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  Helene Fuld College of Nursing encourages students to participate in self-governance. All
  registered students are members of their respective Class Organization and of the Helene
  Fuld College of Nursing Student Organization. This organization serves to encourage
  students to become active citizens of the College. A faculty member is appointed to serve in
  an advisory capacity to each Class Organization. Students are encouraged to become
  members of the National Student Nurses Association. Their Bill of Rights and
  Responsibilities can be found at http://www.nsna.org/publications/billofrights.aspx
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I. Introduction & Overview

Purpose of Handbook
This handbook is provided to support students attending programs within the Helene Fuld College of Nursing. Policies and procedures are offered to provide clarity and facilitate student engagement within the learning environment. The handbook is maintained in the Provosts office and reviewed annually and as needed, including revision and development of new policies and procedures. Updates are posted as dated amendments.

President’s Welcome
Welcome to the Helene Fuld College of Nursing. The faculty, staff and I are deeply committed to your success, and we will be partners in your academic pursuits. We strive to provide the most engaging teaching strategies for you, and to be learner centric – which means that the classroom activities revolve around you, not the person in front of the room. Your job is to come prepared for class, be engaged in your readings and clinical activities, and learn as much as possible while you are here with us. A nurse is a lifelong learner, so adopting these habits will serve you well throughout your career. I wish you all the success possible, and welcome again.

History of Helene Fuld College of Nursing
In 1945, when New York City’s Hospital for Joint Diseases was in Harlem, a “training school” for practical nurses was established. In 1955, after the school received a grant from the Helene Fuld Health Foundation, the Hospital named the school “The Helene Fuld School of Nursing”. Dr. Leonhard Felix Fuld, a New York City public health advocate and philanthropist, and his sister, Florentine, created the foundation in memory of their mother, Helene Schwab Fuld, a healthcare crusader in the 1880’s.

Helene Fuld College has always been at the forefront of nursing education. In 1964, the school started the first program in the country for licensed practical nurses to become diploma registered nurses. In 1975, when it received its permanent charter from New York State with the authority to confer the Associate in Applied Science degree in nursing, the school became one of the first hospital-based schools in the country to offer the associate degree. In 1981, Helene Fuld also became the first hospital-based associate degree program to be accredited by the National League for Nursing and in 1988 it became the first hospital-based nursing school to become accredited by the Middle States Commission on Higher Education.

In October 1978, the original practical nursing program terminated after having educated almost 300 practical nurses. The Hospital for Joint Diseases became known as Joint Diseases North General Hospital in 1979 and was then renamed North General Hospital in 1990. In February 1996, with the permission of the Board of Regents of the University of the State of New York, the name “Helene Fuld School of Nursing” was changed to “Helene Fuld College of Nursing”. It was felt that this name better reflected the College’s standing as an institution of higher education.
In July 2007, the College separated from North General Hospital and was established as an independent not-for-profit College under the authority of the New York State Board of Regents. In early 2012, the College received approval from the New York State Department of Education to confer the Bachelor of Science degree on registered nurses. The degree emphasizes environmental urban health nursing. In April 2018, the College received approval from the New York State Department of Education to confer the Bachelor of Science degree to students who do not already possess a degree in nursing.

The College currently occupies 34,000 square feet of space on Bethel Gospel Assembly churches’ third and fourth floors. There are approximately 450 full- and part-time students enrolled in the associate degree and baccalaureate programs.

Mission and Vision
Helene Fuld College of Nursing is an independent, single-purpose institution. Its mission is to provide the opportunity, through a career-ladder approach, for individuals to enhance their education and improve their nursing practice. The College endeavors to produce high quality and technically adaptable nurses who can function effectively in a changing society.

Helene Fuld College of Nursing will be nationally recognized for excellence in nursing education and noted for its comprehensive, innovative academic programs that are responsive to the healthcare challenges of the future.

The Philosophy of Helene Fuld College of Nursing
The philosophy of Helene Fuld College of Nursing reflects the beliefs of the faculty regarding education, nursing, person, health, environment, nursing education, and is stated as follows:

**Education.** The faculty believe that education is a dynamic, ongoing process that aims to stimulate intellectual curiosity and to help each individual realize his or her full potential. All people should have the opportunity to continue their education to the fullest extent of their aspirations and abilities. Optimal learning is achieved when the environment offers mutual respect, acceptance of differences, freedom of inquiry and expression, and satisfaction of learning needs. The faculty see their role as that of facilitators of the learning process. The faculty also believe that individual differences among students should be considered when planning and implementing the curriculum. Each student is given the opportunity to grow in knowledge, understanding, and skills through involvement in meaningful, sequentially arranged learning experiences.

**Nursing.** Nursing is the science and practice that promotes a person’s adaptation to achieve integration with his/her environment during health and illness. The goal of nursing is to promote adaptation in a person’s physiological and psychosocial modes, thereby contributing to the person’s health, quality of life and/or dying with dignity. Nurses intervene in situations when the person exhibits actual or potential ineffective responses to environmental stimuli by utilizing the nursing process.
Person. Person includes people as individuals or in groups. Each person is a unique being worthy of respect and dignity that possesses physical, social, psychological, spiritual, and cultural attributes. As a dynamic adaptive system, the person is in constant interaction with an ever-changing environment, continually adapting to environmental stimuli. In the process of satisfying basic physiological and psychosocial needs, the person learns and develops behaviors that strongly influence his or her adaptive responses.

Environment. Environment is defined as all conditions, circumstances, and influences surrounding and affecting the development and behavior of persons and groups.

Health. Health is defined as a state and a process of being and becoming an integrated and whole human being. Health is a reflection of adaptation that is influenced by the nature of external as well as internal environmental stressors. Health is influenced by an individual’s adaptation to stressors. An individual’s response to stressors may be adaptive and/or ineffective in meeting basic needs and will determine the need for nursing intervention.

Nursing Education. The faculty believe that all persons are entitled to optimum healthcare. The faculty believe this is a basic human right, which should become one of our nation's high-priority goals. The faculty believe that nursing is essential to the health delivery system in achieving this goal. Since modern nursing encompasses an increasingly broad range of knowledge and skills, it can best fulfill its obligations to society by preparing different levels of nurses. These range from the licensed practical nurse to the doctorally prepared nurse.

Licensed Practical Nurse. The licensed practical nurse, under the direction of a registered nurse, is prepared to give basic nursing care. The faculty believe knowledge acquired by the practical nurse is basic to all nursing. When verified by licensure and skills competency, practical nursing constitutes a valid basis for awarding advanced standing to persons who wish to continue their studies towards the associate degree in nursing.

Associate Degree Registered Nurse. The associate degree graduate from Helene Fuld College of Nursing possesses knowledge drawn from the biophysical and psychosocial sciences and the humanities. As a participating member of the healthcare team, the graduate is able to apply this knowledge to the nursing process in the care of diverse client populations.

Baccalaureate Degree Nurse. The Bachelor of Science (BS) degree graduate from Helene Fuld College of Nursing is prepared to assume a leadership role as a member of the healthcare team. The BS graduate integrates knowledge from the liberal arts and sciences, and advanced nursing theory, to care for and educate diverse clients and communities.
The Organizing Framework

The organizing framework for Helene Fuld College of Nursing has been developed from its philosophy. The framework reflects the faculty’s beliefs about education, nursing, person, health, environment, and nursing education. The curriculum is designed to incorporate the New York State legal definition of nursing, the nursing process, the Outcomes and Competencies for Graduates of Associate Degree Programs as described in the National League for Nursing’s Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice Doctorate, and Research Doctorate Programs in Nursing (2012)2, and the American Association of Colleges of Nursing’s The Essentials of Baccalaureate Education for Professional Nursing Practice (2008)3.

Definition of Registered Professional Nurse in New York State Law

“The practice of the profession of nursing as are registered professional nurse is defined as diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a licensed physician, dentist or other licensed healthcare provider legally authorized under this title and in accordance with the commissioner’s regulations. A nursing regimen shall be consistent with and shall not vary any existing medical regimen”. Effective June 18, 2010. Article 139, Section 6902 (Retrieved 8/4/19
[http://www.op.nysed.gov/prof/nurse/article139.htm#sect6902](http://www.op.nysed.gov/prof/nurse/article139.htm#sect6902))

The Nursing Process

The nursing process is a problem-solving approach for gathering data, identifying capacities and needs of the human adaptive system, selecting and implementing approaches for nursing care, and evaluating the outcome of care provided. The nursing process is used as a framework for clinical decision making for safe, effective delivery of care. An effective clinical decision assures the delivery of accurate, safe care that moves the client and support person(s) towards positive outcomes. Evidence based practice and the use of critical thinking provide the foundation for appropriate clinical decision making in nursing and the nursing process is critical thinking in action.

- National League for Nursing (2012). Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice Doctorate, and Research Doctorate Programs in Nursing.

Accreditation and Membership

Helene Fuld College of Nursing holds a permanent charter from the Board of Regents of the University of the State of New York authorizing it to grant Associate in Applied Science (AAS) and Bachelor of Science (BS) degrees in nursing. The College is registered by the New York State Education Department, Office of the Professions, State Education Building – 2nd floor, 89 Washington Avenue, Albany, NY 12234; (518-474-3817). (HEGIS Code: 5208.20 AAS)
Helene Fuld College of Nursing has been accredited by the Middle States Commission on Higher Education (MSCHE) since 1988. The MSCHE is located at 3624 Market Street, Philadelphia, PA 19104; (267-284-5000).

The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The Associate in Applied Science degree program in nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), a specialized accrediting agency recognized by the U.S. Secretary of Education and CHEA. The ACEN is located at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404-975-5000).

The generic baccalaureate (GBS) and upper division baccalaureate degree program (RN to BS) are accredited by the Commission on Collegiate Nursing Education (CCNE), a specialized accrediting agency recognized by the U.S. Secretary of Education and CHEA. The CCNE is located at 655 K Street NW, Suite 750, Washington, DC 20001; (202-887-6791). [http://www.ccneaccreditation.org](http://www.ccneaccreditation.org).

Helene Fuld College of Nursing is a member of the Commission on Independent Colleges and Universities; the National League for Nursing; the Council for Associate Nursing in New York State; and the New York Metropolitan Reference and Research Library Agency (METRO).

Helene Fuld Health Trust
In 1935, Dr. Leonhard Felix Fuld, a public health advocate and philanthropist, established the Helene Fuld Health Foundation, which provided monies for the education, health, and welfare of student nurses. In 1969, after Dr. Fuld's death, the Foundation was dissolved and its assets were transferred to the Helene Fuld Health Trust. Currently, the sole trustee of the Fuld Trust is HSBC Bank, USA. Helene Fuld College of Nursing has been associated with the Trust since 1955 and has received grants for scholarships, building renovations, and equipment.

Institutional Profile
The College is located in Harlem, one of the most dynamic and revitalized communities in New York City. Easily accessible from all boroughs, adjacent counties and New Jersey, the College draws students from all of these areas and is conveniently reached by subway, bus or car. Some out-of-state nurses make housing arrangements in New York City in order to attend the College on a commuting basis as the College has no residence facilities. To accommodate the needs of students, classes are held from 8:00 a.m. to 9:00 p.m., Mondays through Fridays. Clinical classes are held between 8:00 a.m. and 4:30 p.m. Tuesdays through Sundays. Evening classes are generally held between the hours of 4:00 p.m. and 9:00 p.m.
## Calendars

### Associate Degree Program

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<th>Event</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
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<tr>
<td>Last Day of Term</td>
<td>Jan. 25</td>
<td>Jan. 24</td>
<td>Jan. 22</td>
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<tr>
<td>WINTER TERM BEGINS</td>
<td>Feb. 4</td>
<td>Feb. 3</td>
<td>Feb. 1</td>
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<tr>
<td>President's Day (H)</td>
<td>Feb. 18</td>
<td>Feb. 17</td>
<td>Feb. 15</td>
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<tr>
<td>EXAM WEEK</td>
<td>Apr. 9 - 12</td>
<td>Apr. 7 - 10</td>
<td>Apr. 6-9</td>
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<td>Last Day of Term</td>
<td>Apr. 12</td>
<td>Apr. 10</td>
<td>Apr. 9</td>
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<td>SPRING VACATION</td>
<td>Apr. 13 - 21</td>
<td>Apr. 11 - 19</td>
<td>Apr. 10 - 18</td>
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<td>SPRING TERM BEGINS</td>
<td>Apr. 22</td>
<td>Apr. 20</td>
<td>Apr. 19</td>
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<tr>
<td>GRADUATION</td>
<td>May 10</td>
<td>May 8</td>
<td></td>
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<tr>
<td>Memorial Day (H)</td>
<td>May 27</td>
<td>May 25</td>
<td>May 31</td>
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<tr>
<td>EXAM WEEK</td>
<td>June 25 - 28</td>
<td>June 23 - 26</td>
<td>June 22-25</td>
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<td>June 28</td>
<td>June 26</td>
<td>June 25</td>
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<tr>
<td>SUMMER VACATION</td>
<td>June 29 - Aug. 18</td>
<td>June 27 - Aug. 16</td>
<td>June 26- Aug 15</td>
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<tr>
<td>SUMMER I TERM BEGINS (Optional)</td>
<td>July 1</td>
<td>June 29</td>
<td>June 28</td>
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<td>Independence Day observed (H)</td>
<td>July 4</td>
<td>July 3</td>
<td>July 5</td>
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<tr>
<td>Last Day of Term</td>
<td>Aug. 2</td>
<td>July 30</td>
<td>July 29</td>
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<td>SUMMER II TERM BEGINS</td>
<td>Aug. 19</td>
<td>Aug. 17</td>
<td>Aug. 16</td>
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<tr>
<td>Labor Day (H)</td>
<td>Sept. 2</td>
<td>Sept. 7</td>
<td>Sept. 6</td>
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<td>Last Day of Term</td>
<td>Oct. 25</td>
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<td>Fall TERM BEGINS</td>
<td>Nov. 4</td>
<td>Nov. 2</td>
<td>Nov. 1</td>
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<td>GRADUATION</td>
<td>Nov. 21</td>
<td>Nov. 19</td>
<td>Nov. 18</td>
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<tr>
<td>Thanksgiving (H)</td>
<td>Nov. 28 - Dec. 1</td>
<td>Nov. 26 - Nov. 29</td>
<td>Nov. 25-28</td>
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<tr>
<td><strong>FALL SEMESTER BEGINS</strong></td>
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<td>New Student Orientation</td>
<td>September 3</td>
<td>September 2</td>
<td>September 1</td>
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<tr>
<td>Labor Day (H)</td>
<td>September 2</td>
<td>September 7</td>
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<td>Classes Begin</td>
<td>Sept. 9, 2019</td>
<td>Sept. 8, 2020</td>
<td>Sept. 7, 2021</td>
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<td>Nov. 28 – Dec. 1</td>
<td>Nov. 26 – 29</td>
<td>Nov. 25-28</td>
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<td>December 19</td>
<td>December 17</td>
<td>December 16</td>
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<td><strong>WINTER HOLIDAYS</strong></td>
<td>Dec. 20, 2019 -</td>
<td>Dec. 18, 2020 -</td>
<td>Dec. 17, 2021-</td>
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<tr>
<td><strong>WINTER SEMESTER BEGINS</strong></td>
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<td>Classes Begin</td>
<td>January 6, 2020</td>
<td>January 4, 2021</td>
<td>January 3, 2022</td>
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<tr>
<td>M. L. King, Jr. Day (H)</td>
<td>January 20</td>
<td>January 18</td>
<td>January 17</td>
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<tr>
<td>President’s Day (H)</td>
<td>February 17</td>
<td>February 15</td>
<td>February 21</td>
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<tr>
<td>Last Day of Semester</td>
<td>April 16</td>
<td>April 15</td>
<td>April 15</td>
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<tr>
<td><strong>SPRING VACATION</strong></td>
<td>April 17 - 26</td>
<td>April 16 - 25</td>
<td>April 16-24</td>
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<tr>
<td><strong>SPRING SEMESTER BEGINS</strong></td>
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<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>April 27</td>
<td>April 26</td>
<td>April 25</td>
</tr>
<tr>
<td><strong>GRADUATION</strong></td>
<td>May 8</td>
<td>May 14</td>
<td>May 6</td>
</tr>
<tr>
<td>Memorial Day (H)</td>
<td>May 25</td>
<td>May 31</td>
<td>May 30</td>
</tr>
<tr>
<td>Independence Day (H)</td>
<td>July 3</td>
<td>July 5</td>
<td>July 4</td>
</tr>
<tr>
<td>Last Day of Semester</td>
<td>August 6</td>
<td>August 5</td>
<td>August 4</td>
</tr>
<tr>
<td><strong>SUMMER VACATION</strong></td>
<td>August 7 –</td>
<td>August 6 –</td>
<td>August 5-</td>
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<tr>
<td></td>
<td>Sept. 6</td>
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II. Governance

As the chief executive officer of the College, the President exercises jurisdiction over all its affairs. The Chief of Staff is an advisor and support to the President. S/he leads and/or co-leads strategic initiatives as determined by the executive leadership. As the chief academic officer for the College, the Executive Vice President & Provost is responsible for programmatic and faculty quality. Faculty include full time, part-time, and adjunct members. Faculty are led by program directors, and coordinators who are assigned in the Humanities, Science and Clinical Nursing courses. Staff participate in the day to day business of the College and provide an important resource and support for students.
COLLEGE LEADERSHIP

President: Dr. Joyce Griffin-Sobel
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Phone: 212.616.7284

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Phone: 212.616.7222

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Email: janto.tachjadi@helenefuld.edu
Phone: 212.616.7295

Ms. Esmira Yusufova
Office: Faculty Office (Room 404)
Email: esmira.yusufova@helenefuld.edu
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ADMINISTRATIVE OFFICES & STUDENT SUPPORT SERVICES

Director, Library
Mr. Indrajeet Singh Chauhan
Office: Library (Room 316)
Email: indrajeet.singh@helenefuld.edu
Phone: 212.616.7262

Director, Information Technology:
Mr. Eickel Ortiz
Office: Library (Room 316)
Email: eickel.ortiz@helenefuld.edu
Phone: 212.616.7245

Director, Student Services: Ms. Sandra Senior
Office: Student Services (Room 300)
Email: sandra.senior@helenefuld.edu
Phone: 212.616.7271

Counseling Services: Ms. Dana Golin
Office: Counseling Office (4th Floor)
Email: College.Counselor@helenefuld.edu
Phone: 212.616.7264

Head of Finance: Ms. Galina Vilkina
Office: Finance (Room 310)
Email: galina.vilkina@helenefuld.edu
Phone: 212.616.7270

Financial Aid: Ms. Solanlly Bautista
Office: Student Services (Room 300)
Email: financial.aid@helenefuld.edu
Phone: 212.616.7253

Application Processing: Student Services
Office: Student Services (Room 300)
Email: admission@helenefuld.edu
Phone: 212.616.7289

Library Assistance: Ms. Sneha Shukla
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Email: sneha.shukla@helenefuld.edu
Phone: 212.616.7269

Bursar: Mr. Carlos Carabello & Ms. Shanice Bailey
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Registration: Ms. Gladys Pineda
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College Recruiter: Ms. Allie Ittoop
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Transcripts: Ms. Imogene Paulette Dennis
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Phone: 212.616.7254

Executive Assistant to the President: Ms. Kadia Darby
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Special Projects: Ms. Celeste Wallin
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Administrative Assistant (Academic Affairs):
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Institutional Researcher:
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Student Governance

Helene Fuld College of Nursing encourages students to participate in self-governance. All registered students are members of their respective Class Organization and of the Helene Fuld College of Nursing Student Organization. This organization serves to encourage students to become active citizens of the College. A faculty member is appointed to serve in an advisory capacity to each Class Organization. Students are encouraged to become members of the National Student Nurses Association. Their Bill of Rights and Responsibilities can be found at http://www.nsna.org/publications/billofrights.aspx. Information about student self-governance is distributed at orientation sessions for incoming students.

III. Programs & Outcomes

Helene Fuld College of Nursing offer 3 programs including the Associate in Applied Science (AAS) degree-LPN to RN, the Generic Bachelor of Science (BS) degree with an emphasis on nursing, and the upper division Bachelor of Science (BS) degree- RN to BS.

Associate in Applied Science-LPN to RN

This is a 1 year (4 quarter), full time program with instruction in liberal arts, science, and nursing. Students who are licensed practical nurses are eligible to apply. Twenty seven quarter credits are earned toward the AAS degree in nursing are earned through prior coursework required for LPN licensure and preadmission testing. An additional 79.5 quarter credits must be earned at Helene Fuld to complete degree requirements and to qualify to sit for the RN licensing examination. The calendar year is 4 quarters, with each quarter consisting of 10-week terms, and classes run as 75 minute sessions per credit (see catalog for course descriptions). Part time programs of study are available but must be completed in 3 years. Students are admitted twice a year. At the completion of the AAS program, the graduate is expected to achieve the following:

Student Learning Outcomes

1. Demonstrate the ability to communicate using standard American English with an emphasis on clarity and purpose.
2. Utilize appropriate therapeutic communication that demonstrates caring and sensitivity to clients, their families, and their communities.
3. Incorporate he biological sciences, social sciences, and humanities into the practice of professional nursing.
4. Recognizetheimpactofphysicalandpsychosocialinfluencesontheclient’shealthstatus whenprovidingindividualizednursingcare.
5. Within a theoretical framework, provide quality, evidence-based nursing care to culturally diverse populations.
6. Utilize critical thinking to develop evidence based, individualized plans of care that relate nursing theory to clinical practice.
7. Utilize information technology to communicate, to access resources, and to provide client-centered care.
8. Educate clients and families about health promotion, disease prevention, and desired outcomes.
9. Demonstrate professional responsibility and ethical and legal practices.
10. Express a commitment to lifelong learning and educational advancement.

Generic Bachelor of Science
This is an 8 semester, full time generic program for individuals who want to enter a nursing program, and have no prior nursing education, nor licensure as a LPN. This program incorporates liberal arts, science, nursing, and a focus on environmental and community health. The completion of 60 semester credits in liberal arts and sciences is added to 60 hours in nursing courses for a total of 120 semester credits for the BS degree with a focus on nursing. The program is divided into 3- 15-week semesters each year, and students can complete the program with full time attendance in 8 semesters (28 months). Students will be engaged in coursework and/or clinical 3-4 days a week. Classes run as 50-minute sessions per credit (see catalog for course descriptions).

Students are admitted once a year. At the completion of the Generic Bachelor of Science program, the graduate is expected to achieve the following:

Student Learning Outcomes.

1. Use effective written, verbal, and nonverbal methods to communicate within interpersonal and professional relationships.
2. Synthesize knowledge from the integration of the biological sciences, social sciences, and humanities into nursing care that is safe, holistic, and culturally competent.
3. Critically analyze research and develop solutions to clinical practice problems.
4. Utilize technology to access, interpret, and analyze evidence-based research. Plan, implement, and evaluate nursing care using technology and information literacy skills.
5. Educate clients, families, and communities, and advocate for them in ways that promote their ability to grow and thrive.
6. Demonstrate an understanding of cultural differences and similarities. Exhibit healthcare delivery behaviors that reflect cultural sensitivity.
7. Integrate an understanding of the impact of the environment on individual and community health and wellness into the delivery of effective nursing care.
8. Apply effective leadership and management skills to nursing practice.
9. Articulate the value of practice excellence, lifelong learning, accountability, and professional engagement to foster professional growth and the adherence to moral, ethical, and legal conduct.
10. Demonstrate moral, ethical, and legal conduct.
Upper Division Bachelor of Science-RN to BS

This is a 5 semester, full time program designed for registered nurses who wish to attain a BS in nursing. Up to 30 semester credits in lower division nursing and 44 semester credits in liberal arts and science may be transferred (minimum grade C+ required for transfer). A minimum of 47 semester credits must be completed at Helene Fuld including all 31 upper division semester credits in nursing. The program is divided into 3-15 week semesters each year, and full time students can complete the program in 5 semesters (15 months). Classes run as 50 minute sessions per credit (see catalog for course descriptions). Students are admitted once a year. At the completion of the Generic Bachelor of Science program, the graduate is expected to achieve the following:

**Student Learning Outcomes.**

1. Use effective written, verbal, and nonverbal methods to communicate within interpersonal and professional relationships.
2. Synthesize knowledge from the integration of the biological sciences, social sciences, and humanities into nursing care that is safe, holistic, and culturally competent.
3. Critically analyze research and develop solutions to clinical practice problems.
4. Utilize technology to access, interpret, and analyze evidence based research. Plan, implement, and evaluate nursing care using technology and information literacy skills.
5. Educate clients, families, and communities, and advocate for them in ways that promote their ability to grow and thrive.
6. Demonstrate an understanding of cultural differences and similarities. Exhibit healthcare delivery behaviors that reflect cultural sensitivity.
7. Integrate an understanding of the impact of the environment on individual and community health and wellness into the delivery of effective nursing care.
8. Apply effective leadership and management skills to nursing practice.
9. Articulate the value of practice excellence, lifelong learning, accountability, and professional engagement to foster professional growth and the adherence to moral, ethical, and legal conduct.
10. Demonstrate moral, ethical, and legal conduct.

*Programs of study and course descriptions are available in the college catalog [https://www.helenefuld.edu/college-catalog/](https://www.helenefuld.edu/college-catalog/)

**All students can anticipate 2 hours of outside study for each class session (each credit) per week.
III. Communication

Internet & Websites
Helene Fuld College of Nursing has a website that offers links to many student resources [www.helenefuld.edu](http://www.helenefuld.edu).

Learning Management System
Blackboard is an innovative technology utilized to enhance classroom interaction and support of student learning. System specifics are detailed at [https://help.blackboard.com/Learn/Student](https://help.blackboard.com/Learn/Student). A tutorial is available here [http://help.blackboard.com/Learn/Student](http://help.blackboard.com/Learn/Student). For technical support contact Director of Information Technology.

Bulletin Boards
Official notices and schedules are posted in a glass enclosed bulletin board near the main entrance to the 3rd floor. Faculty office hours are posted on syllabi and outside the faculty office suites on the 4th floor.

ID Cards/Badges
Student ID cards are the official means of identification for students enrolled at Helene Fuld College of Nursing. Name badges are to be worn on campus, and at clinical sites.

Cell Phones/Electronic Devices
During examinations all electronic devices (including watches, earpieces, and headphones) must be turned off and placed in student lockers or in a place designated by the instructor. Students found to have these devices during exams will be removed from the testing room and will receive a zero on the exam. Cell phones, pagers, and other electronic devices are not to be seen or used in faculty offices, classrooms, the Library, or other areas where signs are posted restricting their use such as clinical areas, unless authorized by faculty or staff. Recording devices are only permitted in classrooms with instructor approval. They are not allowed in College offices at any time.

Email
All students receive a school email address ([XX@helenefuld.edu](mailto:XX@helenefuld.edu)). This is the primary means of communication between the College and individual students. Please check your email regularly for communications from faculty, student services, and other school related contacts. The College will only send information to your Helene Fuld account. Personal email addresses will only be used in emergencies.

Social Media Policy
All students should be familiar with and behave in accordance with the Helene Fuld social media guidelines (see appendices) Social networks are not to be utilized for posting or communicating anything related to clinical agencies, patients, patient care, patient conditions, or activities of healthcare providers. Photos are not to be posted of any clinical engagement or patient care encounters. Any posting or communication of this type on a social network is a violation of the Health Insurance Portability and
Accountability Act (HIPAA). Students found violating this policy may be subject to probation or expulsion from the College.

Emergency Contact/ Inclement Weather
The College understands that under certain extreme weather conditions students cannot and should not attempt to travel to campus or clinical sites. The College may close and/or classes may be cancelled due to hazardous weather or other emergency conditions. Students are responsible to check their College email and Blackboard sites, listen to the radio, or check a local television station for such closure/cancellation announcements. Students may also check the Helene Fuld College of Nursing website (www.helenefuld.edu).

Changes in Name, Address or Phone
The student’s official name must be used for registration and classes. All changes in name, address, or telephone number are to be reported promptly to the student services office.

IV. Health & Safety

Health & Wellness
Healthcare education can be rigorous and both physically and emotionally stressful. It is essential that students remain healthy and seek medical assistance as needed to minimize health related impacts to academic progression. Therefore, students, are required to maintain health insurance while enrolled at Helene Fuld.

Health Emergencies and Referrals
Any student who is injured in the College must report this to a faculty member or administrator at the time the incident occurs. An Incident Report will be filed with the director of administration and if necessary, “911” will be called. If a student has a health emergency during an off-campus clinical experience, their clinical instructor will refer them to the affiliating agency's emergency department and/or to a private physician. The College does not assume responsibility for dental care, hospitalization, or treatment of health problems. Students are strongly encouraged to obtain and maintain their own health insurance.

Student counseling services
The College employs a counselor as a resource and support for students. Short-term and long-term counseling services are available to help students with issues including, but not limited to stress, depression, disorganization, anxiety, family related problems, and other social issues. In addition, students can be referred to other mental health professionals when appropriate. Students can be seen on a walk-in basis when the counselor is not in session or by scheduled appointment.

Medications/Drugs/Alcohol/Tobacco
Helene Fuld is a substance free campus. Prescribed medications must be kept in their original containers and be properly labeled. The College reserves the right to take
disciplinary action against any individual who possesses drugs not covered by a physician or nurse practitioner’s prescription or not kept in their original containers. Use, unauthorized possession, or being under the influence of intoxicating beverages or illegal drugs, will result in disciplinary action or dismissal. The College does not permit the use of any tobacco products (i.e., cigarettes, cigars, pipes, smokeless tobacco products, and e-cigarettes) on campus, which includes the sidewalk in front of the building.

**Criminal Background Checks, Physical Exam, Immunizations, Licensure & CPR**

A student who has a drug-related conviction may be ineligible for federal student aid. All nursing students are required to complete a criminal background check and provide proof of health history, physical exam, immunization status, current licensure, CPR certification and a drug screen. After the initial Background Check, each year thereafter, students are responsible to self-report or indicate there has been no change since the previous year. Refer to Castle Branch for the self-report form. All the required information is processed and tracked through www.CastleBranch.com. Students are always to remain compliant while enrolled in the College, and they are responsible for the cost of these services.

*All students who currently hold an LPN or RN license are required to maintain licensure throughout the program.*

**Campus Safety**

Helene Fuld College of Nursing is concerned with the security and safety of the College community and is determined to provide a safe and pleasant environment for all its students and employees. A primary purpose of this section is to set forth and explain to the College community the definitions, policies, and procedures relating to sexual offenses and other criminal behavior on campus, including sexual misconduct and bias-related/hate crimes. It is provided in compliance with Articles 129-A and B of the New York State Education Law, the Clery Act: 20 U.S.C. 1092, the Violence against Women Act (1994) and Reauthorization (2013), and the Campus Sexual Violence Elimination Act (2013).

**The Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act (section 106 is of Public Law 106-39) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State, concerning registered sex offenders, may be obtained. In New York, information can be obtained from the Division of Criminal Justice Services by visiting their website at: http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp or by calling 518-457-5837 or 800-262-3257.
Campus Security and Crime Prevention
The College occupies space on the 3rd and 4th floors of the Bethel Gospel Assembly church building. The main entrance/exit is at 24 East 120th Street. Classes are held from 8:00 a.m. to 9:00 p.m., Mondays through Fridays. No one without a college-issued ID card or visitor pass is allowed in the College. Family members and friends of students, food delivery personnel, etc., must wait at the security desk on the first floor. Any student who refuses to show their ID card upon entering the College may be subject to disciplinary action. All incidents (e.g., theft) and emergencies (e.g., falls) are to be reported to the director of administration (room 303) or to the president or her assistant in the executive office (room 309) who will immediately notify the appropriate personnel.

Crime Reporting
The Crime Awareness and Campus Security Act of 1990 requires the College to distribute information on campus security to students and employees, including information and policies regarding crime, sexual assault prevention, sexual harassment, and drug and alcohol use. Data on crime statistics is distributed annually via email to all faculty, staff, and students, and is posted on the College’s website for public viewing. As required under subsection 6433 of Article 129-A of the education law, the College’s Annual Security and Fire Safety Report is distributed every year on October 1st. The College’s crime statistics can also be viewed on the United States Department of Education’s website for campus crime statistics (http://ope.ed.gov/security/). This information can also be obtained from the director of administration (212-616-7273). Inquiries regarding the College’s security policies and procedures should be directed to the director of administration (212-616-7273).

Harassment Policy, Responsibilities, and Procedures
Helene Fuld College of Nursing prohibits any form of unlawful harassment based on gender, sexual orientation, race, color, religion, national or ethnic origin, age, disability, or status as a Vietnam-era or special disabled veteran. Improper interference for any of the above reasons with an employee’s job duties or a student’s academic performance is not tolerated.

Sexual Harassment
Helene Fuld College of Nursing prohibits: Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

- Submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment or academic standing.
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working and learning environment.
- Such conduct involves sexually offensive comments, jokes, innuendoes, and other sexually oriented statements.
Sexual Misconduct

Sexual misconduct is defined in Article 129-B of the New York State Education Law as including:

- Sexual assault
- Domestic violence
- Dating violence
- Stalking

Acquaintance rape is sexual assault that occurs between people who know each other and is more common on college campuses than stranger rape. Acquaintance rape is as serious as any other form of rape. With regard to sexual abuse and/or assault-rape, no student may engage in sexual conduct with another person without effective consent.

Sexual misconduct includes, but is not limited to, non-consensual sexual contact and attempted non-consensual sexual contact. An individual cannot give effective consent who is: under the age of 17, physically helpless, mentally incapacitated, severely impaired and/or incapacitated because of drug or alcohol intoxication.

The legal consequences of committing sexual offenses in New York State range from fines to prison terms of from three months to 25 years, depending on the nature of the offense. If an offense occurs on the College campus, it is also a violation of College regulations and the College may institute proceedings against the offender(s). Action by the College is independent of and may proceed in parallel with civil and/or criminal action.

Any student or employee who believes that he or she has been subjected to a sexual offense has the right to press criminal charges against the actor. The police would conduct the investigation of these allegations, and the judicial authorities would impose penalties. The College reserves the right to conduct its own investigation and determine whether the charges are valid and what, if any, penalty should be imposed. If criminal charges are lodged and later dismissed, or if the actor is found guilty, the College reserves the right to make an independent judgment about the actors continued enrollment at or employment by the College based upon consideration of the overall well-being of the College community.

The penalties for violating the rules of the College will result in ejection of the violator from College property and in the case of a student or faculty violator, his or her suspension, expulsion, or other appropriate disciplinary action; and, in the case of an organization, rescission of permission to operate on College property. In addition, if a student is found responsible through the College’s conduct process for crime(s) of violence, including, but not limited to sexual violence, the College will make one of the following notations on the transcript of such student.

That they were:

- “Suspended after a finding of responsibility for a code of conduct violation.”; or
- “Dismissed after a finding of responsibility for a code of conduct violation.”

If a student withdraws from the College while such conduct charge(s) is pending and declines to complete the disciplinary process, the College will note on the student’s transcript that he or she “withdrew with conduct charges pending.”
Responsibilities tied to campus safety
The president of the College is the Title IX coordinator and is responsible for overseeing compliance in implementation of this policy. Administrators and coordinators, and all other persons with supervisory responsibility for employees and/or students are responsible for implementation and dissemination of this policy within their respective areas.

Procedures

(1) Each administrator, faculty member, staff member, and student is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Furthermore, all employees and students are responsible for respecting the rights of others.

(2) If you experience any harassment based on your sex, your race, or another factor, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to the president, who will investigate the matter and take appropriate action. Your complaint will be kept confidential to the maximum extent possible and it is expected that you will keep it confidential as well, to the same extent, until the investigation is concluded.

(3) If it is determined that an employee and/or student is guilty of harassing another employee and/or student, appropriate disciplinary action will be taken against the offending person in accordance with established College disciplinary procedures.

(4) Helene Fuld College of Nursing prohibits any form of retaliation against any employee/student for filing a complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, it is determined that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

Campus Sexual Assault Victims’ Bill of Rights
In accordance with amendment 5, section 6450 of the Education Law of the State of New York, it is the responsibility of the College to inform all students of the following rights. In the event you are a victim of a campus related sexual assault you have the right to

(1) Full and prompt cooperation and assistance of campus personnel in notifying the proper authorities of the crimes committed against you;

(2) Full and prompt cooperation and assistance from campus personnel in obtaining, securing, and maintaining evidence, including a medical examination, as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings;

(3) Be made aware of, and assisted in exercising any options, as provided by state and federal laws or regulations, with regard to mandatory testing of sex crime suspects for communicable diseases and with regard to notification of the results to you of such testing;

(4) Be notified of the outcome of any campus police investigation or disciplinary proceeding held pursuant to your complaints, and the right to representation at each stage of such investigation or proceeding, whether or not they are conducted by trained legal personnel or persons not so trained;
(5) Be free from any kind of coercion or suggestion from campus personnel that:

- You should not report the crimes committed against you to civil and criminal authorities or to campus law enforcement or disciplinary officials; or
- You should report the crimes as lesser offenses than you perceive them to be.

(6) Be free from any kind of obstruction of justice, coercion, or suggestion to you that you not report, or under-report, the crimes because:

- You are somehow responsible for the commission of the crimes against you;
- You were contributorily negligent or assumed the risk of being assaulted; or
- By reporting the crimes you would incur unwanted personal publicity.

(7) Counseling by a qualified professional retained for that purpose by the College, other victim-service entities, or victims themselves.

(8) After sex crimes have been reported, the right to require that campus personnel take the necessary steps or actions to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including transfer of classes if requested.

Bias-Related Crimes

The College maintains the following policies and procedures in compliance with Section 6436 of the New York Education Law. All actions against persons or property that may be considered bias crimes are unequivocally prohibited at all times at the College and at any College sponsored activity. Bias crimes are also called hate crimes or bias-related crimes and occur when a person:

- Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
- Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Under the Hate/Bias Crime Reporting Act, hate crimes are not a new category of crime. The Act mandated that all crimes that are judged to be based on racial, religious, ethnic, sexual orientation, or disability biases must be reported both as hate/bias crimes and under the customary offence categories. The penalties for committing such crimes will include reporting the incident to the appropriate authorities so that an independent investigation can be conducted. A hate crime is classified as a violent felony offense. Violent felony offenses are punishable by fines and/or imprisonment. The College will also undertake an investigation of such incidents.

Any student or employee who believes that he or she has been subjected to a bias-related crime has the right to press criminal charges against the actor. The police would conduct the
investigation of these allegations, and the judicial authorities would impose penalties. The College reserves the right to conduct its own investigation and determine whether the charges are valid and what, if any, penalty should be imposed. If criminal charges are lodged and later dismissed, or if the actor is found guilty, the College reserves the right to make an independent judgment about the actor's continued enrollment at or employment by the College based upon consideration of the overall well-being of the College community. The penalties for violating the rules of the College will result in ejection of the violator from College property and in the case of a student or faculty violator, his or her suspension, expulsion or other appropriate disciplinary action; and, in the case of an organization, rescission of permission to operate on College property. Conduct that could result in disciplinary action includes:

- Any conduct that would violate the law and/or criminal codes of any New York City, New York State or federal agency;
- Any evidence of racism, bigotry or prejudice directed toward another individual or organization; and
- Any activity in violation of any policy statement contained in this handbook or other College publication.

Bias-Related Crime Reporting
Bias-related offenses are not only prohibited by College policy, but are also a violation of both state and federal laws. Crimes of a sexual nature (including but not limited to: sexual assault, domestic violence, dating violence, stalking, sexual harassment, and cyberstalking) may also be bias-related and should be reported to a faculty member, administrator, or the college counselor who will report them to the Title IX coordinator. The complainant retains the right to decide whether or not to pursue an investigation. Confidential records are retained. Legal consequences of committing offenses in New York State range from prison terms of three months to 25 years, depending on the nature of the offense.

Fire and Safety Regulations
All students are expected to familiarize themselves with the fire and safety regulations of the College and the clinical area to which they are assigned. All students should know the exact location of the fire alarm boxes, fire exits, stairways, and fire extinguishers in the College and the assigned clinical areas. Fire alarms and extinguishers are located throughout the College. There is a fire extinguisher next to each alarm box. Fire exits and stairways are clearly marked.

Discovery of Fire or Smoke in the College
Upon discovering a fire or smoke in the College immediately locate the nearest fire alarm box, open the door of the alarm box, pull the interior hook all the way down and then let go.

Evacuation Procedure and Response to Fire Alarm Bells
When the fire alarm bells ring everyone must leave the building immediately, by going directly to the nearest staircase and exiting the building. A designated fire marshal will enter the restrooms in order to alert anyone in those areas to leave immediately. Evacuation will proceed from all fire exits directly to the street. When exiting, use only the right side of the stairway. Remain quiet so that instructions are clearly understood and followed. Silence also aids in diminishing confusion and panic. Do not return to the College until the “all clear” is sounded.
those evacuating the building will proceed to Marcus Garvey Park opposite the building, where they will remain until instructions have been received from the New York City Fire Department.

Hotlines, Counseling, and Referral Services

24-Hour Hotlines.

- Crime Victims Treatment Center: 212-523-4728
- Lifenet Crisis Hotline: 800-LIFENET (543-3638) (Suicide hotline and other mental health needs)
  - Spanish: 877-298-3373
  - Asian Languages: 877-990-8585
- NYC Domestic Violence Hotline: 800-621-4673 (English and Spanish)
- NYC Police Department Sex Crimes Report Line: 212-267-7273 (for victims of sexual assault)
- Safe Horizon: 212-227-3000 (rape and sexual assault hotline)

Other Hotlines Not Open 24 Hours.

- Al-Anon (for family members): 212-941-0094
- Alcoholics Anonymous: 212-647-1680
- GMHC AIDS Hotline: 212-807-6655
- Narcotics Anonymous: 212-929-6262
- The Witness Aid Services Unit (legal information and assistance):
  212-335-9040
- Additional resources are available from the college counselor.

V. Registration & Finance

Financial Aid

Financial aid includes: grants—money for which no repayment is expected, and loans—borrowed money that must be repaid with interest after termination of studies. Students “terminate” upon graduation, withdrawal or dismissal from the College.

The policy of Helene Fuld College of Nursing is to distribute financial aid in an equitable and non-discriminatory manner. Students must submit the “Free Application for Federal Student Aid” (FAFSA) online at www.fafsa.ed.gov and their latest Federal Income Tax return (1040, 1040A or 1040EZ). Financial aid applicants who are residents of New York State must also apply for TAP Awards. The College cannot assist a student in seeking financial aid unless these forms are filed.

Based on this information, an assessment is made and aid is offered or denied. Particular attention is given to heads of households with young dependents. Our aim is to make it possible for any qualified, motivated student to attend the College.
Method of Payment
Institutional awards, as well as all monies received through state and federal sources (grants and loans), are applied directly to student accounts. Any balance remaining is given to the student. Awards are generally issued on a quarterly or semester basis.

Satisfactory Academic Progress
Students receiving financial assistance must meet the College's requirements for "Promotion and Continuance", (p.22). All recipients must make satisfactory academic progress. Financial aid will be suspended if satisfactory academic progress is not made. In cases of extenuating circumstances, the College may waive the satisfactory progress requirement, consistent with federal and state regulations. Students must make satisfactory progress towards the completion of their degree in order to remain eligible for federal and New York State financial aid. To be in good academic standing, students must earn a minimum GPA of 2.0.

Student Federal/State Debts
If a student owes federal or state grant money received from another institution, no additional monies may be disbursed until the money owed has been repaid. If a student received an overpayment due to institutional error, the student may continue to receive payments for which they are otherwise eligible, as long as they have signed an agreement to repay the overpayment within a reasonable period of time. If a student is in default on a prior educational loan, they can be eligible for financial aid if they have made satisfactory repayment arrangements with the loan holder. (See the financial aid counselor for information.)

Financial Aid Programs
There are a number of programs and scholarships that may be available to students. See the full list in the appendices.
## ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM CURRICULUM

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<th>Quarter I – Nov &amp; Apr</th>
<th>SCI 201 Anatomy &amp; Physiology I</th>
<th>3.0</th>
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<tr>
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<td>NUR221 Medical-Surgical Nursing I</td>
<td>9.0</td>
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<td>BEH 231 Introduction to Psychology</td>
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<tr>
<th>Quarter II – Jan &amp; Aug</th>
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<tr>
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<table>
<thead>
<tr>
<th>Quarter III – Apr &amp; Nov</th>
<th>SCI 203 Anatomy &amp; Physiology III</th>
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<td>NUR 223 Parent-child Health Nursing</td>
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<tr>
<th>Quarter IV – Aug &amp; Jan</th>
<th>SCI 204 Microbiology</th>
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<tr>
<td></td>
<td>NUR 224 Medical-Surgical Nursing II</td>
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<td>(15)</td>
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| TOTAL PROGRAM | 79.50 | 52.00 |
| Advance Credit ** | 27.00 | 18.00 |
| Credit for AAS Degree | 106.50 | 71.00 |

* Five-week course

** Established pre-admission testing

As the Associate in Applied Science degree program operates on a quarter system, credit is granted on the basis of quarter credits rather than the more usual semester credit. One-quarter credit equals two-thirds of one semester credit. One semester credit equals 1.50 quarter credits. One and one-half quarter credits are granted for successful completion of: one 75-minute lecture session; two 75- minute laboratory sessions; or three 75-minute clinical sessions a week for ten weeks.
BACHELOR OF SCIENCE DEGREE PROGRAM CURRICULUM

Semester Credits

**Semester I - Fall 1**
- ANT 205 Anthropology of Health and Healing* 3.0
- SCI 305 Selected Topics in Physical Science. 4.0
- NUR 315 Nursing Theory* 3.0
- NUR 325 Information Technology Applied to Nursing 3.0

13

**Semester II - Winter 1**
- SS 306 Social Science Statistics 4.0
- PHIL 316 Introduction to Philosophy* 3.0
- SCI 326 Pathophysiology 3.0
- NUR 336 Nursing Research and Evidence Based Practice* 3.0

13

**Semester III - Spring 1**
- SPAN 207 Conversational Spanish* 3.0
- HIST 218 Major Topics in American History 3.0
- NUR 337 Transcultural Nursing and Nurse as Educator* 4.0
- NUR 347 Holistic Assessment 3.0

13

**Semester IV - Fall 2**
- HIST 217 20th Century World History 3.0
- PHIL 318 Spirituality, Religion, and Ethics* 3.0
- NUR 418 Environmental Issues in Urban Community Health Nursing* 6.0

12

**Semester V - Winter 2**
- SS 419 Health Policy* 3.0
- NUR 429 Leadership and Accountability* 5.0
- NUR 439 Capstone Project (Independent Study) 4.0

12

* Online/Hybrid Course

Credit Distribution: Up to 30 semester credits in nursing (lower division) and 44 semester credits in liberal arts and science (including 16 upper division semester credits with a minimum grade of a C+ may be transferred. A minimum of 47 semester credits must be completed at Helene Fuld college of Nursing, including all 31 upper division semester credits in nursing.
**GENERIC BACHELOR OF SCIENCE DEGREE PROGRAM CURRICULUM**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td><strong>Semester I – Fall 1</strong></td>
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</tr>
<tr>
<td>BEH 231G Introduction to Psychology</td>
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<td>ENG 281G English I*</td>
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<td>HIST 218 Major Topics in American History</td>
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<tr>
<td>SCI 200 Life Sciences</td>
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<tr>
<td><strong>Semester II – Winter 1</strong></td>
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<tr>
<td>BEH 232G Human Growth and Development</td>
<td>3.0</td>
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<tr>
<td>ENG 282G English II</td>
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<tr>
<td>HIST 217 20th Century World History</td>
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<tr>
<td>PHIL 316 Introduction to Philosophy*</td>
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<td>SCI 201G Anatomy and Physiology I</td>
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<td><strong>Semester III – Spring 1</strong></td>
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<td>BEH 233G Introduction to Sociology</td>
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<td>NUT 200 Nutrition</td>
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<td>SCI 202G Anatomy and Physiology II</td>
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<td>SPAN 207 Conversational Spanish*</td>
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<tr>
<td><strong>Semester IV – Fall 2</strong></td>
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<td>NUR 200 Foundations of Nursing</td>
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<td>NUR 347 Holistic Assessment</td>
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<td>SCI 204G Microbiology</td>
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<td>NUR 300 Pharmacology for Nursing</td>
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<td>SS 419 Health Policy*</td>
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<td><strong>Semester VI – Spring 2</strong></td>
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<td>NUR 223G Parent-Child Health Nursing</td>
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<tr>
<td>NUR 315 Nursing Theory*</td>
<td>4.0</td>
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<tr>
<td>NUR 337 Transcultural Nursing and Nurse as Educator*</td>
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<td>SS 306 Social Science Statistics</td>
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<td><strong>Semester VII – Fall 3</strong></td>
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<td>NUR 228 Healthcare Needs of the Geriatric Client</td>
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<tr>
<td>NUR 336 Nursing Research and Evidence Based Practice*</td>
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<td>NUR 418 Environmental Issues in Urban Community Health Nursing*</td>
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<tr>
<td><strong>Total</strong></td>
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<tr>
<td><strong>Semester VIII – Winter 3</strong></td>
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<td>ANTH 205 Anthropology of Health and Healing*</td>
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<td>NUR 224G Medical-Surgical Nursing II</td>
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<tr>
<td>NUR 429G Leadership and Accountability*</td>
<td>3.0</td>
</tr>
<tr>
<td>NUR 439 Capstone Project (Independent Study)*</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
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*Hybrid Course

**TOTAL PROGRAM** 121
Reapplication
An applicant who has requested consideration for reapplication must meet with the Director of Student Services prior to reapplying. A new application must be submitted with the appropriate fee. All admission policies and procedures in place at the time of readmission will apply.

VI. College Policies

Admission
Students are required to pass, with a proficient score (58.7% or above) on the Test of Essential Academic Skills (TEAS) to be considered for admission. All applicants meeting admission criteria are reviewed and evaluated on the following criteria: (1) GPA minimum of in pre-requisite courses; (2) test scores. Interviews may be requested.

Please refer to the website as we are transitioning to an online process. Deadlines are posted there.

Students will be notified of their acceptance or non-acceptance by email and postal mail. If admitted, students will need to complete clinical on-boarding requirements prior to admission, including satisfactory criminal background clearance, CPR (American Heart Association Health Care Provider) and documentation of immunization status.

Freedom of Expression
Helene Fuld promotes freedom of expression for individual and group opinion in favor or opposed, to ideas or areas of interest, and the right to engage or assemble with others peacefully. Essential to this process is avoidance of the violation of the rights of others, including the disruption of educational processes and functions. Members of the community that violate the rights of others are subject to disciplinary action.

Anti-Hazing Policy
Helene Fuld College of Nursing prohibits any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Any organization, which authorizes such conduct, will not be allowed to operate.

Copyright Infringement Policy
Copyright infringement is the act of using copyrighted material, without the permission of the author. In the file-sharing context, uploading or downloading copyrighted work without permission constitutes an infringement. In order to comply with federal copyright laws, file sharing applications are restricted on the College’s computer networks. Students are not allowed to install any applications on the College’s computers and disciplinary action will be taken against any student who engages in copyright infringement.

Firearm Free Zone
The College does not permit any types of firearms on campus, even if the carrier has a permit.
Substance policy
See Medications-Drugs-alcohol and tobacco under health and wellness section.

Confidentiality
Confidential information is any and all information disclosed to or known by you because of employment with the College that is not generally known to people outside the College about its business. A student who improperly uses or discloses confidential information will be subject to disciplinary action up to and including discharge from the College and legal action, even if he or she does not actually benefit from the disclosed information.

Student Records
Permanent records are retained for seven years after completion, withdrawal, or dismissal from the program. These records may include:

- High School Transcripts
- Academic Transcripts
- Transcripts used to validate advanced standing

Review of Records
A currently or previously enrolled student has the right to inspect and review his or her educational records. Requests are to be made in writing to the Student Services office, and will be honored within a reasonable timeframe, not to exceed 45 working days from the date of the request. Please see detailed disclosure of information policy in the appendices.

Children in the College
Children are not permitted in the College without the prior approval of the president or director of administration.

Non-Discrimination Policy
Helene Fuld College of Nursing is in compliance with Title VI of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. It does not discriminate on the basis of race, color, national origin, age, gender, veteran status, religion, creed, marital status, sexual orientation, genetic predisposition or carrier status or qualified handicap in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to school programs and activities, including but not limited to academic admissions, financial aid, and educational services. Inquiries regarding this policy should be addressed to the director of student services in the Office of Student Services. Her office is in room 300 or she can be reached by calling (212) 616-7271. Information shared is held in the strictest confidence.

Family Educational Rights and Privacy Act (FERPA)
With respect to their education records, the Family Educational Rights and Privacy Act (FERPA) affords students certain rights. They are:

- The right to inspect and review the student’s education records: a written request should be submitted to the director of student services. All legitimate requests will be honored.
within 45 days. Arrangements for access will be made and the student notified of the time and place where the records may be inspected.

- The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading: students may ask the College to amend a record that they believe is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent: one exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education: the name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920

**Students with Disabilities (ADA)**

Helene Fuld College of Nursing is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which ensure that reasonable accommodations are provided for students with documented disabilities. Based on documentation from a qualified practitioner, the College will determine on a case-by-case basis whether a need exists and, if so, what accommodations are appropriate. The American with Disabilities Act (ADA) of 1990 requires an institution of higher education to provide reasonable accommodations to a qualified individual with a documented disability, provided that this accommodation does not create an undue hardship on the institution. An undue hardship refers to any accommodation that would be unduly costly, expensive, substantially disruptive, or that would fundamentally alter the nature of the program. A student who requests special accommodations due to a disability must contact the director of student services in the Office of Student Services (room 300) for a copy of the Disability Service Package that includes the Special Needs Self-Disclosure Form and the Documentation Guidelines. All requests for accommodations must be submitted to the director of student services at least thirty days prior to the beginning of the quarter/semester for which accommodation is needed. The request along with documentation will be presented to the Disability Services Committee and the student will be notified in writing of the decision.
VII. Academic Policies

Policy on Promotion and Continuance

- All students must have earned a minimum Grade Point Average (GPA) of 2.0 by the end of their first quarter (AAS program) or semester (BS programs) to continue in the program.
- To remain in good standing, all full-time students must attain a cumulative GPA of 2.35 by the beginning of the second quarter (AAS program) or second semester (BS programs). Students not meeting this requirement are subject to dismissal.
- A full-time student who changes from full-time to part-time must attain a cumulative GPA of 2.35 by the end of their second part-time quarter (AAS program) or second part-time semester (BS programs) or be subject to dismissal.
- Part-time students must attain a cumulative GPA of 2.35 by the beginning of the fourth quarter (AAS program) or second semester (BS program) or be subject to dismissal.
- A part-time student who has a cumulative GPA that falls below 2.35 more than once after the third quarter (AAS program) or first semester (BS programs) will be subject to dismissal.
- All students must earn a minimum cumulative GPA of 2.35 to graduate.
- Students who are enrolled in NUR 221/NUR 221G must pass the Dosage Calculation Test I with a grade of 80% or higher to be promoted to NUR 222/NUR 222G.
- Students who are enrolled in NUR 222/NUR 222G must pass the Dosage Calculation Test II with a grade of 90% or higher to be promoted to NUR 223/NUR 223G.
- Students who are enrolled in NUR 223/NUR 223G must pass Dosage Calculation Test III with a grade of 100% or higher to be promoted to NUR 224/NUR 224G.
- Students will have three opportunities during the term to take each test. Students who do not pass the test after the second attempt, must meet with a faculty member to discuss progress and receive tutoring BEFORE attempting the third test. If after the third attempt, the student is unable to pass the exam, he/she cannot progress to the next nursing course but will have an opportunity to take the test again the next time the nursing course is offered. There will be no further opportunities to test if the student is unable to pass during the scheduled term.

Attendance Policy
The College expects all students to attend classes, conferences and clinical practice sessions since excessive absences may affect the quality of a student's academic achievement and the attainment of the program objectives. Faculty members will communicate the policies regarding individual course expectations on the first day of classes. Students are required to be in attendance for all clinical evaluations and final examinations. Individual course policies generally follow these guidelines:

- Faculty may take attendance in all courses (i.e., class, conference, and clinical experience). Unexcused absence may impact course grades.
• Students are expected to be punctual. Faculty may address punctuality issues on a case by case basis. Arriving late on multiple occasions (more than 3) or leaving early may impact course grades.
• Arriving late for examinations will result in limited time for the student to complete the exam. No extension of the testing time will be granted.
• Make-up examinations, and clinical hours, if determined by faculty, will be offered twice a term (mid-term and final) on a set date determined by individual faculty.

Absence Due to Illness
Absence or early departure from the clinical area due to illness (or another emergency) must be reported to the clinical instructor. Students should not call the nursing office or clinical unit at the affiliating agency to report an absence. If a student cannot attend or leaves the clinical class early due to an emergency, the student is required to notify the clinical faculty of the course in writing within 48 hours of an absence stating the reason for their absence. Documentation must be provided supporting the reason for an absence (emergency room discharge, doctor's note, etc.). Clinical make-up, if allowed by faculty, will not be allowed during any student's class hours and must be completed by the end of week 9.

Absence for Religious Reasons
The New York State Educational Law regarding absence from classes for religious observance requires that each student who is absent from the College because of his or her religious beliefs, be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees may be charged for making equivalent opportunities available.

Grade Policy
All courses adhere to the same grading grid for final course grades, and this grid is posted to all course syllabi. A minimum 78% is required as a passing grade for all courses.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percentage</th>
<th>Grade</th>
<th>Points</th>
<th>Percentage</th>
<th>Grade</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>95-100</td>
<td>C+</td>
<td>2.3</td>
<td>78-79</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-94</td>
<td>C</td>
<td>2.0</td>
<td>74-77</td>
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<tr>
<td>B+</td>
<td>3.3</td>
<td>86-89</td>
<td>C-</td>
<td>1.7</td>
<td>70-73</td>
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<td></td>
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<tr>
<td>B</td>
<td>3.0</td>
<td>83-85</td>
<td>D+</td>
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<tr>
<td>B-</td>
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<td>80-82</td>
<td>D</td>
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<td>60-65</td>
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</table>

Points 59 and below=F

**Final course grades which are determined by percentages involving decimals will be rounded up to the next whole number when equal to 0.5 or greater. When the decimal is less than 0.5 the grade is rounded down.

Grades are available to students online through SonisWeb.
Transcript Codes and GPA

- I= Incomplete
- W=Withdrew through third week of course in AAS program or fifth week in BS programs (will not affect GPA).
- WP=Withdrew passing - after third week of course in AAS program or fifth week in BS programs (will not affect GPA).
- WF=Withdrew failing - after third week of course in AAS program or fifth week in BS program (computed as a course failure).
- C+/78% is the passing grade in all courses.
- A transfer course is recorded on the final transcript but is not computed in the GPA.

To compute GPA, multiply quality points earned by the credits in each course. Add up the total number of quality points earned in all courses and divide by the total number of credits. For example, if a student receives an A in a 3-credit course, a B in a 3-credit course and a C in a 4-credit course, the GPA will be: Total Grade Quality Points Credits

<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A = 4.0 x 3 = 12</td>
<td>B = 3.0 x 3 = 9</td>
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</tbody>
</table>

The total credits available for the 3 courses is 10. Therefore, 29/10 = 2.90. The cumulative GPA is the total number of quality points earned divided by the total number of credits attempted.

Pregnancy

A student who is pregnant must promptly report her pregnancy to her course coordinator and/or instructor(s). A student who is pregnant while enrolled must provide documentation from her physician or clinic stating that she is approved to continue in the program. The document must include written approval specifically stating that there are no restrictions on activity or weight lifting. The course coordinator (AAS program) or director (BS program) will notify the student’s instructors and give the document to the associate director of student services, who will put it in the student’s file. Following each prenatal visit, any new restrictions must be reported immediately to the student’s program director and instructors. The College reserves the right to require a student to take a maternity leave. A student who becomes pregnant and who will deliver before the completion of her studies can be granted a maternity leave.

Leave of Absence from the College

A student who wishes to take a leave of absence from the program is required to consult with the director of student services and to confirm such requests in writing. This procedure is designed to safeguard the student's right to secure satisfactory references from the College, or to plan readmission to the program.

A student may request a leave of absence if all financial obligations to the College are satisfied and if the student has presented no cause for dismissal. The student must state the reason for the request and complete an official Leave of Absence Form.

A leave of absence is limited to one year, unless the student is receiving federal student aid, in which case, the limit is six months. When granted a leave of absence, the student receives a letter from the director of student services confirming the arrangements.
A student who has taken a leave of absence from the College and has not been in attendance for at least one year must meet the program requirements in effect at the time of application for readmission.

A student who wishes to return from a leave of absence after more than one year must send a letter to the director of student services stating their intentions to return and must then meet with the Executive Committee.

Enrollment Status
A student who withdraws from any course other than nursing or science with a grade of W/WP may re-register for that course, however, students are allowed only two course withdrawals (including both “W” and “WF”) from nursing and science courses during the entire program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, may result in academic dismissal from the nursing program.

Failure to Attend or Non-Payment
Non-attendance or non-payment of tuition does not constitute an official withdrawal. Notification to an instructor is also not sufficient. Students must notify the director of student services in writing of their intention to withdraw from a course. An official Withdrawal Form must be filed with the director of student services. Failure to officially withdraw will result in the student receiving a grade of “F” for the course.

Auditing and Repeating Courses
Auditing of courses is not available at Helene Fuld College of Nursing.

Students may repeat only one failed course one time in each discipline (nursing, science, and liberal arts). Students with a second failure in a discipline may receive a dismissal letter. A WF counts as a course failure.

When a student repeats a course, the grade received in the repeated course becomes the official course grade. Both the repeated course grade and the original grade appear on the final transcript, however, only the repeated course grade is used to compute the final Grade Point Average (GPA) and class standing.

Grade of “Incomplete”
Students are expected to complete course requirements within the quarters or semesters in which they are taken. In an exceptional situation, a faculty member may give an Incomplete (I) if a student is unable to complete a course due to illness or circumstances beyond his/her control. With the approval of the Provost, written arrangements will be made to complete all work no later than five weeks after the end of the course. If the work is not completed as specified, the grade will automatically become an “F”.

Academic Warning
A student who fails a course will be notified that they must meet with the Academic Standards Committee in order to discuss the reason(s) for the course failure and the measures that they can take to prevent another failure. At the meeting, the student will be warned that a failure in
another course in the same discipline or a grade point average that is below the College's standards may result in dismissal from the College.

When a student receives a warning for a failure in either a science or a nursing course, the student is not allowed to register for a science and a nursing course simultaneously until the course that was failed has been taken and passed with a minimum grade of C+.

**Academic Probation**
The Academic Standards Committee, for exceptional reasons, may recommend that a student who is subject to dismissal be placed on academic probation and be permitted to continue in the program, provided that the student does not fail another course during the program's duration. A student who is on probation will not be allowed to register for nursing and science courses simultaneously.

**Dismissal**
The College reserves the right to dismiss a student for any serious reason, specifically failure to meet academic and/or clinical standards; student standards of conduct violations, health problems that interfere with attainment of program goals and that cannot be resolved; failure to comply with financial or legal obligations; and drug or alcohol abuse. The decision to dismiss a student for failure to meet academic or clinical standards is made in accordance with Policies on Promotion and Continuance. This may be appealed to the Academic Standards Committee. After a dismissed student has exercised his/her option to meet with the Academic Standards Committee for academic reasons, and/or the Student Integrity Committee for non-academic reasons, the student cannot request readmission to the College.

**Conduct Code & Professional Decorum**
The profession of nursing is based on a high level of trust. The nursing student at Helene Fuld College of Nursing is a representative of the College as well as the profession. The maintenance of professional demeanor facilitates acceptance of both the professional and student by patients and other professionals. It is expected that students assume responsibility for adhering to this policy. The College upholds the responsibility to maintain high standards tied to trust, and to support behaviors that represent ethical, professional and honest conduct. The qualities of honesty and integrity are expected to be applied in all interactions including (but not limited to) the classroom, labs, and clinical environments. Violating this policy may result in probation and/or expulsion from the College. *Ignorance of this policy does not constitute a defense against the violation.*

**Helene Fuld  Student Standards of Conduct**
The Helene Fuld College of Nursing student is expected to:

- Accept responsibility for his/her actions. This includes honesty, rationality and accountability (students displaying these behaviors are those who readily admit mistakes and oversights, accept responsibility and take corrective action).
• Maintain forthrightness with peers, staff, and faculty and handle conflicts with others objectively.
• Respect the rights of faculty, staff, peers, and all other persons always. This includes respect for the inherent worth and uniqueness of an individual by demonstrating caring, trust, and empathy. (This behavior is demonstrated by being accessible and prompt in meeting the needs of those under your care and encouraging and motivating individuals with whom you come in contact.)
• **Refrain from behaviors that represent incivility and unprofessional behavior** both in the College and clinical settings. These may include but are not limited to: rude and profane conversation and comments, disrupting the classroom by behaviors such as arriving late, not turning phones to vibrate or silence, not turning off other electronic devices, or actively engaging in non-class activities during class time, conduct that distracts or intimidates others such as talking during lectures, bullying, aggressive behaviors, unwarranted comments, and addressing peers or faculty with disrespect, failing to maintain patient confidentiality, and speaking about or to patients, staff, or others in a disrespectful or demeaning manner.
• Commitment to nursing and an attitude of enthusiasm, cooperation, and self-direction. (Students demonstrating this behavior appear to enjoy nursing and present a willingness to learn and expand their nursing knowledge.)
• Base statements only on information and facts known to be correct, and do not participate in malicious or slanderous conversations.
• Contribute to a classroom atmosphere conducive to learning.
• Comply voluntarily with the spirit, rules, and policies of the College and any clinical facility. This includes College policies and regulations as they are stated in this handbook.
• Respect College property and facilities.
• Utilize safe techniques even when not supervised.
• Refrain from any form of cheating or dishonesty. (See details below.)
• Refrain from plagiarizing anyone else’s work. (See details below.)
• Respect confidential information and comply with HIPAA regulations.
• Respect the personal belongings of others.
• Refrain from requesting faculty to alter unmerited grades.
• Refrain from offering gifts to faculty and/or staff.

Threatening or abusive behavior is not acceptable. If a disagreement occurs, a physical response to a verbal provocation is not appropriate if the student has the ability to walk away (see anti-hazing policy).

Additionally, conduct that may lead to disciplinary action, up to and including dismissal, includes but is not limited to:

• Knowingly furnishing false information to the College.
• Physically or verbally abusing another person or behaving in a way that threatens or endangers their health and safety.
• Behaving in a discourteous, disrespectful, or disruptive manner towards other students, faculty, or staff on or off campus.
• Attempting to bribe a College employee.
• Violating Test Taking Protocol.
Dress Code
Professional appearance is also a part of professional decorum. An essential part of preparing students for employment in the nursing profession is to enforce conformity to a dress code. Students must comply with the College’s dress code while attending classes, including while doing any externships or clinical courses. Students must also take daily preventive measures to maintain good personal hygiene.

Helene Fuld Dress Code

General Hygiene & ID Badge
- Maintain clean, odor free personal hygiene.
- ID badge is an essential part of the dress attire and is required for entry to campus and while at clinical rotations.

Tattoos
- Visible tattoos that are obscene, lewd, crude, or portray or represent nudity, vice, crime or that contain profanity are prohibited. Students will be required to cover such tattoos.

Classroom Attire
- Clothing should be neat and clean. Casual and comfortable clothing is acceptable while attending campus related activities.
- Avoid visible undergarments, ripped, soiled, baggy or tight clothing, clothing with offensive wording, low-cut or otherwise revealing clothing (shorts above the mid-thigh, low cut blouses or halter tops).

Lab Attire
- Lab coats are required in the nursing skills course courses (NUR 121), and for the lab portion of all of the biological science courses (SCI200G, SCI201, SCI201G, SCI202, SCI202G, SCI203, SCI203, SCI204, and SCI204G).

Clinical Attire
- The College has a required uniform that must be purchased from Performance Scrubs (www.PerformanceScrubs.com). It should be appropriately fitted, clean and fresh.
- Clean white low-heeled duty regulation uniform shoes are required; sneakers, tennis shoes, clogs, sandals, open toed or open back shoes are not acceptable. Shoes and shoelaces must be kept clean and white. White socks or white stockings are to be worn with the uniform.
- Students are to adhere to agency expectations for health and safety purposes, as this relates to hair, nails, perfume, jewelry, piercings and tattoos.

Special needs for religious dress requirements will be honored to the extent that these do not conflict with guidelines of the Occupational Safety and Health Administration (OSHA) or the
Centers for Disease Control (CDC). All requests to modify the clinical dress code should be made to the program directors.

Any student who is dressed inappropriately or who does not follow the dress code may be prohibited from attending classes or labs or may be asked to leave the campus or clinical area. Any student who disregards the dress code will be warned and if the problem persists, they may be placed on probation and/or be dismissed from the College.

Student Accountability and Responsibility

Academic & Professional Integrity is an essential characteristic of students at Helene Fuld College of Nursing. Students are expected to maintain the highest levels of honesty and ethical behavior. The College realizes the importance of graduating nursing students who exemplify the values and standards of professional nursing, including the core value of integrity. “Nurses have both personal and professional responsibilities that are neither entirely separate, nor entirely merged, but are integrated. In the process of becoming a professional, the [student] nurse embraces the values of the profession, integrating them with personal values” (Fowler, 2008).

Cheating

Engaging in honest academic work is essential for student success and safe patient care. Cheating is a form of academic dishonesty. Violation of this policy may result in failure of the course and/or dismissal from the College. The following are examples of cheating (list is not inclusive):

- Copying from another student during an in-class exam, take-home exam, lab assignment, or homework assignment, or allowing another student to copy from you.
- Submitting written work that has been completed with other students. Collaboration with other students is only allowed if the instructor has stated that it is a group project.
- Submitting someone else’s work as your own such as term papers.
- Consulting any sources during an exam, including but not limited to books, papers, “cheat sheets”, cell phones, PDAs, or any other devices not authorized by the instructor.
- Buying, selling, or circulating exams or study guides published by Helene Fuld College of Nursing without the instructor’s consent.
- Changing graded materials, including Scantrons, and then re-submitting the work for regrading.
- Submitting work that was previously submitted for grading in another course.
- Obtaining or distributing answers prior to an exam.
- Fabricating information.

Academic dishonesty may also occur in the following situation

- Stealing exams or other materials.
- Signing another student’s name on attendance sheets or other documents.
- Lying to an instructor or College official to avoid failing, being placed on probation, or being dismissed.
Plagiarism

Plagiarism occurs when an individual attempts to represent another’s words, thoughts, or ideas as his or her own. As plagiarism is a form of academic dishonesty, it will be dealt with under the same guidelines as all other forms of academic dishonesty. Examples of plagiarism include but are not limited to:

- Copying or paraphrasing another person’s words or ideas without acknowledging or citing the original source.
- Rewriting someone else’s material by replacing or dropping some words or moving whole sentences or phrases.
- Failing to cite or give credit to a source of information, which is not considered to be common knowledge.
- Taking credit for a paper or assignment that was prepared by someone other than you, such as a paper-writing service, a friend, family member, peer, or a computer program.
- Obtaining information from Internet websites without acknowledging or citing the original source. These sites are protected by the same plagiarism rules as all other sources of information.
- Submitting a paper from a prior course and failing to cite that it had previously been submitted.

Incivility

Helene Fuld maintains a teaching and learning environment that is respectful and pleasant. Incivility may be associated with behaviors that are rude, unsocial, impolite, and offensive. Incivility can occur with malice or intent to be disruptive or simply as a case of thoughtlessness. Behaviors that support incivility include but are not limited to: rude and profane conversation and comments, disrupting the classroom by behaviors such as arriving late, not turning phones to vibrate or silence, not turning off other electronic devices, or actively engaging in non-class activities during class time, conduct that distracts or intimidates others such as talking during lectures, bullying, aggressive behaviors, unwarranted comments, and addressing peers or faculty with disrespect, failing to maintain patient confidentiality, and speaking about or to patients, staff, or others in a disrespectful or demeaning manner. Incivility will not be tolerated and may result in academic probation or discharge from the College.

Addressing Student Accountability & Responsibility Issues

If a student is suspected of failing to adhere to academic conduct expectations including cheating, plagiarism, or incivility, the following will apply:

- The faculty member/proctor will apprise the student of this suspicion and refer the student to the “Academic and Professional Integrity and “Student Accountability and Responsibilities” section of this handbook.
- In case of doubt, the faculty member/proctor will give the student the opportunity to meet and discuss the validity of the charges and the College’s possible response to the charges. This opportunity will occur within 48 business hours of the suspected offense.
• If after discussion with the student, the faculty member/proctor still believes that charges should be brought against the student, and that sanctions may apply, an Academic Integrity Form including specific details of the charges will immediately be completed. The program director is notified by receipt of this form. The program director will forward the information to the Student Integrity Committee who will determine the validity of the claim and determine the appropriate consequence if the charge is found valid. The student may deny or admit to the charges. A copy of the form is placed in the student’s file.

• The consequence depends upon the severity of the infraction. Possible consequences are:
  - A zero on the exam or activity/project.
  - Failure for the course.
  - Probation or suspension from the College.
  - Dismissal from the College.

• The Student Integrity Committee will decide whether a hearing is necessary, at which time the student may bring a person of his/her choice, other than an attorney, to the hearing.

• A College representative will deliver the sanction to the student by hand or certified mail.

• A student has the right to appeal the sanction imposed by the Student Integrity Committee. The appeal must be postmarked within five school days of receiving the sanction. Failure to respond to the Committee within the five days is understood to be an admission of guilt by the student and the student forfeits any right to appeal later.

• If the Student Integrity Committee finds that an academic infraction did not occur, the Academic Integrity Form will be removed from the student's confidential file.

• In all cases, the chair of the Student Integrity Committee will provide written notification of its action to the student, faculty member or proctor, and course coordinator.

• The decision of the Student Integrity Committee is final.

Disciplinary action may occur if the student violates any of the standards of conduct or fails to adhere to College and/or academic policies as set forth in this handbook. They may include but are not limited to infractions associated with:

• Cheating.
• Violation of the Social Media Policy.
• Misuse of privileges extended to students in clinical agencies used by the College.
• Assault or harassment of another person, whether physical, sexual, verbal, oral, or written.
• Disruptive conduct within the College, which prevents faculty or staff members from performing their work.
• Failure to meet student responsibilities.
• Theft of or damage to College property.
• Any other behavior contrary to the ethical principles of the nursing profession or of the Student Standards of Conduct.

Process for Addressing Challenges

Students may be faced with challenges throughout their academic progress. This may include challenges or problems with individuals. It is desirable to settle a problem as quickly as possible.
The first way is to discuss the issue with the person concerned. Students may prefer to discuss their problems with the college counselor, their advisors, a faculty member, or an administrative staff member, rather than to initiate a formal process. Such discussions are always kept confidential, unless the student desires to initiate an action, which necessitates involving other people. The discussions, however, do not constitute a formal grievance process. If these approaches are not successful, students may use the College’s formal Grievance Process for any issues other than those involving academic dishonesty or to take issue with a college policy.

Formal Grievance Process
A grievance is a claim by a student that an unfair decision has been made affecting him/her adversely that does not arise out of charges that he/she has violated the Student Standards of Conduct, or that a College policy or regulation has been violated or misinterpreted to his/her detriment. A student CANNOT grieve a College policy. The purpose of the grievance process is to find an equitable solution to a problem at the lowest possible level. It is to everyone’s advantage to keep the proceedings as friendly, informal, and confidential as possible.

The student must take the first step in the grievance process no later than ten school days following the incident that forms the basis of the complaint. To wait beyond this period is to abandon the grievance. The request must be postmarked within the ten school days following the incident.

Steps II & III requests and responses must be postmarked within five school days of the appropriate meetings/decisions. The student must represent himself/herself and may have a person of his/her choice, other than an attorney, accompany him/her during any step(s) of the process.

Step I. The grievant (student with the grievance) will discuss the problem with the person who is believed to be the source of the grievance in an attempt to resolve the matter directly. The grievant must notify the person in writing (via email AND USPS mail) that he/she is beginning Step I of the grievance process with specific reasons at this time. A copy of this notification should be sent to the provost.

Step II. If not satisfactorily resolved at Step I, the grievant may (within five school days) request in writing (via email AND USPS mail) a meeting with the provost, furnishing the specific reasons for the request. The provost will either meet with the grievant or respond in writing, advising the grievant of the decision. This shall be done within five school days following the receipt of the request.

Step III. If not satisfactorily resolved at Step II, an academic grievant may (within five school days) request in writing (via email AND USPS mail) a meeting with the Executive Leadership Cabinet (without the provost present), again furnishing the specific reasons for the request. The Executive Committee will either meet with the grievant or respond in writing advising the grievant of the decision. This shall be done within five school days following the receipt of the request. The action of the Executive Committee shall be final. When action (such as suspension or dismissal) constitutes the substance of a grievance, the President will use discretion in suspending such action until the grievance is resolved.
X. Resources and Miscellaneous

Academic Advisement

The faculty and staff of Helene Fuld College of Nursing work with students as individuals and adult learners, providing services that will assist them in attaining the objectives of the program. On admission, each student is assigned to a faculty member for academic advisement and individual help. Students are urged to take the initiative to seek advisement. It is the student's responsibility to maintain satisfactory academic status and meet college requirements.
Bulletin Boards
Official notices and schedules are posted in a glass-enclosed bulletin board near the main entrance to the 3rd floor. Faculty office hours are posted outside the faculty office suites on the 4th floor (room 404) and on the door to the office of the program directors (room 402).

Career Development
Information on employment opportunities in nursing and procedures related to licensure and job finding is incorporated into Professional Foundations (NUR 225), taught in the final quarter of the AAS program. Students are informed of current developments in the nursing profession and encouraged to attend local meetings of professional associations and to subscribe to professional journals. Recruiters, prospective employers, and program representatives from area colleges are periodically invited to visit the College and talk with interested students.

Class Scheduling
In an effort to meet the needs of a diverse student body, classes are held during day and evening sessions, from 8:00 a.m. to 9:00 p.m., Mondays through Fridays. Day classes are generally held between the hours of 8:00 a.m. and 5:00 p.m. and evening classes between 4:00 p.m. and 9:00 p.m. Clinical rotations are scheduled Tuesdays through Sundays from 8:00 a.m. to 4:30 p.m. and evening shifts on occasion. A detailed schedule of courses, dates, times and classroom assignment is distributed and posted before registration. Clinical rotation options are discussed with students at orientation to clinical courses.

Cancellation of Classes
Classes are sometimes cancelled due to hazardous weather or other emergency conditions. Students should check their College email, listen to the radio, or check a local television station for such cancellation announcements. Students may also check the Helene Fuld College of Nursing website (www.helenefuld.edu). Cancelled classes may be rescheduled. The decision to make up time lost due to bad weather in excess of 5% of lecture and 10% of clinical time will be made by college administrators.

Clinical Facilities
Helene Fuld College of Nursing students complete their clinical practice at cooperating hospitals and community agencies in the New York City area. Experience is available with patients of all ages, varied ethnic and socioeconomic backgrounds and with a variety of clinical Conditions.

Counseling Services
The College employs a counselor to support student needs. Short-term and long-term counseling services are available to help students with issues including, but not limited to stress, depression, disorganization, anxiety, family-related problems, and other social issues. In addition, students can be referred to other mental health professionals when appropriate. Students can be seen on a walk-in basis when the counselor is not in session or by scheduled appointment. Appointments can be made by calling 212-616-7264, or by emailing the college counselor (College.Counselor@helenefuld.edu).
Lockers
Lockers are available for students to use on a daily basis. They are located on the 4th floor on a first-come, first-served basis. Students must supply their own locks and may not monopolize lockers. The College is not responsible for items left in unlocked lockers.

Lost and Found
The College’s “Lost and Found” is in the library. Lost and found items can be claimed by stopping by the librarians’ desk during regular operating hours.

Orientation of New Students
During New Student Orientation, students are introduced to some of the administrators and instructional staff, and to the facilities, services, and policies of the College. Included in the orientation is information about the course requirements, financial aid, campus security, academic advisement, counseling services, student standards of conduct, and alcohol, drug, and sexual assault policies. Other topics include: full- and part-time schedules, fire drill and safety regulations, tutoring, study groups, and attendance and punctuality policies.

Recreational Activities
The College has no planned recreational program due to the nature of the student body, which is predominantly an adult commuter group. The College encourages students to plan activities according to their interests as long as they do not interfere with the program of studies.

Tutoring
Group tutoring is available for most courses. Tutoring is available in all science courses, including Selected Topics in Chemistry and Mathematics (SCI 101). The nursing faculty offer sessions to clarify and reinforce nursing concepts. Additionally, all full-time faculty have office hours each week when they can meet with students for individual help. Students do not need appointments to see faculty during their regularly scheduled office hours. Making an appointment, however, is strongly advised. The College also subscribes to Smart thinking, an online tutoring service. Smart thinking is available via Blackboard for all students. With Smart thinking, students can utilize a variety of resources, including submitting their essays to writing tutors who provide individualized feedback, which can be tailored to a specific student’s needs. Additionally, students can access online group tutoring sessions where they can interact live with a tutor using virtual whiteboard technology.

Wi-Fi Access
The College has wireless Internet capability. Students with wireless-enabled laptops and phones can access the Internet throughout the College.

Cancellation of Classes
Classes are sometimes cancelled due to hazardous weather or other emergency conditions. Students should check their College email, listen to the radio, or check a local television station for such cancellation announcements. Students may also check the Helene Fuld College of Nursing website (www.helenefuld.edu). Cancelled classes may be rescheduled. The decision to make up time lost due to bad weather in excess of 5% of lecture and 10% of clinical time will be made by college administrators.
Credit Card Policy
The advertising, marketing, or merchandizing of credit cards to students on campus is prohibited.

Food and Beverages
Students may have covered beverages in classrooms, however, food is prohibited. Food and beverages are prohibited in all laboratories (i.e., nursing arts labs, science lab, and computer lab) and in the Library. Food and beverages should only be consumed in the 3rd floor vending area and 4th floor student lounge.

Student Assessments
Course instructors use a combination of quizzes (announced and unannounced), unit tests, formal writing assignments, discussion board postings, and a final examination to arrive at the course grade. Faculty reserve the right to refuse written assignments and correspondence, which are not appropriately neat, legible, and written in Standard English. Instructors review their specific grading criteria with students during the initial class period. Evaluation of student achievement is calculated using only measurable academic assignments that are directly related to the course objectives and that are identified in the syllabus. No points are assigned for non-academic or unplanned activities such as attendance and participation. Grades are not curved and only the final course grade is rounded up. Each student’s work is evaluated individually.

During the final clinical week, students in the AAS program receive quarterly individual clinical evaluations and cumulative summaries. Students in the AAS and GBS programs who are enrolled in nursing courses must complete all assigned focused reviews and remediation prior to taking the Integrated Kaplan exams.

Kaplan Integrated NCLEX Preparation
Helene Fuld College of Nursing utilizes Kaplan integrated testing and preparation tools throughout the curriculum for both the AAS and BS programs. Students will begin working with supplemental materials in multiple courses including the foundational skills courses, clinical courses, and leadership courses. In each course student will interface with tools including videos and virtual simulations as well as secure, proctored exams that are nationally normed. The examinations will amount to 10% of the course grade. At the end of the program, before graduation, students will complete a Kaplan NCLEX-RN review course.

IX. Appendices

FEDERAL FINANCIAL AID PROGRAMS

Helene Fuld College of Nursing Federal Code: 015395

Drug convictions may affect eligibility for federal financial aid programs. (See the financial aid counselor for information.)

Pell Grants
Pell grants are based on a federal formula that measures the ability of the student/family to meet educational expenses. Awards vary in amount, depending on eligibility and cost of attendance (available for full- or part-time study). Students must demonstrate financial need as well as satisfactory progress in the program. This grant is not available to students who already have a Bachelor's degree.

**Federal Supplemental Education Opportunity Grant (FSEOG)**

FSEOG grants (in the range of $200 to $1,000), depending on availability of funds, may be awarded to students who demonstrate financial need (available to full- and part-time students) who are Pell Grant recipients. Students must demonstrate financial need as well as satisfactory progress in the program.

**The William D. Ford Federal Direct Loan Program**

Full- and part-time students may apply to borrow up to $3,500 a year in direct subsidized federal direct loans and up to $6,000 a year in direct unsubsidized federal direct loans.

**Veterans Administration Benefits**

Federal funds for education are available to children and spouses of disabled (100%) or deceased veterans. Any veteran of the U.S. Armed Forces who is enrolled in an approved program of study is entitled to receive tuition allowances. The allowances will be granted as long as the veteran is enrolled in study up to 10 years from the date of discharge from the Armed Forces. The amount depends on the marital status and number of dependents. Applications should be made through the local Veterans Administration Offices.

**Post-9/11 GI Bill**

Generally, an individual who served a minimum of 90 days on active duty after September 10, 2001, will be eligible for educational assistance under the Post-9/11 GI Bill.

**New York State Financial Aid Programs**

Helene Fuld College of Nursing State TAP code (AAS: 0287; BS: 0288)

**Tuition Assistance Program (TAP)**

TAP awards range from $100 to $1,721.67 per quarter or $100 to $2,071.00 per semester depending on financial need and level of study. This is available only to full-time students who have been legal residents of New York State for at least one year immediately preceding the beginning of the quarter for which assistance is requested. Students must maintain satisfactory academic progress in the program.

**Assistance for Part-Time Students (APTS)**

A student must carry at least six, but no more than eleven, credits in order to qualify, be in good academic standing, and be able to justify financial need. Applications are available from the financial aid counselor.
Regents Grants For Children of Deceased and Disabled Veterans

Grants of $450 per year are made to full-time students who are legal residents of New York State at the time of application and who are the child of a deceased or disabled veteran who was a legal resident of New York State at the time of induction into service. Applications are available from the New York State Higher Education Services Corporation, 99 Washington Avenue, Albany, NY 12255. Information regarding financial aid for Native Americans and New York State Regents Scholarships can be obtained from the Financial Aid Office.

Other Sources of Financial Aid

The Alfreda Brown Memorial Scholarship

The Alfreda Brown Memorial Scholarship is given annually to a “senior” student (i.e., enrolled in NUR 223 or NUR 224) in the AAS degree program. The awardee must be in good academic standing.

Hospital League/District 1199, Training and Upgrading Fund

Tuition reimbursement is available to 1199 members who are enrolled in an approved program of studies. For eligibility requirements, amount of assistance, and procedures, contact: 1199/SEIU League Training and Upgrading Fund, 300 West 43rd Street, New York, NY 10036, before applying to the College.

The Mascione Family Scholarship Program

Scholarships are available for students who are enrolled in the BS program who demonstrate strong academic potential and high moral and ethical values.

The Peggy Wines Memorial Scholarship Fund

The William T. Morris Foundation contributes funds to the Peggy Wines Memorial Scholarship Fund. Scholarships are awarded to students who are enrolled in the BS program who are U.S. citizens.

The Rudin Foundation

A limited number of scholarships are available from the Louis and Rachel Rudin Foundation. Awards are available to both full-time and part-time students who qualify academically and who demonstrate financial need.

The Switzer Foundation

The Switzer Foundation annually grants a limited number of $1,000 tuition awards to full-time students in the AAS degree program upon entrance to Helene Fuld College of Nursing. To be eligible for an award, the candidate must be a female in financial need, live within a radius of 50
miles of New York City, be a U.S. citizen, and be one who shows promise of meeting the program requirements.

**Test Taking Protocol**

Students are expected to comply with the following rules regarding test taking:

- Students are not allowed to bring cell/mobile/smart phones, pagers, watches, and other electronic devices into classrooms during examinations. Books, coats, and handbags should be left in lockers or stored in classrooms in designated areas.
- Students are not allowed to bring pencils and pens to the testing area. Pencils, calculators, and scratch paper will be provided. Calculators and scratch paper cannot leave the testing room when the test is over.
- Students are not allowed to access or bring any educational, test preparation, or study materials to the testing site.
- At the start of the test, students must sign the roster and enter the individual test number. Proctors may assign or rearrange seating at their discretion.
- Students are not allowed to take examinations for other students.
- Students are not allowed to engage in disruptive behavior at any time.
- Students are not allowed to seek help from any other party in answering items (in person, by phone, text, or email) during the examination.
- If using Scantron, only the marks on the Scantron sheet count. Any additional marks on the sheet must be erased, and marks on the exam itself will not be graded.
- Once a student receives exam materials and sits for the exam, the student is considered to have taken the exam.
- Students are not allowed to leave their seats during the test. Students with questions should raise their hands and a proctor will come to them.
- Students are not allowed to leave the classroom during the testing period. Exceptions may be made for urgent physical needs. Students must ask permission to exit the testing room before completing the exam. The student should raise his/her hand, and wait to be escorted out of the testing room.
- Students are not allowed to interrupt the test to move their cars.
- Students are not allowed to tamper with the computers or use them for any function other than taking the examination (during specialty testing using the computer).
- If a student experiences hardware or software problems during an examination (during specialty and/or exit testing using the computer), the student should notify the proctor by raising his/her hand.
- A student who exits the testing room after handing in their exam will not be readmitted.
- When the examination is over, students are not allowed to disclose or discuss test questions or answers from the exam with anyone (this includes posting or discussing questions on the Internet and via social media).
- Test questions will not be reviewed in class immediately following the exam.
- If a student arrives late for an exam and agrees to take the exam, the student must hand in their paper at the official end of the exam.
Policy Regarding Social Media

Social Media is a way for people to use technology for social interaction through the use of words, images, audio, and video. Examples of social media sites include, but are not limited to, websites such as Facebook, MySpace, LinkedIn, Twitter, YouTube, and more.

Helene Fuld College of Nursing views social media sites positively and respects the rights of students and employees to use them as a medium of self-expression. Posts made to social media sites may, however, become viral or become publicly available for a long time or potentially permanently, even if they are deleted from the website to which they were originally posted.

Postings on social media sites may reflect negatively or positively on the College. The College and its employees and students have ethical and legal obligations with respect to these communications. In order to ensure that ethical and legal obligations are adhered to, students are required to comply with this policy.

The intent of this policy is not to restrict the flow of useful and appropriate information, but to maintain the College’s reputation and legal standing, and to minimize risk to the College’s interests and its employees and students.

This policy applies to online as well as offline conduct, as communications, which begin offline, can potentially result in online harm or injury. The College’s social networking/social media policy states that, "Any statement which may cause actual or potential harm or injury to the College, a college employee, or to another student will be grounds for dismissal."

As a condition of enrollment students are required to observe the following guidelines and are prohibited from the following conduct in any form. Failure to comply with the following policy will result in disciplinary action up to and including immediate dismissal from the College:

- Posting or discussing false or defamatory information about the College, College services, employees, or anyone associated with the College, or posting or discussing information that is disparaging in nature.
- Posting or discussing discriminatory or harassing comments concerning anyone associated with the College. Students are prohibited from harassing, bullying, or intimidating other students or anyone associated with the College. Behaviors that constitute harassment or bullying include comments that are derogatory with respect to race, color, creed, religion, national origin, ancestry, genetic information, sex, age, disability, sexual orientation, marital status, veteran status, political beliefs or any other protected class or status recognized by federal, state or local law; sexually suggestive, humiliating or demeaning comments; and threats to intimidate or physically injure another student or anyone affiliated with the College.
- Speaking or posting on behalf of the College without the explicit permission of the president of the College.
• Posting College-related pictures or voice recordings of College employees, students, or anyone associated with the College, without that person’s permission. Posting or discussing confidential patient information or any information or photographs concerning patients and/or their families. Maintaining the confidentiality of our patients and families is of the utmost importance to the College. Any inappropriate disclosure of patient information, whether direct or indirect disclosure, is subject to disciplinary action, up to and including dismissal.

• Using or posting obscenities, profanity or vulgar language, or inappropriate language, or inappropriate images.

• Accessing social media during classroom or clinical hours without the expressed permission of the instructor. Students found to be accessing these sites for non-school related purposes during class time will be subject to progressive discipline.

• Posting or discussing engaging in conduct prohibited by the College’s policies, including the use of illegal drugs.