccurate, misleading or violate their rights.

The School of Nursing conforms to the regulations of the Family Educational Rights and Privacy Act of 1974, (Public Law 93-380) [as amended]. The law (also known as the Buckley Amendment) provides for students' access to their academic records, permits students to address information which has been recorded and protects the confidentiality of student records by prohibiting release of information without students' written consent. An exception to this occurs with judicial orders and subpoenas, and compliance with audit and evaluation criteria of federally supported education programs. Other record keeping exceptions are permitted by the Act

when an agency providing financial aid requests a report on student academic progress.

Furthermore, in compliance with the Gramm-Leach-Bliley Act of 2000 and the Federal Trade Commission Information Protection Rule of 2003, the School has developed administrative, technical and physical safeguards to ensure the confidentiality of protected student information.

Maintenance of Records

Academic records are maintained either on microfiche, as a scanned document or hard copy for students and School graduates since the School's inception in 1904. Financial aid records are maintained for at least three years after the student ceases enrollment, in keeping with federal regulations.

Student Identification Cards

All new students are issued a photo identification card from the Medical Center's Security Department. This card must be visible at all times at School or in the clinical setting. A replacement fee of \$5.00 will be charged for lost cards, along with an authorization letter from the Office of Student Services.

Student Awareness of Policies

Students are expected to be familiar with all policies, requirements and regulations of the School as stated in this catalog and the Student Handbook. No responsibility is assumed for editorial, clerical or printing errors.

Administration & Faculty

Administration

Todd F. Ambrosia, DNP, MSN, RN, FNP-BC, FNAP

Dean

MSN, Vanderbilt University

DNP, University of Miami

Lorraine McGrath, MA, RN-BC

Assistant Dean, Academic Affairs

BS, Wagner College

MA, New York University

Bernice Pass-Stern, MS, MEd, BA

Assistant Dean, Student Services and Institutional Effectiveness

BA, MEd, Brooklyn College

MS, New York Institute of Technology

Natalie Cline, BA

Director, Business Operations

BA, College of New Rochelle

Linda Fabrizio, BBA

Director, Development and Communications

BBA, Baruch College CUNY

Maria Gallo, BBA

Manager, Enrollment Services

BBA, Aquinas University, Philippines

Joel LeGurre, BS

Manager, Financial Aid

BS, Touro College

Pablo Obando, BFA, MFA

Assistant Director, Academic Technology & Media

BFA, Miami International University of Art and Design

MFA, University of Miami

Full-time Faculty

Dayna Dixon, MSN, RN

Instructor in Nursing

AAS, Phillips School of Nursing

BSN, MSN, Teachers College of

Columbia University

EdD(c), Teachers College of Columbia

University

Laura Garcia, DNP, MSN, RN

Instructor in Nursing

BSN, Silliman University

MAN, Southwestern University

MSN, Seton Hall University

DNP, Fairleigh Dickinson University

Jay R. Horton, PhD, ACHPN, FNP-BC, CENP

Senior Faculty

PhD, New York University

MSN, Yale University

MPH, Yale University

BS, BA, University of Iowa

Carleen Graham, MSN, RN, SAFE

Program Coordinator, Baccalaureate Programs

BSN, Chamberlain College of Nursing

MSN, Chamberlain College of Nursing

EdD, Capella (Candidate Status)

Dafina Naydenova MSN, RN-BC, AGPCNP-BC

Instructor in Nursing

BSN, Hunter College

MSN, Hunter College

Zelda Suzan, EdD, MA, RN-CNE

Associate Professor in Nursing

BS, Hunter College

MA, New York University

EdD, Walden University

Joana Velasquez, MS, RN, CNOR

Associate Professor in Nursing

BSN, San Juan de Dios Educational

Foundation (Philippines)

MS, Mercy College

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MLS, Texas Woman's University

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Lab Instructor Assistant

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Jeremy Boal, MD

Steven A. Hochberg

Travel Directions

Phillips School of Nursing is located at 776A Sixth Avenue, between West 26th and 27th Streets, and may be reached by the following modes of transportation:

Car

Any major artery to 23rd Street; proceed up Sixth Avenue to West 26th Street. Parking is available at nearby garages and at parking meters.

Bus

Sixth Avenue bus to 27th Street, 23rd Street Crosstown Bus to Sixth Avenue.

Train

- F train to 23rd Street (6th Avenue) station
- N and R trains to 28th Street (Broadway) station
- B or D trains to 34th Street (6th Avenue) station
- #1 Train to 28th Street (7th Avenue) station

Accreditation & Affiliation

Hegis Codes:

5208.20 (AAS Degree)
1203.10 (RN-BSN Degree)
1203.00 (ABSN Degree)

Phillips School of Nursing

Registered by:

The New York State Education
Department
Office of Higher Education and the
Professions

State Education Building, 2nd Floor
89 Washington Avenue
Albany, New York 12234
(518)-474-5851

Approved by:

The New York State Education
Department for the Training of Veterans

Institutional Accreditation by:

The New York State Board of Regents
and the Commissioner of Education
New York State Education Department
89 Washington Avenue
Board of Regents, Room 110EB
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Email: RegentsOffice@mail.nysed.gov
(518) 474-5889 or 3852

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(Nursing) by:

*For the Associate in Applied
Science, Nursing:*

Accreditation Commission for Education
in Nursing

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

and

The New York State Board of Regents
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New York State Education Department

89 Washington Avenue
5 North Mezzanine
Albany, New York 12234
(518)-474-2593
www.regents.nysed.gov

For the Bachelor of Science, Nursing:

Commission on Collegiate
Nursing Education
One Dupont Circle, NW Suite 530
Washington, DC 20036
Phone: (202)-463-6930
Fax: (202)-785-8320
www.aacn.nche.edu

and

The New York State Board of Regents
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HEGIS CODES:

5208.20 (AAS Degree)
1203.10 (RN-BSN Degree)
1203.00 (ABSN Degree)

Mount Sinai Beth Israel

Accredited by:

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Medical Society of New York, in
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Accreditation and licensing information
is available for review through the Office
of Student Services during normal
business hours.

Contact Information

Phillips School of Nursing
776A Sixth Avenue, Suite 4A
New York, NY 10001

www.pson.edu

General Information: **(212) 614-6110**

Admissions: **(212) 614-6108**

Financial Aid: **(212) 614-6104**

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**Mount
Sinai
Beth Israel**

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